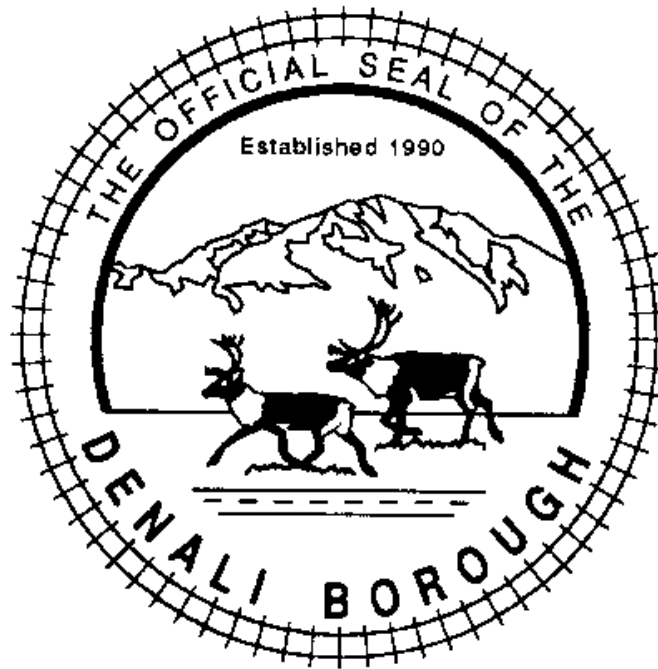


Denali Borough  
Community Wildfire Protection Plan  
(CWPP)

Request for Proposal 24-01



Denali Borough  
PO Box 480  
Healy, AK 99743

# Project Information

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Project Coordinator: Denali Borough  
Forest Shreeve  
0.5 Mile Healy Spur Road  
Healy, Alaska 99743  
Phone (907) 888-4639  
fshreeve@denaliborough.com

Project Location: Denali Borough  
Mile 0.5 Healy Spur Rd  
Phone (907) 683-1330

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# Request for Proposal

## 1.0 Examination of Solicitation Documents and Site

The Proposer shall carefully examine the proposal documents before submitting a proposal. By submitting a proposal, the Proposer acknowledges that they made have such an examination and are satisfied as to the requirements of the proposal documents.

### 1.1 Pre-Proposal Conference

A non-mandatory pre-proposal conference will be held at the Denali Borough Planning Office, located in the Tri-Valley Community Center at 0.5 Mile Healy Spur Road, Healy, AK. The conference will be held March 12, 2024 from 1-2 pm. The conference call will open at 12:55 PM. Proposers may join virtually via a Zoom meeting at the following link or meeting ID and Passcode:

<https://us02web.zoom.us/j/89891555693?pwd=SEFtU2ticFNRQ1BvQzZaS0JyWXgrQT09>

Meeting ID: 898 9155 5693

Passcode: CWPPRFP

## 2.0 Interpretation or Correction of Proposal Documents

Proposers shall notify the Project Coordinator promptly of any error, omission, or inconsistency found during examination of the proposal documents. Requests for interpretation or clarification must be made in writing via email to the Project Coordinator – **fshreeve@denaliborough.com re: RFP 24-01** - at least 6 working days prior to proposal deadline. Answers and responses will be posted online via an Addendum at least 4 working days prior to proposal opening. Any proposals submitted that do not acknowledge receipt of all Addendum will be considered non-responsive. The full solicitation and any Addendum can be found by going to [www.denaliborough.org](http://www.denaliborough.org) then click on “How Do I?” on the right of the banner at the top. Once the “HOW DO I?” page has loaded, you will see a bar on the left of the screen, click on “Request for Proposal/Invitation to Bid” tab.

## 3.0 Proposal Preparation Costs

The Denali Borough is not liable for any costs incurred by the respondent in proposal preparation.

## 4.0 Project Estimate

The total project budget is estimated to be \$50,000 - \$100,000.

## 5.0 Preparation and Submission of Proposals

Proposers shall submit completed proposals by **1 PM March 26, 2024**. Late proposals will not be considered.

