

Colorado State Forest Service



REQUEST FOR PROPOSALS

Community Wildfire Protection Plan Development Project

**SUPPORTED BY A GRANT FROM THE
AMERICAN RECOVERY AND REINVESTMENT
ACT OF 2009**

AUGUST 31, 2009

Article 21. EQUAL OPPORTUNITY:

Discrimination - The Contractor agrees to comply with the letter and spirit of the Colorado Anti-discrimination Act of 1957 as amended, and the applicable law respecting discrimination and unfair employment practices, (Reference 24-34-301, C.R.S. 1973, as amended, and the Governor's Executive Order of April 16, 1975 relating to equal opportunity and affirmative action, which are incorporated herein by reference).

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SECTION 1.0 INTRODUCTION

Colorado State University, on behalf of the Colorado State Forest Service (CSFS), is the Prime Recipient of an American Recovery and Reinvestment Act of 2009 grant (ARRA) and is seeking proposals to develop Community Wildfire Protection Plans (CWPP) in high-risk wildland-interface communities.

This grant program is offered primarily under and as part of the **American Recovery and Reinvestment Act of 2009 (hereinafter referred to as ARRA)**, more commonly known as the Federal Stimulus Law (hereinafter referred to as Stimulus). Awarded grants will fund work performed under the **Colorado State Forest Service ARRA Community Wildfire Protection Plan Development (hereinafter referred to as ARRA CWPP Development)**, as detailed in the following Sections.

Recipients must comply with the requirements set forth in the Recovery Act including, but not limited to, the reporting requirements of Section 1512 of the Recovery Act. (www.recovery.gov)

1.1 PURPOSE OF GRANT

GENERAL INFORMATION

The ARRA CWPP grant program will allocate a total of Four Hundred Thousand and No/100 Dollars (\$400,000). The CSFS anticipates making one to three awards. All projects are subject to the Office of Management and Budget (OMB) Circulars, which can be found on the OMB website listed in the Reference Materials section of this RFP. Sub-recipients of funded projects must obtain and/or maintain their CCR and DUNS numbers throughout the duration of the project. Applicants may submit multiple proposals for each grant; however, only one sub-award will be issued to any Applicant. The actual amount of grants awarded may be less than the amount requested

1.2 PROJECT LOCATION ELIGIBILITY

Projects must occur entirely within Colorado. Land owned by the state, counties, local governments, and private entities are eligible. While coordination of treatment areas with federal property landowners is encouraged, Colorado ARRA Fuels Mitigation funds may not be used to treat federal lands.

1.3 FUNDING CYCLE

All proposals received by 5 p.m. Mountain Daylight Time (MDT) on **September 30, 2009**, will be evaluated for funding.

1.4 RIGHT TO REJECT

All awards will be made at the sole discretion of the Colorado State Forest Service. At its sole discretion, the CSFS may cancel or reduce the level of funding if at any time ARRA or other funding sources are not appropriated or otherwise made available. The CSFS may make such investigations as deemed necessary to determine the ability of the Applicant and associated partners to provide the supplies and/or perform the services specified. The CSFS reserves the right to reject the Applicant's proposal if the evidence submitted by, or investigation of, the Applicant and associated partners fails to satisfy the CSFS that the Applicant and associated partners are properly qualified to carry out the obligations of the Agreement. *This includes the ability of the CSFS to reject the Applicant's proposal based on negative past-performance references.*

SECTION 2.0 PROJECT DESCRIPTION

2.1 CONTACT INFORMATION

The designated CSFS ARRA Program Manager for this RFP is Terrie Craven, whose contact information is as follows:

Colorado State Forest Service
CSFS ARRA Program Manager: Terrie Craven
3843 West LaPorte Avenue, 5060 Campus Delivery, Fort Collins, CO 80523-5060
Telephone Number: 970-491-8466
Fax Number: 970-491-7736
E-mail Address: Terrie.Craven@ColoState.EDU

CSFS STAFF WILL ONLY PROVIDE PUBLIC INFORMATION AND WILL NOT WRITE OR ASSIST IN WRITING ANY PART OF AN APPLICANT'S GRANT PROPOSAL, NOR WILL THEY PROVIDE OPINIONS ABOUT THE PROPOSAL. REFERENCE MATERIAL THAT MAY BE HELPFUL IN DEVELOPING PROPOSALS CAN BE FOUND ON THE CSFS WEBPAGE DEDICATED TO CSFS RECOVERY ACT FUNDING (<http://csfs.colostate.edu/pages/recovery.html>) THIS WEBPAGE WILL BE PERIODICALLY UPDATED.

