

INVITATION TO BID
for
Community Wildfire Protection Plan 10-year update
Posted: March 6, 2026

Proposals Due:

Wednesday, April 1 no later than 3:00 p.m. MST/MDT.

Overview

Summit County Government (“County”) is soliciting proposals from qualified firms or consultants to complete a comprehensive update of the Summit County Community Wildfire Protection Plan (CWPP). The selected planning area is the entirety of Summit County, Colorado. The purpose of this project is to identify current wildfire risk conditions, incorporate updated geospatial data, strengthen cross-boundary coordination, and maintain eligibility for state and federal wildfire mitigation funding programs. The selected contractor will lead a collaborative, science-based, and community-driven planning process to update the existing CWPP in accordance with current standards outlined by the Colorado State Forest Service and the U.S. Forest Service.

Background

Summit County is located in the central mountains of Colorado, approximately 75 miles west of Denver. Interstate 70 bisects the county east to west, serving as a conduit to bring visitors from the Denver metropolitan area and Colorado’s Western Slope.

Summit County’s land area covers approximately 619 square miles, of which approximately 80 percent are public lands managed by the U.S. Forest Service. Approximately 20 percent of the land falls under the jurisdiction of the County and the seven municipalities.

Elevations in the county range from 7,500 feet in the broad valley of the Blue River to 14,270 feet at the summit of Gray’s Peak. The county’s lowest elevations, in the lower Blue Valley, are comprised mainly of sage meadows. Above 9,000 feet, vast coniferous forests of Lodgepole Pine, Engelmann Spruce and Subalpine Fir dominate the landscape. Areas above 11,500 feet consist of rock, snow and alpine tundra.

The Blue River flows from south to north, serving as Summit County’s major drainage basin. Two major tributaries spill into the Blue River: the Snake River and Ten Mile Creek. The Blue River supplies two large reservoirs: the Dillon Reservoir in the central part of the county, and Green Mountain Reservoir in the County’s northern end.

In March of 2005, the local fire protection districts/departments, the USFS, Upper Colorado River Interagency Fire Management Unit, the Colorado State Forest Service (CSFS), Northwest Colorado Council of Governments and the BOCC agreed to create a Countywide CWPP based on the national model promulgated by the National Association of Counties and others. After approval of the draft plan, the Summit County Wildfire Council (SCWC) was formed and formally adopted the first CWPP in September of 2006. The SCWC oversees staff recommendations on fuels reduction projects, allocation of grant funding and strategic policymaking on critical issues.

The CWPP was updated in 2016 and reauthorized in 2018. As of 2025, active engagement in the SCWC is strong. Supporting parties include: Summit County Government, Summit County Office of Emergency Management, Colorado State University Extension, Summit Fire & EMS, Red White and Blue Fire

Protection District, U.S. Forest Service, CSFS, Town of Breckenridge, Town of Dillon, Town of Silverthorne, Town of Blue River, Town of Frisco, Town of Montezuma, and Town of Keystone. In addition, a citizen representative from each of the four river basins participate. Congressional staff, contractors, non-profits, metro districts, members of the public, and ski resorts are also involved.

Project Goals and Objectives

The goal of this CWPP update is to enhance wildfire preparedness and resilience across Summit County by building on the existing plan and incorporating current data and best practices. Specifically, the update will review and integrate new information on fire behavior in terms of vegetation and community development. The plan will assess progress on previous mitigation actions and engage stakeholders in a community-driven planning process through meetings, surveys, and workshops to gather input and refine priorities. The plan will propose mitigation strategies for high-risk areas, including defensible space, fuel reduction, and community education. The final product will provide an actionable plan to support a coordinated wildfire risk reduction and community safety objective.

CPWW Components

The updated CWPP will provide a clear, actionable framework for evaluating wildfire risk, prioritizing mitigation, and supporting coordinated efforts among agencies, stakeholders, and the community. It will build on the existing plan while incorporating current data, updated policies, and lessons learned. The plan will guide decision-making, resource allocation, and community engagement to strengthen wildfire preparedness and resilience.

