

VENDOR

PURCHASE ORDER

TEXAS A&M FOREST SERVICE PURCHASING DEPARTMENT

Order Date
04/23/2024

Page 01

200 Technology Way, Suite 1120, College Station, TX 77845-3424; Phone 979-458-7380, FAX 979-458-7386

Purchase Order No.	(Include this number on all correspondence and packages)
P400307	

VENDOR GUARANTEES
MERCHANDISE DELIVERED ON
THIS ORDER WILL MEET OR
EXCEED SPECIFICATIONS IN
THE BID INVITATION.

INVOICE TO:

TEXAS A&M FOREST SERVICE
FRP--ASSOCIATE DIRECTOR
200 TECHNOLOGY WAY, SUITE 1162
COLLEGE STATION TX 77845-3424

VENDOR
15413014130 TIMMONS GROUP INC 1001 BOULDERS PKWY STE 300 NORTH CHESTERFIELD, VA 23225-5512

ALL TERMS AND
CONDITIONS SET
FORTH IN OUR BID
INVITATION BECOME
A PART OF THIS
ORDER.

SHIP TO:

TEXAS A&M FOREST SERVICE
FRP--ASSOCIATE DIRECTOR
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COLLEGE STATION TX 77845-3424

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PLEASE NOTE: IF YOUR INVOICE IS NOT ADDRESSED AS INSTRUCTED
PAYMENT WILL BE DELAYED.

Item	Description	Quantity	UOM	Unit Price	Ext Price
	USER REF: 000000-TCJ				
1	1: Project Initiation Complete - Project initiation meetings and initial discovery workshops complete.	1	JOB	10,000.000	10,000.00
2	2: Design Phase Complete - Product backlog, initial wireframes, product release plan and discovery checkpoint complete.	1	JOB	25,000.000	25,000.00
3	3: Project Setup (Sprint 0) Complete - Technical project setup, automated deployment, infrastructure, and sprint 0 checklist complete.	1	JOB	40,000.000	40,000.00
4	4: Release 1 (Sprints 1 & 2) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
5	5: Release 2 (Sprints 3 & 4) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
6	6: Release 3 (Sprints 5 & 6) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
7	7: Release 4 (Sprints 7 & 8) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
8	8: Release 5 (Sprints 9 & 10) Deployed to UAT	1	JOB	40,000.000	40,000.00

CEC

Texas A&M Forest Service cannot accept collect freight shipments.

FOB: DESTINATION FRT INCLUDED

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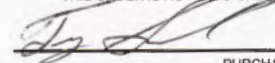
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DEPARTMENT RECEIVING ROOM BY

The State of Texas is exempt from all Federal Excise Taxes.

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309 (4), for purchase of tangible personal property described in this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

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Item	Description	Quantity	UOM	Unit Price	Ext Price
	- sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.				
9	9: Release 6 (Sprints 11 & 12) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
10	10: Release 7 (Sprints 13 & 14) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
11	11: Release 8 (Sprints 15 & 16) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
12	12: Release 9 (Sprints 17 & 18) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
13	13: Release 10 (Sprints 19 & 20) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
14	14: Release 11 (Sprints 21 & 22) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
15	15: Release 12 (Sprints 23 & 24) Deployed to UAT - sprint features deployed to UAT	1	JOB	40,000.000	40,000.00

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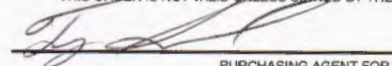
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	environment for Texas A&M Forest Service review and approval.				
16	16: Release 13 (Sprints 25 & 26) Deployed to UAT - sprint features deployed to UAT environment for Texas A&M Forest Service review and approval.	1	JOB	40,000.000	40,000.00
17	17: Final Release - Address Final UAT Feedback, Complete Training, and Deploy Final Implementation Release.	1	JOB	40,000.000	40,000.00
				TOTAL	635,000.00
	***** NET 30 *****				
	NOTE TO VENDOR: "SHIP TO" AND "INVOICE TO" ADDRESSES MAY DIFFER. FAILURE TO SUBMIT INVOICE TO PROPER ADDRESS MAY RESULT IN DELAYED PAYMENT.				
	*****RFP TERMS AND CONDITIONS***** ALL SPECIFICATIONS, PRICES, TERMS AND CONDITIONS AS PER REQUEST FOR PROPOSAL AS REFERENCED HEREIN. *****				
	*UAT = USER ACCEPTANCE TESTING				
	DEVELOPMENT OF TEXAS A&M FOREST SERVICE WILDFIRE COMMUNITY HAZARD MITIGATION PLANNING TOOL SHALL BE PERFORMAD IN ACCORDANCE WITH (LISTED IN ORDER OF PRECEDENCE):				
	-TEXAS A&M FOREST SERVICE PURCHASE ORDER				

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	#P400307 - RFP-24-001, 26 PAGES - TEXAS A&M FOREST SERVICE TERMS AND CONDITIONS, REVISED 2-18-20, WITH THE FOLLOWING ADDITION: * CANCELLATION FOR CONVENIENCE: TFS MAY TERMINATE AGREEMENT WITHOUT CAUSE, AT ANY TIME UPON PROVIDING AT LEAST THIRTY (30) DAYS WRITTEN NOTICE TO TIMMONS GROUP. TFS WILL ONLY BE LIABLE FOR PAYMENT OF SERVICES RECEIVED PRIOR TO THE EFFECTIVE DATE OF SUCH SUCH TERMINATION. -TIMMONS GROUP GEOSPATIAL SOLUTIONS PROPOSAL TO THIS RFP, 103 PAGES, DATED FEBRUARY 8, 2024 VENDOR QUOTE: RFP-24-001 VENDOR REF: CHRIS GERECKE #804-200-6962				

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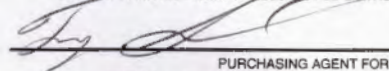
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PURCHASING AGENT FOR

TEXAS A&M FOREST SERVICE



TEXAS A&M FOREST SERVICE

PURCHASING DEPARTMENT
200 TECHNOLOGY WAY SUITE 1151
COLLEGE STATION, TEXAS 77845-3424

REQUEST FOR PROPOSAL

RFP NUMBER

RFP-24-001

Texas A&M Forest Service Wildfire Community Hazard Mitigation Planning Tool

PROPOSAL MUST BE RECEIVED BEFORE:

February 9, 2024 @ 2:00 P.M. CENTRAL TIME (CT)

EMAIL PROPOSAL TO:

bids@tfs.tamu.edu

Show RFP Number, Opening Date, and Time in subject line of
email

NOTE: PROPOSAL must be time stamped at the Texas A&M Forest Service Purchasing Department before the hour and date specified for receipt of proposal.

REFER ALL INQUIRIES TO:

Charles Cavanaugh, CTCD,
CTCM
Buyer

Texas A&M Forest Service
Purchasing Department
Phone: 979-458-7383

Email:

charles.cavanaugh@tfs.tamu.edu

SECTION 1 INTRODUCTION

1.1 DEFINITIONS

Whenever the following terms are used in any part of this Request For Proposal (RFP) the intent and meaning shall be interpreted as follows:

- Agreement / Contract shall mean the contractual agreement entered into between the Texas A&M Forest Service and the Seller as a result of this RFP. An agreement shall consist of the following documents, listed in order of precedence: TEXAS A&M FOREST SERVICE purchase order, this RFP, Texas A&M Forest Service Terms and Conditions, Vendor's accepted response to this RFP.
- Business Day shall mean Monday through Friday, excluding holidays.
- Calendar Day shall mean each/every day, including weekends, holidays.
- HUB shall mean Historically Underutilized Business as certified by the State of Texas.
- Proposer / Respondent shall mean the individual, partnership, corporation, or other entity that submits a response to this RFP.
- RFP shall mean Request for Proposal.
- Seller / Contractor / Vendor shall mean the individual, partnership, corporation, or other entity awarded a contract or agreement for labor or for equipment and supplies under this RFP in accordance with the terms, conditions, and requirements herein.

1.2 Introduction

Wildfire mitigation is a complex issue, especially in a state as large and diverse as Texas. A 2015 analysis revealed that one-third of the state, approximately 58.3 million acres, faces a significant risk of wildfires. Between 2010 and 2020, Texas experienced 132,457 wildfires that burned 6,928,417 acres, destroying 3,982 homes. Many factors contribute to the increasing frequency and severity of wildfires, such as rapid development in the Wildland Urban Interface (WUI), changes in land use, shortages of programs to reduce hazardous fuels, persistent drought conditions, and prolonged fire seasons.

Many communities across the state lack the resources or technical expertise to write and implement Community Wildfire Protection Plans (CWPPs) because of the significant effort, advanced technical requirements, and data resources required. Likewise, very few Texas local governments have a full understanding of how to successfully implement planning strategies for wildfire risk reduction.

The Texas A&M Forest Service seeks to significantly improve this situation by developing the 'Wildfire Community Hazard Mitigation Planning' tool (Wildfire CHaMP). This online tool will assist stakeholders in creating and updating sustainable and comprehensive wildfire mitigation plans that will provide a foundation to save lives and properties, establish fire-adapted communities, and restore and maintain fire resilient landscapes. Moreover, it will help communities to meet grant eligibility requirements for financial assistance. For instance, the USDA Forest Service recently announced that to qualify for the new Community Wildfire

Defense Grants, applicants need to have a current Community Wildfire Protection Plan (CWPP) in place.

This document outlines the requirements and expectations for the implementation and development of the Texas A&M Forest Service 'Wildfire Community Hazard Mitigation Planning Tool'. We are seeking proposals from qualified proposers with expertise in agile, geospatially enabled, web software applications development with a primary focus on wildfire prevention and mitigation, as well as wildfire risk assessments and derived products.

We encourage proposals that provide creative and innovative solutions that align with the agency's mission, vision and strategic goals. We look forward to reviewing your proposals and working with the selected seller/contractor to create a website that meets the needs of our agency and stakeholders.

1.3 Scope of Proposal

Successful seller/contractor shall develop an agile, geospatially enabled, web software application that is:

- 1.3.1 Compatible and integrated with the Texas Wildfire Risk Assessment.
- 1.3.2 User-friendly with an aesthetically pleasing design that integrates technical aspects such as user experience, performance, accessibility, and brand awareness;
- 1.3.3 Engaging, educative, and collaborative;
- 1.3.4 Accessible across various browsers and devices, ensuring a consistent and reliable user experience regardless of the platform used;
- 1.3.5 Scalable, adaptable, and cost effective; and
- 1.3.6 Secure and compliant with industry regulations and standards.

1.4 Contract Term

The original contract period for an agreement resulting from this RFP will begin upon issuance of purchase order and continue through the end of the post-launch support as described below.

- 1.4.1 The application shall be designed, developed, and launched within 24 months after the purchase order is issued.
- 1.4.2 Texas A&M Forest Services reserves the option to enter into a Service Level Agreement (SLA) (reference paragraph 2.1.3 RFP) with Seller/Contractor for hosting, training, support, and maintenance, or move hosting to the Texas A&M Forest Service site.
- 1.4.3 The post launch support and hosting may be extended for up to two additional 12-month periods.
- 1.4.4 Any extensions will be separate and consecutive, and shall be under the same pricing, terms, and conditions as that of the original agreement, including any amendments allowed by the original agreement.
- 1.4.5 Any extensions are contingent upon written approval by TEXAS A&M FOREST SERVICE and the Seller/Contractor provided that such renewal is executed prior to the expiration date of the original contract period or any preceding renewal period as applicable.

SECTION 2

REQUIREMENTS FOR STATEMENT OF WORK

2.1 STATEMENT OF WORK

2.1.1 The successful seller/contractor shall be responsible for developing an agile, geospatially enabled, web software application that:

2.1.1.1 Is compatible with and fully integrated with the Texas Wildfire Risk Assessment Portal.

2.1.1.2 Meets or exceeds the accessibility requirement outlined in the Texas Administrative Code (TAC) 206, Subchapter C. For each electronic and information resource (EIR) product or service subject to TAC 206, Subchapter C, the Vendor shall provide documentation of how each requirement of specification is met. The Vendor shall provide the information in a Voluntary Product Accessibility Template (VPAT) to document conformance to the applicable WCAG standards.

2.1.1.3 Provides intuitive, user-friendly and sustainable information architecture and navigation structure.

2.1.1.4 Is designed and optimized to be responsive and perform well on mobile devices and all browsers.

2.1.1.5 Enables data and mapping features to be shared and integrated by other external applications, particularly ArcGIS Online.

2.1.1.6 Follows the Texas A&M AgriLife website guidelines as outlined at this link: [LINK](#).

2.1.1.7 Incorporates the following technical specifications:

2.1.1.7.1.1 Adhere to Texas A&M AgriLife's best practices for implementing internally developed scripts.

2.1.1.7.1.2 If Application Programming Interface (API) functionality is involved, provide interface and implementation documentation.

2.1.2 APPLICATION REQUIREMENTS:

Texas A&M Forest Service seeks an application that provides tools for collaboration among state, federal, and local entities, including individuals and organizations in the community.

The goal is to create, manage, and maintain Community Wildfire Protection Plans in an engaging, collaborative, efficient, dynamic, and continuous manner that ensures the development of a living document. This document will be subject to periodic revisions and updates, reflecting the evolving needs and priorities of the community, as well as the changes in landscape and wildfire risk.

The application will also include sharing capabilities that will enable effective communication with fire service professionals and other stakeholders. This functionality will help ensure the operational and tactical utilization of all the information and data to enhance the overall effectiveness of wildfire response and management efforts.

The proposal shall take under consideration the following components:

2.1.2.1 FOCUS AREA MANAGER

The Focus Area Manager component will serve as the primary framework within the application, facilitating the management of focus areas (e.g., counties, communities, and fire districts) and providing a comprehensive overview of statewide efforts to support effective planning and collaboration. This feature will be instrumental in identifying these areas, delineating their boundaries, and highlighting the concerns, goals, and objectives associated with each.

Moreover, it will have the capability to generate comprehensive and relevant statistics specific for each area by ingesting data from diverse datasets, including but not limited to demographics, values-at-risk, and those in the Texas Wildfire Risk Assessment and the FireConnect database. Additionally, it will incorporate the assessment data collected through the Community Assessor application.

It also will provide a mechanism to track discussions among all stakeholders participating in the development of the Community Wildfire Protection Plan for the focus area.

2.1.2.2 STRATEGIES MANAGER

The Strategies Manager component will provide tools to collaboratively define, group, and prioritize ideas or mitigation strategies aimed at achieving the goals and objectives identified within each focus area. These strategies will serve as the basis for implementing concrete initiatives and action items to reduce the risk and impact of wildfires on communities, ecosystems, and infrastructure.

2.1.2.3 COLLABORATIVE ENGAGEMENT TOOL

The Collaborative Engagement Tool will focus on connecting, educating, and empowering stakeholders with capabilities to promote collaboration and incorporate their local knowledge into the plan.

It will focus on mapping and identifying response resources, hazards, and specific locations or areas of concern that present a risk to highly valued assets or limit response capacity. Additionally, it will support mapping locations where mitigation strategies should be implemented. This functionality includes integration with the Texas Wildfire Risk Assessment Portal, enabling the ingestion of the mitigation strategies derived from the assessments conducted through the Community Assessor application.

Additionally, the tool will provide stakeholders with an interface to provide feedback and prioritize ideas.

2.1.2.4 PLAN WRITER

The Plan Writer component will offer dynamic and collaborative tools for creating and editing plans in rich text format. Plan editors will have the option to use a predefined template or write a plan from scratch and optionally save it as a template for future use. It will also support importing data and information from other components of the application and the Community Assessor application. Additionally, it will enable editors to preview the final document, export it to Word/PDF formats, or share it. Completed plans will be stored within the application to facilitate future access, providing the option to either download them or view them directly in the browser.

2.1.2.5 IMPLEMENTATION MANAGER

The Implementation Manager component will set focus on defining, planning, managing, and tracking the status of the projects, activities, and events derived from the mitigation strategies identified in the Strategies Manager component, along with their associated financials.

2.1.2.6 DASHBOARDS

Dashboards will provide a user-friendly interface for real-time monitoring and visibility of key metrics depicting the impact of Community Wildfire Protection Plans. This will provide a cohesive picture of the strategic planning initiatives and wildfire hazard mitigation efforts statewide.

2.1.3 OPTIONAL LINE ITEMS:

TEXAS A&M FOREST SERVICE may award the following item if financially feasible. Price tabulation for award of application development purchase order will exclude the line items in this section.

2.1.3.1 SERVICE LEVEL AGREEMENT

Texas A&M Forest Services may consider entering into an SLA with Seller/Contractor for hosting, training, support, and maintenance. The SLA will encompass pricing for hosting of the application, training, support, and maintenance.

2.2 Pricing

2.2.1 The Proposer shall complete the Pricing Schedule and submit it with the response using Excel format. **Proposer shall use the provided form. Do not re-create the form.**

2.2.2 All prices quoted shall be all-inclusive regarding any and all costs including, but not limited to, travel expenses, shipping, postage, fees, licensing, bonding, and any other applicable charges required for the completion of the project as specified.

2.2.3 At the time of contract award, Seller/Contractor and TEXAS A&M FOREST SERVICE will determine a payment schedule for the development of the software based on milestones. Seller/Contractor may invoice for partial payment once each milestone has been achieved and delivered to Texas A&M Forest Service.

SECTION 3
PROPOSAL SELECTION AND EVALUATION CRITERIA

3.1 Proposal Selection

- 3.1.1 Selection of the successful proposal in response to this RFP will be made using the competitive sealed proposal process. The selection of the successful proposal may be made by TEXAS A&M FOREST SERVICE on the basis of the proposals initially submitted, without discussion, clarification, or modification. Alternatively, selection of the successful proposal may be made by TEXAS A&M FOREST SERVICE on the basis of negotiation with any of the proposers. TEXAS A&M FOREST SERVICE shall not disclose any information derived from the proposals submitted by competing proposers in conducting such discussions.
- 3.1.2 At TEXAS A&M FOREST SERVICE' sole option and discretion, TEXAS A&M FOREST SERVICE may discuss and negotiate all elements of the proposals submitted by selected proposers within a specific competitive range. For purposes of negotiation, a competitive range of acceptable or potentially acceptable proposals may be established comprising the highest rated proposals. Further action on proposals not included within the competitive range will be deferred pending the selection of the successful proposal; however, TEXAS A&M FOREST SERVICE reserves the right to include additional proposals in the competitive range if deemed to be in the best interest of TEXAS A&M FOREST SERVICE.
- 3.1.3 After submission of proposal, but before final selection of the successful proposer is made, TEXAS A&M FOREST SERVICE may permit a proposer to revise its proposal in order to obtain the proposer's best and final offer. TEXAS A&M FOREST SERVICE will provide each proposer within the competitive range with an equal opportunity for discussion and revision of its proposal.

3.2 Evaluation Information

- 3.2.1 TEXAS A&M FOREST SERVICE will utilize an evaluation team for the evaluation of this RFP. The evaluation will include the overall response to the RFP. TEXAS A&M FOREST SERVICE must be confident that the respondent's proposal will meet the needs of TEXAS A&M FOREST SERVICE. TEXAS A&M FOREST SERVICE will evaluate and make the award on the proposal that is determined to be the best value to the agency.
- 3.2.2 All proposals must be complete and convey all of the information requested to be considered responsive. If a proposal fails to conform to the essential requirements of the RFP, TEXAS A&M FOREST SERVICE alone will determine whether the variance is significant enough to consider the proposal susceptible to being made acceptable, and therefore a candidate for further consideration, or not susceptible to being made acceptable and therefore not considered for award. TEXAS A&M FOREST SERVICE is not bound to accept the lowest fee proposal if that proposal is not the best value to the agency as determined by TEXAS A&M FOREST SERVICE. TEXAS A&M FOREST SERVICE alone shall determine "best value" to the agency and TEXAS A&M FOREST SERVICE' judgment in this regard shall be considered final.

3.2.3 TEXAS A&M FOREST SERVICE may require a demonstration/presentation by proposer(s). During the evaluation, TEXAS A&M FOREST SERVICE may request an on-site or virtual demonstration/presentation. TEXAS A&M FOREST SERVICE reserves the right to consider the demonstration/presentation in the evaluation criteria.

3.2.4 TEXAS A&M FOREST SERVICE reserves the right to reject any and all proposals.

Evaluation Criteria and Weights

Each proposal shall be evaluated on the ability to meet the requirements and to provide the best value to the Texas A&M Forest Service. Each proposal shall be evaluated by assigning points to each of the items listed below. The evaluation will be based on the following system:

<u>Criteria</u>	<u>Possible Points</u>
Experience, certifications, qualifications, financial standing, and past performance including experience in similar projects	20
Quality and reliability of goods and services, and extent to which goods and services meet the needs of TEXAS A&M FOREST SERVICE	20
Understanding of project scope and ability to meet TEXAS A&M FOREST SERVICE deadlines	35
Pricing	20
References	5
<hr/>	
TOTAL	100

3.3 Proposer's Acceptance

By submitting a proposal in response to this RFP, Proposer agrees to all terms and conditions, specifications, and all other requirements set forth in this RFP, including the selection, evaluation, and award process and further accepts the Texas A&M Forest Service's judgment and decision of award.

SECTION 4 GENERAL INFORMATION

4.1 Submittal Deadline and Location

All proposals must be received by the Texas A&M Forest Service Purchasing Office **no later than 2:00 p.m. Central Time (CT), February 9, 2024**

Proposals are to be submitted to:

EMAIL PROPOSAL TO:

bids@tfs.tamu.edu

**Show RFP Number, Opening Date, and Time in subject line of email
(i.e., RFP-24-001, opening February 9, 2024 @ 2pm)**

Late proposals will not be considered under any circumstances. Late proposals properly identified will be returned to Proposer unopened.

Telephone and/or facsimile (fax) proposals are not acceptable under any circumstances.

4.2 Notice of Texas A&M Forest Service Holiday(s)

No Texas A&M Forest Service holidays will affect this schedule.

4.3 Submittal Instructions

4.3.1 Proposal responses including Execution of Offer (Section 8) must be signed by proposer's company official authorized to commit to such proposals. **Failure to sign the Execution of Offer may be basis for proposal disqualification.**

4.3.2 One (1) signed complete proposal response is required.

4.4 Special Requirement for Responding Proposers

TEXAS A&M FOREST SERVICE is seeking to enter into an agreement with a qualified and experienced provider for agile, geospatially enabled, web software applications development with a primary focus on wildfire prevention and mitigation, as well as wildfire risk assessments and their derived products.

NOTE: Any proposal that TEXAS A&M FOREST SERVICE determines does not clearly demonstrate the above minimum requirement will not be acceptable and will not be considered for further evaluation for award.

4.5 Proposal Content and Components

4.5.1 Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's ability to meet the requirements and specifications set forth in this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications set forth in this RFP.

4.5.2 Proposers are requested to submit a proposal that represents their "best offer" as the Texas A&M Forest Service does not anticipate utilization of the "Best and Final Offer" process.

4.5.3 Proposal text is to be typed single-spaced. All pages shall be legible when printed on 8 ½ inch × 11-inch paper with all pages numbered sequentially and tabbed appropriately to identify each evaluation criteria.

4.5.4 The following documents are to be submitted in as part of the proposal response:

- Completed and signed Execution of Offer.
- Copy of proposer's written Civil Rights "Affirmative Action Compliance Program" or a statement as to why the proposer is not required to have such written program.
- Copy of proposer's Drug-Free Workplace policy.
- Completed Proposer's Questionnaire.
- Copies of all addenda that may be issued for the RFP, signed by same authorized proposer representative which signs the Execution of Offer
- An executive overview that should be limited to approximately five (5) pages and that provides a concise overview of the services being offered to meet the requirements of this RFP, the proposer's general approach to providing the services and deliverables, and documentation as to why the proposer is the best qualified.
- A statement of qualifications that includes:
 - a) Introduction—(content at the discretion of the proposer)
 - b) Company background—Must provide proposer's relevant experience (years in business)
 - c) Qualifications—Information provided for professional and support staff and any subcontractors must demonstrate experience and qualifications in their particular work assignment for the project. Information provided for similar assessment work must be substantiated with current references.
 - d) Project management—Describe project organization and management methods that are most appropriate to perform the services and provide deliverables as required in this RFP. The description shall include procedures, cost and time schedules, and any other management considerations appropriate to this RFP. Contract and project managers, and key personnel shall be identified. Any subcontractors shall be identified, and the intended scope of their work detailed. Office locations for key personnel and any subcontractors shall be identified. The management methods shall address cost or price monitoring and control. Proposer's data management and project tracking capabilities shall be described.
- References—Listing of a minimum of three (3) separate and verifiable references for which the proposer has performed or is currently performing comparable work in the quality and scope as that specified in this RFP. The listing must include (for each reference) company name, address, phone number, and contact person; project title, size, term, and performance period; and brief description of the work and deliverables provided.
- HUB Subcontracting Plan.
- Pricing Schedule (Excel format - as provided).

4.6 Texas A&M Forest Service Contact

All questions regarding this Request for Proposal must be directed in writing to:

Charles Cavanaugh, CTCD, CTCM

Buyer

Email: charles.cavanaugh@tfs.tamu.edu

Phone: 979-458-7383

Fax: 979-458-7386

The Texas A&M Forest Service specifically requests that Proposers restrict all contact and questions regarding this RFP to the above-named individual.

4.7 Inquires and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFP, will be issued in writing by addendum. Only inquiries which are replied to by formal written addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.

NOTICE: A PRE-BID CONFERENCE TEAMS MEETING WILL BE HOSTED BY TEXAS A&M FOREST SERVICE AT 2:00 PM CENTRAL TIME (CT) ON JANUARY 18, 2024:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 265 475 945 522

Passcode: 3Zi4Lx

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 512-387-8206, 14241519# United States, Austin

Phone Conference ID: 142 415 19#

[Find a local number](#) | [Reset PIN](#)

NOTICE: THE DEADLINE FOR WRITTEN QUESTIONS IS 2:00 P.M. CENTRAL TIME (CT) ON JANUARY 23, 2024.

4.8 Open Records

Texas A&M Forest Service considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature and therefore shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552) after a contract is awarded.

Proposers are hereby notified that Texas A&M Forest Service strictly adheres to all Statutes, court decisions, and the opinions of the Texas Attorney General regarding the disclosure of RFP information.

4.9 Terms and Conditions

The attached Texas A&M Forest Service Terms and Conditions revised 2/18/2020, and all other terms and conditions, and requirements contained in this RFP shall govern any purchase order issued as a result of this RFP. Additional or attached terms and conditions which are determined to be unacceptable to TEXAS A&M FOREST SERVICE may result in the disqualification of the proposal. Examples include, but are not limited to, liability for payment of taxes, subjugation to the laws of another State, and limitations to remedies.

SECTION 5 ADDITIONAL TERMS AND CONDITIONS

5.1 General

5.1.1 TEXAS A&M FOREST SERVICE reserves the right to accept or reject any and all proposals, to waive informalities and technicalities, and to accept the proposal considered the "best value" for TEXAS A&M FOREST SERVICE. Additionally, all Proposers are hereby notified that TEXAS A&M FOREST SERVICE shall consider all factors it believes to be relevant in the selection of the "best value" including but not limited to both subjective and objective criteria and the ability of Proposer to perform the requirements of this RFP. TEXAS A&M FOREST SERVICE' decision is final.

5.1.2 This RFP is a solicitation for proposals and is not a contract or an offer to contract. TEXAS A&M FOREST SERVICE is not obligated to award a contract and reserves the right, at TEXAS A&M FOREST SERVICE' exclusive option to: (1) enter into agreements or other contractual arrangements for all or any portion or portions of the requirements and specifications set forth in this RFP with one or more proposers; (2) reject any and all proposals and re-solicit proposals; or (3) reject any and all proposals and temporarily or permanently abandon the procurement, due to lack of funding or if deemed to be in the best interests of TEXAS A&M FOREST SERVICE.

Additionally, TEXAS A&M FOREST SERVICE reserves the right to make an award(s) and/or enter into an agreement(s) that stipulates options to purchase all or only specific parts of the items and/or services included in the awarded proposal(s) on an "as funded" or "as needed" basis.

By responding to this RFP, proposer fully understands, agrees, and accepts that award(s) and resulting agreement(s) for the purchase of any or all portions of the items and/or services included in this RFP is contingent upon availability of sufficient funding.

5.1.3 Proposals shall be **valid for a minimum of ninety (90) days from the submittal deadline date** to allow time for evaluation, selection, and any unforeseen delays.

5.1.4 The proposer agrees to protect the State of Texas and TEXAS A&M FOREST SERVICE from claims involving infringement of patents or copyrights.

5.1.5 The proposer hereby assigns to TEXAS A&M FOREST SERVICE, any and all claims for overcharges associated with any contract resulting from this RFP that arise under the antitrust laws of the United States 15 U.S.C.A. Section 1, et seq. (1973) and that arise under the antitrust laws of the State of Texas, Texas Business and Commercial Code Ann. Sec. 15.01, et seq. (1967).

5.1.6 No substitutions or cancellations permitted without written approval of the TEXAS A&M FOREST SERVICE.

5.1.7 Upon award, delivery shall be effective as stated unless Seller obtains approval from TEXAS A&M FOREST SERVICE for late delivery. Delivery shall be made during normal working hours only unless TEXAS A&M FOREST SERVICE approves otherwise. Delivery may be a factor in award.

5.1.8 Proposals and any other information submitted by the proposer in response to this RFP shall become the property of TEXAS A&M FOREST SERVICE.

- 5.1.9 **Proposers electing to respond to this RFP are responsible for all costs incurred by proposer for proposal preparation, submittal, presentations (oral or otherwise) that may be made, or any other cost.** TEXAS A&M FOREST SERVICE is not liable for any cost incurred by the proposer.
- 5.1.10 Failure to comply with the requirements contained in this RFP may result in the rejection of the proposal. Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to disqualification by TEXAS A&M FOREST SERVICE at its option.
- 5.1.11 Except as otherwise provided in this RFP, no proposal may be changed, amended, or modified after it has been submitted or filed in response to this RFP. However, upon written request by proposer, a proposal may be withdrawn or withdrawn and resubmitted at any time **prior** to the Submittal Deadline. No proposal may be withdrawn after the Submittal Deadline without TEXAS A&M FOREST SERVICE' consent, which shall be based on Proposer's written documentation evidencing a reason acceptable to TEXAS A&M FOREST SERVICE in its sole discretion.
- 5.1.12 **Group Purchasing --** Successful proposer agrees to extend prices and terms to all entities who have entered or will enter into joint purchasing inter-agency cooperation agreement(s) with the Texas A&M Forest Service.

5.2 Alternate Proposal

TEXAS A&M FOREST SERVICE reserves the right to consider alternate proposals submitted by proposers. Alternate proposals shall be clearly marked "Alternate" with the proposed alternates clearly defined and all pricing/cost advantages included, if applicable.

5.3 Time of Performance

Time is of the essence in the rendering of services hereunder. Seller/Contractor agrees to perform all obligations and render services set forth per this RFP in accordance with the schedules herein and as mutually agreed upon between TEXAS A&M FOREST SERVICE and Seller during the term of any agreement resulting from this RFP. Seller will not be responsible for, or subject to default, because of any schedule changes or delays of deliverables that may be caused by the action(s) or non-action(s) of TEXAS A&M FOREST SERVICE.

5.4 Default

In the event that the Seller/Contractor fails to carry out or comply with any of the terms and conditions of the agreement with TEXAS A&M FOREST SERVICE, TEXAS A&M FOREST SERVICE may notify the Seller/Contractor of such failure or default in writing and demand that the failure or default be remedied within ten (10) calendar days; and in the event that the Seller/Contractor fails to remedy such failure or default within the ten (10) calendar day period, TEXAS A&M FOREST SERVICE shall have the right to cancel the agreement upon ten (10) calendar days written notice.

The cancellation of the Agreement, under any circumstances whatsoever, shall not affect or relieve Seller/Contractor from any obligation or liability that may have been incurred or will be incurred pursuant to the agreement and such cancellation by TEXAS A&M FOREST SERVICE shall not limit any other right or remedy available to TEXAS A&M FOREST SERVICE at law or in equity.

5.5 Warranties

In addition to all warranties established by law, Seller hereby warrants and agrees that:

- 5.5.1 All goods and services covered by the agreement shall conform to the specifications, drawings, samples or other descriptions set forth in the agreement or otherwise furnished or adopted by TEXAS A&M FOREST SERVICE, and shall be merchantable fit for the purpose intended, of best quality and workmanship, and free from all defects. TEXAS A&M FOREST SERVICE shall have the right of inspection and approval, and may, at Seller's/Contractor's expense, reject and return nonconforming goods or require re-performance of services that are not in compliance with the requirements of the agreement. Defects shall not be deemed waived by TEXAS A&M FOREST SERVICE' failure to notify Seller/Contractor upon receipt of goods or completion of services, or by payment of invoice.
- 5.5.2 All goods and services provided under the agreement shall meet or exceed the Safety Standards established and promulgated under the Federal Occupational Safety and Health Administration (Public Law 91-596) and its regulations in effect or proposed as of the date of the agreement.
- 5.5.3 All goods and services delivered pursuant to the agreement shall conform to standards established for such goods or services in accordance with any applicable federal, state, or local laws and regulations, unless otherwise indicated in the agreement.
- 5.5.4 **TECHNOLOGY ACCESS CLAUSE**—The seller/contractor expressly acknowledges that state funds may not be expended in connection with the purchase of an automated information system unless that system meets certain statutory requirements relating to accessibility by persons with visual impairments. Accordingly, the seller/contractor represents and warrants to the Texas A&M Forest Service that the technology provided to the Texas A&M Forest Service for purchase is capable, either by virtue of features included within the technology or because it is readily adaptable by use with other technology, of:
 - 1. providing equivalent access for effective use by both visual and non-visual means;
 - 2. presenting information, including prompts used for interactive communications, in formats intended for non-visual use; and
 - 3. being integrated into networks for obtaining, receiving, and disseminating information used by individuals who are not blind or visually impaired.

For purposes of this paragraph, the phrase "equivalent access" means a substantially similar ability to communicate with or make use of the technology or by means such as assistive devices or services which would constitute reasonable accommodations under the Americans With Disabilities Act or similar state or federal laws. Examples of methods by which equivalent access may be provided include, but are not limited to, keyboard alternatives to mouse commands and other means of navigating graphical displays, and customizable display appearance.

5.6 Agreement Amendments

Any agreement resulting from this RFP may be modified or amended as negotiated and/or mutually agreed upon by TEXAS A&M FOREST SERVICE and Seller. No modification or amendment to any agreement resulting from this RFP shall become valid unless agreed in writing and signed by both TEXAS A&M FOREST SERVICE and the Seller. All correspondence regarding modifications or amendments to the agreement must be forwarded to the TEXAS A&M FOREST SERVICE Purchasing Department for prior review and approval. Only the TEXAS A&M FOREST SERVICE Purchasing Department Head or his/her designee will be authorized to sign changes or amendments to any agreement resulting from this RFP.

5.7 Title, Risk of Loss, and Freight

The title and risk of loss of any goods shall not pass to TEXAS A&M FOREST SERVICE until the goods are actually received, taken possession of, and accepted by TEXAS A&M FOREST SERVICE at point of delivery. All goods furnished hereunder shall be delivered F.O.B. Destination, Freight Prepaid and Allowed. Seller/Contractor shall be responsible for any and all freight claims.

5.8 Acceptance of Goods and Services

All goods furnished and all services performed under the agreement shall be to the satisfaction of TEXAS A&M FOREST SERVICE and in accordance with the specifications, requirements, terms and conditions of this RFP and the agreement. TEXAS A&M FOREST SERVICE reserves the right to inspect the goods furnished or services performed, and to determine the quality, acceptability, and fitness, of such goods or services.

All goods and equipment furnished must be new and unused at the time of delivery. All equipment must be provided with a standard manufacturer's warranty. Instructions, service, and parts manuals are to be furnished at no charge. All manuals must be in English.

Before full acceptance, all documentation on the project, as specified in Section 2, shall be provided.

5.9 Sales and Use Tax

TEXAS A&M FOREST SERVICE, as an agency of the State of Texas, is exempt from State and Local Sales and Use Taxes pursuant to the provisions of the Texas Limited Sales, Excise, and Use Tax Act. The Seller may claim exemption from payment of applicable State taxes by complying with such procedures as may be prescribed by the State Comptroller of Public Accounts. Do not include taxes in prices quoted for a proposal in response to this RFP.

