



# State of New Jersey

## AGENCY REQUEST FOR PROPOSAL



<b>VENDOR NAME AND ADDRESS:</b>	<b>RETURN THIS PROPOSAL TO:</b> Gregory S. McLaughlin NJ Forest Fire Service Mail code: 501-04 PO Box 420 Trenton, NJ 08625 <a href="mailto:Gregory.mclaughlin@dep.nj.gov">Gregory.mclaughlin@dep.nj.gov</a> <b>Fax: 609-984-0378</b>	<b>DELIVERY GOODS/SERVICES TO:</b>
---------------------------------	--	------------------------------------

<b>NOTE: THIS PROPOSAL MUST BE RETURNED BEFORE THE CLOSE OF BUSINESS ON THE FOLLOWING DATE: 4 pm on April 28, 2017</b>	<b>AGENCY PERSON TO CONTACT:</b> Gregory S. McLaughlin: (609) 577-1159
--	---

<b>FISCAL YEAR</b> YEAR 2017	<b>ACCOUNT NUMBER</b> BFY 15 100 042 4870 028 2WRRXXXX	<b>AGENCY REF. NO.</b>	<b>COMM. CODE NO.</b>
------------------------------------	---	------------------------	-----------------------

**IMPORTANT INSTRUCTIONS TO BIDDERS:** Read the entire bid proposal, terms and conditions, and specifications. Fill in all information requested below. All bid prices must be typed or written in ink. Any corrections, erasures or other forms of alternations to unit and/or total prices must be initiated by the bidder. Upon completion, this proposal must be signed and returned to the address shown above. Unsigned proposals will not be considered. Faxed and emailed proposals are acceptable and will be dated at the time they are received.

ITEM NO.	QUANTITY	UNIT	DESCRIPTION (ALL ITEMS MUST BE DELIVERED F.O.B. DESTINATION)	UNIT PRICE	AMOUNT
			<p><b>Development of a Statewide Strategic Wildfire Strategy.</b> See attached SOW- the attached SOW shall be considered the workplan for this project.</p> <p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. The final work product is required to be presented as a full color, glossy publication, bound and delivered.</li> <li>2. The final work product is required to be presented to all NJ FFS staff at the annual all-staff training meeting.</li> <li>3. The Strategic Plan will be developed for a period of 10 years: 2018- 2027.</li> <li>4. The work period is for two years and final work products are required to be delivered no later than March 31, 2019.</li> <li>5. The total project cost is not to exceed \$50,000, with payments distributed over the work period.</li> <li>6. To ensure continuity of work products, all deliverables must be completed as one project, thus this RFP will be awarded in its entirety to one Contractor.</li> <li>7. To be considered, all Contractors must submit a one-page summary listing their relevant education and experience for this project. All RFP's will be scored based on the following criteria:               <ol style="list-style-type: none"> <li>a. Education; b. Experience; c. resident of NJ; d. knowledge of NJ Fire history; e. report preparation and research skills; f. cost.</li> </ol> </li> </ol> <p><b>This RFP must be submitted in the form of a sealed bid, e-mail or fax, no later than 4 pm on April 28, 2017 to the address above.</b></p>		

*PRICES ARE FIRM UNTIL THE FOLLOWING DATE:	*TOTAL: \$ _____
--	------------------

CASH DISCOUNT	DATE OF DELIVERY	VENDOR'S FEDERAL I.D. NUMBER	VENDOR'S TELEPHONE NO.: _____
			FAX NO.: _____

<b>X</b> VENDOR'S SIGNATURE ( <i>Must be Signed</i> ): _____	PRINT OR TYPE NAME BELOW: _____	DATE: _____
--	------------------------------------	----------------

**Scope of Work**  
**NJ Department of Environmental Protection: Forest Fire Service**  
**Request for Sealed Bids (RFSB)**  
**Statewide Strategic Wildfire Management Plan**  
**April 2017**

**Working Title:** A Strategic Wildfire Management Strategy for New Jersey

**I. Background:**

In the midst of continued challenges, it is critical that we firmly establish our vision and embrace our core values in order to develop a strategic plan that will ensure our progress into the future. As the leader in wildfire prevention, suppression, and natural resource protection, we must provide the example to the public, our partners, and our employees.

As we continue to face difficult fiscal problems and other issues confronting the State and the agency in general, it would be simple for us to maintain a reactionary posture and not plan for the future. However, in the face of these challenges, it is more important than ever for us to take a proactive approach to wildfire planning.

**II. Justification:**

New Jersey's unique geographical and economic position makes it an optimum place to build and live. The state has over 8 million residents in its 12,535 square mile area, making New Jersey the most densely populated state in the nation. However, over 50 percent of the state is forested with developed areas and individual residences increasingly spreading into forested regions. This also includes the New Jersey Pinelands region which covers approximately 1.1 million acres.

A report by the USDA Forest Service (2010) about the Wildland Urban Interface (WUI) indicated that approximately 56 percent of New Jersey is considered high risk WUI. The Wildland Urban Interface is the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels. The WUI can be an area within or adjacent to private and public property where mitigation actions can occur to prevent damage or loss from wildfire.

**III. Goal:**

The mission of the NJ Forest Fire Service (FFS) is the protection of life, property and natural resources from wildfire. The goal of developing a ten-year Strategic Wildfire Plan is to provide a road map that will help us to focus on our mission, vision, core values, and primary goals and objectives, and seek ways to continue to meet that mission in the most efficient and effective manner possible.