The updated CWPP must, at a minimum, include:

- A definition of the selected planning area outlined on updated maps and spatial data reflecting current conditions including vegetation and infrastructure, with an accompanying narrative. Delineate wildland-urban interface (WUI) areas within the chosen boundary. The selected planning area is the entirety of Summit County, Colorado.
- Identification of adjacent landowners (land that touches the community's external boundary).
- A community wildfire risk analysis that considers (at minimum) fuel hazards, fire history, common structure vulnerability characteristics, and community values to be protected (e.g., watershed, infrastructure, recreation features, wildlife habitat). Consider recent wildfire impacts in this discussion.
- Recommended methods to reduce structural ignitability.
- An assessment of past wildfire risk reduction projects and activities, identifying successes, gaps, and lessons learned.
- Strategies for stakeholder and community engagement, including public education, outreach, and participation in plan implementation.
- A project map that illustrates all proposed treatments. A narrative and table that details the relative priority of each project and recommends an agency, group, or other entity as an implementation leader
- Consistency with CSFS CWPP minimum standards (Exhibit A).
- Clear metrics or methods to track progress and evaluate effectiveness of recommended actions over time.

The consultant may propose additional elements including but not limited to:

- Social behaviors and increasing population pressure.

- Climate change and projected wildfire trends, including anticipated impacts on fuels and fire behavior.
- Standards for Home Ignition Zone recommended for incorporation into the Land Use and Development Code.
- Community education and engagement strategies, including workshops, outreach campaigns, or school programs.
- Locally appropriate emergency notification resources and evacuation information.
- Socially vulnerable population considerations.
- Identification of critical infrastructure and key resources that may require special protection measures.
- Recommendations for post-fire recovery planning or resilience-building initiatives.

Engagement Expectations

The consultant shall propose a stakeholder and public engagement strategy sufficient to meet State of Colorado and Federal collaboration requirements and ensure meaningful participation from Summit County Government, fire districts, municipal partners, federal land managers, utilities, local CSFS representative, the public, and other non-governmental partners. At a minimum, the process should include stakeholder coordination meetings and public engagement opportunities.

Deliverables

- Draft CWPP
- Public review draft
- Final CWPP
- GIS data and map products
- Editable and print ready formats

Copies of the request are available at www.SummitCountyCO.gov under 'Bids & Proposals' or by request at the Summit County Colorado State University Extension Office. Contact Dan Schroder, CSU Extension Director, for additional project information at dan.schroder@summitcountyco.gov or 970-389-5756.

Scope of Services

Contractor shall furnish all labor, transportation, and incidentals necessary to perform the CWPP update service. Work shall be completed as set forth in a contract for this project to be negotiated with the County based upon the contractor's written proposal.

Date and time of service

Service will be performed on an ongoing basis beginning spring 2026. The intention is that the project be completed by December 31st, 2026. Suggested schedule should be included in contractor's written proposal.

Indemnification and Insurance

Contractor shall indemnify and hold harmless the County from and against all claims, damages, losses, and expenses arising out of or resulting from acts or omissions of the Contractor, Contractor's sub-contractors or otherwise arising out of the performance of services by Contractor. No later than seven (7) days following the execution of an Independent Contractor Agreement between the County and Contractor, the Contractor shall provide the County with certificates of insurance evidencing the types and amounts of insurance specified below:

- a. Worker's Compensation and Employer's Liability:
 - i. Worker's Compensation must be maintained with the statutory limits.
 - ii. Employer's liability is required for minimum limits of:
 - \$1,000,000 Each Accident
 - \$500,000 Disease Policy
 - \$1,000,000 Disease Each Employee
- b. Commercial General Liability:
 - i. \$1,000,000 Each Occurrence
 - ii. \$2,000,000 General Aggregate
 - iii. \$2,000,000 Products Completed Operations Aggregate
- c. Automobile Liability: Contractor will maintain business auto liability coverage covering liability arising out of any auto (including owned, hired and non-owned autos) used in the performance of services under this Agreement.
 - i. \$1,000,000 Combined Single Limit Each Accident

Insurance coverage shall not be reduced below the limits described above or cancelled without the County's written approval of such reduction or cancellation. Certificates of such insurance, of agents and subcontractors, shall be provided to the County upon request. With regard to all insurance, such insurance shall:

- Be primary insurance to the full limits of liability herein before stated and, should County have other valid insurance, County insurance shall be excess insurance only; and
- Not cancelled without thirty (30) days prior written notice to the County.

