



REQUEST FOR PROPOSALS MILL CREEK WATERSHED OREGON AND WASHINGTON COMMUNITY WILDFIRE PROTECTION PLAN

**Date of Request: October 28, 2016
Proposals Due: November 14, 2016, at 5:00 p.m. PDST**

PROJECT DESCRIPTION

The City of Walla Walla's Public Works Department is requesting proposals from qualified firms to develop an update to the Mill Creek Watershed Oregon and Washington Community Wildfire Protection Plan in compliance with the National Fire Protection Plan, National Cohesive Strategy, National Association of State Foresters, Healthy Forests Restoration Act, and the Federal Emergency Management Agency requirements for a Wildfire Mitigation Plan.

BACKGROUND

The City of Walla Walla first developed and adopted a Community Wildfire Protection Plan for the Mill Creek Watershed in 2006. It addresses private and public owned lands in the Mill Creek Municipal Watershed and surrounding National Forest lands to the south and east. The purpose of the plan is to assess wildfire hazards in, and around, the Mill Creek Drainage, and to consider options for reducing the risk of a major wildfire and its effects occurring in the planning area. When implemented, the plan is intended to reduce the effects on the City of Walla Walla's municipal water supply whose origin is located within the Mill Creek Watershed. Completion of the plan will increase National Fire Plan grant eligibility for the City of Walla Walla, Walla Walla County, and rural fire districts.

PROJECT TASKS

- 1- Develop the Community Wildfire Protection Plan.
- 2- Create a working group consisting of stakeholders including but not limited to partners from the City of Walla Walla, Walla Walla County, Washington Department of Natural Resources, Oregon Department of Forestry, USFS, and Rural Fire Districts.
- 3- GIS map updates and identification of Wildland Urban Interface and Infrastructure Risk.
- 4- Conduct Risk Assessment and develop Relative Threat Level.
- 5- Update community project priorities and recommendations for hazard mitigation.
- 6- Conduct monthly progress reports and meetings.
- 7- Coordinate public meetings.
- 8- Solicit public input and keep the public informed through press releases.
- 9- Ensure the updates meet all state, federal, and other applicable requirements.
- 10- Finalize the plan in a suitable format, provide maps and relevant GIS data to each of the participating agencies listed above and the City of Walla Walla, and the Counties of Walla Walla, Columbia, and Wallowa.

PROJECT SCHEDULE

All tasks described above are to be scheduled, coordinated and completed by June 30, 2017.

PROPOSAL SUBMITTAL

The proposal shall be limited to ten (10) single-sided pages. This number of pages does not include resumes, dividers, and cover sheet. The proposal shall be printed on 8 ½" x 11" pages with margins set at 1" and have a text font of 10 pt (excluding headings and graphics). The proposal shall include the following information:

- **Executive Summary**
- **Qualifications: Experience/Resumes of Key Personnel, Staffing Plan, Schedule, References**
- **Cost Quotation: Correlated to Project Tasks 1-10 above**
- **Appendix**

Submit five (5) copies of the proposal by the stated deadline to:

CITY OF WALLA WALLA
Engineering Division
Attn: Mori Struve, Public Works Operations Manager
55 E. Moore Street
Walla Walla, WA 99362

Proposals that are not responsive to the proposal submittal content requirements noted above will not be considered.

SELECTION OF THE CONSULTANT

Proposals will be evaluated by a committee made up of City employees. Final selection will be based on the evaluation of proposals unless it is determined necessary by the committee to conduct interviews of closely ranked proposals. If unable to reach an agreement with the top selected firm, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. Ultimately, the contract shall be approved and awarded by the City Council at a regularly scheduled City Council meeting.

The City of Walla Walla is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit proposals.

LIMITATIONS

The City reserves the right to modify or withdraw the RFP at any time without prior notice. The City reserves the right at its sole discretion to reject any and all proposals received without penalty. The City may reject proposals without providing the reason(s) underlying the declination. The City also reserves the right to not issue a contract as a result of this RFP. A failure to award a contract will not result in a cause of action against the City. The RFP does not obligate the City to contract for services described herein.

PRE-CONTRACTUAL EXPENSES

The City will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Please contact Mori Struve, Public Works Operations Manager, by phone at 509-527-4463 or by email at mstruve@wallawalla.gov for further information or questions.