



DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT
MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

On-line Web: humboldt.gov	Administration 445-7491	Natural Resources 445-7741	Clark Complex Harris & H St., Eureka Fax 445-7388
	Business 445-7652	Natural Resource Planning 267-9542	Land Use 445-7205
	Engineering 445-7377	Parks 445-7651	
	Facility Management 445-7621	Roads 445-7421	

REQUEST FOR PROPOSALS (RFP NO. NRP2025-01)

RFP Title: Community Wildfire Protection Plan (CWPP) Update Consultant Services

Issue Date: June 2, 2025

Proposals Due: Tuesday, July 1, 2025, by 5:00 p.m. PST

Submit Proposals To:

Julia Cavalli, Senior Environmental Analyst: jcavalli1@co.humboldt.ca.us

I. PURPOSE

The County of Humboldt, on behalf of the [Humboldt County Fire Safe Council](#) (HCFSC), invites proposals from qualified consultants or consultant teams to support the strategic update of the Humboldt County Community Wildfire Protection Plan (CWPP). The update process is funded through a CAL FIRE Fire Prevention Grant and will build on the County's robust 2019 CWPP, with a focus on enhancing public engagement, spatial prioritization, and alignment with the 2024 [California CWPP Toolkit](#).

II. Background

The Humboldt County Board of Supervisors formed the HCFSC in 2002. The HCFSC is governed by a [Board resolution](#) and currently consists of [23 members and their alternates](#). One of the core responsibilities of the HCFSC is to oversee the maintenance and implementation of the Humboldt County Community Wildfire Protection Plan (CWPP), which is generally updated every five years and must meet the standards of the Healthy Forests Restoration Act (HFRA). At its core, a CWPP must provide a collaborative framework to identify and prioritize fuel reduction projects and recommend measures to reduce structural ignitability. In Humboldt, the CWPP serves as a common vision for the HCFSC and its partners and is used individually and collectively to leverage implementation funding and inspire action.

The current CWPP, certified in 2019, represents the third edition of the plan and was the result of two years of extensive collaboration among HCFSC members, local fire departments, state and federal agencies, and the public. It serves as the guiding document for wildfire resilience across Humboldt County's 14 Planning Units and has supported coordination and successful funding efforts, helping secure over \$65 million in implementation grants.

Funding for this project provided by the California Department of Forestry and Fire Protection's (CAL FIRE) Wildfire Prevention Grants Program as part of the California Climate Investments Program.

To enhance access and active engagement, the County is developing a modernized [CWPP Hubsite](#) using ArcGIS Online. This dynamic platform will serve as a central location for navigating the plan, exploring spatial risk and project data, and tracking implementation progress. The current, beta version will be refined through the CWPP update process.

This update will build on the strengths of the 2019 plan while incorporating new statewide guidance, updated datasets, and a more interactive format to ensure the CWPP remains a living, community-driven document.

III. Project Description

The County seeks to retain consultant support in two primary areas:

- **Task A:** Plan development, workgroup facilitation, and outreach for the CWPP update
- **Task B:** Spatial risk assessment, geospatial data analysis, and ArcGIS Hubsite refinement

Proposers may submit for one or both tasks. Collaborative proposals or teams are encouraged. The selected consultant(s) will work closely with the County Coordinator Team, Implementation Partners, and the CWPP Ad Hoc Committee of the HCFSC.

IV. Scope of Work

TASK A: CWPP PLANNING CONSULTANT SERVICES

- Develop detailed recommendations for updating the 2019 CWPP
- Ensure an update approach that involves the members of the HCFSC, key CWPP implementers, and community partners
- Draft the 2019 CWPP action plan implementation progress review
- Provide technical writing and editing services for all sections requiring updates
- Prepare written content for presentation on the Hubsite and in an accessible PDF format
- Ensure alignment with useful elements of the 2024 California CWPP Toolkit
- Develop or identify a clear prioritization framework for spatial and non-spatial wildfire mitigation strategies:
 - Work with the spatial consultant to define and refine criteria used to rank and map priority project areas, ensuring integration of best available data and local knowledge
 - Lead development of a method to prioritize non-spatial actions (e.g., education programs, capacity building) within the updated Action Plan
- Lead the design of a robust, multi-format public outreach strategy in collaboration with County and partners
- Collaboratively plan and facilitate in-person and remote CWPP workshops, meetings, interviews, and working sessions
- Conduct interviews with key partners, community leaders, and planning unit representatives
- Synthesize applicable input and feedback to inform draft and final CWPP components

Task A Deliverables

Deliverables may include, but are not limited to: draft and final public outreach strategies; written summaries of interviews; meeting materials and notes; structured prioritization matrices; and draft and final CWPP content with reasonable incorporation of participant input.