Proposal Format

Costs for performing services outlined in this Invitation to Bid shall be clearly stated to allow the County to effectively evaluate each proposal. Potential daily schedule of services should also be included.

Refinements and Improvements

Applicants should feel free during the proposal submission process to provide any suggestions or comments that might be advantageous for the County to consider in terms of any efficiencies, issues or processes. The County is not committed to any single scenario, but efficiency of resources and minimizing impacts are critical in completing this work.

The following pages contain the Invitation to Bid instructions and owners requirements.

Part I – Administrative Information

A. Issuing Officer

This request for bidding is issued by Summit County CSU Extension. For questions, please contact Dan Schroder, at dan.schroder@colostate.edu or 970-389-5756.

B. Purpose

This Invitation to Bid provides prospective contractors with sufficient information to prepare and submit proposals for consideration by the County. To be considered responsive, each proposal must provide for completion of the tasks outlined in the Invitation to Bid.

C. Scope

This Invitation to Bid contains the instructions governing the proposals to be submitted and the materials to be included therein. These are mandatory requirements that must be met to be eligible for consideration.

D. Scheduling

Bids must be submitted via email to **dan.schroder@colostate.edu** to the **Colorado State University Extension** office by **Wednesday, April 1, 2026** no later than **3:00 p.m. MST/MDT**. The bid should outline the schedule for commencement of service.

E. Inquiries and Questions

Prospective applicants are welcome to make inquiries and ask questions concerning the Invitation to Bid to obtain clarification of the any requirements or schedule a site visit to the properties. Direct all inquiries to:

Dan Schroder, Director
Summit County CSU Extension
Summit County Wildfire Council
970-389-5756
dan.schroder@colostate.edu

F. Time Schedule:

Friday, March 6, 2026 Invitation to Bid publicly advertised and posted on County website

Friday, March 20, 2026 Deadline for all Questions

Friday, March 27, 2026 All Questions, Comments and Responses to Questions posted by the County at Bids and Proposals on www.SummitCountyCO.gov

Wednesday, April 1, 2026 **Proposals must be submitted via email to dan.schroder@colostate.edu no later than 3:00 p.m. MST/MDT**

Thursday, April 2, 2026 Official Bid Opening with Community Development Director at 2:00 p.m.

Thursday, April 9, 2026 Interview with short-listed Proposers if necessary

Monday, April 13, 2026 Contract negotiations (week of)

Monday, April 13, 2026 Notice of Award and send Unsuccessful Bidder letter (email) to all proposers

G. Instructions for Submission of Bids

It is imperative, when submitting a bid, that the outside of the submission email be addressed as follows and with appropriate text in the email subject line and text in the top few lines of the body of the email:

Email Address:

Dan.Schroder@colostate.edu

Subject Line Text:

Vendor's Name - Proposal for: **Summit County CWPP 10-year update**

Body Text:

ATTN: Dan Schroder, CSU Extension Director

Colorado State University Extension department

Proposal will address the purpose of this Invitation to Bid which is to incorporate current wildfire risk modeling and hazard data to update and modernize the existing Summit County CWPP.

1. Contractor's company name
2. Contact name and phone number

H. Late Bids

It is the responsibility of each vendor submitting a bid to ensure that emailed bids arrive to the CSU Extension department by 3:00 PM MST/MDT on Wednesday, April 1, 2026.

I. Proprietary Information

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself.

J. Response Material Ownership

All materials submitted regarding this Invitation to Bid become the property of the County and will only be returned at the County's option.

K. Incurring Costs

The County is not liable for any costs incurred by those who have submitted proposals prior to issuance of a signed contract.

L. Acceptance of Proposal Content

The contents from the selected contractor's proposal will become contractual obligations if a subsequent agreement is reached. Failure of the successful contractor to accept these obligations may result in cancellation of the award and such contractor may be removed from future solicitations.

M. Acceptance Time

The County intends to make a proposal selection on Monday, April 13, 2026. Notice of Award and Unsuccessful Bidder letters will be sent to all proposers, by e-mail the week of April 13, 2026.

N. Budget

Costs for performing services must be included in the proposals and should be clearly stated to allow the County to effectively evaluate each proposal.