5.10 Invoicing

Seller/Contractor shall submit one copy of an itemized invoice(s) to the designated invoice address showing the purchase order number and this RFP number. In case of a problem on a disputed invoice or charge, Seller/Contractor will provide necessary information (i.e., duplicate

invoice, shipping information and proof of delivery) at no extra charge to TEXAS A&M FOREST SERVICE within five (5) business days of request for such information.

All credit memos will reflect the purchase order number, this RFP number, and the original invoice number in which the charge was initiated.

5.11 Reporting

Seller/Contractor will provide the Project Manager or his/her designee detailed progress and/or performance reports on a weekly, bi-weekly, or monthly basis as determined by TEXAS A&M FOREST SERVICE.

Seller/Contractor may be required to have monthly conferences with a Technical Team, if such is appointed by TEXAS A&M FOREST SERVICE.

Seller/Contractor will provide other reports as may be required or requested.

5.12 Observance of TEXAS A&M FOREST SERVICE Rules and Regulations

Seller/Contractor agrees that at all times its employees will observe and comply with all regulations of the Texas A&M Forest Service, including but not limited to parking and security regulations.

5.13 Recall Notice

Seller/Contractor shall, immediately upon discovery of same, advise TEXAS A&M FOREST SERVICE of any and all required replacement/ modifications to equipment or component parts thereof or withdrawal of product by reason of safety hazard or recall regardless of the nature of same. Any verbal notification must be confirmed in writing within twenty-four (24) hours of such verbal notification. All such formal notices will be submitted to the Texas A&M Forest Service Purchasing Department.

5.14 Non-Disclosure and Sensitive Data

Seller/Contractor and TEXAS A&M FOREST SERVICE acknowledge that they or their employees may, in the performance of any agreement resulting from this RFP, come into the possession of proprietary or confidential information owned by or in the possession of the other party. Neither party shall use any such information for its own benefit or make such information available to any person, firm corporation, or other organizations, whether or not directly or indirectly affiliated with Seller or TEXAS A&M FOREST SERVICE unless required by law.

5.15 Publicity

No public disclosures or news releases pertaining to this RFP, or any details thereof, shall be made public without prior written approval of TEXAS A&M FOREST SERVICE. Seller/Contractor agrees that it shall not publicize any agreement or disclose, confirm, or deny any details thereof to third parties or use any photographs, video recordings, or logos of the TEXAS A&M FOREST SERVICE in connection with any sales promotion or publicity event without the prior written approval of TEXAS A&M FOREST SERVICE.

5.16 Severability

If one or more provisions of the resultant agreement, or the application of any provision to any party or circumstance, is held invalid, unenforceable, or illegal in any respect, the remainder of the agreement and the application of the provision to other parties or circumstances shall remain valid and in full force and effect.

5.17 Non-Waiver of Defaults

Any failure of TEXAS A&M FOREST SERVICE at any time, to enforce or require the strict keeping and performance of any of the terms and conditions of this RFP and any resulting agreement shall not constitute a waiver of such terms, conditions, or rights, and shall not affect or impair same, or the right of TEXAS A&M FOREST SERVICE at any time to avail itself of same.

5.18 License and Permits

Seller/Contractor will obtain and maintain at its own expense, and in its name, all necessary licenses and permits required to perform the services required herein.

5.19 Non-discrimination

Seller/Contractor and its agents and employees are prohibited from engaging in or allowing any impermissible discrimination on the basis of race, religion, color, national origin, age, sex, disability, or veteran status in relation to (1) Seller's employment practices; (2) the performance of Seller's obligations under the agreement. In performing its obligations under the agreement, Seller shall be subject to and shall comply with all currently effective or subsequently promulgated policies on non-discrimination issued by either TEXAS A&M FOREST SERVICE or the Texas A&M University System.

Rehab Act, VEVRAA, Section 503:

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability.

5.20 Federal Laws and Regulations

By submitting a signed proposal in response to this RFP, the proposer certifies that proposer is fully informed of, and in full compliance with its obligations under existing applicable federal laws and regulations, including, but not limited to:

- Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000(D));
- Civil Rights Act of 1991;
- Executive Order 11246, as amended (41 CFR 60-1 and 60-2);
- Vietnam Era Veterans Readjustment Act of 1974, as amended (41 CFR 60-250);
- Rehabilitation Act of 1973, as amended (41 CFR 60-741);
- Age Discrimination Act of 1975 (42 USC 6101 et seq.);
- Non-segregated Facilities (41 CFR 60-1);
- Drug-Free Workplace Act of 1988 (PL 100-690);

- Federal Procurement or Nonprocurement Programs (Executive Order 12549 and 12689);
 - Bryd Anti-Lobbying Amendment (31 USC 1352);
 - Clean Air Act of 1970 (42 USC 7401 et seq.);
 - Federal Water Pollution Control Act (33 USC 1251 et seq.);
 - Omnibus Reconciliation Provision, Section 952;
 - Fair Labor Standards Act of 1938, Sections 6, 7, and 12, as amended;
 - Americans with Disabilities Act of 1990 (42 USC 12101 et seq.);
 - Immigration Reform and Control Act of 1986;
 - Utilization of Small Business Concerns and Small Business Concerns Owned and Controlled by Socially and Economically Disadvantaged Individuals (PL 96-507);
 - Federal Occupational Safety and Health Law (PL 91-596) including its regulations in effect or proposed as of the date of the agreement; and
 - OSHA Statement – Vendor represents and warrants that all articles and services covered by this document meet or exceed the safety standards established and promulgated under Federal Occupational Safety and Health Law (Public Law 91:596) and its regulations in effect or proposed as of the date of this document.
 - Certification of Non-segregated Facilities of Equal Employment Opportunities Compliance – If this transaction exceeds \$10,000 or if the seller anticipates or has a history of exceeding \$10,000 in sales to the Texas A&M Forest Service within any continuous twelve (12) month period, the acceptance of this document will signify their compliance with the provisions of Section 202 of Executive Order no. 11246 pertaining to Equal Employment Opportunities effective September 24, 1965 and its amendment Executive Order no. 11375 effective October 13, 1967 insofar as Section 202 is affected by changing the word “creed” to “religion” and by adding the word “sex”. The signing will also service as written affirmation of the following Certification of Non-segregated Facilities. By the acceptance of this document, the proposer, offeror, applicant, or subcontractor certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location under their control, where segregated facilities are maintained. They certify further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform services at any location under their control where segregated facilities are maintained. The proposer, offeror, applicant, or subcontractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification the term “segregated facilities” means any waiting room, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, or national origin, because of habit, local custom, or otherwise. They further agree that (except where they have obtained identical certifications from proposed subcontractors for specific time periods) they will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, that they will retain such certifications in their files and that they will forward the following notice to such subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods).
 - A Certification of Non-segregated Facilities must be submitted prior to the award of a subcontract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity clause. The certification may be submitted either for each subcontract or all subcontracts during a period (i.e., quarterly, semiannually, or annually).
- Note:** The penalty for making false statements in offers is prescribed in 18 U/S.C. 1001.
- Affirmative Action Compliance – In addition to the above certification, if this transaction exceeds \$50,000 the seller must have included as part of the bid a copy of their written Civil Rights “Affirmative

Action Compliance Program". If the proposer is not required to have such a written program, they must have so stated on the bid form indicating the reason it is not required. Paragraph 60.741.4 of Title 41 of Part 60-741 Affirmative Action Obligations of Contracts and Subcontracts for Handicapped Workers is incorporated by reference for all contracts of \$3,500 or greater.

- This contract for goods and/or services incorporates by reference the equal employment opportunity clause provisions of Executive Order no. 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; and all regulations and relevant orders of the U.S. Secretary of Labor. Awarded proposer shall comply with any applicable federal, state, and local laws and regulations in performing its operations under any awarded contract. Signing this RFP with a false statement is a breach of contract and shall void this submittal.

5.21 Alcohol and Drug Free Workplace

TEXAS A&M FOREST SERVICE is committed to maintaining an alcohol- and drug-free workplace. Possession, use, or being under the influence of alcohol or controlled substances by Seller's employees while in the performance of any services provided under an agreement resulting from this RFP is prohibited. Violation of this requirement shall constitute grounds for termination of the agreement. **Additionally, the proposer is required to include in their proposal response a copy of the proposer's Drug-Free Workplace policy.**

SECTION 6 CONTRACTUAL REQUIREMENTS

6.1 HUB – Historically Underutilized Businesses

All agencies of the State of Texas are required to make a good faith effort to utilize Historically Underutilized Businesses (HUBs) in procurements for commodities and services. It is the intention of the State of Texas and the Texas A&M Forest Service, as a good faith effort, to encourage the use of Historically Underutilized Businesses (HUBs) in all prime contracts, subcontracts, and purchasing transactions. TFS initiatives are to our prime contractors and core suppliers to achieve these ends through race, ethnic, and gender-neutral means.

6.2 Other Benefits

It is understood and agreed that no benefits, payments, or considerations received by Seller for the performance of services associated with and pertinent to the resultant agreement shall accrue, directly or indirectly, to any employees, elected or appointed officers or representatives, or any other person identified as agents of, or who are by definition an employee of the State.

6.3 Contract Administration

Upon award and execution of an agreement or contract, administration of such agreement or contract will be by a TEXAS A&M FOREST SERVICE Contract Administrator. All issues relating to the agreement or contract including, but not limited to, contract changes or modifications, Seller/Contractor performance, contract renewals, cancellation, and disputes will be managed by the TEXAS A&M FOREST SERVICE Contract Administrator. Seller/Contractor will coordinate with the TEXAS A&M FOREST SERVICE Contract Administrator on all issues related to the agreement or contract.

The TEXAS A&M FOREST SERVICE Contract Administrator will be **Charles Cavanaugh**.
Contact information is as follows:

TEXAS A&M FOREST SERVICE
Purchasing Office
200 Technology Way, Suite 1151
College Station, TX 77845-3424
Phone: 979-458-7383
Email: charles.cavanaugh@tfs.tamu.edu

6.4 Project Management

The project will be managed by a TEXAS A&M FOREST SERVICE Project Manager. The Project Manager will coordinate and schedule all work with the Contractor. The Project Manager will be the point of contact for all project information and direction. The Project Manager will manage timetables, process payment requests for goods and services received, coordinate with Contractor on problems and issues to ensure they are resolved quickly and keep TEXAS A&M FOREST SERVICE Contract Administrator informed on the status of the project. All goods and services supplied by Contractor for this project must be reviewed and accepted by the Project Manager.

SECTION 7 KEY EVENTS SCHEDULE

7.1 Listed below are the important events and dates by which they must occur. TEXAS A&M FOREST SERVICE reserves the right to change any of these dates/times if determined necessary. Any change in dates/times of events that are to occur prior to and including deadline for proposers to submit responses to proposal will be issued by written addenda.

January 18, 2024 @ 2:00 PM
Pre-bid conference via Teams Meeting

January 23, 2024 @ 2:00 PM
Deadline for questions from proposers.

January 31, 2024 @ 2:00 PM
Response to questions by means of Addendum.

February 9, 2024 @ 2:00 PM
Deadline for proposers to submit proposals.

On or prior to March 1, 2024
Complete review and evaluation process.
Make award.

Third or fourth week of March, 2024
Issue purchase order.

On or prior to April 1, 2024
Commence Work

24-months from purchase order issue date
Launch Product

SECTION 8

EXECUTION OF OFFER

RFP-24-001

Texas A&M Forest Service Wildfire Community Hazard Mitigation Planning Tool

Notice: This Section (Execution of Offer) ***must*** be completed, signed, dated, and returned with respondent's proposal. ***Failure to do so will result in the rejection of your proposal.***

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Signing this proposal with a false statement is a breach of contract and shall void the submitted proposal or any resulting contracts, and the Proposer shall be removed from all proposal lists.

By signature hereon affixed, the Proposer hereby certifies that:

8.1 Proposer Affirmation

- 1) The proposer has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.
- 2) The Proposer is not currently delinquent in the payment of any franchise taxes owed to the State of Texas.
- 3) Neither the proposer or the firm, corporation, partnership, or institution represented by the Proposer or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
- 4) Pursuant to Section 2155.004(a) Government Code, the Proposer has not received compensation from the State of Texas for participation in the preparation of the specifications for this Proposal.
- 5) Pursuant to Section 231.006 (d) Family Code (re: child support), the Proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified payment and acknowledges that any resulting contract from this proposal may be terminated and payment may be withheld if this certification is inaccurate.
- 6) Pursuant to Section 2155.004(b) Government Code the Proposer certifies that the individual or business entity named in this offer is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFP may be terminated and/or payment withheld if this certification is inaccurate.
- 7) The Proposer shall defend, indemnify, and hold harmless the State of Texas and the Texas A&M Forest Service, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, cost, damages, and liabilities arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any contract resulting from this Proposal.

- 8) The proposer agrees that any payment due under any contract resulting from this Proposal will be applied towards toward eliminating any debt or delinquency , regardless of when it arises, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 9) The proposer agrees to comply with TX Government Code 2155.4441, pertaining to service contract use of products produced in the State of Texas.
- 10) The proposer understands that acceptance of funds under any contract which may result from this RFP acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Proposer will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the awarded Proposer and the requirements to cooperate is included in any subcontract it awards.
- 11) The proposer certifies that they are in compliance with Section 669.003 of the TX Government Code, relating to contracting with executive head of a State agency. If Section 669.003 applies, Proposer will complete the following information in order for the Proposal to be evaluated:

Name of Former Executive _____

Name of the State Agency _____

Date of Separation from State Agency _____

Position with Proposer _____

Date of Employment with Proposer _____

- 12) Pursuant to Section 231.006 (c), Family Code, Proposal must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the Proposal. Proposers that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. **If not pre-registered attach name and social security number for each person** (otherwise this information must be provided prior to contract award)
- 13) The proposer certifies that Proposer is in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmation Action **and that Proposer has included in their proposal response, a written copy of their Civil Rights "Affirmative Action Compliance Program" or a statement as to why Proposer is not required to have such program.**
- 14) The proposer certifies that Proposer maintains an alcohol- and drug-free workplace **and that Proposer has included in their proposal response, a copy of their Drug-Free Workplace policy.**

- 15) The proposer certifies that Proposer is not currently suspended or debarred and that no principals are suspended or debarred from the Federal Procurement or Nonprocurement Programs per common rule Executive Order's 12549 and 12689.
- 16) The proposer certifies that Proposer has not used Federal appropriated funds to pay any person or a member of Congress, officer, or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract and the extension, continuation, renewal, amendment, or modification of any federal contract covered by the Bryd Anti-Lobbying Amendment (31 USC 1352).
- 17) The proposer certifies that Proposer agrees to comply with all standards, orders, and regulations issued pursuant to the Clean Air Act of 1970 (42 USC 7401 et seq.) and The Federal Water Pollution Control Act (33 USC 1251 et seq.).
- 18) The proposer certifies that Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances including, but not limited to the federal laws and regulations referenced in Section 5.27 of the RFP and as otherwise may be applicable to this RFP.
- 19) The proposer acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between the Texas A&M Forest Service and Proposer; (3) Texas A&M Forest Service has made no representation or warranty, written or oral, that one or more contracts with Texas A&M Forest Service will be awarded under this RFP; and (4) Proposer shall bear, at its sole risk and responsibility, any cost which arises from Proposer's preparation of a response to this RFP.
- 20) The proposer, if selected by Texas A&M Forest Service, will maintain all insurance as required by this RFP or any contract resulting from this RFP.

8.2 Signature and Authority to Bind in Contract

The person signing the proposal shall show title or authority to bind his/her firm in contract. Failure to manually sign the proposal will disqualify the proposal. Proposal shall give Payee Identification Number PIN (formerly Vendor ID), full firm name and address of Proposer (enter in spaces provided if not shown). The Payee Identification Number is the taxpayer number assigned by the Comptroller of Public Accounts of Texas. Enter this number in the spaces provided on the Execution of Offer. If this number is not known, enter the FEI or social security number (for sole owner):

Date: _____

This proposal consist of pages number (1) through _____

Federal Employer's Identification no. (FEI) _____

Sole Owner should enter social security no. _____

Proposer/Company: _____

Address: _____

City/State/Zip: _____

Telephone No.: _____

Fax No.: _____

E-mail _____

Name (*Typed/Printed*): _____

Title: _____

Signature (*Ink*): _____

Check below if preference claimed under Rule TAC 20.38

- ☐ 1. Supplies, materials or equipment produced in TX/offered by TX bidder*
- ☐ 2. Agriculture products produced or grown in Texas
- ☐ 3. Agriculture products and services offered by Texas bidder*
- ☐ 4. U.S.A. produced supplies, materials or equipment
- ☐ 5. Products of persons with mental or physical disabilities
- ☐ 6. Products made of a recycled, remanufactured or environmentally sensitive materials including recycled steel

- ☐ 7. Energy efficient products
- ☐ 8. Rubberized asphalt paving material
- ☐ 9. Recycled motor oil and lubricants
- ☐ 10. Products produced at facilities located on formerly contaminated property
- ☐ 11. Products and services from economically depressed or blighted areas
- ☐ 12. Vendors that meet or exceed air quality standards

*By signing this offer, Proposer certifies that if a Texas address is shown as the address of the Proposer, Proposer qualifies as a Texas Bidder as defined in TAC Rule, Title 34, Part 1, Chapter 20, Sub C. 20.32 (68).

NOTICE: SECTION 8 (EXECUTION OF OFFER) MUST BE COMPLETED, SIGNED, DATED, AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO DO SO WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

SECTION 9
PROPOSER'S QUESTIONNAIRE

The proposer recognizes and accepts that in selecting a company/agent the Texas A&M Forest Service will rely, in part, on the answers and information provided in response to this Section. Accordingly, proposer warrants to the best of its knowledge that all responses are true, correct and complete. The Texas A&M Forest Service reserves the right to contact each reference listed by Proposer and shall be free from any liability to proposer for conducting such inquiry.

Proposer is requested to respond to all questions.

1. Legal name of Proposer's Company:

2. Address of Proposer's office that will provide the requirements of this RFP under a resulting agreement:

3. Number of years in business: _____

4. Type of Operation:

Individual_____ Partnership_____ Corporation_____ Government_____ Other_____

Number of employees: _____ (companywide)

Number of employees: _____ (servicing location)

Annual sales volume: _____ (companywide)

Annual sales volume: _____ (servicing location)

5. Provide a statement confirming that you will provide a copy of your company's audited financial statements for the past two (2) years, upon request from TEXAS A&M FOREST SERVICE.
6. Provide a statement confirming that you will provide a financial rating of your company (such as Dunn and Bradstreet Analysis) which indicates the financial stability of your company, if requested by TEXAS A&M FOREST SERVICE.
7. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
8. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with TEXAS A&M FOREST SERVICE.
9. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.

Texas A&M Forest Service Terms and Conditions

These Terms and Conditions shall be incorporated by reference into any purchase order resulting from RFP-24-001 between TFS and Contractor (the "Agreement"). TFS and Contractor may be referred to singularly as a "Party" and collectively as the "Parties."

1. **Payment Terms.** Payment terms for amounts due from TFS to Contractor under the Agreement (including due dates and late fees) are governed by Chapter 2251 of the *Texas Government Code*.
2. **Payment of Debt or Delinquency to the State.** Pursuant to Section 2252.903, *Texas Government Code*, Contractor agrees that any payments owing to Contractor under the Agreement may be applied directly toward any debts or delinquencies that Contractor owes the State of Texas or any agency of the State of Texas regardless of when they arise, until such debts or delinquencies are paid in full.
3. **Delinquent Child Support Obligations.** A child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under an agreement to provide property, materials, or services until all arrearages have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency. The *Texas Family Code* requires the following statement: "Under Section 231.006, *Texas Family Code*, the Contractor certifies that the individual or business entity name in the Agreement is not ineligible to receive the specified grant, loan, or payment and acknowledges that the Agreement may be terminated and payment may be withheld if this certification is inaccurate."
4. **Certification Concerning Financial Participation.** Pursuant to Section 2155.004, *Texas Government Code*, the Contractor certifies that it is not ineligible to receive the contract or payments under the Agreement and acknowledges that the Agreement may be terminated and/or payments may be withheld if this certification is inaccurate.
5. **Tax Certification.** If Contractor is a taxable entity as defined by Chapter 171, *Texas Tax Code*, then Contractor certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that Contractor is exempt from the payment of franchise (margin) taxes.
6. **Tax Exemption.** TFS will not be required to pay any taxes for which it can demonstrate an exemption.
7. **Indemnification.** Contractor agrees to indemnify and hold harmless TFS from any claim, damage, liability, expense or loss to the extent arising out of Contractor's negligent or willful errors or omissions under the Agreement.
8. **Independent Contractor.** Contractor is an independent contractor, and neither Contractor nor any employee of Contractor shall be deemed to be an agent or employee of TFS. TFS will have no responsibility to provide transportation, insurance or other fringe benefits normally associated with employee status. Contractor shall observe and abide by all applicable laws and regulations, policies and procedures, including but not limited to those of TFS relative to conduct on its premises (if applicable).
9. **Previous Employment.** Contractor acknowledges and understands that Section 2252.901, *Texas Government Code*, prohibits TAMUS from using state appropriated funds to enter into any employment contract, consulting contract, or professional services contract with any individual who has been previously employed, as an employee, by TFS within the past twelve (12) months. Contractor certifies that no TAMUS member has previously designated the Contractor's employees or officers performing under the Agreement as Not Eligible for Rehire. If Contractor is an individual, Contractor certifies that Section 2252.901, *Texas Government Code*, does not prohibit the use of state appropriated funds for satisfying the payment obligations in the Agreement.
10. **Representations and Warranties by Contractor.** If Contractor is a corporation or a limited liability company, Contractor warrants, represents, covenants, and agrees that: (i) it is duly organized, validly existing and in good standing under the laws of the state of its incorporation or organization; (ii) it is duly authorized and in good standing to conduct business in the State of Texas; (iii) it has all necessary power and has received all necessary approvals to execute and deliver the Agreement; and (iv) the individual executing the Agreement on behalf of Contractor has been duly authorized to act for and bind Contractor.
11. **Breach of Contract Claims.** To the extent that Chapter 2260, *Texas Government Code*, is applicable to the Agreement and is not preempted by other applicable law, the dispute resolution process provided for in Chapter 2260 and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, will be used by the Parties to attempt to resolve any claim for breach of contract made by Contractor against TFS that cannot be resolved in the ordinary course of business. The Associate Director for Finance and Administration of TFS shall examine Contractor's claim and any counterclaim and negotiate with Contractor in an effort to resolve such claims. The Parties hereto specifically agree that (i) neither the execution of the Agreement and/or this Addendum by TFS nor any other conduct, action or inaction of any representative of TFS relating to the Agreement and/or this Addendum constitutes or is intended to constitute a waiver of TFS's or the State's sovereign immunity to suit; and (ii) TFS has not waived its right to seek redress in a court of law.
12. **Loss of Funding.** Performance by TFS under the Agreement may be dependent upon the appropriation and allotment of funds by the Texas State Legislature (the "Legislature") and/or allocation of funds by the Board of Regents of The Texas A&M University System (the "Board"). If the Legislature fails to appropriate or allot the necessary funds, or the Board fails to allocate the necessary funds, then TFS will issue written notice to Contractor and TFS may terminate the Agreement without further duty or obligation hereunder. Contractor acknowledges that appropriation, allotment, and allocation of funds are beyond the control of TFS.
13. **Audit.** Contractor understands that acceptance of funds under the Agreement constitutes Contractor's acceptance of the authority of the Texas State Auditor's Office, or any successor agency (collectively, "Auditor") to conduct an audit or investigation in connection with those funds pursuant to Section 51.9335(c), *Texas Education Code*. Contractor agrees to cooperate with the Auditor in the conduct of the audit or investigation, including without limitation, providing all records requested. Contractor will include this provision in all contracts with permitted subcontractors.
14. **Inapplicable Provisions.** None of the following provisions, if they appear in the Agreement, shall have any effect or be enforceable against TFS: (i) requiring TFS to maintain any type of insurance either for TFS's benefit or for Contractor's benefit; (ii) renewing or extending the initial Agreement term or automatically continuing or renewing the original Agreement term; (iii) binding TFS to any arbitration, to the decision of any arbitration board, commission, panel or other entity, or to any other alternative dispute resolution other than is provided herein; (iv) requiring TFS to indemnify Contractor from/against any claims, damages, suits, penalties, fines and/or costs resulting from the negligence or intentional acts of Contractor or Contractor's employees, representatives or agents; (v) limiting the time within which TFS may file a lawsuit based on a claim that the contractor/vendor has breached the contract's terms and conditions.
15. **Limitations.** As a state agency, TFS is subject to constitutional and statutory limitations on its ability to enter into certain contractual terms and conditions, including but not limited to: those related to TFS's indemnification of other parties; liability for other parties' acts or omissions; disclaimers and limitations on other parties' liability; earnest money/deposits; liens on TFS property; liquidated damages; cancellation penalties, waivers, disclaimers, and limitations on legal rights and remedies; granting of control of litigation or settlement to other parties; payment of other parties' attorney fees or court costs; and those addressed elsewhere in this Agreement (collectively "Limitations"). Terms and conditions of the Agreement relating to the Limitations will only be binding on TFS to the extent permitted by the Constitution and the laws of the State of Texas.
16. **Force Majeure.** Neither Party is required to perform any term, condition, or covenant of the Agreement, if performance is prevented or delayed by a natural occurrence, a fire, an act of God, an act of terrorism, or other similar occurrence, the cause of which is not reasonably within the control of a Party and which by due diligence it is unable to prevent or overcome.
17. **Governing Law, Venue & Statute of Limitations.** The Agreement and the applicable statute of limitations for any cause of action brought by or against TFS pursuant to the Agreement will be governed by the laws of the State of Texas without regard to choice of law principles. Pursuant to Section 85.18, *Texas Education Code*, Brazos County is the mandatory place of venue for suit on or in respect of the Agreement.
18. **No Financial Interest.** Neither Party nor its employees, agents, representatives or consultants will assist or cause any TFS employee to violate TFS's Conflicts of Interest Policy or applicable state ethics laws or rules. To the best of Contractor's knowledge, no member of the TAMUS Board of Regents has a direct or indirect financial interest in the transaction that is the subject of this Agreement.
19. **Public Information Act.** A.) Contractor acknowledges that TFS is obligated to strictly comply with the Public Information Act, Chapter 552, *Texas Government Code*, in

responding to any request for public information pertaining to this Agreement, as well as any other disclosure of information required by applicable Texas law. B.) Upon TFS's written request, Contractor will provide specified public information exchanged or created under this Agreement that is not otherwise excepted from disclosure under Chapter 552, *Texas Government Code*, to TFS in a non-proprietary format acceptable to TFS. As used in this provision, "public information" has the meaning assigned Section 552.002, *Texas Government Code*, but only includes information to which TFS has a right of access. C.) Contractor acknowledges that TFS may be required to post a copy of the fully executed Agreement on its Internet website in compliance with Section 2261.253(a)(1), *Texas Government Code*.

20. **Records Retention.** Contractor will preserve all contracting information, as defined under *Texas Government Code*, Section 552.003 (7), related to the Agreement for the duration of the Agreement and for seven years after the conclusion of the Agreement.
21. **Conflict of Interest.** By executing this Agreement, Contractor and each person signing on behalf of Contractor certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by The A&M System, has direct or indirect financial interest in the award of this Agreement, or in the services to which this Agreement relates, or in any of the profits, real or potential, thereof.
22. **Prohibition on Contracts with Companies Boycotting Israel.** Prohibition on Contracts with Companies Boycotting Israel. To the extent that *Texas Government Code*, Chapter 2270 applies to this Agreement, PROVIDER certifies that (a) it does not currently boycott Israel; and (b) it will not boycott Israel during the term of this Agreement. PROVIDER acknowledges this Agreement may be terminated and payment withheld if this certification is inaccurate.
23. **Certification Regarding Business with Certain Countries and Organizations.** Pursuant to Subchapter F, Chapter 2252, *Texas Government Code*, Contractor certifies it is not engaged in business with Iran, Sudan, or a foreign terrorist organization.

Contractor acknowledges this Agreement may be terminated if this certification is inaccurate.

24. **Prohibition on Contracts Related to Persons Involved in Human Trafficking.** Under Section 2155.0061, *Government Code*, the Contractor certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.
25. **Work Made for Hire.** Any work performed by Contractor shall be considered a "Work Made for Hire" as defined in the Copyright Law of the United States, and shall be owned by and for the express benefit of TFS, including but not limited to, the right to make changes to the work as TFS deems necessary. In the event it should be established that such work does not qualify as a Work Made for Hire, Contractor agrees to and does hereby assign to TFS all of Contractor's right, title, and interest in such work product including, but not limited to, all copyrights and other proprietary rights.
26. **Access to Agency Data.** Pursuant to Section 2054.138, *Texas Government Code*, Contractor shall implement and maintain appropriate administrative, technical, and physical security measures, including without limitation, the security controls available at [5002 Security Req for Info Resources.docx \(live.com\)](https://live.com/5002_Security_Req_for_Info_Resources.docx), as may be amended from time to time (the "Security Controls"), to safeguard and preserve the confidentiality, integrity, and availability of TFS's data. Contractor shall periodically provide TFS with evidence of its compliance with the Security Controls within thirty (30) days of TFS's request.
27. **Cloud Computing Services.** As of the Effective Date, Contractor represents and warrants that it complies with the then-current requirements of the risk and authorization management program established by the Texas Department of Information Resources ("RAMP"). Pursuant to Section 2054.0593, *Texas Government Code*, Contractor shall maintain RAMP compliance and certification, as may be amended from time to time, throughout the Term, including any renewal term of this Agreement. Contractor shall provide TFS with evidence of its RAMP compliance and certification within thirty (30) days of TFS's request and at least thirty (30) days prior to the start of any renewal term of this Agreement.



TIMMONS GROUP
GEOSPATIAL SOLUTIONS

RFP-24-001 / WILDFIRE COMMUNITY HAZARD MITIGATION PLANNING TOOL

Texas A&M Forest Service

DUE DATE:
February 9, 2024

Chris Gerecke, CSPO | Principal

1001 Boulders Parkway, Suite 300, Richmond, VA 23225
804.334.9243 | chris.gerecke@timmons.com

www.timmonsgis.com



1001 Boulders Parkway
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmonsgis.com

February 8, 2024

Charles Cavanaugh, CTCD, CTCM, Buyer
Texas A&M Forest Service
Purchasing Department

RE: Wildfire Community Hazard Mitigation Planning Tool (Wildfire CHaMP)

To Charles Cavanaugh and the Selection Committee:

The Wildfire CHaMP tool envisioned by the Texas A&M Forest Service will assist stakeholders in creating and updating sustainable and comprehensive wildfire mitigation plans, ultimately assisting communities with mitigating wildfire hazards, and saving lives and property. Timmons Group's combination of wildfire and forestry expertise, web application development, Living CWPP project experience, and long history of working successfully with Texas A&M Forest Service makes us an ideal partner for development of this tool.

Timmons Group has more than 30 years of geospatial-based technology solutions consulting experience for industry and government. Our staff includes more than 190 GIS professionals with a broad range of subject-matter experts across all areas of IT and GIS technologies.

Timmons Group has been discovering, designing, and developing solutions to assist with CWPP development and CWPP over the past several years. Our team understands that state and local partners need communities to be fire-adapted, landscapes to be resilient, and wildfire response to be effective. Timmons Group is deeply knowledgeable and has designed and developed the foundational components of a "Living CWPP" solution that can serve as the foundation of the Wildfire CHaMP.

Timmons Group has been a valued partner for Texas A&M Forest Service for more than 12 years. We developed the Texas Wildfire Risk Assessment Portal, FireConnect, and the Texas Community Assessor, which are valuable products that need to be integrated with the Wildfire CHaMP. Our team has a vision and roadmap that is highly aligned with Texas A&M Forest Service's, and we propose to continue our fantastic working relationship to deliver an engaging and innovative tool that will assist communities with mitigation wildfire hazards and managing a data-rich plan that can easily be updated, tracked, and managed.

Our corporate emphasis on client satisfaction is demonstrated through 70 years of business. No two clients are exactly alike, and we work to create unique and engaging experiences for each one.

We appreciate your consideration and hope to work with you on this important project. If you have any questions, please contact me at 804.334.9243 or at chris.gerecke@timmons.com.

Sincerely,

Chris Gerecke, CSPO | Principal



VertiGIS™



TABLE OF CONTENTS

Execution of Offer	1
Affirmative Action Compliance Program	5
Drug-Free Workplace Policy	24
Proposer's Questionnaire	25
Signed Addenda	27
Executive Overview	45
Statement of Qualifications.....	50
Introduction.....	50
Company Background.....	51
Qualifications.....	52
Organizational Chart.....	52
Key Personnel Roles and Qualifications.....	53
Project Management.....	56
Project Plan.....	56
Issue/Action Item Management	56
Risk Management.....	56
Cost Control Performance and Change Management	56
Project Communication Tools	57
Project Communications Processes	57
Project Kick-off Meeting	58
Weekly Project Coordination Meetings.....	58
Project Schedule Coordination	58
Project Progress Report.....	58
Project Approach and Schedule.....	59
Project Methodology	59
Discovery Phase	60
Implementation Phase – Application Development	60
Project Schedule	62
References	63
HUB Subcontracting Plan	71
Pricing Schedule	81
Appendix: Resumes.....	82

EXECUTION OF OFFER

SECTION 8

EXECUTION OF OFFER

RFP-24-001

Texas A&M Forest Service Wildfire Community Hazard Mitigation Planning Tool

Notice: This Section (Execution of Offer) ***must*** be completed, signed, dated, and returned with respondent's proposal. ***Failure to do so will result in the rejection of your proposal.***

In compliance with this RFP, and subject to all the conditions herein, the undersigned offers and agrees to furnish any or all commodities or services at the prices quoted. Signing this proposal with a false statement is a breach of contract and shall void the submitted proposal or any resulting contracts, and the Proposer shall be removed from all proposal lists.

By signature hereon affixed, the Proposer hereby certifies that:

8.1 Proposer Affirmation

- 1) The proposer has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.
- 2) The Proposer is not currently delinquent in the payment of any franchise taxes owed to the State of Texas.
- 3) Neither the proposer or the firm, corporation, partnership, or institution represented by the Proposer or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this State, codified in Section 15.01, et seq., Texas Business and Commerce Code, or the Federal Antitrust Laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
- 4) Pursuant to Section 2155.004(a) Government Code, the Proposer has not received compensation from the State of Texas for participation in the preparation of the specifications for this Proposal.
- 5) Pursuant to Section 231.006 (d) Family Code (re: child support), the Proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified payment and acknowledges that any resulting contract from this proposal may be terminated and payment may be withheld if this certification is inaccurate.
- 6) Pursuant to Section 2155.004(b) Government Code the Proposer certifies that the individual or business entity named in this offer is not ineligible to receive the specified contract and acknowledges that any contract resulting from this RFP may be terminated and/or payment withheld if this certification is inaccurate.
- 7) The Proposer shall defend, indemnify, and hold harmless the State of Texas and the Texas A&M Forest Service, all of its officers, agents and employees from and against all claims, actions, suits, demands, proceedings, cost, damages, and liabilities arising out of, connected with, or resulting from any acts or omissions of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any contract resulting from this Proposal.

