

Questions Due: October 14, 2024 by 5:00 pm PST

Answers Posted: October 16, 2024 by 5:00 pm PST

**REQUEST FOR PROPOSALS – PROFESSIONAL SERVICES FOR THE INNER COAST
COLLABORATIVE’S REGIONAL PRIORITY PLAN**

ANSWERS TO QUESTIONS

- 1. Q: Are proposers limited to the number of pages total in the proposal, aside from the one-page limit for the cover letter and the 8-page limit for respondent qualifications?**

A: The RFP outlines page limits for the Cover Letter (Section 1) and Respondent’s Qualifications (Section 2). Otherwise, there are no page limits.

- 2. Q: In the Respondent’s Qualifications section of the proposal, are proposers limited to 8 pages total or 8 pages per task as written and grouped in Attachment A?**

A: Proposers should limit the page number of Respondent’s Qualifications (Section 2) to 8 pages total.

- 3. Q: Are there any formatting requirements beyond the page limits noted in the Request for Proposals?**

A: No formatting requirements, other than the page limits and PDF requirements stated in the RFP, are necessary.

- 4. Q: Is it possible to provide a fixed fee cost for this RFP broken down by project element?**

Q: Should proposers submit a robust budget for the scope of work that is broken down by task, or a fee chart table with staff billing classifications and hourly rates?

A: Respondents are being asked to provide their fee schedule as a part of the RFP. We anticipate working collaboratively with one or more Contractor(s) identified through this RFP to develop a detailed scope and project budget for the services that are selected to support.

- 5. Q: Can you provide an anticipated budget for this project?**

Q: Can you share [any information] on the projected funding available?

A: Napa RCD has not yet established a budget for this project. We anticipate working collaboratively with one or more Contractor(s) identified through this RFP to develop a detailed scope and project budget for the services that they are selected to support.

6. Q: Please provide clarification regarding the timeline for this project, including anticipated start date and duration of the work.

Q: What is the anticipated duration of this contract?

Q: Are there any funding grant timelines that should be considered?

A: We anticipate that the Regional Priority Plan development will take approximately 18-24 months, pending contractor and partner schedules. The Department of Conservation Regional Forest and Fire Capacity (RFFC) program block grant that is supporting the Inner Coast Collaborative's the Regional Priority Plan development is funded through December 31, 2027.

7. Q: Are there any blackout windows (besides normal holiday windows) that Contractors need to factor in?

A: Currently, there are no anticipated blackout windows.

8. Q: Should proposers include a project schedule in the proposal?

A: A project schedule is not required for this RFP.

9. Q: Do you have an anticipated list of participants (entities / number of people) that would be involved in this process?

A: The Inner Coast Collaborative is currently building out an initial list of participants to engage in the Regional Priority Plan development process. As a part of the development of the engagement plan (i.e., 1a in the Scope of Services), one or more Contractor(s) may be asked to support the refinement of this list by mapping and summarizing key communities, stakeholders, or other decision-makers across the Inner Coast region.

10. Q: Do you anticipate both in-person, remote and hybrid work sessions? If so, what is your preference for how work sessions are managed?

A: We anticipate that a combination of methods of engagement (e.g., in-person, remote, hybrid) will be utilized across different touchpoints and audiences. These details will be determined during the development of the engagement plan (i.e., 1a in the Scope of Services).

11. Q: Do you have an expected / estimated number of partner meetings you want to hold?

A: This has not been determined at this time.

12. Q: Will [the portal] be public facing or an internal decision-making tool?

Q: Do you envision this as a platform to both help you manage the priority projects (i.e., budget estimates, funded / not-funded, timeline, responsible implementation partner etc.) or to simply display the list of projects to interested parties (or both)?

A: The Inner Coast Collaborative intends to utilize the platform that is developed to both manage and publicly display projects included in the Landscape Portfolio of Projects. The specifics of how the platform is structured and the types of data included will be determined during the development of the Regional Priority Plan (i.e., 3a in the Scope of Services).

