

Date: October 2, 2024

REQUEST FOR PROPOSALS

Professional Services for the Inner Coast Collaborative's Regional Priority Plan

Deadline for Submission

Monday, October 28, 2024 at 5:00 pm PST

BACKGROUND INFORMATION:

The [Inner Coast Collaborative](#) is leading the development of a Regional Priority Plan for the Inner Coast region (i.e., Colusa, Lake, Napa, Solano, Sonoma, and Yolo counties) as a part of the Regional Forest and Fire Capacity Program ("Program"). The Inner Coast Collaborative is a regional collaborative effort between Lead Partner organizations in each county mentioned above. The California Department of Conservation ("DOC") awarded a block grant to Napa County Resource Conservation District ("Napa RCD"; Agreement No. 3020-1005) to coordinate and administer the Program on behalf of the Inner Coast Collaborative.

The purpose of the Program ("Program Purpose") is to support regional planning and collaboration, project planning, and capacity building to improve forest health, wildfire resilience, and community wildfire preparedness across the Inner Coast region. The development of a Regional Priority Plan ("Project") is a key Program deliverable, and is expected to include three elements as specified by DOC: Geography and Governance, Assessment and Methodology, and a Landscape Portfolio of Projects. To represent the unique context, needs, and priorities of the Inner Coast region, the Regional Priority Plan will be developed in collaboration with Lead Partner organizations in each county, and with broad and inclusive engagement of communities and stakeholders across the region (e.g., tribes, public agencies, non-profits, community organizations, etc.). To ensure that the Inner Coast Collaborative can support regular updates to the Regional Priority Plan, the Project will include the development of data stewardship plan.

DESIRED OUTCOMES:

Napa RCD desires to contract with one or more Contractors that can support the Project. To this end, Napa RCD is soliciting Proposals from Contractors providing professional services described in the Scope of Services (see [Attachment A](#)) for the Project. Qualified Contractors should propose to provide one or more of the services outlined in Attachment A, but a Contractor need not specialize in all the listed services and thus does not need to propose to provide all listed services. Project work may begin as early as November 2024.

SCHEDULE:

To the extent achievable, the following schedule shall govern the Request for Proposals (RFP). Napa RCD reserves the right to modify the dates below, and will notify all known respondents of any schedule changes.

1. RFP released: Wednesday, October 2, 2024 at 8:00 a.m. PST.
2. Deadline for submission of interpretation requests and/or questions: Monday, October 14, 2024

at 5:00 p.m. PST.

All questions should be submitted via email to: Lisa@NapaRCD.org

3. Answers to questions released: Wednesday, October 16, 2024 at 5:00 p.m. PST.
Contractors interested in this RFP may email Lisa@NapaRCD.org to be included on an email list to receive answers to questions and any RFP Addenda generated. The questions and answers and any RFP Addenda will also be posted on the RFP website at: <https://naparcd.org/get-involved/rfps-and-rfqs/request-for-proposals-for-the-inner-coast-collaboratives-regional-priority-plan/>
4. Proposals due: Monday, October 28, 2024 at 5:00 p.m. PST.
Responses shall be submitted by email to Lisa@NapaRCD.org, as a single pdf file containing all required contents. Hard copy responses will not be accepted.
5. Interviews conducted: TBD, only if necessary.
6. Successful respondents notified: Monday, November 11 at 5:00 p.m. PST.
7. Contracts executed: Should Napa RCD choose to enter into a contract with a Contractor, As-Needed contracts will be executed between Napa RCD and that Contractor.

SUBMISSION REQUIREMENTS:

Responses shall be submitted by email to Lisa Michl, lisa@naparcd.org, as a single PDF file containing the following required contents. Hard copy responses will not be accepted. Responses are due Monday, October 28 at 5:00 p.m. PST.

1. Cover Letter (Limit: 1 page)
The cover letter should convey a clear understanding of the requirements and objectives, and why the respondent is qualified to be awarded a contract.
2. Respondent's Qualifications (Limit: 8 pages)
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.
3. Proposed Respondent Team Resumes
Please include the qualifications of the proposed respondent team, including all staff and/or subcontractors who will perform the services Respondent proposes to provide. Include a resume for each listing: education, experience, and expertise in this type of work.
4. Fee Schedule
Identify the current billing rates for listed personnel, as well as other expenses that would be charged in conjunction with the work. As much as possible provide other expenses as per hour, day, or per unit costs.
5. Conflicts
This section should identify whether the respondent anticipates it would need to obtain conflict

waivers from any existing clients and how respondent anticipates addressing any potential conflicts with respect to any member agencies.

6. References

The names, addresses, and telephone numbers of up to three current or previous clients, particularly public or nonprofit sector clients, who have contracted with the respondent for services similar to those described herein within the last five years.

7. Debarment or other Disqualification

Respondent must disclose any debarment or other disqualification as a supplier or vendor for any federal, state, or local entities. Respondent must describe the nature of the debarment/disqualification, including where and how to find such detailed information.

INSURANCE REQUIREMENTS:

Contractor, at Contractor's sole cost and expense and for the full term of the resultant contract or any extension, shall obtain and maintain at least all of the insurance requirements of Napa RCD.

Proof of insurance coverage shall be provided as part of the proposal and shall include the insurance types and required coverages specified below. The Contractor agrees to submit proof that Napa RCD is named as an additional insured by separate endorsement under any awarded As-Needed Agreement.

