



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

June 3, 2024
REQUEST FOR PROPOSAL
RFP 2024P031

Provide a Community Wildfire Protection Plan Update

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference:	N/A
Site Visit:	N/A
Questions Due:	12:00 P.M. Local Time, June 12, 2024
Proposals Due:	12:00 P.M. Local Time, June 25, 2024

ONE SIGNED ORIGINAL, single sided, unbound, of your proposal and 5 copies must be submitted. In addition to the copy, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the RFP number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,

Kim Ovsepyan
Acting Deputy Purchasing Director

ANCHORAGE FIRE DEPARTMENT
Request for Proposals
2024P031

2024 Community Wildfire Protection Plan Update

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1.0 GENERAL INFORMATION

1.1 Purpose

The Anchorage Fire Department (AFD) is soliciting proposals from qualified firms to develop a comprehensive, area-wide Community Wildfire Protection Plan Update (CWPP) that encompasses the entire Municipality of Anchorage as defined by the US Census Bureau ([2020 Census-Census Tract Reference Map](#))

Proposals should address the consultant's capabilities to perform all aspects of the work and include consultant's knowledge and experience in wildfire mitigation strategies, performing community wildland fire risk assessments, establishing wildfire response capabilities, communicating with the public and obtaining public comment. The proposer should have experience in collaborating with a variety of local, state and federal agencies such as the Joint-Base Elmendorf-Richardson, National Wildfire Coordinating Group, Alaska Division of Forestry, US Forest Service and the Bureau of Land Management.

Work will be performed for AFD as a provision of consultation and resources to identify, design, update and enhance the CWPP that was last updated in 2007. The CWPP must align with the Municipality's 2022 All Hazards Mitigation Plan and the Alaska Statewide Forest Action Plan. Key performance measures within the CWPP must be attainable based upon the Municipality's resources and fiduciary responsibilities.

1.2 Background

The Municipality of Anchorage includes a geographic area of approximately 1961.1 square miles with an estimated 79,089 residential and commercial parcels valued at over \$33.3 billion. Its population (2021) is 288,121, accounting for 40% of the state's population. More than 1.8 million people passed through the Anchorage airport in 2022, and the ports of nearby Seward and Whittier saw over 300,000 cruise ship passengers. The area consists of mostly rugged mountainous terrain and coastal plains with 84% of the total land base within the Chugach National Forest and Chugach State Park. Key wildland fuels include homes in the boreal forest; north-facing slopes that are poorly drained underlain by permafrost and hosting black spruce; and rivers that have stringers of white and black spruce and mixed deciduous species. There are more than 10,946 acres of Municipal parkland in Anchorage and an additional 2,500 acres in Chugiak and Eagle River. Anchorage, Girdwood, Eagle River and Chugiak boast almost 300 miles of maintained trails and greenbelts. In conjunction with the bordering State and National Parks, the Wildland Urban Interface is both vast and spread throughout the communities. Attachment F includes a map of the area for which the CWPP must be written.

Southcentral Alaska is in its seventh year of an extreme increase in spruce bark beetle, dramatically increasing the amount of fire fuel. Beetle kill is changing the fuel landscape due to beetle-killed trees falling and the subsequent growth of grasses in these opened areas. The adjacent Kenai Peninsula, which was hit with a beetle outbreak, has already observed earlier devastating wildfires. In addition, Anchorage is seeing longer stretches of hot and dry weather and decreased precipitation. Since the pandemic, the use of outdoor spaces and people recreating outdoors has grown tremendously. The number of incident responses to outside fires has also increased exponentially. These wildfire risk factors have not only resulted in more fire incidents, but also have gained attention from community members. Their reliance on the Municipality to have a plan for wildfire mitigation suggests a paramount need for this updated CWPP.

1.3 Contract Award

The intent is to award a contract for the plan and associated products to be completed within sixteen (16) months from the notice to proceed in accordance with the scope of work detailed in this RFP.

1.4 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department
wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.5 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 90 calendar days, although all offers must be complete and irrevocable for 120 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions;
- 2) responsiveness to the RFP requirements;
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed. Proposals must be signed: by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document.

Signature on the “Letter of Transmittal” (see Paragraph 4.3) will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent

authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked, and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential

is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

- AMC 3.90 Access to Public Records
- AMC 3.90.010 Policy
- AMC 3.90.020 Definitions
- AMC 3.90.030 Information Available to the Public
- AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF WORK

The Department is soliciting proposals from qualified vendors to develop a comprehensive, area-wide Community Wildfire Protection Plan Update (CWPP) that encompasses the Anchorage Bowl and communities from Ingram Creek on the Seward Highway to the Knik River bridge on the Glenn Highway. Communities include but are not limited to Girdwood and Chugiak. The areas of wildland urban interface (WUI) extends throughout many developed neighborhoods.

AFD recognizes that it will be necessary for the consultant to perform a comprehensive analysis of AFD's resources, the current and forecasted wildfire risk, and other factors related to the optimal updating of the CWPP. It is understood that some of the tasks described below may be reprioritized and/or eliminated and that new, as-of-yet undetermined tasks may be developed in response to the analysis.