2.2 PROJECT SCOPE

This grant program will provide funding to successful sub-recipients to develop CWPPs in communities that do not currently have one. These funds are being distributed for the purpose of creating or retaining jobs and to develop CWPPs that, when followed, will reduce the fire-hazard risk and help protect communities. The number of direct jobs created or retained, and the number of communities affected will be among the criteria in awarding grants.

2.3 PRIMARY SELECTION CRITERIA

Proposals will be evaluated on the following primary components:

1. Number of jobs created or retained
2. Sustainability of jobs
3. Description of criteria that will be used to select CWPP projects

2.4 SUBMITTAL DUE DATE AND REQUIREMENTS

Due Date & Time:	September 30, 2009 (received by 5 p.m. (MDT))
Address:	Delivery and Mailing Address: Colorado State Forest Service ATTN: Terrie Craven 3843 West LaPorte Avenue 5060 Campus Delivery Fort Collins, Colorado 80523-5060
Comments:	It is the responsibility of the Applicant to hand deliver their submittal by the due date and time, or allow sufficient time for the submittal to transit through mail or parcel post delivery systems and the CSU Mail System. <u>Late submittals will not be evaluated.</u> NOTE: Four (4) hard copies of submittals must be provided.

Work must be completed by September 30, 2011.

SECTION 3.0 PROJECT REQUIREMENTS

3.1 PROPOSAL CRITERIA

- A. Submitted proposals must meet the following criteria: Proposals must create and/or retain jobs. Ideally, proposals will keep people employed for an extended period. Proposals should also describe and list criteria that will be used to select CWPP projects.
- B. Proposals must be located within Colorado. The project focus area will be Colorado’s Front Range counties, which include Gilpin, El Paso, Boulder, Clear Creek, Douglas, Jefferson, Larimer, Teller, and Park, as well as Grand County. However, additional CWPP projects may be submitted from other areas and will be considered for funding, based on selection criteria.
- C. Partnerships with agencies, individuals, industry, and other organizations are essential.
- D. Colorado ARRA CWPP funds may not be used for planning on federal lands.

- E. Sub-recipients must provide all necessary equipment, manpower, materials, permits, and permissions necessary to accomplish the work as outlined in the Applicant's proposal. The CSFS will not provide any equipment, manpower, materials, or permissions except for permission to work on State Trust Lands.
- F. The CSFS will act as Project Administrator and, with assistance from CSFS district office(s), must approve all CWPPs as complete.
- G. Sub-recipients may be asked to participate in documented success stories by agreeing to interviews and/or allowing photographs of project work.
- H. Sub-recipients will work closely with CSFS Project Managers as they monitor progress of each project.
- I. All work must be completed by September 30, 2011.

3.2 DEFINITIONS

- A. **Jobs Created:** Refers to new positions created and filled or previously existing unfilled positions that are filled as a result of Recovery Act funding. A job cannot be reported as both created and retained.
- B. **Jobs Retained:** Refers to previously existing filled positions that are retained as a result of Recovery Act funding. This description may rely on job titles, broader labor categories, or the contractor's existing practice for describing jobs as long as the terms used are widely understood and describe the general nature of the work. A job cannot be reported as both created and retained.
- C. **Full Time Equivalent (FTE):** The number shall be expressed as full-time equivalent (FTE), calculated by the total number of hours in a full-time schedule, as defined by the recipient. For example, two full-time employees and one part-time employee working half days would be reported as 2.5 FTE in each calendar quarter. Overtime hours and paid time off (vacation, sick, personal, holidays, etc.) should be included in this calculation, but only if employees are paid for those hours.
- D. **DUNS Number:** Dun & Bradstreet (D&B) maintains a business database containing information on more than 100 million businesses worldwide. D&B provides a DUNS number, a unique nine-digit identification number, for each physical location of a business organization. DUNS number assignment is free for all businesses required to register with the U.S. Federal Government for contracts or grants. Further detailed information on D&B is available at <http://fedgov.dnb.com/webform>.
- E. **Central Contractor Registration (CCR):** CCR is the primary registrant database for the U.S. Federal Government. The CCR collects, validates, stores, and disseminates data in support of federally funded projects. A CCR number can be obtained at www.ccr.gov.