13. Q: Do you anticipate having this portal available for multiple years? If so, is it reasonable to provide ongoing support and maintenance costs for the platform(s)?

A: The Inner Coast Collaborative partners intend to maintain the platform in-house, with support from one or more Contractors to develop a data stewardship plan and support capacity building for the Inner Coast Collaborative (i.e., 3b in the Scope of Services). Ongoing support and maintenance are not currently within the scope of this RFP.

14. Q: Are you thinking you might also want to do more modeling / add new data / reprioritize projects in the outyears [future years] also?

A: The Inner Coast Collaborative will update projects included in the Landscape Portfolio of Projects in-house on a regular basis. We will determine the frequency and process for these updates as a part of the initial Regional Priority Plan development (i.e. 3a-b in Scope of Services). Potential plans regarding the integration of new data or modeling in future years are not within the scope of this RFP.

15. Q: How does the [California Wildfire & Landscape Resilience Interagency Treatment Dashboard](#) modify the potential scope of this project?

A: As a part of the Regional Priority Plan development, the Inner Coast Collaborative will work with the selected Contractor(s) to explore how existing dashboards, databases, and project trackers (e.g., the Interagency Treatment Dashboard) informs the type of platform and technical specifications that we will utilize to house the public-facing Regional Priority Plan (i.e., 3a in the Scope of Services).

16. Q: The RFP asks for “Responses to the items in the Scope of Services (see Attachment A). Indicate clearly which services your firm proposes to provide either directly or through subcontractors, using the terminology and numbering listed in Attachment A.” (A) Does the District want team qualifications in this section, and if yes, could the page limit be increased? (B) Please clarify if the approach to the scope of services should be included in this section. If not, which section should it be included?

A: Qualifications of the proposed respondent team shall be provided in the Proposed Respondent Team Resumes (Section 3). There is no page limit for resumes.

A: We are not specifically seeking a narrative regarding the approach to scope of services, but a respondent could choose to include this information in the Cover Letter (Section 1) or Respondent’s Qualifications (Section 2).

17. Q: In the Respondent's Qualification section of the proposal, should proposers include an approach to the scope of services, or Team and Firm Qualifications as they relate to the scope of services tasks in Attachment A?

A: See answer to Question 16 above.

18. Q: May proposers include an expanded approach to providing the Scope of Services in an appendix?

A: See answer to Question 16 above.

19. Q: Should respondents include project descriptions related to our references in Section 6 – References?

A: Respondents may provide a brief description of the project related to the references provided in Section 6.

20. Q: Can a narrative describing team organization and an organization chart be used in the proposed team resumes (Section 3) or should resumes for team members be included?

A: Please provide the information requested in Proposed Respondent Team Resumes (Section 3). A narrative describing the respondent's team organization, or an organization chart, are not being requested.

21. Q: Should proposers include general firm qualifications, or any firm permits or licenses in the proposal?

A: Respondents may address this in Respondent's Qualifications (Section 2) or Proposed Respondent Team Resumes (Section 3).

22. Q: Does the Napa RCD have a Professional Services Agreement template? If so, can it be shared? Are proposers allowed to request revisions and edits and note them in the proposal?

A: Napa RCD has not yet developed a Professional Services Agreement template for this project. The Professional Services Agreement template will be provided to Contractor(s) identified through this RFP and can work through any requested exceptions at that time.

23. Q: The RFP calls for proof of insurance coverage, where should proof of insurance be included in the proposal? Is it acceptable to include it as an Appendix?

A: Proof of insurance coverage can be included as an attachment or appendix.

24. Q: Who will be on the selection committee?

A: Napa RCD is leading the selection process on behalf of the Inner Coast Collaborative as the RFFC block grant administrator. We intend to build a Selection Committee with

representatives from the Inner Coast Collaborative Lead Partner organizations; these members will be selected prior to review of the RFP submissions.