



**REQUEST FOR PROPOSALS #05-2023
FOR PROFESSIONAL SERVICES TO THE
EL DORADO RESOURCE CONSERVATION DISTRICT**

RELEASE DATE: December 19, 2023
CLOSING DATE: Proposals must be received by January 22, 2024, by 4:00 p.m.
PROJECT TITLE: “City of Placerville Community Wildfire Resiliency Strategy”

CONTACT PERSON:
Mark Egbert
District Manager
El Dorado Resource Conservation District
100 Forni Road, Suite A
Placerville, CA 95667
Mark.Egbert@ca.usda.gov
(cell) 530-957-3472

Maximum available funds: \$225,000.00.

Proposers are advised that **this is not a sealed bid or low bid process.** The RCD intends to make an award(s) using the evaluation criteria listed in the specification to determine the proposal(s) with the best value for the RCD.

INTRODUCTION

The RCD is seeking proposals from qualified and experienced consultants to provide all labor, materials and equipment necessary to carry out the City of Placerville Community Wildfire Resiliency Strategy (Project). The RCD retains the right to award to one or more contractors, for any portion or item of the project, to ensure that the Project is completed within the specified time frame.

This Request for Proposals furnishes proposers’ information to decide whether or not to further investigate the project. If the Request for Proposals contains an error or contradicts the sample contract, the final signed authorized contract governs. Proposers are responsible to examine the project and make their own estimates before submitting a proposal. All interested and qualified firms are invited to submit a proposal in accordance with the terms and conditions stated in this Request for Proposals which can be accessed at the RCD website (www.eldoradorcd.org).

The respondents are advised that the maps, statement of work and specifications included in this solicitation are intended to be the basis for performance of the Project and for the purpose of establishing a cost proposal for completing the work. The maps, statement of work and specifications were prepared by the RCD to convey the overall scope and nature of the Project and include requirements for environmental protection.

BACKGROUND

The City of Placerville Community Wildfire Resiliency Strategy (Project) is designed with the goal of addressing the risk of wildfire to the City of Placerville and surrounding communities. To achieve this goal, the El Dorado Resource Conservation District (RCD) seeks to increase capacity to prioritize, develop, and implement projects on a geographic scale that achieves community wildfire resilience. The increased capacity furthers our ability to work together with private landowners and public land managers to implement actions that reduce wildfire emissions while protecting community and environmental values.

The Project will serve as the framework to guide future wildfire hazard mitigation in the Project area. The Project will also serve as the basis to establish priorities, secure funding opportunities to carry out mitigation efforts to reduce the risk of wildfire and provide a methodology for monitoring progress and accomplishments.

