



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9934

REQUEST FOR PROPOSALS REGIONAL FOREST AND FIRE CAPACITY PLAN

July 3, 2020

The Mountains Recreation and Conservation Authority (MRCA) requests proposals from professional, highly experienced fire prevention and resiliency consultant firms to cooperatively assist MRCA and the Santa Monica Mountains Conservancy (SMMC) with the planning, coordination, development and preparation of a Regional Priority Plan (Plan) for lands within the MRCA and SMMC's jurisdictions. The Plan shall evaluate potential measures related to wildfire management and resiliency and determine the effects of those actions on greenhouse gas emissions and climate adaptation.

The Plan shall address the unique and diverse fire capacity needs of various areas within this Region, including differences in vegetation types. It requires a master planning process that is based upon engagement with local groups, non-profits, and tribal entities; prioritization of disadvantaged communities; and existing wildfire protection plans for various areas within the Region, but one that does not duplicate past efforts. The Plan shall evaluate capacities of the various areas within the Region, assess the existing forest and biophysical resources, and provide recommendations for feasible implementation-ready demonstration projects in addition to administering and coordinating outreach, education, and training within and with regional residents, local groups, non-profits, and tribal entities within the Region.

The plan shall be completed within 15 to 18 months. After the Regional Priority Plan is developed including project type identification and methodology, MRCA will begin execution of demonstration projects.

Contact

Sarah Kevorkian, Sarah.Kevorkian@mrca.ca.gov, (323) 221-9944 x. 119
570 West Avenue 26, Suite 100, Los Angeles, CA 90065

RFP Schedule

Direct all questions to the contact listed above before 3:00 PM on July 14, 2020. All interested firms must register with MRCA by 3:00 PM on July 21, 2020 in order to receive the clarifications and addenda. Clarifications will be distributed electronically by 3:00 PM on July 21, 2020 to all registered. To register, send an email to the contact above.

Follow the guidelines listed in this RFP and submit **a single electronic PDF file by 3:00 PM on Monday, July 28, 2020** to the contact above. Late submissions will not be accepted. There is no limit to the number of pages a submittal can be, however, please keep it to a minimum and include only the necessary information. No paper submittals will be accepted and MRCA's office is not open for deliveries at this time.

Proposals will be reviewed within 3-4 weeks, and MRCA may request interviews at our convenience. Every effort will be made to adhere to the stated schedule, but it may be modified as needed without prior notice.

Team Requirements

The consultant project team shall include a Fire Ecologist and have resources to complete GIS mapping of biophysical and human resources, provide monitoring of carbon savings, and propose new technologies for fire prevention. The consultant team shall have a proven record of developing similar large-scale plans for wildfire management and significant experience with community engagement. MRCA encourages participation by certified disadvantaged business enterprises.

All respondents will be required to represent and warrant that they, he, she, or the officers, directors, and/or employees of bidder are not related by blood or marriage to any member of the governing boards of the SMMC, the SMMC Advisory Committee, the MRCA, or any other joint powers authority for which the SMMC is a constituent member, or to any officer, director or staff member with discretion over the contract of any of the aforesaid public agencies. "Related by blood or marriage" is defined as being a parent, child (including stepchildren), sibling, grandparent, grandchild, aunt, uncle, niece, nephew, spouse, domestic partner, father-in-law, mother-in-law, sister-in-law or brother-in-law. The MRCA reserves the right to immediately cancel any contract entered into if it discovers a breach of this warranty and representation. Consultant shall be liable for all damages sustained by the MRCA as a result of the breach.

Evaluation and Selection

Selection will be based on demonstrated competence and qualifications for the services to be performed at fair and reasonable prices. Proposed deviations from the RFP requirements will be noted and taken into consideration. The information provided in response to the RFP's requirements will be the basis for evaluation. Failure to provide this information or the inclusion of any conditions, limitations, or misrepresentations may adversely affect the evaluation of your proposal. Any proposal deemed irresponsible or unresponsive will not be considered.

The Executive Officer of the MRCA reserves the right not to award any contract or to award multiple contracts.

