



Kenai Peninsula Borough  
Purchasing & Contracting

---

**MEMORANDUM**

**TO:** Charlie Pierce, Mayor

**THRU:** John D. Hedges, Purchasing & Contracting Director 

**FROM:** Brenda Ahlberg, Community and Fiscal Projects Manager 

**DATE:** January 30, 2020

**RE:** Authorization to Award a Contract for RFP20-009 KPB Community Wildfire Protection Plan Update

---

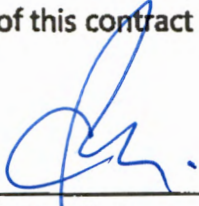
On December 10, 2019, the Kenai Peninsula Borough Mayor's Office formally solicited proposals for RFP20-009 Kenai Peninsula Borough Community Wildfire Protection Plan Update. The request for proposals was advertised in the Peninsula Clarion and the Anchorage Daily News on December 10, 2019.

The project consists of producing a comprehensive, community wildfire protection plan update that encompasses the borough's geographical boundaries into four project areas. The plan will be developed according to the scope of work detailed in this Request for Proposal. This project is funded in part through the Alaska Division of Forestry, Department of Natural Resources pursuant to USDA Forest Service Award No. 2018-DG11100106-810, "Western Wildland Urban Interface Competitive Grants," a federal pass-thru program, the full and complete terms and provisions of which shall be incorporated by this reference in the RFP and in the covered transaction. Federal funds for this project are identified by the Catalog of Federal Domestic Assistance CFDA No. 10.664. The federal program regulations 2 CFR 200, as applicable to the contractor, may be found online at <http://ecfr.gpoaccess.gov>.

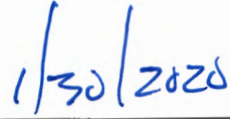
On the due date of January 6, 2020, three (3) proposals were received and reviewed by a review committee as follows:

<u>FIRMS</u>	<u>TOTAL SCORE</u>
SWCA Environmental Consultants, Broomfield, CO	406
Northwest Management, Inc., Moscow, ID	377
Alaska Map Company, Kenai, AK	272

Funding of this contract will be charged to account number 262.21320.19WUI43011.



Charlie Pierce, Mayor



Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>262.21320.19WUI43011</u>
Amount	<u>\$136,194.00</u>
By: <u>PP</u>	Date: <u>1/29/20</u>

PP

**KENAI PENINSULA BOROUGH**  
**RFP20-009 Kenai Peninsula Borough**  
**Community Wildfire Protection Plan Update**

**QUOTE FORM**

In submitting this quote, I certify that I have examined Specification/Scope of Work documents. If awarded a contract under this quote, I hereby agree to the terms set forth in the specification.

**ADDENDA ACKNOWLEDGEMENT:**

In submitting this quote, I certify that I have examined the Quote and Specification documents, have received Addenda Nos.     , and have included their provisions in my quote.

**Lump Sum Quote (per specifications/scope of work):** \$136,194 includes applicable taxes

Firm Name SWCA Environmental Consultants

Address 295 Interlocken Blvd #300 City/State Broomfield, CO Zip 80021

Telephone (303) 487-1183 Fax (503) 224-1851

Email Address matthew.zoss@swca.com

Representative Matthew Zoss Title Vice President, Rocky Mountain Plains

Signature  Date 1/17/2020

Alaska Business License # <u>80076F</u>
Contractor's License (if required) # _____
Specialty License # (if required)

TASK NAME	LABOR HOURS	LABOR DOLLARS	EXPENSE DOLLARS (TRAVEL, MEETING MATERIALS)	SUB DOLLARS	TOTAL BUDGET \$	TOTAL TAX \$*	TOTAL BUDGET \$ WITH TAXES
Project Management / QA-QC	24.00	\$ 2,107.50	\$	\$	\$ 2,107.50	\$	\$ 2,107.50
Task 1. Convene Decision Makers	34.00	\$ 3,232.50	\$ 172.50	\$	\$ 3,405.00	\$	\$ 3,405.00
Task 2. Involve Federal Agencies (6 Core Team Meetings)	190.00	\$ 18,543.75	\$ 12,151.50	\$ 9,450.00	\$ 40,145.25	\$ 920.86	\$ 41,066.11
Task 3. Engage Interested Parties (at least 6 Public Meetings)	100.00	\$ 9,750.00	\$ 1,035.00	\$ 21,000.00	\$ 31,785.00	\$ 323.55	\$ 32,108.55
Task 4. Establish a Community Base Map (Includes data gathering)	114.00	\$ 9,747.00	\$	\$	\$ 9,747.00	\$	\$ 9,747.00
Task 5. Develop Community Risk Assessment	38.00	\$ 3,630.00	\$	\$	\$ 3,630.00	\$	\$ 3,630.00
Task 6. Establish Community Priorities and Recommendations	46.00	\$ 4,530.00	\$	\$	\$ 4,530.00	\$	\$ 4,530.00
Task 7. Develop Action Plan (includes Draft CWPP)	160.00	\$ 14,594.00	\$	\$	\$ 14,594.00	\$	\$ 14,594.00
Task 7.a. Story Map	154.00	\$ 14,868.00	\$	\$	\$ 14,868.00	\$	\$ 14,868.00
Task 8. Finalize CWPP	100.00	\$ 9,666.00	\$ 471.50	\$	\$ 10,137.50	\$	\$ 10,137.50
	<b>960.00</b>	<b>\$ 90,668.75</b>	<b>\$ 13,830.50</b>	<b>\$ 30,450.00</b>	<b>\$ 134,949.25</b>	<b>\$ 1,244.41</b>	<b>\$ 136,193.66</b>

\*Tax applied to SWCA work and expenses carried out in the Kenai Peninsula Borough. Sub-Consultants fees are inclusive of tax.