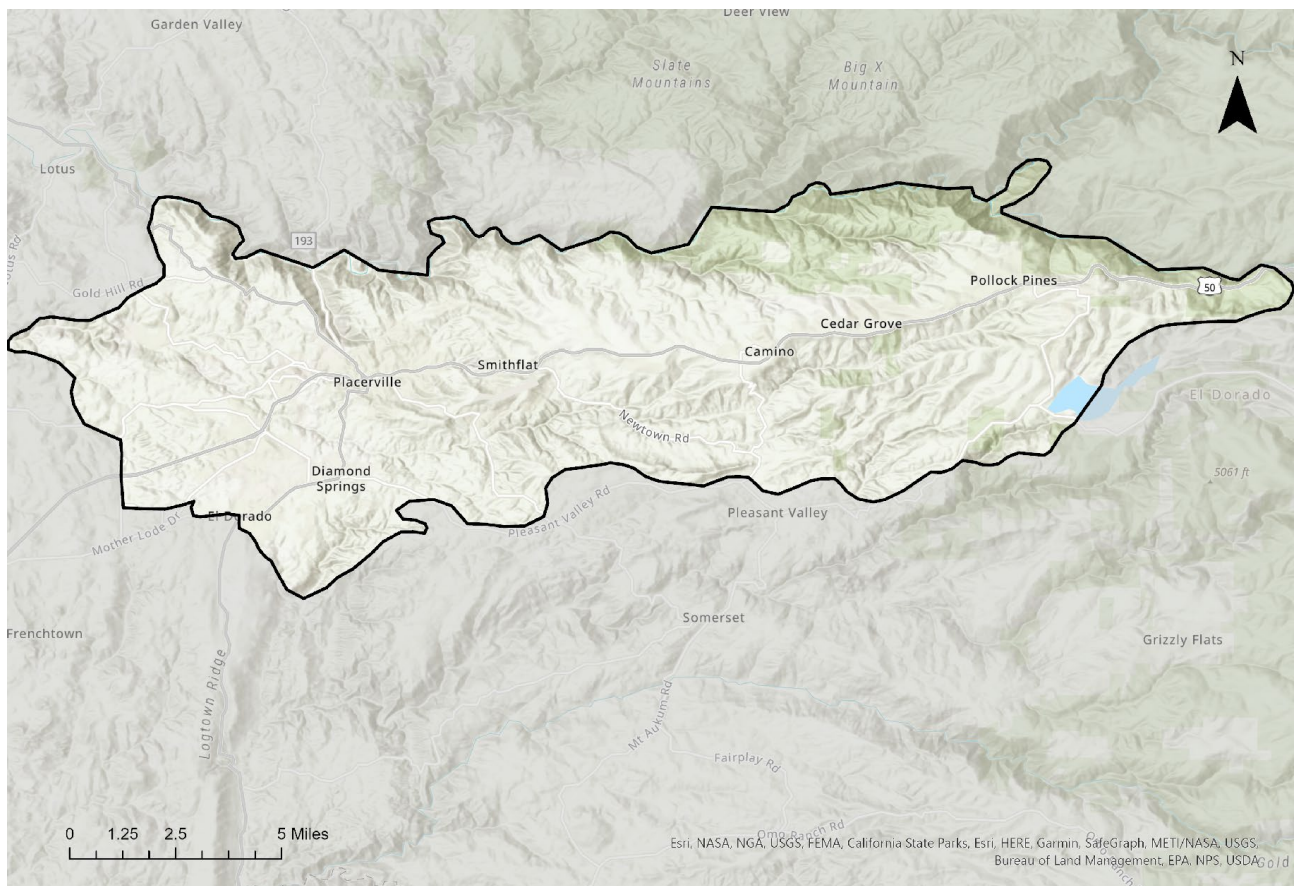
PROJECT MILESTONES:

| | |
|--------------------------|-------------------|
| Release of RFP | December 19,2023 |
| Proposals due | January 22, 2024 |
| Review and Selection | February 6, 2024 |
| Notice of Intent Posting | February 6, 2024 |
| Agreement Signed | February 11, 2024 |
| Work Begins After | February 11, 2024 |
| Contract Ends | November 1, 2024 |

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued and posted at: <http://www.eldoradorcd.org>. Verbal conversations or agreements with any officer, agent, or employee of the RCD that modify any terms or obligations of this RFP are invalid. All interpretations or corrections, as well as any additional RFP provisions that the RCD may decide to include, will be made only as an official addendum and it shall be the Proposer's responsibility to ensure they have received all addendums before submitting their proposal. Any addendum issued by the RCD shall become part of the RFP and shall be incorporated into the proposal. RCD will not be bound by oral responses or inquires or written responses other than written addenda.

PROJECT AREA

The City of Placerville Community Wildfire Resiliency Strategy (Project) is located in and around the City of Placerville which is the county seat of the County of El Dorado. Placerville is in the Sierra Nevada foothills where U.S. Route 50 crosses State Route 49 and State Hwy Route 193. Placerville is registered as California Historical Landmark #701. The values to be protected are critical to the local and regional economy and to ecosystem health. Emphasis is placed on connected treatments across all lands designed to defend infrastructure, high value investments, and critical habitats. The resulting actions will lead to direct wildfire protection and associated benefits for approximately 13,865 habitable structures and historical assets including: City Limits and Sphere of Influence for Placerville (5000 structures), Texas Hill Estates (166 structures), Diamond Springs (4,921 structures), Camino (810 structures), Shingle Springs (1,718 structures), El Dorado (1250 Structures) and will greatly influence proposed actions on adjacent federal lands.



