**Request for Proposal**

California Wildfire Mitigation Program–Shasta County, Project No. PJ-0974 Shasta County Fire Safe Council

Subject Matter Experts

Statement of Work for Phase II

(Environmental and Historical Preservation)

1. **Background Information**

The Shasta County Fire Safe Council (SCFSC) is a non-profit organization focused within Shasta County to help protect the citizens, property, and natural resources from the effects of catastrophic wildland fires. The SCFSC is currently partnering with the Governor’s Office of Emergency Services (Cal OES) and California Department of Forestry and Fire Protection (CAL FIRE) to pilot the California Wildfire Mitigation Program (CWMP) which will be funded, in part by a FEMA Hazard Mitigation Grant. The goal of this project is to reduce the threat to life and residential properties within Shasta County’s Wildland Urban Interface/Intermix (WUI) areas. Key objectives to reach these goals are:

* Provide public outreach and education about wildfire loss prevention and mitigation.
* Perform site assessments to identify wildfire retrofit and defensible space measures which may reduce the risk of wildfire ignitions on private residential property.
* Perform defensible space measures around residential structures by reducing vegetation.
* Perform home hardening activities on residential structures to mitigate vulnerable building elements that pose a risk for wildfire ignition.

The CWMP aims to perform defensible space and retrofit measures on up to approximately 500 existing residential homesites to mitigate against wildfire losses. The program proposes to target three areas located in Whitmore, Lakehead, and Oak Run California area located in the County of Shasta over the course of approximately 3 years. The infusion of federal funds into the program requires compliance with federal and state environmental regulations, including NEPA, CEQA, and Section 106. As such, the SCFSC seeks the professional services of qualified subject matter experts to evaluate the possible environmental impacts of this program in the proposed project areas including biology, botany, archaeological, architectural, and historical research services.

Homeowners within the project areas will apply to participate in the program and will receive a home assessment by program staff to identify the defensible space and retrofit measures which are recommended. The program has a defined list of measures that may be taken on homesites (attached). Not every home will receive all measures, but no homesite will have measures that exceed those listed as eligible under the program.

During Phase I of the project, a review of all parcels within the project area was completed to identify those for which the proposed program measures may have little to no environmental impact. This desk review and mapping analysis involved analyzing parcels against [U.S. Fish and Wildlife Service](https://services.arcgis.com/QVENGdaPbd4LUkLV/ArcGIS/rest/services/USFWS_Critical_Habitat/FeatureServer) layers for critical habitats and endangered species, Secretary of Interior National Registry of Historic Places layers, [U.S. Census Bureau Areal Hydrography](https://www.census.gov/geographies/mapping-files/time-series/geo/tiger-geodatabase-file.2019.html) layers for bodies of water, [U.S. Geological Survey](https://www.mrlc.gov/geoserver/wms?SERVICE=WMS&VERSION=1.3.0&REQUEST=GetCapabilities) for wetlands, and [FEMA's National Flood Hazard Layer](https://hazards.fema.gov/gis/nfhl/rest/services/public/NFHL/MapServer). Parcels outside of these layers were then filtered by year-built data from the local Property Assessors office to remove any homes built 45 years ago or more. The remaining parcels were also searched for applicable records in the California Historic Resources Information System (CHRIS) records, Native American Heritage Commission, and other available sources of information, and any parcel determined to be historically or culturally significant was removed from the list. This yielded a list of parcels which have been certified by appropriate subject matter experts and have been determined by FEMA to be “no issue”.

#### All other parcels within the project area **will** be evaluated during Phase II of the project as homeowners apply to participate in the program, referred to by the program as an “issue” parcel.

#### “Issue” parcels are those within the project area that meet any of the following criteria:

* Is located on a parcel in a special flood area,
* Is located on a parcel adjacent to or within a critical habitat,
* Is located on a parcel adjacent to or within a California Natural Diversity Database Endangered Species Act species observation polygon,
* Is located on a parcel with a wetland or a body of water,
* Is located on a parcel with an eligible or registered local, state, or national historic property (archaeological or architectural) or historic district, or Mills Act property,
* Is a home hardening project on a building constructed 45 years ago or greater at the time of application to the Program.