TASK B: SPATIAL ANALYSIS & TECHNICAL MAPPING SERVICES

- Conduct spatial risk assessment using best available data
- Provide detailed mapping and prioritization analyses for each planning unit based on ranking criteria developed in collaboration with the planning consultant. Approach may include fire behavior modeling, overlay analyses, or use of other spatial planning tools depending on proposer expertise.
- Collaborate with County staff to refine and expand an existing beta ArcGIS Hubsite
- Develop a user-friendly tool for cataloging local knowledge and community-identified features into interactive maps
- Refine and integrate spatial outputs into one or more project Story Maps for public review and collaborator use
- Develop or enhance an interactive project tracking tool within the Hubsite

Task B Deliverables

Deliverables may include, but are not limited to: technical memoranda summarizing spatial analysis methods and results; interactive maps and visualizations; updates to the ArcGIS Hubsite; development or refinement of one or more Story Maps and project tracking tool; and all final geospatial data layers with metadata.

V. Proposal Requirements

Proposers may submit proposals to carry out one or both services requested in this RFP. The County reserves the right to select all or part of a proposal and to request the multiple proposers work together as an integrated team. **The precise scope of services and the associated cost of those services will be incorporated into professional services agreements which will be the subject of negotiation between the County and the successful proposer(s).** Proposals should include:

1. **Cover Letter**
2. **Proposed Scope of Work & Approach** (specify Task A, Task B, or both)
3. **Project Team and Qualifications** (include description of experience relevant to CWPP development and the social and environmental conditions of Humboldt County)
4. **Work Samples** (include description of the proposer's role in content development)
 - a. **Task A:** Sample CWPP content, if available
 - b. **Task B:** Sample interactive maps or dashboard content
5. **Detailed Budget and Fee Schedule** (include hourly rates)
6. **Proposed Timeline and Availability**
7. **References** (minimum of 2)
8. **Signed Certification Form** (Attachment A)

VI. Evaluation Criteria

Proposals will be reviewed and scored by the County and members of the CWPP Ad Hoc Committee. Top candidates will be invited for interviews.

CRITERION:	WEIGHT	RANK ¹
Proposed approach clearly and realistically demonstrates how one or both services requested in this RFP will be carried out	3	1-5
Demonstrated experience with providing and/or competency to perform the proposed services	3	1-5
Ability to perform the proposed work at a reasonable cost and within the proposed timeframe	2	1-5
Demonstrated experience working collaboratively with the County, the HCFSC, local Firewise Communities, FSCs and other types of community groups, as well as local, Tribal, state, and federal agencies	2	1-5
Ability to meet the insurance requirements of a professional services agreement with the County (see Attachment B)	yes/no	yes/no

VII. Timeline & Funding

- **Contract Start:** July 2025
- **Duration:** The ideal candidate will complete project work 1.5 years from the date of professional services agreement execution.
- **Available Funds:** A total of \$160,000 in grant funding is currently available to support the consultant services requested in this RFP; Task A is expected to require approximately 60% of those available funds.

VIII. Submission Instructions

All proposals must be submitted electronically to Julia Cavalli at jcavalli1@co.humboldt.ca.us by the deadline indicated above. Late submissions will not be considered.

Please note that all proposals will become public record once submitted.

IX. Attachments

- **Attachment A:** Certification Form
- **Attachment B:** Insurance Requirements

For questions about this RFP, contact one of the following:

Julia Cavalli, Senior Environmental Analyst, jcavalli1@co.humboldt.ca.us, 707-296-1498

Cybelle Immitt, Natural Resources Planning Manager, cimmitt@co.humboldt.ca.us, 707-267-9542

¹ 1 = not responsive and 5 = very responsive



Attachment A Request for Proposals (RFP NRP2025-01): CWPP Update

Proposal Deadline: July 1, 2025 (5:00 p.m. PST)