PROJECT OBJECTIVE

The El Dorado Resource Conservation District (RCD) holds a Sierra Nevada Conservancy (SNC) Watershed Improvement Program (WIP) grant under the Regional Forest and Fire Capacity Program (RFFCP) (#961). The objective is to prepare a Community Wildfire Resiliency Strategy for the community of Placerville.

Specific actions include:

- Review and integrate existing assessments, plans, evaluations, and reports to ensure integration to achieve greatest compatibility and outcomes.
- Integrate with existing and establish new data management and exchange for stakeholder and general public awareness, advocacy and participation.
- Design, assess, evaluate, prioritize, and initiate landscape-level forest health and wildfire resiliency projects that have broad support by stakeholders in and affected by the region.
- Complete pre-project planning and permitting to ensure projects can move forward under adopted CEQA decisions.
- Adopt a multi-year schedule of implementation-ready projects that meet the goals of the Project and are available for funding consideration.

TASK 1: PROJECT MANAGEMENT

Consultant shall track project phases, budget, and deliverables, including preparation of meeting agendas and phone check-ins, on a weekly basis using hands-on participation and oversight by Consultant's Project Manager. Consultant shall practice strict management controls by staff assignments, task management, scheduling, cost control and tracking, and ongoing communication with RCD. Consultant shall use Microsoft Project® and other scheduling tools to ensure complex tasks are completed according to schedule to be determined by RCD's Contract Administrator and Consultant. Consultant shall coordinate with RCD staff via phone and email, including up to twenty-four (24) half hour teleconference calls, as needed throughout the project. Consultant's Project Manager shall also ensure regular monthly progress reports are provided via email to RCD's Contract Administrator. In addition, Consultant shall assist in the preparation of staff reports, exhibits, and presentations at one (1) Placerville City Council meeting, and one (1) El Dorado County Fire Safe Council Meeting.

In summary, Consultant shall meet the required timeframe and deliverables within the prescribed budget and schedule for Project through regular communication with RCD. Specifically, Consultant's Project Manager shall:

- Develop and track a critical path schedule for the project, which shall be updated monthly;
- Prepare monthly progress reports to be submitted with payment invoices (e.g., invoice transmittals) describing work progress, percent of work complete, and percent of budget expended by task; and
- Consultant's monthly progress reports shall summarize the work anticipated in the next three (3) months. Progress reports shall be clear and concise, but with enough detail for RCD to determine the project is on schedule and within budget.

Deliverables:

- Regular meeting agendas followed by phone check-ins with RCD Project Management staff as needed.
- Monthly progress reports via email to Contract Administrator.
- Attendance by Consultant's Project Manager at one (1) Placerville City Council meeting, and one (1) El Dorado County Fire Safe Council Meeting, including assistance in the preparation of staff reports, exhibits, and presentations.
- Monthly project management meetings (up to twenty-four (24) half-hour teleconference calls) with Consultant's Project Manager and RCD Project Management staff
- One (1) project schedule including task and deliverable due dates.

TASK 2: PROJECT INITIATION

Consultant shall prepare for and attend one (1) in-person project initiation meeting with RCD staff to initiate work on the Project. The purpose of the meeting will be to review the project goals, scope of work, schedule, budget, regulatory guidance and requirements, data needs, and key tasks. During the project initiation meeting, Consultant shall discuss key communication protocols, schedule monthly project communication calls, and identify potential members for Project Technical Advisory Committee (TAC). Consultant shall also initiate discussions about stakeholder and public engagement, and other expectations to ensure a successful project.

Subtask 2.1: Consult Existing Plans, Studies, and Guiding Documents.