- 8) The proposer agrees that any payment due under any contract resulting from this Proposal will be applied towards toward eliminating any debt or delinquency , regardless of when it arises, including but not limited to delinquent taxes and child support that is owed to the State of Texas.
- 9) The proposer agrees to comply with TX Government Code 2155.4441, pertaining to service contract use of products produced in the State of Texas.
- 10) The proposer understands that acceptance of funds under any contract which may result from this RFP acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Proposer will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the awarded Proposer and the requirements to cooperate is included in any subcontract it awards.
- 11) The proposer certifies that they are in compliance with Section 669.003 of the TX Government Code, relating to contracting with executive head of a State agency. If Section 669.003 applies, Proposer will complete the following information in order for the Proposal to be evaluated:

Name of Former Executive _____

Name of the State Agency _____

Date of Separation from State Agency _____

Position with Proposer _____

Date of Employment with Proposer _____

- 12) Pursuant to Section 231.006 (c), Family Code, Proposal must include names and Social Security Numbers of each person with at least 25% ownership of the business entity submitting the Proposal. Proposers that have pre-registered this information on the CPA Centralized Master Bidders List have satisfied this requirement. **If not pre-registered attach name and social security number for each person** (otherwise this information must be provided prior to contract award)
- 13) The proposer certifies that Proposer is in compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmation Action **and that Proposer has included in their proposal response, a written copy of their Civil Rights "Affirmative Action Compliance Program" or a statement as to why Proposer is not required to have such program.**
- 14) The proposer certifies that Proposer maintains an alcohol- and drug-free workplace **and that Proposer has included in their proposal response, a copy of their Drug-Free Workplace policy.**

- 15) The proposer certifies that Proposer is not currently suspended or debarred and that no principals are suspended or debarred from the Federal Procurement or Nonprocurement Programs per common rule Executive Order's 12549 and 12689.
- 16) The proposer certifies that Proposer has not used Federal appropriated funds to pay any person or a member of Congress, officer, or employee of Congress or an employee of a member of Congress in connection with obtaining any federal contract and the extension, continuation, renewal, amendment, or modification of any federal contract covered by the Bryd Anti-Lobbying Amendment (31 USC 1352).
- 17) The proposer certifies that Proposer agrees to comply with all standards, orders, and regulations issued pursuant to the Clean Air Act of 1970 (42 USC 7401 et seq.) and The Federal Water Pollution Control Act (33 USC 1251 et seq.).
- 18) The proposer certifies that Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state, and local laws, rules, regulations, and ordinances including, but not limited to the federal laws and regulations referenced in Section 5.27 of the RFP and as otherwise may be applicable to this RFP.
- 19) The proposer acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between the Texas A&M Forest Service and Proposer; (3) Texas A&M Forest Service has made no representation or warranty, written or oral, that one or more contracts with Texas A&M Forest Service will be awarded under this RFP; and (4) Proposer shall bear, at its sole risk and responsibility, any cost which arises from Proposer's preparation of a response to this RFP.
- 20) The proposer, if selected by Texas A&M Forest Service, will maintain all insurance as required by this RFP or any contract resulting from this RFP.

8.2 Signature and Authority to Bind in Contract

The person signing the proposal shall show title or authority to bind his/her firm in contract. Failure to manually sign the proposal will disqualify the proposal. Proposal shall give Payee Identification Number PIN (formerly Vendor ID), full firm name and address of Proposer (enter in spaces provided if not shown). The Payee Identification Number is the taxpayer number assigned by the Comptroller of Public Accounts of Texas. Enter this number in the spaces provided on the Execution of Offer. If this number is not known, enter the FEI or social security number (for sole owner):

Date: January 16, 2024

This proposal consist of pages number (1) through 100

Federal Employer's Identification no. (FEI) 54-1301413

Sole Owner should enter social security no. _____

Proposer/Company: Timmons Group

Address: 1001 Boulders Parkway, Suite 300

City/State/Zip: Richmond, VA 23225

Telephone No.: 804.200.6500



Fax No.: 804.560.1016

E-mail chris.gerecke@timmons.com

Name (Typed/Printed): Chris Gerecke

Title: Principal

Signature (Ink): 

Check below if preference claimed under Rule TAC 20.38

- ☐ 1. Supplies, materials or equipment produced in TX/offered by TX bidder*
- ☐ 2. Agriculture products produced or grown in Texas
- ☐ 3. Agriculture products and services offered by Texas bidder*
- ☐ 4. U.S.A. produced supplies, materials or equipment
- ☐ 5. Products of persons with mental or physical disabilities
- ☐ 6. Products made of a recycled, remanufactured or environmentally sensitive materials including recycled steel

- ☐ 7. Energy efficient products
- ☐ 8. Rubberized asphalt paving material
- ☐ 9. Recycled motor oil and lubricants
- ☐ 10. Products produced at facilities located on formerly contaminated property
- ☐ 11. Products and services from economically depressed or blighted areas
- ☐ 12. Vendors that meet or exceed air quality standards

*By signing this offer, Proposer certifies that if a Texas address is shown as the address of the Proposer, Proposer qualifies as a Texas Bidder as defined in TAC Rule, Title 34, Part 1, Chapter 20, Sub C, 20.32 (68).

NOTICE: SECTION 8 (EXECUTION OF OFFER) MUST BE COMPLETED, SIGNED, DATED, AND RETURNED WITH RESPONDENT'S PROPOSAL. FAILURE TO DO SO WILL RESULT IN THE REJECTION OF YOUR PROPOSAL.

AFFIRMATIVE ACTION COMPLIANCE PROGRAM

The following pages contain the salient portions of our Affirmative Action Compliance Program documentation.

AFFIRMATIVE ACTION PROGRAM

FOR

MINORITIES & WOMEN



CORPORATE PLAN

January 1, 2023, through December 31, 2023

Table of Contents

Preface	3
Equal Employment Opportunity and Affirmative Action Statement of Policy.....	4
Sex Discrimination Policy.....	6
Religious and National Origin Discrimination Policy.....	7
Responsibility for Implementation	8
Organizational Profile.....	9
Job Group Analysis	10
Availability Analysis	11
Comparison of Incumbency vs. Estimated Availability	12
Placement Goals	13
Identification of Problem Areas by Organizational Unit and Job Group.....	14
Development and Implementation of Action-Oriented Programs.....	16
Internal Audit and Reporting System	18
Reports.....	19

Preface

Timmons Group, (also referred to as the Firm) is committed to the concept and practice of equal opportunity and affirmative action. In preparing this Affirmative Action Program (AAP) we have been guided by Executive Order 11246 (as amended) and its implementing regulations (41 C.F.R. Part 60-2) and the Guidelines on Affirmative Action issued by the Equal Employment Opportunity Commission ("EEOC") (29 C.F.R. Part 1608). Nothing contained in this AAP, or its supporting data should be construed as an admission by the Firm, in whole or in part, that it has contravened any federal, state, or local employment practice laws, or to sanction the discriminatory treatment of any person.

While the Firm firmly believes in dissemination of its affirmative action policies and equal employment opportunity practices and makes the non-data components of this AAP available for review to employees and applicants upon request, the AAP remains a proprietary document of the Firm. Moreover, the data on which the Firm has relied in preparing this AAP are confidential and sensitive, and the Firm believes release of the data would subject the Firm to commercial harm. Reports that require specific data, such as names of employees and salary information, are not an official part of this AAP. This information is on file at the Firm as Documentation and Supporting Data for AAP Reports and is available for review only as required by law.

If this AAP or any supporting data or documentation are submitted to the Office of Federal Contract Compliance Programs (OFCCP) pursuant to the Executive Order, the Rehabilitation Act, the Vietnam Era Veterans' Readjustment Assistance Act and/or any implementing regulations (as any or all have been or may be amended), the Equal Employment Opportunity Commission, any local or state fair employment practice agency, or any other federal, state or local government agency, those documents and the information they contain are to be considered confidential and not subject to disclosure without notifying the Firm of the agency's decision to disclose and providing the Firm with ample time to contest the disclosure. Advance notice of disclosure should be sent to Shannon Hayes. The Firm requests this information be treated as exempt from public disclosure under the Freedom of Information Act, 5 U.S.C. § 552.

No information contained in the AAP, or any supporting data or documentation is to be copied, removed from the premises, or released to other individuals without a prior notification to and permission from the Firm.

This AAP does not constitute an express or implied contract between the Firm and its employees, job applicants, or other persons, nor does it change in any way the basic at will employment relationship all Firm employees have with the Firm. Nothing in this AAP creates a private right of action on behalf of any individual or group against the Firm.

Equal Employment Opportunity and Affirmative Action Statement of Policy

It is the policy of Timmons Group not to discriminate or allow the harassment of employees or applicants on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law with regard to any employment practices, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities, provided the individual is qualified, with or without reasonable accommodation, to perform the essential functions of the job. This policy applies to all jobs at the Firm. The Firm will continue to take affirmative action to ensure individuals are employed, and employees are treated during employment, without regard to their sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law in all employment practices as follows.

Employment decisions at the Firm are based on legitimate job-related criteria. All personnel actions or programs that affect qualified individuals, such as employment, promotion, demotion, transfer, recruitment, advertising, termination, rate of pay or other forms of compensation, and selection for training, are made without discrimination because of any basis protected by law. Employees may choose to voluntarily disclose their sex, race, national origin, disability and protected veteran status at any time by contacting Human Resources. Such information will be maintained in a confidential manner and will not be used against an individual when making any employment decisions. Employees and applicants with disabilities and disabled veterans are encouraged to inform Human Resources if they need a reasonable accommodation to perform a job for which they are otherwise qualified. The Firm makes, and will continue to make, reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee to promote the employment of qualified individuals with disabilities and disabled veterans, unless such accommodation would impose an undue hardship on the operations of the Firm.

Timmons Group and its President & CEO are fully committed to the principles of equal employment opportunity and affirmative action and support the successful implementation of the Firm's Affirmative Action Programs. Shannon Hayes, Affirmative Action Officer for the Firm, has been appointed with responsibility for implementation of the Firm's affirmative action activities. The Affirmative Action Officer has the full support of top management to fully implement this Program. All managers and supervisors will take an active part in the Firm's AAP to ensure all qualified employees and prospective employees are treated in a non-discriminatory manner with respect to all employment decisions. Furthermore, Timmons Group will solicit the cooperation and support of all employees for the Firm's Equal Employment Opportunity and Affirmative Action Statement of Policy.

The Firm's Affirmative Action Program includes an audit and reporting system, which, among other things, uses metrics and other information to measure the effectiveness of the Program. The Affirmative Action Officer has been assigned responsibility for periodically reviewing progress with compliance and implementation of the Firm's affirmative action policy. In accordance with public law, the Firm's Affirmative Action Program for qualified individuals with disabilities and the Affirmative Action Program for protected veterans are available for inspection in the Human Resources Department, upon request.

In addition, employees and applicants will not be subjected to harassment, intimidation, threats, coercion, or discrimination because they have engaged in, or may have engaged in, filing a complaint, assisting or participating in an investigation, compliance review hearing, or other activity related to the administration of Section 503 of the Rehabilitation Act of 1973, as amended, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, Executive Order 11246, and/or any other federal, state or local law or regulation regarding equal employment opportunity, opposing any act or practice made unlawful, or exercising any other right protected by such laws or regulations. Timmons Group will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Brian Bortell
President & CEO

Sex Discrimination Policy

41 C.F.R. 60-20.1 – 60-20.6

Pursuant to Timmons Group's equal employment opportunity and affirmative action policy, the Firm prohibits sexual discrimination and harassment in the workplace. This policy applies to all terms and conditions of employment, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration and selection for training or other employment opportunities. The terms "because of sex", on the "basis of sex", "regardless of sex" and "without regard to sex" include, but are not limited to, because of or on the basis of pregnancy, childbirth or related medical conditions, sexual orientation, gender identity and transgender status. In furtherance of the Firm's commitment to ensuring equal employment opportunity regardless of sex, the Firm will take the following steps, as appropriate:

- Recruit individuals for all positions without regard to their sex, except where sex is a bona fide occupational qualification
- Ensure job postings and recruitment materials do not express a sex preference, unless sex is a bona fide occupational qualification
- Review employment practices and personnel policies to ensure that applicants and employees are not discriminated against or harassed on the basis of sex
- Provide qualified employees with an equal opportunity to any available job without regard to their sex, except where sex is a bona fide occupational qualification
- Administer employment opportunities, wages, hours, conditions of employment, retirement programs, and other employee benefits regardless of sex
- Develop written policies which prohibit unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature towards employees and take reasonable steps to prevent such harassment from occurring
- Provide appropriate restroom and other facilities for applicants and employees
- Refrain from reliance on any state laws which conflict with the non-discrimination provisions of Title VII of the Civil Rights Act of 1964 or Executive Order 11246 and are superseded thereby
- Ensure employees are not discriminated against because of pregnancy, childbirth, or related medical conditions. Females affected by pregnancy, childbirth, or related medical conditions will be treated the same as other persons who are not so affected but are similarly able or unable to work
- Administer any seniority systems without regard to sex
- Determine wage schedules without regard to sex
- Ensure individuals are not restricted to certain job classifications based on sex

Religious and National Origin Discrimination Policy

41 C.F.R. 60-50.1 – 60.50.5

Pursuant to Timmons Group's equal employment opportunity and affirmative action policy, the Firm prohibits religious and national discrimination and harassment in the workplace. This policy applies to all terms and conditions of employment, including but not limited to, recruitment, hiring, promotion, transfer, demotion, layoff or recall from layoff, termination, wage and benefit administration, and selection for training or other employment opportunities. In furtherance of the Firm's commitment to ensuring equal employment opportunity regardless of national origin or religious beliefs, the Firm will take the following steps, as appropriate:

- Recruit individuals for all positions without regard to their national origin or religious beliefs
- Provide qualified employees with an equal opportunity to available job openings without regard to their religion or national origin
- Administer employment opportunities, wages, hours, conditions of employment, retirement programs, and other employee benefits regardless of religion or national origin
- Provide reasonable accommodation for sincerely held religious beliefs unless doing so would pose an undue hardship on the Firm's business
- Develop reasonable procedures to carry out the Firm's obligation to provide equal employment opportunity without regard to religion or national origin
- Inform employees of the Firm's commitment to equal employment opportunity without regard to national origin or religion
- Inform recruitment sources of the Firm's commitment to equal employment opportunity and seek their assistance and support to provide equal employment opportunity without regard to national origin or religion
- Review employment practices, personnel policies, and available records to ensure that applicants and employees are not discriminated against or harassed on the basis of religion or national origin
- Engage in outreach activities with religious and ethnic organizations and educational institutions

Timmons Group utilizes CIRCA Outreach services to post open positions to a large mix of protected class organizations.

Responsibility for Implementation

41 C.F.R. 60-2.17

Timmons Group has assigned primary management responsibility and accountability for ensuring full compliance with the Affirmative Action Program to Shannon Hayes, the Affirmative Action Officer of the Firm. The Affirmative Action Officer has the authority, resources, support of and access to top management necessary to ensure the effective implementation of the AAP. The identity of the Affirmative Action Officer appears on internal and external communications regarding the Firm's equal employment opportunity and affirmative action policies.

The duties of the Affirmative Action Officer and designees include:

- Developing policy statements, AAPs, and internal and external modes of communication
- Overseeing regular discussions with local managers, supervisors, and employees to ensure the Firm's policies are being followed
- Training personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure the commitments in the Firm's Affirmative Action Program are implemented
- Advising managers and supervisors that the Firm is obligated to prevent discrimination and harassment of applicants and employees on any basis protected by law
- Identifying any problem areas in implementing the AAP, and developing solutions
- Ensuring policies are in place to identify any barriers to employment based on sex, gender identity, sexual orientation, race, color, religious creed, or national origin and assisting managers in developing solutions to ensure all individuals benefit from equal employment opportunities
- Designing and implementing an internal audit and reporting system to measure the effectiveness of the Firm's Program, indicate the need for remedial action, determine the degree to which the Firm's objectives have been attained, determine whether all employees have had the opportunity to participate in Firm-sponsored educational, training, recreational, and social activities, and ensure each Firm location is in compliance with applicable laws and regulations
- Serving as liaison between the Firm and enforcement agencies, and between the Firm and organizations of and for minorities or females
- Encouraging active involvement by Firm representatives in the community service programs of local organizations of and for minorities and females
- Ensuring posters and notices are properly displayed or disseminated in ways that are accessible and understandable to applicants and employees
- Keeping management informed of developments in the affirmative action area

Organizational Profile

41 C.F.R. 60-2.11

As one of the diagnostic components of Timmons Group's AAP, the Firm has completed a profile of the workforce at the firm's establishment. The organizational profile is an overview of the staffing patterns at this establishment and is used to determine whether there are areas in the workforce where individuals are underrepresented or concentrated by gender or race.

To complete the organizational profile the Firm has elected to follow the Workforce Analysis methodology. The analysis identifies the departments at the firm establishment and for each department lists all job titles from lowest to highest paid. For each job title, the report provides the following data: the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents by racial/ethnic group.

Job Group Analysis

41 C.F.R. 60-2.12

As the second diagnostic component of the AAP, Timmons Group has prepared a job group analysis. The job group analysis is the first step in comparing the representation of minorities and females in the workforce covered by this AAP with the estimate of the available qualified minorities and females who could be employed by the Firm in positions covered by this AAP.

In designing job groups, jobs have been placed in job groups based upon the general criteria of relatively similar content, similar opportunities, and similar rates of pay.

Similarity of content refers to the relative duties and responsibilities of the job titles which make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay mobility and other career enhancement opportunities offered by the jobs within the job group.

The job groups in this AAP were developed to serve as a basis for a statistical analysis comparing current workforce utilization to weighted internal and external availability, and, thereafter, to develop annual goals as to minorities and females. Accordingly, job content (reflected in census data matches) and opportunity for advancement (important for determining feeder jobs) have been relied upon more than pay rates in grouping jobs. Moreover, where possible, and, consistent with other factors, job groups were devised which are of a sufficient size to conduct a meaningful utilization analysis. Necessary differences exist in the statistical analysis for utilization and the statistical analysis which would be appropriate for compensation. Therefore, the Firm does not suggest or agree its job groups contain jobs whose incumbents are sufficiently similarly situated (considering a variety of factors including tasks performed, effort, level of responsibility, working conditions, work location, job difficulty, minimum qualifications, performance, and other objective factors) to be included in the same group for purposes of statistical analysis of rates of pay or compensation.

The Job Group Analysis report identifies the job groups created for this AAP, the job titles that comprise each job group, and the percentage of minority incumbents and the percentage of female incumbents in each job group.

Availability Analysis

41 C.F.R. 60-2.14

The availability analysis is a part of the Incumbency vs. Estimated Availability Analysis - the final diagnostic component of this AAP. The purpose of the availability analysis is to establish a benchmark against which the demographic composition of the Firm's workforce may be compared to determine whether barriers to equal employment opportunity may exist within particular job groups.

Pursuant to applicable regulations, the availability analysis for each job group examines two potential areas of availability: individuals with the requisite skills outside the establishment (external availability) and individuals within the establishment who are promotable, transferable, and/or trainable (internal availability). In determining availability, the Firm has selected a reasonable recruitment area and the pool of promotable, transferable, and trainable employees in such a way as not to exclude qualified minorities and females. Moreover, when determining external availability, the Firm has used the most current and discrete statistical information available. For this availability analysis, the Firm has used the EEO 2014-2018 ACS Tabulation Data. Finally, where a job group is composed of different job titles that carry different availability rates, the Firm calculated a composite availability figure. The Firm arrived at the composite availability figure by determining the proportion of the job group incumbents employed in each job title, weighting the availability for each job title by the proportion of incumbents employed in that title, and adding together the weighted availability estimates.

A brief written rationale for the selection of the recruitment areas and internal pools by job group is included with this AAP.

Comparison of Incumbency vs. Estimated Availability

41 C.F.R. 60-2.15

Timmons Group has compared the representation of minorities and females in each job group with their representation among those identified in the availability analysis as available for employment in the job group. Where actual representation was less than the calculated availability, the Firm determined whether the difference was greater than could reasonably be expected.

Placement Goals

41 C.F.R. 60-2.16

As required by applicable regulations, Timmons Group has established placement goals where the actual representation of minorities or females in a job group is less than would be reasonably expected based on calculated availability.

In establishing placement goals, the Firm applied the following principles:

- When the percentage of minorities or females employed in a particular job group is less than would reasonably be expected, given their availability percentage in that job group, the Firm established a percentage annual placement goal at least equal to the availability figure derived for minorities or females, as appropriate, for that job group
- Placement goals are not quotas that must be met, nor are they to be considered as either a ceiling or a floor for the employment of individuals of a specific race or sex. In all employment decisions, the Firm makes selections in a nondiscriminatory manner
- Placement goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or other characteristic protected by law
- Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results
- Placement goals are not used to supersede merit selection principles, nor do these placement goals require the Firm to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one

As is described in more detail in the Action-Oriented Program section of this AAP, where a placement goal is set, the Firm will develop affirmative steps to increase the recruitment and training of the underrepresented group.

Identification of Problem Areas by Organizational Unit and Job Group

41 C.F.R. 60-2.17(b)

Timmons Group has conducted analyses of its total employment process, including evaluating the workforce by organizational unit and job group, personnel activity, compensation systems, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist. An analysis of each of these processes follows.

Composition of the Workforce by Organizational Unit

The Firm has analyzed its workforce to determine if minorities or females are significantly underrepresented or concentrated in any organizational unit.

Composition of the Workforce by Job Group

The Firm has conducted an availability analysis by job group, considering both external and internal availability, and has compared incumbency to estimated availability to determine placement goals. The descriptions of Factor 1 and Factor 2 by job group are summarized in this AAP. The Firm has established affirmative action placement goals and programs to address any areas of underutilization and will continue to make a good faith effort to reach the placement goals established by implementing action-oriented programs.

Analysis of Progress Towards Prior Year Goals

When the percentage of minorities or females employed in a particular job group is less than would reasonably be expected given their availability percentage in that job group, the Firm has established an annual percentage placement goal at least equal to the availability figure derived for minorities or females, as appropriate, for that job group.

Review of Personnel Activity

The Firm has analyzed additional personnel activities to determine whether and where impediments to equal employment opportunity exist and whether there are significant selection disparities by race/ethnicity or gender. These activities include applicant flow, hires, promotions, terminations, and other personnel actions.

Applicant Flow

The Firm accepted applications for open positions, and persons interested in obtaining employment with the Firm were advised to apply according to the Firm's current policy. The Firm periodically reviews recruitment and selection actions to ensure there are no barriers to equal employment opportunity.

Hires

The Firm periodically reviews recruitment, selection and hiring actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. Job descriptions are reviewed to make sure duties are accurately described and the experience and education requirements are job related. Job descriptions will continue to be written without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

Application forms are reviewed to ensure all requested information is job related, and the forms



comply with all applicable laws. Where applicable, tests will be reviewed and administered in a non-discriminatory manner.

Firm representatives who are involved in the selection process will be briefed on the Firm's obligations. Hiring decisions are to be based on the applicant's experience, skills, abilities, education, and any other job-related criteria.

Promotions

The Firm provides employees the opportunity to be promoted. The Firm periodically reviews promotional actions to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity.

The Firm provides reasonable opportunity for employees to advance by offering training and other developmental opportunities. Most promotional opportunities are posted, providing interested employees with an opportunity to apply.

Terminations

The Firm periodically evaluates its termination practices to ensure there are no barriers to equal employment opportunity and no significant differences in selection rates by gender or race/ethnicity. When terminations or reductions in force are necessary, the Firm makes its decisions without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by law.

Review of Compensation Systems

As part of its affirmative action obligations, the Firm has reviewed its compensation systems to determine whether those systems are being administered without regard to an individual's sex, race, ethnicity, or other characteristic protected by law. If the Firm discovers significant compensation system differences between individuals who are similarly situated, it will determine whether they are the result of legitimate, nondiscriminatory factors.

Development and Implementation of Action-Oriented Programs

41 C.F.R. 60-2.17

Timmons Group has developed and executed action-oriented programs designed to correct any problem areas that may exist. To remove identified barriers and expand employment opportunities, the Firm engages in or has made plans to implement the activities outlined in this AAP, as appropriate.

The Firm's commitment to equal employment opportunity is publicized and employees are encouraged to participate in the Firm's Affirmative Action Program through activities such as the following.

- Written notification of the Firm's affirmative action policy will be sent to all subcontractors, including subcontracting vendors and suppliers, and request appropriate action on their part
- The Firm will make the Equal Employment Opportunity Clause part of all covered contracts and purchase orders
- The Firm's Equal Employment Opportunity and Affirmative Action Statement of Policy will be made available to applicants and employees. The policy will include a statement that employees and applicants are protected from coercion, intimidation, and interference or discrimination for filing a complaint or assisting in an investigation under Executive Order 11246, as amended. When applicable, the Firm will publicize the policy in Firm publications
- The Firm will hold meetings with executive, management, and supervisory personnel to explain the Firm's policy of affirmative action and to make clear the President & CEO's support for the policy
- Advertisements or solicitations for prospective employees will indicate the Firm is an equal opportunity employer
- The Firm will seek to include individuals covered by this AAP when employees are pictured in consumer and personnel recruitment advertising
- The Firm will encourage qualified minority and female applicants to apply for available job openings through the following activities, as appropriate:
 - Minority and female, as well as non-minority and male, employees will be actively encouraged to refer applicants to the Firm
 - The Firm will send available job opportunities to the State Employment Services Delivery System
 - The Firm will identify local organizations and/or community agencies specializing in placing and/or developing training programs for protected individuals and send them notices of vacant positions

Where placement goals exist as defined by the OFCCP, the Company will contact universities and two- and four-year local colleges, vocational technical schools, high schools, local business schools, and state and community organizations which attract qualified minority and female students. During the period from January 01, 2022, to December 31, 2022, special recruitment activities were conducted at the following schools and universities: UVA, Virginia Tech, NC State, NC A&T, NCSU, and Old Dominion.

During the period from January 01, 2022, to December 31, 2022, targeted recruitment activities with diverse outreach and recruitment sources were conducted.

The Company will implement procedures to ensure minority and female employees are given equal opportunities for promotion, such as the following:

- On-the-job training will be provided to all qualified employees to assist them in developing the necessary knowledge and skills for promotion to higher level jobs. The Firm will continue to make opportunities for advancement widely known through its career development process and by encouraging minorities and females to take advantage of these opportunities. Internal job opportunities may be posted so employees may apply to positions of interest.
- The following internal training programs will be offered to eligible employees without regard to sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected veteran status, or any other characteristic protected by applicable law: Timmons Group has developed a wide variety of topical industry courses for employees. The courses are held during the slower business cycles of the year in the fall and winter.
- The Firm may offer employees the opportunity to participate in external training programs such as the following: Professional development programs are approved on an individual basis as requested by employees.

Internal Audit and Reporting System

41 C.F.R. 60-2.17

It is the responsibility of the Firm's Affirmative Action Officer to monitor employment and personnel practices to ensure compliance with applicable regulations and adherence to the Firm's Affirmative Action Policy, and to measure the effectiveness of Timmons Group's AAP.

The Firm's audit and reporting system is designed and implemented to:

- Measure the effectiveness of the AAP
- Identify any need for remedial action
- Determine the degree to which the Firm's objectives are being attained
- Determine whether protected individuals have had the full opportunity to equal employment and to participate in all Firm sponsored educational, training, recreational, and social activities
- Measure the Firm's compliance with the AAP's specific obligations
- Document the actions taken to monitor the Firm's compliance with the AAP's specific obligations.

To measure the effectiveness of the AAP, the Firm may take the following actions:

- Audit the Firm's voluntary self-identification process to monitor the number of individuals who choose to self-identify and evaluate whether changes could be made to Firm's self-identification process to encourage greater voluntary self-identification
- Monitor records of applicant flow, referrals, placements, training, transfers, promotions, terminations, and compensation decisions to evaluate the degree to which equal employment opportunity and organizational objectives are being obtained
- Report on the organization's progress towards equal employment opportunity and any identified problem areas so appropriate steps can be taken to resolve any issues
- Examine available utilization and benchmark data regarding protected individuals and develop action-oriented programs to address any areas of underutilization
- Review available data computations and analyses regarding applicants and hires
- Review the effectiveness of the Firm's recruitment and outreach activities
- Use a schedule to regularly assess any mental and physical qualifications to ensure they are job-related and consistent with business necessity
- Regularly assess the Firm's personnel processes to ensure all individuals have equal opportunity in employment
- Audit communications with vendors and subcontractors to ensure such communications reflect the Firm's commitment to equal employment opportunity and affirmative action
- Audit communications with applicants and employees to ensure such communications reflect the Firm's commitment to equal employment opportunity and affirmative action
- Audit job listings to ensure the postings reflect the Firm's commitment to equal employment opportunity and affirmative action, and such postings are timely listed with the appropriate state employment delivery system
- Audit personnel policies to ensure such policies reflect the Firm's commitment to equal employment opportunity and affirmative action

Where the Affirmative Action Program is found to be deficient, the Firm shall endeavor to undertake necessary action to improve the Program.

DRUG-FREE WORKPLACE POLICY



1001 Boulsters Parkway
Suite 300
Richmond, VA 23225

P 804.200.6500
F 804.560.1016
www.timmons.com

DRUG AND ALCOHOL TESTING

Timmons Group is committed to the health and safety of our employees and promotes a drug-free workplace. We consider the influence of drugs and alcohol in the workplace to be detrimental to employees and to our company's continued growth and success. The following is Timmons Group's policy regarding drug and alcohol abuse:

- If an employee is involved in the use, manufacture, possession, distribution, sale, or purchase of illegal or legal drugs without a prescription (including alcohol) while on the job, on company property, including company parking lots, company vehicles, or while on company business, their employment will be terminated.
- If an employee is involved in the use, manufacture, possession, distribution, or purchase of illegal drugs while off duty, disciplinary action will result, which could include termination if the firm believes that the conduct may adversely impact Timmons Group.

If an employee is convicted with violation of a criminal drug statute, he/she must notify Timmons Group within five days of the conviction.

As an exception, from time to time, Timmons Group will host and sponsor company events that offer alcoholic beverages. Everyone that chooses to consume alcoholic beverages is solely responsible for maintaining a high level of personal conduct and compliance with any applicable laws concerning the consumption of alcohol.

DRUG AND ALCOHOL TESTING

Timmons Group reserves the right to conduct drug and alcohol tests on employees and job applicants under the circumstances described below and to require employees and applicants to release to Timmons Group the test results performed by any laboratory or health care provider performing drug and alcohol testing. If an employee refuses to submit to drug or alcohol testing or release the results of such tests to the company, the employee will be terminated from employment.

Testing of an individual for the presence of alcohol or drugs may be conducted under any of the following circumstances:

- When there is reasonable suspicion that an employee is using a controlled substance or alcohol in violation of Timmons Group policy
- As part of pre-employment screening for all positions
- Random testing
- When an employee is involved in a work-related accident

An employee must submit immediately to testing at all requests of his/her direct supervisor or Human Resources. An employee who tests positive for any controlled substance may be terminated. If discharged for violation of our drug and alcohol policy, an employee may apply for reinstatement after 60 days if a position is available and with the President's approval. Any employee discharged twice for violation of this policy is not subject to future employment.

ENGINEERING | DESIGN | TECHNOLOGY

PROPOSER'S QUESTIONNAIRE

SECTION 9 PROPOSER'S QUESTIONNAIRE

The proposer recognizes and accepts that in selecting a company/agent the Texas A&M Forest Service will rely, in part, on the answers and information provided in response to this Section. Accordingly, proposer warrants to the best of its knowledge that all responses are true, correct and complete. The Texas A&M Forest Service reserves the right to contact each reference listed by Proposer and shall be free from any liability to proposer for conducting such inquiry.

Proposer is requested to respond to all questions.

1. Legal name of Proposer's Company:

Timmons Group, Inc

2. Address of Proposer's office that will provide the requirements of this RFP under a resulting agreement:

1001 Boulders Parkway, Suite 300, Richmond, VA 23225

3. Number of years in business: 71

4. Type of Operation:

Individual _____ Partnership _____ Corporation ☒ Government _____ Other _____

Number of employees: 1,010 (companywide)

Number of employees: 385 (servicing location)

Annual sales volume: \$195 million (companywide)

Annual sales volume: \$76 million (servicing location)

5. Provide a statement confirming that you will provide a copy of your company's audited financial statements for the past two (2) years, upon request from TEXAS A&M FOREST SERVICE.
6. Provide a statement confirming that you will provide a financial rating of your company (such as Dunn and Bradstreet Analysis) which indicates the financial stability of your company, if requested by TEXAS A&M FOREST SERVICE.
7. Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
8. Provide any details of all past or pending litigation or claims filed against your company that would negatively impact your company's performance under an agreement with TEXAS A&M FOREST SERVICE.
9. Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.



5. Timmons Group will provide a copy of our audited financial statements for the past (2) years, upon request from Texas A&M Forest Service.
6. Timmons Group will provide a financial rating of our company which indicated the financial stability of your company, if requested by Texas A&M Forest Service.
7. Timmons Group is not currently for sale or involved in any transaction to expand or to become acquired by another business entity.
8. Timmons Group does not have any past or pending litigation or claims filed against our company that would negatively impact your company's performance under an agreement with Texas A&M Forest Service.
9. Timmons Group is not currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity.

SIGNED ADDENDA



(1/31/24)

ADDENDUM NO. 001

To: All Proposers

From: Charles Cavanaugh, Buyer

Re: REQUEST FOR PROPOSAL # RFP-24-001

The purpose of this addendum is to provide a listing of written questions about this RFP and the answers to those questions. This information is being provided to assist proposers in preparing their responses.

GENERAL

1. **QUESTION:**

RFP Reference: 1.3- 1.3.1- [Integration with Texas Wildfire Risk Assessment] (Smart Cities)

Question: could you elaborate on the anticipated depth and complexity of this integration? Particularly, we are interested in understanding if there are specific data exchange formats or APIs that should be given priority. For instance, are formats like GeoJSON or APIs following RESTful principles essential for seamless data communication and interoperability? How critical is the real-time data exchange capability between the two systems, and are there any specific performance benchmarks or latency thresholds that the integration should meet?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. Texas A&M Forest Service will work with the development team to ensure data accessibility.

2. **QUESTION:**

RFP Reference: 1.3- 1.3.2- [User Experience and Accessibility]

Question: Could you provide further insights on the specific accessibility standards the application should meet, particularly in alignment with the Texas Administrative Code (TAC) 206 Subchapter C? Furthermore, are there certain compliance levels within the Web Content Accessibility Guidelines (WCAG), such as WCAG 2.1 AA or AAA, that are crucial for ensuring broad accessibility? Would you prioritize certain aspects of accessibility, such as screen reader compatibility, keyboard navigation, or contrast ratios, to cater to a diverse range of users with varying abilities?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

Refer to section 2.1.1.2 in the RFP ([Texas Administrative Code \(TAC\) 206 Subchapter C](#)). Texas A&M is committed to achieving a balance between geospatial requirements and inclusivity, and we are dedicated to finding solutions to make our applications accessible for all users. While TEXAS A&M FOREST SERVICE is dedicated to ensuring accessibility, we acknowledge the challenges that the geospatial nature of this application may present for visually impaired users. Despite limitations, we're open to exploring alternative solutions to enhance accessibility without compromising core features.

3. QUESTION:**RFP Reference: 1.3- 1.3.3- [Engaging and Educative Features]**

Question: Are there particular formats or approaches, such as immersive video tutorials, interactive quizzes, or scenario-based learning modules, that you believe would significantly enhance user engagement and knowledge transfer?
How crucial is the adaptability of these educational components to different user groups, ranging from wildfire professionals to community members?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. By placing emphasis on the development of Community Wildfire Protection plans, we aim to create an educational experience through the collaboration of all stakeholders involved in the process. In doing so, the resulting application will provide those involved in the process a learning opportunity to better understand the risks posed to their community by wildfires. It will also help them identify available resources in the event of a wildfire threat and adopt proactive measures to effectively mitigate those risks. The application shall also be engaging, encouraging the commitment of diverse stakeholders and subject matter experts, which will be essential to ensure the project's continuity. Taking this into account, the application shall provide a proper interface to track activity and project status.

4. QUESTION:**RFP Reference: 1.3- 1.3.5- [Scalability and Performance Requirements]**

Question: is it possible to provide specific parameters around the scalability requirements? We are particularly interested in understanding the expected number of users accessing the system simultaneously during peak wildfire events. This insight is crucial for ensuring the tool's architecture is robust enough to handle such scenarios efficiently. Besides, are there particular performance benchmarks you expect in terms of data processing and load handling? Do you envisage the need for high-capacity cloud solutions like AWS or Azure to manage large-scale data loads and provide real-time responsiveness?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. While we anticipate normal performance under standard usage, our goal is to ensure the application can handle a large user base, manage regular data loads, and ensure real-time responsiveness. The number of users may vary across projects, depending on the size and significance of the focus area.

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****5. QUESTION:**

RFP Reference:2.1- 2.1.1.5 - [Data and Mapping Integration]

Question: We seek further details on the specific types of geospatial data and functionalities that are critical to this integration. Are there certain categories of geospatial data, such as topographical layers or historical fire data, that are essential? Are functionalities like real-time data feeds, interactive map layers, or custom geospatial analysis tools vital for the integration?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. Texas A&M Forest Service is primarily interested in sharing the generated data with external applications such as MS Office and ArcGIS Online for additional analysis.