Submit to: jcavalli1@co.humboldt.ca.us

RFP Title:	Community Wildfire Protection Plan (CWPP) Update Consultant Services
RFP No.:	NRP2025-01
Consultant, Company, or Organization Name	
Consultant, Company, or Organization Address	
Contact Person	
Contact Person Phone Number	
Contact Person Email Address	

CERTIFICATION OF AUTHORITY

By signing below, the person executing the certificate on behalf of the proposer affirmatively represents that s/he has the requisite legal authority to do so on behalf of the proposer. Both the person executing this proposal on behalf of the proposer and proposer understand that the COUNTY is relying on this representation in receiving and considering this proposal. The person signing below hereby acknowledges that s/he has read the entire Request for Proposals document and has complied with all requirements listed therein.

Official Authorized to Sign for Proposal/Contractor

Signature

Title

Date

Attachment B: Insurance Requirements

HUMBOLDT COUNTY INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR PROFESSIONAL SERVICES AGREEMENTS

14. INDEMNIFICATION:

- A. Hold Harmless, Defense and Indemnification. CONTRACTOR shall hold harmless, defend and indemnify COUNTY and its agents, officers, officials, employees and volunteers from and against any and all claims, demands, losses, damages, liabilities, expenses and costs of any kind or nature, including, without limitation, attorney's fees and other costs of litigation, arising out of, or in connection with, CONTRACTOR's negligent performance of, or failure to comply with, any of the duties and/or obligations contained herein, except such loss or damage which was caused by the sole negligence or willful misconduct of COUNTY.
- B. Effect of Insurance. Acceptance of the insurance required by this Agreement shall not relieve CONTRACTOR from liability under this provision. This provision shall apply to all claims for damages related to CONTRACTOR's performance hereunder regardless of whether any insurance is applicable or not. The insurance policy limits set forth herein shall not act as a limitation upon the amount of indemnification or defense to be provided hereunder.

15. INSURANCE REQUIREMENTS:

This Agreement shall not be executed by COUNTY, and CONTRACTOR is not entitled to any rights hereunder, unless certificates of insurance, or other proof that the following provisions have been complied with, received by the Humboldt County Risk Manager or a designee thereof.

- A. General Insurance Requirements. Without limiting CONTRACTOR's indemnification obligations set forth herein, CONTRACTOR, and its subcontractors, shall take out and maintain, throughout the term of this Agreement, and any extensions thereof, the following policies of insurance, placed with insurers authorized to do business in the State of California with a current A.M. Bests rating of no less than A: VII or its equivalent against personal injury, death and property damage which may arise from, or in connection with, the activities of CONTRACTOR and its agents, officers, directors, employees, assignees or subcontractors:

1. Comprehensive or Commercial General Liability Insurance at least as broad as Insurance Services Office Commercial General Liability Coverage (occurrence form CG 0001), in an amount of Two Million Dollars (\$2,000,000.00) per occurrence for any one (1) incident, including, but not limited to, personal injury, death and property damage. If a general aggregate limit is used, such limit shall apply separately hereto or shall be twice the required occurrence limit.
2. Automobile/Motor Liability Insurance with a limit of liability not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto). [This provision should be used in all situations in which Contractor is required to drive during the performance of services.]

OR

2. As stated in Scope of Services, CONTRACTOR will not drive an automobile in the performance of the services provided pursuant to the terms and conditions of this Agreement. If CONTRACTOR's responsibilities are changed in such a way that driving will be required during the performance of the services set forth herein, CONTRACTOR shall take out and maintain Automobile/Motor Liability Insurance with a limit of liability

not less than One Million Dollars (\$1,000,000.00) combined single limit coverage. Such insurance shall include coverage of all owned, hired and non-owned vehicles, and be at least as broad as Insurance Service Offices Form Code 1 (any auto). [This provision should be used only in situations in which Contractor is not required to drive during the performance of services. In such situations, Scope of Services should also state that if Contractor’s responsibilities are changed in such a way that driving would be required during, or involved with, the performance of services, proof of automobile liability insurance will be required prior to the commencement of any driving.

3. [This provision should be used in all situations in which Contractor has one or more employees.] Workers’ Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers.

