



**California Fire Safe Council
Request for Proposal
Registered Professional Forester/ Environmental Consultant
February 23, 2024**

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Dear Potential Partner,

Our organization, the California Fire Safe Council, is accepting proposals for a Registered Professional Forester Contractor, focused on environmental review to ensure compliance and best practices for wildfire mitigation for federal and state funded grant projects in California. We invite you to submit a proposal to us by March 29th, 2024, for consideration. A description of our organization, the services needed, proposal requirements, and other pertinent information follows:

OVERVIEW:

California Fire Safe Council seeks a qualified Registered Professional Forester (RPF)/Environmental Consultant to provide professional and technical services related to the planning, development, and implementation of ground-breaking wildfire mitigation projects as funded by the California Fire Safe Council to ensure environmental and regulatory compliance.

Who We Are: CFSC (California Fire Safe Council) was first established in 1993 as a project of the California Department of Forestry & Fire Protection (CAL FIRE) with the goal to streamline the dissemination of federal funding to community projects for wildfire prevention & mitigation. CFSC was incorporated as a California nonprofit (501c3) in 2002 to continue administering funds to communities who need them most for wildfire resiliency in collaboration with our funding partners. CFSC's office is located in the Sacramento area (McClellan, CA).

What We Do: CFSC supports community-led efforts for wildfire prevention, mitigation, and resiliency across the state of California via funding, programmatic support, capacity building, training, and technical assistance. CFSC is a grant-funded agency. CFSC's current programmatic focus areas are:

- Community Outreach & Education
- Capacity Building
- Planning & Preparedness
- Fuels Mitigation & Vegetative Management
- Evacuation Planning
- Defensible Space
- Home Hardening

Our Partners: CFSC's partners include:

- United States Forest Service (USFS)
- United States Bureau of Land Management (BLM)

- California Department of Forestry and Fire Protection (CAL FIRE)
- The California Governor's Office of Emergency Services (Cal OES)
- California Volunteers
- California Department of Conservation
- State Farm
- Edison International
- Pacific Gas & Electric
- Fire Adapted Communities Network

PURPOSE:

The purpose of the contract will be to evaluate grant-funded projects to meet the requirements of federal and state environmental compliance regulations, including but not limited to the National Environmental Protection Act, Endangered Species Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, and National Historic Preservation Act, and the California Environmental Quality Act, and to provide additional guidance to grant recipients and CFSC staff regarding environmental compliance and best practices for grant-funded projects.

SCOPE OF WORK & TIMELINE:

CFSC is seeking Professional Forestry Services for a minimum of 2 years, with the opportunity to extend the timeline with a written and signed agreement from both parties.

The contractor will be responsible for these key duties:

- 1) Complete environmental compliance review for federal and state grants.
 - a) Review an estimated 30-50 applications per year, selected at pre-award phase for compliance with applicable environmental and other regulatory requirements, including but not limited to the Endangered Species Act, Migratory Bird Treaty Act, Bald and Golden Eagle Protection Act, National Historic Preservation Act, and California Environmental Quality Act.
 - b) Liaise with applicants and/or their project representatives whose applications have been selected for pre-award process to collect additional information regarding the projects.
 - c) Write and issue environmental determination letters for each project to verify how the environmental compliance requirements have been met and any mitigations required during project implementation.
 - d) Create a tracking system to ensure ongoing compliance monitoring and comprehensive documentation for each project.
- 2) Provide training, consultation, and technical assistance to CFSC staff, subgrantees, and other affiliates on state and federal regulatory requirements.
 - a) Work with the California Fire Safe Council to develop training materials for grant applicants and subrecipients regarding compliance with state and federal regulatory requirements, as needed (e.g. for grantee award workshops).
 - b) Monitor projects and provide ongoing consultation, technical assistance, and direction to CFSC and applicants or subgrantees relative to environmental and regulatory compliance (e.g. relative to CEQA compliance).
 - c) Assist additional contractors or CFSC staff for short-term projects, as needed.
 - d) Provide shape files of projects to CFSC.

