

SOLICITATION OF QUALIFICATIONS

Wildfire Mitigation Contractors List #2

SOQ # 6079-14



SUBMITTAL DUE DATE:

June 9, 2014

2:00 p.m.

BOULDER COUNTY PURCHASING

**2025 14TH STREET
BOULDER CO 80302**

Purchasing@bouldercounty.org

SOLICITATION OF QUALIFICATIONS

SUMMARY

This SOQ is for contractors who would like to be considered for inclusion on the list of Wildfire Partner Contractors. This is the second SOQ for contractors who would like to be listed. The deadline for the first SOQ was November 27th, 2013.

Wildfire Partners is a new program to reduce wildfire risk to residents living in the wildland-urban interface. As part to the program, Wildfire Mitigation Specialists conduct individual wildfire assessments and follow up inspections with participating homeowners. These assessments identify mitigation measures for homeowners to undertake, including both retrofitting their homes and creating effective defensible space. Homeowners may perform this work by themselves or by hiring a contractor. To help participating homeowners locate a contractor, Wildfire Partners has a list of Wildfire Mitigation Contractors that Phone Advisors will provide homeowners following their home assessments. The list will also be available on the Wildfire Partners website.

Initial funding for Wildfire Partners comes from a Colorado Department of Natural Resources Wildfire Risk Reduction Grant. The program's goal is to help 500 residents create Home Ignition Zones with low home ignition potential. There are currently 412 homeowners in the program. As of May 12, 117 assessments had been completed. A second enrollment period, ending June 17th, will enable the program to reach its goal. Homeowners in the Wildfire Partners program receive rebates to perform the mitigation measures recommended in the wildfire assessments ranging from \$300 to \$1,300. To avoid conflicts of interest, Wildfire Mitigation Specialists are not allowed to be included on the Wildfire Contractors List or recommend a contractor on this list.

Information on the Wildfire Partners program is available at www.WildfirePartners.org.

Written Inquiries

All inquiries regarding this SOQ shall be submitted via e-mail to the Boulder County Purchasing Office at purchasing@bouldercounty.org on or before **4:00 p.m. May 23, 2014**. A response from the County to all inquiries shall be posted and sent via email no later than **May 29, 2014**.

Submittal Instructions

Submittals are due at the Administrative Services Front Desk or the email box (preferred) listed below, for time and date recording on or before **2:00 p.m. Mountain Time on June 9, 2014**.

Your response can be submitted in the following ways. Please note that e-mail responses to this solicitation are preferred, but are limited to a maximum of 25MB capacity. Electronic Submittals must be received in the e-mail box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This e-mail box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email.

E-Mail purchasing@bouldercounty.org; identified as **SOQ # 6079-14** in the subject line.

-OR-

US Mail Compact Disc will also be accepted, no paper copies will be accepted. It must be submitted in a sealed envelope, clearly marked as **SOQ # 6079-14**, to the Administrative Services Front Desk at 2025 14th Street, Boulder, CO 80302. Please allow at least 2 days for delivery of USPS Priority and Express Mail.

All SOQs must be received and time and date recorded by authorized county staff by the above due date and time. Sole responsibility rests with the Offeror to see that their SOQ response is received on time at the stated location(s). Any responses received after due date and time will be returned to the offeror.

The Board of County Commissioners reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.

Americans with Disabilities Act (ADA): If you need special services provided for under the Americans with Disabilities Act, contact the ADA Coordinator or the Human Resources office at (303) 441-3525 at least 48 hours before the scheduled event.

TERMS AND CONDITIONS FOR SOLICITATION OF QUALIFICATIONS

1. Proposer's are expected to examine the specifications, schedule of delivery, and all instructions. Failure to do so will be at the proposer's risk.
2. Each proposer shall furnish the information required in the SOQ, at no cost to Boulder County.
3. The Contract/Purchase Order will be awarded to those responsible proposers whose submittal, conforming to the Solicitation of Qualifications, will be most advantageous to the County of Boulder.
4. The County of Boulder (Office of Purchasing) reserves the right to reject any or all qualifications and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the County of Boulder to do so.
5. Late or unsigned proposals will not be accepted or considered. It is the responsibility of proposer to insure that the proposal arrives in the office of the County Purchasing Agent prior to the time indicated in the "Solicitation of Qualifications."
6. Any interpretation, correction or change of the Proposal Documents will be made by Addendum. Interpretations, corrections and changes of the proposal documents made in any other manner will not be binding, and Proposer shall not rely upon such interpretations, corrections and changes. The County's Representative will not be responsible for oral clarification.
7. Confidential/Proprietary Information: Proposals submitted in response to this SOQ and any resulting contracts are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq. C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the proposal itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposal price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.

SUBMITTAL SECTION
SOQ # 6079-14
Wildfire Mitigation Contractors List #2

Please respond to the following questions in the order listed below.

1. How many years have you been in business: _____
2. What percentage of your current work is in Boulder County? _____
3. What percentage of your current work is related to wildfire mitigation? _____
4. Check the kind of work you perform:
 Defensible Space
 General Forestry Work
 Non-combustible Surfaces/Barriers (concrete walkways, walls, rock, gravel)
5. List the equipment (by type, make, model) you now use in your business. Indicate if you own or rent each piece of equipment:

6. How many workers do you employ? (include full time and seasonal help) _____
7. List any credentials, licenses, certifications, and professional memberships your business possesses

8. What are your insurance coverages? (Please attach Certificates of Insurance to this application.)

- Do you carry commercial general liability coverage? Yes ___ No ___
If yes, what are your policy limits? _____
(Minimum requirements of \$1,000,000 combined single limit for each occurrence.)
- Do you carry automotive liability coverage? Yes ___ No ___
If yes, what are your policy limits? _____
(Minimum requirements of \$1,000,000 for each occurrence.)
- Do you carry Workers' Compensation Insurance? Yes ___ No ___
If yes, what are your policy limits? _____
If no, do you have any employees? _____
(Minimum requirements of \$100,000.00 Each Accident/\$500,000.00 Disease-Policy
Limit/\$100,000.00 Disease-Each Employee.)

9. Where do you work? All of Boulder County ___ or Other (please specify):

10. Do you offer weekend bid visits and installs? Yes ___ No ___

11. Do you have a minimum job price? Yes ___ No ___ If yes, what is it? _____

12. List at least three Boulder County references (include name, address, and telephone number), including at least one reference for each category of work you selected in question #3. References must be for work you performed in the last three years.

13. For defensible space contractors, list up to five additional addresses where you performed work and the year when it occurred:

EVALUATION PROCESS

To be included on the list, applicants must meet the following minimum standards.

Minimum Standards

- Have conducted business for at least one year
- Currently work in Boulder County
- Currently perform wildfire mitigation-related work
- Proof of current minimum insurance coverages listed in Question 8 of the Submittal Section
- Provide free quotations/estimates
- Receive excellent references from past work
- Attend an annual training

SIGNATURE PAGE

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Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website	

By signing below I certify that:

- I am authorized to bid on my company’s behalf.
- I am not currently an employee of Boulder County.
- None of my employees or agents is currently an employee of Boulder County.
- I am not related to any Boulder County employee or Elected Official.
- I am not a Public Employees’ Retirement Association (PERA) retiree.

**Signature of Person Authorized to Bid on
Company’s Behalf**

Date

Note: If you cannot certify the above statements, please explain in the space provided below.