

Teton County Fire & Rescue

## REQUEST FOR QUALIFICATIONS

### FOR HAZARDOUS FUELS TREATMENT ON PRIVATE LANDS WITHIN TETON COUNTY

Fire Prevention  
Office of the Fire Chief

**DEADLINE DATE:** 24 September 2018

**TIME:** 3:00 PM MT

**PLACE:** Teton County Fire Protection District  
Attn: Fire Chief Bret Campbell  
911 N. HWY 33  
PO Box 474  
Driggs, Idaho

**PHONE:** 208.715.5201

**FAX:** 208.936.7014

## **Request for Qualifications**

This request for qualifications is for project management services of Hazardous Fuels Treatment projects.

### **Project Overview:**

The Project Manager (PM) will assist in community outreach and secure services of qualified contractors, and supervise fuel treatment on Hazardous Fuels Reduction (HFR) projects. The PM will assist Teton County Fire & Rescue (TCFR) in the execution of the **Teton County Southwest Zone Fuels Reduction** project.

The PM will be working closely with the TCFR Fire Chief and Fire Marshal, Idaho Department of Lands, USFS and private landowners in the selection of specific acreages to be treated and the treatment regimen. A written prescription per treatment outlining what will be removed and reduced and the method to be utilized (mechanical, burning, etc.,) must be developed and documented through a signed agreement with the landowner. Prescriptions will provide for the modification of fire behavior to reduce wildfire impact on nonfederal lands during a wildfire event.

### **Hazardous Fuel Reduction Project: Teton County Southwest Fuels Reduction**

Hazardous Fuels Reduction Treatment (HFR) will be used to establish critical fuel breaks within private land of the Southwest Zone which interface or coincide with the USFS South Valley Fuels Reduction project.

The PM will work closely with senior fire officials and landowners to identify high fire risk areas and critical infrastructure within the project area. As work in these target areas progresses the PM and TCFR will continue to solicit landowner cooperation and coordinate with stakeholders to make sure the focus is on projects with the highest priority as well as supported by the landowner.

The grant funding for this project will be used to treat approximately 96 foot print acres of hazardous fuels on non-federal lands South and Southwest of Victor, Idaho adjacent to the Caribou-Targhee National Forest coinciding with the USFS South Valley Fuels Reduction project – as identified on the Project Map (Appendix A).

Mechanical or hand treatment methods will be used to thin vegetation by: removing standing, down and dead timber; removing ladder fuels by limbing/pruning; and thinning/removing underbrush. Slash will be utilized for firewood, chipped as potential hog fuel or piled and burned as environmental and site conditions allow.

### **Outreach**

Outreach to landowners will be conducted to augment on-the-ground treatments and to increase awareness of wildfire hazard in project areas, personal responsibility of fuels management, home hardening, and wildfire emergency evacuation. Develop hazard fuel treatment prescriptions may be developed for interested landowners. Approximately 100 landowners will be directly contacted within targeted areas.

## Teton County Fire & Rescue

The overarching purpose of the program is to provide landowners with an increase awareness of the hazards associated with wildfire and to mitigate those hazards wherever possible.

Provide landowners with a comprehensive understanding of how to create a fire safe zone around their home, reduce the ignitability of their structures, and create safe access for firefighters and other emergency personnel.

Catastrophic forest fires are a constant threat to the citizens, property, businesses and the environment in Teton County. Because of this threat, TCFR has sought and received grant funds to reduce hazardous fuels at a variety of sites around the county.

### **Goals:**

The fire prevention goals of project are:

- Conduct community-wide hazardous fuels reduction treatments in a coordinated, multi-parcel effort with interested parcel owners.
- Provide hazardous fuels reduction on defined, separate parcels in the project areas.
- Reduce the loss of life, property, and natural resources to catastrophic wildfires.
- Initiate strategic fuels reduction projects on private property within and around communities identified to be at risk.
- Implement the current Teton County All-Hazard Mitigation Plan (Wildfire Mitigation Section).
- Develop prescriptions, as appropriate, that will provide for the modification of fire behavior to reduce wildfire impact on nonfederal lands during a wildfire event.

