



Tri-County FireSafe Working Group

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REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

Tri-County FireSafe Working Group (TCFSWG), is requesting proposals from interested, qualified parties for the development of a Benefit-Cost Analysis (BCA) and cost estimates baseline for properties that have been assessed for wildfire risk mitigation and ignition resistant construction in Lewis and Clark County.

GENERAL DESCRIPTION

TCFSWG is a 501(c)(3) corporation dedicated to wildland fire mitigation planning, population protection, outreach and education with respect to living with wildfire, and management of meaningful projects to sustain forest health and natural aesthetics in wildland/urban interface (WUI) settings. As a result of the 2019 North Hills Fire, FEMA funding is available to assist owners of non-industrial forested land in the reduction of wildfire risk, by creating defensible space and retrofitting existing structures using ignition resistant construction (IRC) on their properties. TCFSWG is currently assessing over 80 private properties to determine the scope of work for the FEMA grant. FEMA requires a BCA to validate cost effectiveness of the proposed hazard mitigation projects. TCFSWG is seeking a firm to develop the BCA as required by FEMA to be included in the grant application. The firm selected shall be qualified in assessing property values, identifying project benefit values, local market mitigation costing and wildfire risk mitigation techniques. The deadline for the application is February 14, 2020 and the BCA must be completed in final form by February 7th, 2020.

SCOPE OF SERVICES

Services provided shall include but not be limited to:

1. Developing local market cost estimates for IRC and wildfire risk mitigation activities that will serve as the baseline (values and costs) for developing the BCA.
2. Consolidating individual completed home ignition zone assessments and mitigation recommendations to create a "project-wide" BCA that is supported with individual site information.
3. Identifying additional project-area resources at risk to be considered in the BCA.
4. Identifying the project benefit values at risk.

5. Using FEMA-approved methodologies and tools to demonstrate the cost-effectiveness of the proposed projects.
6. Preparing data and documentation as required by FEMA.
7. Preparing BCA and supporting documentation in digital form.
8. Providing completed BCA and documentation by deadline of February 7, 2020.

ADDITIONAL INFORMATION

1. The successful firm shall be familiar with the procedures and policies of FEMA Hazard Mitigation grants and the BCA Toolkit. <https://www.fema.gov/media-library/assets/documents/11020>
2. TCFSWG will meet with selected firm to review completed assessments and review project intent.
3. The selected firm shall manage and collect all information to conduct the BCA.
4. The selected firm shall work with TCFSWG project manager to clarify the process, provide updates and reviews throughout the development of the BCA.
5. The selected firm shall submit a final invoice to TCFSWG for payment.

TERM, REMUNERATION AND CONDITIONS

The selected firm agrees to provide TCFSWG the services outlined in this RFP for a term of 6 weeks. By submitting a proposal, responding firms recognize and agree that this RFP does not grant the selected firm exclusive rights to the performance the services outlined herein.

SPECIAL CONSIDERATIONS

Special consideration shall be given to firms with offices within the Tri-County area (L&C, Jefferson and Broadwater counties). Small business, woman owned, and minority owned business will also be given special consideration. All respondents to this RFP must include a statement of Non-Discrimination in their proposal and include a signed copy of Form AD-1048 attached. By submitting a proposal, responding firms understand and agree that TCFSWG reserves the right to issue contracts to more than one firm and to assign project management and design services to any firm or organization at its own discretion.

INSURANCE REQUIREMENTS

The selected firm shall maintain liability insurance of \$1,000,000 per occurrence, \$2,000,000 General Aggregate and Worker's Compensation Insurance issued by insurers licensed by the State of Montana. In addition, the selected firm shall verify insurance to the limits stated above by all subcontractors and maintain records of such. Proof of general liability and workers compensation insurance shall be provided to the TCFSWG prior to commencing work under this agreement.

PROPOSAL SUBMITTAL CONTENT

Respondents will submit four (4) copies of their proposals by mail to TCFSWG, P.O. Box 934, Helena, MT, 59624 or email to exdir@tcfswg.org. Please provide a one page single-sided cover letter with the proposal. The proposal shall include the following information:

1. The firm shall provide a concise description of its understanding of the development of a cost

estimates and BCA as it relates to the Scope of Services. This should include why the firm believes that it would be qualified to administer these projects.

2. The firm shall submit a schedule and workplan for how they will complete the BCA and meet the deadline of February 7, 2020.
3. The firm shall describe its organizational structure. The firm should demonstrate they have the expertise and work force capable of developing cost estimates, values at risk and BCAs.
4. The firm shall provide qualifications of the management team and their respective relevant experience.
5. The firm shall provide references for previous performance.
6. The firm agrees to be available for interviews at the discretion of TCFSWG.

Before submitting a proposal, respondent shall carefully read all sections of this Request for Proposals and shall fully inform themselves as to the existing conditions and limitations which may impact their ability to perform. Firms may submit questions via email to exdir@tcfswg.org until 5 PM, December 27, 2019.

Any information received after the exact time specified for receipt shall not be considered.

Submit proposals to TCFSWG no later than 5 PM December 30, 2019. TCFSWG will review each proposal and reserves the right to accept or reject any or all proposals, wholly or in part.

PROPOSAL EVALUATION

The factors listed below shall be considered in the evaluation of the proposals submitted. The proposal shall give clear, concise information in sufficient detail to allow evaluation based on these factors. Although some of the factors listed below will be weighted more heavily than others, all factors are considered necessary for evaluation of technical acceptability and competence. A responder must, therefore, be technically acceptable in all areas to be eligible for consideration. Based upon initial evaluation, respondents considered technically acceptable may be invited to make an oral presentation to the TCFSWG prior to selection.

1. Understanding the Scope of Services (30 points) – Respondent presents a detailed and specific technical proposal based on the Scope of Services so that the TCFSWG’s review committee may thoroughly evaluate the proposal.
2. Schedule and Workplan (30 points) - Ability to develop a schedule and workplan that meets the deadline of a completed BCA by February 7, 2020.
3. Specialized Experience and Technical Competence (20 points) – Respondent demonstrates recent experience with developing cost values and BACs. It is of important that the respondent details all experience that specifically applies to the Scope of Services. The breadth and depth of the respondent’s experience in the performance of comparable projects will be evaluated.
4. Organizational Structure (10 points) – Respondent must have sufficient staff and resources to accomplish assigned work in a timely, professional manner at a level of quality satisfactory to TCFSWG. Respondent should provide information that enables the TCFSWG to evaluate the respondent’s ability to complete the work outlined in this RFP as well as other projects the respondent might have already under contract.
5. References from Previous Work (10 points) – References and previous performances of the

respondent, both managerial and technical, are a factor in evaluating the ability of the respondent.

6. Interviews – TCFSWG reserves the right to interview respondents offering a proposal in order to assist in the evaluation process.

SELECTION FOR AWARD

Any proposal which does not comply with the requirements of this Request for Proposals may be considered non-conforming and ineligible for consideration. Failure to comply with technical requirements or failure to submit required information will be cause for finding a proposal to be non-conforming.

After the proposal submittal deadline, TCFSWG shall convene an RFP review committee to score all conforming proposals. Interviews may be conducted to assist in the evaluation process. After scoring and interviews (if offered), TCFSWG reserves the right to accept or reject any proposals at its discretion. The executive director of TCFSWG shall inform all firms of their proposal status after selection for award is completed.

If you have any questions, please call TCFSWG at 422-2418 or email exdir@tcfswg.org.

Thank you for your interest.

Ray Prill
Executive Director
Tri-County FireSafe Working Group