

MWPA

Bolinas Fire District
City of Larkspur
City of Mill Valley
City of San Rafael
County of Marin
Inverness Public Utility District
Kentfield Fire Protection District
Marinwood Community Services District
Muir Beach Community Services District
Novato Fire Protection District
Sleepy Hollow Fire Protection District
Southern Marin Fire Protection District
Stinson Beach Fire Protection District
Town of Corte Madera
Town of Fairfax
Town of Ross
Town of San Anselmo

February 1, 2023

RE: List of Qualified Contractors for Fire Fuels Reduction Projects**To: All Contractors Interested in Being Considered for Future MWPA-funded Fire Fuel Reduction (Vegetation Management) Projects****Background**

The Marin Wildfire Prevention Authority ([MWPA](http://marinwildfire.org)) is a joint powers authority (JPA) consisting of 17 member agencies covering nearly all of Marin County. MWPA was established in 2020 and is governed by MWPA's Board of Directors, which is composed of representatives from the member agencies with taxing and fire management responsibility within Marin County. MWPA is funded by a parcel tax, Measure C, which took effect in the 2020/21 fiscal year and raises approximately \$20 million annually. These tax dollars are managed and distributed by MWPA to local member agencies working in fire prevention and protection in Marin County based on the priorities outlined in the Marin County Community Wildfire Protection Plan (CWPP) and other guiding documents.

The MWPA Board of Directors developed five goals to describe the activities that the MWPA intends to pursue. MWPA projects support one or more of the following goals directly or indirectly:

1. Vegetation Management and Local Wildfire Prevention Mitigation
2. Wildfire Detection, Alert, and Evacuation Program Improvements
3. Grants and Partnerships
4. Public Outreach and Education
5. Defensible Space Evaluations and Home Hardening

Fire Fuels Reduction and Creation of List of Qualified Contractors

In support of Goal 1 listed above, the MWPA and its member agencies perform vegetation management for fire fuels reduction throughout the most of Marin County. Work is performed according to the requirements of the corresponding environmental

compliance documents and in close coordination with land management agencies, biologists, archeologists, geologists, and other experts.

This work generally includes reduction in accumulation of surface and ladder fuel and may include:

- work with hand crews to remove dead and down woody material, cut back weedy and fire-hazardous vegetation, and limb up trees;
- hazardous tree removal;
- chipping services;
- prescribed herbivory;
- occasional use of herbicides;
- occasional use of heavy machinery such as mowers, masticators, and other equipment; and
- other related services, as needed.

How to Participate

MWPA requests that contractors who would like to be considered for future fire fuels reduction projects complete and submit the questionnaire available on the MWPA “Work With Us” webpage ([LINK](#)). Contractors may choose either an electronic form or printable form. All questionnaires must be received by 5pm Wednesday, February 22, 2023 for consideration. MWPA will review applicants and finalize a list of qualified contractors (“list”) by 5pm Tuesday, February 28, 2023. This list will be posted on the MWPA “Work With Us” webpage and circulated to member agencies at that time.

Questions may be submitted to info@marinwildfire.org.

Maintenance of List

The questionnaire will remain active on the MWPA website. MWPA will consider submissions received after February 22, 2023 for future updates of this list. The list will be updated at least quarterly after the establishment of the initial list on February 28, 2023.

Intended Use of List

The MWPA is creating a list of qualified contractors to streamline contracting for MWPA-funded vegetation management projects for fire fuels reduction. This list may be used by the MWPA and its member agencies as part of its request for proposals (RFP) process when choosing a contractor for vegetation management projects. Contractors on the list will receive a communication from MWPA as soon as vegetation management project RFPs are released so that they will be aware of upcoming projects and will have the opportunity to respond.



Once this list is established, the MWPA may utilize an informal RFP process for contracts under \$200,000 which includes approval by the MWPA Executive Officer. Contracts totaling over \$200,000 will require a formal bid process and approval by the MWPA Board of Directors. Use of this list is optional for MWPA-funded projects.

Sincerely,

Anne Crealock
Planning and Program Manager
Marin Wildfire Prevention Authority

Attachment: List of Qualified Consultants Frequently Asked Questions



MEMO

To: All Contractors Interested in Being Considered for Future MWPA-funded Fire Fuel Reduction (Vegetation Management)

From: Marin Wildfire Prevention Authority Staff

Date: February 1, 2023

Subject: List of Qualified Contractors for Fire Fuels Reduction Projects
Frequently Asked Questions (FAQ's)

Question 1. What will the questionnaire be used for?

MWPA worked with member agencies to develop a questionnaire which will be used to prequalify contractors interested in bidding on contracts for future vegetation management for fire fuels reduction projects. Eligible contractors will be added to MWPA's official list of pre-qualified contractors.

Question 2. Can a member agency use the list for local MWPA-funded projects as well as core projects?

Member-agencies who elect to utilize MWPA's established list of eligible, pre-qualified contractors for local projects must do so in accordance with their agency's own procurement and purchasing policy. Only those contractors with contracts fully executed by MWPA will receive direct payment from MWPA.

Question 3. Does the list replace the formal/informal bid process?

The list does not replace the informal/formal bid process. Formal and informal public requests for proposals will still follow standard bidding procedures, including response times and contract value thresholds; however, those on the prequalified list will receive notice as soon as MWPA releases a request for proposals.. All qualified bids submitted, regardless of how the contractor was made aware of the proposal, will be considered. The use of the list is optional.

Question 4. How often is the list updated?

MWPA's prequalified contractor list will be updated quarterly. Contractors who complete the questionnaire, meet the necessary qualifications, and specialize in work related to vegetation management for fire fuels reduction will be added to the list of prequalified bidders. Contractors who wish to be removed from the list should notify MWPA in writing indicating the change.

Question 5. How do member agencies ensure their preferred contractors are aware of the questionnaire?

Member agencies should direct contact information for contractors to the MWPA website to complete the questionnaire. Interested contractors can access the questionnaire by selecting the “Work With Us” page from the “Collaboration” tab, or by scrolling to the bottom of the home page. Questions can be submitted to info@marinwildfire.org.

Question 6. Who decides how contracts are awarded?

MWPA contracts for core projects will be awarded to qualified bidders according to the MWPA Purchasing and Procurement Policy. Member agencies should refer to their respective purchasing policies for guidelines pertaining to contract award and execution for local projects.

Please let us know if you believe additional questions should be addressed via email at info@marinwildfire.org.

**Sincerely,
MWPA Staff**