



# NORTHERN SONOMA COUNTY FIRE PROTECTION DISTRICT

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## Northern Sonoma County Fire Protection District

invites and will receive competitive proposals for the provision of  
Professional Planning and Management Services for:

### **Vegetation Management Projects in support of a Strategic Control Network In the Cloverdale Fire Protection District**

NOSOCO Project #: DR4482-PJ0587

The Northern Sonoma County Fire Protection District (the District), acting as a partner with the Cloverdale Fire Protection District under a Joint Powers Agreement, known as “Northern Sonoma County Fire” is seeking proposals from qualified firms to provide vegetation management:

- Planning
- Program/Project Design
- Program/Project Delivery for a multi-project program of vegetation management projects

Services shall be provided by a firm with demonstrated experience in multi-project public program planning and delivery (PPM). The District is requesting that qualified firms provide both a statement of qualification (SOQ) and a proposal for professional services (PPS) as well as meet other requirements defined in this Request for Qualifications/Proposals (RFQ/P).

**This proposal is for professional planning and management services only** and does not include implementation of vegetation management. Firms providing professional services to the District will not be permitted to bid on vegetation management projects that are being planned as part of this project.

### **Project Description**

The project is generally defined in the Cloverdale Fire Protection District’s Community Wildfire Protection Plan (CWPP) prepared in 2022. The project will utilize two phases to determine where vegetation management should occur, define treatment, secure property owner permission, and then implement vegetation management treatments.

The CWPP is available for reference at the following links:

- <https://storymaps.arcgis.com/stories/99f0595729ba4e8995288bf08c035a23>
- [https://www.firesafesonoma.org/wp-content/uploads/cloverdale-cwpp\\_07-11-22\\_final.pdf](https://www.firesafesonoma.org/wp-content/uploads/cloverdale-cwpp_07-11-22_final.pdf)

This project will be funded by the Federal Emergency Management Agency (FEMA) and the California Governor's Office of Emergency Services (CAL OES) via a grant awarded to the District. The funding will be awarded in two phases as follows:

- Phase 1 – Program/Project Design
- Phase 2 – Program/Project Delivery

The maximum available grant funding available for Phase 1 is \$168,975 which must include the costs for project regulatory approvals (CEQA and NEPA consultants).

**This proposal is for professional services for Phase 1 – Program/Project Design. The District intends to retain the selected firm to also provide professional services for Phase 2 pending satisfactory performance in Phase 1. Phase 2 services will be provided under a separate contract.**

### **Project Goals**

The CWPP includes “improving access and egress on key roadways/maintain fire roads and fuel breaks” as one of its mitigation measures and strategies. The geographic areas for vegetation management treatments presently included in this project consist of strategic control lines intended to form a control network at key locations within the Cloverdale Fire Protection District (also may be referred to as the Cloverdale Planning Unit). The District seeks to create such control lines primarily through vegetation management in the form of shaded fuel breaks and related vegetation treatments along existing roads. All work shall seek to maintain aesthetic and ecological values such that goals for (wildland) fire protection can be achieved without compromising visual, cultural and biological resources.

The project occurs primarily on private property with some work along public roads and on government owned land. There are an estimated 200 potential landowners that will need to provide consent for the project to occur. Robust and productive landowner engagement, management and communication shall be a key part of the scope of work of this project in all phases/tasks. To the extent feasible, landowners shall be made aware of all project progress throughout Phase 1 and Phase 2. Landowner concerns, whenever they arise, shall be addressed positively. Coordination may also occur with organizations such as Communities Organized to Prepare for Emergencies (COPE), Community Emergency Response Team (CERT), road association, and homeowner associations. All of these organizations may be able to assist with securing landowner consent, sharing information, and acting as a single point of contact for an area.

The District seeks to use local firms and contractors to the extent feasible for all work. The District seeks to complete Phase I by April 13, 2024 and Phase 2 over a two to three year period. Implementation of vegetation management (Phase 2) may be divided into one or more primary projects, a series of annual projects or other combinations that are responsive to both the physical needs of the sites, the capabilities of local contractors and the bidding climate at the time of delivery.

