

Scope of Work
NJ Department of Environmental Protection: Forest Fire Service
Request for Sealed Bids (RFSB)
October 1, 2017

Working Title: **Assisting New Jersey’s high risk Wildland Urban Interface (WUI) communities become wildfire resilient.**

I. Overview

Consistency and continuity in educational programming is difficult to maintain, without repetition, follow-up, and regular messaging. This program is designed to promote and maintain continuity of programming at the local level to support continued participation in wildfire preparedness programs throughout NJ.

II. Goal

To support the New Jersey Forest Fire Service’s (NJFFS) roles and responsibilities of protecting life, property and natural resources from wildfire; and to assist local communities in preparing for wildfire by helping them to participate in Forest Fire Service sponsored programs.

A. Objectives: Provide technical assistance to high risk WUI communities to accomplish the following:

1. Implement adopted Community Wildfire Protection Plans (CWPP’s);
2. Complete activities to support Firewise Communities/USA recognition;
3. Create Fire Safety Councils; and
4. Provide support for completion of Sustainable Jersey- Emergency Actions.

III. Scope and Deliverables

Project specific objectives that are required to be completed by successful bidders include:

A. Community Wildfire Preparedness Plans:

1. Survey by written correspondence all “in-service” municipalities that do not have a CWPP to determine their interest in developing a plan.
2. Develop an inspection report form and conduct on-site Inspections of ten municipalities with adopted CWPP’s to update the CWPP based on what has been completed and/or to identify tasks that need to be completed.¹
3. In consultation with the NJFFS, and based on A. 1. above, select five and develop a CWPP for the selected municipality.

B. Firewise Communities/USA

1. Survey in writing, all potentially new Firewise Communities, as listed in 45 existing CWPP’s, to determine their interest in participating in the Firewise

¹ Inspection report format/contents and selection of municipalities to be inspected will be performed in conjunction with and approval by the NJFFS.

Communities/USA program. Based on the results of the survey, and in consultation with the NJFFS, prioritize and target new communities for recognition.

2. As per the results of B.1. above, recruit and mentor five new communities to meet the criteria for recognition as a Firewise Community/USA.

3. Provide technical assistance and mentor to maintain enrollment of all existing Firewise Communities.

C. Ready, Set -Go: Provide technical assistance to support enrollment of five new volunteer fire companies.

D. Sustainable Jersey: Assist ten municipalities (provide training if necessary) to support completion of Sustainable Jersey -Emergency Actions.

IV. Timeline

1. Complete deliverables A.1. and B. 1. by March 31, 2018.
2. Complete deliverable C by June 30, 2018.
3. Complete deliverables A.2. and B.2.; by June 30, 2019.
4. Complete deliverables A.3. and B.3., and D; by December 31, 2019.

V. 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:

1. Payment I: 20% to be paid upon completion of Deliverables A.1. and B.1.
2. Payment II: 20 % to be paid upon completion of Deliverable C.
3. Payment III: 30% to be paid upon completion of Deliverables A.2., and B.2.
4. Payment IV: 30% to be paid to upon completion of Deliverable A.3., B.3., and D.

VI. Technical Requirements

The Contractor must possess the technical abilities and knowledge necessary to develop Community Wildfire Protection Plans- A representative sample must be submitted with your bid. 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 a CWPP. 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.

VII. General Requirements

Award of contract is contingent upon the Vendor submitting fully executed State required Delegated Purchasing Authority (DPA) forms, which can be found by following these various links:

<http://www.state.nj.us/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.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/bs/>