



## **DESCHUTES COUNTY NATURAL RESOURCES DEPARTMENT**

### **REQUEST FOR QUALIFICATIONS FOR**

#### **Project Wildfire Program Director**

Deschutes County is soliciting statements of qualifications until 3:00 P.M., November 6<sup>th</sup>, 2018 for a contractor to act as the Project Wildfire Program Director.

#### **OVERVIEW**

The mission of Project Wildfire is to prevent deaths, injuries, property loss and environmental damage resulting from wildfires in Deschutes County. The Director provides primary program management and coordination for Project Wildfire and is responsible for accomplishing the annual program of work consistent with the mission and strategic objectives (see attachment 3 for current version). The director works at the direction of the County Forester and the Project Wildfire steering committee, a diverse group of agencies and residents with an interest in wildfire preparedness appointed by the Deschutes County Board of Commissioners.

Project Wildfire promotes wildfire awareness, education and preparedness to the communities and population living in the wildland urban interface areas of Deschutes County. Project Wildfire provides the public with wildfire preparedness education in an effort to help empower them to take actions to mitigate their risk. Project Wildfire provides a point of coordination for our diverse interagency stakeholders working to address the risks of wildland fire.

The Director is responsible for organizing and administering the program in order to accomplish the overall goal of increased wildfire preparedness throughout Deschutes County. The Director will work with a wide variety of groups and individuals, including local, state and federal government agencies, private residents, local and national businesses, service organizations and the media. Work is required at times other than normal business hours. Expected time commitment is approximately 120 -150 hours per month, and can vary widely from month to month.

More information about Project Wildfire can be found at: <http://www.projectwildfire.org/> and <http://www.firefree.org/>

Questions concerning this process may be directed to Ed Keith, Deschutes County Forester, via email at [ed.keith@deschutes.org](mailto:ed.keith@deschutes.org) or by phone at 541-322-7117.

## **PRIMARY RESPONSIBILITIES**

- Work with communities and agency partners throughout Deschutes County to prepare, revise and implement Community Wildfire Protection Plans (CWPPs).
- Promote, facilitate and support FireWise USA™ efforts within communities.
- Organize and coordinate the FireFree program in cooperation with partners.
- Coordinate hazardous fuels reduction and defensible space projects with private landowners.
- Plan and organize monthly steering committee meetings and other meetings with partners as required.
- Design and provide an education and outreach program regarding fire preparedness and defensible space with community members, partner agencies and local media. Utilize the program to educate residents about wildfire risk and promote wildfire risk reduction activities that help communities and homeowners increase fire preparedness. Includes meetings, interviews, formal and informal presentations, production of educational material and other outreach methods including website management and social media.
- Assist in writing, preparing and implementing grants to achieve Project Wildfire goals and objectives.
- Support cooperator efforts to collaboratively achieve common wildfire related objectives.
- Provide outreach and education on wildfire evacuation through the Ready, Set, Go! program.
- Generate and distribute news releases, public service announcements, newsletters and reports through various marketing channels including print and electronic media.

## **DESIRED SKILLS AND QUALIFICATIONS**

- Experience or knowledge of national wildfire preparedness and mitigation efforts such as Fire Adapted Communities, Community Wildfire Protection Plans, FireWise USA™ and Ready, Set, Go!
- A background and understanding of the wildland fire environment of Central Oregon.
- Grant and project management experience and a demonstrated experience and ability in organizing, managing, coordinating, planning, and sequencing the activities involved in completing complex projects.
- Strong facilitation and leadership skills.
- Public speaking and professional presentation skills, and ability to communicate with a wide variety of audiences, both verbally and in writing.
- Experience with designing and conducting educational outreach and marketing including website and social media management.
- The ability to collect many different types of input from diverse stakeholders and move forward in a positive, productive way.

## **SUBMITTALS**

Contractors are invited to submit their Statement of Qualifications (SOQ) at their own cost. Deschutes County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. A SOQ in response to this RFQ must include all of the following:

- 1) Completed cover page (Please use the Attachment 1 provided in this packet).
- 2) A description of contractor qualifications as they relate to the primary responsibilities and desired skills and qualifications as described on page 2. This may include:
  - Description of current or past work performed
  - Dates work was performed
  - Client or employers name and contact information
  - Any other applicable education, training or experience
- 3) Proposed hourly rate
- 4) References: Name and contact information for at least three references.

Email SOQ responses to Ed Keith, Deschutes County Forester, [ed.keith@deschutes.org](mailto:ed.keith@deschutes.org) by 3:00 P.M., November 6<sup>th</sup>, 2018. Respondents are encouraged to verify their response was received by the due date and time. Deschutes County is not responsible for failures in any email delivery system.

## **EVALUATION AND SELECTION CRITERIA**

Contractors will be selected for interviews based on their SOQ as provided in SUBMITTALS, above. Deschutes County with input from a subset of the Project Wildfire Steering Committee will select the preferred contractor based on the SOQ and information provided through the interview process. The selected contractor must be an independent contractor meeting IRS guidelines and Oregon law, provide their own transportation, as well as proof of insurance. Insurance requirements are shown on Attachment 2 of this packet.

