

Request for Proposals

For:

Hazardous Fuel Reduction Grant Community Education and Outreach Coordinator

1. Purpose

The Town of Fairfax requests proposals to provide community education and outreach coordination services and photo monitoring for the Hazardous Fuel Reduction project administered by the California Fire Safe Council and funded through the USDA Forest Service.

The intent of this Request for Proposals (RFP) is to solicit submittals from individuals that demonstrate expertise and experience in conducting community education and outreach coordination. The Town has approximately \$2,500 available to support the work of this RFP.

2. Background

The Town of Fairfax has approximately 2,000 homes on over 686 acres within the area designated as the Wildland Urban Interface. Many of these homes are accessed by narrow winding roads. Some areas have only one access road. In the DVD, "Marin on Fire, Preparing for the Next Urban Wildfire," the narrator cautions, "A wind-driven wildfire could begin in San Rafael (to our east) and not stop until it reaches Muir Beach" (to our west). The existing fuel load of overgrown vegetation combined with the steep hillsides and canyons of our topography intensify our risk.

The Project will provide roadside vegetation clearance by removing flammable brush and trees within five feet of either side of the hillside roads in three target areas with the highest fuel build up and fire truck accessibility challenges. In addition, the Project will organize and facilitate chipper days for property owners to reduce flammable vegetation adjacent to the 350 homes in the target area. Many of these homes were built with little or no separation between them and with a continuous path of flammable vegetation from house to house and block to block. The reduction in overgrown trees and brush will increase defensible space and improve the ability of the fire department to easily access hazardous areas and to provide a fuel break to slow down fire spread from one street to another.

Our community has experienced the spread of Sudden Oak Death resulting in hundreds of standing dead trees. The Project includes the removal of 50 of the most fire prone trees. Finally, the Project also includes mowing, weed eating and pulling of flammable vegetation in selected downtown areas of high risk.

3. Scope of Work

The selected person will be responsible for assisting the Ross Valley Fire Department and Town of Fairfax in coordinating Fairfax Volunteer efforts by developing a one page flyer and a radio Public Service Announcement to notify residents of the roadside vegetation clearing schedule, when chipper days will be offered and how to participate. This project also includes copying and mailing the flyers to 350 homes, recording a hotline message and setting up a voicemail

box. Responsibilities also include scheduling and facilitating community meetings, distributing educational information at those meetings, and preparing a photographic record of before and after project activities.

4. Contents Of Proposal

Please submit a letter of interest, current fee schedule, resume and list of three references who may be contacted regarding prior work experience. Work history and references may include volunteer or unpaid experience. Please ensure that the resume includes the dates and duration of each work opportunity listed.

5. Evaluation Criteria

Submittals will be ranked by the amount of previous relevant experience, demonstrated ability to work collaboratively with others, and knowledge of the Fairfax community. Preference will be given to qualified local residents. Fairfax residents are strongly encouraged to submit a proposal.

6. Submittals

Proposals will be accepted until 4:00 p.m. March 17, 2010

Please submit proposals to: Kathleen Wilkie
Director of Public Works
Town of Fairfax
142 Bolinas Road
Fairfax, CA 94930
kwilkie@townoffairfax.org

Electronic submittals will be accepted.

For more information about this project, please call (415)453-0291 or e-mail kwilkie@townoffairfax.org.