## **Scope of Work**

This RFQ/P is for the provision of professional services in support of the design, management and implementation of vegetation management treatments of the project. The District has defined the overall goals for the project and those goals have been interpreted and represented via the CWPP. Project quantities listed below are from the CWPP and from the submitted FEMA grant application and are estimates. Length of treatment areas and treatment area include hard and soft miles/areas and the PPM will determine more precise quantities in Phase 1 – Program/Project Design.

## **Project Quantities**

- Cloverdale Fire Protection District (Planning Unit): 44,000 acres
- Estimated length of treatment areas: 69 – 80 miles
- Estimated area of treatment: 831 – 970 acres
- Approximate number of landowners: 200 (Estimated 600 parcels)

## **Schedule**

- **Phase 1 – Program/Project Design Complete (Deadline): April 13, 2024**
  - This is a FEMA established grant deadline and must be met
- **Phase 2 – Program/Project Delivery Complete: December 31, 2026 (estimate)**
  - The start of Phase 2 is dependent upon FEMA approval which is expected to occur during the Fall of 2024

The project will include the following overall delivery steps:

### **Phase 1 – Program/Project Design (This contract)**

- Phase 1-A Program/Project Development
  - Task 1/Conceptual Plan Validation
  - Task 2/Design Development/Budget Validation/Schedule Validation
  - Task 3/Communication/Landowner Participation
  - Task 4/General Procurement Tools
- Phase 1-B Program/Project Regulatory Approvals

### **Phase 2 – Program/Project Delivery (Separate Contract)**

- Phase 2-A Program/Project Final Design
  - Preparation of complete plans and specifications for each and all vegetation treatment geographic areas defined in Phase 1 suitable for bidding and implementation
- Phase 2-B Program/Project Implementation Management
  - Includes management of actual vegetation management treatments

Detailed services are not fully defined and shall be responsive to evolving needs as the project details are developed. The District expects the selected PPM to advise the District on the best strategies and methods for final design, project definition, and procurement methods. As such, the work requested within this RFQ/P is not fully defined and the PPM will be expected to advise the District with a high standard of ethics and fully without conflict.

The selected PPM shall provide services as required to address the following primary tasks:

### Phase 1-A Program/Project Development

- Task 1/Conceptual Plan Validation
  - Work closely with the District to review, modify, expand or contract the current plan as necessary to ensure District goals as well as best practices are being met
  - This task shall result in an updated master plan
- Task 2/Design Development/Budget Validation/Schedule Validation
  - Develop a project structure that identifies one or more projects for further analysis, design and representation that meets cost and schedule constraints and that satisfies all District goals and known best practices
  - Prepare design development for all projects to achieve “shovel ready” status
  - This effort shall result in measurable project representations and information that can be used for final cost/schedule models, landowner outreach, resource development and procurement and ongoing project coordination/management
- Task 3/Communication/Landowner Participation
  - Introduce program and projects to affected landowners
  - Address landowner concerns, interests and requests
  - Obtain explicit permission from all affected landowners to perform the work of the project occurring on their land
  - Includes all necessary outreach, education, information preparation/presentations and on-site consultations
- Task 4/General Procurement Tools
  - Assist the District in preparing necessary tools to define and describe the work for use in bidding and procurement
  - Task shall include development of a master specification covering all aspects of the work for use by bidders during Phase 2, master schedule, master budget and other, necessary construction management tools

## Phase 1-B Program/Project Regulatory Approvals

- Assist the District in selecting and engaging one or more consultants to achieve compliance with CEQA and NEPA requirements
- Manage and direct the work of the consultants to ensure District goals are being met in a timely manner
- Serve as liaison between consultants and District, landowners and other parties as necessary to meet regulatory requirements
- Consultants will be contracted directly with the District but managed by the PPM
- PPM will assist the District in preparing RFP and contract forms for engaging consultants

Phase 2 will occur under separate contract and is not part of this RFQ/P. Phase 2 will include, but may not be limited to, the following example tasks. These tasks may not occur in sequential order as different vegetation management treatments may progress at different rates and be in different stages of implementation during Phase 2.