6. QUESTION:

RFP Reference:1.3- 1.3.6- [Security and Compliance]

Question: Are there particular protocols or compliance benchmarks, such as the ISO 27001 standards for information security management or NIST cybersecurity frameworks, that are deemed critical for this project? Also, could you clarify if compliance with any specific federal or state-level data security regulations, such as HIPAA for health data or FISMA for federal data, is required?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. This section refers to ensuring secure access to the application and data protection standards. It is imperative that all application data, including information pertaining to registered users, be comprehensively protected, and held to the highest industry standards. This includes implementing measures to safeguard sensitive information, ensuring the integrity of data, and adhering to established protocols for data security and protection.

7. QUESTION:

RFP Reference: 2.1-2.1.2.1- [Focus Area Manager Component]

Question: We seek detailed clarification on the envisioned data visualization capabilities. Are there particular types of visualization tools or techniques that you prioritize for presenting comprehensive statistics and data analyses? Would advanced visualization formats such as interactive heat maps, dynamic statistical charts, or layered geographical information systems (GIS) be integral to this component?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****8. QUESTION:**

RFP Reference: 2.1- 2.1.2.2- [Strategies Manager Component]

Question: What would be the level of detail and granularity required for organizing these strategies? To elaborate, is there a need for features that allow for categorization based on various risk factors, geographical areas, or community impact levels? How essential is the integration of decision-support mechanisms?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

9. QUESTION:

RFP Reference: 2.1- 2.1.2.3-[Collaborative Engagement Tool]

Question: Are there particular types of geospatial data representations, such as detailed heat maps, layered GIS data, or interactive spatial analysis tools, that you consider vital for this component of the tool? Could you as well specify if there are expectations for the tool to support real-time data integration and visualization, for example, live updates of fire spread or resource deployment?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

10. QUESTION:

RFP Reference: 2.1- 2.1.2.4-[Plan Writer Component]

Question: Are there preferred formats, such as Microsoft Word or PDF, for exporting the Community Wildfire Protection Plans?

ANSWER:

Both Microsoft Word and PDF.

11. QUESTION:

Are there any predefined templates or content guidelines that need to be adhered to, which might include specific headings, sections, or formatting standards?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

12. QUESTION:

RFP Reference: 2.1- 2.1.2.5- [Implementation Manager Component]

Question: Could you furnish more insight into the desired project management approaches and tools for this feature? Specifically, are there certain methodologies, such as Agile, Scrum, or Waterfall, that you would prefer for managing the various phases of wildfire mitigation planning projects within the tool?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

This functionality shall be designed to identify specific actions within the focus area that will contribute to achieving the objectives outlined in the plan. Examples of such actions may include fuel treatments, community events, news/media releases, and more. The application shall provide an interface to prioritize them and capture all relevant information related to each of these actions, including their details, completion date, status, and other pertinent information.

13. QUESTION:

Are there expectations for incorporating specific project tracking functionalities, like Gantt charts, milestone tracking, or resource allocation tools, that would enhance the management and oversight capabilities of this component?

ANSWER:

Specific requirements may be determined during project discovery.

14. QUESTION:

RFP Reference: 2.2- 2.1.2.2.6- [Dashboards]

Question: Could you explicate the particular key metrics or Key Performance Indicators (KPIs) that are deemed essential for inclusion in these dashboards? Particularly, are there certain indicators related to wildfire risk levels, resource allocation, community engagement, or environmental factors that should be prominently displayed?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

15. QUESTION:

RFP Reference: 2.2- 2.1.2.2.6- [Real-time Monitoring via Dashboards,]

Question: Could you specify the requirements for response time metrics and data refresh rates that are critical for the real-time monitoring features of these dashboards? For instance, is there a need for the tool to support near-instantaneous data refresh rates for dynamic wildfire situations, and are there thresholds for data latency that we need to consider?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

16. QUESTION:

RFP Reference: 2.1-2.1.1.7.1.2- [API Functionality]

Question: Could you elucidate the specific third-party services or systems for which seamless API integration is paramount, particularly focusing on geospatial data services or emergency response systems? Are there predefined data exchange protocols or formats, such as JSON or XML, that are crucial for facilitating this integration?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

17. QUESTION:

Is it the contractor's responsibility to monitor and document treatments/unplanned disturbance and adjust fuelscape based on landscape changes?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

Texas A&M Forest Service has recently updated the Texas Wildfire Risk Assessment and is planning to use the outputs derived from this effort as the initial baseline.

18. QUESTION:

Is the contractor required to re-run fire modeling when there are adjustments made to the fuelscape?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

19. QUESTION:

How frequently are data inputs and fire modeling expected to be executed and integrated into the product?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

20. QUESTION:

What is the preferred fire model for this project?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

21. QUESTION:

Are there plans to allocate additional annual budgets for the management of fuelscape data, refresh costs, and tool maintenance expenses?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

This work would be handled as a separate project and not included within the scope of the RFP.

22. QUESTION:

Which fuelscape rulesets are expected to guide the incorporation of changes?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

23. QUESTION:

Are there specific regulations or considerations regarding intellectual property and ownership rights?

ANSWER:

Please see Texas A&M Forest Service Terms and Conditions. Revised 2/18/2020 sect. 25.

24. QUESTION:

How does the state manage software licensing agreements and protect intellectual property?

ANSWER:

It is Texas A&M Forest Services' intent to completely own the resulting application. A solution requiring recurring licensing will not be acceptable.

25. QUESTION:

Would Texas A&M entertain the possibility of adopting an off-the-shelf solution that fulfills all the requirements outlined in this RFP?

ANSWER:

It is Texas A&M Forest Services' intent to completely own the resulting application. A solution requiring recurring licensing will not be acceptable.

26. QUESTION:

If considering an off-the-shelf solution, is there flexibility in the IP ownership as specified in the terms and conditions, section 25?

ANSWER:

Not applicable.

27. QUESTION:

Could you provide clarification on the expected frequency of data updates and the level of responsibility for developing the following: Fire Hazard, Fire Risk, Vegetation Metrics, HVRAs

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

28. QUESTION:

Can you describe the anticipated level of risk modeling within dense urban environments (structure-to-structure transmission) as part of this RFP?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Specific requirements may be determined during project discovery.

29. QUESTION:

Question: Programming Language and Framework Requirements: Are there specific programming languages or development frameworks that the Texas A&M Forest Service prefers for the Wildfire Community Hazard Mitigation Planning Tool? (For example, .net for server side, Angular for client side, and PostgreSQL for database)?

ANSWER:**FRONTEND**

- Presentation Layer: HTML, CSS, JavaScript
- Framework Library: Vue.js 3x
- Frontend framework: Bootstrap, OpenLayers

BACKEND

- Database Management: PostgreSQL, SQL Server
- Backend Framework: ASP.NET, .NET Core, .NET 5, or later
- GIS Server: GeoServer, ArcGIS Server, MapServer

30. QUESTION:

Where should the application be hosted? Does the Texas A&M Forest Service have any specific requirements for hosting providers or environments (e.g., cloud-based, on-premises, specific cloud vendors)? If AWS is permitted, are there specific sub services that developers cannot use, such as AWS Lambda or AWS Gateway?

ANSWER:

Texas A&M Forest Service has hosting capacity. However, we are trying to determine if vendor hosting is financially feasible. Reference RFP section 2.1.3 & pricing schedule optional line-item number 1. Texas A&M Forest Service doesn't have particular preferences on hosting locations or vendors. Specific requirements may be determined during project discovery.

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****31. QUESTION:**

What are the specifications and requirements of the Texas Wildfire Risk Assessment Portal and other systems the tool needs to integrate with? This includes understanding the APIs, data formats, and protocols used by these systems.

- a. **APIs to be used for integration.** Please provide all details possible about the APIs, including the number of API calls, any throttling to be considered when pushing data to these other systems, and any additional information available.
- a. **Access to third-party systems.** Please confirm the selected developer will receive dev or stg access to these systems during the first 60 days of the project for testing and refinement of integrations.

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. Texas A&M Forest Service will work with the development team to ensure data accessibility.

32. QUESTION:

What are the specific security standards and compliance requirements to which the application must adhere? Are there any specific industry or governmental regulations that must be considered?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. This section refers to ensuring secure access to the application and data protection standards. It is imperative that all application data, including information pertaining to registered users, be comprehensively protected and held to the highest industry standards. This includes implementing measures to safeguard sensitive information, ensuring the integrity of data, and adhering to established protocols for data security and protection.

33. QUESTION:

What are the expected scalability needs? Are there specific performance benchmarks or metrics that the application should meet?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. While we anticipate normal performance under standard usage, our goal is to ensure the application can handle a large user base, manage regular data loads, and ensure real-time responsiveness. The number of users may vary across projects, depending on the size and significance of the focus area.

34. QUESTION:

Are there detailed accessibility standards beyond the general TAC 206 Subchapter C requirement and those specified in RFP sections 2.1.1.2 and 5.5.4?

ANSWER:

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

Refer to section 2.1.1.2 in the RFP ([Texas Administrative Code \(TAC\) 206 Subchapter C](#)). Texas A&M is committed to achieving a balance between geospatial requirements and inclusivity, and we are dedicated to finding solutions to make our applications accessible for all users. While TEXAS A&M FOREST SERVICE is dedicated to ensuring accessibility, we acknowledge the challenges that the geospatial nature of this application may present for visually impaired users. Despite limitations, we're open to exploring alternative solutions to enhance accessibility without compromising core features.

35. QUESTION:

Are there any user interface/user experience guidelines beyond those specified in RFP section 2.1.1.6 (Texas A&M AgriLife website guidelines) that need to be followed?

ANSWER:

User interface/user experience guidelines may be determined during project discovery.

36. QUESTION:

How should data and mapping features be shared and integrated with external applications, particularly ArcGIS Online? What are the specific functionalities expected in this regard?

ANSWER:

Texas A&M Forest Service has not established minimum operating thresholds and looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery. Texas A&M Forest Service is primarily interested in sharing the generated data with external applications such as MS Office and ArcGIS Online for additional analysis.

37. QUESTION:

Post-launch, what are the expectations for maintenance and support? Are there specific SLAs (Service Level Agreements) or response times that need to be adhered to?

ANSWER:

Optional line items 2 & 3 on the pricing schedule will be used as needed for training support & maintenance.

38. QUESTION:

What are the requirements for disaster recovery and data backup? How frequently should data be backed up, and what are the recovery time objectives?

ANSWER:

We back up (replicate) servers x2 daily, we also have backups onsite and offsite that run weekly, all files and data storage supplied through Microsoft (OneDrive/SharePoint) are housed in the MS cloud atmosphere and available for recovery from any version.

39. QUESTION:

Are there specific requirements for mobile and cross-platform compatibility? What specific devices and browsers must be supported?

ANSWER:

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

To the extent possible, Texas A&M Forest Services goal is for the application to be compatible with all browsers in Android and IOS mobile devices.

40. QUESTION:

What level of training and documentation is required for the Texas A&M Forest Service staff and other stakeholders?

ANSWER:

The vendor is responsible for ensuring that Texas A&M Forest Service development team fully understands how to operate the application. Cost for training Texas A&M Forest Service development team should be included in line item 1 "Development of Application" in the pricing schedule. If additional training to stakeholders is needed, hours will be paid from line items 2 & 3 from the optional sections in the Pricing Schedule.

41. QUESTION:

Are there additional legal or regulatory compliance issues specific to Texas or the domain of forest services and wildfire mitigation that need to be considered in the development of the application?

ANSWER:

No

42. QUESTION:

Would any aspects of the solution need to support an offline mode?

ANSWER:

No

43. QUESTION:

- a. Are there requirements for implementing Single Sign-On (SSO) for the Wildfire Community Hazard Mitigation Planning Tool? If so, does the Texas A&M Forest Service have a preferred SSO protocol, such as Security Assertion Markup Language (SAML), OAuth, or another? This will be handled by the Texas Wildfire Risk Assessment Portal administration interface.
- b. Will the application need to integrate with any existing identity provider or directory service for authentication, like Active Directory, LDAP, or other institutional identity management systems?

ANSWER:

This will be handled by the Texas Wildfire Risk Assessment Portal administration interface.

44. QUESTION:

For role management and access control within the application, are there specific requirements or guidelines that must be followed? Should the application have its own role and access management system, or will it rely on the role definitions and permissions provided by the authenticating system (like an external directory service)?

ANSWER:

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

Access control will be handled by the Texas Wildfire Risk Assessment Portal administration interface. Preferably role management will be handled internally within the application interface.

45. QUESTION:

If the application is expected to handle role management internally, could you provide details on the types of user roles and access levels required? For instance, are there specific roles such as administrators, editors, and viewers, and what are the expected permissions and restrictions for each role?

ANSWER:

Texas A&M Forest Service looks forward to evaluating all proposed solutions. Performance benchmarks and thresholds may be determined during project discovery.

46. QUESTION:

- a. Could you provide an estimate of the expected number of users who will be accessing the Wildfire Community Hazard Mitigation Planning Tool?
- b. What is the anticipated maximum number of concurrent logged-in users at any given time? This information will help us ensure that the system is appropriately scaled for user demand.

ANSWER:

While we anticipate normal performance under standard usage, our goal is to ensure the application can handle a large user base, manage regular data loads, and ensure real-time responsiveness. The number of users may vary across projects, depending on the size and significance of the focus area.

47. QUESTION:

Are there components of the Wildfire Community Hazard Mitigation Planning Tool that are intended to be publicly accessible without requiring user login? If so, could you detail these public features or sections?

ANSWER:

No, this application will require users to login.

48. QUESTION:

For the public-facing aspects of the system, do we have an estimate or projection of the volume of public users or site visitors? This would assist in understanding the traffic demands and ensuring robustness for public engagement.

ANSWER:

Not applicable.

49. QUESTION:

could you provide insights into the user demographics, such as technical proficiency, which could influence the design and usability (UX) of the system? This would help in tailoring the user experience to the specific needs of the user base.

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

Texas A&M Forest Service intends to allow access to the general public, Texas A&M Forest Service staff and other state and federal partners, local community groups, government officials, professional hazard-mitigation planners, and wildland fire managers.

50. QUESTION:

Once the system is wireframed and the specifications are authored, can you tell us about the approval process and what stakeholders and timelines would be involved?

ANSWER:

Access control will be handled by the Texas Wildfire Risk Assessment Portal administration interface. Preferably role management will be handled internally within the application interface. Timelines will be further defined during discovery. Stakeholders include the general public, Texas A&M Forest Service staff and other state and federal partners, local community groups, government officials, professional hazard-mitigation planners, and wildland fire managers.

51. QUESTION:

The Optional Line-Item table in the Pricing Schedule shows a quantity of 100 hours for the Senior Project Manager - Training Support and Maintenance (Line Item 2) and 250 hours for the Senior Software Engineer - Training Support and Maintenance (Line Item 3). Are we correct in assuming the optional line items commence upon launch and would recur annually? If so, for how many years do you anticipate this engagement will be required?

ANSWER:

No, these line items are optional. We are not guaranteeing to make an award on these line items.

52. QUESTION:

The Optional Line-Item table in the Pricing Schedule includes columns for Unit Price and Extended Price. For Line Item 1, does the Unit Price pertain to 1 month and the Extended Price pertain to 12 months? For Line Item 2, does the Unit Price pertain to 1 hour and the Extended Price pertain to 100 hours? For Line Item 3, does the Unit Price pertain to 1 hour and the Extended Price pertain to 250 hours?

ANSWER:

Please enter the price per unit in each highlighted box. The extension will calculate automatically.

53. QUESTION:

RFP Section 2.1.2.3 states, "... the tool will provide stakeholders with an interface to provide feedback and prioritize ideas." Could you characterize which stakeholders will use this interface?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****ANSWER:**

Stakeholders include the general public, Texas A&M Forest Service staff and other state and federal partners, local community groups, government officials, professional hazard-mitigation planners, and wildland fire managers.

54. QUESTION:

It is helpful for us to know our audience in order to assist evaluators in making an informed decision. What are the positions of those that will be evaluating this proposal?

ANSWER:

Texas A&M Forest Service cannot disclose evaluators.

55. QUESTION:

RFP Section 5.18 states, "Seller/Contractor will obtain and maintain at its own expense, and in its name, all necessary licenses and permits required to perform the services required herein." Do such licenses include platform licenses such as those provided by Amazon, Adobe, and others, and is the contractor required to maintain these licenses in perpetuity? If so, how will these licensing costs be invoiced and paid?

ANSWER:

The final application cannot have recurring licensing costs.

56. QUESTION:

Are proposed prime contractors that are certified by the Texas Comptroller of Public Accounts as Texas Historically Underutilized Businesses (HUB) required to submit a completed HUB Subcontracting Plan.

ANSWER:

Yes.

57. QUESTION:

RFP Section 1.1. RFP Text "Agreement / Contract shall mean the contractual agreement entered into between the Texas A&M Forest Service and the Seller as a result of this RFP. An agreement shall consist of the following documents, listed in order of precedence: TEXAS A&M FOREST SERVICE purchase order, this RFP, Texas A&M Forest Service Terms and Conditions, Vendor's accepted response to this RFP." **Questions 57-59.**

In order for Esri ("Seller") to provide Licenses/ Software and Professional Services, TFS will need to also agree to Seller's Terms and Conditions that govern Seller's Software and Seller's provision of Professional Services. If certain exceptions are allowed, Seller can also agree to all non-conflicting terms under the RFP and the attached Terms and Conditions. Esri will include those requested exceptions (with alternate language) with the Proposal. ***Please see the list of exceptions further down in this document. Please see the questions below regarding the Agreement/ Contract.

Will TFS agree to Seller's Services Agreement terms ((Esri's Master Agreement for Services (MSA)) that encompass the Seller's terms regarding the provision of the specific

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

types of Services (Time and Material, Firm Fixed Price, Esri Managed Cloud Services, and Training) that will include terms for invoicing, acceptance, and the provision of these types of Services? If so, the Those terms can be provided under a separate document or link.

ANSWER:

No, Texas A&M Forest Service will not allow exceptions to the Texas A&M Forest Service terms and conditions.

58. QUESTION:

For the terms that govern the purchase of License and Software, will TFS leverage the existing Software Master Agreement between Esri and the Texas A&M University, Agreement No. 00260782.0, formerly 335332?

ANSWER:

No, pricing should be provided as outlined in the RFP and pricing schedule.

59. QUESTION:

If TFS' answer to the above-listed questions is "no," would TFS be willing to leverage the State of Texas Master Purchase Agreement (Esri Agreement No. 00298018.0/ State of TX DIR Contract No. DIR-CPO-4699) between Esri and The State of Texas, acting by and through the Department of Information Resources ("DIR") effective July 18, 2022? If yes, Seller can agree to the terms under the RFP and the attached Terms and Conditions, with the exceptions listed further down.

ANSWER:

No, pricing should be provided as outlined in the RFP and pricing schedule.

60. QUESTION:

RFP Section 1.3/1.3.1/ RFP Text "Compatible and integrated with the Texas Wildlife Risk Assessment."

What is the technology behind the Texas Wildlife Risk Assessment Portal?

ANSWER:**FRONTEND**

- Presentation Layer: HTML, CSS, JavaScript
- Framework Library: Vue.js 3x
- Frontend framework: Bootstrap, OpenLayers

BACKEND

- Database Management: PostgreSQL, SQL Server
- Backend Framework: ASP.NET, .NET Core, .NET 5, or later

GIS Server: GeoServer, ArcGIS Server, MapServer

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001****61. QUESTION:**

RFP Section 1.3 Scope of Proposal. RFP Text "Successful seller/contractor shall develop an agile, geospatially enabled, web software application that is:"

What specific types of Services will be required under the Scope of Proposal? Example, Time and Materials (hourly consulting)? Managed Cloud Services? Deliverables-based Services under a Firm Fixed Price Model?

ANSWER:

Deliverables-based Services under a Firm Fixed Price Model.

62. QUESTION:

RFP Section 2.1, 2.1.1.1, RFP Text "Is compatible with and fully integrated with the Texas Wildfire Risk Assessment Portal."

Can the State describe what fully compatible means in this context? What type of integration with the Texas Wildfire Risk Assessment Portal is expected?

ANSWER:

In this context, "fully compatible" means the resulting application shall integrate seamlessly with the Texas Wildfire Risk Assessment Portal (TxWRAP). This involves users accessing the application directly from TxWRAP, integrating it into TxWRAP's Admin framework for user access management, and managing user registration and authentication within the existing TxWRAP's operational processes for user management. This level of compatibility ensures a streamlined user experience and effective administration.

63. QUESTION:

RFP Section 2.1.1.6 Statement of Work, RFP Text "Follows the Texas A&M AgriLife website guidelines as outlined at this link:

Can the State provide an attachment of the Link? This link is not opening, and it's difficult to be bound by a link that may change without the Proposer's/ Seller's knowledge.

ANSWER:

<https://agrilife.tamu.edu/website-training-resources/>

64. QUESTION:

RFP Section 2.1.3.1 Service Level Agreement, RFP Text "Texas A&M Forest Services may consider entering into an SLA with Seller/Contractor for hosting, training, support, and maintenance. The SLA will encompass pricing for hosting of the application, training, support, and maintenance."

Will the State accept an exception to this language with the language added below?

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

"Texas A&M Forest Services may consider entering into an SLA with Seller/Contractor for hosting, support, and maintenance. SLA's will encompass support in maintenance that are within the Seller's control and shall be mutually agreed to between the Parties. Fees are dependent on the level of support requested."

ANSWER:

No, pricing needs to be provided as outlined in the RFP and Pricing Schedule.

65. QUESTION:

RFP Section 4.9 Terms and Conditions. RFP Text "The attached Texas A&M Forest Service Terms and Conditions revised 2/18/2020, and all other terms and conditions, and requirements contained in this RFP shall govern any purchase order issued as a result of this RFP. Additional or attached terms and conditions which are determined to be unacceptable to TEXAS A&M FOREST SERVICE may result in the disqualification of the proposal. Examples include, but are not limited to, liability for payment of taxes, subjugation to the laws of another State, and limitations to remedies.

Can you clarify if exceptions to specific terms is allowed?

Are exceptions to the following sections under the RFP allowed?

5.5 Warranties (Section 5.5.1)

5.7. Title, Risk of Loss, and Freight (Not applicable to Services that Esri will be providing).

5.8 Acceptance of Goods and Services

5.11 Reporting

5.18 License and Permits

Are exceptions to the attached Texas A&M Forest Service Terms and Conditions revised 2/18/2020 allowed?

1.Payment Terms

20. Records Retention

25. Work Made for Hire

ANSWER:

None of these exceptions will be accepted.

66. QUESTION:

If there is an incumbent, then why you are looking for other companies? Are you not happy with them.

ANSWER:

No, this application does not currently exist.

67. QUESTION:

If there is an incumbent, then are they bidding for this opportunity?

ANSWER:

Not Applicable

68. QUESTION:

REQUEST FOR PROPOSAL # RFP-24-001**ADDENDUM #001**

What is the percentage of HUB Goal?

ANSWER:

26%

69. QUESTION:

If a proposer does not have a financial statement to share. Will this be a disqualification? How about if a proposer submits the financial statement after post-award? Is this acceptable?

ANSWER:

Proposers must provide financial statements if requested, such request would happen pre-award.

70. QUESTION:

What is the allocated for this RFP?

ANSWER:

Texas A&M Forest Service is not releasing a budget for this project.

IMPORTANT NOTICE: *The person signing the Execution Of Offer for the RFP must also sign and date this addendum as requested below and return addendum with Proposal.*

Addendum Received By: Chris Gerecke Date: 2/2/2024

Contact Charles Cavanaugh @ 979-458-7383 if additional information is needed in regard to this Addendum.

EXECUTIVE OVERVIEW

Timmons Group is well qualified for developing the Wildfire Community Hazard Mitigation Planning (CHaMP) Tool and has been a trusted partner of the Texas A&M Forest Service for more than 12 years. Our work with Texas A&M Forest Service includes development, support, maintenance, and enhancements of the Texas Wildfire Risk Assessment Portal (TxWRAP), the Texas Community Assessor, and FireConnect. We offer more than 30 years of experience and team members who work directly on wildfire risk assessments and portals, community risk assessment applications, and geospatial prioritization tools across the United States. Timmons Group has extensive experience in the development and support of wildfire risk portals (WRAPs) and spatial accomplishment reporting portals for fuels, fuel treatments, and vegetation data. Timmons Group has worked with every state forestry agency in some capacity – either directly or through United States Forest Service (USFS) or National Association of State Foresters (NASF) contracts.

Timmons Group has implemented many enterprise wildfire and forestry technology solutions. Our current fuels treatment tracking and wildfire hazard/risk portal clients include Texas A&M Forest Service (TxWRAP), Utah Forestry, Fire, and State Lands (uWRAP), Nevada Department of Forestry (NNRFIP), New Jersey Forest Fire Service (NJ WRAP), Northeast-Midwest State Foresters Alliance, (Northeast-Midwest Wildfire Tools), Kansas Forest Service (Kansas WRAP), Nebraska Forest Service (Nebraska WRAP), CalFIRE (Wildfire Data Explorer and CalMapper), New Mexico Energy, Minerals, and Natural Resources Department (Shared Stewardship Portal), and Southern Group of State Foresters (SouthWRAP). Timmons Group is currently providing ongoing hosting, solution enhancements, and support for all these applications and solutions.

In addition to the development and support of WRAPs, Timmons Group has provided enterprise solutions to the Virginia Department of Forestry (VDOF), Wisconsin DNR Forestry Division (WI DNR), Oregon Department of Forestry (ODF), California Department of Natural Resources (CAL FIRE), Missouri Department of Conservation Forestry Division (MDC Forestry), South Dakota Game, Fish and Parks (SD GFP) and South Dakota Forestry, Texas A&M Forest Service (TFS), Mississippi Forestry Commission (MFC), the Washington Department of Fish and Wildlife (WA DFW) and Washington Forestry (WA DNR), Nevada Division of Forestry (NDF), Utah Forestry, Fire and State Lands (UT FFSL), to name a few. Additionally, Timmons Group developed the ForMAP and Spatial Mapping and Reporting Tool (SMART) for USDA-Forest Service State and Private Forestry which is used by all 50 state forestry agencies and territories. A few additional qualifications that make Timmons Group the right fit for this project include:

- Timmons Group is actively supporting the USFS and NASF on their national performance measures.
- Timmons Group built and actively supports the Communities Assessment mapping tool available for all 13 States in the Southern Region and all 22 states in the Northeast-Midwest region to help develop Community Wildfire Protection Plans (CWPPs) and Firewise plans.
- Timmons Group has worked with every state in the country on wildfire-related data issues.
- Timmons Group developed and is supporting national forestry performance measures dashboards and federal accomplishment reporting portals.
- Timmons Group is currently working with NASF, USFS, and the Department of the Interior on the National Fuels Treatment Initiative to collect and analyze fuels treatment data across all fifty states and territories.

Timmons Group has a well-laid out and state forestry agency-vetted vision for a “Living CWPP” / CWPP Tracker that is tightly aligned with Texas A&M Forest Service’s project goals for the Wildfire CHaMP. Our vision is to create a tool designed for:

- **Local communities** who need a strategy for becoming **and staying** more wildfire-adapted, be they county, township, city, tribal, fire district, or other jurisdictional delineation
- **Fire Departments** that need to be active participants in any fire-related planning
- **State forestry and wildfire agencies** that support community preparedness, landscape resiliency, and capacity building actions statewide

- **Federal partners** that help invest in local implementation of CWPPs and need the plans to include several key elements as well as be up to date
- **Anyone** who needs to understand where CWPPs are, how current they are, and what progress has been made in the implementation of hazard mitigation strategies at the local, state, federal, or other levels

This tool will assist stakeholders in creating and updating sustainable and comprehensive wildfire mitigation plans that will provide a foundation to save lives and properties, establish fire-adapted communities, and restore and maintain fire-resilient landscapes. Timmons Group is aligned with Texas A&M Forest Service when it comes to envisioning what success will look like when the Wildfire CHaMP solution has been developed and rolled out to users. We believe that project success will include the ability to:

- See all planning areas and the status of each area as related to CWPP and All-Hazard Plans
- Support locals and state planners in the prioritization, planning, tracking, and reporting of CWPPs
- Support more actionable and trackable CWPPs with spatial data
- Support more effective storytelling about the collective investments in priority areas
- Support locals in the pursuit of grants and other funding to invest in wildfire mitigation actions

Texas A&M Forest Service and Timmons Group have a shared vision for the development of the Wildfire CHaMP solution. We are already working with multiple states on similar CWPP planning tools and fully expect to leverage investments already made and knowledge already gained to help Texas A&M Forest Service deliver a solution that exceeds expectations and meets all the requirements listed below, including developing an agile, geospatially enabled, web application that:

- Is compatible with and fully integrated with TxWRAP
- Meets or exceeds the accessibility requirement outlined in the Texas Administrative Code (TAC) 206, Subchapter C
- Provides intuitive, user-friendly, and sustainable information architecture and navigation structure
- Is designed and optimized to be responsive and perform well on mobile devices and all browsers
- Enables data and mapping features to be shared and integrated by other external applications, particularly ArcGIS Online
- Follows the Texas A&M AgriLife website guidelines
- Adheres to Texas A&M AgriLife's best practices for implementing internally developed scripts
- For any Application Programming Interface (API) functionality that is involved, provides interface and implementation documentation

Timmons Group will iteratively design, develop, test, and deliver the components specified within the RFP that make up the Wildfire CHaMP. We have completed initial discovery and design of these components and will be prepared to bring those designs to bear on this project. In the section below, we have outlined our understanding of Texas A&M Forest Service's requirements and highlighted how we are qualified to deliver on those requirements.

✓ **Focus Area Manager**

Timmons Group understands the need for the Focus Area Manager component to manage the areas that serve as the primary framework for the Wildfire CHaMP. Having a tool to delineate and manage these areas (e.g., counties, communities, fire districts) is critical for managing the plans associated with them. We anticipate working with Texas A&M Forest Service to develop the Focus Area Manager to allow geo-statistics to be generated for each area being managed. This will include, but is not limited to, demographics, values-at-risk, and information that will be accessed directly from the Texas Wildfire Risk Assessment newly updated data and the FireConnect application database. We will also integrate directly with the Community Assessor tool to provide relevant data per focus area. Timmons Group developed TxWRAP, FireConnect, and the Texas Community Assessor and is well-positioned to integrate data from these solutions into the Focus Area Manager component. We have included a wireframe below that highlights a potential integration of a focus

area with geo-statistics related to that area (including community data retrieved from the Texas Community Assessor tool). We have developed solutions to assist with automated geo-statistic calculations and will bring those to bear on this project.

Barnegat Township

Community Profile

Details

Area: Barnegat Township
 Acres: 26,004
 Date Created: 1/7/2022
 Number of Plans: 2

In This Area

Community Name	Residential Units	Acres	Residential Type	Exposure Hazard	Surrounding Hazard	Structures at Risk	Total Hazard	Score
00 Tuf	7	37	Field	Extreme	High	Extreme	Extreme	194
01 Vase Acres	86	402	Field	Moderate	Moderate	Moderate	High	192
02 Pine Circle Estate	26	29	Field	High	Moderate	Moderate	Moderate	57
79 Del Mar	35	108	Field	Moderate	Moderate	Low	Low	48

Per Page: 5 | < Previous | 1 2 3 4 5 6 7 8 9 10 | Next >

Community Breakdown

(4) Communities identified as being in the Wildland Urban Interface

(1) Communities including an estimated (7) Homes and (37) Acres are at Extreme Risk to Wildfire

(1) Communities including an estimated (86) Homes and (402) Acres are at High Risk to Wildfire

(1) Communities including an estimated (26) Homes and (29) Acres are at Moderate Risk to Wildfire

(1) Communities including an estimated (35) Homes and (108) Acres are at Low Risk to Wildfire

✓ Strategies Manager

Timmons Group understands the vision and goals of developing the Strategies Manager component. We envision this component to be a way for mitigation strategies to be identified and prioritized for each focus area. One potential idea to capture strategy areas or ideas for a focus area can be seen in the wireframe below.

Explorer Tools

Planning | Reference

Sketches

General (0)

Areas of Concern (1)

Name: Willow Springs
 Concerns: Arson, Historical, Flood
 Upvotes: 14
 Upvote

Values At Risk (0)

Response Resources (7)

Strategy Ideas (0)

Notes (0)

Strategy Area Idea

Strategy Group: Fire-Adapted Communities

Strategy Type: Mitigation

Strategy Subtype: Establish Defensible Space

Description: Remove dead vegetation from under the deck and within 10 feet of the house

Target Year: 2021

Associated Area of Concern: (None)

Cancel Save

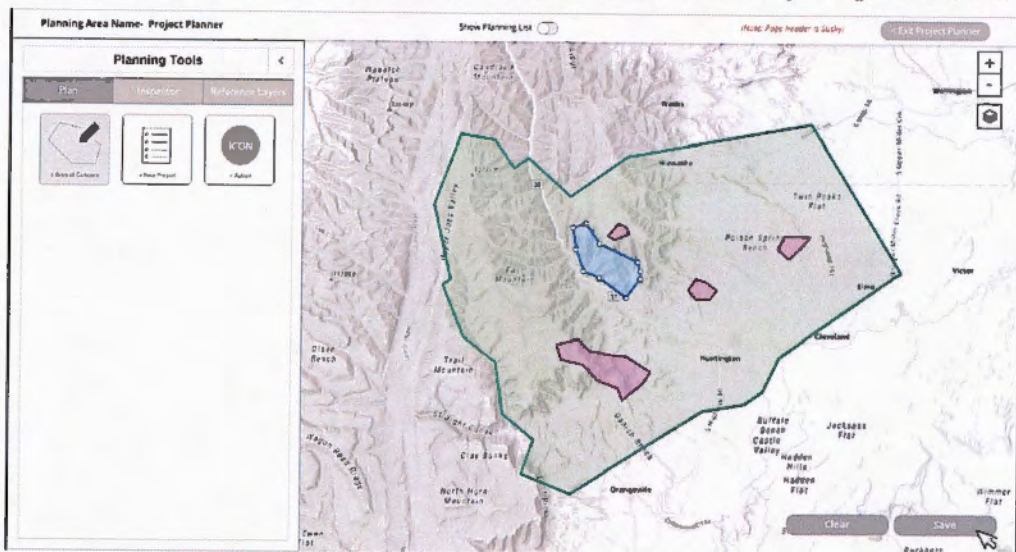
Sketch Tools

Exit Sketch Mode Save

Place Sketch | Add Area of Concern | Add Strategy | Add Response Resource | Add Value at Risk | Add Note | Clear Sketch | Save Sketch

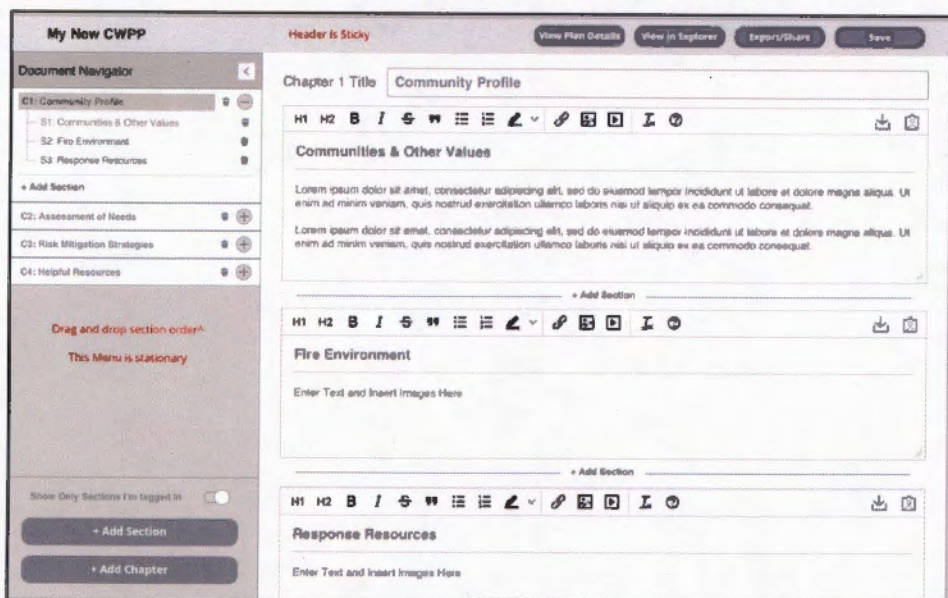
✓ Collaborative Engagement Tool

Timmons Group understands and is aligned with Texas A&M Forest Service's vision for the Collaborative Engagement Tool. We propose to develop it as an intuitive and collaborative mapping tool that can be used by a facilitator or all contributors to the CWPP development when mapping and identifying resources, hazards, areas of concern, and potential mitigation activities. We will integrate with TxWRAP and pull in mitigation strategies derived from the Community Assessor. We have included a wireframe below that could be an early design idea for the Collaborative Engagement Tool.



