



**ADDENDUM #1  
Community Planning and Permitting  
Wildfire Partners Mitigation Specialist  
RFP # 7420-23**

February 24, 2023

The attached addendum supersedes the original Information and Specifications regarding RFP # 7420-23 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

**Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

1. Question: Submittal Instructions state, "Vendors must answer whether line-item pricing information submitted with a bid is confidential or closely held." What pricing is requested, given the terms are set in the RFP? Are these terms negotiable?

**ANSWER: No pricing information is requested. Terms are not negotiable. The reference to line-item pricing is standard template text that does not apply to this RFP and should have been deleted.**

2. Question: The RFP states, "Individual wildfire assessments require from one to three hours". Does this include travel time, follow-up with homeowner questions, etc. or just the time on site and the time filing the report? If not included in that block of time, is such time compensated at the \$35/hour for other tasks?

**ANSWER: One to three hours is the range of time it takes for the on-site assessment. It does not include travel time or time to follow up with homeowners. Most assessments are completed in less than two hours. Assessments that take more than two hours or require significant follow up time receive the \$50 additional fee for complex assessments.**

3. Question: Can you please provide an example of a prior assessment that fits the description of a 'normal' one, completed in 1-3 hours? Can you also include an example of a prior assessment that qualified as 'complex' for a bonus?

**ANSWER: Some assessments require more trees to be marked than other assessments; some homeowners ask more questions than others. We define complex assessments simply based on time a mitigation specialist spends with the homeowner on the property, not the number of boxes that have been checked during the assessment. Assessments that take more than two hours are complex assessments. Assessments that take two hours or less are "normal" assessments.**

4. Question: It appears that the County will provide the hardware and specify the electronic format for preparing/submitting assessments. Can you please provide more information about this assessment application that the specialists will be required to use?

**ANSWER: Mitigation specialists are provided a county ipad with our assessment app installed on the ipad. The current app is in iAuditor. Mitigation specialists fill out the check boxes on the app, take pictures with the ipad, annotate the pictures, and add unique comments into the appropriate boxes when the standard template text does not provide sufficient direction to the homeowner.**

5. Question: Please describe the requirements for bird surveys.

**ANSWER: The basic process for bird surveys includes surveying trees for nesting activity. If no nests are observed, the specialist proceeds as normal and checks the appropriate box on the app. If a nest is observed, the specialist takes pictures of the nest and tries to determine if it is an active or an inactive nest. Next steps in the process will proceed down different paths depending on several factors such as the time of year, type of nest, and the relative risk posed by the tree with the nest.**

6. Question: The specifications reference a third-party funder – please clarify funding source and any requirements from the funder (other than the bird surveys).

**ANSWER: One of our past funders was FEMA, and they required the bird surveys. FEMA is not a current funder. Colorado State Forest Service is one of**

**our current funders, and they do not have any requirements for the assessment portion of our grant. However, we continue the general practice of not marking trees with active bird nests.**

7. Question: Please clarify requirements for attendance at community events.

**ANSWER: Attendance at community events is not required. Mitigation specialists who volunteer to assist with community meetings will be compensated at their hourly rate.**

**Submittal Instructions:**

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on March 8, 2023**.

**Please note that email responses to this solicitation are limited to a maximum of 50MB capacity.**

**NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. THIS INCLUDES GOOGLE DOCS AND SIMILAR SITES. ALL SUBMITTALS MUST BE RECEIVED AS AN ATTACHMENT (E.G. PDF, WORD, EXCEL).**

**Electronic submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email 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. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.**

Email [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org); identified as **RFP # 7420-23** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

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



**RECEIPT OF LETTER  
ACKNOWLEDGMENT**

February 24, 2023

Dear Vendor:

This is an acknowledgment of receipt of Addendum #1 for RFP #7420-23, Wildfire Partners Mitigation Specialist.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org) as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing [purchasing@bouldercounty.org](mailto:purchasing@bouldercounty.org).**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Company** \_\_\_\_\_

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