The sample tasks described below are intended to provide the Proposer with a reasonably high-level depiction of the nature and scale of assignments that may be required. The prioritizations listed below are based on current perceived concerns and may or may not be ordered.

It is also understood that collaboration with the Anchorage Fire Department, Chugiak Volunteer Fire Department, Girdwood Volunteer Fire Department, and community stakeholders may create shifts in tasks outlined below.

Work under the proposal consists of providing sufficient personnel and resources, as requested by AFD for professional services.

1. Work with the project manager. The assigned personnel from the firm will work directly with the Wildland Urban Interface Project Manager (WUI Project Manager) throughout the term of the contract. The firm will coordinate with the WUI Project manager for ongoing direction or tasks such as internal meetings or communications, public meetings and awareness campaigns.
2. Provide monthly progress reports to the WUI Project Manager by the 15th of each month following prior work completed.
3. Collaborate with the WUI Project Manager to establish a Community Wildfire Protection Plan team. The team members, at minimum, will consist of WUI representatives, local fire chiefs, state and municipal personnel.

4. Conduct a kickoff meeting with the Community Wildfire Protection Plan team defined above. Develop a schedule of team meetings that incorporate virtual or audio attendance options for team members. A minimum of six team meetings are expected throughout the project in which a quorum of at least 75% of team membership shall be met. In order to meet this quorum as well as the established schedule, members may reserve the right to send a designee in their stead. Meeting actions may include tasks such as initial data assessment, risk analysis, strategic scoping, work progress and final draft presentations.
5. Coordinate with State and Federal agencies capable of providing technical support. Agencies may include but are not limited to the following: the Alaska Division of Forestry; US Forest Service; Bureau of Land Management; National Park Service; US Fish and Wildlife Service, University of Alaska Institute of Social and Economic Research (ISER) and US Army Joint Base Elmendorf Richardson.
6. Conduct data assessment. The assessment will include qualitative and quantitative research to identify the following:
 - a. Evaluate the current CWPP's objectives, goals and prior achievements as they relate to incorporating relevant data into the update process.
 - b. Review available map products and project mapping needs.
 - c. Identify key stakeholders, groups, or influential individuals, as well as a cross section of residents and business owners in the Municipality and communities that should be involved in the process.
 - d. Analyze third party resources that contribute to development and formatting of the CWPP.
 - e. Using resources approved by the AFD and municipality, complete a risk assessment to include wildfire hazard and risk to highly valued resources and assets. This assessment should be depicted in text as well as GIS mapping formats.
 - f. Determine fuel types, potential fire behavior, likely ignition sources, potential loss value and fire suppression capability.
 - g. Utilizing evacuation simulation scenarios based upon existing fuel hazards, predicted fire spread and limited means of egress for some neighborhoods, develop evacuation routes and plans, depicted in text and GIS mapping.
7. Develop the draft plan based upon areas of risk analysis and fuel hazards, categorizing the plan into four areas: low, moderate, high and extreme risk.
8. Conduct public meetings (project scoping and project review) to ensure the participation of key stakeholders of the Municipality and communities within the geographic bounds described. The firm should encourage maximum participation from surrounding areas, which may include travel for in person community meetings. Media engagement, community council presentations, homeowner association meetings, homebuilders' association, local public events and corporate safety

meetings shall all be employed to reach a cross section of community stakeholders. Because some meeting schedules may be fluid and extend beyond one sole meeting, the Project Team will maintain a calendar of events. This calendar will describe the purpose of engaging said entities and indicate who will attend each meeting. Minutes from all meetings shall be made available to the public.

9. Collaborate with the Municipality GIS team and designees to obtain relevant geospatial data for the project. The project team will use this information as a key analysis tool for the CWPP to align all deliverables with quantifiable needs. This geospatial information may include land ownership boundaries, satellite imagery, topography, etcetera.
10. Employ creative means to promote public involvement to ensure that diverse segments of the population are aware of and have the ability to participate in a public process. The Municipality's diverse socioeconomic demographics include remote access challenges into some neighborhood communities. NOTE: the firm will be responsible for the associated costs.
11. Provide the draft plan to the team and make necessary adjustments and revisions after Municipality's comments at no additional cost to the Municipality.
12. Present the final draft plan to representatives of the Anchorage Fire Department, Chugiak Volunteer Fire Department, Girdwood Fire Department, Anchorage Assembly and any other stakeholders deemed appropriate by the Municipality. The firm will make necessary adjustments and revisions after comments at no additional cost to the Municipality.
13. Prepare the final plan with the citation "*This publication funded through a grant awarded to the Municipality of Anchorage by the U.S Forest Service*" for submittal to the Alaska Division of Forestry.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed twenty (20) pages in length (excluding letter of transmittal, resumes, title page[s], index /table of contents, attachments, and dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to one [1] page)

4.3.1 Briefly state your company's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.4 The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.