The County will negotiate a contract with the selected contractor. If the County cannot negotiate a contract to the satisfaction of the county and the contractor we will negotiate with the next highest candidate, until a selection is made or the contract process is revisited. Deschutes County

reserves the right to seek additional proposals beyond the final submission date, if, in Deschutes County's sole discretion, the proposals received do not meet with the approval of Deschutes County.

### **CONTRACT AND PERIOD OF SERVICE**

A standard Deschutes County Services Contract (example available upon request) is expected to be awarded once a contractor is selected and terminate June 30, 2019. The contract may be renewed for additional years from July 1 – June 30 each successive year. Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to the availability of sufficient funds and satisfactory performance by the contractor.

NOTE: All proposals submitted in response to this RFQ shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.

Attachment 1

DESCHUTES COUNTY NATURAL RESOURCES DEPARTMENT  
REQUEST FOR QUALIFICATIONS  
FOR  
PROJECT WILDFIRE DIRECTOR

Proposal Response Form Cover Page

Submit by e-mail to: [ed.keith@deschutes.org](mailto:ed.keith@deschutes.org) by 3:00 p.m. November 6<sup>th</sup>, 2018.

A signature on this form acknowledges that the contractor is hereby submitting a response to Deschutes County's Request for Qualifications for Project Wildfire Director.

Authorized Signature: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Insurance Requirements

Contractor shall at all times maintain in force at Contractor’s expense, each insurance noted below. Insurance coverage must apply on a primary or non-contributory basis. All insurance policies, except Professional Liability, shall be written on an occurrence basis and be in effect for the term of this contract. Policies written on a “claims made” basis must be approved and authorized by Deschutes County.

**Workers Compensation** insurance in compliance with ORS 656.017, requiring Contractor and all subcontractors to provide workers’ compensation coverage for all subject workers, or provide certification of exempt status. Worker’s Compensation Insurance to cover claims made under Worker’s Compensation, disability benefit or any other employee benefit laws, including statutory limits in any state of operation with Coverage B Employer’s Liability coverage all at the statutory limits. . In the absence of statutory limits the limits of said Employers liability coverage shall be not less than \$1,000,000 each accident, disease and each employee. This insurance must be endorsed with a waiver of subrogation endorsement, waiving the insured’s right of subrogation against County.

**Professional Liability** insurance with an occurrence combined single limit of not less than:

Per Occurrence limit	Annual Aggregate limit
<input type="checkbox"/> \$1,000,000	<input type="checkbox"/> \$2,000,000
<input type="checkbox"/> \$2,000,000	<input type="checkbox"/> \$3,000,000
<input type="checkbox"/> \$3,000,000	<input type="checkbox"/> \$5,000,000

Professional Liability insurance covers damages caused by error, omission, or negligent acts related to professional services provided under this Contract. The policy must provide extended reporting period coverage, sometimes referred to as “tail coverage” for claims made within two years after the contract work is completed.

Required by County                       Not required by County (one box must be checked)

**Commercial General Liability** insurance with a combined single limit of not less than:

<u>Per Single Claimant and Incident</u>	<u>All Claimants Arising from Single Incident</u>
<input checked="" type="checkbox"/> \$1,000,000	<input checked="" type="checkbox"/> \$2,000,000
<input type="checkbox"/> \$2,000,000	<input type="checkbox"/> \$3,000,000
<input type="checkbox"/> \$3,000,000	<input type="checkbox"/> \$5,000,000

Commercial General Liability insurance includes coverage for personal injury, bodily injury, advertising injury, property damage, premises, operations, products, completed operations and contractual liability. The insurance coverages provided for herein must be endorsed as primary and non-contributory to any insurance of County, its officers, employees or agents. Each such policy obtained by Contractor shall provide that the insurer shall defend any suit against the named insured and the additional insureds, their officers, agents, or employees, even if such suit is frivolous or fraudulent. Such insurance shall provide County with the right, but not the obligation, to engage its own attorney for the purpose of defending any legal action against County, its officers, agents, or employees, and that Contractor shall indemnify County for costs and expenses, including reasonable attorneys’ fees, incurred or arising out of the defense of such action.

The policy shall be endorsed to name ***Deschutes County, its officers, agents, employees and volunteers as an additional insured.*** The additional insured endorsement shall not include declarations that reduce any per occurrence or aggregate insurance limit. The contractor shall provide additional coverage based on any outstanding claim(s) made against policy limits to ensure that minimum insurance limits required by the County are maintained. Construction contracts may include aggregate limits that apply on a “per location” or “per project” basis. The additional insurance protection shall extend equal protection to County as to Contractor or subcontractors and shall not be limited to vicarious liability only or any similar limitation. To the extent any aspect of this Paragraph shall be deemed unenforceable, then the additional insurance protection to County shall be narrowed to the maximum amount of protection allowed by law.

