



Dan Doyle, Martha's Vineyard Commission

Martha's Vineyard Commission
33 New York Avenue Oak Bluffs, MA 02557
Tel. (508) 693-3454

REQUEST FOR QUALIFICATIONS (RFQ):
FOR
Wildfire Protection Plan



IMPORTANT DATES:

Request for Qualifications Release:	October 16, 2020
Pre-Response Information Session:	October 27, 2020
Written Questions Deadline:	November 3, 2020
RFQ Submission Deadline:	November 24, 2020 5:00 pm
Anticipated Contract Award Date:	December 9, 2020

Martha's Vineyard Commission REQUEST FOR QUALIFICATIONS:

FOR

Wildfire Protection Plan

1. GENERAL INFORMATION

The Towns of Martha's Vineyard have been concerned about Wildfire Preparedness Planning for many years. After working with Towns in Martha's Vineyard for the past several years, it has been observed that many towns lack the information required to identify and prioritize town and private lands that could benefit from the Wildfire Preparedness Planning program.

The Martha's Vineyard Commission, is seeking proposals from qualified contractors to develop a Wildfire Protection Plan for the island. The not to exceed fee limit is \$25,000.

Proposals will be received via email to doyle@mvcommission.org by November 24, 2020 5:00 pm. No exceptions will be allowed.

Proposals must be submitted by electronic mail (email), clearly marked in the Subject Line as "ATTENTION: MV Wildfire Plan".

The MVC reserves the right to accept or reject any or all proposals, to waive any informality contained therein, and to award the contract as decided to be in the best interest of the MVC and the island residents.

Dated at Oak Bluffs MA, on October 16th, 2020.

A Pre-Response Informational Session where potential respondents have a chance to ask questions about the RFQ will be held October 27, 2020 at 11 AM. Zoom details are below:

Martha's Vineyard Commission MVC is inviting you to a scheduled Zoom meeting.

Topic: Pre-Response Informational Session - MV Wildfire Protection Plan RFQ
Time: Oct 27, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89235130079?pwd=NjdjTE9ZcjBmbkQvS0dXM3R3cWt3Zz09>

Meeting ID: 892 3513 0079

Passcode: 014364

One tap mobile

+13126266799,,89235130079#,,,,,0#,,014364# US (Chicago)

+16465588656,,89235130079#,,,,,0#,,014364# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 892 3513 0079

Passcode: 014364

Find your local number: <https://us02web.zoom.us/u/kOoBAq084>

The MVC, working with island fire chiefs and emergency management professionals and others, seeks a qualified contractor to develop a Wildfire Protection Plan for the island. Dan Doyle, Special Projects Planner, will be the project manager.

WORKING WITH APPROPRIATE TOWN OFFICIALS (FIRE, NATURAL RESOURCE, PLANNING STAFF AND/OR APPOINTED COMMITTEE VOLUNTEERS) THROUGHOUT MARTHA’S VINEYARD THE FOLLOWING OBJECTIVES SHALL BE MET:

1. **Identify** all wildland fire hazard possibilities throughout Martha’s Vineyard.
2. **Develop** a county map displaying hazardous areas in Martha’s Vineyard;
3. **Establish** a guide for ranking priority properties for developing Wildfire Preparedness Plans.
4. **Develop** a countywide system for rating risk of wildfire.
5. **Provide** information on various strategies appropriate for Martha’s Vineyard that will address wildland fire hazards and serve as a guide for future Wildfire Preparedness Planning.
6. **Assess** current wildland fire suppression capacities.
7. **Identify** areas needed to increase effectiveness of wildland fire suppression capacities.

The final document should meet or exceed the requirements of the Community Wildfire Protection Plan process; including possible collaborations, prioritized fuel reduction areas and suggested measures that will reduce wildfire and incidence of fire.

2. SCOPE OF SERVICES

It is the intention of this procurement to utilize a highly qualified wildfire consultant to develop a Wildfire Preparedness Plan for Martha’s Vineyard that fulfills all of the Wildfire Plan Objectives, as stated above.

The total contract shall not exceed \$25,000.

3. MINIMUM REQUIREMENTS of CONSULTANT

Proposers must meet all PROPOSAL SUBMISSION REQUIREMENTS; see section 4 below.

