

Jefferson County, MT  
PO Box H  
Boulder, MT 59632



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## Jefferson County, MT

### REQUEST FOR PROPOSALS (RFP)

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### **Wildfire Mitigation Program Administration**

Jefferson County, Montana is requesting proposals from interested parties for the administration of its Wildfire Mitigation Program, to include possible wildfire mitigation projects, in Jefferson County.

#### **GENERAL DESCRIPTION:**

Jefferson County may have funding available for a Wildfire Mitigation Program (Program). The County is seeking a consultant/firm to manage this Program for the County, including wildfire mitigation project administration. The consultant/firm selected shall be qualified in the administration of wildfire outreach and education and wildfire mitigation projects. This includes the administration of applicable grant requirements, contracting requirements with qualified contractors to perform work, and working with landowners and state and federal agencies.

#### **SCOPE OF SERVICES:**

Wildfire Mitigation Program administration responsibilities shall include, but is not limited to:

1. Adhering to Federal Grant requirements;
2. Adhering to Federal and State Regulations;
3. Researching and proposing potential wildfire mitigation projects;
4. Reviewing applications for potential wildfire mitigation projects, including site visits;
5. Preparing contracts with qualified contractors to perform work;
6. Working with landowners and contractors;
7. Preparation for and attendance of meetings with County staff and regulatory agencies, as needed;
8. Working with County staff to prepare reports as required by the Granting Agencies;
9. Working with County staff to provide accurate documentation of expenses and provide for timely payment of invoices.
10. Providing wildfire education and outreach to the public in coordination with the County.

The County is committed to complying with all grant requirements for the expenditure of federal assistance. To assure compliance, the consultant/firm must become familiar with the specific

requirements of each applicable grant. Additionally, the consultant/firm must be knowledgeable regarding the various legal requirements applicable to mitigation projects.

### **PROPOSAL SUBMITTAL CONTENT:**

Consultant/firm will submit three (3) copies of their proposals to Jefferson County Commissioner Cory Kirsch. Please provide a one page single-sided cover letter with the proposal. The proposal shall include the following information:

1. Describe the consultant/firm's understanding of wildfire mitigation projects. Provide concise description of the management of the projects and why the firm believes that it would be qualified to administer these projects as defined in the Scope of Services.
2. Demonstrate the consultant/firm's technical competence and experience on the following topics. Provide references for similar work performed.
  - A. Grant management.
  - B. Administration of contracts with qualified contractors.
  - C. Wildfire mitigation public education and outreach.
3. Describe the consultant/firm's organizational structure. The consultant/firm should demonstrate they have the expertise and manpower to effectively manage a wildfire mitigation program.
4. Provide qualifications of the management team and their respective relevant experience.

Before submitting a proposal, the consultant/firm 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 ckirsch@jeffersoncounty-mt.gov until 5:00 p.m. on March 13th, 2019. Questions will be answered by email to all firms by 5:00 p.m. March 20<sup>th</sup>, 2019.

Submit proposals to the attention of Commissioner Cory Kirsch, PO Box H, Boulder, Montana 59632 no later than Wednesday, March 27th, 2019 at 5:00 p.m. Any information received after the exact time specified for receipt will not be considered. The County will review each proposal and reserves the right to accept or reject any or all proposals, wholly or in part, in a manner deemed to be for the public good. The County will follow up with each consultant/firm and may request an interview.

### **PROPOSAL EVALUATION**

The factors listed below shall be considered in the evaluation of the consultant/firm's proposal. 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 Consultant/firm must, therefore, be technically acceptable in all areas to be eligible for an award of a contract. Based upon initial evaluation, Consultant/firm's considered technically acceptable may be invited to make an oral presentation to the County prior to selection of a consultant/firm for award.

1. Understanding the Scope of Services (30 points) – Consultant/Firm presents a detailed and specific technical proposal based on the Scope of Services so that the County’s review committee may thoroughly evaluate the proposal.
2. Specialized Experience and Technical Competence (30 points) – Consultant/firm demonstrates recent experience with wildfire mitigation projects, federal grants, and outreach and education. Therefore, it is of importance that the consultant/firm details all experience that specifically applies to this Scope of Services. The breadth and depth of the consultant/firm’s experience in the performance of comparable projects will be evaluated.
3. Organizational Structure (20 points) – Consultant/firm must have sufficient staff and resources dedicated to this project to accomplish the work in a timely, professional manner at a level of quality satisfactory to the County. Consultant/firm should provide information that enables the County to evaluate the consultant/firm’s ability to complete the work offered as well as other projects the consultant/firm may have already under contract.
4. References from Previous Work (10 points) – References and previous performances of the consultant/firm, both managerial and technical, are a factor in evaluating the ability of the consultant/firm.
5. Recent and Current Work for the County (10 points) – Consultant/firm demonstrates any recent or current work which was completed or is being completed for the County.
6. Interviews – The County reserves the right to interview consultants/firms offering a proposal 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 and failure to submit required information will be cause for finding a proposal to be non-conforming.

The consultant/firm selected for negotiation of a contract will have demonstrated competence and professional qualifications necessary for the satisfactory performance of the required Scope of Services. Consultant/firm will provide proof of Liability Insurance Coverage and Workers Compensation Coverage in the limits required by the County.