Proposals will be evaluated for the following criteria:

- Demonstrated experience of the consultant team in relation to the services required and quality of performance on similar past projects.
- Demonstrated experience, technical competence and availability of key personnel in relation to the services required.
- Recommendations of prior clients.
- Capability of the project team to provide the services desired in a timely manner.
- Value offered considering capabilities and experience of the project team.

The Project Planning Team may contact any previous clients to verify the experience and performance of the prospective firm, key personnel, and sub-consultants, whether or not the client is listed as a reference in the proposal.

About MRCA

The MRCA, established in 1985, is a local public agency exercising joint powers of the [Santa Monica Mountains Conservancy](#), the [Conejo Recreation and Park District](#), and the [Rancho Simi Recreation and Park District](#) pursuant to Section 6500 *et seq.* of the Government Code.

The MRCA is dedicated to the preservation and management of local open space and parkland, watershed lands, trails, and wildlife habitat. The MRCA manages and provides ranger services for almost 73,000 acres of public lands and parks that it owns and that are owned by the Santa Monica Mountains Conservancy or other agencies. The MRCA works in cooperation with the Conservancy and other local partners to acquire parkland, participate in vital planning processes, complete major park improvement projects, and provide education and interpretation programs for the public.

1 – Project Information

Background

The State and local governments within California face a unique obstacle as wildfires increasingly affect our communities, threatening people, places, and other priorities in California. The [Regional Forest and Fire Capacity Program](#) (Program) is designed to promote forest health and fire resiliency by following recommendations of the [Forest Carbon Plan](#) and Governor Brown's Executive Order B-52-18. The Regional Forest and Fire Capacity Program is funded by the California Natural Resources Agency's California Climate Investments, per AB32, which appropriated \$20 million in Cap-and-Trade Greenhouse Gas Reduction funds to support forest capacity-building plans and projects, implemented at the regional scale, and reduction of greenhouse gas emissions.

The Program's goals, as stated by the Grant Guidelines, are as follows:

- Promote and support collaborative planning and implementation of wildfire resiliency and forest health protection, management, and restoration efforts at the landscape or watershed level
- Coordinate and integrate management of wildfire resiliency and forest health protection, management, and restoration efforts at the regional scale
- Identify, prioritize, and implement forestry and wildfire protection projects that meet regional and statewide public safety, ecosystem, and public resource goals, and that are consistent with the Forest Carbon Plan

As part of AB32, the Santa Monica Mountains Conservancy (SMMC) was chosen as one of six Regional Block Grant Awardees in the state to fulfill the goals of the California Climate Investments. The SMMC provided the Mountains Recreation and Conservation Authority (MRCA) with a grant to assist in developing the Regional Priority Plan (Plan), for the SMMC's Region in Los Angeles and Ventura Counties.

Project Schedule

The completed Regional Priority Plan shall be available by January 30, 2022, including review and comment periods, with the following milestones:

- a) Start date of September 1, 2020
- b) Monthly meetings
- c) Inventory and Analysis phase shall be completed by January 1, 2021.
- d) Plan and Demonstration Project Development phase shall be completed by July, 1 2021.
- e) During the Plan Preparation phase, the Draft Plan shall be submitted for review by September 30, 2021, and the Final Plan by January 30, 2022, including review and comment periods.

The Project Planning Team reserves the right to modify the schedule.

Roles

The Consultant team shall be responsible for:

1. Identification and development of technical information needed for project including mapping, analysis, and reporting of data and findings.
2. Development of the Regional Priority Plan, which recommends demonstration projects that achieve Program objectives.

The Project Planning Team shall be responsible for:

1. Oversee development of and provide review and comments for all project materials.
2. Administer fiscal contracts with other entities.
3. Point of contact and designated official public response to all media inquiries.
4. Point of contact and designated coordinator with grantour.
5. Soliciting members of the public for participation in community outreach.
6. Distribution of public information.

Additional clarification of roles shall occur as necessary during the process.

2 – Scope of Services

The MRCA anticipates that the selected consultant team will need to perform the following services. Respondents should supplement this list as they determine appropriate, however keep in mind that cost and value are selection considerations. All items shall be completed within the stated time frame. **The Project Planning Team reserves the right to modify the scope of services at their discretion, including curtailment of some activities, to meet budget constraints and the Legislative deadline.**

Part 1: Required Project Processes

General

1. All elements described, including their nomenclature and details, are subject to input and review from the Project Planning Team.