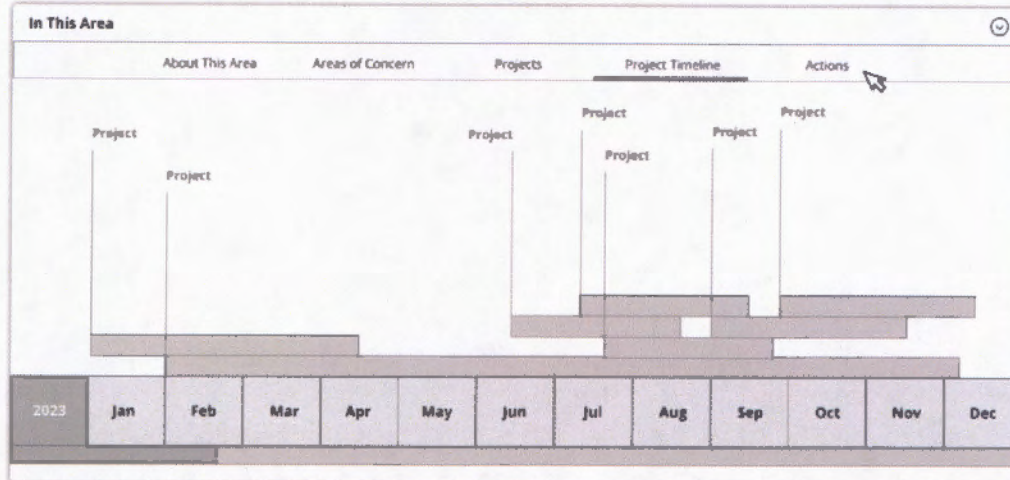
✓ Plan Writer

Timmons Group understands the requirement for a plan writer to be able to create and easily edit plans in rich text format. We will meet all stated requirements to use predefined template, save the plan for future use, import data from other components of the application, preview the final document, and export it to Word and/or PDF. Timmons Group has created some initial designs of our proposed plan writer and proposes to iterate on these designs with Texas A&M Forest Service. To increase return on investment, we plan to leverage existing reporting and mapping components developed for other similar solutions and extend those to deliver a best-in-class CWPP plan writer.



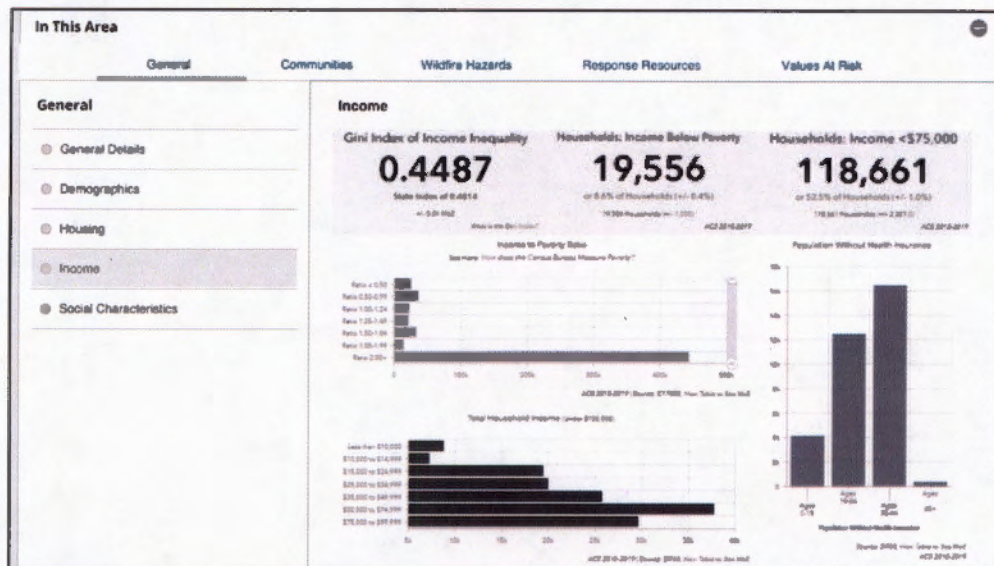
✓ Implementation Manager

Timmons Group understand that this component will be used for managing and tracking the status of projects, activities, and events derived from the mitigation strategies, along with their associated financials. This is necessary for reporting on progress and could be used to help facilitate grant tracking. This is a core component of a Living CWPP and will help stakeholders understand progress made toward the objectives and strategies defined within the CWPP. The wireframe below shows an embedded CWPP project timeline that can easily interface with project activity statuses and financial tracking.



✓ Dashboards

Timmons Group has developed many dashboards for our state forestry clients. We will develop intuitive dashboards for monitoring key metrics associated with the impacts of the CWPPs. We develop dashboards and story maps for story-telling purposes, and plan to iterate on several examples with Texas A&M Forest Service to create a cohesive picture of the strategic planning initiatives and wildfire hazard mitigation efforts state-wide.



STATEMENT OF QUALIFICATIONS

INTRODUCTION

Timmons Group is a national leader in providing innovative technology products and services. Inspired by your vision, our client service teams solve technology challenges in imaginative and cost-effective ways. Our extensive experience in providing geospatial-based solutions for our government clients enables us to offer you an excellent mix of technology experience, government operations, state and federal wildfire and forestry subject matter expertise, and proven processes for technology implementation and operations.

As your partner, the Timmons Group team offers the following benefits:

- The leading implementer of state forestry and wildfire government geospatial solutions
- A desire and proven ability to develop and maintain long-term working relationships with our clients
- The experience of actively supporting the applications developed under this original contract, including the training and help desk staff who support all 50 States and Territories
- A deep bench of more than 190 technology professionals on staff
- More than 750 successful IT projects for Government and Private Industry
- A leading Esri GIS Business Partner (Gold Partner) for more than 30 years

We have included an additional statement of our qualifications below. Timmons Group and Texas A&M Forest Service have had a strong and collaborative partnership for many years and our qualifications make us the right partner for implementation of the Wildfire CHaMP.

COMPANY BACKGROUND

PROPOSAL CONTACT

Chris Gerecke, CSPO, Principal

804.334.9243

chris.gerecke@timmons.com

OUR MISSION

To achieve unparalleled understanding of our clients, their businesses, and their visions, resulting in unrivaled client service and shared success.



190+ DEDICATED
GEOSPATIAL
STAFF

**NATURAL
RESOURCE
AGENCY
PARTNERS** **65+**

WHO WE ARE

Timmons Group is a well-established professional consulting firm with more than 1,000 employees, providing information technology and geospatial consulting services to public and private clients throughout the US and Canada since 1989. Timmons Group was founded and has been in business for the past 75 years. Our team develops across multiple technologies and platforms, including open-source, proprietary, and hybrid solutions.

From our web developers to our database managers, software engineers, consultants, GIS analysts, and Project Managers, **our award-winning team provides the unique ability to understand your vision and offer a solution tailored to your mission-critical business requirements.**

We are technology experts who care deeply about the mission natural resource agencies and providing solutions that enhance their ability to better serve their constituents. Our Technology group has the experience and capability to provide a wide range of services:

PLANNING

- Requirements Definition
- Strategic Planning
- Implementation Planning

DESIGN

- Infrastructure Design
- Database Design
- Data Model Design
- Application Design
- GIS Infrastructure Design

DEVELOPMENT

- Application Development
- Data Conversion
- Field Data Collection
- Mobile & Web Development
- System Integration

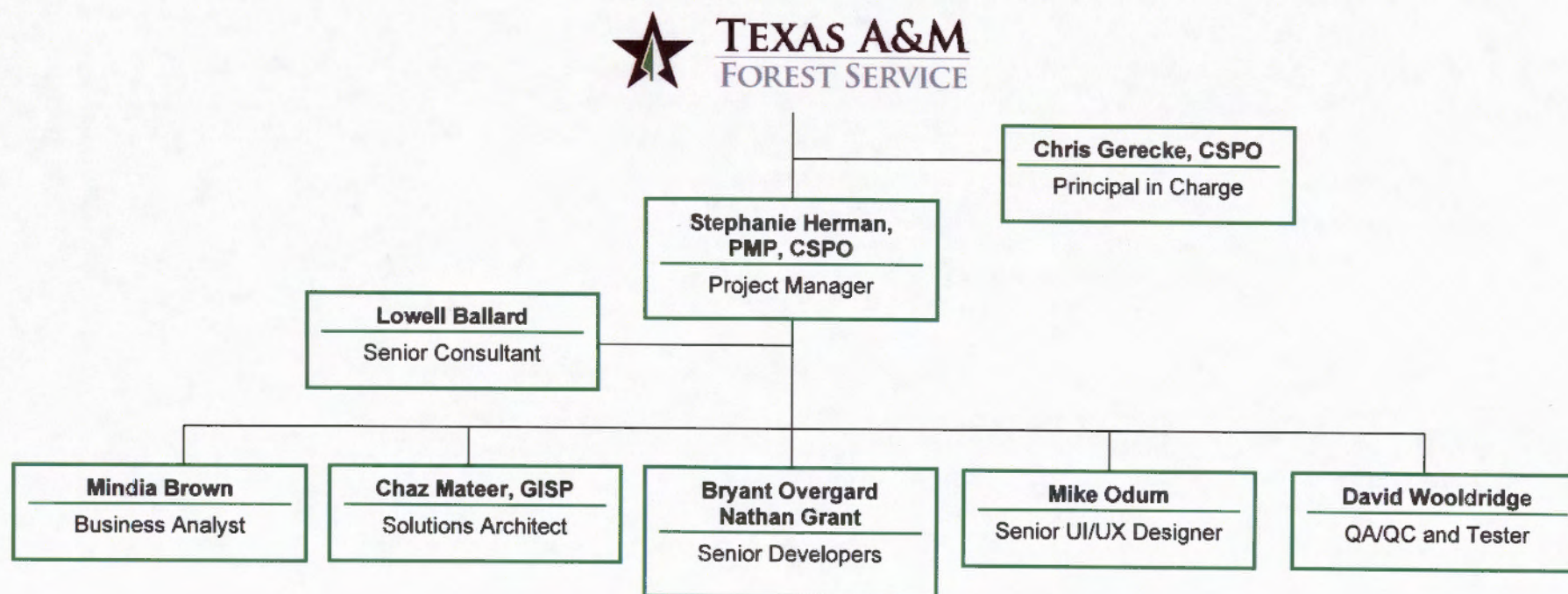
IMPLEMENTATION

- Installation
- DevOps Consulting
- User & Admin Training
- Support
- Application Roll-out

QUALIFICATIONS

Organizational Chart

Timmons Group is proposing a project team with the wildfire and forestry expertise, geospatial integration experience, and web application development experience to successfully deliver the Wildfire CHaMP tool for Texas A&M Forest Service. All of our key personnel work from our Richmond, Virginia headquarters office and are accustomed to providing timely and responsive service to Timmons Group clients across North America.



Key Personnel Roles and Qualifications



Stephanie Herman, PMP, CSPO | Project Manager

Stephanie is a Senior Project Manager at Timmons Group, providing custom geospatial solutions to all types of clients and industries across the country. Throughout her career, she has held various positions in the consultant industry and has experience in Business Analysis, Quality Assurance, Technical Support, as well as Project Management. She has been using Agile methodologies since 2014 and enjoys finding ways to constantly improve teams and the delivery process. Her passion lies with building individuals and teams, ensuring effective communication, and driving towards successful delivery of value-added software to our clients and end users.

Key contribution to this project: As Project Manager, Stephanie will employ Timmons Group's rigorous project management process, which ensure projects are consistently delivered on time and within budget and meet or exceed client requirements. Her clear and frequent communication with the client team will allow for incremental approval of project deliverables and help to identify and mitigate any potential issues that may arise throughout the course of the project. Stephanie will manage the day-to-day activities of the project team and ensure deliverables meet the quality standards of the Texas A&M Forest Service team and our own.



Chris Gerecke, CSPO | Principal in Charge

Chris's focus on any given workday is creatively solving geospatial challenges. His comprehensive knowledge on custom application project delivery and Esri, open source, and best-of-breed technology solutions enables Timmons Group to provide geospatial application development and implementation for a growing list of clients. Chris directs the enterprise custom solutions group at Timmons Group which prides itself on developing web and mobile applications that integrate complex business workflows with extremely intuitive and elegant user experiences to generate significant Return on Investment (ROI) for their clients. Chris is currently working on architecting web, mobile and desktop applications aimed at assisting states, private companies, local government, and the federal government with their enterprise geospatial needs.

Key contribution to this project: As Principal in Charge, Chris will ensure the quality of all project deliverables and provide high-level oversight of all activities under this contract, ensuring that the project team has the resources it needs to deliver efficiently and successfully. His direct experience on similar projects provides the technical perspective needed for successful project leadership. Chris was actively involved in the Living CWPP discovery for the North Carolina Forest Service and has been working directly with Texas A&M Forest Service for more than ten years.



Lowell Ballard | Senior Consultant

Lowell is a Senior Principal in the Timmons Group Technology team. Lowell has more than two decades of experience in all facets of geospatial systems planning, design, procurement, installation, and implementation for government and private industry. As the Director of Technology at Timmons Group, Lowell provides leadership to clients and staff to ensure successful projects and satisfied clients. In his consulting capacity, Lowell specializes in working with clients to prioritize geospatial needs and set strategic goals for their organizations.

Key contribution to this project: As a Senior Consultant on the project, Lowell will bring his significant experience working within the Forestry and Wildfire markets to the project. Lowell provides experience working with multiple state forestry agencies, federal agencies,



and local governments. Specifically, he has helped introduce the Living CWPP concept to multiple potential partners.

Mindia Brown | Business Analyst

Mindia fills various roles on projects depending on the unique project situation. The roles include Business Analyst, Subject-Matter Expert, and Project Manager/Scrum Master. Her passions are transforming complex workflows into streamlined, exceptional user experiences and coaching organizations into healthier data management conditions. She draws her expertise from working in both the private and government sectors. Before working with Timmons Group, she spent seven years as GIS and Information Systems Manager at the Virginia Department of Forestry (VDOF), where she initiated and led innovative projects, including the award-winning Integrated Forest Resource Information System (IFRIS). Mindia combines her knowledge of natural resource management and her strength in business analysis to every project. She understands the challenges of getting 'perfect' data and works creatively with stakeholders to figure out how to use what is available, and when to strategically invest in better data. Mindia is also an experienced Scrum Master having worked with complex teams of developers to deliver solutions to clients. This includes daily stand-up meetings, sprints, and mreview sessions and releases. She manages team development velocity, user story grooming sessions, and supports the projects with refining user stories and creating visual artifacts and validation tools. She also works closely with testers to validate product issues and work them into the existing backlog for delivery.

Key contribution to this project: As a business analyst, Mindia will engage Texas A&M Forest Service with her ability to effectively facilitate meetings and translate requirements to allow Timmons Group to deliver a valuable product for Texas A&M Forest Service. She will use her existing knowledge of CWPP data collection and reporting to guide the stakeholders throughout the entire project. She will work closely with Texas A&M Forest Service and the Timmons Group development team to ensure that all requirements have been clearly written and understood by all.



Chaz Mateer, GISP | Solutions Architect

Chaz is a highly motivated Solutions Architect with considerable experience conducting spatial analysis, data modeling/automation, and creating web GIS solutions. He is a technologist with an environmental science and GIS background with skillsets in programming and web application development. Chaz has experience with the management and administration of enterprise GIS environments (web servers, GIS servers, server-side GIS software, scripting environment, and GIS web applications). He has worked with state, federal, and private entities to coordinate requirements gathering and analysis for geospatial workflows. He has planned and documented enterprise architecture and information technology standard operating procedures for previous clients. He has developed custom geospatial solutions for supporting agency-wide situational awareness during exercises and emergencies to include automated mapping, scripted geoprocessing

Key contribution to this project: As a Solutions Architect, Chaz will architect the application using his extensive skills and understanding of application development and the Living CWPP vision. He will lead Texas A&M Forest Service through the technical implementation by vetting the technical requirements and limitations throughout the development lifecycle.



Bryant Overgard | Senior Developer

Bryant is an Applications Developer in Timmons Group's Enterprise Solutions group. With a background in full-stack software development, Bryant has experience with web applications for a variety of clients including the National Association of State Foresters, Utah Forestry, Fire, and State Lands, Texas A&M Forest Service, and the Southern Group of State Foresters. He is also a strong DevOps engineer, ensuring consistent and high-quality application deployment pipelines and automated solutions.

Key contribution to project: As a senior developer, Bryant will use his years of experience to help design an architecture that will streamline the development process. Bryant will be developing both front-end and back-end code and providing architecture and deployment consulting to the team.



Nathan Grant | Senior Developer

Nathan is a Senior Developer with extensive experience with all aspects of user experience, coding, business logic, framework programming, data access and front-end JavaScript development. His experience throughout all aspects of software design makes him an ideal candidate to provide insight into emerging technologies and best practices that assist management with decisions regarding the future of their solutions.

Key contribution to project: As a senior developer, Nathan will use his years of experience to provide front-end development expertise to the project team. Nathan works with our UI/UX designer to ensure that the front-end of our applications are intuitive and well designed. Nathan has significant front-end geospatial mapping experience and will ensure the mapping frameworks are seamlessly integrated into the Wildfire CHaMP.



Mike Odum | Senior UI/UX Designer

Mike has more than 10 years of first-hand experience with UI/UX design, he has an extensive background creating layouts and flow for optimal user experiences on various platforms including mobile, desktop, and web applications. He has designed functional website layouts and designs for clients in the local, state, private, and commercial industries.

Key contribution to project: As a senior UI/UX designer, Mike will create designs that will provide the users with an excellent experience and incorporate all Texas A&M Forest Service branding standards. He will continue to provide feedback through the implementation of the application to ensure all workflows and designs are incorporated properly.



David Wooldridge | QA/QC Engineer and Tester

David is a Software Quality Assurance Engineer with strong analytical and quantitative skills. His expertise is on the front end of applications, including content, visual design, and user experience. David drafts test strategies for Timmons Group's projects, writes test collateral, tests the applications, and works with clients during user acceptance testing. He has tested a variety of both web-based and mobile applications and has contributed to requirements gathering and refinement through helping to fine-tune acceptance criteria.

Key contribution to project: As a tester, David will be the gate keeper of the application. He will ensure that all requirements have been implemented and tested. His years of experience testing wildfire applications will make him an asset to the team. He will provide Texas A&M Forest Service with testing checklists and guides so they can confirm that the application meets the requirements.

PROJECT MANAGEMENT

Timmons Group provides the following Project Management services throughout the duration of each project:

- Perform business meeting(s) (in person or Zoom/Teams calls)
- Develop, in cooperation with the client Project Manager (Stephanie Herman), a detailed Project Plan and Schedule
- Proactively manage and update Project Plan and Schedule, as required, throughout the duration of the Project. Project Plan and Schedule modifications will be facilitated on common agreement between the client and the team Project Manager
- Coordinate project events with the client Project Manager and team members
- Author, edit, review, and distribute project documentation and technical reports, as required.
- Facilitate in-process review meetings with the client Project Manager and end-users as scheduled, and appropriate, throughout the duration of the project.
- Perform miscellaneous project administration (e.g., internal project updates), and
- Anticipate problem areas then propose and facilitate solutions.

Project Plan

Each project is defined and managed by a Project Plan. Our Project Plan is based on a proven template and includes the project scope, schedule, deliverables, and fee. The project plan is based on the requested scope of work and our team's proposed response, refined through negotiations with the client. The Project Plan is a living document that can evolve, though mutual agreement of the client and Timmons Group, as the project progresses.

Issue/Action Item Management

During the project, the Project Manager will maintain a detailed issue/ action item tracking log. This will include issue details, issue status, issue assignments, and issue resolution details. Action items will be tracked in a similar fashion. The client Project Manager is encouraged to contribute issue/action items to the list. This list will be presented to the client Project Manager on a periodic basis, as agreed to by the client and team Project Manager, using the Project Progress Report (see below). This is normally done as part of a regularly scheduled project status report work process.

Risk Management

Risk Management is a fundamental project management element for Timmons Group projects. It is critical to ensure a level of contingency preparation should a risk become a reality. During the risk management process, likely risks associated with the implementation of the project are identified, along with their project impact and mitigation strategies.

Cost Control Performance and Change Management

As a leading professional services technology company, Timmons Group prioritizes cost control performance as a cornerstone of our commitment to delivering value and excellence to our clients. Our approach revolves around leveraging technology-driven solutions and industry expertise to optimize our fees while maintaining the highest standards of service quality and client satisfaction.

We identify opportunities for cost savings and process improvements without compromising the integrity or effectiveness of our services. Timmons Group employs financial management tools and reporting to monitor expenses in real-time, enabling proactive decision-making and agile adjustments to ensure optimal cost control outcomes.

Risks:

Project Risks and Impediments		Risk/Probability						Mitigation	
	Probability	99							
		75							
		50							
		25							
		10							
			1	2	3	4	5		
		Impact							
	Probability	99							
		75							
		50							
		25							
		10							
			1	2	3	4	5		
		Impact							

Our dedicated team of professionals is equipped with the skills, experience, and industry insights necessary to navigate the complexities of cost management in the fast-paced world of professional services and technology. By fostering a culture of innovation, collaboration, and continuous improvement, we empower our teams to implement best practices and monitor fixed fee costs and make approved adjustments as needed that align with our clients' project objectives.

During the project, changes to the project plan may be required. Our change management process is designed to address these changes head-on, document them, and ensure they are reflected in an updated set of tasks. In some cases, the proposed change will affect schedule, costs, and scope. Should this occur, the Change Management Process will be used to manage expectations and clearly convey and document the impacts of such decisions on project scope, deliverable, schedule, and cost.

PROJECT COMMUNICATION TOOLS

We have a proven project communications process and plan that keeps your staff fully informed of the project progress. The project team uses a variety of project management tools throughout the project lifecycle, including:

- Zoom or Teams for project meetings.
- Basecamp for project collaboration.
- Invision – for wireframes and mockup reviews.
- StoriesOnBoard – for backlog development.
- Web-based Project Portal – for client communications and project document storage.
- Secure FTP project folder or Dropbox folder – for data and program transfers.
- Secure test environments – for software and data review and acceptance.
- BitBucket / GIT – for application code management.
- Pivotal Tracker – for application and data issue/bug tracking.

PROJECT COMMUNICATIONS PROCESSES

Shown below is a summary table of our project communications/reporting methods followed by details of each method.

Reporting Method/ Responsibility	Focus	Participants
Project Kick-off Meeting Responsibility: Project Manager	Establish the necessary Project Management protocols to be adhered to by team members. The Meeting will focus on: Team introductions Deliverables Overview Roles and Responsibilities Project Schedule and Milestones	Project Manager and Key Stakeholders
Project Website Responsibility: Project Manager	This website will provide a repository for project documents, project status, and issue tracking. Project staff assigned to this project will have the ability to access, post, and edit on the site.	Project Manager
Weekly Project Team Coordination Responsibility: Project Manager	Weekly report of work in progress including completed tasks; planned tasks; and anticipated conflicts. Our Project Manager will review these reports and meet with the project team members to determine and schedule the required actions.	Project Manager

Reporting Method/ Responsibility	Focus	Participants
Weekly Status Reports Responsibility: Project Manager	Each report will detail significant progress made during the previous time period; activities planned for the current time period; and project issues that require resolution	Project Manager and occasional technical staff as needed
Monthly Milestone Meetings Responsibility: Project Manager	Overall project direction, performance, and progress.	Project Manager and Key Stakeholders
Project Change Control Process Responsibility: Project Manager	A change management process that provides a structured, planned approach to identifying, approving, and implementing changes affecting schedule, costs, and scope	Project Manager

Project Kick-off Meeting

On notice to proceed, we convene a project kick-off meeting. This meeting is orchestrated by the Project Manager and includes participation from Key project stakeholders and client staff. The meeting focuses on:

- Team introductions
- Deliverables Overview
- Roles and Responsibilities
- Project Schedule and Milestones

Weekly Project Coordination Meetings

Project team members provide our Project Manager with weekly status reports detailing the work in progress, including completed tasks; planned tasks; and anticipated conflicts. Our Project Manager reviews these reports and meets with the project team members to determine and schedule the required actions. Discussion topics are logged and made available to all team members.

Project Schedule Coordination

Project scheduling and task management is proactively monitored using Microsoft Project software. Project schedules, tasks, deliverables, and milestones are continuously monitored and adjusted as required. An updated project schedule are made available to all interested parties.

Project Progress Report

Our Project Manager provides the client's Project Manager with a written weekly or bi-weekly status report, the frequency of which depends on the client's needs. Each report details significant progress made during the previous month; activities planned for the current month; and project issues requiring resolution.

PROJECT STATUS REPORT	
Project Name	<<project name here>>
Report Date	<<report date>>
Report Period	<<report period>>
Submitted To	<<client project manager>>
Submitted By	<<TG project manager>>
Other	<<other notes>>

Summary of accomplishments since last report
<ul style="list-style-type: none"> • <<item>> • <<item>> • <<item>> • <<item>>

Summary of items to accomplish next
<ul style="list-style-type: none"> • <<item>> • <<item>> • <<item>> • <<item>>

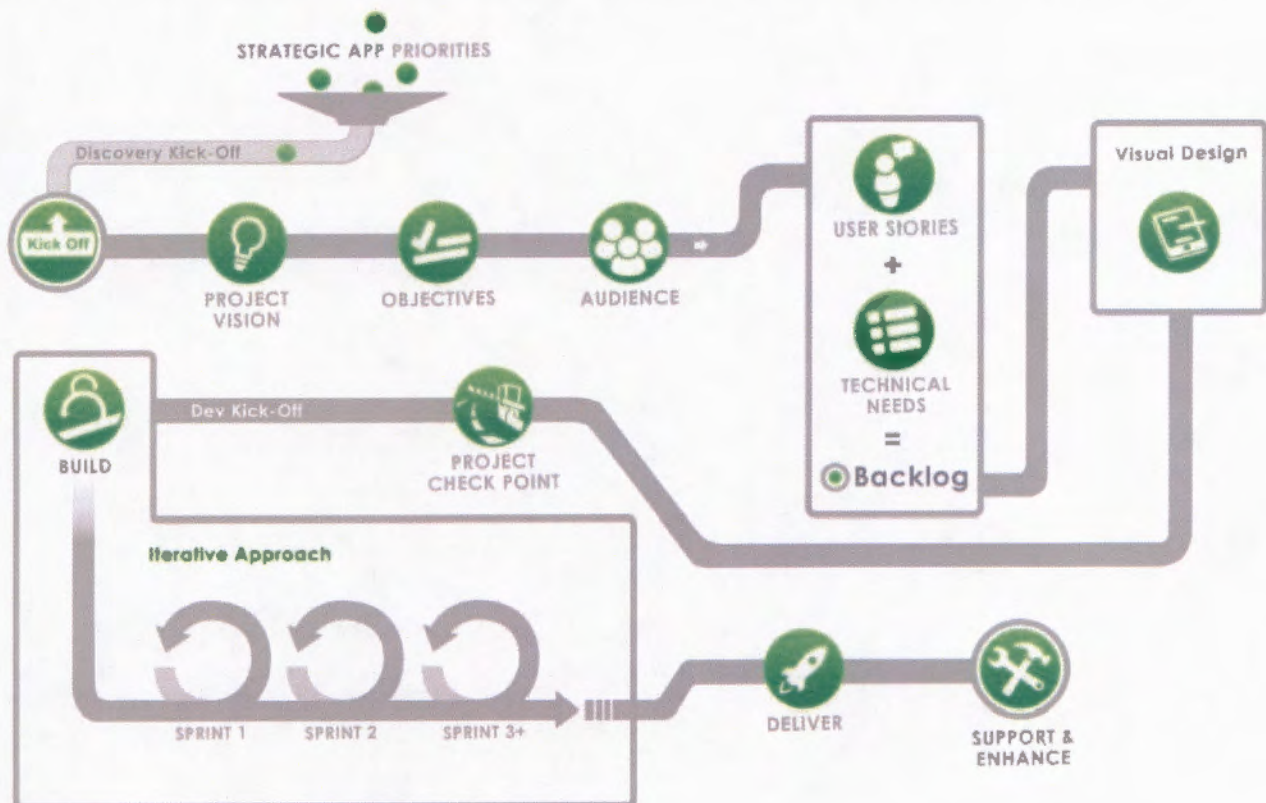
Outstanding issues, action items, other comments
<ul style="list-style-type: none"> • <<item>> • <<item>> • <<item>> • <<item>>

PROJECT APPROACH AND SCHEDULE

PROJECT METHODOLOGY

Timmons Group delivers maximum value as quickly as possible through a highly iterative and interactive approach to software development based on Agile methodologies. However, through experience, Timmons Group has recognized that successful projects also require proper initiation and planning prior to the development and implementation of the actual solution. Our approach and methodology focuses on a high degree of client engagement over several phases of the project to ensure the delivered solution meets and exceeds expectations.

The diagram below illustrates our approach and highlights the deliverables throughout the project lifecycle.



In general, the Timmons Group project lifecycle is broken into four key phases.

1. **Discovery** –It is essential for the success of a project to have delivery and functionality expectations clearly defined prior to the solution Implementation phase. The Discovery phase provides the documentation the Timmons Group development team needs to implement the project quickly and effectively and ensures expectations are documented and universally understood by both the client and Timmons Group project teams.
2. **Implementation** – This phase builds on the documentation and project collateral developed in the Discovery phase and is when the Timmons Group development and delivery teams build the application. This phase takes advantage of an iterative approach to continually refine deliverables based on the evolving needs and priorities of the client. This phase includes the development, testing, and demonstration of each work "sprint" to project stakeholders on a regular schedule that ensures the client is fully engaged throughout the process.

3. **Delivery** – Following the Implementation phase, Timmons Group will deliver a fully realized solution that is available to the client project team for User Acceptance Testing (UAT). Stakeholders can perform all the expected functions provided by the solution in a secure and isolated testing environment. Timmons Group provides full testing plans and collects feedback and suggestions to ensure all concerns and issues are resolved in the final solution. This phase culminates in the Go-Live event where the final solution is deployed to the production environment and ready for use.
4. **Maintenance and Support** – Once the application is deployed to the production environment, its permanent success requires ongoing maintenance and support. This phase addresses the periodic updates to the application codebase and architecture that comes with hosting web solutions in an ever-advancing technology landscape for as long as the solution is in use. The Maintenance and Support phase also ensures the application will stay functional and compliant and users will continue to have a good experience with the latest web browsers and operating systems used to access the solution.

Once under contract, Timmons Group initiates the Discovery phase with a kick-off meeting for all project team members and stakeholders. Detailed timelines, project management methodologies, meeting ceremonies and artifacts, and collaboration and communication tools are defined and disseminated to the project team to ensure everyone is aligned and working together under a common understanding of project completion and success. As the Implementation phase gets underway, stakeholders are continuously engaged and involved in our iterative approach to application development. Commonly referred to as Agile, this approach allows Timmons Group to deliver maximum value to the client as quickly as possible through an ongoing process of prioritization, delivery, feedback, and refinement. The project matures in the Delivery phase where users test and accept the complete solution. On deployment, the project moves into the Support and Maintenance phase to ensure the solution continues to deliver on its expected functionality and reliably meet client needs.

Discovery Phase

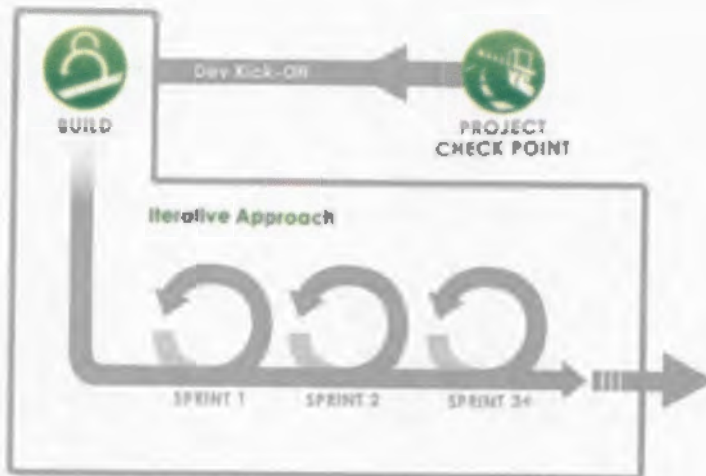
Timmons Group initiates all our projects with a robust and thorough Discovery phase that focuses on identifying, documenting, and prioritizing the strategic objectives of the project. This phase is essential to the success of the project because it formalizes a universal understanding of the vision, goals, audience, and functional expectations of the delivered solution. Starting with a kick-off meeting, the Discovery phase brings together all project team members and stakeholders to develop design goals and the delivery plan and timeline for the Wildfire CHaMP web-based user interface and data storage solutions.

At a minimum, Timmons Group will:

- Coordinate and host monthly or bi-weekly meetings with Texas A&M Forest Service and stakeholders.
- Lead workshops with Texas A&M Forest Service staff to review and refine goals, objectives, and requirements.
- Coordinate with Texas A&M Forest Service to determine the technical requirements.
- Develop the system data design and architecture to deliver web user interface and database needs.
- Develop user interface designs for internal and public users that meet accessibility requirements.
- Coordinate with Texas A&M Forest Service to ensure state technical and security requirements are met.
- Develop a delivery plan and timeline to successfully complete the Wildfire CHaMP by the launch date.

Implementation Phase – Application Development

Timmons Group uses an iterative development process based on Agile methodologies to develop custom solutions for our clients. This ensures that the Wildfire CHaMP is developed with full transparency and through constant refinement with the Texas A&M Forest Service project team. As with any project of this scale, business constraints change, and client priorities evolve over time. Our Agile approach ensures that those changes are captured and integrated into the project by refining the project backlog and delivery schedule to reflect real-time priorities that meet Texas A&M Forest Service's expectations.



Timmons Group will work closely with the Texas A&M Forest Service core team, including the Project Manager and/or Product Owner described above, to deliver the following:

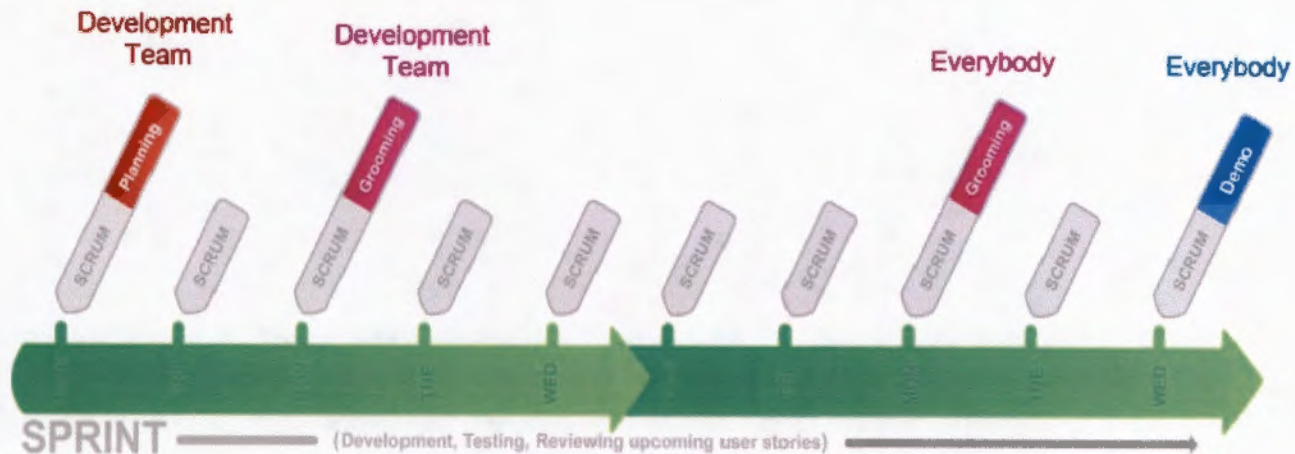
- Wildfire CHaMP development according to the sprint release plan.
- Monthly or bi-weekly meetings to demonstrate sprint progress and refine upcoming priorities and requirements.
- Monthly User Acceptance Testing deployments and feedback opportunities.