## Phase 2-A Program/Project Final Design

- Task 1/Project Final Design
  - Preparation of complete plans and specifications for each Project defined in Phase 1, suitable for bidding and for implementation management
- Task 2/Bidding and Procurement
  - Preparation of necessary documents required to solicit bids from contractors, determine lowest responsive bidder and assist the District in executing a contract for each project
  - PPM will assist the District in means and methods and will conduct all necessary procurement efforts

## Phase 2-B Program/Project Implementation Management

- Task 1/Contract Administration
  - PPM shall administer each construction contract for the District, including all aspects of quality control, contract compliance, contractor invoicing and compensation and all aspects of project schedule
- Task 2/Construction Management
  - PPM shall actively engage with all contractors to address issues, concerns, deficiencies, landowner interactions, District interactions and any other project management tasks appropriate to the work
- Task 3/Multi-Project Management
  - PPM shall coordinate all program tasks so that any active projects are managed effectively and efficiently, so that completed projects are properly closed out and so that upcoming projects are properly initiated

- Task 4/Ongoing Landowner Liaison
  - PPM shall provide ongoing interaction with landowners regarding construction activities, construction completion, resolution of conflicts, and training/knowledge dissemination for landowner required maintenance where applicable
- Task 5/Regulatory Compliance
  - PPM shall oversee all permitting on a program or project basis (as appropriate) and shall ensure all applicable regulatory requirements are being met

**Minimum Qualifications**

Any firm responding to the RFQ/P shall meet the following minimum qualifications. These include demonstrated experience and competence in the following specific areas:

- Vegetation Management
  - Experience in modern vegetation management methods relevant to wildland fire in California
- Wildland Fire Management
  - Experience/expertise in the general methods of wildland fire management, both preemptively and in emergency situations
- Fire District
  - Knowledge of typical fire district operations, fire district funding and procurement methods, hierarchies and leadership
- Wildland Fire Planning
  - Experience with wildland fire related planning that reflects knowledge of biological, cultural and physical resources at landscape scale
- Large Scale Land Planning
  - Experience with land planning involving large areas under multiple ownership
- Multi-Project Program Planning and Implementation
  - Experience in the design of multi-project programs for public or private clients/agencies
- Public Project Administration
  - Experience in designing, approving, procuring and administering public projects in California
- Federal Procurement Procedures
  - Experience with federal contract/procurement procedures to support the solicitation and administration of multiple procurement contracts
- Construction Management
  - Experience with independent construction management

- Public Interaction and Engagement
  - Experience in public engagement, public presentations, complex constituencies, and potentially controversial project components with a record of success in bringing diverse landowners together
- Project Leadership
  - Experience as liaison between multiple contractors, multiple agencies, landowners and a large public constituency

**Minimum Submittal Requirements**

Please provide written and, when appropriate, graphic information demonstrating capabilities, experience and recommendations regarding the project as defined herein. Submittal shall reflect the specific requirements of Phase 1 and the general requirements of Phase 2. Provide the following in letter format, stapled or bound, maximum 12 pages that can be lists or narratives addressing the following:

- Company
  - Company name, address and contact information
  - Company ownership (sole, corp. etc.)
  - Leadership structure, primary contact, primary liaison for duration of work
  - Anticipated consultants, if any (not including CEQA and NEPA regulatory compliance)
- History
  - Brief company history (1/2 page)
  - Outline primary project types/trends
  - Company history notes relevant to wildland fire management
  - General service area of company, proximity to project location
- Statement of Qualification
  - Minimum Qualifications: Provide in outline form a list of representative professional experience that satisfies the list of minimum qualifications outlined above
  - Example Projects: Provide a brief narrative of at least two completed (or near complete) projects that exhibit most or all of the elements of the present project. Include examples from several projects if necessary.
- Proposal for Professional Services
  - Brief narrative, in outline form, of the likely steps you envision to perform Phase 1 of this project. Present this from a leadership perspective. Include recommendations you think may be valuable as a means to demonstrate competence.
  - Brief outline/sequence of likely tasks, methods or approaches to be utilized in Phase 2
- Costs
  - Provide a spread sheet (or similar document) showing estimated costs for tasks as outlined in scope of work above. Do not include estimated costs for CEQA/NEPA consultants
  - Show estimated cost for:

- Phase 1-A Program/Project Development
- Phase 1-B Program/Project Regulatory Approvals
- For Phase 2, provide an estimated ratio (by percentage) of your likely costs to actual construction costs.