Consultant shall demonstrate recognition of and integration with current efforts and plans recently completed, or are underway, including the following:

- 1) El Dorado County General Plan – Safety Element update 2023.
 - a. [2022 General Plan Safety Element Update \(edcgov.us\)](https://edcgov.us)
- 2) El Dorado County Local Hazard Mitigation Plan (LHMP).
 - a. edcgov.us/Government/sheriff/Documents/ElDoradoCounty_LHMP.pdf
- 3) Cal Fire Amador- El Dorado Unit Plan (2023).
 - a. [2023 Strategic Fire Plan Amador El Dorado Unit \(ca.gov\)](https://ca.gov)
- 4) El Dorado County Transportation Commissions Evacuation Preparedness Plan for the City of Placerville.
 - a. [Greater Placerville Wildfire Evacuation Preparedness, Community Safety, and Resiliency Plan - El Dorado County Transportation Commission \(edctc.org\)](https://edctc.org)
- 5) El Dorado County Community Wildfire Protection Plan (update currently underway).
 - a. [Community Wildfire Protection Plan \(edcgov.us\)](https://edcgov.us)
- 6) El Dorado County Water Agency’s Upper American River Programmatic Watershed Management Plan (2023).
 - a. [EDWA Implementation of UARWG PWP final.pdf \(edwateragency.org\)](https://edwateragency.org)
- 7) SNC Watershed Improvement Plan (WIP).
 - a. [What We Do | Sierra Nevada Conservancy \(ca.gov\)](https://ca.gov)

In addition, if applicable, Consultant shall examine key regulatory legislation, corresponding legal requirements, and related guidelines to ensure consistency with and integration with the items listed above.

Consultant shall specifically reference and evaluate the El Dorado County Transportation Commissions Existing Conditions Report as specified in the agreement between the RCD and SNC. The Existing Conditions Report will identify the project area’s physical geography, climate, demographics, the existing transportation, communication, water, and utility networks and their potential catastrophic points of failure. It will review existing wildfire plans, identify organizations responsible to respond to a wildfire, and review any other relevant planning documents and official accounts of catastrophic wildfire events. The report will be a resource for the City of Placerville, El Dorado County, CAL FIRE, Caltrans, United States Forest Service, PG&E, El Dorado Irrigation District, RCD, Fire Safe Councils, other agencies, and the public. The Existing Conditions Report will make extensive use of maps, graphics, and as much as possible, user-friendly nontechnical terms to help make it accessible to the public. The Existing Conditions Report will provide background data for the development of the Project and will serve as a technical framework.

Consultant shall specifically reference and evaluate the El Dorado County Transportation Commissions Dynamic Conditions Report as specified in the agreement between the RCD and SNC. Dynamic Conditions Report: In cooperation with the EDC Transportation Commission, the report will assess how dynamic conditions shape or impact the response of agencies and the public to wildfire preparedness and response. The dynamic conditions include but are not limited to the following:

- Natural: Climate.
- Physical: Terrain, elevation.
- Ecological: Vegetation types & ecological important areas.
- Technical: Communication, water, and electric utility infrastructure.
- Traffic: Seasonal traffic load, seasonal events impacting Average Daily Traffic (ADT) volumes, and Peak AM and Peak PM agritourism and recreational tourism volumes (particularly on U.S. Highway 50 through the City of Placerville).
- Human Behavior: Evacuee departure time choice, destination choice, and route selection.

Subtask 2.2: Data Needs

Consultant's GIS Specialist shall design and manage a geodatabase for this project. Consultant shall prepare an initial data needs list. The data needs list shall consist of a list of key planning documents and a geographic information system (GIS) shapefile list. Contractor will support project team by providing GIS Data, maps, GPS coordinates, GPS data collection, UAV aerial surveys if needed for field work, and compile results of their field work into GIS layers, tables, and maps as needed to complete their reports. This task will include obtaining additional GIS records and layers from other sources, preparing buffer and exclusion zones, and other analysis. Consultant will prepare maps, data table, and illustrations for use in the Project reports. Assist in compiling and maintaining project records.

Subtask 2.3: Project Schedule

Consultant shall develop a detailed project schedule with milestones. Consultant shall review the scope of services and schedule and make updates based on the project initiation meeting. The schedule shall include timelines for response to the RCD, Placerville City Council, and El Dorado County Fire Safe Council review and adoption of the Project as well as RCD staff review times.

