

Request for Proposals

**Southern California Ignition Reduction Program
Facilitation and Project Management Services**

Southern California Administrative Zone, California

Background and Statement of Work:

The Southern California Ignition Reduction Program (SCIRP) is a multi-agency, multi-sector, and multi-Forest team chartered in 2022 to reduce catastrophic wildfire risk across Southern California by reducing human-caused ignitions along transportation corridors by bringing together partners and developing financeable projects.

SCIRP is comprised of a Core Planning Team and an Executive Committee that meet monthly, as well as sub-teams focused on Conservation Finance, People & Partnerships, Science Data & Technology, and Communications & Learning. There is also a vertically-integrated Vegetation Management Methods Technical Sub-Team to provide assistance and input in project design and reporting. In order to develop a streamlined financeable project portfolio for roadside vegetation projects, it will be critical that SCIRP coordinates closely within the broader multi-agency networks that currently administer roadside projects, agreements, and contracts across Southern California.

The NFF is working with SCIRP to seek contractor services to facilitate this group, ensure it is on track to achieve its goals, and keep group members accountable. Services will include meeting facilitation, notetaking, record keeping, project management, and partnership management.

Information Requested

If interested in submitting a bid for this project, please provide a proposal for the above statement of work by providing:

- proposed approach
- work experience
- cost
- capacity for this project
- experience in similar projects

Specific requirements are detailed below.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

(a) Description of Work – This Request for Proposals is for facilitation and project management services related to SCIRP Facilitation and Project Management, including the following tasks and subtasks:

1. Task 1: Facilitate and participate in SCIRP meetings to maintain group cohesion.
 - i. Facilitate 1-hour monthly virtual SCIRP Executive Committee meetings including agenda development, meeting preparation, meeting facilitation, notetaking, and follow up.
 - ii. Facilitate 1-hour monthly virtual SCIRP People & Partnership meetings including agenda development, meeting preparation, meeting facilitation, notetaking, and follow up.
 - iii. Attend Conservation Finance, Science Data & Technology, and Communications & Learning Sub-Group 1-hour monthly virtual meetings and ensure notes are uploaded to Box folder.
 - iv. Track action items, deliverables, and commitments established during Executive Committee and Sub-Group meetings, including following up on status. There are 4 Sub-Groups at this time.
 - v. Manage document sharing platform (Box folders), including updating SCIRP member records, uploading meeting notes, and adding resources brought up during meetings.
 - vi. Meet virtually on an ad hoc basis with the Core Planning Team to discuss SCIRP updates and prepare for future meetings.
2. Task 2: Facilitate and monitor implementation of the SCIRP charter.
 - i. Develop onboarding process for new members. This will involve working with SCIRP leads to compile key resources.
 - ii. Onboard new or replacement SCIRP Executive Committee members including hosting 30-minute introductory meetings and compiling and sharing onboarding documents.
 - iii. Evaluate and update group charter on a bi-annual basis.
3. Task 3: Coordinate implementation of SCIRP work plan.
 - i. Track work plan progress.
 - ii. Ensure each work plan task has a SCIRP lead.
 - iii. Evaluate and update work plan on a bi-annual basis.
 - iv. Coordinate with SCIRP work plan leads to update budget and facilitate conversations during SCIRP meetings to address funding gaps.
4. Task 4: Represent SCIRP at key functions and meetings.
 - i. Represent SCIRP at the Southern California Regional California Wildfire & Forest Resilience Task Force Meetings (April 4-5, 2024, and 2025 Date TBD). Location in Southern California TBD. These are in-person meetings.
 - ii. Represent SCIRP at key Wildfire Crisis Strategy meetings hosted by the US Forest Service, as needed.

The Contractor shall identify what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work described. The Contractor shall perform all work in a safe and conscientious manner.

(b) Project Location – All SCIRP meetings are hosted virtually. In-person meetings and travel would be expected to participate in the Southern California Regional California Wildfire & Forest Resilience Task Force (Task 4). The location is TBD but will be in Southern California.

(c) Work Schedule –

1. Expected period of performance - 24 months
2. Meeting frequency (Task 1)
 - i. SCIRP Executive Committee
 - ii. Sub-Groups
 1. People & Partnerships
 2. Conservation Finance
 3. Science Data & Technology
 4. Communications & Learning
3. Southern California Regional California Wildfire & Forest Resilience Task Force- April 4-5, 2024 (Task 4)

Insurance Requirements

Upon selection of the winning bid, the Contractor agrees that it has and shall maintain the following insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers' compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The Contractor shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.

Prohibited Telecommunications Services and Equipment

The Contractor is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Payment/Performance Security

Contractor shall post cash, a letter of credit, bond, or other financial security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination, to assure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons supplying or furnishing to the Contractor or Contractor's subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to

perform the work. Contractor may incorporate required associated costs into mobilization costs or other approved expenses.

- a. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

Flowdown Requirements: Any Agreement associated with this RFP may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference.

Competitive Range

The expected competitive range for bids to this solicitation is \$250,000 to \$308,000.

II. REQUIRED COMPONENTS

Technical Proposal

Please provide a detailed technical approach to the work which would include the facilitation approach and project management approach.

Contractor Qualifications

- I. Past Experience – Please provide a brief explanation of previous work experience with facilitating diverse stakeholder groups and managing similar project work.
- II. References – Please provide three professional references that can speak to past performance.
- III. Contractor Capacity – Please provide a brief explanation of your capacity to accomplish the deliverables.

Pricing Schedule

Contractor shall price work according to the schedule below. Prevailing wages are required per conditions of funding sources.

Task/Item	Units	Unit Cost	Extended Cost
Task 1: Facilitate and participate in SCIRP meetings to maintain group cohesion.			
Task 2: Facilitate and monitor implementation of the SCIRP charter.			
Task 3: Coordinate implementation of SCIRP work plan.			
Task 4: Represent SCIRP at key functions and meetings.			
		Total Bid	

III. SUBMISSION, EVALUATION, AND CONTACTS

Contractor Selection Process

This is a request for proposals only and bids furnished are not offers from the National Forest Foundation. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

The NFF will use the Evaluation Factors below to review each submitted bid. Based on the outcomes of that selection process, the NFF will notify successful and unsuccessful bidders by February 16, 2024 and will prepare a separate contract document.

Evaluation Factors and Relative Importance

The following criteria will be used in the evaluation of submitted proposals, ordered from highest weighting (level 3) to lowest weighting (level 1).

Level 3 Criteria

- Price / cost
- Contractor capability
- Timing of when contractor can begin and/or finish the project
- Proposed approach to project

Level 2 Criteria

- Past performance, references, and USFS feedback
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and

timelines

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Point of Contact

Please submit any questions about the project in writing to the Point of Contact.

Brian Robey
National Forest Foundation, Southern California Program Coordinator
brobey@nationalforests.org

Responses will be shared with known interested parties by email or otherwise posted at <https://www.nationalforests.org/rfp>.

Bid Submission

Submit bids via email to brobey@nationalforests.org by February 9, 2024.

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.