### **Questions**

Questions regarding this RFQ/P shall be directed to:

Chief Marshall Turbeville  
Northern Sonoma County Fire Protection District  
[mturbeville@nosocofire.com](mailto:mturbeville@nosocofire.com)  
(707) 292-3754

Questions must be received via email to Chief Turbeville on or before the time indicated in the RFQ/P schedule. Firms with questions or comments about this RFQ/P, the contract, or the project should not contact any other District representative, District board member, consultant, or employee unless directed to do so by Chief Turbeville. All questions with responses/clarification will be shared with all firms who have asked questions. Any firm who has not asked questions can request, via an email to Chief Turbeville, the responses/clarification that have been asked by other firms.

### **RFQ/P Addenda**

If the District issues addenda to this RFQ/P, PPM is solely responsible for, and must acknowledge receipt of, addenda in the PPM's response. Failure to acknowledge and respond to any addenda issued by the District may, in the District's sole discretion, render the PPM's response to be deemed "non-responsive" and may be rejected.

### **Selection**

Selection will be based on FEMA procurement standards for non-state entities (Title 2 CFR 200.318(a)). Where standards conflict the most restrictive will be used. The District will make its selection of a PPM based primarily on qualifications and demonstrated ability to serve District and project needs. The following evaluation factors will be utilized from highest to lowest relative importance.

- Independent Contractor
  - The PPM shall be an independent entity and may not include employees of either The Cloverdale Fire Protection District or Northern Sonoma County Fire Protection District (FEMA compliant)
- Responsive Proposals
  - The District will seek the most responsive proposal, one which addresses all apparent concerns and provides additional advice regarding delivery of the work
  - The District will review each submittal on a stand-alone basis and determine which proposal is most responsive, best meets the District's needs, indicates ability to provide advice and leadership and demonstrates competence for all aspects of the work



- Cost
  - The District will consider estimated costs but is not obligated to select a professional consultant based on lowest cost (FEMA compliant)
- Local Company
  - Firm shall maintain a full-service office within 50 miles of the project (FEMA exception for Architectural/Engineering)
  - EXCEPTION: Firm can establish a full-service office within 50 miles of the project for duration of project

This RFQ/P does not imply or require that the District will accept any of the responses submitted. The District reserves the right to reject any and all responses and to amend this RFQ/P, as necessary. All materials submitted to the District in response to this RFQ/P shall remain property of the District.

**RFQ/P Submittal**

Interested firms are invited to submit a response as described below, with one (1) original and five (5) copies of requested materials as well as a digital copy on a thumb drive, to:

Northern Sonoma County Fire Protection District  
 Post Office Box 217  
 Geyserville, CA 95441

The District shall follow this schedule for the review and selection process. The District reserves the right to modify this schedule.

- **Questions Submitted to Chief Turbeville Deadline via email: 5:00 PM on Thursday, September 21, 2023**
- **Proposal Submittal Due Date: 4:00 PM on Thursday, September 28, 2023**
- **Proposals Opened: 10:00 AM on Tuesday, October 10, 2023**

No proposals will be accepted after 4:00 PM on September 28, 2023 with the exception of mailed proposals that are postmarked prior to this date and time.

Hand deliveries will ONLY be accepted between 1:30 PM and 4:00 PM on Thursday, September 28, 2023 at the reception desk of the Northern Sonoma County Fire Protection District's Geyserville Fire Station located at 20975 Geyserville Avenue, Geyserville, CA 95441.

The District will review all responses and make a determination regarding selection of any particular response within two weeks of the submittal date. The selected PPM, if a selection is made, will be notified in writing.

Thank you for your interest in working with the Northern Sonoma County Fire Protection District.