Subtask 2.4: Technical Advisory Committee

Consultant shall work with RCD staff to identify potential members and develop a list to form a Technical Advisory Committee (TAC) primarily consisting of representatives of local Fire Districts, Fire Safe Councils, City of Placerville, El Dorado Irrigation District, United States Forest Service, CAL FIRE, County Office of Wildfire Preparedness and Resiliency, and local organizations and individuals. Consultant's team may suggest additions to the list of all appropriate agencies, organizations, and individuals to contact for inclusion in the advisory committee. The TAC shall liaise between Consultant and RCD staff to provide relevant guidance and review of the Project deliverables.

Consultant shall attend, present, and participate at three (3) TAC Work Sessions. Each on-site TAC Work Session shall include preparation and attendance time. Consultant shall prepare agendas, reference materials, and meeting minutes, as well as formal invitations for TAC participation as needed. Agendas shall be provided to RCD at least twenty-four (24) hours prior to each TAC Work Session or RCD staff meeting, and all other materials shall be distributed to RCD within five (5) days after the workshop/meeting. Other meeting attendance and assumptions are summarized in subsequent tasks.

Deliverables:

- Attendance at one (1) project initiation meeting (includes agenda and minutes).
- One (1) detailed project schedule.
- One (1) Data Needs List (includes both document list and GIS data needs list).
- One (1) list of members to contact for the TAC.
- Formal invitations for TAC participation, as needed.
- Attendance at three (3) TAC work sessions.
- One (1) overview of key legal requirements, if needed.
- One (1) geodatabase for project.

TASK 3: SCOPING AND COMMUNICATIONS STRATEGY

The Project will provide direct benefits to the community through increasing capacity of local collaboratives to draft their management plans and actions, increase community awareness and advocacy, enhance information exchange, increase public engagement and involvement of planning processes, host and deliver field tours and workshops, develop outreach publications and media releases and will seek out and acquire grant funds to support efforts. Often times individual organizations are busy working to address their own land management responsibilities. The Project will add services where necessary to ensure and all-lands – landscape level approach is elevated in the prioritization process of watershed

planning. Project design will be innovative and holistic. Implementation of projects will be coordinated to ensure the allocation of resources are equitable and can achieve the greatest outcomes.

Consultant shall attend, present, and participate at three (3) Public Scoping Stakeholder Meetings. Each Scoping meeting shall include preparation and attendance time. Consultant shall prepare agendas, reference materials, and meeting minutes. Agendas shall be provided to RCD at least (1) one -week prior to each Public Scoping Meeting, During scoping, Consultant shall focus on the overall scope of services and work plan, team roles and responsibilities, and project milestones in order that the public understand why RCD is developing the Project and what outcomes shall be achieved.

Deliverables:

- Attendance at one (1) project initiation meeting (includes agenda and minutes).
- One (1) detailed project schedule.
- One (1) Data Needs List (includes both document list and GIS data needs list).
- One (1) list of members to contact for the TAC.

- Formal invitations for TAC participation, as needed.
- Attendance at three (3) TAC work sessions.
- One (1) list of stakeholders to engage in the process.
- One (1) overview of key legal requirements, if needed.
- One (1) geodatabase for project.

TASK 4: CONDUCT HAZARD AND RISK ASSESSMENT

Consultant shall conduct a hazard and risk analysis in coordination with the El Dorado County Office of Wildfire Preparedness Community Wildfire Protection Plan (CWPP) update. The analysis shall, at a minimum, include the following:

1. Fire Risk and Fire Potential
 - a. CAL FIRE Fire Hazard Severity Zone Designations
 - b. Fuel and topography conditions
 - c. Historic weather data
 - d. Model outputs
 - e. Wildfire ignition history illustrated by spatial data
 - f. Large fire history
2. Community Risk Assessment
 - a. Risk of fire ignitions
 - b. Risks to people, animals, property, and infrastructure
 - c. Risk to natural resources
 - d. Risk to economic resources
3. Community Based Maps - Based on the completion of the hazard and risk analysis, successful Proposer shall produce maps, and associated layers, depicting the results.

TASK 5: IDENTIFY POTENTIAL FUTURE MITIGATION STRATEGIES

- 1) Evaluate current mitigation programs and strategies in the Project area.
- 2) Identify potential future mitigation strategies including those related to home hardening, defensible space, and fuels management.
- 3) Strategically Place Treatments within Project Area.
Consultant will refine and or adjust project area maps based on analysis of resource effects.
Consultant will coordinate with resource specialists to make needed changes to the project area maps.