4. SUBMISSION REQUIREMENTS

All proposals must include a completed, signed copy of the Certificate of Non-collusion and Tax compliance (Attachment A). In the Subject line, clearly marked “ATTENTION: MV Wildfire Plan, the proposer shall submit the following in a narrative format:

PROPOSAL SUBMISSION REQUIREMENTS –

- a. A narrative describing the proposer’s understanding of the scope of work.
- b. A statement of the professional and educational qualifications of all team members developing wildfire protection and preparedness plans. Resumes must be attached.
- c. Short business history of the proposing contractor and its management.

- d. The proposer's experience with working with municipalities developing wildfire protection and preparedness plans.
- e. The proposer's experience presenting wildfire plans to municipal officials, private and public groups.
- f. A description of how the proposer will develop and present the MV Wildfire Protection and Preparedness Plan.
- g. Background of the proposing contractor and the project members with respect to work on comparable projects.
- h. A statement by the authorized representative of the proposer that the technical proposal is made in good faith and that the proposer follows all applicable state tax laws.

Certifications and Signatures

When a signature is required in execution of a certification or in any other instance, it must be the handwritten signature of the individual authorized to execute the contract, and, if applicable, the corporate seal must be affixed. Proposal "signed" in a way other than described here will be considered non-responsive.

Interpretation of Request for Qualifications

Other than during the Pre-Response Information session, no oral interpretations will be made by any respondent as to the meaning of any requirements specified within this RFQ. Every request for such interpretation shall be made in writing and addressed to the attention of:

Dan Doyle, Special Projects Planner
Martha's Vineyard Commission
doyle@mvcommission.org

Electronic requests for interpretation will be accepted, although no request for interpretation shall be accepted after November 3, 2020.

Deadline for Submission

The county shall receive complete electronic submittal of the proposal, the MVC Wildfire Protection Plan no later than 5:00 P.M. on November 24, 2020.

Address for Proposal Submission

Proposers shall include a PDF copy of the required elements to: doyle@mvcommission.org

Modifications & Withdrawal

Proposals may be modified, corrected or withdrawn only by email received by the MVC prior to the time and date set for the opening. Modifications must clearly labeled "Modification No.____ REF: MV Wildfire Plan in the Subject Line and must reference the original RFQ.

Responders may withdraw a Proposal as long as the written request to withdraw is received by the MVC prior to the time and date of the proposal opening.

Waiver of Minor Informalities

The MVC reserves the right to waive minor informalities, errors or omissions prior to the selection of a Proposer, and to conduct discussions with any qualified Proposers and to take any other measures with respect to this RFQ in any manner necessary to serve the best interest of the MVC and its beneficiaries.

Other Information

All information submitted in response to the RFQ is subject to the Massachusetts Public Records Law, M.G.L. chapter 66, section 10, and chapter 4, section 7(26). Any statements in submitted Proposals that are inconsistent with the provisions of these statutes shall be disregarded.

Purchases by the Martha's Vineyard Commission are exempt from federal, state and municipal sales and/or excise taxes.

The Martha's Vineyard Commission is an Equal Opportunity Employer. The MVC encourages Proposals from qualified MBE/DBE/WBE contractors.

5. EVALUATION PROCESS**Screening Proposals for compliance with Submission Requirements and Minimum Evaluation Criteria**

Utilizing the proposal submission requirements and the minimum criteria incorporated herein, the Evaluation Committee, to be designated by the MVC Executive Director, shall screen proposals as to their responsiveness, and identify those which are responsive. Any proposal which, in the opinion of the Evaluation Committee, fails to include the information or documentation specified in the submission requirements shall be determined to be non-responsive and shall be rejected. Any proposer who fails to meet any of the standards set forth as minimum criteria shall be determined to be non-responsive and shall be eliminated from the competition.

The Selection Committee will be comprised of a representative of the MVC, the Edgartown Fire Chief, and the Executive Director of the Sheriff's Meadow Foundation. The top-ranked proposals will be shortlisted for further analysis. Contractors selected for further evaluation may be requested to participate in a formal interview as part of the selection process. One contractor will be selected for negotiation of a contract.

Use of the Comparative Evaluation Criteria

The remaining proposals shall be evaluated using the comparative evaluation criteria incorporated herein. Each proposal shall be assigned: a). a separate rating for each comparative evaluation criterion; b). a composite rating. Proposal ratings and accompanying written explanations shall be forwarded to the Chief Procurement Officer.

Methodology for Determining Best Price

Taking into consideration price and the evaluation of the Evaluation Committee, the MVC Executive Director shall determine the most advantageous proposal. Award of the contract is subject to the approval of the MVC.