A site-specific screening checklist has been developed for the program to identify the factor(s) which prevented the “issue” parcel from being considered “no issue”. Subject Matter Experts in the fields of Biology, Botany, Architectural History/Historic Architecture, and Archeology are required to support the Program with site-specific reviews of the defensible space and retrofit measures to be performed at specific homesites which are determined to be “Issue” properties and any “No Issue” parcel with a Scope of Work Flag.

Scope of Work Flags are determined as those properties with proposed defensible space and/or retrofit measures that exceed the environmental programmatic conditions (established by FEMA) of the program:

* + defensible space activities involve vegetation removal beyond 100 feet of a structure or 200 feet if on a sloped site or within 10 feet of a road; or,
  + involves removal of a tree that is larger than 12 inches diameter at breast height; or,
  + hand tools will not be used exclusively; or,
  + mechanical equipment or tracked vehicles will or may be used; or, all staging is not on paved surfaces[[1]](#footnote-2); or,
  + treatment areas cannot be accessed from existing roads and driveways; or,
  + involves digging or other ground disturbance (ex. grading, water bars, tilling, discing) or root ball removal; or,
  + a structure (such as a tool shed or storage unit) will be demolished.

Subject Matter Expert (s) will be asked to review the property package, which will include the Environmental and Historic Preservation (EHP) Site-Specific Screening Checklist completed by the construction manager or home assessor (indicating the factors which prevented the parcel from being “no-issue”) and the home assessment report (includes pictures of the parcel that depict the overall home site, structure, and areas where work is proposed, and a summary of the defensible space and retrofit measures proposed to be performed by the program).

2. **Scope of Work -- Phase 2** (Environmental and Historical Preservation)

#### Shasta County Fire Safe Council is seeking qualified companies to enter into an Agreement with the County to provide historical, cultural, and biological resource services as described below:

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2.1 Architectural History

This SME will:

* Review home assessment report/site specific scope of work for homesites with a year-built date of 45 years or greater for which a home hardening retrofit activity is proposed,
* Review the home hardening retrofit Scope of Work (SOW) against the Programmatic Allowances in Appendix B of the 2019 Programmatic Agreement among FEMA, Cal OES, and the CA SHPO; if the retrofit may not meet the Allowances, then provide an analysis regarding eligibility of the building for the National Register of Historic Places (NRHP) based on the four significance Criteria, and whether the proposed scope will result in an adverse effect per Section 106 of the National Historic Preservation Act..
* Review home assessment report for any properties which are otherwise determined to be of historical or cultural significance due to their proximity to or listing on a local, state, or National Register of Historic Places, California Built Environment Resources Directory, or California Historic Resources Information System (CHRIS) records, or is in or adjacent to a state or local historic district, or is a Mills Act property, as verified by County or other local sources.
* May be asked to participate in consultation(s) with FEMA and other federal, state, or local partners as necessary if the structure is determined to be NRHP-eligible in order to develop and agree upon scope and materials used. May require field visits.

Upon review of specific properties and measures proposed to be performed by the Program, SME will provide input regarding whether the project should be approved as proposed with no concerns or propose alternative methods or materials to best preserve the historical integrity of the property/structure and avoid adverse effects.

Deliverable: CWMP SME Review Form or equivalent

2.2 Archaeology

A Subject Matter Expert (SME) meeting the Secretary of the Interior (SOI) qualifications as Archeologist and have experience working in the area of the projects will:

* Review home assessment report/site specific scope of work to determine if work meets defensible space measures in Programmatic Allowance II.F.2 a-d (see Bullet 7 above of definition of Issues properties).
* Review CHRIS records, CA Native American Heritage Commission Sacred Lands File Search, and other available sources of information to determine if a property contains any identified archaeological sites, other recorded cultural resources, identified tribal cultural resources, or may possess a high likelihood of containing cultural materials on the ground surface in the location where the work is proposed.
* May be asked to participate in consultation(s) with FEMA and other federal, state, or local partners as necessary.
* May be asked to provide technical expertise and support in the recovery, handling, and preservation process in the event site work uncovers an artifact of historical or cultural significance, and work has been ceased for this process to occur. May require field visits.

Upon review of specific properties and measures proposed to be performed by the Program, SME will provide input whether the project should be approved as proposed or provide alternative methods or mitigations to best preserve the historic integrity of the property.

Prior to beginning reviews, credentials/resumes of a Secretary of the Interior-qualified archaeologist showing experience with prehistoric and historic archaeological resources in the vicinity of the property must be provided to FEMA for verification.

Deliverable: CWMP SME Review Form (or equivalent)

2.3 Biological & Botany Resources Support

Reviews must be completed by a Biologist and Botanist with at least one year of experience conducting reviews in California, and experience with the pertinent species of concern for management areas. SME will:

* Review proposed measures to be performed at homes located within wetland, special flood, or critical habitat areas based upon:

─ US Fish and Wildlife Service (USFWS) Information for Planning and Consultation (IPaC) report and maps of the project area, showing critical habitat for any Endangered Species Act (ESA) species within property area.

─ California Natural Diversity Database report showing that the property is within or adjacent to ESA species sighting polygons.

─ USFWS National Wetland Inventory map showing that the vegetation clearance zone is within 150 feet of a wetland or waterway.

* In addition to reviewing “issue” parcels as indicated previously, SME may be asked to:

─ Perform nesting bird surveys no more than seven days prior to the commencement of site work during Migratory Bird Season (February 1 – August 31) and, if work pauses for more than seven days, another nesting bird survey before construction resumes.

* + The survey should encompass 150 feet beyond the proposed work area.
  + If a nest is identified, establish an exclusionary buffer considering several factors: presence of natural buffers (vegetation/topography), nest height, location of foraging territory, nature of the proposed activities, and baseline levels of noise and human activity. The buffer may range from 50 feet to over 250 feet in width (depending upon species sighted).
  + Monitor the nest during construction for signs of species disturbance/distress (since “take” is not authorized).
  + If adverse effects are detected, request a halt to construction activity in the vicinity of the nest.
  + Continue to monitor the nest and determine when young have fledged.
  + Once young have left the nest OR the beginning of the non-breeding season is reached, buffer and exclusion zone may be removed and construction activities within these areas may resume.
* May be asked to participate in consultation(s) with FEMA and other federal, state, or local partners as necessary. May require field visits.

Upon review of specific properties and measures proposed to be performed by the Program, SME will provide input to either approve as proposed or provide alternative methods or mitigations to best preserve the environmental integrity of the property.

Deliverable: CWMP SME Review Form (or equivalent)

1. **Schedule and Deliverables**

**Schedule**

As described in Section 1, parcels with Scope of Work Flags within the project area will be evaluated during Phase II of the project only after homeowners apply to participate in the program. This will result in a “rolling” scope of work that will develop as homeowner applications are completed and evaluated. As such, the schedule for these assessments will vary depending on the number of homesites requiring review and the complexity of the Scope of Work Flags. It is expected that the selected SME will provide an estimated schedule to complete the assessments for the property or batches of properties that enter into the program in an ongoing fashion. The estimates to complete will be provided to SCFSC in writing. Note, the selected vendor will be required to complete each assessment in a timely fashion with parameters established by SCFSC for each batch.

**Deliverables**

After completion of the appropriate reviews as described above, the SME(s) will return the stated deliverable to Shasta County Fire Safe Council. SMEs may use the “CWMP SME Review Form” created for the program (and approved by FEMA) or a similar document containing the same information (indicating: no adverse impact or concerns, alternate methods or materials, or proposed mitigations along with any additional reports prepared by the SME).

FEMA will review the property package including the Subject Matter Expert Review and Certification Form. If FEMA has questions regarding the property and requires additional input from the SME or any support with subsequent consultations, this will be communicated through the Shasta County Fire Safe Council. All deliverables will be made in electronic form.

1. **Submission Guidelines and Evaluation Criteria**

Interested and qualified companies are invited to submit proposals, which will be accepted until **January 18, 2023 at 5:00 PM PST.**

Please ensure that the following are included with submitted proposal:

* Summary of Qualifications
* Company Overview including Company Location
* Explanation of experience with similar projects
* Professional Pricing Schedule (complete price schedule worksheet in Attachment A)
* Proof of License and Insurance (insurance necessary to protect SCFSC and the public with limits not less than $1 million combined single limit bodily injury and property damage)

Proposals will be evaluated and scored based on the following criteria (factors listed in order of relative importance):

* Proposal meets the requirements specified in this SOW.
* Proposal demonstrates that Subject Matter Experts have the qualifications and detailed knowledge and experience to perform the proposed services. Brief resumes for all staff who will be employed to accomplish the requirements in the SOW will be reviewed. Resumes shall provide sufficient information to determine that the person is qualified for his/her assigned position, including history of relevant education and similar work experience.
* Completion of Attachment A – Pricing Schedule with Offeror’s pricing. The SCFSC is requiring completion of a price schedule (Attachment A) as the SCFSC is committed to obtaining optimal cost efficiency.
* Input from at least two (2) references. With each reference, provide the address, phone, email, for the contact person representing the referenced organization and title. The contact person must be familiar with the SME’s relevant experience and performance.

Proposals will be evaluated based on price and other qualifications set in this Request for Proposal.  Contract will be awarded to the most qualified bidder who scores the highest based on the criteria set forth and conforms to all the terms and conditions of the solicitation.

**Primary Contact:** Pam Bates

**Primary Contact Phone:**  530-208-5663

**Send Proposal Electronically to:**  ShastaFSC338@gmail.com

Please Reference “CWMP Proposal” in Subject line

All proposers will be notified of SCFSC selection decision by **January 25, 2023.**

1. **Questions**

All questions pertaining to this Request for Proposal must be submitted via email by **January 13, 2023 at 5:00 PM PST**.  All submitted questions and subsequent answers provided by SCFSC will be posted on our website at [www.shastafiresafe.org/current-projects/CWMP](http://www.shastafiresafe.org/current-projects/CWMP)PhaseIIQ&A

**Please direct all questions and inquiries to:** Pam Bates

Email: ShastaFSC338@gmail.com

Please Reference “CWMP Proposal Question” in Subject line

ATTACHMENT A: Professional Pricing Worksheet (file name: Attachment A Phase II Pricing Schedule.xls)



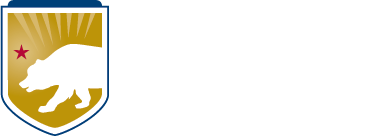
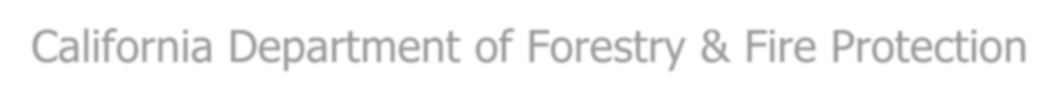
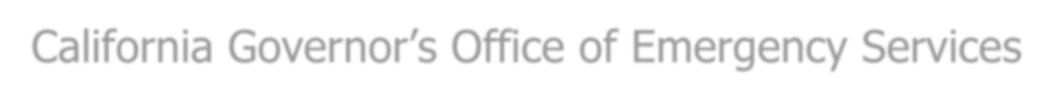
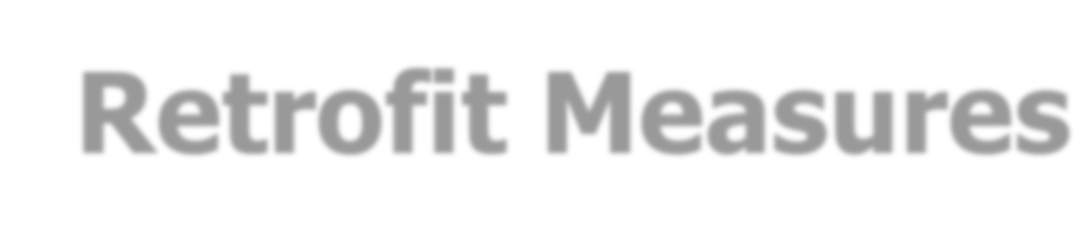
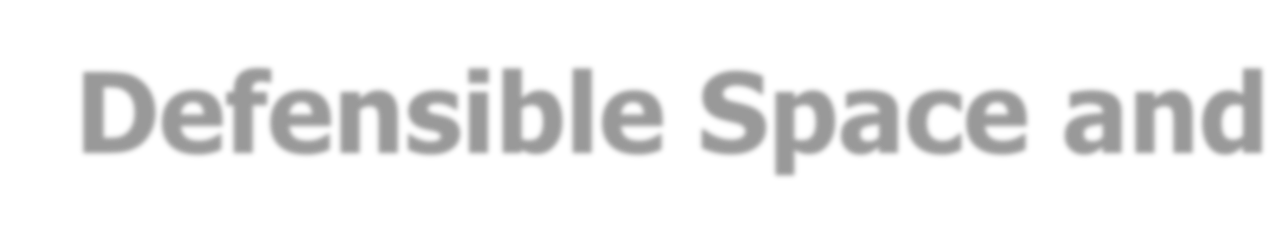
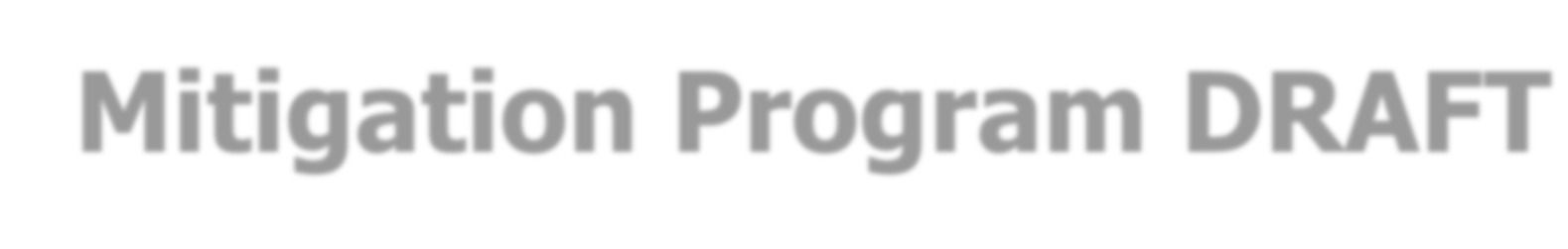
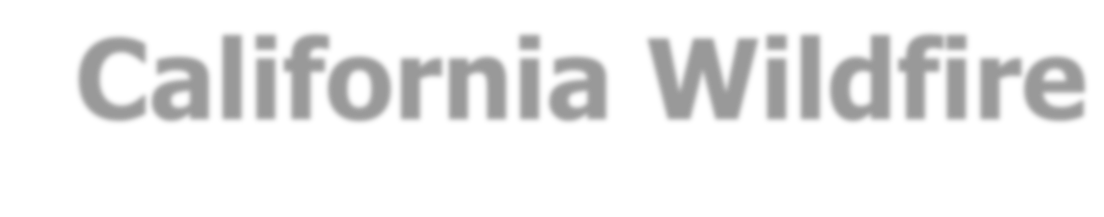
Double clicking on the table above will open in Excel within this document so formulas populate. Alternatively, double clicking on the image below will open the attachment in Microsoft Excel separately.



ATTACHMENT B: List of Defensible Space and Retrofit Measures (Draft)



Double click to open in Adobe



**ELIGIBLE TREATMENT MEASURES**

The California Wildfire Mitigation Program will fund specific retrofit and defensible space actions for participating homes. This section of the framework parameters describes the measures that will be considered for the program.

Not all mitigation measures listed in this section will be required or recommended for each property.

Cost will constrain which of the recommended mitigation actions will be implemented on each property.

Each participating homeowner will work with the local implementing entity and selected contractor(s) to develop the actual Scope of Work of the measures which will be completed on their property. This will be informed by the results of their home assessment, cost, and which of the recommended measures are deemed required in order to participate.