TASK 6: MODELING BENEFITS

Consultant will evaluate project benefits in terms of its impact across the affected area (fireshed) on several key components, including forest growth and sequestration, potential wildfire emissions, and wildfire behavior modification. The evaluation may include the following; however, the purpose is to evaluate the impacts of proposed fire mitigation strategies. This includes all aspects of home hardening, defensible space, and fuels management strategies.

1. **Fireshed:** The fireshed is the area affected by this project, in terms of wildfire and potential emissions savings. Net GHG effects are evaluated on a per-acre basis, based upon the size of the fireshed.
2. **Potential wildfire emissions:** Potential wildfire emissions for the fireshed (MTCO₂e/ac) are the per-acre emissions expected from wildfire if each acre of the fireshed burned independently and instantaneously. These are also referred to as “direct wildfire emissions”.
3. **Wildfire behavior modification:** The effects of the project on wildfire behavior are evaluated using accepted spatially-explicit fire behavior prediction models. Project actions (e.g. fuel treatments such as thinnings or fuel breaks, home hardening and defensible space) are typically intended to modify the spread and intensity of fire across an area beyond or larger than the treatments themselves by reducing the volume and arrangement of fuels. They can slow overall fire spread, reduce fire size, and reduce fire intensity in areas outside the treatments themselves (treatment shadow). In this framework, project effects on fire behavior could be evaluated as the resulting reduction in expected fire size for a given weather scenario.
4. **Wildfire occurrence probability:** In this framework, we consider the probability of wildfire as 100% at each time.

TASK 7: WILDFIRE PREPAREDNESS STRATEGY

The primary deliverable of the Project is a Plan specific to the Placerville and surrounding area that will complement the El Dorado County Community Wildfire Protection Plan (CWPP) and specifically the City of Placerville CWPP. The Plan will meet, at minimum, the requirements described in the regional Forest and Fire Capacity Program and the tasks items listed in this RFP. The purpose of the Plan is to identify fire hazard reduction strategies for communities that are in balance with sustainable ecological management and fiscal resources, and to provide educational resources for residents to enhance fire preparedness. T

Deliverables:

- Wildfire Preparedness Strategy (Plan) in MS Word and Adobe Acrobat format.
- Wildfire Preparedness Strategy (Plan) in a Web Based Interactive Format to be accessible through the RCD website. An example of this format can be found at SFPR & SFPE Foundation WUI Virtual Handbook for Property Fire Risk Assessment & Mitigation. [Home - WUI Handbook \(sfpe.org\)](http://www.sfpe.org).

TASK 8: ENVIRONMENTAL PLANNING CONSULTANT (CEQA)

The Consultant shall provide services which shall meet the requirements of the California Environmental Quality Act (CEQA) and any other environmental permitting requirements. The RCD shall review all work products and deliverables to ensure technical and editorial quality developed by the Consultant. The RCD will ensure interdisciplinary review of project requirements for areas of resource conflict. It is important to note that the overarching objective of the Project is to implement a landscape-level project that demonstrates cross jurisdictional cooperation for fuel modification in a high fire hazard area of the State within existing statutory and regulatory frameworks. Part of this effort involves developing a streamlined approach to completing the project’s planning phase. As such, the approach has been intentionally developed to meet the objectives of the project while minimizing environmental effects and avoiding the need for extensive

environmental review. There should be a concerted effort to simplify efforts while still achieving the level of environmental review needed to substantiate findings.

We anticipate a single CEQA Notice of Exemption will be prepared for the wildfire mitigation strategies in accordance with current CEQA statutes and guidelines. The Notice of Exemption will be supported by documentation containing the proposed action/project description and justification for the exemption. Consultant will develop a project description based on the proposed action provided by the RCD for the CEQA Decision. For all deliverables, Consultant will submit a draft document to RCD for review and will respond to one round of minor comments prior to preparing a final document. All deliverables will be provided in digital format. Note that this task includes time to gather existing environmental studies.