SECTION 4.0 SCOPE OF WORK

4.1 PROPOSAL OBJECTIVES

- A. The primary objective is to create and/or retain jobs in the local economy. Proposals must make jobs a critical component by addressing how many jobs will be created or retained, how long those jobs will last, and/or whether people will be employed who would otherwise be unemployed or laid off.
- B. Develop CWPPs that, when followed, will reduce the fire hazard risk and help to protect communities.

4.2 CWPP SPECIFICATIONS AND REQUIREMENTS

- A. Completed CWPPs must meet all CSFS minimum standards for Community Wildfire Protection Plans including:
 - 1. Form a core group including CSFS representative(s), local government, and local fire authority.
 - 2. Engage community members, community representatives, and other stakeholders at the beginning of the CWPP process and keep them engaged throughout the entire process.
 - 3. Define the community's wildland-urban interface (WUI), preferably outlined on a map with an accompanying narrative.
 - 4. Identify high-priority treatment areas.
 - 5. Provide a forum for discussion of the community's preparedness to respond to wildland fire.
 - 6. Conduct a community risk analysis that considers, at a minimum, fuel hazards, risk of wildfire occurrence, and community values to be protected – both in the immediate vicinity of the community and in surrounding areas where potential fire spread poses a realistic threat.
 - 7. Identify fuels treatment priorities and include an implementation plan that defines specific locations on the ground and preferred methods of treatment. Fuels treatment priorities should include both landscape scale and localized treatments.
 - 8. Recommend methods of reducing structural ignitability.
 - 9. Actively solicit input from interested non-governmental stakeholders as community protection priorities are being set and treatment areas and methods are planned.
 - 10. Include collaboration with diverse types of partners with emphasis on meaningful involvement of community members/representatives.
 - 11. A CWPP may be developed for any level of "community" (e.g., homeowner's association, mountain town, county, or fire protection district). Broad-scale plans (County, Fire Protection District) can be used as an umbrella for plans in smaller communities, but should not be considered a substitute. Broad-scale plans must identify landscape-scale fuels treatment projects for all communities within the

project area, including locations on the ground, implementation methods, and collaborative input from a variety of stakeholders. Communities that are actively involved in the CWPP process should identify fuels treatments within each community. Treatments should be prioritized and approved by stakeholders, including a representative from the community (HOA board, Firewise Committee, City Council). Communities that are not actively involved will be listed as a follow-up item in the implementation plan.

- B. Local government, local fire authority, and a representative of the Colorado State Forest Service must agree on the CWPP. The CWPP must meet the minimum requirements of the Healthy Forest Restoration Act of 2003.

4.3 APPLICATION RESPONSE

In addition to incorporating the Proposal Criteria listed under Section 3.1, an Applicant's response must provide the following as part of their response to this RFP:

1) PROPOSAL COVER SHEET

All submitted proposals must include a cover sheet that contains:

- Company/business name
- Point of contact information
- Address
- County
- Phone number
- DUNS number
- Name of grant for which you are applying
- Dollars requested
- Number of jobs created and/or retained
- Approximately how long those jobs will last

2) WORK PLAN – Sub-sections A-E must be included as part of the Work Plan.

- A. **Jobs created or retained** – Identify all jobs to be paid directly with Recovery Act funding (include both field and office jobs) that will be created or retained by the Applicant's proposal. The list developed by the process must show both the job title and the length of time each job will exist. Count only those jobs that will be funded directly with Recovery Act funding.

Mill jobs, unless they exist solely due to material coming from an Applicant's proposal and are paid directly with Recovery Act funds, will be considered indirect jobs and need not be listed.

- B. **Permits** – Describe the process that will provide proof that applications have been or will be submitted for all applicable permits.