Methodology and Approach

Based on our experiences and lessons learned developing mobile and web applications, we believe that using an iterative development approach provides our clients the best value and product for their user-base and stakeholders. This Agile methodology allows the Timmons Group to integrate seamlessly with the Texas A&M Forest Service team and their busy schedules to continuously refine the functional requirements of the application to meet the real-time demands and priorities of the project stakeholders as business constraints evolve over time.

Timmons Group has learned that the most successful projects demonstrate progress across all project stakeholders early and often. The discovery phase of the project provided a prioritized backlog of application features for Timmons Group to ensure the most valuable functionality of the solution is delivered first. This backlog is broken into manageable chunks of work that can be accomplished in two-week intervals, or sprints. Our sprint methodology accomplishes this by delivering the most recent version of the application to Texas A&M Forest Service stakeholders every two weeks and holding bi-weekly review and demonstration sessions following each delivery. Our dedicated Project Manager will manage these bi-weekly meetings with the Texas A&M Forest Service team to collect valuable and timely feedback on our progress. Feedback is then prioritized against the backlog of undelivered functionality to continually revise the project plan in collaboration with Texas A&M Forest Service to ensure maximum value is delivered as quickly as possible. Reported bugs are evaluated and compared to new or undelivered features so that each sprint delivers exactly what stakeholders expect and need most.

As projects unfold, application requirements often evolve as new functionality expectations are discovered and previously expected functionality is no longer valuable. Our iterative approach supports this while ensuring the overall project remains on track in terms of time and budget by facilitating the real-time evaluation of undelivered functionality with evolving needs and expectations. In other words, as certain features are determined to be no longer necessary, new features can take their place while keeping the project within the originally scoped business constraints. This communication and development lifecycle requires minimal time commitment from Texas A&M Forest Service but facilitates regular checkpoints and feedback cycles to promote collaboration and engagement and deliver maximum value in the application we provide.



Timmons Group typically works on a two-week sprint cadence with the typical ceremonies for each sprint depicted above. We work with the Texas A&M Forest Service project team to promote a “one team” approach where collaboration in sprint **planning** (defining the work to be completed in the next sprint), **refinement** (reviewing and finalizing requirements for the work to be done in the following sprint), and **demo** (showing the work of the completed sprint and collecting feedback for further refinement) is a key driver in the process. These sprint ceremonies are open to all stakeholders Texas A&M Forest Service sees as required to validate each iteration’s plan, goals, and progress and make ongoing prioritization and sequencing decisions. The Timmons Group team also uses daily sprint **scrum** ceremonies to conduct quick, internal check-ins, answer questions, identify blockers, and ensure the process is running smoothly and delivering on expectations. Timmons Group has employed this approach with hundreds of projects, and it has proven to facilitate the high degree of communication, collaboration, and efficiency to ensure the success of a project such as this.

In summary, our Agile approach to application development provides the following benefits:

- FAST:** Quicker delivery of high priority functionality that meets the client’s most important needs throughout the entire project lifecycle.
- OPEN:** Highly transparent process includes all stakeholders and facilitates constant demonstration, feedback, and refinement loops.
- ENGAGING:** Continual validation of the development process ensures stakeholders stay invested in the success of the solution and Timmons Group continually meets stakeholder needs and expectations.
- VALUE:** Delivers higher quality product based on the continual feedback client stakeholders to ensure the scope of work includes the highest priority features within the project schedule and budget.

PROJECT SCHEDULE

As presented above, Timmons Group is proposing that a detailed implementation plan and project schedule be developed **after** the discovery and design phase is completed. Timmons Group acknowledges that the application is required to be launched within 24 months after the purchase order is issued. We are providing the following high-level project schedule to ensure Texas A&M Forest Service that the solution will be designed, developed, and launched within 24 months. Notice to Proceed (NTP) is assumed to once purchase order has been issued.

- Discovery, Design and Sprint 0 Setup NTP + 3 months
- Development and Implementation NTP + 21 months
- User Acceptance Testing, Training, and Rollout NTP + 24 months
- (Optional) Post Launch Support and Hosting (Year 1) NTP + 36 months
- (Optional) Post Launch Support and Hosting (Year 2) NTP + 48 months

REFERENCES

Texas Wildfire Risk Assessment Portal (TxWRAP)



Working collaboratively with the Texas A&M Forest Service, Timmons Group developed the web-based wildfire risk information portal called TxWRAP. The primary focus of TxWRAP is to make wildfire risk information and planning tools readily available to the public, Texas state agencies, local governments, and other stakeholders in a timely and efficient manner.

TxWRAP is the primary mechanism for the Texas A&M Forest Service to deploy risk information and create awareness about wildfire issues across the state. TxWRAP comprises a suite of web-mapping applications tailored to support specific workflow and information requirements for the public, local community groups, government officials, professional hazard mitigation planners, and wildland fire managers. Collectively, these applications provide the baseline information needed to support mitigation and prevention efforts across the state.

Basic Viewer

This application is designed to let users zoom to a place of interest, explore map themes, and identify wildfire risk for a specific location on the map. The featured tool in this application is called "What's Your Risk?" It allows users to identify specific risk levels within a two-mile radius of a home or any other point of interest on the map and provides a link to additional resources for users wanting to know how to reduce their risk.

Advanced Viewer

This application is designed to support the community wildfire protection planning needs of government officials, hazard mitigation planners, and wildland fire professionals. It contains advanced functionality and additional map themes as compared to the Public Viewer. The key features of this application include the capability to define a project area, generate a detailed risk summary report, and export and download wildfire risk GIS data. Additional applications and tools are available to support task-specific requirements.

Features include:

- Texas Wildfire Risk data integration
- Apps for:
 - Public viewing
 - Professional mitigation planning
 - Community and home assessment
 - Fire occurrence explorer
- Compatible with mobile devices
- Map printing
- Ability to define project areas
- Detailed risk summary reporting
- Export and download of GIS data
- Public "What's Your Risk?" tool

CLIENT

Texas A&M Forest Service

CONTACT

Curt Stripling, Associate Director
200 Technology Way, Suite 1162
College Station, TX 77845
979 458.7332
cstripling@tfs.tamu.edu

PROJECT SIZE

~\$800,000 (over multiple years)

PROJECT TERM

9/2015-Support Ongoing

New Jersey Wildfire Values Explorer



The New Jersey Values Explorer is a planning tool designed to aid in prioritizing projects (whether those projects are hazardous fuels reduction, wildfire mitigation, conservation, development, or any other type of project). Users can perform multi-scale planning (from the national level down to the community level) by viewing the density and distribution of highly valued resources and assets (HVRAs), critical habitat, or other valued resources

in the user's area of interest. The Values Explorer tool was developed as a module associated the New Jersey Wildfire Risk Assessment Portal (NJ WRAP). It has several uses, including:

- Hazardous fuels reduction planning
- HVRA analysis
- Statewide Wildlife Action Plan (SWAP) mapping and analysis
- Crucial habitat planning
- Wildfire mitigation project planning
- Statewide funding distribution decision-making

Features include:

- Multiple scales (zoom levels) of hexagon-based planning units for easy planning and analysis (national, state, jurisdictional, county, city, and community level)
- Ability to include any number of geospatial layers and datasets as "Values" to stamp on hexagon-based planning units
- Ability to update underlying geospatial layers and datasets as additional data or changes become available
- Ability to group Values and quickly filter areas on the map based on the density of resources (low, medium, high) that make up that Value
- "Analyze this Area" tool that creates a thematic map for the user's defined extent based only on the Values and resources within that extent
- Ability to exclude Values and re-render the thematic map of resource density and priorities
- Ability to drill into any hexagon on the map and identify all resources (across multiple geospatial layers)

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New Jersey Forest Fire Service

CONTACT

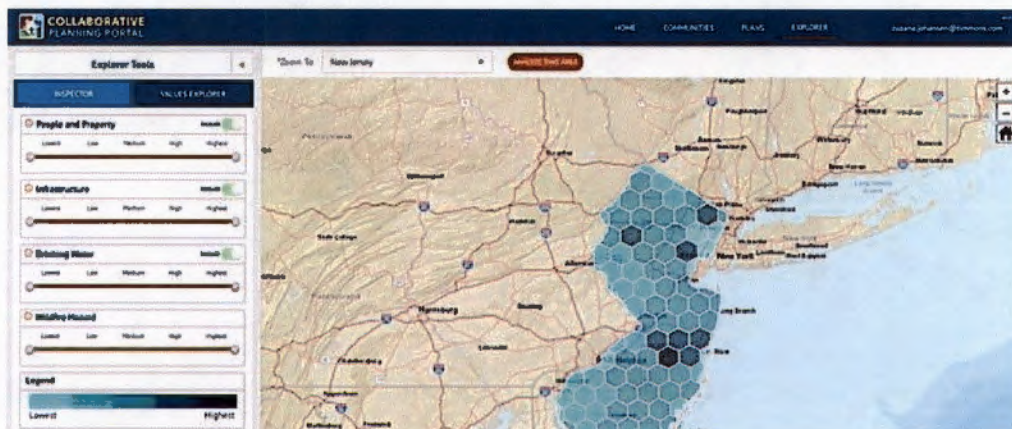
Joe Battersby, Prevention Supervisor
PO Box 420
Trenton, NJ 08625
609.349.4247
joseph.battersby@dep.nj.gov

PROJECT SIZE

\$400,000 (including Wildfire Risk Assessment Portal implementation)

PROJECT TERM

9/2022-Support Ongoing



Texas Community Assessor



Timmons Group developed the Community Assessor web and mobile application for the Texas A&M Forest Service to support

community risk assessments throughout the state of Texas. The web and mobile applications were to be used by TFS Wildland Urban Interface (WUI) coordinators and local fire departments to set up assessment projects for cities and counties, delineate community boundaries within a project jurisdiction, assign team members to projects, conduct wildfire risk assessments for those communities while out in the field, and then produce data and reports to be used for developing CWPPs. The Community Assessor application is part of TxWRAP.

The Problem

The Healthy Forests Restoration Act (HFRA) provided communities with a tremendous opportunity to influence where and how federal agencies implement fuel reduction projects on federal lands. A CWPP is the most effective way to take advantage of this opportunity. Additionally, communities with CWPPs in place are given priority for funding of hazardous fuels reduction projects carried out under the auspices of the HFRA. Texas A& Forest Service is a collaborator with counties and municipalities in Texas and supports and maintains its CWPP development. It has historically had a manual process to plan, coordinate, conduct, and work with local fire departments and homeowners' associations. This included paper-based community assessment forms, non-digital tracking of community boundaries, and limited consistency in the recommendations provided to localities for their CWPP development.

Our Solution

Timmons Group developed a role-based, web-based application to help TFS and local fire departments sketch out WUI community boundaries on a map and enable assigned project team members to search and download data and run reports for communities throughout the state of Texas. A mobile application was developed so that field assessors could easily navigate to and enter wildfire risk assessments for pre-mapped communities while on site. If during a field visit the assessor finds a new community that needs to be assessed, they simply create an ad-hoc community and can proceed with an assessment for that community. The mobile application also allows assessors to work in online or offline mode, so that connectivity issues do not prevent data entry. The Community Assessor web application allows users to download the Single Community Assessment Report as well as a CWPP Report that details all communities for the project, including a map and table with the total hazard rating for each community. Finally, a map layer that shows all of the assessed communities symbolized by total hazard rating is available for users of the TxWRAP Basic and Advanced Viewers.

CLIENT

Texas A&M Forest Service

CONTACT

Curt Stripling, Associate Director
200 Technology Way, Suite 1162
College Station, TX 77845
979.458.7332
cstripling@tfs.tamu.edu

PROJECT SIZE

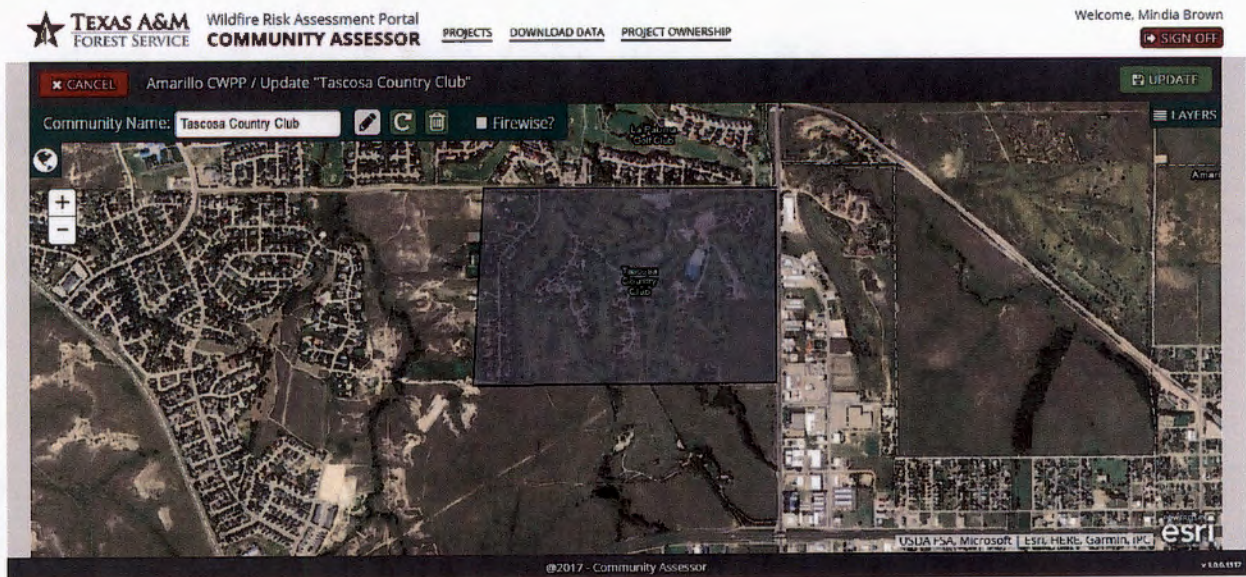
~\$500,000 (multiple projects)

PROJECT TERM

2016-Support Ongoing



The screenshot displays two side-by-side views of the Texas Community Assessor web application. The left view, titled 'Community Summary', shows fields for 'Community' (A Sample Community), 'Project' (Subdivided with an ID), 'Assessment Date' (1/2/21), 'Surrounding Environment' (Severe structure ignition hazard), 'Home Construction' (Significant structure ignition hazard), and 'Total Hazard' (High - 20). Below these are 'Assessment Comments' and a section for 'Photos' with three sample images labeled Photo 1, Photo 2, and Photo 3. The right view, titled 'Assessment Detail', shows a 'Surrounding Environment' section with a 'Vegetation' dropdown (set to 'Highly flammable, dense brush, shrubs and herbaceous'), a 'Vegetation' text input (set to '30 ft. of vegetation present from the structure'), and a 'Slope' dropdown (set to 'Slope 0 - 10%'). Below this is a 'Home Construction' section with a 'Structure' dropdown (set to 'Detached, new construction, attached to main house') and a 'Structure' text input (set to 'Detached, new construction, attached to main house'). At the bottom is an 'Assessment Photos' section.



Hazards Mitigation Geospatial Planning Tool



Local governments in the country face multiple threats to people and property and other values at risk. These threats range from floods to wildfire to landslides and everything in between. The funding sources to support these entities is also highly varied, coming from multiple federal partners (e.g., FEMA,

USFS, Utah Forestry, Fire and State Lands) and all come with unique requirements (e.g., All-hazard plans, CWPPs, etc.).

The integration of supporting data sources, and effective planning tools, are lacking in many cases. This is especially true for underserved localities, who often face more risk from things like wildfire, but lack sufficient staff to effectively plan, leverage available data, and access grant funding.

The goal of this project is to work with multiple agencies in the state of Utah (Summit County (local), Utah Emergency Management (state) and Utah Forestry, Fire and State Lands (state) to design improved planning tools that work to bridge wildfire and other natural hazards in a manner that can be extended past Summit to support other communities at risk (including underserved localities). Timmons Group developed requirements and designs for a mapping application to help the community evaluate risks from natural hazards to valued assets and resources, as well as plan mitigation projects to reduce those risks. The outcome from this project includes useful planning and response data sources (across all aspects of hazard planning, including wildfire), a prototype application to help drive requirement and input, and the designs for the future development of a more robust tool.

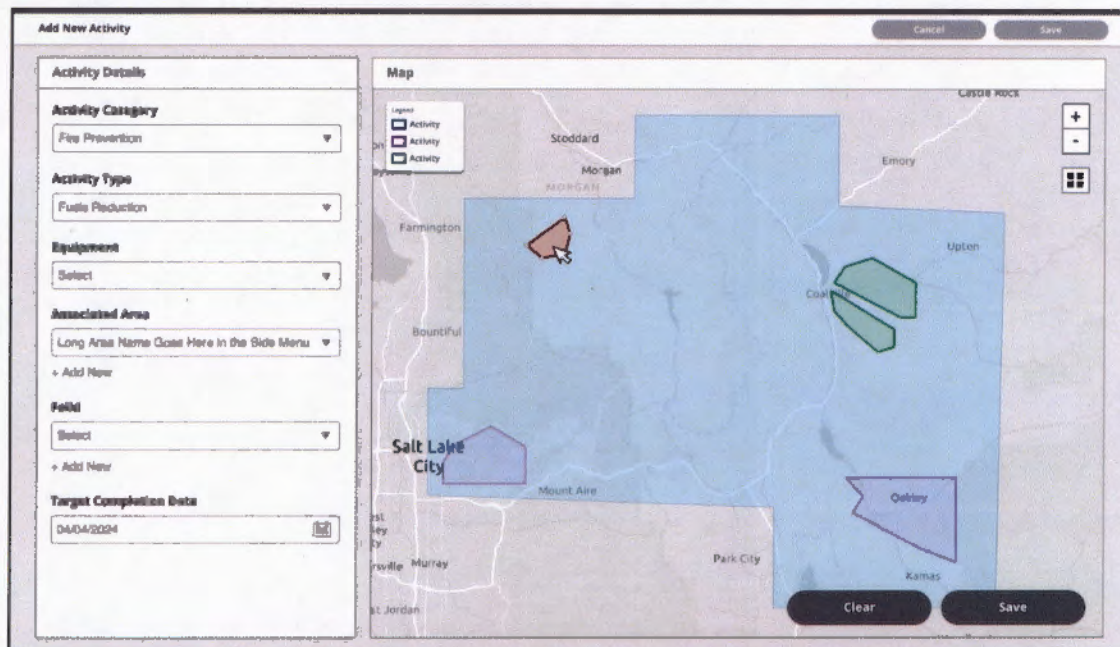
The tool is envisioned to enable Summit County to view automatically calculated geospatial statistics of the demographics, land ownership, hazards, values at risk, and emergency response resources within the community, as well as allow users to collaboratively map mitigation activities and plan projects designed to mitigate risk in a wildfire and all-hazard context. GIS data expected to support the application will be identified and assembled and presented in a prototype web mapping application, and gaps between existing versus desired data layers will be assessed.

CLIENT
Summit County, UT

CONTACT
Kathryn McMullin, Emergency Manager
60 N Main Street
Coalville, UT 84017
435.336.0155
kmcnullin@summitcounty.org

PROJECT SIZE
\$96,390

PROJECT TERM
8/2023-Ongoing



CWPP Writer Discovery



NCFS wished to replace an existing legacy application used to help manage the data associated to CWPPs. NCFS has a vision and many enhancement ideas for implementing a new CWPP writer. The overall goal was to enable the CWPPs captured within the system to be "Living CWPP's" that link to data updated and maintained in other systems.

To further document and elicit their vision for this solution, NCFS selected Timmons Group to perform a formal "discovery" to:

- Better define the requirements for a new solution that will address growing overall data needs
- Visually iterate on a user interface and user experience that will satisfy the end-users of the solution
- Architect a potential integration with the Southern Wildfire Risk Assessment Portal (SouthWrap) and the Community Assessor for the South
- Develop a "blueprint" for implementation of the solution

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State of North Carolina Forest Service (NCFS)

CONTACT

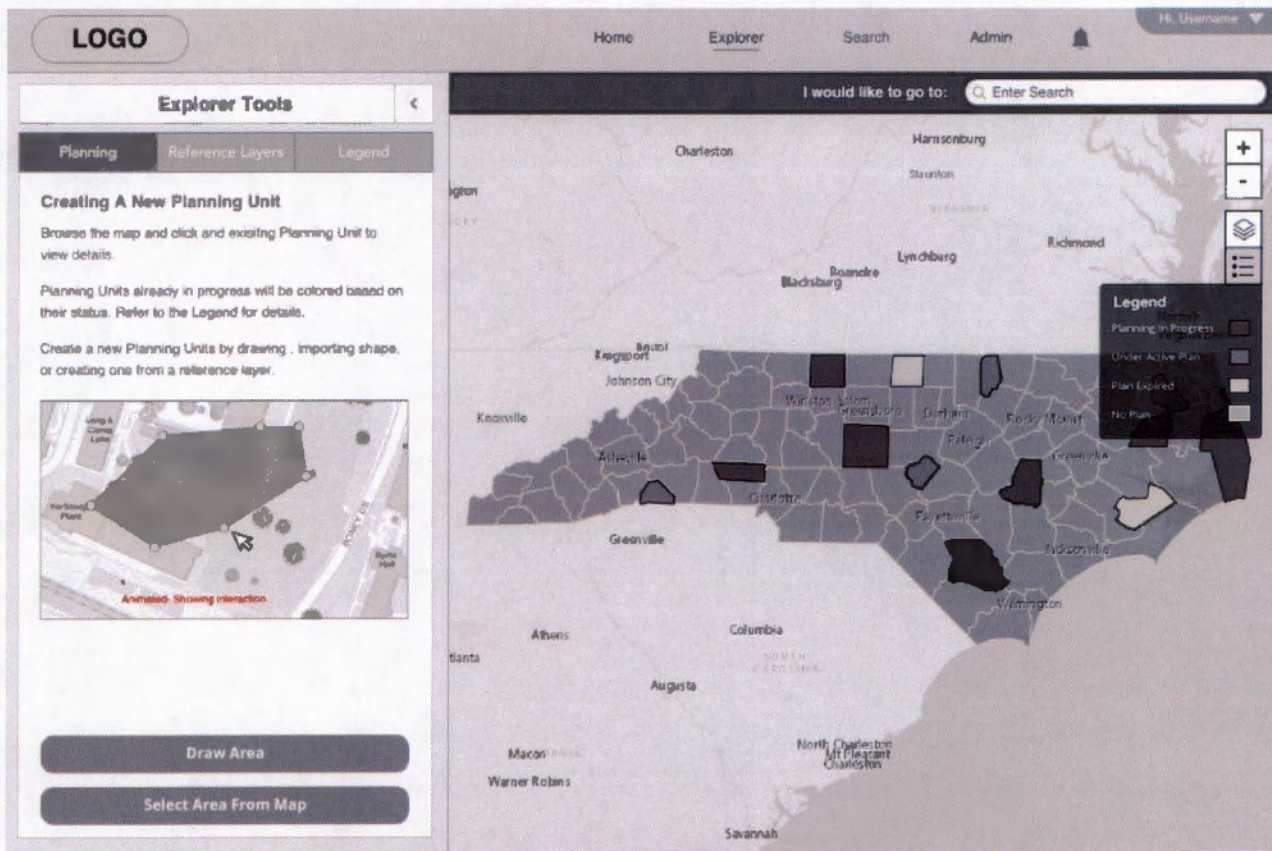
Hannah Thompson-Welch, Wildfire Mitigation Specialist
3900 Wake Forest Road
Raleigh, NC 27609
919.210.7037
Hannah.thompson@ncagr.gov

PROJECT SIZE

\$30,000

PROJECT TERM

5/2021-9/2021



Southern Wildfire Risk Assessment Portal (SouthWRAP)



SGSF and Texas A&M Forest Service partnered with Timmons Group for the development of the Southern Wildfire Risk Assessment Portal, SouthWRAP, to provide web mapping capabilities for 13 Southern states. The intent was to make the Southern Wildfire Risk Assessment results readily accessible to the public and professional planners for awareness, education, and mitigation planning purposes. This portal provides access to a suite of web mapping

applications that facilitate access to wildfire risk information for the public and professional planners. Features of the Advanced Viewer include the Project Summary Report and the Project Area Export, which can be used to develop and enhance CWPPs and Firewise plans.

CLIENT

Southern Group of State Foresters (SGSF) and Texas A&M Forest Service

CONTACT

Curt Stripling, Associate Director
200 Technology Way, Suite 1162
College Station, TX 77845
979.458.7332
cstripling@tfs.tamu.edu

PROJECT SIZE

~\$800,000 (multiple projects)

PROJECT TERM

10/2013-Support Ongoing

Community Assessor for the South



Communities will become more "fire adaptive" when they learn about their vulnerabilities and act to mitigate their risk from wildfires. The SGSF and Timmons Group have developed the **Community Assessor** application, a module in SouthWRAP that empowers 13 southern state forestry agencies and their partners to conduct mobile field assessments of communities located in the WUI. Community Assessor is a suite of web and mobile applications that allow WUI coordinators, assessment teams, and local fire

departments to set up assessment projects for cities and counties, delineate community boundaries within a project jurisdiction, assign team members to projects, conduct wildfire risk assessments for those communities while out in the field, and then produce data and reports to be used for developing CWPPs and Firewise Recognitions in each of the 13 southern states.

The Problem – Communities that are located within the WUI can be at a higher risk for wildfire, so SGSF states work with communities to help them be more informed and understand what they can do to safely coexist with wildland fire. Knowing what action to take requires onsite assessment of the wildfire risk, often involving many communities that are being included in a county- or city-based CWPP. SGSF states historically had a manual process to plan, coordinate, conduct, and work with local fire departments and homeowners' associations. This included paper-based community assessment forms, non-digital (or no) mapping of community boundaries, and limited consistency in the assessment criteria and mitigation strategies recommended to localities for their CWPP development.

Our Solution – Timmons Group developed a web-based application to help the SGSF and local fire departments sketch WUI community boundaries on a map and enable assigned project team members to search, download data, and run reports for communities for each of the 13 southern states. Web-based mobile applications were developed so that field assessors could easily enter wildfire risk assessments and capture photos for pre-mapped communities while onsite. If, during a field visit, an assessor finds a new community that needs to be assessed, the assessor simply creates an ad-hoc community and can proceed with an assessment for that community. The mobile application allows assessors to

CLIENT

Southern Group of State Foresters (SGSF) through Texas A&M Forest Service

CONTACT

Curt Stripling, Associate Director
200 Technology Way, Suite 1162
College Station, TX 77845
979.458.7332
cstripling@tfs.tamu.edu

PROJECT SIZE

~\$400,000 (multiple projects)

PROJECT TERM

2018 -Support Ongoing

work in online or offline mode, so that connectivity issues do not prevent use of the map. Users can download the Single Community Assessment Report that lists tailored mitigation strategies for that community. Users can also download the CWPP Report that details all communities for the project, including a map and table with the total hazard rating for each community. Finally, a map layer that shows all the assessed communities symbolized by total hazard rating is available for users of the SouthWRAP Public and Professional Viewers.

Utah Wildfire Risk Assessment Portal (UWRAP)



Timmons Group was selected by Utah Forestry, Fire & State Lands to develop UWRAP. This project included many of the features from our past WRAP projects, including a Public Portal, a Professional Portal, and some new project elements, including a Priority Area Manager tool.

The Public Portal is designed to help non-technical users better understand their risk from wildland fire threat. It provides a very streamlined interface with minimal tools and options. Users are able to print a

map, zoom to a known location by address or coordinates, turn on/off select layers of data, and use the "swipe" tool to display multiple layers at once.

The Professional Portal contains all the features from the Public Portal but adds select key features, including the ability to run a detailed risk report and the ability to upload and save projects. The risk report is about 80 pages of highly detailed text, maps, and charts driven by a user's project area of interest. The report reviews all risk, fuels, threats, and other layers for the project area and creates a comprehensive report. This report is an excellent start to a formal CWPP or other risk mitigation plan.

Utah expanded this portal to include a Focus Area Manager (FAM) module. This new module allows users to create focus areas for wildfire mitigation efforts. Focus areas are scored using wildfire risk/threat data to assist the state in making land management decisions. The new module also allows the state to better track where projects are implemented on the landscape.

The site is mobile-friendly and works on iPads, tablets, and other form factors. Users are required to log in to use the Professional Viewer and Focus Area Manager tools. The site includes a user management portal to facilitate granting access to various modules.

CLIENT

Utah Department of Natural Resources

CONTACT

Tom Thompson, GIS/IT Program Manager

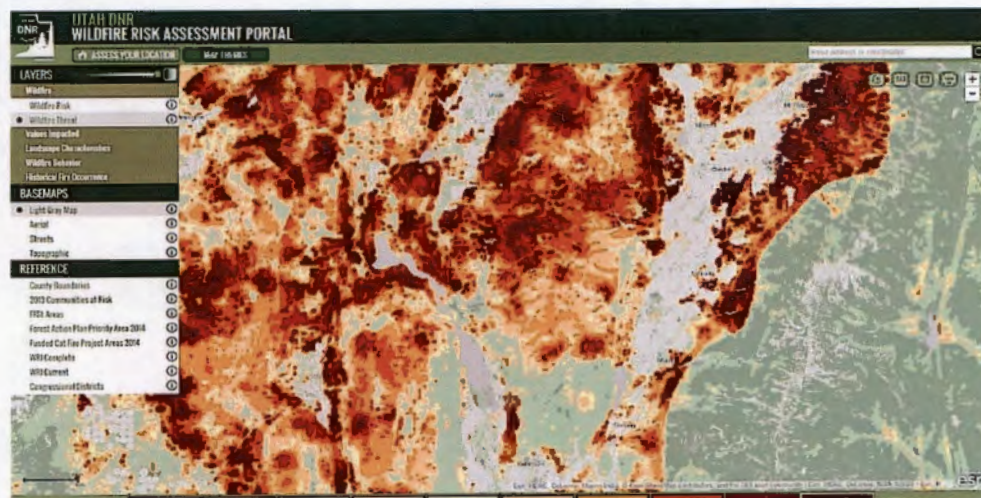
6000 State Office Building
Salt Lake City, UT 84116
801.538.3440
tomthompson@utah.gov

PROJECT SIZE

~\$650,000 (multiple projects)

PROJECT TERM

2015-Support Ongoing

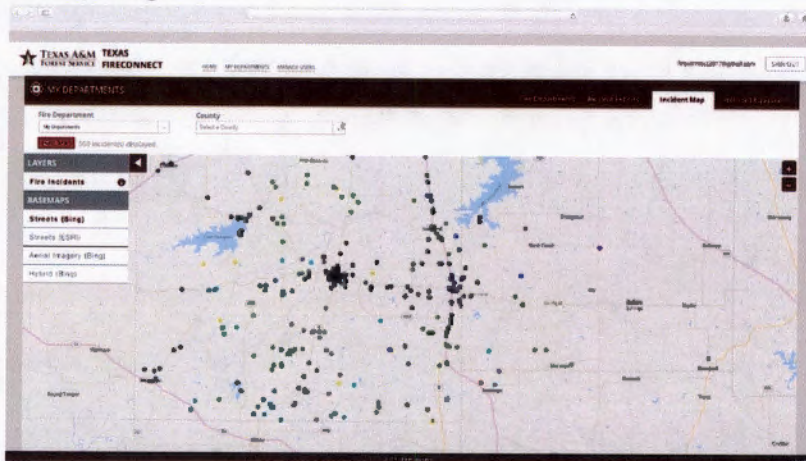


Texas FireConnect



Texas FireConnect provides a comprehensive directory of Texas Fire Departments for the public and all Texas fire service agencies in

response to Texas House Bill No. 1915. The portal also offers an incident reporting system to submit wildland fire incident reports in an effort to increase statewide situational awareness and track fire suppression costs across all fire departments relative to the statewide FEMA threshold. It has been extended over recent years to include Capacity Building grant tracking and reporting.



CLIENT
Texas A&M Forest Service

CONTACT
Greg Beard, Project Manager
200 Technology Way, Ste 1162
College Station, TX 77845
979.458.7332
gbeard@tfs.tamu.edu

PROJECT SIZE
~\$1,200,000 (across multiple projects/years)

PROJECT TERM
11/2019-Support Ongoing

To provide intuitive and efficient data entry workflows, Timmons Group developed both single record and bulk data entry forms to submit and validate information provided by the user.

Once submitted, fire station and incident reports are integrated throughout the platform in the form of summary reports, dashboards, cost tracking metrics, and incident mapping tools that consume and present information from the centralized database developed for the application. Timmons Group worked closely with Texas A&M Forest Service to ensure the long-term success of the solution by offering both methods of entering data and minimizing any barriers users may encounter when providing the information that powers the system.



Incident ID	Incident Name	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)	County	Station	Station Type	Station Address	Station Phone	Station Email	Station Website	Station Status	Station Type	Station Address	Station Phone	Station Email	Station Website	Station Status
1	Incident 1	01/01/2019	01/01/2019	Wichita County	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1	Station 1
2	Incident 2	01/01/2019	01/01/2019	Wichita County	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2	Station 2
3	Incident 3	01/01/2019	01/01/2019	Wichita County	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3	Station 3
4	Incident 4	01/01/2019	01/01/2019	Wichita County	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4	Station 4
5	Incident 5	01/01/2019	01/01/2019	Wichita County	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5	Station 5

HUB SUBCONTRACTING PLAN



HUB Subcontracting Plan (HSP) QUICK CHECKLIST

Rev. 2/17

While this HSP Quick Checklist is being provided to merely assist you in readily identifying the sections of the HSP form that you will need to complete, it is very important that you adhere to the instructions in the HSP form and instructions provided by the contracting agency.

- If you will be awarding all of the subcontracting work you have to offer under the contract to only Texas certified HUB vendors, complete:
 - ☐ Section 1 - Respondent and Requisition Information
 - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
 - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors.
 - ☐ Section 2 c. - Yes
 - ☐ Section 4 - Affirmation
 - ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years meets or exceeds the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
 - ☐ Section 1 - Respondent and Requisition Information
 - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
 - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
 - ☐ Section 2 c. - No
 - ☐ Section 2 d. - Yes
 - ☐ Section 4 - Affirmation
 - ☐ GFE Method A (Attachment A) - Complete an Attachment A for each of the subcontracting opportunities you listed in Section 2 b.
- If you will be subcontracting any portion of the contract to Texas certified HUB vendors and Non-HUB vendors or only to Non-HUB vendors, and the aggregate percentage of all the subcontracting work you will be awarding to the Texas certified HUB vendors with which you do not have a continuous contract in place for more than five (5) years does not meet or exceed the HUB Goal the contracting agency identified in the "Agency Special Instructions/Additional Requirements", complete:
 - ☐ Section 1 - Respondent and Requisition Information
 - ☐ Section 2 a. - Yes, I will be subcontracting portions of the contract
 - ☐ Section 2 b. - List all the portions of work you will subcontract, and indicate the percentage of the contract you expect to award to Texas certified HUB vendors and Non-HUB vendors.
 - ☐ Section 2 c. - No
 - ☐ Section 2 d. - No
 - ☐ Section 4 - Affirmation
 - ☐ GFE Method B (Attachment B) - Complete an Attachment B for each of the subcontracting opportunities you listed in Section 2 b.
- If you will not be subcontracting any portion of the contract and will be fulfilling the entire contract with your own resources (i.e., employees, supplies, materials and/or equipment), complete:
 - ☒ Section 1 - Respondent and Requisition Information
 - ☒ Section 2 a. - No, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources.
 - ☒ Section 3 - Self Performing Justification
 - ☒ Section 4 - Affirmation

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service, to include under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.



Rev. 2/17

HUB Subcontracting Plan (HSP)

In accordance with Texas Gov't Code §2161.252, the contracting agency has determined that subcontracting opportunities are probable under this contract. Therefore, all respondents, including State of Texas certified Historically Underutilized Businesses (HUBs) must complete and submit this State of Texas HUB Subcontracting Plan (HSP) with their response to the bid requisition (solicitation).