1. Insurance Services Offices Office Commercial Liability coverage (Occurrence Form CG 0001)
2. Insurance Service Offices Form Number CA 0001 covering Automobile Liability, Symbol 1 (any auto)
3. General Liability: One million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used either the general aggregate limit shall apply (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the SRCD) or the general aggregate limit shall be twice the required occurrence limit.
4. Automobile Liability: One million dollars (\$1,000,000) for bodily injury and property damage for each accident limit.
5. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, and completed operations liability.
6. The automobile liability policy shall cover all owned, non-owned, and hired vehicles.
7. Workers' Compensation and Employer's Liability Insurance: Provide proof of insurance verifying that it is insured (or be qualified self-insured) under the applicable laws relating to workers' compensation insurance, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof.

EVALUATION CRITERIA:

The following criteria will be used by Napa RCD in evaluating submissions:

1. Experience and demonstrated competence of the identified key areas of service(s) outlined in the Qualifications and Proposed Respondent Team sections of this RFP.
2. Reference recommendations.
3. Comprehensive fee schedule.
4. Thoroughness of submission.

Napa RCD reserves the right to award a contract based on written responses only, however oral presentations and written questions for further clarifications may be required of some or all of the respondents.

RIGHT TO REJECT PROPOSALS:

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the agreement between Napa RCD and the firm selected. Napa RCD reserves the right without prejudice to reject any or all proposals.

**ATTACHMENT A:
SCOPE OF SERVICES**

There are three general categories of services that are required by Napa RCD to support the Project. Respondents may propose to provide services in one or more categories (labeled 1, 2, and 3 below) or subcategories (e.g., 1a, 2b, etc.) as relevant based on their experience and expertise.

1) Development and implementation of an engagement plan.

- a) Engagement plan development: Providing guidance and support to the Inner Coast Collaborative on the development of an engagement plan for incorporating community and stakeholder input into the Regional Priority Plan. Specific services may include:
 - i) Mapping and summarizing key communities, stakeholders, or other decision-makers across the Inner Coast region;
 - ii) Defining the process and touchpoints for incorporating community and stakeholder input;
 - iii) Identifying lower resourced or underserved communities and stakeholders and developing strategies for effectively engaging these audiences.
- b) Implementation of engagement plan: Provide support to the Inner Coast Collaborative in the execution of the engagement plan. Specific services may include:
 - i) Developing outreach materials/templates, including survey(s);
 - ii) Meeting facilitation;
 - iii) Developing summary reports;
 - iv) As-needed adaptations to the engagement plan.

2) Development of landscape portfolio of projects and framework for prioritization.

- a) Compile existing plans: Gather existing local, county, and regional plans (e.g., Community Wildfire Protection Plans, Hazard Mitigation Plans, Cal Fire Unit Plan, climate action plans, etc.) that identify forest health and fire resilience-related projects, priorities, and/or capacity building needs and inventory for completeness. Specific services may include:
 - i) Gathering, restructuring, merging existing plans into a single geospatial database (anticipated scale = 25-40 plans);
 - ii) Identifying missing data points and developing a process for data updates;
 - iii) Supporting Inner Coast Collaborative partners with determining how to represent plans/priorities without corresponding geospatial data (e.g., how to integrate qualitative information);
 - iv) Identifying gaps in coverage of existing plans.
- b) Compile data: Gather data sources to support the identification of opportunity areas (i.e., landscapes of interest) and projects. Specific services may include:
 - i) Supporting Inner Coast Collaborative partners with aligning on 'pillars of resilience' (e.g., fire resilience, ecosystem conservation, community resilience, etc.) and corresponding data;
 - ii) Gathering and merging identified data sources;

- iii) Identifying and (if possible) filling gaps in regional/statewide data available through the California Wildfire and Forest Resilience Task Force.
- c) Identify opportunity areas and projects: Incorporate additional opportunity areas and projects based on both data and input from communities and stakeholders. Specific services may include:
 - i) Working with Inner Coast Collaborative partners to develop, test, and refine criteria for project inclusion and multi-benefit framework for flexible project prioritization;
 - ii) Incorporating data sources into database with existing plans;
 - iii) Supporting Inner Coast Collaborative partners with using data to identify additional opportunity areas and projects;
 - iv) Supporting Inner Coast Collaborative partners with refining and adding to identified opportunity areas and projects (i.e. landscape portfolio of projects) based on community and stakeholder input.

3) Finalization and maintenance of the Regional Priority Plan.

- a) Platform development: Develop platform that will house the public-facing Regional Priority Plan. Specific activities may include:
 - i) Supporting Inner Coast Collaborative partners with determining type of platform and technical specifications;
 - ii) Developing platform, including user guides and/or data dictionaries;
 - iii) Supporting Inner Coast Collaborative partners to incorporate narrative components (e.g., Geography and Governance, Assessment and Methodology), including as-needed support with writing and/or development of visuals.
- b) Platform maintenance: Develop data stewardship plan for updating the Regional Priority Plan. Specific services may include:
 - i) Supporting Inner Coast Collaborative partners with building out method(s) for capturing project updates and new projects, including user guides for managing updates;
 - ii) Providing trainings to Inner Coast Collaborative partners to facilitate plan updates.