Part II – Proposal Content

The proposal submitted must clearly address the requirements outlined in the Invitation to Bid. Any concerns that the contractor may have about meeting these requirements shall be specifically identified in the proposal.

Scope of Work

Provide an outline of the contractor's understanding of the project. Summarize the basic approach to providing the services, and any recommendations on improving efficiencies in the process.

Qualifications

Contractor shall furnish a summary of experience on similar projects and be prepared to provide examples. Include a brief description of past and current projects. Each summary shall include a brief project description and name, address and phone number of a local contact person involved in the project. The statement of qualifications should also provide a summary of contractor's ability to successfully complete the requirements of this Invitation to Bid. The statement of qualification shall be brief but shall include at a minimum the following:

1. Description of similar projects
2. Capabilities (including equipment) and staff

PART III – BID EVALUATION AND SELECTION

The County intends to engage the most qualified contractor available for this assignment while minimizing the costs to the County. Responsiveness to the Invitation to Bid will be a principle basis for evaluation. Bids shall provide a straightforward and concise presentation adequate to satisfy the requirements of the Invitation to Bid. The proposal should clearly express the contractor's understanding of the County's specific requirements, indicating the contractor's qualifications to conduct this service in a thorough and efficient manner.

Failure to disclose a conflict of interest is a misdemeanor criminal offense under Colorado Law. Such conflict may arise if any public official exercises any substantial discretionary function in connection with a government contract, purchase, payment or other pecuniary transaction without necessary disclosures as defined by Colorado Revised Statutes (C.R.S.) Section 18-8-308 as amended.

Selection Process.

1. The County reserves the right to reject any and all proposals, to consider alternatives, to waive irregularities and to re-solicit proposals.
2. The County reserves the right to conduct such investigations of, and discussions with, those who have submitted proposals ("Proponents") or other entities as it deems necessary to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
3. All proposals submitted must be valid for a minimum period of ninety (90) days after the date of the proposal opening. Each Proponent must submit with the proposal a list of all subcontractors, independent contractors or sub-consultants employed or proposed to be employed by the Proponent in the performance of the contract.
4. Selection of a contractor will be made at the sole discretion of the County. The County may consider the following criteria when evaluating bids that includes but is not limited to: :
 - a. Cost;
 - b. The reputation, experience and efficiency of the Proponent;
 - c. The ability of the Proponent to perform the contract or provide the goods and services within the time specified;

- d. The comparative quality of the goods and services bid;
 - e. The Proponent's performance under previous contracts with Summit County;
 - f. The number and scope of conditions attached to the proposal;
 - g. The Proponent's interest in the project, as well as their understanding of the project scope and the specific requirements of Summit County; and
 - h. The application of all of the above criteria to any sub-consultants, subcontractors or products to be utilized by the Proponent.
5. Contract negotiations will take place with the most qualified contractor. The County reserves the right to incorporate specific contract provisions into the Proponent's standard contract if the County's standard contract cannot be used. Such provisions include but are not limited to insurance and indemnification provisions and governmental immunity provisions. If a contract cannot be negotiated, the negotiations will be terminated in writing and negotiations will begin with the next most qualified contractor.

Exhibit A



Minimum Standards for Developing Community Wildfire Protection Plans

The following are updated minimum standards and guidelines for developing Community Wildfire Protection Plans (CWPPs), as originally directed per Colorado Senate Bill 09-001.

I. Plan Participants

- A. Planning involves a core team that includes a representative from the local government, the local fire authority, and the Colorado State Forest Service (CSFS). These representatives must agree that the CWPP is viable, complete, and realistic in terms of risk reduction and implementation. Each of these representatives possesses signatory authority for the plan.
- B. Additional participants should include community members and local, state, and federal organizations and land management agencies, or their chosen representatives.
- C. The plan must exhibit diverse collaboration with emphasis on involvement of community members/representatives.
 - Community involvement and participation can be documented through meeting minutes, meeting rosters, or community surveys that clearly document meeting results including participant's name and affiliation. Tracking techniques vary, but providing evidence of a collaborative process is essential.