Proposals may be submitted by any of the following methods:

US Postal Service	<b>OR</b>	Courier Service	<b>OR</b>	Email
Forest Shreeve		Forest Shreeve		<a href="mailto:fshreeve@denaliborough.com">fshreeve@denaliborough.com</a>
Denali Borough		Denali Borough		Subject Line:
PO Box 480		0.5 Healy Spur Road		<b>Denali CWPP RFP 24-01 Submission</b>
Healy, AK 99743		Healy, AK 99743		

If mailed, the outside of the package should be marked with the following:

**Denali CWPP RFP 24-01 Submission**

## 5.1 Proposal Contents

The following information must be included in all proposals.

### 5.1.1 Cover Page

List project name, submission date, proposer name, address, phone number, and contact person. All proposals must be signed by an individual authorized to bind the proposer to the provisions of the RFP. Proposals must remain open and valid for at least 90-days from the date set as the deadline for receipt of proposals.

### 5.1.2 Offeror's Certification

By completing the attached Proposal Certification, Proposer certifies compliance with the following:

- The laws of the State of Alaska and the Denali Borough;
- The applicable portion of the Federal Civil Rights Act of 1964;

- The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
- The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
- All terms and conditions set out in this RFP;
- A condition that the proposal submitted was independently arrived at, without collusion, under penalty of perjury;
- That the offers will remain open and valid for at least 90 days.

#### 5.1.3 Statement of Qualification and Expertise

- The Statement of Qualifications and Expertise shall describe the contractor's ability and capacity for successfully completing the project.
- It should identify the members of the contractor's team and describe each member's role and responsibilities.
- It shall also describe each member's recent work experience that is related to the work they will perform for this project.
- A schedule of when contractor staff will be available to be contacted.

#### 5.1.4 References

- Provide the names, telephone numbers, and email address of a minimum of 3 individuals who can discuss the experience, capabilities, and performance of key team members.

#### 5.1.5 Methodology and Management

- Provide a description of steps to be taken to develop the final product.

#### 5.1.6 Project Schedule

- Provide a schedule of meetings
- Provide a schedule of important milestones

## 6.0 Action on Proposals

The Denali Borough reserves the right to reject any and all proposals and to waive any informalities and irregularities in a proposal or during award of the Contract.

The sealed bid of the highest ranked proposer, based on the Evaluation Criteria contained in this RFP, will be opened and considered. The Denali Borough reserves the

right to negotiate with the highest ranked proposer. The purpose of negotiations may be to refine proposals, to establish a contract price which is fair and reasonable, or both. The Denali Borough may require all proposers with whom negotiations were conducted to submit best and final proposals. The contents of each proposal shall remain confidential until after final execution of the contract by the successful proposer. (DBC 3.35.210)

## 7.0 Notification of Award

The Denali Borough shall issue Notice of Intent to Award in accordance with the schedule under section 13.0 of this document.

## 8.0 Award Protest

All protests must be made in writing to the project coordinator within 10 calendar days of the issuance of Notice of Intent to Award.

## 9.0 Contract Award

No contract that exceeds \$50,000 shall be awarded without prior Assembly approval per Denali Borough Code 3.35. If necessary, contract award will be considered at the first Assembly meeting following Notice of Intent to Award.

## 10.0 Affirmative Action/Equal Opportunity

The Denali Borough is an Affirmative Action/Equal Opportunity Employer. The Denali Borough, and all Contractors, vendors, and suppliers, agree and certify that they shall comply with the requirements of all pertinent Federal and State laws relating to equal opportunity in contracting and procurement activities.

## 11.0 Conflict of Interest

No officer or employee of the State of Alaska, the Denali Borough, and no other official who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with this project.