Selection Criteria**THE FINAL SELECTION OF A CONSULTANT SHALL BE BASED ON THE FOLLOWING SETS OF CRITERIA:**

1. Submission of all required documentation and certification detailed in Submission Requirements.
2. Demonstrated technical knowledge and understanding of wildfire protection and preparedness planning.
3. Demonstrated knowledge and understanding of the various plant communities and corresponding fuel models in Martha's Vineyard.
4. Ability to develop appropriate planning maps using available MA GIS and or municipal data layers.

5. Demonstrated knowledge of wildland fire prevention management strategies.
6. Previous experience working with municipal, regional and/or government agencies on similar projects.
7. Strong written communication skills and demonstrated history of oral communication experience.
8. Satisfactory references.

Comparative Evaluation Criteria

1. DEMONSTRATED ABILITY TO COORDINATE, PLAN, AND WRITE WILDFIRE PROTECTION AND PREPAREDNESS PLANS.

- A. Highly Advantageous: the proposal demonstrates a high degree of ability to successfully work with municipalities in developing wildfire protection and preparedness plans, by having worked with at least three municipalities on similar projects.
- B. Advantageous: the proposal demonstrates a good working ability to work with municipalities in developing wildfire protection and preparedness plans by having worked with at between one and two municipalities on similar projects.
- C. Not Advantageous: the proposal demonstrates a minimal ability to work with municipalities in developing wildfire protection and preparedness plans. Has not worked with any municipalities on similar projects.
- D. Unacceptable: the proposal does not demonstrate ability to work with municipalities in developing wildfire protection and preparedness plans. Has no experience working on wildfire plans?

2. DEMONSTRATED EDUCATION AND EXPERIENCE IN WILDLAND FIRE PREVENTION STRATEGIES.

- A. Highly Advantageous: the proposer has a bachelor's degree or higher in Forestry with an emphasis on wildfire management or closely related field and five years work experience in wildfire planning and wildfire management.
- B. Advantageous: the proposer has a bachelor's degree or higher in Forestry with an emphasis on wildfire management or closely related field and three years work experience in wildfire planning and management.
- C. Not Advantageous: the proposer has a bachelor's degree or higher in Forestry with an emphasis on wildfire management or closely related field and limited work experience wildfire planning and management.
- D. Unacceptable: the proposer does not have a bachelor's degree or higher, or closely related field and limited work experience in wildfire planning and management

3. DEMONSTRATION OF STRONG WRITTEN AND ORAL COMMUNICATION SKILLS.

- A. Highly Advantageous: the proposer has over five years of experience in writing and presenting wildfire plans.
- B. Advantageous: the proposer has three years of experience in writing and presenting wildfire plans.

C. Not Advantageous: the proposer has limited experience in writing and presenting wildfire plans.

D. Unacceptable: the proposer has no experience in writing and presenting wildfire plans.

The MVC reserves the right to reject any and all proposals if such rejection is in its best interest. Following the Selection process, the MVC will enter into contract negotiations with the selected contractor. The Selection Committee and Contractor will meet to discuss the proposed project and scope of work. The Selected Contractor will be expected to prepare and submit a detailed breakdown of work items in the scope of services and fee proposal detailing hourly rates, anticipated expenses, direct salary costs, labor, general and administrative overhead, and profit data for the project. If a price cannot be agreed upon between the MVC and the Contractor, negotiations will be terminated. MVC will then enter into negotiations with the next highest qualified contractor.

6. GENERAL CONTRACT TERMS & CONDITIONS

This RFQ and the Selected Contractor's proposal will be appended to and become part of the Contract for the services outlined above. The maximum term of the agreement will be one year from date of contract execution.

Contractors submitting an application in response to this RFQ must specify any exceptions to the contract at the time of applications. The MVC may consider any such exceptions but shall not be bound by any such exceptions.

The successful Proposer will be required to provide certificates of liability insurance, at the time of contract execution, indicating minimum coverage of 10% of the total cost of the project or \$1 Million Dollars, whichever is less.

The successful contractor must comply with all applicable federal, state, and local laws and regulations, and the ability to acquire the necessary insurance.

7. ATTACHMENTS

1. Certification of Tax Compliance/Non Collusion Form

CERTIFICATE OF NON-COLLUSION

The undersigned hereby certifies under the penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certificate, the word person shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing the bid or proposal

Name of business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Ch.62C, S.49A (b) of the Massachusetts General Laws, I,

_____, authorized signatory for
(name)

_____, do hereby certify under the pains and penalties
(name of bidder)

of perjury that said bidder has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

Consultant

By: _____
(Signature of authorized representative)