II. Plan Components

- A. CWPPs must include:
 - A definition of the selected planning area outlined on a map with an accompanying narrative. Delineate wildland-urban interface (WUI) areas within the chosen boundary.
 - Identification of adjacent landowners (land that touches the community's external boundary)
 - A community wildfire risk analysis that considers (at minimum) fuel hazards, fire history, common structure vulnerability characteristics, and community values to be protected (e.g., watershed, infrastructure, recreation features, wildlife habitat). Consider recent wildfire impacts in this discussion.
 - Recommended methods to reduce structural ignitability
 - An implementation plan that includes:

- Identification of wildfire risk reduction projects and activities (e.g., fuels reduction treatments, education campaigns, community demonstration site development)
 - Hazardous fuels reduction treatment projects must include treatment types (e.g., thinning, fuel break, prescribed burning) and methods (mastication, hand crew thin and pile, timber harvest) on federal and non-federal land as applicable within the planning area.
 - A project area map that illustrates all proposed treatments
 - A narrative and table that details the relative priority of each project and recommends an agency, group, or other entity as an implementation leader
- B. CWPPs should include:
- Locally appropriate emergency notification resources
 - Evacuation information
 - Socially vulnerable population considerations (e.g., elderly, disabled, or alternate language)
 - Commitment for revision, preferably 5 years
- C. CWPPs may include:
- Post-fire considerations (e.g., flood hazard analysis, infrastructure concerns)
 - Integrated Federal Emergency Management Agency (FEMA) Hazard Mitigation Plan elements

III. Level of Specificity

- A. A CWPP may be developed for any level of community (e.g., homeowners' association, mountain town, fire protection district, or county). Large-scale plans (e.g., county or fire protection district) must contain an appendix listing all communities within the planning area.
- B. In order to qualify as an approved CWPP, large-scale plans must identify landscape-scale fuels treatment projects (e.g., fuel breaks and cross-boundary treatment opportunities) for the highest risk communities within the project area. Include a map(s) that details project locations and approximates project boundaries.
- C. While county-level plans may be used as umbrella plans for smaller communities, each community should develop an effectively scaled CWPP that supports their needs.
- D. Communities represented in a large-scale plan that wish to receive credit for having an approved CWPP must:
- Identify and prioritize risk reduction activities unique to their subset community boundary
 - Treatments should be supported by stakeholders, including representatives from the community (e.g., homeowners' association board, Firewise USA® Committee, city council).
 - Develop an implementation plan specific to that community
 - Include information in the plan at a level of specificity appropriate for the size of the community being addressed

- E. The resulting document must be implementable, which means adequate detail about project-level design, layout, and execution is provided to allow work to begin, and the plan is supported by those who will put it into action.

IV. Approved CWPP

- A. The Colorado State Forest Service will only accept CWPPs that contain the signatures of all core team members, including local fire department(s), local government(s), and a CSFS Supervisory Forester. Please note that CSFS personnel are ***not*** permitted to sign plans that do not clearly meet CWPP minimum standards.
- B. After an approved CWPP has been submitted to the CSFS State Office, it will be posted on the CSFS website unless otherwise instructed.

V. Plan Lifetime & Update Process

- A. In order to serve their intended purpose and remain useful, CWPPs must be updated on a regular basis. Plans should be updated every 5 years, at minimum. CWPPs greater than 10 years old are outdated and will not be prioritized when considered for competitive funding opportunities.
- B. Updates may either be a preface to a previously approved plan or a new document with updates integrated into an existing plan.
- C. CWPP updates must:
 - Describe progress made and list all accomplishments since plan creation or last revision
 - Address demographic changes (e.g., population flux, new housing development, infrastructure)
 - Identify new risks that may have developed
 - An updated community risk analysis is encouraged, at least for plans aged 5 years or more.
 - List new risk reduction projects in a prioritized fashion
 - Maps must accompany proposed fuels treatments.
- D. Suggested update process:
 - Review existing CWPP
 - Engage stakeholders that have a vested interest in the plan (e.g., federal, state, tribal, emergency management, political subdivision)
 - Host collaborative meetings
 - Document completed projects and demographic and landscape changes
 - Develop updated wildfire risk reduction priorities
 - Update maps
 - Distribute updated drafts to key stakeholders for review and input prior to final approval
 - Finalize with core team signatures and submit to CSFS State Office