## 12.0 Insurance Requirement

- 12.1 The contractor shall not begin work under this Agreement until the contractor has obtained all required insurance and the Denali Borough has received and reviewed the certificates of insurance. If the contractor is a joint venture, then the joint venture itself must have insurance as specified below.
- 12.2 The contractor shall ensure that insurance is in force that provides protection for the Denali Borough from any claim which might arise from the contractor’s work under this Agreement. The insurance shall provide protection whether the work is performed by the Contractor, sub-contractor, or their employees, agents, successors, or assigns.

### 13.0 Schedule

This schedule is for consideration in response to the solicitation only. Actual dates may vary.

Posted, RFP 24-01	February 27, 2024
Pre-Proposal Conference	March 12, 2024
Submission Deadline	March 26, 2024
Proposal Review	March 26, 2024
Notice of Intent to Award	March 28, 2024
Contract Award Date	April 10, 2024
Substantial Project Completion	October 31, 2024
Project Completion	December 31, 2024

The successful proposer shall submit a final draft of all project documents to the Denali Borough by December 31, 2024. A time extension may be considered dependent upon approval of an extension of the grant provided by Forestry.

### 14.0 Deliverables

The successful proposer will deliver:

1. Updated Anderson CWPP
2. Updated McKinley CWPP
3. Fully developed Healy CWPP
4. Fully developed Cantwell CWPP
5. Fully developed “Remote” CWPP



## 6. Fully developed Denali Borough CWPP

### Scope of Services

The final product will include a full and final digital copy, as well as five physical copies in binder format, of each required document. The final copies that shall be delivered to the Project Coordinator are five separate community CWPPs that will combine to create the Denali Borough CWPP. The areas to be included are the unincorporated communities of Healy, McKinley Village, Cantwell, other remote parts of the Borough, as well as the incorporated City of Anderson. The Anderson CWPP and McKinley Village CWPP have already been written and approved, they will be updated by the successful proposer as a part of this project. Each area plan must stand alone as a complete CWPP for the individual community.

1. Anderson CWPP and McKinley Village CWPP
  - Make suggested updates and changes to current version of each CWPP
  - Make suggested updates and changes to McKinley Village CWPP in coordination with McKinley VFD
  - Make suggested updates and changes to the Anderson CWPP in coordination the Anderson City Council and Anderson VFD
2. Healy CWPP, Cantwell CWPP, Remote CWPP, and Denali Borough CWPP
  - Plan and facilitate public meetings to gather information and feedback from the public on CWPP preparation
  - Kick off meeting in the Borough Office on April 18<sup>th</sup>
  - Participate in the Health & Safety Fair being held on April 19<sup>th</sup> at the Tri-Valley High School in Healy. A booth with information on what a CWPP is, the steps that will be taken, and a timeline for the development of the CWPP must be provided as part of the participation in the Health & Safety Fair
  - Write the CWPP in coordination with the Denali Borough Project Coordinator
  - Ensure that the Denali Borough Project Coordinator is able to access the working documents in a timely manner upon request throughout the project
3. Meet requirements expected of successful proposer in the Cooperative Agreement between “State of Alaska, Department of Natural Resources, Division of Forestry and Fire Protection” and the “Denali Borough”
  - Evaluation of the historical data and mitigation projects that have been completed to date

