

Lassen Fire Safe Council, Inc.
Issued:



REQUEST FOR PROPOSAL (RFP)

Lassen Countywide Hazardous Fuels Assessment

Deadline for Submission of Proposals: December 14, 2024 4 pm

For an electronic version of this RFP, go to:
<https://www.lassenfiresafecouncil.org>
(Click on "Notices, Bid & Contracting Opportunities")

SECTION ONE: ACTIVITIES AND TIMELINES

ACTIVITY	DATE
o Release of published RFP	11/13/2024
o Deadline for receiving all questions	12/11/2024 4:00 PM
o Deadline for RFP responses to be received by Lassen Fire Safe Council, Inc.	12/14/2024 at 4:00 PM
o LFSC evaluates and ranks proposals	12/15/2024- 12/20/2024
o Contracting and finalizing scope of work, budget, deliverables, timeline, etc. (Tentative)	12/21/2025-1/8/2025
o Performance Period (Negotiable)	1/9/2025 – 12/31/2025

SECTION TWO: GENERAL RFP SUMMARY

The Lassen Fire Safe Council, Inc. (LFSC) is soliciting proposals for a Lassen Countywide hazardous fuels assessment. Current fire hazard assessments LFSC and other wildfire mitigation partners rely on to develop and prioritize projects do not consider recent large wildfires, commercial logging, mechanical hazardous fuels reduction treatments, and prescribed fire treatments that have altered vegetation conditions. The current state of hazardous fuels within burns or within areas that were previously treated are largely unknown. Hazardous Fuel Assessments that are currently available take a broad look at hazards using project accomplishment reporting GIS datasets and remote interpretation that often fail to adequately inform current conditions.

SECTION THREE: PROGRAM BACKGROUND AND OVERVIEW

The Lassen Fire Safe Council, Inc. is an awardee of \$199,500 in grant funds through the Sierra Nevada Conservancy, Regional Forest and Fire Capacity Program (RFFCP) Capacity Building grant. These funds are being used to achieve the following objectives.

- o Current hazardous fuel conditions within Lassen County to inform and prioritize project development and annual CWPP project updates.
- o Model potential wildfire behavior within Lassen County to inform communities and potential partners of the risk.
- o Characterize wildfire threats to communities, critical infrastructure, and natural resources within Lassen County to inform and prioritize project development.
- o Identify potential cross boundary wildfire resiliency projects within Lassen County to add

to the annual CWPP project update and encourage multi ownership collaboration.

- Identify specific projects that have been implemented in the past and their current condition to inform maintenance priorities/schedule for treatments that have already been implemented.

SECTION FOUR: SCOPE OF SERVICES

LFSC wishes to hire a consultant to create up-to-date mapping of fuels and wildfire threats within and adjacent to each area mapped within the wildland urban interface (WUI) of Lassen County. The contractor will work with local fire response agencies, local wildfire mitigation groups, Fire Safe Councils, Resource Conservation Districts, tribal communities, large landowners, and other experts to inform the hazardous fuels assessment and better inform project development and prioritization for LFSC and its partners. The project will require a qualified and technically capable consultant to use lidar, aerial imaging, ground surveys/ truthing, wildfire modeling, and GIS datasets to complete the hazardous fuel assessment.

SECTION FIVE: DELIVERABLES

A successful proposer will need to be able to provide the following deliverables prior to expiration of contract agreement (dates negotiable):

- A final report which interprets modeling and findings.
- Recommendations of specific projects within Lassen County.
- Maps of specific recommended project areas based on assessment.
- Maps of Lassen Countywide hazardous fuels condition.
- Maps of individual community hazards.
- Maps and descriptions of previous project implementation and assessment of their current condition.

SECTION SIX: MINIMUM QUALIFICATIONS

The successful proposer shall be able to provide the following minimum qualifications:

- Possess and maintain general liability insurance.
- Have all appropriate licenses needed to perform the work described.
- Provide all expertise, labor, and tools necessary to complete the work.
- Demonstrate relative past performance completing similar work.

SECTION SEVEN: RFP PROCESS

A. SUBMITTAL OF PROPOSALS

Accepted submissions of proposals **NO LATER THAN** December 14, 2024, at 4 pm.

- Hardcopy submission at LFSC office at 1825 Main Street, Susanville CA 96130 -or-
- Mail proposals to:

**Lassen Countywide Hazardous Fuels
Assessment**

**Lassen Fire Safe Council, Inc.
P.O Box 816
Susanville, CA 96130**

Attention: Chastity Arnett

The proposer's name and return address must also appear on the envelope.

-or-

- Electronic submission includes email, please send to:
Email address:
chastity@lassenfiresafecouncil.org

Subject: Lassen Countywide Hazardous Fuels Assessment PROPOSAL

Proposals will be received in person, by mail, or electronically by email at the address shown above and must be received by the time indicated. It is the sole responsibility of the proposer to send or deliver its proposal so that it is received by the time and date required, regardless of postmark.

B. SUBMITTER'S QUESTIONS

Questions regarding the RFP must be submitted in writing (in person, by mail, or electronically at addresses listed in part A) to **LFSC by 12/11/2024 4:00 PM**. Except for questions that might render the award of this contract invalid, LFSC will not respond to any questions submitted after this time. LFSC will post questions received in writing, along with written responses, on the LFSC website, <https://www.lassenfiresafecouncil.org>, (click on "Notices, Bid & Contracting Opportunities"). **It is the responsibility of the proposers to check the LFSC website to review the questions and responses.**

C. COSTS OF DEVELOPING THE PROPOSAL

All costs incurred in the preparation of a proposal are the responsibility of each proposer and will not be reimbursed by the LFSC.