OR

3. [This provision should only be used in situations in which Contractor does not have any employees.] Workers’ Compensation Insurance, as required by the California Labor Code, with statutory limits, and Employers Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Said policy shall contain, or be endorsed to contain, a waiver of subrogation against COUNTY and its agents, officers, officials, employees and volunteers. If CONTRACTOR has no employees, CONTRACTOR may sign the following certification in lieu of Workers’ Compensation Insurance:

“I hereby agree to comply with the provisions of California Labor Code Section 3700, which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with state law, throughout the term of this Agreement.”

CONTRACTOR: _____
[Name of Signatory] Date
[Job Title]

4. [This entire provision may not be required in certain situations – see note on page 4] Professional Liability Insurance – Error and Omission Coverage including coverage in an amount no less than Two Million Dollars (\$2,000,000.00) for each occurrence (Four Million Dollars (\$4,000,000.00) general aggregate) Said insurance shall be maintained for the statutory period during which CONTRACTOR may be exposed to liability regarding the services provided pursuant to the terms and conditions of this Agreement. CONTRACTOR shall require that such coverage be incorporated into its professional services agreements with any other entities.

B. Special Insurance Requirements. Said policies shall, unless otherwise specified herein, be endorsed with the following provisions:

1. The Comprehensive or Commercial General Liability Policy shall provide that COUNTY, and its agents, officers, officials, employees and volunteers, are covered as additional insured for liability arising out of the operations performed by, or on behalf of, CONTRACTOR. The coverage shall contain no special limitations on the scope of

protection afforded to COUNTY or its agents, officers, officials, employees and volunteers. Said policy shall also contain a provision stating that such coverage:

- a. Includes contractual liability.
 - b. Does not contain exclusions as to property damage caused by explosion or collapse of structures or underground damage, commonly referred to as "XCU Hazards."
 - c. Is the primary insurance with regard to COUNTY.
 - d. Does not contain a pro-rata, excess only and/or escape clause.
 - e. Contains a cross liability, severability of interest or separation of insureds clause.
2. The above-referenced policies shall not be canceled, non-renewed or materially reduced in coverage without thirty (30) days prior written notice being provided to COUNTY in accordance with the notice requirements set forth herein. It is further understood that CONTRACTOR shall not terminate such coverage until COUNTY receives adequate proof that equal or better insurance has been secured.
 3. The inclusion of more than one (1) insured shall not operate to impair the rights of one (1) insured against another insured, and the coverage afforded shall apply as though separate policies had been issued to each insured, but the inclusion of more than one (1) insured shall not operate to increase the limits of the insurer's liability.
 4. For claims related to this Agreement, CONTRACTOR's insurance is the primary coverage to COUNTY, and any insurance or self-insurance programs maintained thereby are excess to CONTRACTOR's insurance and will not be used to contribute therewith.
 5. Any failure to comply with the provisions of this Agreement shall not affect the coverage provided to COUNTY or its agents, officers, officials, employees and volunteers.
 6. CONTRACTOR shall furnish COUNTY with certificates and original endorsements effecting the required coverage prior to execution of this Agreement. The endorsements shall be on forms approved by the Humboldt County Risk Manager. Any deductible or self-insured retention over One Hundred Thousand Dollars (\$100,000.00) shall be disclosed to, and approved by, COUNTY. If CONTRACTOR does not keep all required policies in full force and effect, COUNTY may, in addition to any other available remedies, take out the necessary insurance and deduct the cost of said insurance from the monies owed to CONTRACTOR under this Agreement.
 7. COUNTY is to be notified immediately if twenty-five percent (25%) or more of any required insurance aggregate limit is encumbered, and CONTRACTOR shall be required to purchase additional coverage to meet the above-referenced aggregate limits.
- C. Insurance Notices. Any and all insurance notices required hereunder shall be sent to the addresses set forth below in accordance with the notice provisions described herein.

COUNTY: County of Humboldt
Attention: Risk Management
825 Fifth Street, Room 131
Eureka, California 95501

CONTRACTOR: [Name of Contractor]
Attention: [Name of Contact Person], [Job Title]
[Street Address]
[City], [State] [Zip Code]

Note: Professional Liability Insurance – Error and Omission Coverage is a County requirement for any professional services contract with licensed professionals such as medical care providers, architects, engineers, attorneys, accountants, and insurance brokers. However, other professional contractors, such as computer and software designers, and services providers, may also need to have professional liability. If you are uncertain about the services, you will provide to the County and whether Professional Liability will be a necessary insurance coverage, please contact the Humboldt County Department of Public Works.