

Request for Proposal (RFP)

America Burning Wildland Urban Interface (WUI) Researcher/Writer

1. Summary and Background

The International Association of Fire Chiefs (IAFC) has been awarded funding to manage the America Burning WUI project through the United States Fire Administration (USFA) and cooperators.

Over the past twelve months, leadership representing various national organizations and state and federal agencies have built strong energy for a call to action. On several occasions, city and county officials have spoken passionately about the need for resident and local government to be a part of the solution, and a consolidated and coordinated effort was conceptualized. The Wildland Fire Leadership Council (WFLC) formed a Steering Group to help frame out the need and begin the process of distilling key issues.

Building from this, the Steering Group developed a potential framework to help address the ever-evolving challenge of wildland fire in the wildland-urban interface. The IAFC will lead this effort ensuring involvement from federal and national stakeholder organizations, including cities, counties, tribes, and local fire service representation. The IAFC is a non-profit 501(c)(3) association with more than 12,000 members representing the leadership of firefighters and emergency responders worldwide.

The IAFC will collaborate with an established Steering Group to develop a workplan. This will include review of existing project framework, identification, and inclusion of additional stakeholders, subject-matter experts, facilitators, writers, and editors to produce a comprehensive report.

This Request for Proposal (RFP) is for current or retired individuals with extensive experience and knowledge in Wildland Urban Interface (WUI) response, preparedness, mitigation and risk reduction. The individual must be very well versed in the National Cohesive Wildland Fire Management Strategy and familiar with America Burning and related publications. The individual must also provide an example of previous work that demonstrates exemplary research and writing skills. It is preferred the individual is familiar with Steering Group stakeholders and has prior experience working with high-level representatives from agencies including: U.S. Fire Administration (USFA), Wildland Fire Leadership Council (WFLC), USDA Forest Service (USFS), National Association of State Foresters (NASF), National League of Cities (NLC), and Department of Interior Office of Wildland Fire (DOI).

Individuals who submit a resume and cover letter speaking to their experience and qualifications and provide research/writing samples will be reviewed and selected based on the criteria listed herein.

2. Proposal Guidelines & Timeline

The application period for the America Burning WUI Researcher/Writer position will close on September 17, 2020, 1700 hours EST. Applications will be reviewed and evaluated upon submission, then the IAFC will conduct interviews with individuals who are selected to advance in the process. Final selection will be made, and applicants notified no later than September 24, 2020.

Selected individual will be provided a contract and must agree to the terms and conditions set forth by the IAFC. The contract will need to be signed immediately as the project workplan (which the contractor will be involved with) is due to the USFA ASAP.

Project Timeline:

- Individual will begin work immediately following final contract signatures.
- The contract will expire twelve months from date of final signature.

3. Project Objective

The objective of this project is to conduct a study on reducing risk and loss with wildland-urban interface (WUI) areas of the U.S. through prevention, mitigation, suppression work with Steering Group, stakeholders and experts to expand on wildland-urban interface topics in *America Burning* and *America Burning Revisited* to assess progress and determine current and future critical issues through the development of *America Burning – Wildland-Urban Interface: A Call to Action*; a compilation of guidelines and recommendations for residents, all levels of government, and response agencies. Recommendation topics may include – risk management, emerging technology, community planning, data use, evacuation and repopulation, firefighter and public safety, economic impacts, forest and rangeland health and resiliency, and communications. Identification of gaps and potential solutions would also be included. The outcome of this project will be the foundation to help set potential priorities for future direction and activities working with U.S Fire Administration, USDA Forest Service, U.S. Department of Interior, other Federal agencies, and partners.

4. Qualifications & Expectations

Individuals submitting required documents should speak to the following items as part of their proposal for consideration:

- Experience with wildland fire, preparedness, mitigation, and response, including specific subject matter knowledge pertaining to the National Cohesive Wildland Fire Management Strategy, WUI codes and ordinances, and historical methods and measures relative to wildland fire risk reduction and response.
- Individual must possess strong research, objective writing and analyzation skills.
- Individual must be familiar with steering group and stakeholder agencies and related initiatives.
- Individual must be willing to travel to IAFC headquarters to meet with staff and fully participate in stakeholder meeting.
- Individual must be proactive in engaging all stakeholders throughout the lifespan of the project.

Expectations:

- Assist with the creation and implementation of the project workplan. (Note: The deadline for submitting the workplan is 30 days after the start of the USFA award.)
- Research and analyze progress and effectiveness of wildfire-relevant practices and measures, including, but not limited to those, published in *America Burning – The Report on The National Commission on Fire Prevention and Control/1973*, *America Burning Revisited National Workshop – Tyson’s Corner, Virginia November 20-December 2, 1987/1990*, *America at Risk America Burning Re commissioned FA-223/June, 2002*, *National Cohesive Wildland Fire Management Strategy/2009*, Executive Order 13728 May 2016: Wildland Urban Interface Federal Risk Mitigation, and Executive Order 13855 Dec 2018: Promoting Active Management of America’s Forests, Rangelands, and other Federal Lands to Improve Conditions and Reduce Wildfire Risk.
- Coordinate and collaborate with stakeholder agency representatives
 - Create a draft and final report of recommendations based on research, analysis and collaborative efforts with stakeholders.
 - Provide reports to IAFC staff on progress upon request.
- Complete invoice reporting to IAFC staff and submit travel expense reimbursements in accordance with IAFC Travel Policy.

5. Budget

Selected individual will be paid at a rate of \$60 per hour. The contract is not to exceed 940 hours.

The IAFC will provide an invoice template to include an in-depth description of work completed to selected individual, who will need to submit to designated IAFC staff monthly to receive payment.

6. Proposal Evaluation Criteria

Submissions will be evaluated based on the following criteria. To ensure consideration for this Request for Proposal, each proposal should demonstrate all the following criteria are met:

- Expertise in wildland fire prevention, preparedness, mitigation, suppression, and recovery, including but not limited to:
 - Risk management
 - Emerging technology
 - Community planning
 - Evacuation and repopulation
 - Firefighter and public safety
 - Economic impacts
 - Forest and rangeland health and resiliency
 - Communications
 - Local, state and federal efforts
- Proactively collaborate with multiple stakeholder agency representatives simultaneously

- Willingness and availability to travel to IAFC headquarters to meet with staff and stakeholders
- Ability to capture reportable progress, research, analyze data, and write a formal report of recommendations based on progress, measures and collaborative input

Individuals must submit a resume and cover letter speaking to their experience and qualifications and provide research/writing samples to be considered for this opportunity. Please submit to Assistant Director of Wildland Fire Programs Amber Wells, awells@iafc.org.

This project is funded by the U.S. Fire Administration.