Development of this plan will help us to address the changing budgetary, fiscal, and regulatory conditions and guide us toward improving operational efficiency and effectiveness. It is critical to continue to cultivate and strengthen our relationships with stakeholders, governing bodies, cooperators, and the public, as well as effectively communicate our mission and vision. Finally, it is important to foster a culture that emphasizes employee health and safety as well as promotes a highly motivated and well-trained workforce.

The strategy will become the foundational building block for use in future planning for wildfire management programs at the state, county, municipal and local level; and to support decision making regarding wildfire prevention, preparedness, training, fuels mitigation, and suppression and response.

**IV. Scope:**

FFS intends to hire an experienced, knowledgeable and capable contractor to develop a comprehensive wildfire management strategy that outlines wildfire management issues, identifies risks, and provides recommendations for planning, management and mitigation.

Under this agreement, the Contractor will be responsible for gathering and analyzing all of the information necessary to formulate a Strategic Wildfire Plan, hereinafter referred to as the "Plan". This will include, but not be limited to, wildfire and prescribed burning history, fuels (vegetation patterns and changes), WUI concerns, land ownership, agency capabilities, infrastructure, regulations, legislation, and local codes. This wildfire management strategy should overview New Jersey's wildfire issues and concerns; enumerate the agency's current programs and policies; and contain program direction to guide the decision-making process where safety, social, political, and resource values are evaluated, and appropriate management response strategies are identified for wildland fires. The future planning period will encompass ten years from the date of Plan adoption.

The final report should be organized and presented so that it will combine the latest scientific knowledge, including regional and local studies. This project will require a knowledge and understanding of wildfire management planning, WUI issues, NJ wildfire history, prescribed burning, fuels (vegetation), and fire behavior. The project will consider and address the pillars of the National Cohesive Strategy and outline the measures that are being taken to meet these goals. Finally, social perceptions and value of wildfire should be discussed as part of this project.

#### **V. Key Proposal Features**

The Forest Fire Service, throughout its over 100 years' history, has been proactive in promoting wildfire prevention, planning, and education. It is part of the agency's mission to prevent wildfires before they start. In an effort to continue to achieve these goals, the agency realizes the importance identifying risks and planning a strategy for addressing them. Under direction and with assistance from the Forest Fire Service the hired contractor will:

- Research and compile the data necessary to develop a Plan. Items may include, but not be limited to: wildfire history, prescribed burning, social perceptions and values, administrative and operational constraints, workforce and infrastructure, organizational structure and funding.
- Coordinate and conduct working group meetings with key participants as agreed upon by the FFS and contractor. Summarize working group meetings and organize in a manner that supports the overall planning effort.
- Develop and edit all working drafts of the Plan and produce a final copy. The plan should address issues directly related to wildfire management and provide recommended mitigation actions.
- Deliver to the FFS and other Department administration a presentation of the plan findings.
- Develop all maps and supporting documents that will be required to support the plan.

#### **VI. Deliverables**

1. Develop a working group, set goals and objectives, determine needs, set schedule for monthly meetings, summarize meeting results. Utilize techniques like Strength, Weakness, Opportunities, Threats (SWOT) analysis if applicable. Engage stakeholders and other outside experts as necessary and that have been identified to support plan development.
2. Collect, update and analyze fire history and prescribed burning data and prepare and present a summary and maps to support development of an outline, organizational structure and contents for the plan: e.g. chapters and subchapters or goals and objectives, depending on data and applicability.
3. Develop working draft of plan.
4. Update and edit reiterative drafts as necessary to finalize the plan.
5. Present the final plan to the agency and the Department.

#### **VII. Timeline**

1. Complete deliverables one and two by December 31, 2017.
2. Complete deliverable three by June 30, 2018.
3. Complete deliverables four and five by March 31, 2019.

#### **VIII. Budget and Payment Structure**

Funding for this project is being provided through a grant from the United States Forest Service (USFS). Funding is limited and shall not exceed a project total of \$50,000. Payments will be distributed accordingly (percentages based on two year project total):

1. Payment I: 15% to be paid upon completion of Deliverable one.
2. Payment II: 25% to be paid upon completion of Deliverable two.
3. Payment III: 25% to be paid to upon completion of Deliverable three.
4. Payment IV (final payment): 35% to be paid upon completion of Deliverables four and five and after review and acceptance of all delivered work products: final reports, maps and supporting documentation.

#### **IX. Technical Requirements**

The Contractor must possess the technical abilities and knowledge necessary to develop the plan. At minimum, the Contractor must demonstrate his/her background and familiarity with New Jersey's wildfire history, prescribed burning, wildfire management and principles. The Contractor must also have previously demonstrated their ability to coordinate, organize and prepare reports and plans similar in scope to this. The Contractor must also possess at minimum, a Bachelor's of Science in Natural Resources Management, Wildfire Management, forestry and/or environmental science and have technical GIS experience.

#### **X. General Requirements**

Award of contract is contingent upon the Vendor submitting fully executed State required Delegated Purchasing Authority (DPA) forms, which can be found at: [http://www.state.nj.us/treasury/purchase/forms/DPA\\_Packet.pdf](http://www.state.nj.us/treasury/purchase/forms/DPA_Packet.pdf).

In addition, contract award will be contingent upon the Vendor being registered with the State of New Jersey, Division of Revenue and possessing a valid Business Registration Certificate at time of contract work. Vendors that are not registered with the Division of Revenue can fill out a Business Registration Application, found at: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

All vendors must also register on NJ Start (this is where vendors will submit W-9 information). <https://www.njstart.gov/bsa/>