4.4 Evaluation Criteria

Restate in writing the section number and text for each question below, then provide a written response. If a question does not apply to your organization, respond with "not applicable."

4.4.1 Qualification and Experience

Firm must have demonstrable experience in development of Community Wildfire Protection Plans using the national requirements as the applicable framework. Provide a detailed description of the firm's capabilities and experience conducting similar plans and story map projects. Include a description of the firm, its organizational structure, location of the principal office and the location of the office that would manage this project. Provide at least three (3) references of clients for which your firm has provided the same or similar services. Minimum one of these references shall be from the public sector. Include a point of contact, telephone number, email address and a brief description of the services provided. The three references should include projects of a similar type and size within the last five years. Describe in detail, each project's outcome and the process your firm used to achieve those outcomes. The work samples of a completed project should be representative of the work proposed for the Municipality.

The Municipality reserves the right to revise qualifications requirements as determined to be in the best interest of the Municipality.

4.4.2 Lead Project Manager

Provide detailed information on the qualifications and experience of the individual that will lead this project as it relates to the required services.

4.4.3 Key Project Staff and Sub-Consultants

Identify key project staff and sub-consultants expected to provide services on behalf of the firm. Resumes should be included for each of the individuals and sub-consultants referenced. Be specific on the proposed staff regarding experience and qualifications on projects of similar size and scope.

4.4.4 Available Resources/Firm Location

Provide information on resources available to your firm, which indicates that you have access to the services necessary to perform the work.

Describe the ability to meet in person or via video/audio conferencing with the CWPP team when required during the performance of the contract. A minimum of six meetings should be planned.

4.4.5 Project Methodology and Approach

Provide detailed information on the firm's methodology in meeting the scope of work requirements identified in Section 3.0 (Scope of Work). Provide a detailed cost for each phase of the project, including but not limited to, the number of meetings, travel expenses, and production costs. The cost proposal portion of the submission should be submitted in a separate sealed envelope included in the sealed envelope containing the entire proposal.

4.4.6 Cost

Identify the hours involved in completing the work listed in Section 3 and average hourly rate for an estimated cost to establish a wildfire plan for AFD. (Attachment 2)

4.5 Fee Schedule

A Fee Schedule is not required with the proposal as it will not be used in the evaluation. After proposals are evaluated and scored, the highest rated Proposer will be required to provide a fee schedule to show direct labor rates, indirect labor rates, (General and Administrative (G&A) expense; overhead, fringe benefits, insurance, etc.), and proposed profit in a tabular format for the personnel to be utilized on this contract.

Payments for Other Direct Costs (EXPENSES) will be made for actual substantiated costs that are directly chargeable to and necessary for performance of services assuming they are not recovered through the Indirect Cost Rate. "Markup" of Expenses is prohibited. This does not include mark-up on subconsultants, which will be negotiated and treated as a fixed fee.

After contract negotiations are complete, the selected contractor will provide a fully loaded fee schedule for all services required for the performance of the work. This fee schedule shall be inclusive of all direct labor rates, overhead, G&A, insurance, fringe benefits, profit, etc. This Fee Schedule will become an appendix to the contract, which will become public information.

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

5.1.1 Qualifications and Experience	25 Points
5.1.2 Lead Project Manager	15 Points
5.1.3 Key Project Staff and Sub-Consultants	10 Points
5.1.4 Available Resources/Firm Location	5 Points
5.1.5 Project Methodology and Approach	25 Points
5.1.6 Cost	20 Points
TOTAL POSSIBLE SCORE	100 Points

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Quantitative Evaluation Criterion

The award of the “cost” points will be determined by the calculation shown below. The lowest cost proposal will receive the maximum number of points awarded for the “cost” criteria:

$$\frac{\text{Lowest cost proposal} \times \text{Maximum \# points for category}}{\text{Cost of proposal being scored}}$$

EXAMPLE

Method used to convert Total Cost to Points (20 Points Maximum)

[STEP 1]

List all proposal costs.

Proposer #1	-	\$40,000
Proposer #2	-	\$45,000
Proposer #3	-	\$48,000

[STEP 2]

The RFP awards a maximum of 20% (20 points) of the total of 100 points for fee schedule.

Proposer #1 receives 20 points.

Proposer #1 receives 20 points (the max) because they submitted the lowest cost proposal.

Proposer #2 receives 17.8 points.

$$\frac{\$40,000 \times 20}{\$45,000}$$

Proposer #3 receives 16.7 points.

$$\frac{\$40,000 \times 20}{\$48,000}$$

5.4 Evaluation Process

A committee of individuals representing the Municipality of Anchorage will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion upon the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on the total of all evaluators' scores achieved on the second

rating. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The two (2) Proposers with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the third highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE CONTRACT

All Proposers must carefully read and review the attached Sample Contract (ATTACHMENT 1). The final Contract with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Contract, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE CONTRACT HAS BEEN ACCEPTED.

8.0 ATTACHMENTS

ATTACHMENT 1 – Sample Contract

ATTACHMENT 2 – Cost Worksheet