



Requests for Proposal CWPP Risk Assessment & Technical Writing

Project Overview: The Washington Resource Conservation and Development Council (WRCD), a 501(c)(3) nonprofit, in partnership with the Kittitas Fire Adapted Communities Coalition (KFACC), is seeking proposals from qualified consultants to support the update and development of the Kittitas County Community Wildfire Protection Plan (CWPP). This project aims to enhance community resilience to wildfire through updated risk assessments, comprehensive mapping, and the creation of a clear, actionable CWPP aligned with federal and state guidelines.

Anticipated Project Timeline

- **RFP Release:** July 23rd, 2025
- **Proposals Due:** September 5th, 2025
- **Consultant Selection:** September 2025
- **Project Kick-Off:** October 2025
- **CWPP Finalization:** October 2026

Scope of Work

The selected consultant will be responsible for the following tasks:

A. Community Wildfire Risk Assessment:

- Conduct a comprehensive wildfire risk assessment (concurrently updating baseline conditions) utilizing best available data, local knowledge, and geospatial analysis.
- Identify and analyze wildfire hazards, vulnerable populations, Highly Valued Resources and Assets (HVRAs), and at-risk landscapes.
- Produce risk assessment maps and a summary report for inclusion in the CWPP.

B. Technical Writing of CWPP:

- Draft and edit all sections of the updated CWPP to ensure clarity, technical accuracy, and consistency.
- Align the CWPP with federal and state standards and incorporate findings from the risk assessment, suggestions and recommendations from stakeholders, collaborators and core team.
- Revise the CWPP based on stakeholder and partner feedback throughout the development process.

C. GIS Mapping Products:

- Develop a complete GIS mapping package (geodatabase and associated supporting geospatial features like layers, datasets, shapefiles) and other ESRI geospatial products created during the CWPP development. All geospatial data shall be consistent with Federal Geographic Data Committee (FGDC), National Interagency Fire Center standards and Washington State Department of Natural Resources geospatial standards (e.g., datum projections, metadata).
- Coordinate with KFACC to incorporate community-provided GIS data where applicable.

D. Participation in Stakeholder Meetings:

- Participate in scheduled meetings to present updates, findings, and draft content.
- Support WRCD and KFACC by providing materials and presentations as needed (facilitation will be handled in-house by WRCD/KFACC).
- Track, solicit, collect, and reconcile stakeholder input during meetings for CWPP and modify draft updates and finalization.
- Meeting frequency and needs to be determined, estimate 1-2 meetings a month.

E. Final Deliverables:

- Finalized, edited, and publication-ready Kittitas County CWPP update.
- Complete GIS mapping package for partner use.
- Summary of stakeholder engagement and integration of input into the final CWPP.

Consultant Qualifications

Interested consultants should demonstrate the following qualifications:

- Expertise in wildfire risk assessment, hazard mitigation planning, or related fields.
- Experience developing and writing Community Wildfire Protection Plans.
- Proficiency in geospatial products, both digital and static, and wildfire risk modeling.
- Strong technical writing and editing skills.
- Experience engaging with stakeholders, including government agencies, fire districts, and other relevant community organizations.
- Familiarity with federal guidelines, Washington State DNR CWPP recommendations, and wildfire risk reduction strategies.

Proposal Requirements

Interested consultants should submit proposals that include the following:

1. **Contact Information:** Name, organization, address, phone, and email.
2. **Qualifications and Relevant Experience:** Experience in wildfire risk assessment, CWPP development, GIS mapping, and technical writing.

3. **Detailed Work Plan:** A clear methodology outlining the consultant's approach, including methods, timeline with milestones, and planned deliverables.
4. **Detailed Cost Proposal:**
 - Personnel rates by role.
 - Estimated hours and cost by task.
 - Travel and other direct costs.
 - Total cost of project.
5. **References:** Contact information for at least three relevant projects.
6. **Insurance and Compliance:** Confirmation of ability to meet WRCD procurement policies and carry necessary insurance coverage.

Submission Details

Proposals should be submitted electronically, mid to late August 2025, to Sophia Fox (sophia@washingtonrkd.org). A copy of the current CWPP draft can be available upon request. For inquiries or clarifications regarding this RFQ, please contact Sophia Fox.

We look forward to receiving quotes from qualified professionals to support this critical resilience effort in Kittitas County.