Meeting Coordination/Facilitation

1. Participate in internal meetings:
 - a. Project Coordination Meetings: It is expected that a weekly conference call with the Project Planning Team will be useful throughout the duration of the project. These meetings/calls will review project schedule, strategies, readiness for upcoming meetings, and overall progress of the project. Additional meetings with the Project Planning Team will be needed to coordinate and focus on specific items.

Part 2: Developing the Regional Priority Plan

Overall Document

1. The Regional Priority Plan will outline the planning process, delineate the project area, clearly articulate the goals and objectives of the Regional Forest and Fire Capacity Program-based Regional Priority Plan, identify best management practices for fire resiliency of different land types, analyze land-types and associated savings with mitigation intervention, select demonstration projects, quantify emissions reductions, and discuss programmatic needs for full implementation. The Final Regional Priority Plan should be consistent with requirements set forth by the [Regional Forest and Fire Capacity Program](#).

Development of Regional Priority Plan

1. Review and analyze existing fire prevention plans and efforts and identify best management practices for fire resiliency in the proposed Regional Priority Plan
2. Determine the different land types, within the Conservancy boundary, which will inform selection of sub-regions within Region.
3. Study each sub-region, mapping biophysical and sociocultural resources:

- a. Biophysical Resources:
 - i. Forest resources: Fuel load and associated quantity of Green House Gasses
 - ii. Watershed assets
 - b. Sociocultural Resources:
 - i. Populations and priority populations
 - ii. Property
 - iii. Air quality impacts on population
4. Analyze mapped sub-region resources and provide unique mitigation measures required, per land type, and associated savings, per acre, of biophysical and sociocultural resources. This step includes an analysis of risk and likelihood of forest fire associated within areas.
5. Develop Prioritization
- a. Develop list of projects with associated cost and savings
 - b. Selection, with guidance of Project Planning Team, of demonstration projects from list of priority projects
6. Summarize analysis of sub-region and their associated cost and savings, including breakdown of monetary requirements, jobs created, and mitigation savings of resources.

3 – Proposal Requirements

Please provide the following information in your proposal:

1. Cover Letter

- a. Describe the team's approach to your work, including communication process, project management, and quality control.
- b. Name members of the proposed project team.
- c. Note any certifications as a disadvantaged business enterprise.
- d. Describe all prior participation with an MRCA project by firm and/or key personnel, whether or not firm contracted directly with MRCA, if applicable.

2. Qualifications and Background

- a. Provide resumes of key project personnel—Project Executive, Project Manager, Job Captain, etc. Indicate number of years each person has been employed by the firm. Resumes should highlight relevant qualifications for this project.
- b. Provide concise, 1-2 page descriptions of comparable projects now in progress or completed within the last five (5) years for which members of the consultant team provided similar services. These descriptions should demonstrate the team's experience relevant to the project described in this RFP. List members of the proposed team who worked on the project(s) and their role. Include no more than 5 examples. Include contact information for client references.
- c. Provide description of the team's expertise and history with wildfire behavior, fire ecology, and management in ecosystem types found in the study area.
- d. Provide specific information on the firm's litigation history, in the last five years, of termination for default, litigation by or against the firm, and judgments entered for or against the firm.

3. Proposed Budget and Fees

- a. Provide consultant team's proposed budget and fee structure. Proposal format should follow example below, with one line-item per type of activity. Each line item should include anticipated quantity or time (budgeted) for a project of this size/complexity and the proposed unit prices for each.

Example:

Item	Estimated Qty.	Unit Cost		Estimated Total
Principal	X Hrs.	\$X/Hr	=	\$X
Technician	X Hrs.	\$X/Hr	=	\$X
Supplies	X	\$X/Each	=	\$X
Equipment	X Hrs.	\$X/Hr	=	\$X
Trip Charges	X	\$X/Each	=	\$X

4. Proposed Project Timeline/Schedule

- a. The entire Plan and process shall be complete within 15 to 18 months.

Submit a basic project schedule incorporating milestones with completion of each task required, subdivided as necessary. The start date for the schedule should be September 1, 2020. The actual start date will be established after the contract is awarded, and may be earlier or later than the proposal schedule.