### **Scope of Work:**

The PM will be required to complete tasks by Phases as described below for each project. Completion of the tasks will require working with the property owner(s), Contractors, Fire Services, Fire Departments, Idaho Department of Lands, and Office of Emergency Management.

The PM will generally be responsible to: 1) collect pre-assessment information including photo points, treatment options, costs, acres, and compliance; 2) create a DSP to be signed by the landowner; 3) provide project layout for funded projects and working with treatment contractors, 5) insure completion of the work performed by the contractor; 6) provide treatment contractor oversight; 7) provide shapefiles for each project completed by landowner; 8) update GIS database of HFR activities.

**Project Phase:**

**Phase I: Outreach and Project Design**

Assist with community outreach and community coordination for HFR projects in the target area(s). PM may need to attend community meetings and meet with the local property owner(s) to assist the local TCFR in obtaining landowner participation.

Provide reasonable pre-assessment information including potential treatments, costs and acres, submit quarterly performance reports including before and after photographs, shape files, and maintain a list of property owner's requests for treatment.

Attend Fire Commissioners meetings, as requested by the Fire Chief.

PM will be responsible for securing landowner agreements, including discussion with the landowner on planned treatments and in-kind responsibilities.

PM will work with landowner to define property boundaries.

PM may be required to provide pre-treatment digital photographs and basic fire behavior information associated with the project, using identifiable photo points, to TCFR.

PM will coordinate the development of the fuel reduction project with the property owner, Idaho Department of Lands, US Forest Service, Office of Emergency Management and TCFR through the development of the Project schedule that demonstrates the completion of all the tasks by agreed upon dates for each phase. PM will conduct an appropriate field review of potential project locations on the site in order to accomplish the following tasks:

Development of fuel reduction prescriptions, delineation of trees or vegetation to be removed;

Provide pertinent information to federal agencies, when federal funds are used to allow for treatments;

Prepare a hazardous fuel reduction plan for each landowner (project) and identify and select the most qualified HFR contractor;

Assist in establishment of monitoring plots to collect stands conditions, expected fire behavior & photos;

Provide quantifiable pre-assessment information for assisting TCFR in preparing funding requests for treatments;

PM will develop project level Geographic Information System (GIS) maps using Global Positioning System (GPS) technology in an agreed upon format, using the Teton County base map for all project sites, showing areas to be treated, by type of treatment.

**Phase II – Project Implementation**

PM will prepare a Defensible Space Plan (DSP) that is signed by the landowner. The DSP serves as the contract between the landowner and TCFR.

PM will secure a project order for each HFR project.

## Teton County Fire & Rescue

PM will evaluate contractor bids and make recommendations on selection of treatment contractors considering best value (cost, experience, history).

PM will ensure treatments can be accomplished within cost constraints. Contractors will be under contract with TCFR prior to beginning work. PM cannot authorize modifications of the contract terms.

PM will provide continual administration and monitoring of the hazardous fuel reduction project (as appropriate) and develop notices of completion on the project and assist in tracking invoices, costs & revenues; reporting all information to the TCFR.

PM will provide assistance and project information for the monitoring process in concert with the Office of Emergency Management, TCFR, and the landowners.

PM may be required to provide post-treatment digital photographs and basic fire behavior information associated with the project, using identifiable photo points, in CD format, to Teton County's GIS Analyst.

PM will update Geographic Information System (GIS) maps using Global Positioning System (GPS) technology in an agreed upon format, using the Teton County base map for all project sites, showing areas actually treated and treatment.

PM will complete financial reimbursement forms and performance reports, as required.

PM will provide monthly reports identifying status of work completed, work scheduled, and the status of the entire project's scope of work.