Required by County                       Not required by County (One box must be checked)

**Automobile Liability** insurance with a combined single limit of not less than:

Per Occurrence

- \$500,000
- \$1,000,000
- \$2,000,000

Automobile Liability insurance includes coverage for bodily injury and property damage resulting from operation of a motor vehicle. Commercial Automobile Liability Insurance shall provide coverage for *any* motor vehicle (symbol 1 on some insurance certificates) driven by or on behalf of Contractor during the course of providing services under this contract. Commercial Automobile Liability is required for contractors that own business vehicles registered to the business. Examples include: plumbers, electricians or construction contractors. An Example of an acceptable personal automobile policy is a contractor who is a sole proprietor that does not own vehicles registered to the business.

Required by County       Not required by County    (one box must be checked)

**Additional Requirements.** Contractor shall pay all deductibles and self-insured retentions. A cross-liability clause or separation of insured's condition must be included in all commercial general liability policies required by this Contract. Contractor's coverage will be primary in the event of loss.

**Certificate of Insurance Required.** Contractor shall furnish a current Certificate of Insurance to the County with the signed Contract. The Certificate shall provide that there shall be no cancellation, termination, material change, or reduction of limits of the insurance coverage without at least 30 days written notice from the Contractor's insurer to the County. The Certificate shall also state the deductible or, if applicable, the self-insured retention level. For commercial general liability coverage, the Certificate shall also provide, *by policy endorsement*, that ***Deschutes County, its agents, officers, employees and volunteers are additional insureds*** with respect to Contractor's services provided under this Contract. The endorsement must be in a format acceptable to Deschutes County. If requested, complete copies of insurance policies shall be provided to the County.

**Project Wildfire  
2018 Strategic Objectives**

**Goal 1: Continue to secure finances and maintain support for Project Wildfire programs and partnerships.**

**Objective A.** Seek grant opportunities and resources for support.

**Objective B.** Seek private and public funding resources.

**Objective C.** Identify new funding sources and utilize Project Wildfire task force to submit proposals.

**Objective D.** Maintain local agency, private sector and business support through:

1. Steering committee participation and involvement.
2. Financial support for projects.
3. Membership support and involvement.

**Goal 2: Maintain a balanced membership of the Steering Committee.**

**Objective A.** Retain public and private sector expertise.

**Objective B.** Maintain existing leadership and participation at Steering Committee meetings. When vacancies occur, ensure new members reflect the diversity of the Project Wildfire ordinance.

**Goal 3: Expand community partnerships.**

**Objective A.** Identify new partners and emerging issues.

**Objective B.** Communicate & improve local business resiliency to wildfire

**Objective C.** Participate in the 4-Star Firewise Pilot

**Goal 4: Maintain and enhance public awareness of Project Wildfire partnerships, programs and projects.**

**Objective A.** Publicly announce and recognize successes in partnerships, programs and projects.

1. Publish notable successes on website and other social networking opportunities.

**Objective B.** Include management levels of agency and media partners in outreach.

**Objective C.** Implement, monitor and evaluate long term action plan to increase awareness.

**Objective D.** Consistently report on Project Wildfire.

1. Updates from Steering Committee members at regular meetings.

**Objective E.** Participate in Deschutes Collaborative Forest Project.

**Objective F.** Partner with communities to maintain and facilitate additional Firewise Communities.

**Objective G.** Create and monitor Blog calendar

**Objective H.** Participate in the Joint Information System (JIS) and Joint Information Center (JIC)

**Goal 5: Identify, prioritize and implement a program of work.**

**Objective A.** Confirm program of work on projects with Steering Committee.

**Objective B.** Implement projects based on resources and support.



**Objective C.** Consider and engage complimentary projects beneficial to Project Wildfire.

**Goal 6: Facilitate, update and implement Community Wildfire Protection Plans.**

**Objective A.** As “caretaker” of the CWPPs, ensure that each CWPP is reviewed and if needed, revised no later than every five years.

**Objective B.** Ensure that each CWPP review/revision includes a current assessment of the landscape to reflect projects, accomplishments and/or fires or other disturbances within the boundaries.

**Objective C.** Monitor and track all project accomplishments in CWPPs.

**Objective D.** Incorporate Cohesive Strategy goals as appropriate in new revisions of CWPPs.

**Goal 7: Continue and/or boost activity within the Fire Adapted Communities (FAC) Learning Network.**

**Objective A.** Participate in Podio with other Learning Network participants.

**Objective B.** Author or provide information on local success stories in Deschutes as needed for the national FAC blog.

**Objective C.** Attend the annual face-to-face networking conference with other FAC participants.

**Objective D.** Participate in the quarterly webinars with the FAC Learning Network to optimize the synergy and communication between network participants.

**Objective E.** Increase the level of understanding of FAC concepts in Deschutes County.

**Objective F.** Create a more fire adapted Deschutes County through Project Wildfire’s tasks.