Deliverables:

- 1) Notice of Exemption; draft and final.
- 2) Tribal Consultation.
 - a. Notification Letter/Request for Information from the Tribes; draft and final.

PROPOSAL FORMAT:

A qualifying proposal must address all of the following items:

1. Name and address of the contractor.
2. Contact person with phone number and email address.
3. All items listed under "Selection Process" (see below).

AWARD OF CONTRACT

The RCD may reject any and all proposals and may waive any immaterial defect in a proposal. Selection of the contract will be made within forty-five (45) working days after the proposal due date to the proposal that meets the required qualifications, scope of work and selection criteria. The Contractor shall furnish a certificate of insurance along with the executed Agreement. The certificate of insurance shall state a limit of liability of not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury and property damage liability combined.

PAYMENT

The RCD shall make payment of the Contractor's invoice within 45 days of the RCD receipt of the invoice. In order to receive reimbursement under the described Project, the Contractor shall provide an "Invoice for Services" detailing services performed by task and actual costs. The invoice shall be received by the RCD no later than the 1st of each month, following the period being billed. The Contractor shall not be reimbursed for any additional expenses incurred beyond this maximum amount available.

(a) Rates. In consideration of Contractors fulfillment of the promised work, the RCD shall pay Contractors at a **Per Hour Rate** authorized by the RCD.

(b) Expenses. No travel or other expenses will be reimbursed by RCD.

(c) Maximum Amount. The maximum payments under this Agreement shall be a total of **\$225,000.00** for professional services, provided, however, that such amounts shall not be construed as guaranteed sums, and compensation shall be based upon services actually rendered and expenses actually incurred.

(d) Budget Contingency Clause. If funding for any fiscal year is reduced or deleted by the State for purposes of this program, the RCD shall have the option to either cancel this Agreement with no liability occurring to the RCD or offer an agreement amendment to Contractor to reflect the reduced amount.

METHOD OF PAYMENT.

Invoices. All payments for compensation and reimbursement for expenses shall be made only upon presentation by Contractor to RCD of an itemized billing invoice in a form acceptable to the RCD which

indicates, at a minimum, Contractor's name, address, Social Security or Taxpayer Identification Number, a description of the tasks completed during the billing period, and the approved task rate.

AVAILABLE FUNDS

The maximum funding available for professional services in this grant is **\$225,000.00**. Contractor must acknowledge and affirmatively indicate that they can provide such services within this amount.

PROPOSAL SUBMISSION:

One original and five copies of Proposal must be received no later than 4:00 p.m. by January 22, 2024, at the RCD office at 100 Forni Road, Suite A. Placerville, CA 95667. One electronic copy of the Proposal, in PDF format, may also be delivered as an alternative means, via email no later than 4:00 p.m., local time, by January 22, 2024, to Mark Egbert, District Manager (Mark.Egbert@ca.usda.gov). Please cc yourself as verification of submittal. Please note the RCD email server can only accept document sizes 10 MB or less. Faxed or late proposals will not be accepted. It is the responsibility of the Consultant to assure that the Proposal is received prior to the deadline date and time. Proposals received after the submission deadline will not be accepted and will be returned unopened.

Any changes to this RFP are invalid unless specifically modified by the RCD and issued as a separate addendum document. Should there be any question as to changes to the content of this document; the RCD's copy shall prevail.

SELECTION PROCESS:

Representatives of RCD will review the proposals. The selected contractor will be required to execute a professional services agreement with RCD. In reviewing the proposals, the selection criteria will include (but are not limited to) the following:

1. History and background: (25 POINTS).
2. Capacity of the contractor to conduct the Scope of Work: (75 POINTS).
3. Hourly rate: (75 POINTS).
4. List of references and former clients: (25 POINTS).
5. Any appropriate affirmative action information.
6. Proof of general liability (minimum coverage \$1 million).(Y/N).

ATTACHMENTS:

EXHIBIT I – Agreement #961-RFFCP between the RCD and SNC.

NONDISCRIMINATION:

The program or activities conducted 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: namely, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and American's With Disabilities Act of 1990.