- Facilitation of public and core team meetings.
  - Gathering local knowledge and landowner/agencies' input through meetings, interviews, mailers, etc.
  - Providing guidance to core team
  - Presenting to Borough planning commission for final public comment
  - Presenting to the Denali Borough Assembly for formal acceptance
  - Submit to State of Alaska, DNR, Division of Forestry & Fire Protection's) Northern Region Fire Management Officer, for final approval
  - Acknowledge the State of Alaska, Division of Forestry & Fire Protection and USDA Forest Service support in any publications, audiovisuals, electronic media reports, brochures, videos, maps, and outreach materials produced because of this award. Any publications or reports state the following (on the cover of the first page): *A publication (or report) funded by the by the Alaska Division of Forestry & Fire Protection, Department of Natural Resources pursuant to USDA Forest Service Award No.*
4. Meet requirements expected of the successful proposer by the Borough
- Work with Borough Project Coordinator to schedule all public/core meetings around fire season, subsistence fishing/hunting, cultural holidays to ensure maximum attendance
  - Coordinate with DOF, the Mayor's Office, and any other entity involved for wildland fire suppression in the borough
  - Assure the new updates continue to integrate the goals of the National Fire Plan/Healthy Forest Restoration Act ("NFP/HFRA") framework, the Alaska Statewide Forest Resource Strategy/Forest Action Plan (SFRS/FAP) and extended goals from other CWPPs to enhance, conserve and protect lives, natural resources, and property values.
  - The "Preparing A CWPP" and supplement "Community Guide to Preparing and Implementing a CWPP" will be used as the unified methodology for developing the goals and objectives that identify structure ignitability, fire prevention/protection, prioritized hazardous fuel reduction, landowners' collaboration, community assistance and Firewise implementation.
  - Ensure that the final product identifies ways to become a "Fire Adapted Community"
5. Reference existing Borough emergency plans and other documents within the new CWPP
- Denali Borough Emergency Operations Plan

The successful proposer is expected to make a minimum of one site visit to each of the 4 main communities in the Denali, one kickoff meeting at the Denali Borough office, one visit for a final review and approval, and participate in the Health & Safety Fair.

## Evaluation Criteria

Evaluator Initials\_\_\_\_\_

Each criterion has an assigned weight (whole numbers between 1 and 100) which will be used to establish its relative importance. The weight will be multiplied by the scored rating, to assign a total point value for each criteria.

"Rating" blanks are for Denali Borough use only. Ratings will be from 0 to 10 (whole numbers between 1 and 10), 10 meaning best response.

### 1. Understanding of Services Required

Attach 1 pages maximum. Weight 30 Rating\_\_\_\_\_

How well has the offeror demonstrated a thorough understanding of the purpose and scope of the project? Did the proposer provide all requested information?

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Methodology and Management

Attach 2 pages maximum. Weight 30 Rating\_\_\_\_\_

How comprehensive is the methodology and does it depict a logical approach to fulfilling the requirements of the RFP?

How well does the methodology match and achieve the objectives set out in the RFP?

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Qualifications and Experience of Firm**

Attach 2 pages maximum. Weight 20 Rating\_\_\_\_\_

Do the individual/s assigned to the project have experience on similar projects? Are résumés complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?

Relevant project summaries should be brief. They should identify three references with contact information (name, telephone number, and address) as well as describe the project, dates involved, and cost of the qualifying projects.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Project Work Plan and Schedule**

Attach 2 page maximum. Weight 20 Rating\_\_\_\_\_

Based on the overall project's scheduling parameters, which are provided under the general information contained within the RFP, the respondent is required to present a work plan for the project.

Does it appear that the offeror can meet the schedule set out in the RFP?

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Attachment Index:

- Anderson CWPP
  - <https://forestry.alaska.gov/fire/cwpp/index>
- McKinley CWPP
  - <https://www.denaliborough.org/emergency>
- Preparing a Community Wildfire Protection Plan
  - <http://www.communitiescommittee.org/pdfs/cwpphandbook.pdf>
- Community Guide to Preparing and Implementing a Community Wildfire Protection Plan
  - [https://www.forestsandrangelands.gov/documents/resources/communities/CWPP\\_Report\\_Aug2008.pdf](https://www.forestsandrangelands.gov/documents/resources/communities/CWPP_Report_Aug2008.pdf)
- Denali Borough Emergency Operations Plan
  - <https://www.denaliborough.org/emergency>

## Proposal (Certification)

To: Denali Borough \_\_\_\_\_, 2024  
P.O. Box 480  
Healy, Alaska 99743

**SUBJECT:** Request for Proposal No. 24-01

**PROJECT TITLE:** Denali Borough CWPP

The Proposer will furnish all labor and materials and will perform all work for the above referenced project in accordance with the RFP documents:

Addenda Received: \_\_\_\_\_

The Proposer Agrees, if awarded the contract, to commence and complete the work within the time specified in the solicitation documents.

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

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

Title: