

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**



**REQUEST FOR QUALIFICATIONS:
WILDFIRE MANAGEMENT SERVICES
FOR
Community Wildfire Protection Plan (CWPP)
for the City of Norman, Oklahoma
PARKS AND RECREATION DEPARTMENT**

R.F.Q. NO. 2425-11

**PUBLIC NOTICE
REQUEST FOR QUALIFICATIONS
R.F.Q. NO. 2425-11**

The City of Norman, Oklahoma, is soliciting proposals of qualifications until 4:00 p.m. on 20 September, 2024 for:

**Community Wildfire Protection Plan (CWPP)
for the City of Norman, Oklahoma**

Project Information may be obtained at the City of Norman Parks and Recreation office located at 225 N. Webster Ave., Norman, Oklahoma 73069. Questions regarding this Request for Qualifications should be directed to Colin Zink, City Forester, at (405) 366-5476, or colin.zink@normanok.gov.

Responses are solicited in accordance with the terms, conditions, and instructions set forth in this RFQ. Proposals are due at the Parks & Recreation offices no later than 4:00 P.M. CST, Friday, 20 September, 2024 (postmarks also accepted). Responses received after this time and date will not be accepted. The City of Norman reserves the right to reject any and/or all proposals.

Responses shall be addressed as:

Attn: Colin Zink, City Forester
RFQ # 2425-11
City of Norman – Parks & Recreation
225 North Webster Ave.
Norman OK 73069

All proposals must be marked with the following statement:

“RFQ # 2425-11 Wildfire Management Services”

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I. INTRODUCTION

A. Requesting Entity Information

The City of Norman, Oklahoma, with municipal offices located at the Norman Development Center, 225 N. Webster Ave., Norman, Oklahoma, 73069, is the requesting entity.

B. Project Overview and Objective

The purpose of this project is to hire a consultant team to work with the City of Norman staff members to develop a Community Wildfire Protection Plan (CWPP) for the entire area within the City Limits. A well written CWPP will include a brief history of fires in the area, present topographical information with current fuel load levels, identify higher wildfire-risk areas, and suggest mitigation projects that will reduce the risk to lives and property during future wildfire events.

The city of Norman, OK has a population of roughly 130,000 residents; the city limits cover nearly 190 square miles. The City contains dense urban areas in the west, lightly developed areas of cross-timber forest in the east, and private homes and housing developments between them in the Wildland Urban Interface (WUI). Norman's GIS department recently determined that over 77,000 structures would benefit from the added protections offered by implementing a CWPP.

The University of Oklahoma campus, Citizen Potawatomi tribal lands, Max Westheimer Airport (FAA controlled), and Lake Thunderbird State Park add complexity to the land-use picture within the city limits. Without a CWPP, the various stakeholders and agencies are forced to be reactive when it comes to wildfires, only responding after an emergency situation has already begun. Once the plan is in place, however, all of the parties involved will know how to work together to provide the best response in case of disasters. In addition, by taking a big-picture view of the landscape, the agencies will be able to have a proactive mindset for confronting wildfires. By working collaboratively, we believe that large mitigation projects can be implemented which will have a much greater impact on protecting Norman's residents than anything an individual land-owner or agency might do.

The selected firm will not have to include original education or outreach materials as part of their CWPP scope-of-work. City staff, including Norman Fire Department personnel, will choose which of the already existing 'Wildfire Awareness' type programs to implement, and the most effective methods for sharing that information with the citizens of Norman.

The final report will be presented in person at a Study Session to the City Council prior to review and final acceptance at a regular Council meeting. Once accepted, the City of Norman will grant digital access of the CWPP to the public via our website, as is done with other documents.

C. Project Funding

No Federal Funds are being used for this project. The City of Norman has set aside funding in the FYE 2025 Budget for the completion of the work described in their Request for Qualification. **Purchase of materials for this project (if any) will be tax exempt. Applicable sales tax shall not be considered when cost estimating.**

II. Project Criteria

A. Detailed Criteria

The selected corporation or firm shall produce a professional document, which will include (but not be limited to):

- Research and review of applicable City of Norman ordinances and requirements related to Wildfire Management Services.
- Creation of mission, vision and goals.
- Identify higher wildfire-risk areas to prioritize fuel reduction activities.
- Incorporation of inputs from city staff in multiple offices, including the Norman Fire Department, GIS, Emergency Management, and Forestry Division.
- Find collaboration opportunities with additional stakeholders, including Oklahoma Forestry Services, Lake Thunderbird State Park, University of Oklahoma, Citizen Pottawatomie Tribal Nation, and electrical service providers managing overhead power lines. City staff will help coordinate contact with all potential partners during the process.
- Final Document will adhere to the USDA Community Wildfire Defense Grant (CWDG) guidelines, enabling pursuit of hazard mitigation grant funds in the future.

Examples and advice on creating a CWPP from the U.S. Department of Agriculture:
https://www.nrs.fs.usda.gov/pubs/gtr/gtr_nrs89.pdf

Examples and advice on creating a CWPP from the Texas A&M Forest Service:
https://tfsweb.tamu.edu/uploadedFiles/TFSMain/Preparing_for_Wildfires/Prepare_Your_Home_for_Wildfires/Contact_Us/CWPP2.pdf

Examples and advice on creating a CWPP from the U.S. Fire Administration:
https://www.usfa.fema.gov/downloads/pdf/publications/creating_a_cwpp.pdf

B. Oklahoma Forest Action Plan

The completed CWPP will align with Oklahoma's most recent Forest Action Plan (from 2015 – link below), by prioritizing three key components:

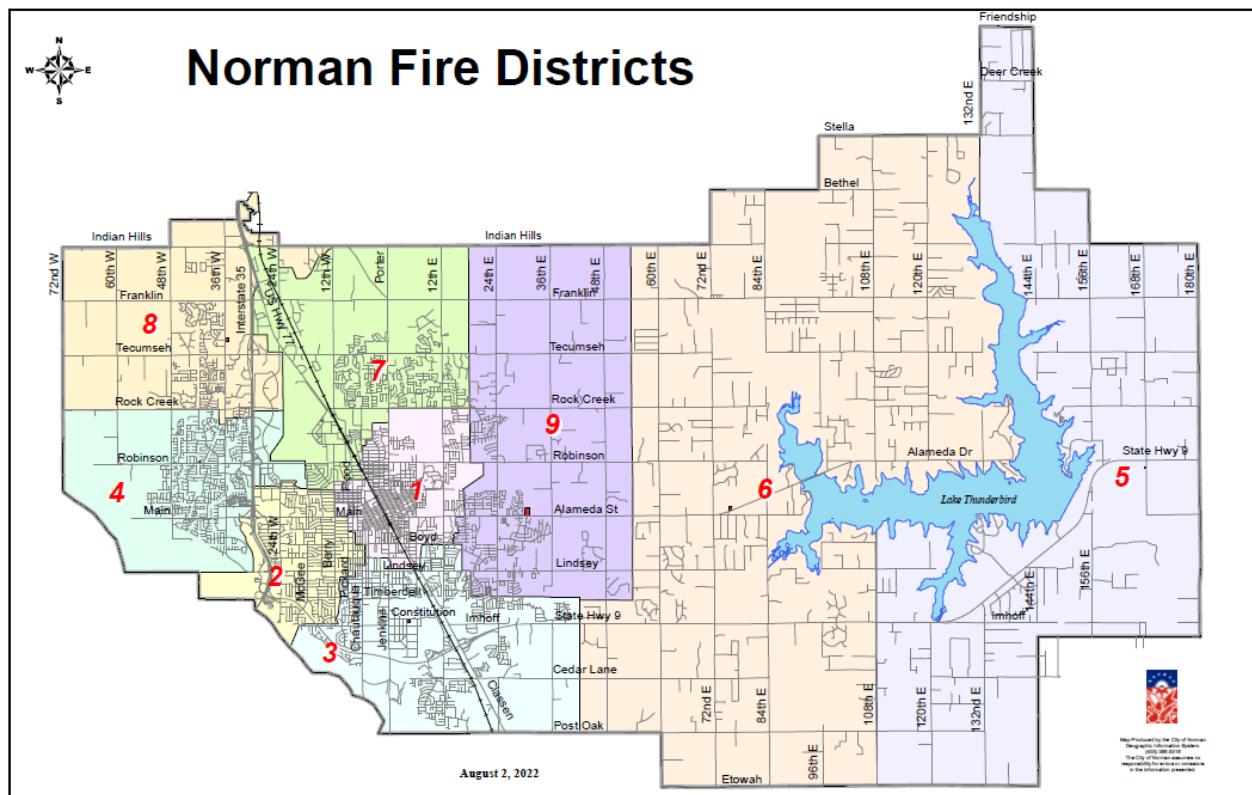
1. Restore and Maintain Landscapes - High wildfire-risk areas will be identified and mitigation projects will be prescribed. Historically, periodic fires were an essential component to maintain land in the cross-timber forest type, so prescribed fires will be used where appropriate to reduce fuel-load in the landscape.

2. Create Fire Adapted Communities - Residents of Norman will be introduced to Firewise USA, ‘Ready, Set, Go’, or a similar program, to learn about creating defensible space around their homes and reducing structure ignitability in their neighborhoods. Utilizing this information will reduce property damage and potentially save lives in the event of a wildfire.

3. Improve Wildfire Response - Wildfires are not contained by city limits or county lines, so it is important for emergency personnel in different jurisdictions to have a plan in place to mount a cohesive counter-attack when fire threatens the landscape. The entire Oklahoma Forest Action Plan can be found at: <https://ag.ok.gov/wp-content/uploads/2021/01/Forest-Action-Plan-2015.pdf>

C. Wildfire Mitigation Projects

Norman currently has nine fire stations, and the city is divided into nine Fire Districts. The selected contractor will work with staff at each of the stations to identify an initial list of 2 or 3 of the highest priority wildfire mitigation projects within their district. As projects are completed, fire station personnel will be responsible for finding new wildfire mitigation projects within their Fire Districts and updating the CWPP; these revisions will make the Plan a living document by accurately reflecting current conditions on the ground in any given year.



D. Project Schedule

Completed CWPP will be presented by the selected contractor in person to the City Council within six (6) months of awarding the contract.

E. Inquiries

Questions regarding the proposals should be directed to Colin Zink, City Forester, at (405) 366-5476 or colin.zink@normanok.gov. No inquiries will be received after 13 September, 2024. The questions should cite the section of the RFQ needing clarification. Responses to the questions will be posted by Wednesday, 18 September, 2024 at <https://www.normanok.gov/businesses/bids-rfps-rfqs>.

III. CRITERIA

A. General Requirements

Proposals submitted in response to this RFQ will be accepted in the office of the City Forester until 4:00 P.M, 20 September, 2024 (postmarks also accepted). The office is located at 225 N. Webster Ave., Norman, Oklahoma, 73069. Responses received after this time and date will not be accepted.

In order to be considered for selection, respondents must submit a complete response to this RFQ. Proposals must be signed by a duly authorized official of the proposer. One original and three (3) additional hard copies of the proposal, along with an electronic copy of the proposal on CD or flash drive in PDF format, must be submitted as a complete response.

Each response submitted for this RFQ must contain, at minimum, the following information:

1. The name, résumé, and background of the consultant's individual team members and any sub-consultants who will participate in the project.
2. All information needed to address the items listed under "Minimum Content of Proposal." (page 9)

No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award.

All proposals must state their validity for a period of not less than sixty (60) days from date of receipt.

B. Notice to Interested Parties/RFQ Recipients

When submitting proposals, corporate entities are required to comply with State law regarding authorized signatures.

The City of Norman requires that a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in State statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by a Vice President, and attested by the Secretary or an Assistant Secretary; or by officers as may be duly authorized to exercise the duties..." 18 O.S. § 1007.A.2.

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of a resolution adopted by the Board setting forth the authority of that individual to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 2019.A.

As set forth above when submitting proposals, certification adhering to the State statutes should accompany documents being turned in for review.

C. Prohibited Interest

No member, officer, or employee of the City of Norman, or member of its governing body during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

D. Equal Employment Opportunities

In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, being disabled, or disadvantaged person, or a Veteran, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the consultant.

In accordance with State law, the consultant must submit a certificate of non-discrimination with this proposal to be considered (pg. 12). Failure to submit this affidavit may render the proposal incomplete and thus eliminate the consultant from further consideration.

E. Insurance Requirements

The consultant(s) chosen for this project must state their ability to obtain the following insurance, with the City of Norman listed as additional insured:

1. Worker's Compensation Insurance and Employer's Liability Insurance as prescribed by State Statute, for all of consultant's employees and subcontractors working on the project, with the subcontractors to also provide the same.
2. Provide both Commercial General Liability Insurance and Automobile Liability Insurance for personal injury and property damage in limits prescribed by the Oklahoma Governmental Tort Claims Act (51 O.S. § 151 et seq.) and subsequent revisions thereto, as follows:
 - a. \$25,000 for loss of property arising out of a single act or occurrence.
 - b. \$125,000 per person for any other loss arising out of a single act or occurrence.
 - c. \$1,000,000 for any number of claims arising out of a single act or occurrence
3. Professional Liability (errors and omissions) Insurance Certificate providing a minimum of \$1,000,000 policy value.

The consultant will be bound by such insurance limits in the awarded contract.