# Retrofit Measures

a. Vents

1. Ridge Vent
   1. Addition of metal baffle
   2. Replacement of ridge vent w/ metal ridge vent
2. Off Ridge
   1. Replacement with ember and flame-resistant vent
3. Gable vent
   1. Removal of gable vent
   2. Replacement of gable vent with ember and flame- resistant vent
4. Under eave and any vents in the undereave area on the rake (gable) end of the building
   1. Replacement with ember and flame-resistant vent, add fire caulking around all blocking
   2. Create a soffited eave (horizontal) or closed eave (angled) using non-combustible or ignition-resistant material.
5. Crawl space vents
   1. Replacement with ember and flame-resistant vent
   2. Replacement with ember and flame-resistant vent and add moisture barrier (reducing required vent area by 10x)
   3. Conversion to unvented crawl space
6. Dryer vents
   1. Installation of a Metal flapper (closed unless in use)
7. Makeup air intake
   1. Replacement with ember and flame-resistant vent
8. Other penetrations (electrical, water)
   1. Closing with fire caulking and inspect during routine maintenance
   2. Doors
      1. Exterior door (non-sliding)
         1. Installing metal Jam Door kit and metal threshold, adding metal kick plate and add a metal door bottom
         2. Replacing with metal door frame and metal threshold, add metal kick plate and add a metal door bottom
         3. Installation of Double pane windows (both panes tempered)
      2. Exterior Door (sliding)
         1. Replacing with non-wood containing slider with dual pane tempered glass and with a metal screen.
         2. Installation of Double pane windows (both panes tempered)
      3. Wood screen door
         1. Replacing wooden screen door with metal door and frame
      4. Plastic screen in screen door
         1. Replacing with metal screen (1/16 inch<)
      5. Garage door
         1. If garage door is not metal, going over with metal flashing around the bottom of the door (both inside and outside for first 6 inches (using a metal "C" channel)
         2. Adding metal flashing at base of framing for first 6 inches, going as close to the ground as possible (< 1/4 inch desired, raise wood and extend flushing to lower than bottom of wood)
         3. Adding gasketing if gaps are present
   3. Windows
      1. Windows Screens
         1. Adding metal screen on exterior opening windows
         2. Screening over entire window(s) (even if window does not open) and other glazed surface. Framing for screens must be of non-combustible material
      2. Exposed wooden frame single pane
         1. Replacement with non-combustible frame and double pane
      3. Exposed wooden frame double pane without screen
         1. Adding a metal screen
         2. Replacement with non-combustible frame and double pane
   4. Roofs
      1. Skylights
         1. Replacing plastic skylight with multipane option, with tempered glass outer pane. If skylight opens, installation of metal screen on the inside. If screen is non-metal, replacement with metal.
      2. Roof to Skylight
         1. Checking for standard metal flashing and that no exposed wood is present, repair as necessary.
      3. Roof assembly particulars (dormer and other roof-to-wall intersections)
         1. Installing metal flashing at roof-to-wall
         2. If combustible, replace siding with non-combustible in that area only (e.g.: dormer or split-level residence)
      4. Gutter
         1. Installation of a noncombustible gutter cover.
         2. Installation of a metal drip edge
         3. Removing the gutter
         4. If there is no gutter, adding metal flashing if fascia does not cover roof sheathing
         5. If a non-combustible gutter cover cannot be installed on combustible gutter, gutter must be replaced with a non-combustible material and fitted with non- combustible cover
      5. Roof Covering - old wood shake
         1. Replacement with Class A with non-combustible bird stopping if bird stopping is needed
      6. Roof Covering – Class B
         1. Replacement with Class A roof if degraded or at life expectancy and needs replacement
      7. Roof Covering – Class C
         1. Replacement with Class A roof if degraded or at life expectancy and needs replacement
      8. Roof Covering (tile or metal) with openings between roof covering and edge or ridge
         1. Closing or plugging with non-combustible (bird stopping)
   5. Walls
      1. Height of wall assembly from the Ground
         1. Replacement of exterior wall covering with noncombustible for the bottom 2 feet, add metal flashing to protect bottom edge of sheathing
      2. Bump Outs
         1. Adding on top (of existing cladding) or replace with non-combustible cladding. Trim must be non- combustible
         2. If exposed framing, enclosing with non-combustible material. If enclosed with combustible material, replacing, or covering with non-combustible material. Trim must be non-combustible and extend (vertically) to account for added material
      3. Dormer Considerations
         1. Side
            * Replacement all combustible siding with non- combustible options
         2. Under eave
            * Replacement all under eave construction with non-combustible options or cover with non- combustible material
         3. Window
            * Replacement with dual pane window with one being tempered
   6. Attachments to Residences
      1. Decks, stairs, and landings that attached to residence
         1. Replacement of walking surface deck boards with non- combustible deck board for first 1 ft away from residence
         2. Replacement of entire deck with non-combustible option (metal or other option). - Distance guidance needed
      2. Deck-to-wall intersection
         1. Replacement of the bottom 2 feet of combustible siding with non-combustible (e.g.: fiber cement) and add metal flashing to protect exposed sheathing.
      3. Comb. decks with combustibles present in 0-5 ft zone around deck
         1. Removal of combustibles in 0-5 ft zone around decks
      4. Fence to residence
         1. Replacement with non-combustible option (metal or other option). - (8' minimum)
      5. Steps connected to residence
         1. Introduction of non-combustible barrier/section between steps and house - minimum 12 inches
         2. Introduction of non-combustible barrier/section between handrails and residence or replace with non- combustible handrail - minimum 12 inches
      6. Other Attachments
         1. Introduction of non-combustible barrier/section between combustible attachment and residence or replace with non-combustible - minimum 12 inches
      7. Attached Retaining Wall
         1. Replacing retaining wall length equal to two times retaining wall height with noncombustible components
      8. Combustible exterior furniture
         1. Advising the homeowner to replace furniture with noncombustible framing materials or move away 5' ft (place cushions inside residence before egress)
      9. Pergola/Trellis
         1. Removing vegetation from pergola(s)/trellis(es), detach them from the residence, and have 2 ft open space/separation from residence
   7. Between Deck Boards
      1. Insertion of metal flashing between deck boards at joists
   8. Mobile Homes
   9. Skirting