- C. **Communication/outreach strategy** – Describe how they will engage communities, local fire protection districts/departments, developers, and other stakeholders in the development of the CWPP. Stakeholders also may include groups such as homeowner associations, private residents, the Front Range Fuels Treatment Partnership and Roundtable, Northern Front Range Mountain Pine Beetle Working Group, Colorado Bark Beetle Cooperative, water providers, and others.
 - D. **Describe CWPP selection** – Applicant must describe the method that will be used to select areas in which to develop CWPPs.
 - E. **Letters of support.** Applicant should submit letters from local governments, fire departments, fire protection districts, and community leaders that describe their support and/or commitment to collaboration within the designated CWPP proposal area to demonstrate a high probability of success.
- 3) **GRANT REQUEST** – Applicant must provide detailed cost information to substantiate the amount of dollars being requested including the percentage of the total project cost that will be applied to job creation. Proposals may include costs in the following categories: Personnel, Fringe, Travel, Supplies, General & Administrative (G&A), Other (please specify). Proposals that do not detail costs will not be considered.
 - 4) **PARTNERSHIPS** – Clearly identify all vendors, landowners, and partners who will participate in the project, or each portion of the project, and list what their responsibilities/operations will be.

SECTION 5.0 ADDITIONAL INFORMATION

5.1 APPLICANT WILL PROVIDE

Sub-recipients must provide all necessary equipment, manpower, materials, permits, and permissions necessary to accomplish the work as outlined in the Applicant’s proposal. The CSFS will not provide any equipment, manpower, materials, or permissions except for permission to work on State Trust Lands.

5.2 PROJECT TIMEFRAME

Applicants must provide a detailed timeline with milestone dates that describes how the project will be completed successfully by September 30, 2011.

SECTION 6.0 APPLICANT QUALIFICATIONS AND INFORMATIONAL REQUIREMENTS

In order for the CSFS to determine the capabilities of an Applicant and associated partners to provide the supplies and/or perform the services specified in Section 3 above, the Applicant must respond to the following requests for information regarding their and all associated partners' ability to meet the requirements of the CSFS. **THE RESPONSE, “(APPLICANT’S NAME) UNDERSTANDS AND WILL COMPLY,” IS NOT APPROPRIATE FOR THIS SECTION.**

NOTE: Each item must be thoroughly addressed. Applicants who take exception to any requirements listed in this section may be found non-responsive and/or subject to point deductions.

6.1 REFERENCES

Applicant must describe their organizational structure and provide a minimum of three past-performance references that demonstrate past performance in executing and/or coordinating work involving CWPP development or similar plans. At a minimum, the Applicant shall provide the company or landowner name, the location where services were provided, contact person(s), telephone number, e-mail address, a description of the work performed, and dates the services were provided. These references may be contacted to verify Applicant's, and associated partners', ability to perform. The CSFS reserves the right to use any information or additional references as deemed necessary to establish the ability of the Applicant and associated partners to perform the conditions of the Agreement.

6.2 RESUME/COMPANY PROFILE AND EXPERIENCE

Applicants shall specify how long the company submitting the proposal has been in the business of providing related supplies and/or services similar to those requested in this RFP and under what name. This applies to all partners who will be performing work under Agreements entered into by successful Applicants. Applicants should provide a complete description of any relevant past projects including the type and dates the services were provided. A resume or summary of qualifications, work experience, education, skills, etc. that emphasizes previous experience in this area should be provided for all key personnel who will be involved with any aspects of Agreements entered into by successful Applicants.

6.3 METHOD OF PROVIDING WORK

Applicants shall provide a work plan and the methods to be used that will convincingly demonstrate to the CSFS what Applicants intend to do, the timeframes necessary to accomplish the work, and how the work will be accomplished to meet the requirements as detailed above. Applicant must describe how they will meet reporting requirements, periodic audits, and project closeout requirements. **See Section 4.0 Scope of Work.**

SECTION 7.0 FUNDING REQUEST

7.1 PAYMENT SCHEDULE

Payment Terms will be on a PAYMENT UPON ACCEPTANCE OF COMPLETED WORK OR ACCOMPLISHMENT basis. Proposed payments will be based on milestones identified by the recipient in the work plan submitted in the application and accepted by the CSFS Project Manager.