NOTE: Responses that do not include a completed HSP shall be rejected pursuant to Texas Gov't Code §2161.252(b).

The HUB Program promotes equal business opportunities for economically disadvantaged persons to contract with the State of Texas in accordance with the goals specified in the 2009 State of Texas Disparity Study. The statewide HUB goals defined in 34 Texas Administrative Code (TAC) §20.284 are:

- 11.2 percent for heavy construction other than building contracts,
- 21.1 percent for all building construction, including general contractors and operative builders' contracts,
- 32.9 percent for all special trade construction contracts,
- 23.7 percent for professional services contracts,
- 26.0 percent for all other services contracts, and
- 21.1 percent for commodities contracts.

-- Agency Special Instructions/Additional Requirements --

In accordance with 34 TAC §20.285(d)(1)(D)(iii), a respondent (prime contractor) may demonstrate good faith effort to utilize Texas certified HUBs for its subcontracting opportunities if the total value of the respondent's subcontracts with Texas certified HUBs meets or exceeds the statewide HUB goal or the agency specific HUB goal, whichever is higher. When a respondent uses this method to demonstrate good faith effort, the respondent must identify the HUBs with which it will subcontract. If using existing contracts with Texas certified HUBs to satisfy this requirement, only the aggregate percentage of the contracts expected to be subcontracted to HUBs with which the respondent does not have a continuous contract in place for more than five (5) years shall qualify for meeting the HUB goal. This limitation is designed to encourage vendor rotation as recommended by the 2009 Texas Disparity Study.

SECTION 1: RESPONDENT AND REQUISITION INFORMATION

- a. Respondent (Company) Name: Timmons Group, Inc. State of Texas VID #: 801756890
 Point of Contact: Chris Gerecke, Principal Phone #: 804.200.6962
 E-mail Address: chris.gerecke@timmons.com Fax #: _____
- b. Is your company a State of Texas certified HUB? ☐ - Yes ☒ - No
- c. Requisition #: RFP-24-001 Bid Open Date: 02/09/2024
(mm/dd/yyyy)

Rev. 2/17

 Enter your company's name here: Timmons Group, Inc.

 Requisition #: RFP-24-001
SECTION 2 RESPONDENT'S SUBCONTRACTING INTENTIONS

After dividing the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, and taking into consideration the scope of work to be performed under the proposed contract, including all potential subcontracting opportunities, the respondent must determine what portions of work, including contracted staffing, goods and services will be subcontracted. Note: In accordance with 34 TAC §20.282, a "Subcontractor" means a person who contracts with a prime contractor to work, to supply commodities, or to contribute toward completing work for a governmental entity.

a. Check the appropriate box (Yes or No) that identifies your subcontracting intentions:

☐ - **Yes**, I will be subcontracting portions of the contract. (If **Yes**, complete item b of this SECTION and continue to item c of this SECTION.)

☒ - **No**, I will not be subcontracting any portion of the contract, and I will be fulfilling the entire contract with my own resources, including employees, goods and services. (If **No**, continue to SECTION 3 and SECTION 4.)

b. List all the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
1		%	%	%
2		%	%	%
3		%	%	%
4		%	%	%
5		%	%	%
6		%	%	%
7		%	%	%
8		%	%	%
9		%	%	%
10		%	%	%
11		%	%	%
12		%	%	%
13		%	%	%
14		%	%	%
15		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

(Note: If you have more than fifteen subcontracting opportunities, a continuation sheet is available online at <https://www.comptroller.texas.gov/purchasing/vendorhub/forms.php>.)

c. Check the appropriate box (Yes or No) that indicates whether you will be using only Texas certified HUBs to perform all of the subcontracting opportunities you listed in SECTION 2, item b.

☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - **No** (If **No**, continue to item d, of this SECTION.)

d. Check the appropriate box (Yes or No) that indicates whether the aggregate expected percentage of the contract you will subcontract with Texas certified HUBs with which you do not have a continuous contract* in place with for more than five (5) years, meets or exceeds the HUB goal the contracting agency identified on page 1 in the "Agency Special Instructions/Additional Requirements."

☐ - **Yes** (If **Yes**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed.)

☐ - **No** (If **No**, continue to SECTION 4 and complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed.)

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

Rev. 2/17

 Enter your company's name here: Timmons Group, Inc.

 Requisition #: RFP-24-001
SECTION 2: RESPONDENT'S SUBCONTRACTING INTENTIONS (CONTINUATION SHEET)

This page can be used as a continuation sheet to the HSP Form's page 2, Section 2, Item b. Continue listing the portions of work (subcontracting opportunities) you will subcontract. Also, based on the total value of the contract, identify the percentages of the contract you expect to award to Texas certified HUBs, and the percentage of the contract you expect to award to vendors that are not a Texas certified HUB (i.e., Non-HUB).

Item #	Subcontracting Opportunity Description	HUBs		Non-HUBs
		Percentage of the contract expected to be subcontracted to HUBs with which you <u>do not</u> have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to HUBs with which you have a continuous contract* in place for more than five (5) years.	Percentage of the contract expected to be subcontracted to non-HUBs.
16		%	%	%
17		%	%	%
18		%	%	%
19		%	%	%
20		%	%	%
21		%	%	%
22		%	%	%
23		%	%	%
24		%	%	%
25		%	%	%
26		%	%	%
27		%	%	%
28		%	%	%
29		%	%	%
30		%	%	%
31		%	%	%
32		%	%	%
33		%	%	%
34		%	%	%
35		%	%	%
36		%	%	%
37		%	%	%
38		%	%	%
39		%	%	%
40		%	%	%
41		%	%	%
42		%	%	%
43		%	%	%
Aggregate percentages of the contract expected to be subcontracted:		%	%	%

***Continuous Contract:** Any existing written agreement (including any renewals that are exercised) between a prime contractor and a HUB vendor, where the HUB vendor provides the prime contractor with goods or service under the same contract for a specified period of time. The frequency the HUB vendor is utilized or paid during the term of the contract is not relevant to whether the contract is considered continuous. Two or more contracts that run concurrently or overlap one another for different periods of time are considered by CPA to be individual contracts rather than renewals or extensions to the original contract. In such situations the prime contractor and HUB vendor are entering (have entered) into "new" contracts.

 HSP – SECTION 2
 (Continuation Sheet)

Rev. 2/17

Enter your company's name here: Timmons Group, Inc.

Requisition # RFP-24-001

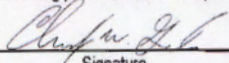
SECTION 3: SELF PERFORMING JUSTIFICATION (If you responded "No" to SECTION 2, Item a, you must complete this SECTION and continue to SECTION 4.) If you responded "No" to SECTION 2, Item a, in the space provided below **explain how** your company will perform the entire contract with its own employees, supplies, materials and/or equipment.

Timmons Group has the expertise and resources to successfully perform all aspects of this project in house.

SECTION 4: AFFIRMATION

As evidenced by my signature below, I affirm that I am an authorized representative of the respondent listed in SECTION 1, and that the information and supporting documentation submitted with the HSP is true and correct. Respondent understands and agrees that, if awarded any portion of the requisition:

- The respondent will provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor for the awarded contract. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity they (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.
- The respondent must submit monthly compliance reports (Prime Contractor Progress Assessment Report – PAR) to the contracting agency, verifying its compliance with the HSP, including the use of and expenditures made to its subcontractors (HUBs and Non-HUBs). (The PAR is available at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/ProgressAssessmentReportForm.xls>).
- The respondent must seek approval from the contracting agency prior to making any modifications to its HSP, including the hiring of additional or different subcontractors and the termination of a subcontractor the respondent identified in its HSP. If the HSP is modified without the contracting agency's prior approval, respondent may be subject to any and all enforcement remedies available under the contract or otherwise available by law, up to and including debarment from all state contracting.
- The respondent must, upon request, allow the contracting agency to perform on-site reviews of the company's headquarters and/or work-site where services are being performed and must provide documentation regarding staffing and other resources.


Signature

Chris Gerecke
Printed Name

Principal
Title

02/06/2024
Date
(mm/dd/yyyy)

Reminder:

- If you responded "Yes" to SECTION 2, Items c or d, you must complete an "HSP Good Faith Effort - Method A (Attachment A)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.
- If you responded "No" SECTION 2, Items c and d, you must complete an "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b.



Rev. 2/17

Requisition #: RFP-24-001

SECTION A-1: SUBCONTRACTING OPPORTUNITY

Item Number: _____ Description: _____

List the subcontractor(s) you selected to perform the subcontracting opportunity you listed above in SECTION A-1. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL)-Historically Underutilized Business (HUB) Directory Search located at <http://mycna.cna.state.tx.us/tasscmblsearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

[illegible]

Page 1 of 1
(Attachment A)

HSP Good Faith Effort - Method B (Attachment B)

Rev. 2/17

 Enter your company's name here: Timmons Group, Inc.

 Requisition #: RFP-24-001

IMPORTANT: If you responded "No" to SECTION 2, Items c and d of the completed HSP form, you must submit a completed "HSP Good Faith Effort - Method B (Attachment B)" for each of the subcontracting opportunities you listed in SECTION 2, Item b of the completed HSP form. You may photo-copy this page or download the form at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/hub-subcont-plan-of-effort-hchm-b.pdf>.

SECTION B-1: SUBCONTRACTING OPPORTUNITY

Enter the item number and description of the subcontracting opportunity you listed in SECTION 2, Item b, of the completed HSP form for which you are completing the attachment.

Item Number: _____ Description: _____

SECTION B-2: MENTOR PROTÉGÉ PROGRAM

If respondent is participating as a Mentor in a State of Texas Mentor Protégé Program, submitting its Protégé (Protégé must be a State of Texas certified HUB) as a subcontractor to perform the subcontracting opportunity listed in SECTION B-1, constitutes a good faith effort to subcontract with a Texas certified HUB towards that specific portion of work.

Check the appropriate box (Yes or No) that indicates whether you will be subcontracting the portion of work you listed in SECTION B-1 to your Protégé.

☐ - Yes (If Yes, continue to SECTION B-4.)

☐ - No / Not Applicable (If No or Not Applicable, continue to SECTION B-3 and SECTION B-4.)

SECTION B-3: NOTIFICATION OF SUBCONTRACTING OPPORTUNITY

When completing this section you MUST comply with items a, b, c and d, thereby demonstrating your Good Faith Effort of having notified Texas certified HUBs and trade organizations or development centers about the subcontracting opportunity you listed in SECTION B-1. Your notice should include the scope of work, information regarding the location to review plans and specifications, bonding and insurance requirements, required qualifications, and identify a contact person. When sending notice of your subcontracting opportunity, you are encouraged to use the attached HUB Subcontracting Opportunity Notice form, which is also available online at <https://www.comptroller.texas.gov/purchasing/docs/hub-forms/HUBSubcontractingOpportunityNotificationForm.pdf>.

Retain supporting documentation (i.e., certified letter, fax, e-mail) demonstrating evidence of your good faith effort to notify the Texas certified HUBs and trade organizations or development centers. Also, be mindful that a working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.

- a. Provide written notification of the subcontracting opportunity you listed in SECTION B-1, to three (3) or more Texas certified HUBs. Unless the contracting agency specified a different time period, you must allow the HUBs at least seven (7) working days to respond to the notice prior to you submitting your bid response to the contracting agency. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycna.cna.state.tx.us/inassemblesearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.
- b. List the three (3) Texas certified HUBs you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the company's Texas Vendor Identification (VID) Number, the date you sent notice to that company, and indicate whether it was responsive or non-responsive to your subcontracting opportunity notice.

Company Name	Texas VID (Do not enter Social Security Numbers.)	Date Notice Sent (mm/dd/yyyy)	Did the HUB Respond?
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No
			<input type="checkbox"/> - Yes <input type="checkbox"/> - No

- c. Provide written notification of the subcontracting opportunity you listed in SECTION B-1 to two (2) or more trade organizations or development centers in Texas to assist in identifying potential HUBs by disseminating the subcontracting opportunity to their members/participants. Unless the contracting agency specified a different time period, you must provide your subcontracting opportunity notice to trade organizations or development centers at least seven (7) working days prior to submitting your bid response to the contracting agency. A list of trade organizations and development centers that have expressed an interest in receiving notices of subcontracting opportunities is available on the Statewide HUB Program's webpage at <https://www.comptroller.texas.gov/purchasing/vendor/hub/resources.php>.

- d. List two (2) trade organizations or development centers you notified regarding the subcontracting opportunity you listed in SECTION B-1. Include the date when you sent notice to it and indicate if it accepted or rejected your notice.

Trade Organizations or Development Centers	Date Notice Sent (mm/dd/yyyy)	Was the Notice Accepted?
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No
		<input type="checkbox"/> - Yes <input type="checkbox"/> - No

HSP Good Faith Effort - Method B (Attachment B) Cont.

Rev. 2/17

Enter your company's name here: Timmons Group, Inc.

Requisition # RFP-24-001

SECTION B-4: SUBCONTRACTOR SELECTION

Enter the item number and description of the subcontracting opportunity you listed in **SECTION 2, Item b**, of the completed HSP form for which you are completing the attachment.

- a. Enter the item number and description of the subcontracting opportunity for which you are completing this Attachment B continuation page.

Item Number: _____ Description: _____

- b. List the subcontractor(s) you selected to perform the subcontracting opportunity you listed in **SECTION B-1**. Also identify whether they are a Texas certified HUB and their Texas Vendor Identification (VID) Number or federal Employer Identification Number (EIN), the approximate dollar value of the work to be subcontracted, and the expected percentage of work to be subcontracted. When searching for Texas certified HUBs and verifying their HUB status, ensure that you use the State of Texas' Centralized Master Bidders List (CMBL) - Historically Underutilized Business (HUB) Directory Search located at <http://mycna.cpa.state.tx.us/casembssearch/index.jsp>. HUB status code "A" signifies that the company is a Texas certified HUB.

Company Name	Texas certified HUB	Texas VID or federal EIN <small>Do not enter Social Security Numbers. If you do not know their VID / EIN, leave their VID / EIN field blank.</small>	Approximate Dollar Amount	Expected Percentage of Contract
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%
	<input type="checkbox"/> - Yes <input type="checkbox"/> - No		\$	%

- c. If any of the subcontractors you have selected to perform the subcontracting opportunity you listed in **SECTION B-1** is not a Texas certified HUB, provide written justification for your selection process (attach additional page if necessary):

REMINDER: As specified in SECTION 4 of the completed HSP form, if you (respondent) are awarded any portion of the requisition, you are required to provide notice as soon as practical to all the subcontractors (HUBs and Non-HUBs) of their selection as a subcontractor. The notice must specify at a minimum the contracting agency's name and its point of contact for the contract, the contract award number, the subcontracting opportunity it (the subcontractor) will perform, the approximate dollar value of the subcontracting opportunity and the expected percentage of the total contract that the subcontracting opportunity represents. A copy of the notice required by this section must also be provided to the contracting agency's point of contact for the contract no later than ten (10) working days after the contract is awarded.



HUB Subcontracting Opportunity Notification Form

Rev. 2/17

In accordance with Texas Gov't Code, Chapter 2161, each state agency that considers entering into a contract with an expected value of \$100,000 or more shall, before the agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract. The state agency I have identified below in Section B has determined that subcontracting opportunities are probable under the requisition to which my company will be responding.

34 Texas Administrative Code, §20.285 requires all respondents (prime contractors) bidding on the contract to provide notice of each of their subcontracting opportunities to at least three (3) Texas certified HUBs (who work within the respective industry applicable to the subcontracting opportunity), and allow the HUBs at least seven (7) working days to respond to the notice prior to the respondent submitting its bid response to the contracting agency. In addition, at least seven (7) working days prior to submitting its bid response to the contracting agency, the respondent must provide notice of each of its subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code §20.282(19)(C).

We respectfully request that vendors interested in bidding on the subcontracting opportunity scope of work identified in Section C, Item 2, reply no later than the date and time identified in Section C, Item 1. Submit your response to the point-of-contact referenced in Section A.

SECTION A: PRIME CONTRACTOR'S INFORMATION

Company Name: Timmons Group, Inc. State of Texas VID #: 801756890
Point-of-Contact: Chris Gerecke, Principal Phone #: 804.200.6962
E-mail Address: chris.gerecke@timmons.com Fax #: _____

SECTION B: CONTRACTING STATE AGENCY AND REQUISITION INFORMATION

Agency Name: _____
Point-of-Contact: _____ Phone #: _____
Requisition #: RFP-24-001 Bid Open Date: 02/09/2024
(mm/dd/yyyy)

SECTION C: SUBCONTRACTING OPPORTUNITY RESPONSE DUE DATE, DESCRIPTION, REQUIREMENTS AND RELATED INFORMATION

1. Potential Subcontractor's Bid Response Due Date:

If you would like for our company to consider your company's bid for the subcontracting opportunity identified below in Item 2,

we must receive your bid response no later than _____ on _____
Central Time Date (mm/dd/yyyy)

In accordance with 34 TAC §20.285, each notice of subcontracting opportunity shall be provided to at least three (3) Texas certified HUBs, and allow the HUBs at least seven (7) working days to respond to the notice prior to submitting our bid response to the contracting agency. In addition, at least seven (7) working days prior to us submitting our bid response to the contracting agency, we must provide notice of each of our subcontracting opportunities to two (2) or more trade organizations or development centers (in Texas) that serves members of groups (i.e., Asian Pacific American, Black American, Hispanic American, Native American, Woman, Service Disabled Veteran) identified in Texas Administrative Code, §20.282(19)(C).

(A working day is considered a normal business day of a state agency, not including weekends, federal or state holidays, or days the agency is declared closed by its executive officer. The initial day the subcontracting opportunity notice is sent/provided to the HUBs and to the trade organizations or development centers is considered to be "day zero" and does not count as one of the seven (7) working days.)

2. Subcontracting Opportunity Scope of Work:

3. Required Qualifications: ☐ - Not Applicable

4. Bonding/Insurance Requirements: ☐ - Not Applicable

5. Location to review plans/specifications: ☐ - Not Applicable

PRICING SCHEDULE

As instructed by the Request for Proposals, our Pricing Schedule is provided separately as an Excel document.

APPENDIX: RESUMES

Stephanie Herman, PMP, CSPO

Project Manager

Stephanie is a Senior Project Manager at Timmons Group, providing custom web, mobile, and geospatial solutions to all types of clients and industries across the country. Throughout her career, she has held various positions in the consultant industry and has experience in Business Analysis, Quality Assurance, Technical Support, as well as Project Management. She has been using Agile methodologies since 2014 and enjoys finding ways to constantly improve teams and the delivery process. Her passion lies with building individuals and teams, ensuring effective communication, and driving towards successful delivery of value-added software to our clients and end users.

KEY EXPERTISE

- ✓ Project Management
- ✓ Business Analysis
- ✓ Quality Assurance
- ✓ Agile Software Development

SELECT PROJECT EXPERIENCE

Performance Measures, Association of Fish and Wildlife Agencies (AFWA), Washington, DC. Senior Project Manager. Timmons Group worked with AFWA to advance its Strategic Plan by helping to confirm who AFWA's key audiences and core membership are, confirm priorities for members within the established goals, identify strategies to be implemented to achieve those priorities and goad, define the best approach to measure progress, understand the data need to feed important measures and metrics, develop and implementation strategy, and define the best outlet for reporting progress. Our team led Measure workshops and prioritization sessions that resulted in a Performance Measure Data Matrix and, finally, measure selection. In addition, we developed a Measure Visualization Dashboard prototype and an Implementation Plan.

Measures Visualizations and Dashboard Development, Missouri Department of Conservation (MDC) Jefferson City, MO. Senior Project Manager. The scope of this effort included the design and development of a web-based dashboard that effectively organizes, showcases, and communicates the goals, outcomes, and measures with supporting visualizations to the Governor, CIO, MDC employees, and Missouri citizens. This work directly supports goals articulated in MDC's strategic plan.

Assessment and Reporting Portal, Arizona Association of Conservation Districts (AACD), Tucson, AZ. Senior Project Manager. AACD supports the Conservation Districts in Arizona by providing conservation leadership and education, and in addressing local conservation priorities in partnership with landowners, federal and state agencies, tribal & local governments, and other partners. AACD selected Timmons Group to develop a tool that would support their mission of providing leadership to achieve significant measurable accomplishments in natural resource conservation. The result was an improved



EDUCATION

Bachelor of Science, Health Services Management, Virginia College Online, 2015

REGISTRATION

Certified Scrum Master, 2014
ITIL Foundation Certificate in IT Service Management, 2014
Certified Scrum Product Owner, 2016

EXPERIENCE

10 Years

AFFILIATION

Project Management Professional Certification
Certified Scrum Product Owner
Certified Scrum Master

platform for managing the Conservation Districts statewide in a manner this is: consistent, driven digitally, includes spatial data, helps prioritize actions and investments, and improves reporting in Arizona. This portal allows AACD, and its stakeholders, to better assess the conditions, and recommended actions, for all conservation districts in Arizona.

ULTRA, Utah Division of Wildlife Resources (DWR), Salt Lake City, UT. Senior Project Manager. Timmons Group worked with DWR to develop a web-mapping and form-based application called ULTRA (Utah Lands Tool for Resources and Assets) which serves as a portal for DWR land managers, habitat managers, and other DWR staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using the map explorer and navigating to the relevant land management information. In addition, ULTRA integrates with: AWS Cognito – to manage user access/permissions | Google Docs – for ease of uploading and managing important documents | ArcGIS Online – to enable users to synchronize spatial data between ULTRA and ArcGIS Online.

Pathways to Planning Implementation, Virginia Department of Transportation (VDOT). Senior Project Manager. VDOT's Transportation and Mobility Planning Division (TMPD) requested an end-to-end map-centric solution to develop, manage, query, and analyze data related to the LRS. Ultimately, Pathways for Planning is a tool that gives users a place to explore valuable data and run analysis across multiple agencies and departments, gain insights into where and why projects should occur, and effectively plan a better transportation network. The application is cloud hosted in AWS.

Traveler Information App, Missouri Department of Transportation (MoDOT), Jefferson City, MO. Senior Project Manager. Timmons Group designed, developed, and implemented a mobile application for MoDOT that presents up-to-the-minute road conditions for travelers. This application is supported on iOS and Android smartphone and tablet devices. It notifies travelers of current work zones, car accidents, and inclement road conditions on state highways and interstates located in the state. Travelers also have the ability to use the "My Routes" function, which allows users to easily view routes they use on a daily basis. The application further incorporates real-time weather feeds as well as DOT cameras along interstates and highways, streaming live conditions. The MoDOT application is freely available on both the Google Play Store and the App Store. It was also included in the MoDOT Now information mobile solutions for the agency.

Assessment and Reporting Portal, Arizona Association of Conservation District, Pima County, AZ. Senior Project Manager. The purpose of the Portal is to provide both the Natural Resource Conservation Districts (NRCs) and the NRCS information useful in conducting resource needs assessments, developing conservation plans and priorities, and tracking progress in the implementation of conservation practices. The maps and data in the Portal are drawn from existing data available online from state and federal agencies and entities. This Portal makes them more readily available to the NRCs and NRCS. The data in the Portal may be accessed for specific areas of interest ranging from statewide to specific project areas (e.g., NRC boundaries, counties, watersheds, individual ranches or farms, or land treatment projects).

Chronic Wasting Disease (CWD) Dashboard, Pennsylvania Game Commission (PGC), Harrisburg, PA. Senior Project Manager. PGC worked with Timmons Group to build five prototype dashboards for different use cases within the agency. One of the dashboards focused on visualizing data from CWD sampling done in Pennsylvania. It was decided that the dashboard should be available to the public. The first page focuses on providing information and context in relation to the CWD sample prevalence rate. The second page provides basic descriptive statistics of the sample population based on categorical data such as the gender of the species, or how the sample was sourced.

Chris Gerecke, CSPO

Principal in Charge

Chris's focus on any given workday is creatively solving geospatial challenges. His comprehensive knowledge of custom application project delivery and Esri, open source, and best-of-breed technology solutions enables Timmons Group to provide geospatial application development and implementation for a growing list of clients. Chris directs the enterprise custom solutions group at Timmons Group, which develops web and mobile applications that integrate complex business workflows with extremely intuitive and elegant user experiences to generate significant Return on Investment (ROI) for our clients. Chris is currently working on architecting web, mobile, and desktop applications aimed at assisting states, private companies, local government, and the federal government with their enterprise geospatial needs.

KEY EXPERTISE

- ✓ Manages and consults on numerous custom application development projects
- ✓ Delivers consulting services and manages project teams via project discoveries and needs assessments
- ✓ Provides GIS industry best practices for local, state, federal and NGOs.
- ✓ Specializes in technology return-on-investment assessments for organizations
- ✓ Develops GIS Key Performance Indicators (KPIs) for client organizations
- ✓ Provides consulting and recommendations on using technology to solve business process / workflow challenges
- ✓ Plans and manages integration of GIS with other information technology systems
- ✓ Consults clients on managed services and cloud service offerings

SELECT PROJECT EXPERIENCE

FireConnect Support and Maintenance, Texas A&M Forest Service (TFS), College Station, TX. Principal. TFS and Timmons Group have teamed up to develop FireConnect, a portal with two-fold benefits. It connects citizens with local fire departments and provides local fire departments with tools and information at their fingertips. Citizens can learn about emergency responders in their area, including station locations, staffing, and contact information. Fire departments use FireConnect to manage their profiles and report their suppression response activity on wildland fire incidents. Ultimately, FireConnect allows TFS to help sustain an efficient and effective network of emergency responders that work to protect the lives and lands of the Lone Star State. Our project involved statewide data aggregation tools for fire incident and occurrence records and working closely with CAD / RMS vendors, and it racks all the fire incident records in the State, each fire department, and funding and capacity for each department.



EDUCATION

Masters, Environmental Studies,
Virginia Commonwealth University,
2004

Bachelor of Science, Biology,
Wake Forest University, 1997

EXPERIENCE

26 Years

CERTIFICATIONS

Certified Scrum Product Owner

Texas Wildfire Risk Assessment Portal (TxWRAP), Texas A&M Forest Service, College Station, TX. Principal. Timmons Group developed TxWRAP to make wildfire risk information and planning tools readily available to the public, Texas state agencies, local governments, and other stakeholders in a timely and efficient manner. TxWRAP, the primary mechanism for the Texas A&M Forest Service to deploy risk information and create awareness about wildfire issues across the state, comprises a suite of web-mapping applications tailored to support specific workflow and information requirements for the public, local community groups, government officials, professional hazard mitigation planners, and wildland fire managers. Collectively, these applications provide the baseline information needed to support mitigation and prevention efforts across the state.

Forest Mapping and Accomplishment Portal (ForMAP), USDA Forest Service (USDA-FS), Albuquerque, NM. Principal. Timmons Group has supported the USDA-FS, and all State Forestry agencies, including Texas A&M Forest Service, in the development, management, maintenance, help desk, and technology upgrades for ForMAP. ForMAP is the online portal to access the Stewardship Mapping and Reporting Tool (SMART), Forest Health (ForHealth), and Landscape Scale Restoration (LaSR). Our team manages the online help desk and phone / support lines. We also support all the application development efforts, scoping efforts, and are integrated into the USDA-FS infrastructure team to support upgrades and the various environment migrations that have occurred over the life of this contract. Timmons Group also has dedicated testers to support the suite of tools under ForMAP.

Stewardship Monitoring and Reporting Tool (SMART), USDA-FS, Albuquerque, NM. Principal. Timmons Group developed the USDA-FS SMART in partnership with USDA-FS State and Private Forestry/Co-op Forestry. Timmons Group then developed a tool that leveraged SMART data as an analytical and reporting tool, called USDA-FS Prism. Prism allows USDA-FS executives, staff, and stakeholders to monitor the impact of stewardship activities against other layers of interest, including Forest Action Plan Priority Lands and Priority Watersheds.

Sovereign Lands Asset Management (SLAM), Utah Division of Forestry, Fire & State Lands (FFSL). Principal. Timmons Group worked with FFSL to develop a web-mapping and form-based application called SLAM, which serves as a portal for FFSL staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using tabular navigation to the relevant land management information. In addition, SLAM integrates with AWS Cognito, Google Docs, ArcGIS Online. The SLAM solution provides a one-stop shop for FFSL to input, review, edit, report on, and track spatial and non-spatial data associated to the Sovereign lands it manages in an expedient and streamlined manner.

Natural Resources and Fire Information Portal (NRFIP), Nevada Division of Forestry (DOF). Principal. Timmons Group designed and developed an internet-based natural resources and wildfire risk information solution for the NDF. Using grant funding, NDF partnered with Timmons Group to design and develop NRFIP, which serves as the primary mechanism for NDF to deploy wildfire risk information and create comprehensive natural resources awareness across the state. This portal produces user-friendly outputs that are formatted to aid project planning, information sharing, and natural resource management prioritization for all state, federal, local, and private land holders across Nevada. The portal contains both fire and natural resource data with the aim of facilitating effective wildfire mitigation and fire prevention.

TerraTrac, Virginia Outdoors Foundation (VOF), Richmond, VA. Principal. Timmons Group worked with VOF to develop a web-based application called TerraTrac. Integrated with a Customer Relationship Management (CRM) system, Document Management system, and GIS, TerraTrac allows VOF easement and stewardship staff to track and manage critical enterprise land conservation data. TerraTrac eliminated data duplication issues and many manual processes. VOF staff now have the tools they need to improve client interactions, enter data and content in a standardize workflow, manage a variety of projects, be confident in the data and statuses of issues and projects, and easily compile and report information. TerraTrac has made VOF's work to manage protected open space more efficient, consistent, strategic, and accessible.

Performance Measures, Association of Fish and Wildlife Agencies (AFWA), Washington, DC. Principal. Timmons Group worked with AFWA to advance its Strategic Plan by helping to confirm who AFWA's key audiences and core membership are, confirm priorities for members within the established goals, identify strategies to be implemented to achieve those priorities and goad, define the best approach to measure progress, understand the data need to feed important measures and metrics, develop and implementation strategy, and define the best outlet for reporting progress. Our team led Measure workshops and prioritization sessions that resulted in a Performance Measure Data Matrix and,

finally, measure selection. In addition, we developed a Measure Visualization Dashboard prototype and an Implementation Plan.

ULTRA, Utah Division of Wildlife Resources (DWR), Salt Lake City, UT. Principal. Timmons Group worked with DWR to develop a web-mapping and form-based application called ULTRA (Utah Lands Tool for Resources and Assets) which serves as a portal for DWR land managers, habitat managers, and other DWR staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using the map explorer and navigating to the relevant land management information. In addition, ULTRA integrates with: AWS Cognito – to manage user access/permissions | Google Docs – for ease of uploading and managing important documents | ArcGIS Online – to enable users to synchronize spatial data between ULTRA and ArcGIS Online.

Acorn, Tualatin Soil and Water Conservation District (TSWCD), Washington, OR. Principal. Timmons Group worked with TSWCD to develop a web-based mapping application called Acorn that integrates with a Client Relationship Management (CRM) program. Together the systems allow TSWCD staff to better plan and track projects and provide a previously missing spatial component.

MO Outdoors Discovery, Missouri Department of Conservation (MDC), Jefferson City, MO. Principal. Timmons Group performed two phases of discovery for this project. Phase One was the discovery for a modernized system that includes both the web version for internal and external stakeholders and a mobile application focused on MDC area exploration. Interactive maps were an important functionality for the future system that did not exist in the initial system. The goal of the redesigned ATLAS was to provide a GIS-integrated system for MDC staff to easily update MDC area information (e.g., hours of operations, unexpected closures etc.), integration with the new Discover Nature MDC website, and finally, a new mobile application termed Find MO Areas to enable the public to search for and leverage the value of all MDC areas in the State.

On-Call Task Order Pathways to Planning Phase 1 Discovery Task Order 30.1, Virginia Department of Transportation (VDOT), Richmond, VA. Principal. Timmons Group worked with VDOT on an initial “discovery” phase to refine the requirements envisioned for the Pathways to Planning tool. The discovery process allowed us to connect a technical team with VDOT’s business users. Timmons Group took the time to understand VDOT’s vision and objectives with the project, the users or personas, and the challenges TMPD is facing. This process allows the project team to become fully integrated with VDOT’s team and become aligned on the project vision, objectives, and goals of the project. All of the deliverables produced from this discovery are invaluable for successful implementation of the Pathways to Planning project.

GIS Integrator 2.0 Web Application, VDOT, Richmond, VA. Principal. Timmons Group performed a project for VDOT to develop a comprehensive GIS portal to incorporate all core transportation and CEDAR / environmental data for the agency. The portal is a web-based GIS analysis and mapping tool used by a wide variety of VDOT staff to support their business solutions. It is leveraged across all business from survey and design to long-range transportation planning. It is used in the central office for planning purposes and in the field to support operations and maintenance activities.

Watershed MVP Application Development, Cape Cod Commission (CCC), Cape Cod, MA Principal. Timmons Group developed Microsoft cloud Azure-based web-mapping application that consumes data hosted by KISTERS Water Information Systems (WISKI) database and application programming interface (API). The application consumes water quality data input from regional partners via an API and presents it on a map for analysis using dynamic data visualization JavaScript libraries.

Metro Data Framework – Racial Diversity Visualization, Oregon Metro, Portland, OR. Principal. Timmons Group created a data framework implementation plan, including multiple prototype data visualizations. A portion of the data framework project involved developing an educational presentation dashboard to provide insights into diversity concerns. Our team cleaned and restructured the data provided by Metro’s education team, placing it in a mock-data warehouse, and enhancing it with census data to show parts of the Portland Metro region containing schools that need to target an outreach program to increase diversity.

Lowell Ballard

Senior Consultant

Lowell is a Senior Principal in the Timmons Group Technology team. Lowell has more than two decades of experience in all facets of geospatial systems planning, design, procurement, installation, and implementation for government and private industry. As the Director of Technology at Timmons Group, Lowell provides leadership to clients and staff to ensure successful projects and satisfied clients. In his consulting capacity, Lowell specializes in working with clients to prioritize geospatial needs and set strategic goals for their organizations.

KEY EXPERTISE

- ✓ Manages the implementation of GIS solutions public and private entities.
- ✓ Provides GIS industry best practices for local, state, federal and NGOs.
- ✓ Specializes in GIS return-on-investment assessments for organizations.
- ✓ Oversees GIS infrastructure reviews.
- ✓ Develops GIS Key Performance Indicators (KPI's) for client organizations.
- ✓ Provides recommendations about GIS staffing, organization, and training.
- ✓ Plans and manages integration of GIS with other information technology systems.
- ✓ Manages numerous GIS data creation, conversion, migration, and QA/QC projects.
- ✓ Plans workflow management and data governance strategies

SELECT PROJECT EXPERIENCE

Shared Wildfire Risk Mitigation Proof of Concept (POC), Department of Interior, Office of Wildland Fire (OWF), Washington, DC. Timmons Group worked with OWF to develop a POC web mapping application and series of operational dashboard visualizations towards the implementation of Shared Stewardship. This POC was used during a set of pilot workshops whereby Timmons Group extracted and documented requirements from pilot members by performing catered demos of the proof of concept. The goal was to drive business requirements for a full-fledged operational system that would promote coordination and improved accomplishment reporting amongst federal, state, and non-profit groups as it relates to wildfire fuels treatment and mitigation. Timmons Group has worked iteratively and collaboratively with OWF to conduct geospatial data analysis and processing to help power interactive dashboards embedded into a custom web application.

Community Assessor, Nevada Department of Forestry (NDF), Carson City, NV. NDF wanted to work with communities be more fire-adapted and help protect the wildland urban interface (WUI). The Community Assessor solution provides area mapping, mobile hazard assessment and rating, record review, record filtering, and output in a way that supports the development of Community Wildfire Protection Plans (CWPPs) and Firewise Recognitions. The application suite includes both web and mobile components that allow NDF to manage field assessments of wildfire risk to individual communities (aka subdivisions,



EDUCATION

MS, Biology, Virginia Commonwealth University, 1995
BS, Information Systems, Radford University, 1989

EXPERIENCE

31 Years

EXPERIENCE WITH FIRM

23 Years

AFFILIATIONS

Virginia Associate of Mapping and Land Information Systems
VITA Committee for GIS Technology

neighborhoods, trailer parks, etc.).