CONSULTANT QUALIFICATIONS:

- Professional Credentials:
 - Certification as a Registered Professional Forester (RPF) in the State of California
 - Possess a valid and active license with the California Board of Forestry and Fire Protection
- Educational Background:
 - Minimum of Minimum of Bachelor's degree in Forestry, Environmental Science, Natural Resources Management, or related field.
 - Preference for advanced degrees (Master's or higher) in relevant disciplines.
- Professional Experience:
 - Minimum of 5 years of direct experience in wildfire mitigation projects.
 - Proven track record in managing and implementing environmental compliance programs related to forestry and wildfire mitigation.
 - Expertise with Federal and State of California environmental and historic preservation laws and regulations, especially CEQA.
 - Access to diverse expertise may be necessary to verify environmental and cultural preservation compliance (e.g. archaeology, wildlife biology, botany, wetlands, etc.).
- Regulatory knowledge:
 - In-depth understanding of federal, state, and local regulations related to forestry, environmental protection, and wildfire mitigation.
 - Demonstrated ability to implement and apply complex regulatory frameworks to project planning, development, and implementation.
- Project Management Skills:
 - Proven experience in project management, including planning, budgeting, scheduling, troubleshooting, and reporting.
 - Ability to coordinate with multiple stakeholders in mitigation projects.
- Assessment & Planning:
 - Proficient in conducting assessments and developing strategies for mitigating potential adverse effects on the environment.
- Communication & Reporting:
 - Excellent written and verbal communication skills.
 - Ability to prepare comprehensive reports and documents.
 - Able to communicate complex topics into accessible language for project staff and grantees.
- Training & Education:
 - Experience in conducting training or education related to wildfire mitigation projects.
 - Ability to develop and provide training to CFSC staff, subgrantees, and other stakeholders to address questions, concerns, and increase understanding of environmental compliance and regulatory concerns for project activities.
- GIS & Technology Skills:
 - Proficient in GIS tools for mapping and analyzing environmental data.
 - Possession of and familiarity with the necessary equipment and software to provide the services outlined in the Scope of Work, such as those used in environmental consulting and forestry practices.
 - Ability to review project locations and boundaries & share shape files, as needed.

- Other:
 - Experience working with Fire Safe Councils or similar community-based organizations.
 - Proof of insurance and business license.
 - Familiarity with Forestry Greenhouse Gas Reduction Programs;
 - Knowledge of defensible space, home hardening, and other community-level fire mitigation practices.

NONDISCRIMINATION STATEMENT:

CFSC is an equal opportunity provider and employer. In accordance with Federal Law and U.S. Dept. of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity.

KEY CONTACTS FOR QUESTIONS ABOUT THIS RFP:

Amber Gardner, Clearinghouse Manager, agardner@cafiresafecouncil.org

Jessica Martinez, Program Director, jmartinez@cafiresafecouncil.org

PROPOSAL SUBMISSION REQUIREMENTS:

Interested applicants should submit the following information via email to agardner@cafiresafecouncil.org. CFSC especially encourages bids from small businesses, minority-owned firms, and women's business enterprises.

1. A description of you/your team, including qualifications and biographies. Please describe how you will meet the diverse suite of expertise necessary to assess environmental and historic preservation requirements.
2. A description of your experience and expertise in providing services requested in the Scope of Work to similar agencies.
3. Budget—include itemized cost estimates for meeting the objectives described above, including information about any hourly rates and/or monthly service charge for the proposed Consultant(s) and any applicable fees. The RPF will submit billings to CFSC for services on an invoice stating the hours for which services were performed against the contract, and CFSC will pay the invoices within a reasonable time of the submission of the invoice. The RPF will receive reimbursement for travel and other approved reimbursement expenditures in accordance with the contract between CFSC and the RPF.
4. Please include a sample contract for CFSC to review.
5. On a separate sheet, please provide the names and contact info for three client references, preferably agencies or organizations for which you have recently provided similar services.

PROPOSAL SUBMISSION DEADLINE:

Proposals are due via email by 5PM Friday, March 29th to Amber Gardner, Clearinghouse Manager, agardner@cafiresafecouncil.org.

PROPOSAL EVALUATION CRITERIA:

CFSC will evaluate proposals based on the following criteria:

- Experience and expertise in Professional Forestry Services/Environmental Compliance.
- Demonstrated success in working with nonprofit organizations in similar capacities.

- Ability to provide the necessary services and meet deliverables.
- Reasonableness of the budget and cost-effectiveness.
- Client References.

We look forward to receiving your proposals.

Sincerely,
Jessica Martinez (Program Director)
Jmartinez@cafiresafecouncil.org