F. Minimum Content of Proposal

1. Transmittal Letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Project Team Members
6. Experience of Project Team with same or similar CWPP work
7. Anticipated schedule
8. Appendices (misc., exhibits, illustrations, maps, etc.)
9. References
10. Proof of Required Insurance Coverage
11. Signed Affidavits (pg. 12-15, attached)

IV. Selection Process

The criteria for evaluating the proposals and selecting a consultant will include but not be limited to:

- The firm's specific approach to the project. Although the City has identified the general nature of services required, the consultant is encouraged to provide any additional innovative approach or methodology to provide the requested services.
- Capabilities and previous experience in comparable projects of this type and the specialized experience and technical competence of the consultant.
- Past record of performance on contracts with other governmental agencies, including such factors as quality of work, control of costs, and ability to meet established schedules. Include contact information for previous projects.
- Capacity of the personnel to perform the work in a timely manner.

- Qualifications of individuals who will have direct involvement in tasks on this project.

The City reserves the right to request additional information from consultants submitting proposals.

A. Right to Reject

The City of Norman retains the right to reject any or all proposals and to re-solicit if deemed to be in the best interest of the City of Norman.

B. RFQ Review Process

The City of Norman will review responses to this RFQ that meet the requirements enumerated and are received on, or prior to, the designated closing date. Firms without adequate proof of insurance, in minimum amounts set forth herein, to protect the City's interest will not be considered and will not be evaluated.

Consultants may contract with sub-consultants on the CWPP, but a lead consultant from the proposing entity must be identified and must take responsibility of all the deliverables. The City reserves the right to request substitution of sub-contractor firms.

Upon review of all qualified proposers, the selection committee will rank all those qualified. The top two or three ranked proposer(s), if determined necessary, **may** be asked to make an oral presentation for further evaluation. The highest ranked proposer will then be chosen by the committee.

A response to this RFQ should not be deemed to be construed as a contract or an indication of a commitment of any kind on the part of the City of Norman. The City will work to negotiate a contract with the chosen firm for Wildfire Management Services based on a three (3) step process:

1. The highest ranked firm for the work will be contacted and contract negotiations will begin.
2. The City will attempt to negotiate a contract for the work at a fair and reasonable price.
3. If the City is unable, after good faith efforts, to negotiate a satisfactory contract with the highest ranked firm for the work, the City shall formally end negotiations with that firm and begin negotiations with the second highest ranked firm.

C. Keynotes

The most important evaluation emphasis will be placed upon the expertise of the firm and individuals assigned to the job. Illustrative and narrative material describing

previous work of the firm is recommended. The firm shall provide a list of previous related work experience with contact persons and phone numbers. At the firm's request, any extra material, if available, will be returned at the completion of the review process, at their expense.

Key personnel (by names and position) relative experience and capabilities, as well as sub-contractors, will be evaluated closely.

D. Ranking Criteria

Possible Points

15	Technical Approach
30	Relevant Examples of similar projects
25	Experience of key personnel (and experience as project team)
20	References
5	Oklahoma Based Firm*
5	Norman Based Firm**

*Oklahoma/**Norman based points will be awarded as follows:

- 5 points will be awarded if key project team members are located in an Oklahoma/Norman office.
- 3 points will be awarded if a branch office is in Oklahoma/Norman, but no key project team members work out of the office.
- 1 point will be awarded if a subcontractor is located in Oklahoma/Norman.
- The maximum to be awarded will be 5 points in each category.

V. Affidavits

A. CERTIFICATION OF NONDISCRIMINATION

In connection with the performance of work under this contract, the contractor agrees as follows:

- A. The contractor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. The Contractor shall take affirmative action to ensure that employees are treated without regard to their race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruiting or recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Contractor and Subcontractor shall agree to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions in this section.

- B. In the event of the Contractor’s noncompliance with this nondiscrimination clause, the contract may be canceled or terminated by the City Council. The Contractor may be declared by the City Council ineligible for further contracts with the said agency until satisfactory proof of intent to comply shall be made by the Contractor.

- C. The Contractor agrees to include this nondiscrimination clause in any subcontracts connected with the performance of this agreement.

I have read the above stated clause and agree to abide by its requirements.

By: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

My Commission Number: _____

B. NON-COLLUSION AFFIDAVIT

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any government official or employee as to quantity, quality, or price in the prospective contract, of any other terms of said prospective contract; or in any discussions between bidders and any government official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

My Commission Number: _____

C. **Business Relationships Affidavit**

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within one (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any officer or director of the bidding company and any officer or director of the architectural or engineering firm or other party to the project is as follows:

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

(If none of the business relationships herein above mentioned exist, affiant should so state.)

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Notary Public

My Commission Expires: _____

My Commission Number: _____

D. **False Information Affidavit**

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says that (s)he is the Agent authorized by the Firm/Company of _____ to submit the above Contract to the City of Norman, Oklahoma.

This affidavit further states that neither the bidding company nor any other company, owned or previously owned by anyone who is in an ownership or managerial capacity with the bidding company has ever knowingly submitted false information to the City.

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

My Commission Number: _____