Payment will only be made for actual work accomplished and invoiced. PM must acknowledge and affirmatively indicate that he/she can provide such services and complete all the tasks within the agreed to amounts on a time/material basis.

### **Qualifications**

Provide a statement of qualifications, certifications, and work history demonstrating the knowledge, skills and abilities to adequately and efficiently complete the selection criteria below. Please address each of the items specifically and individually.

### **Insurance Requirements**

As required for contract for services with TCFR, the contract shall require proof of:

(a) Commercial General Liability: One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to this Agreement or the general aggregate limit shall be twice the required occurrence limit.

(b) Professional Errors and Omissions Liability: Policy limits of not less than One Million Dollars (\$1,000,000) per occurrence and One Million Dollars (\$1,000,000) annual aggregate, with deductible or self-insured portion not to exceed Twenty-Five Thousand Dollars (\$25,000).

## Teton County Fire & Rescue

(c) Automobile Liability: \$1,000,000 combined single limit per occurrence for bodily injury or property damage.

(d) Workers' Compensation and Employers Liability: (If employing workers) Workers' Compensation limits as required by the Labor Code of the State of Idaho and Employers Liability Limits of One Million Dollars (\$1,000,000) per occurrence.

The contract shall require the contractor to maintain such insurance and to indemnify TCFR against claims arising from the contractor's performance of the contract.

Performance Period \_ HFT Project

1 September 2018 to 30 November 2020

### **Forester Selection Criteria**

Selection of the PM will be based on the submission of the following required information to TCFR. The Fire Chief and Fire Marshal will review and select the best-qualified forester.

1. Firm or PM's history and background.
2. Name and address of firm and/or PM applicant.
3. Contact person, e-mail, fax and phone number.
4. Capacity of the firm, or PM, to conduct the Scope of Work, including GPS/GIS capability and HFR experience in forestry practices.
5. Familiarity with community hazardous fuel reduction project on small and large parcels including demonstrated relevant experience and technical competence in reduction of hazardous surface, ladder and crown fuels.
6. Teton County region work experience.
7. Demonstrated experience and technical competence with global positioning system and geographic information system technology.
8. Demonstrated relevant experience and technical competence in collaboratively working with others (i.e., Fire Services, agency and county representatives, contractors, community members, US Forest Service, Idaho Department of Lands, etc.).
9. Demonstrated relevant experience and technical competence of working with the Idaho Department of Forestry and Fire Protection and the Idaho Forest Practice Act, US Forest Service and National Environmental Policy Act (NEPA), its regulations and other related environmental regulations.
10. Affirmative Action will be taken into account to assure that small, women, and minority owned businesses are utilized, when possible.
11. Ability to comply with insurance requirements.

## Teton County Fire & Rescue

12. An hourly cost estimate including, hourly rates, for: travel, collection of field information, participation in community and landowner meetings, data collection, document preparation or research.

13. List of three (3) most recent references and former clients. If there are time period gaps between references provided, explain the gap.

TCFR reserves the right to reject any proposal and to select and negotiate all PM work based solely on the judgment of TCFR as to the suitability of the persons responding to this RFP to perform the described work. Interviews will be at the option TCFR. A final decision may be made before 1 October 2018.

### **Proposal Submission**

Proposal package addressing all criteria must be sent electronically to [bcampbell@tetoncountyfire.com](mailto:bcampbell@tetoncountyfire.com). Proposals must be received no later than the 24 September 2018 at 3:00PM. For questions about this Request for Qualifications please contact Chief Bret Campbell at 208.715-5201.

### **Nondiscrimination**

The program or activities under this agreement will be in compliance with the nondiscrimination provisions contained in Titles VI and VII of the Civil Rights Act of 1964, as amended; the Civil Rights Restoration Act of 1987 (Public Law 100-259); and other nondiscrimination statutes.

Appendix A

Teton County Southwest Fuels Reduction Project Area.