SECTION 8.0 EVALUATION AND RATING CRITERIA

8.1 RATING CRITERIA

Each proposal submitted will be reviewed and rated by a subject matter expert committee. The committee will use the following category outline to guide their review and rating.

- A. Resumes and Experience
- B. Work Plan
- C. Project Timeline
- D. Funding Request
- E. Partnerships
- F. References

8.2 PROPOSAL EVALUATION WORKSHEET

Proposal Evaluation Score Sheet

Applicant's Name: _____

Evaluator: _____

Date: _____

Evaluative Criteria	Points Possible	Points
1. Jobs Created or Retained		
Number of Jobs Created/Retained	500	
Sustainability of Positions Created	250	
2. Operations & Experience		
Resumes & Experience	200	
Work Plan and Probability of Success	500	
Project Timeline	250	
3. Outreach, Ability, & Funding		
Funding Request	200	
Partnerships and Letters of Support/Collaboration	400	
References	200	
TOTAL EVALUATION POINTS	(2,500 points possible)	

8.3 EVALUATION REVIEW SCORING GUIDE

- A. Each category has been assigned a maximum number of points that weights the importance of that category against the total available points for the proposal (2,500). Each member of the review committee will read each submitted proposal and make a determination (rating) in each category based on the information in the proposal.
- B. Each applicant is encouraged to be specific and concise in the information submitted in each section of the RFP. Incomplete and/or incorrect proposals will not be reviewed.
- C. In awarding points to the evaluation criteria, the evaluator/evaluation committee will consider the following guidelines:
 1. **Superior Response (90-100%):** A superior response is a highly comprehensive, excellent reply that meets all of the requirements of the RFP. In addition, the response may cover areas not originally addressed within the RFP and/or include additional information and recommendations that would prove both valuable and beneficial to the agency.
 2. **Good Response (75-89%):** A good response meets all requirements of the RFP and demonstrates in a clear and concise manner a thorough knowledge and understanding of the project, with no deficiencies noted.
 3. **Fair Response (60-74%):** A fair response minimally meets most requirements set forth in the RFP. The Applicant demonstrates some ability to comply with guidelines and requirements of the project, but knowledge of the subject matter is limited.
 4. **Failed Response (59% or less):** A failed response does not meet the requirements set forth in the RFP. The Applicant has not demonstrated sufficient knowledge of the subject matter.

Proposals that are incomplete, incorrect or received after 5 p.m. MDT on September 30, 2009, will not be accepted.

SECTION 9.0 REFERENCE MATERIALS

The following materials may be beneficial when preparing a proposal:

Reference material is posted on a dedicated CSFS Recovery Act webpage
(<http://csfs.colostate.edu/pages/recovery.html>)

CWPP Minimum Standards

http://csfs.colostate.edu/pdfs/CWPP_minimum_standards_06.pdf

Leaders Guide to Developing a CWPP

http://csfs.colostate.edu/pdfs/CWPP_LG.pdf

Preparing a CWPP Handbook

<http://csfs.colostate.edu/pdfs/cwpphandbook.pdf>

CWPP Guidelines for Implementation <http://csfs.colostate.edu/pdfs/cwppguidelinesfactsheet.pdf>

Fuelbreak Guidelines for Forested Subdivisions and Communities

http://csfs.colostate.edu/pdfs/fuelbreak_guidelines.pdf

Colorado Wildland Urban Interface Hazard Assessment

http://csfs.colostate.edu/pdfs/Final_WUI_8x11.pdf

Interface Areas of High Wildfire Risk in Colorado

http://csfs.colostate.edu/pages/documents/Redzone_11x17_flat_000.pdf

Living with Fire: Protecting Communities & Restoring Forests – Findings & Recommendations of the Front Range Fuels Treatment Partnership Roundtable

<http://www.frftp.org/docs/report.pdf>

Front Range Fuels Treatment Partnership Roundtable

http://www.frftp.org/docs/roundtable_report_brochure.pdf

Colorado Community Wildfire Protection Plans

<http://csfs.colostate.edu/pages/CommunityWildfireProtectionPlans.html>

Office of Management and Budget Circulars

www.whitehouse.gov/omb/grants

State Land Board Workplan

<http://csfs.colostate.edu/pdfs/state-trust-land-workplan-2009.pdf>