Wildfire App Suite Development, Northeast-Midwest State Foresters Alliance, Washington, DC. The portal for the Northeast and Midwest Region of the USDA-FS is intended to help that region, and the States and external partners, work toward true implementation of the National Cohesive Strategy (NCS). The NCS has three core components with proven tools to help communities better live with wildfire: Communities, Landscapes, and Response capacity. The tools work towards the implementation of each of these components of the NCS. The Timmons Group wildland fire-related software products to be extended or customized for use in the Northeast region include the Wildfire Risk Assessment Portal (WRAP) Public and Professional viewers, Community Assessor Module, Values at Risk Decision Support Module and other, related, tools to be implemented in Phase 2 and beyond of this effort.

Capacity Building VFA Discovery, National Association of State Foresters (NASF), Washington, DC. NASF and USDA-FS desire to have formal systems for performance measures reporting and / or more automated calculation of results and outcomes. To set expectations, priorities, and expected outcomes from the project prior to implementation, Timmons Group conducted a "Discovery" project. The Discovery effort streamlines the project into formal implementation and development and provides the application developers with the collateral needed to be successful.

Stewardship Monitoring and Reporting Tool (SMART), United States Forest Service (USDA-FS), Albuquerque, NM. Timmons Group developed the United States Forest Service (USDA-FS) Stewardship Monitoring and Reporting Tool (SMART) in partnership with USDA-FS State and Private Forestry/Co-op Forestry. Timmons Group then developed a tool that leveraged SMART data as an analytical and reporting tool, called USDA-FS Prism. Prism allows USDA-FS executives, staff, and stakeholders to monitor the impact of stewardship activities against other layers of interest, including Forest Action Plan Priority Lands and Priority Watersheds.

Forestry Performance Measures, National Association of State Foresters (NASF), Multiple States, DC. NASF selected Timmons Group to assist in the process of defining State Forestry Performance Measures. The project worked to define a concise set of national priority performance measures and is supported by a partnership with the USDA Forest Service State & Private Forestry and NASF.

Mindia Brown

Senior Business Analyst

Mindia fills various roles on projects depending on the unique project situation. The roles include Business Analyst, Subject-Matter Expert, and Project Manager/Scrum Master. Her passions are transforming complex workflows into streamlined, exceptional user experiences and coaching organizations into healthier data management conditions. She draws her expertise from working in both the private and government sectors. Before working with Timmons Group, she spent seven years as GIS and Information Systems Manager at the Virginia Department of Forestry (VDOF), where she initiated and led innovative projects, including the award-winning Integrated Forest Resource Information System (IFRIS). Mindia combines her knowledge of natural resource management and her strength in business analysis to every project. She understands the challenges of getting 'perfect' data and works creatively with stakeholders to figure out how to use what is available, and when to strategically invest in better data. Mindia is also an experienced Scrum Master having worked with complex teams of developers to deliver solutions to clients. This includes daily stand-up meetings, sprints, and sprint review sessions and releases. She manages team development velocity, user story grooming sessions, and supports the projects with refining user stories and creating visual artifacts and validation tools. She also works closely with testers to validate product issues and work them into the existing backlog for delivery.

SELECT PROJECT EXPERIENCE

Community Assessor South, Texas A&M Forest Service Texas A&M Forest Service (TFS), College Station, TX. Business Analyst. Timmons Group developed the Community Assessor web mapping (Leaflet.js) and mobile application for TFS to support community risk assessments throughout the state of Texas. The Community Assessor application is part of the Texas Wildfire Risk Assessment Portal (TxWRAP) used by TFS Wildland Urban Interface coordinators and local fire departments to set up assessment projects for localities, delineate boundaries within a project jurisdiction, assign team members to projects, conduct wildfire risk assessments for those communities, and produce data and reports to be used for developing Community Wildfire Protection Plans.

Fire Incident Explorer, Texas A&M Forest Service (TFS), College Station, TX. Business Analyst TFS sought to replace the functionality in the Fire Occurrence Explorer application, which was based on deprecated technology. Timmons Group completed a discovery and design project that outlined who the functionality could be replaced and enhanced as new enhancements to the FireConnect solution. Timmons Group implemented these enhancements, which provide TFS and FireConnect users with real-time fire incident data.

Community Assessor, Nevada Department of Forestry (NDF), Carson City, NV. Business Analyst. NDF wanted to work with communities be more fire-adapted and help protect the wildland urban interface (WUI). The Community Assessor solution provides area mapping, mobile hazard assessment and rating, record review, record filtering, and output in a way that supports the development of Community Wildfire Protection Plans (CWPPs) and Firewise Recognitions. The application suite includes both web and mobile components that allow NDF to manage field assessments of wildfire risk to individual communities (aka



EDUCATION

BA, Environmental Science,
University of Virginia, 1994
MA, Geography, University of
Colorado, 1998

EXPERIENCE

23 Years

EXPERIENCE WITH FIRM

18

subdivisions, neighborhoods, trailer parks, etc.).

Shared Wildfire Risk Mitigation Proof of Concept (POC), Department of Interior, Office of Wildland Fire (OWF), Washington, DC. Business Analyst. Timmons Group worked with OWF to develop a POC web mapping application and series of operational dashboard visualizations towards the implementation of Shared Stewardship. This POC was used during a set of pilot workshops whereby Timmons Group extracted and documented requirements from pilot members by performing catered demos of the proof of concept. The goal was to drive business requirements for a full-fledged operational system that would promote coordination and improved accomplishment reporting amongst federal, state, and non-profit groups as it relates to wildfire fuels treatment and mitigation. Timmons Group has worked iteratively and collaboratively with OWF to conduct geospatial data analysis and processing to help power interactive dashboards embedded into a custom web application.

Forest Mapping and Accomplishment Portal (ForMAP), USDA Forest Service (USDA-FS), Albuquerque, NM. Business Analyst. Timmons Group has supported the USDA-FS, and all State Forestry agencies, including Texas A&M Forest Service, in the development, management, maintenance, help desk, and technology upgrades for ForMAP. ForMAP is the online portal to access the Stewardship Mapping and Reporting Tool (SMART), Forest Health (ForHealth), and Landscape Scale Restoration (LaSR). Our team manages the online help desk and phone / support lines. We also support all the application development efforts, scoping efforts, and are integrated into the USDA-FS infrastructure team to support upgrades and the various environment migrations that have occurred over the life of this contract. Timmons Group also has dedicated testers to support the suite of tools under ForMAP.

Stewardship Monitoring and Reporting Tool (SMART), United States Forest Service (USDA-FS), Albuquerque, NM. Business Analyst. Timmons Group developed the United States Forest Service (USDA-FS) Stewardship Monitoring and Reporting Tool (SMART) in partnership with USDA-FS State and Private Forestry/Co-op Forestry. Timmons Group then developed a tool that leveraged SMART data as an analytical and reporting tool, called USDA-FS Prism. Prism allows USDA-FS executives, staff, and stakeholders to monitor the impact of stewardship activities against other layers of interest, including Forest Action Plan Priority Lands and Priority Watersheds.

Forestry Performance Measures, National Association of State Foresters (NASF), Multiple States, DC. Business Analyst. NASF selected Timmons Group to assist in the process of defining State Forestry Performance Measures. The project worked to define a concise set of national priority performance measures and is supported by a partnership with the USDA Forest Service State & Private Forestry and NASF.

Chaz Mateer, GISP

Solutions Architect

Chaz is a highly motivated GIS professional with considerable experience conducting spatial analysis, data modeling/automation, and creating web GIS solutions. He is a technologist with an environmental science and GIS background with skillsets in programming and web application development. Chaz has experience with the management and administration of enterprise GIS environments (web servers, GIS servers, server-side GIS software, scripting environment, and GIS web applications). He has worked with state, federal, and private entities to coordinate requirements gathering and analysis for geospatial workflows. He has planned and documented enterprise architecture and information technology standard operating procedures for previous clients. He has developed custom geospatial solutions for supporting agency-wide situational awareness during exercises and emergencies to include automated mapping, scripted geoprocessing tools, and web mapping applications.

KEY EXPERTISE

- ✓ Provides consulting and recommendations on using technology to solve business process / workflow challenges
- ✓ Develops integration of GIS with other information technology systems
- ✓ Implements technical solutions and designs for enterprise GIS systems
- ✓ Deploys and manages server infrastructure in cloud environments

SELECT PROJECT EXPERIENCE

uWRAP 3.0 Discovery, Utah Cooperative Wildfire System, Salt Lake City, UT. Timmons Group conducted a discovery for a new application that supports Utah's Cooperative Wildfire System that enables counties, municipalities, and eligible special service fire districts to enter a Cooperative Agreement that requires them to perform wildfire risk reduction activities, as well as for enhancements to Utah's existing Focus Area Manager application that will improve the state's ability to track wildfire risk and risk reduction activities across the state. This included planning and facilitating collaborative workshops to create a shared understanding of the vision and goals, gathering requirements that were translated into user stories and wireframes, and defining the scope, schedule, and cost for the work effort.

Acorn, Tualatin Soil and Water Conservation District (TSWCD), Washington, OR. Timmons Group worked with TSWCD to develop a web-based mapping application called Acorn that integrates with a Client Relationship Management (CRM) program. Together the systems allow TSWCD staff to better plan and track projects and provide a previously missing spatial component.

Forest Activity Electronic Notification and Reporting Solutions (FERNS), Statewide, OR. Business Analyst. Timmons Group was contracted for the planning, design and implementation of a Forest Activity Electronic Notification and Reporting System (FERNS) application for Oregon Department of Forestry (ODF). The final product required an intuitively designed, user-friendly system that meets the demands of both the State's clients and also improves internal operations throughout the organization.



EDUCATION

Masters, Information Management Systems, Harvard University Extension School, 2019
Bachelor of Science, Environmental Studies, Virginia Commonwealth University, 2012
Career Study Certificate, GIS, George Mason University, 2013

Experience

10 Years

TECHNICAL SKILLS

Microsoft's SQL Server 2012 and 2016
SQL Analysis Services, Reporting Services, and Integration services
Net framework with C#
Win forms using Click Once (Smart Client Framework) deployment technology
MVC (Model View Control)
Web API
Angular JavaScript Framework

CERTIFICATIONS

Geographic Information System Professional
Esri Web Application Developer Associate
AWS Certified Developer – Associate

Flood Inundation Mapping and Alert Network (FIMAN), North Carolina Department of Public Safety (DPS), Raleigh, NC. FIMAN has proven to be an invaluable tool for decision-makers across the state during flood events. DPS's original FIMAN solution is an on-premises based solution and had exceeded its useful life. Timmons Group was selected to develop an updated FIMAN solution, which will be a public-facing, web-based mapping application available to the general public, County Emergency Managers, and program partners. It will provide real-time flood stage data, gauge information, flood inundation scenarios, flooding forecasts, impacts, and alerts to support risk-based decisions regarding flooding.

Forest Mapping and Accomplishment Portal (ForMAP), USDA Forest Service (USDA-FS), Albuquerque, NM. Timmons Group has supported the USDA-FS, and all State Forestry agencies, including Texas A&M Forest Service, in the development, management, maintenance, help desk, and technology upgrades for ForMAP. ForMAP is the online portal to access the Stewardship Mapping and Reporting Tool (SMART), Forest Health (ForHealth), and Landscape Scale Restoration (LaSR). Our team manages the online help desk and phone / support lines. We also support all the application development efforts, scoping efforts, and are integrated into the USDA-FS infrastructure team to support upgrades and the various environment migrations that have occurred over the life of this contract. Timmons Group also has dedicated testers to support the suite of tools under ForMAP.

Stewardship Monitoring and Reporting Tool (SMART), United States Forest Service (USDA-FS), Albuquerque, NM. Timmons Group developed the United States Forest Service (USDA-FS) Stewardship Monitoring and Reporting Tool (SMART) in partnership with USDA-FS State and Private Forestry/Co-op Forestry. Timmons Group then developed a tool that leveraged SMART data as an analytical and reporting tool, called USDA-FS Prism. Prism allows USDA-FS executives, staff, and stakeholders to monitor the impact of stewardship activities against other layers of interest, including Forest Action Plan Priority Lands and Priority Watersheds.

Measures Visualizations and Dashboard Development, Missouri Department of Conservation (MDC). Timmons Group was contracted by MDC to design and develop data visualizations in Tableau that intuitively communicate progress towards measures. The scope of this effort included the design and development of a web-based dashboard that effectively showcases, communicates, and organizes the goals, outcomes, and measures with supporting visualizations to the Governor, CIO, MDC employees, and Missouri citizens. This work directly supports goals articulated in their strategic plan to Take Care of Nature, Connect People with Nature, and Maintain Public Trust.

Coastal Resiliency Web Application, Cape Cod Commission (CCC), Barnstable County, MA. Timmons Group leveraged past successes in application development and newly created coastal resiliency data to develop a "resiliency tool." This tool translates technical data into an understandable format; estimates losses of public and private assets; quantifies ecosystem services; communicates adaptation strategies and their costs and benefits; communicates the need for action to improve coastal resiliency; and engages the public in choosing and implementing strategies. This resiliency tool is based, in part, on geographic information system (GIS) technology and complements tools developed by the Commission to support a recent regional planning approach for water quality management.

GIS Enhancements, Caltrans Sacramento, CA. Caltrans requires support for their Enterprise GIS infrastructure. The support required spans several technical resources, including: Technical Architect; Senior GIS Analyst; Database Administrators; and GIS Analyst. While many of these skillsets exist within the agency, specific working knowledge of the ArcGIS Enterprise platform has been found to be somewhat limited. Timmons Group is under contract and providing support for Caltrans GIS Infrastructure needs. Caltrans is currently making changes and expand existing GIS operations and activities. This includes the installation of new software and review of current operations. The ArcGIS platform includes an integrated mix of software developed to satisfy a full range of GIS user requirements. These components are designed as a system to work together within an integrated Enterprise GIS environment. ArcGIS is the overall platform, and the components of this platform work together to satisfy a variety of specific business needs.

Bryant Overgard

Senior Developer

Bryant is an Applications Developer in Timmons Group's Enterprise Solutions group. With a background in full-stack software development, Bryant has experience with web applications for a variety of clients including Nevada Department of Wildlife, Utah State Forestry, Southern Group of State Foresters. He is also accustomed to QA / QC procedures, ensuring consistent and high-quality application solutions.

KEY EXPERTISE

- ✓ Web application development
- ✓ Reverse engineering software to create customized workflows and automations
- ✓ Agile development
- ✓ Application testing

SELECT PROJECT EXPERIENCE

SouthWrap Support/Maintenance, Texas A&M Forest Service, College Station, TX. The Southern Group of State Foresters (SGSF) and Texas A&M Forest Service selected Timmons Group for the development of the Southern Wildfire Risk Assessment Portal, SouthWRAP, to provide web mapping capabilities for 13 Southern states. The intent was to make the Southern Wildfire Risk Assessment results readily accessible to the public and professional planners for awareness, education, and mitigation planning purposes. This portal provides access to a suite of web mapping applications that facilitate access to wildfire risk information for the public and professional planners.

Utah Wildland Fire Risk Assessment Portal (UWRAP) Support/Maintenance FY18, Utah Forestry, Fire, and State Lands, Salt Lake City, UT. Timmons Group was selected to develop a (UWRAP). This project included a Public Portal, a Professional Portal, and a Priority Area Manager tool. The Public Portal is designed to help non-technical users better understand their risk from wildland fire threat. The Public Portal provides a very streamlined interface with minimal tools and options. Users are able to print a map, zoom to a known location by address or coordinates, turn on/off select layers of data, and use the "swipe" tool to display multiple layers at once. The Professional Portal contains all the features from the Public Portal but adds select key features, including the ability to run a detailed risk report and the ability to upload and save projects.

FireConnect Support and Maintenance, Texas A&M Forest Service (TFS), College Station, TX. TFS and Timmons Group have teamed up to develop FireConnect, a portal with two-fold benefits. It connects citizens with local fire departments and provides local fire departments with tools and information at their fingertips. Citizens can learn about emergency responders in their area, including station locations, staffing, and contact information. Fire departments use FireConnect to manage their profiles and report their suppression response activity on wildland fire incidents. Ultimately, FireConnect allows TFS to help sustain an efficient and effective network of emergency



EDUCATION

Bachelor of Science, Computer Science, Virginia Commonwealth University, 2010

EXPERIENCE

12 Years

CERTIFICATIONS

Certified Scrum Master, 2019

TECHNICAL SKILLS

Net C#
ASP, Net Web API
Angular
Bootstrap
Java
PHP
Microsoft Transact SQL
Postgre SQL

responders that work to protect the lives and lands of the Lone Star State. Our project involved statewide data aggregation tools for fire incident and occurrence records and working closely with CAD / RMS vendors, and it racks all the fire incident records in the State, each fire department, and funding and capacity for each department.

Statewide Fire Department Directory, College Station, TX. Timmons Group developed the FireConnect portal to provide two-fold benefits. It connects citizens with local fire departments and local fire departments with tools and information at their fingertips. Citizens can learn about emergency responders in their area, including station locations, staffing and contact information. Fire departments use FireConnect to manage their profiles and report their suppression response activity on wildland fire incidents. Ultimately, FireConnect allows TFS to help sustain an efficient and effective network of emergency responders that work ferociously every day to protect the lives and lands of the Lone Star State.

What's Your Risk Redesign Implementation, Texas A&M Forest Service (TFS), College Station, TX. TFS sought to re-design and re-brand the current Public Viewer and "What's Your Risk?" feature within TxWRAP to provide a more intuitive and interactive experience for public citizens and end-users. The objective of this re-design was to engage homeowners / landowners to understand their risk to wildfire via an interactive and engaging experience via an embedded and integrated content management system (CMS) that authorized TFS staff can use to update content and information available to TxWRAP users.

Assessment and Reporting Portal, Arizona Association of Conservation Districts (AACD), Tucson, AZ. AACD supports the Conservation Districts in Arizona by providing conservation leadership and education, and in addressing local conservation priorities in partnership with landowners, federal and state agencies, tribal & local governments, and other partners. AACD selected Timmons Group to develop a tool that would support their mission of providing leadership to achieve significant measurable accomplishments in natural resource conservation. The result was an improved platform for managing the Conservation Districts statewide in a manner this is: consistent, driven digitally, includes spatial data, helps prioritize actions and investments, and improves reporting in Arizona. This portal allows AACD, and its stakeholders, to better assess the conditions, and recommended actions, for all conservation districts in Arizona.

NextGen Fuels Implementation, National Association of State Foresters (NASF), Washington, DC. Timmons Group was selected to develop the NextGen Fuels portal to allow the capture of fuels data from States, and to develop a fuels grant management and tracking system to include planned and completed acres and the accompanying spatial data, as well as an executive dashboard.

ULTRA Hosting, Maintenance, and Support, Utah Division of Wildlife Resources (DWR), Salt Lake City, UT. Timmons Group worked with DWR to develop a web-mapping and form-based application called ULTRA (Utah Lands Tool for Resources and Assets) which serves as a portal for DWR land managers, habitat managers, and other DWR staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using the map explorer and navigating to the relevant land management information. In addition, ULTRA integrates with: AWS Cognito – to manage user access/permissions | Google Docs – for ease of uploading and managing important documents | ArcGIS Online – to enable users to synchronize spatial data between ULTRA and ArcGIS Online.

Arizona Wildfire Risk Assessment Portal (AZWRAP) Maintenance and Support, Arizona State Forestry, Phoenix, AZ. Timmons Group develop AZWRAP, which provides the public and wildfire professionals with a web-based portal to educate themselves and assess the risk of wildfires in their area. This portal was developed with three main applications: the Public Viewer, the Professional Viewer, and the Communities-At-Risk Editor (CARE) portal. All applications leverage wildfire risk assessment data to varying degrees based on the user access level and permissions. Primary data sources include the outputs from the Westwide Risk Assessment (WWA), which included data products for all western states. AZWRAP enables authorized users to define these communities and prioritize management activities based on relative risk to the state. The CARE portal allows trusted users to edit community polygons / boundaries in context with various outputs from the WWA effort.

Nathan Grant

Senior Developer

Nathan is a senior software engineer and front-end web developer with significant JavaScript experience using modern JavaScript frameworks such as react.js, vue.js, and angular.js. He is an expert in geospatial web design, including using Esri ArcGIS JavaScript API, OpenLayers, and Google Maps. Nathan has extensive experience in user experience and user interface design. He has worked with languages such as CSS3, HTML5, and CSS preprocessors, including SASS and LESS. Nathan has developed re-usable front-end frameworks based on Material and MUI design and react.js.

KEY EXPERTISE

- ✓ Agile software development
- ✓ Front-end JavaScript frameworks
- ✓ Software design
- ✓ Data and third-party software integrations
- ✓ Translating client requirements into technical solutions
- ✓ Application testing
- ✓ Quality Assurance / Quality Control

SELECT PROJECT EXPERIENCE

Texas Wildfire Risk Assessment Portal (TxWRAP) Support and Maintenance, Texas A&M Forest Service (TFS), College Station, TX. Working collaboratively with TFS, Timmons Group developed the web-based wildfire risk information portal called TxWRAP. The primary focus of TxWRAP is to make wildfire risk information and planning tools readily available to the public, Texas state agencies, local governments, and other stakeholders in a timely and efficient manner. TxWRAP is the primary mechanism for TFS to deploy risk information and create awareness about wildfire issues across the state. It comprises a suite of web-mapping applications tailored to support specific workflow and information requirements for the public, local community groups, government officials, professional hazard mitigation planners, and wildland fire managers. Collectively, these applications provide the baseline information needed to support mitigation and prevention efforts across the state.

Utah Wildfire Risk Assessment Portal (UWRAP) Application Delivery, Salt Lake City, UT. Timmons Group was contracted with by Utah Forestry, Fire and State Lands to develop a Wildland Fire Risk Assessment Portal (UWRAP). This project includes a Public Portal, a Professional Portal and some new project elements including a Focus Area Manager tool. UWRAP is mobile-friendly and works on iPads, tablets and other form factors.

FireConnect Support and Maintenance, Texas A&M Forest Service (TFS), College Station, TX. TFS and Timmons Group have teamed up to develop FireConnect, a portal with two-fold benefits. It connects citizens with local fire departments and provides local fire departments with tools and information at their fingertips. Citizens can learn about emergency responders in their area, including station locations, staffing, and contact information. Fire



EDUCATION

Bachelor of Science, Computer Science, Longwood University, 2006
Bachelor of Arts, Graphic Design, Longwood University, 2006

EXPERIENCE

19 Years

TECHNICAL SKILLS

Languages: JavaScript, ES6, Typescript, CoffeeScript, HTML/HTML 5, XML, CSS, SaSS, Flash, Actionscript 2 and 3
JavaScript Libraries: React.js, Vue.js, Angular, AngularJs, Angular Material, ReactJs, jquery, OpenLayers, Google Maps, Backbone, Bootstrap, ArcGIS, RequireJs
Front End Automation: Webpack, Grunt, Gulp, Angular CLI
Web Development: ASP.NET, MVC framework
Ecommerce: Salesforce Commerce Cloud (formerly Demandware), SFRA, Salesforce Marketing Cloud, Zaius, Magneto
Secondary Languages: C#, VB.NET C++, PHP
Databases: MySQL, SQL Server, Amazon Web Services, DynamoDB, MongoDB
UX/UI: Wireframing, Responsive Design, User Experience Design, User interface Design, Adobe Creative Suite

departments use FireConnect to manage their profiles and report their suppression response activity on wildland fire incidents. Ultimately, FireConnect allows TFS to help sustain an efficient and effective network of emergency responders that work to protect the lives and lands of the Lone Star State. Our project involved statewide data aggregation tools for fire incident and occurrence records and working closely with CAD / RMS vendors, and it racks all the fire incident records in the State, each fire department, and funding and capacity for each department.

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Sovereign Lands Asset Management (SLAM), Utah Division of Forestry, Fire & State Lands (FFSL). Timmons Group worked with FFSL to develop a web-mapping and form-based application called SLAM, which serves as a portal for FFSL staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using tabular navigation to the relevant land management information. In addition, SLAM integrates with AWS Cognito, Google Docs, ArcGIS Online. The SLAM solution provides a one-stop shop for FFSL to input, review, edit, report on, and track spatial and non-spatial data associated to the Sovereign lands it manages in an expedient and streamlined manner.

Forest Mapping and Accomplishment Portal (ForMAP), USDA Forest Service (USDA-FS), Albuquerque, NM. Timmons Group has supported the USDA-FS, and all State Forestry agencies, including Texas A&M Forest Service, in the development, management, maintenance, help desk, and technology upgrades for ForMAP. ForMAP is the online portal to access the Stewardship Mapping and Reporting Tool (SMART), Forest Health (ForHealth), and Landscape Scale Restoration (LaSR). Our team manages the online help desk and phone / support lines. We also support all the application development efforts, scoping efforts, and are integrated into the USDA-FS infrastructure team to support upgrades and the various environment migrations that have occurred over the life of this contract. Timmons Group also has dedicated testers to support the suite of tools under ForMAP.

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Community Assessor, Nevada Department of Forestry (NDF), Carson City, NV. NDF wanted to work with communities be more fire-adapted and help protect the wildland urban interface (WUI). The Community Assessor solution provides area mapping, mobile hazard assessment and rating, record review, record filtering, and output in a way that supports the development of Community Wildfire Protection Plans (CWPPs) and Firewise Recognitions. The application suite includes both web and mobile components that allow NDF to manage field assessments of wildfire risk to individual communities (aka subdivisions, neighborhoods, trailer parks, etc.).

Mike Odum

Senior UI/UX Designer

Mike has more than 10 years of first-hand experience with UI/UX design. He has an extensive background creating layouts and flow for optimal user experiences on various platforms, including mobile, desktop, and web applications. He has designed functional website layouts and designs for clients in the local, state, private, and commercial industries.

KEY EXPERTISE

- ✓ Manages all aspects of user experience / user interface design for projects.
- ✓ Manages the UI/UX team at Timmons Group to promote best practices and innovative design.
- ✓ Works with clients during discovery and implementation to "white board" design ideas and iterate on them with wireframes
- ✓ Provides business analysis expertise to project teams.
- ✓ Provides visual QA/QC for all application development projects.
- ✓ Assists clients and internal teams with gathering UX feedback during beta testing.
- ✓ Provides graphic design expertise for iconography, custom image design, and branding.
- ✓ Responsible for integrating client branding with custom applications.

SELECT PROJECT EXPERIENCE

Sovereign Lands Asset Management (SLAM), Utah Division of Forestry, Fire & State Lands (FFSL). Senior UI/UX Designer. Timmons Group worked with FFSL to develop a web-mapping and form-based application called SLAM, which serves as a portal for FFSL staff to create, manage, and/or track both spatial and non-spatial information associated to lands management. Users can find lands information quickly using tabular navigation to the relevant land management information. In addition, SLAM integrates with AWS Cognito, Google Docs, ArcGIS Online. The SLAM solution provides a one-stop shop for FFSL to input, review, edit, report on, and track spatial and non-spatial data associated to the Sovereign lands it manages in an expedient and streamlined manner.

TerraTrac, Virginia Outdoors Foundation (VOF), Richmond, VA. Senior UI/UX Designer. Timmons Group worked with VOF to develop a web-based application called TerraTrac. Integrated with a Customer Relationship Management (CRM) system, Document Management system, and GIS, TerraTrac allows VOF easement and stewardship staff to track and manage critical enterprise land conservation data. TerraTrac eliminated data duplication issues and many manual processes. VOF staff now have the tools they need to improve client interactions, enter data and content in a standardize workflow, manage a variety of projects, be confident in the data and statuses of issues and projects, and easily compile and report information. TerraTrac has made VOF's work to manage protected open space more efficient, consistent, strategic, and accessible.



EDUCATION

Bachelor of Arts, Communication
Arts, Virginia Commonwealth
University, 2010
Associate of Science, Graphic
Design, Virginia Western
Community College, 2006

EXPERIENCE

17 Years

EXPERIENCE WITH FIRM

7 Years

TECHNICAL SKILLS

UX Design
Adobe Suite
HTML / CSS

Flood Inundation Mapping and Notification (FIMAN), North Carolina Department of Public Safety, Raleigh, NC. Senior UI/UX Designer. Timmons Group was selected to develop an updated FIMAN solution, a public-facing, web-based mapping application available to the public, County Emergency Managers, and program partners. It will provide real-time flood stage data, gauge information, flood inundation scenarios, flooding forecasts, impacts, and alerts to support risk-based decisions regarding flooding.

Coastal Resiliency Web Application, Cape Cod Commission (CCC), Barnstable County, MA. Senior UI/UX Designer. Timmons Group leveraged past successes in application development and newly created coastal resiliency data to develop a "resiliency tool." This tool translates technical data into an understandable format; estimates losses of public and private assets; quantifies ecosystem services; communicates adaptation strategies and their costs and benefits; communicates the need for action to improve coastal resiliency; and engages the public in choosing and implementing strategies. This resiliency tool is based, in part, on GIS technology and complements tools developed by the Commission to support a recent regional planning approach for water quality management.

HURREVAC, Sea Island Software. Senior UI/UX Designer. The solution was developed by Sea Island Software in partnership with MIT Lincoln Labs as a decision-support tool for the National Hurricane Program administered by FEMA, the USACE, and the NOAA NHC. HURREVAC combines hurricane risk information from National Hurricane Center forecast products and storm surge modeling with data from Hurricane Evacuation Studies to support emergency management response decisions and evacuation timing. Initially deployed to a traditional virtual machine infrastructure, Timmons Group consulted and supported Sea Island Software with migrating the solution to AWS and adopting DevOps practices to help improve solution scalability, stability and reliability using AWS. Timmons Group has also assisted with various software feature development and rearchitecting of specific components to further improve the HURREVAC solution.

On-Call Task Order Pathways to Planning Phase 1 Discovery Task Order 30.1, Richmond, VA. Senior UI/UX Designer. Timmons Group worked with VDOT on an initial "discovery" phase to refine the requirements envisioned for the Pathways to Planning tool. The discovery process allowed us to connect a technical team with VDOT's business users. Timmons Group took the time to understand VDOT's vision and objectives with the project, the users or personas, and the challenges TMPD is facing. This process allows the project team to become fully integrated with VDOT's team and become aligned on the project vision, objectives, and goals of the project. All of the deliverables produced from this discovery are invaluable for successful implementation of the Pathways to Planning project.

David Wooldridge

QA/QC & Tester

David is a Software Quality Assurance Engineer with strong analytical and quantitative skills. His expertise is on the front end of applications, including content, visual design, and user experience. David drafts test strategies for Timmons Group's projects, writes test collateral, tests the applications, and works with clients during user acceptance testing. He has tested a variety of both web-based and mobile applications and has contributed to requirements gathering and refinement through helping to fine-tune acceptance criteria.

KEY EXPERTISE

- ✓ Tests web and mobile applications
- ✓ Drafts test strategies, writes test cases, tests scenarios, and tests checklists.
- ✓ Streamlines practices and processes.
- ✓ Coordinates UAT
- ✓ Implements visual design / UI/UX

SELECT PROJECT EXPERIENCE

NextGen Fuels Implementation, National Association of State Foresters (NASF), Washington, DC. Timmons Group was selected to develop the NextGen Fuels portal to allow the capture of fuels data from States, and to develop a fuels grant management and tracking system to include planned and completed acres and the accompanying spatial data, as well as an executive dashboard.

Flood Inundation Mapping and Notification (FIMAN), North Carolina Department of Public Safety, Raleigh, NC. FIMAN has proven to be an invaluable tool for decision-makers across the state during flood events. DPS's original FIMAN solution is an on-premises based solution and had exceeded its useful life. Timmons Group was selected to develop an updated FIMAN solution, which will be a public-facing, web-based mapping application available to the general public, County Emergency Managers, and program partners. It will provide real-time flood stage data, gauge information, flood inundation scenarios, flooding forecasts, impacts, and alerts to support risk-based decisions regarding flooding.

Solid Waste Information System 2.0 Phase 1 Design, Oregon Metro, Portland, OR. Metro is a large non-profit organization that services the greater Portland Oregon metropolitan area. A core service of Metro is the management of solid waste and recycling services. To ensure compliance and make this process more seamless, Metro contracted with Timmons Group to perform the initial design work and eventual implementation projects. The project includes data management, reporting dashboards and portals for internal and external stakeholders.

Fishing and Hunting Mobile Application, Alaska Department of Fish and Game (ADFG), AK. Timmons Group worked closely with ADFG to develop a mobile application to manage services and information for the State's hunters,



EDUCATION

Bachelor of Science, Business Administration, Accounting, Virginia Commonwealth University, 2008

EXPERIENCE

4 Years

CERTIFICATIONS

Certified Mobile Tester, 2022
Certified Tester

anglers, visitors. The application is new to Alaska and is a "one stop shop" providing easy access to hunting and fishing permits, licenses, stamps, tags, maps, and regulations for specific areas. The introduction of this app has streamlined the registration and reporting process which was previously conducted on paper. It is also the first step for the state to begin digitizing its paper processes. Through a comprehensive community engagement process, the ADFG and our team determined the needs of the hunter and angler communities and designed features of the app according to the feedback.

Prescribed Burn Mobile Application, Arkansas Division of Environmental Quality (DEQ) & Arkansas Department of Agriculture (ADA), AK. Timmons Group worked with Arkansas DEQ and ADA to develop a progressive web application called FireSmart which serves as a portal for farmers and forestry burners to enter planned burns throughout the state. Users enter data about their burns and app provides them with information from the smoke management guidelines. The application uses spatial data to show users smoke sensitive areas and tracks other burns in the airshed.

Digital Monitoring Application (DMA) Discovery for Department of Mitigation Services (DMS), North Carolina Department of Environmental Quality (DEQ), NC. Timmons Group conducted a project discovery with DMS staff to discover and document the requirements for a DMA. The DMA is envisioned to be a "one-stop shop" for DMS internal staff, providers, the Interagency Review Team (IRT), the general public, and other stakeholders. With this tool, they are able to access mitigation project details (tabular, geospatial, video, photo, and document-based) and related monitoring data in an intuitive, web-based application. Timmons Group conducted the discovery project to review the strengths, weaknesses, and opportunities of the existing digital monitoring process (as-is process), elicited and prioritized functional and technical requirements for a new DMA and conducted technical design sessions to vet the best possible product design "roadmap" for DMS.

Stormwater Structure Condition Assessment Discovery, Loudoun County, VA. Loudoun County worked with Timmons Group to develop an inspection and maintenance solution for managing the condition assessments, inspections, and maintenance tracking for the stormwater structures within the County. The vision for the Condition Assessment Tool (CAT) was to enable standardized and timely collection and assignment of inspection and maintenance information for stormwater structures, in a way that is streamlined, easy to use and that supports compliance and reporting. Timmons Group used its discovery process to understand the County's current inspection and maintenance processes. Armed with that information Timmons Group developed a solution design and roadmap for the County that included a web-based inspection and maintenance assignment and tracking solution for County employees and contractors to assign, review, edit, and approve work.

Chronic Wasting Disease (CWD) Dashboard, Pennsylvania Game Commission (PGC), Harrisburg, PA. PGC worked with Timmons Group to build five prototype dashboards for different use cases within the agency. One of the dashboards focused on visualizing data from CWD sampling done in Pennsylvania. It was decided that the dashboard should be available to the public. The first page focuses on providing information and context in relation to the CWD sample prevalence rate. The second page provides basic descriptive statistics of the sample population based on categorical data such as the gender of the species, or how the sample was sourced.

IDDE SWM Maintenance/Support, Prince William County, VA. Timmons Group provided software maintenance and support to Prince William County for their mobile and web IDDE/SWM and CMCO software.

Site Inspection Dashboard, Prince William County, VA. Timmons Group developed a web-based solution for Prince William County to track stormwater pest site inspection processes over time. The solution included a tablet solution for inspectors to record pest (mosquitos, etc.) inspection details, map them, and sync them back to a web-based project tracking portal. Timmons Group is developed a dashboard solution and visualizations to provide role-based dashboard views of the data collected in the field by inspectors.

TerraTrac, Virginia Outdoors Foundation, Blacksburg, VA. VOF is Virginia's leader in land conservation, protecting more than 800,000 acres. Due to an increase in new easements recorded over the past decade, VOF's technologies and workflows struggled to support the needs of the staff. There has also been an increase in public information requests through the Freedom of Information Act (FOIA). Timmons Group worked with VOF to develop a web-based application called TerraTrac. Integrated with a Customer Relationship Management (CRM) system, Document Management system, and GIS, TerraTrac allows VOF easement and stewardship staff to track and manage critical enterprise land conservation data.