D. PROPOSAL TERMS AND CONDITIONS

Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and may be subject to disclosure.

By submitting a proposal, each proposer certifies that all statements in this proposal are true. This constitutes a warranty, the falsity of which shall include the right, at LFSC's option, to declare any contract made, as a result thereof, null and void.

E. SUCCESSFUL PROPOSAL AS PART OF CONTRACT SERVICES

Proposals received in response to this solicitation, at LFSC's discretion, may be incorporated into the contract awarded and may serve as basic terms and conditions for the ultimate contract. Therefore, proposers are advised that, if successful, they will be held responsible for levels of services proposed at the fee levels quoted. LFSC reserves the right to negotiate modifications or revisions to awarded contracts as needed.

1. **EVALUATION OF PROPOSALS**

The objective is to perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a contractor that best satisfies the LFSC's requirements.

2. **SELECTION PROCESS**

- a. LFSC will review the submitted proposals.
- b. Proposal documentation requirements set forth in this RFP are designed to provide guidance to proposers concerning the type of information that will be used by the LFSC. Proposers shall be prepared to respond to requests by the LFSC for additional items deemed necessary to assist in the review process.

3. **AWARD**

Award will be made to the qualified proposer whose proposal will be most beneficial to the LFSC, with price and all other factors considered. The LFSC will negotiate with the highest ranked proposer to develop the scope of work, final budget, timeline, and contract for mutual satisfaction.

If the LFSC cannot successfully negotiate a contract with the highest ranked proposer, the LFSC will terminate negotiations and begin negotiations with the next highest ranked proposer.

Proposers will receive Award/Non-Award notification(s) through mail, phone call, or electronically.

SECTION EIGHT: CONTRACT INFORMATION

Following successful award, an independent contractor agreement will be issued to the successful proposer as agreeable by both parties.

INVOICING AND PAYMENT

LFSC prides itself on the quick turnaround of payment of invoices to its contractors to assist in cash flow and control costs for all parties. Contractors claim payment only for the specified scope and amount identified in the independent contractor agreement issued to the contractor by the LFSC. LFSC processes approved invoices once per week (typically on Tuesday), with checks mailed to contractors once approved and signed by authorized signatories (typically Wednesday or Thursday).

Contractor will submit completed work and all supporting documentation electronically concurrently with a contractor prepared invoice. LFSC will verify work performed by the Contractor was completed to the satisfaction of the LFSC. LFSC will provide a “punch list” for any items identified during inspection that still need to be completed or addressed before payment and acceptance of work. Payments for partially completed work may be negotiated at LFSC’s discretion based on the percentage of work completed and provisions may be added to the independent contractor agreement for partial payments.

Requirements for an accurate and complete invoice include:

- o Project Identifier. Project name, number, or identifier.
- o Performance Period: Date or date range when work was performed.
- o A brief description of deliverables for which you are claiming payment, the respective numbers assigned to the deliverables and the individual amount being billed for each item.
- o The total amount of the invoice is based on rates provided in the contract.
- o Invoices will be submitted to LFSC personnel identified in the independent contractor agreement.

SECTION NINE: PROPOSAL PACKAGE REQUIREMENTS

A. PROPOSAL FORMAT

Proposals are to be straightforward, clear, concise and responsive to the information requested in previous sections.

B. PROPOSAL ELEMENTS

1. **Contact Information:** Entity name, address, and contact information of representative(s).
2. **Experience:** Please provide a synopsis of your work experience and examples of projects like what this RFP is requesting.
3. **References** Please provide a list of three references for prior experience.
4. **Schedule:** Please provide a tentative schedule showing how this work fits in with other obligations. Performance period is tentative and may be negotiated. Preference may be given to timelines completing project in 2025.
5. **Insurance:** Please provide the amount and type of insurance you carry.
6. **Other:** Please provide other pertinent information the proposer may wish to provide. This includes recommendations for alternatives or small changes to project activities based on experience with similar projects.
7. **Cost:** Please provide a fee proposal for achieving project deliverables. Please include costs including staff time and specific materials needed to complete each deliverable. Proposal fees should be clear and constructed such that each deliverable is accounted for culminating in a final report. For ease of review, the proposer may separate proposal into different categories of work product shown with descriptions, rates, units, and totals for each item. A sample proposal form is provided to demonstrate the preferred format in Item C. This form does not need to be used in the final proposal submitted to LFSC.

C. Sample Proposal Form:

Contractor: _____

Address: _____

Representative – Name and Title: _____

Email Address: _____

Phone: _____

Item #1

Current Countywide Hazardous Fuels Conditions / Past Projects and Current Conditions

Task Description	Units	Rate	Total
Task #1 – Staff level 1			
Task #2 – Staff level 2			
Task #3 – Material Level 1			
Task #3 – Material Level 2			

Item #2

Individual Community Hazard Assessment

Task Description	Units	Rate	Total
Task #1 – Staff level 1			
Task #2 – Staff level 2			

Item #3

Recommended Projects

Task Description	Units	Rate	Total
Task #1 – Staff level 1			
Task #2 – Staff level 2			
Task #2 Material Level 1			

Item #5

Final Report and interpretation of findings

Task Description	Units	Rate	Total
Task #1 – Staff level 1			
Task #2 – Staff level 2			

PROJECT TOTAL

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