a. Installation of mobile home non-combustible skirting on all sides

1. Crawl Space vents
   1. Installation of ember and flame-resistant vents if venting is required
2. Other attachments to mobile homes (portico/car port)
   1. Install 6 inches of metal flashing at the wall intersection

# Defensible Space Measures

1. Zone 0 and 1
   1. Removal of all branches within 10 feet (or more if local ordinance is more stringent) of any chimney or stovepipe outlet
   2. Removal of leaves, needles, cones, bark, etc. from roofs, gutters, decks, porches, stairways, etc.
   3. Removal of dead and dying trees, branches and shrubs or other plants adjacent to or overhanging buildings.
      1. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
   4. Removal of dead and dying grass, plants, shrubs, trees, branches, leaves, weeds and needles within (the distance provided by state or local ordinance) of the home.
      1. If this includes the removal of conifer trees, the subrecipient will ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
   5. Creation of appropriate separation of (the distance provided by state or local ordinance) between shrubs and live flammable ground cover and all structures.
      1. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
   6. Removal of any flammable vegetation or items that could catch fire that are adjacent to or below combustible decks, balconies, and stairs.
      1. If this includes the removal of conifer trees, the subrecipient will ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
   7. Relocation of firewood and lumber not completely covered in fire-resistant material to Zone 2 or distance established by local ordinance if more stringent
   8. Installation of hardscape like gravel, pavers, concrete and other non-combustible mulch materials. No combustible bark or mulch
   9. Replacement of combustible fencing, gates, and arbors attached to the residence with non-combustible alternatives
2. Zone 2
   1. Removal or cut annual grass and forbs\* that exceed (the height provided by state or local ordinance).
   2. Trimming or removal of any tree branches that are at least (the distance provided by state or local ordinance) from the ground.
   3. Creation of vertical space (3 times the height of shrub) between grass, shrubs and trees.
   4. Creation of effective horizontal space between shrubs and trees.
      1. If this includes the removal of conifer trees, ensure the procedures for obtaining a timber harvest exemption are followed (if applicable).
   5. If woodpile(s) are exposed, creation of a minimum of 10 feet of clearance, down to bare mineral soil, in all directions.
   6. Removal of any dead and dying woody surface and aerial fuels.
   7. Removal of fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches.
   8. Removal of logs or stumps embedded in the soil that are close to other vegetation.
3. Other
   1. Ensuring 10 feet of clearance to the bare mineral soil and no flammable vegetation for an additional 10 feet around their exterior.
      1. Relocate propane tank if necessary
   2. Replacing address numbers displayed in contrasting colors (4" min. size) and place where readable from the street or access road.
   3. Covering the chimney and/or stovepipe opening with a metal screen mesh having openings between 3/8- and 1/2-inch.

1. This list is based on Allowance II.F.2.a-d (Appendix B) of 2019 Programmatic Agreement among FEMA, Cal OES, and CA SHPO. See full Allowance for complete list. [↑](#footnote-ref-2)