



# **REQUEST FOR PROPOSALS**

## **COMMUNITY WILDFIRE PROTECTION PLAN FOR THE TRUCKEE FIRE PROTECTION DISTRICT**

**August 12, 2022**

**Deadline for Submission  
September 23, 2022  
3:00 P.M.**

### **SOLICITED BY:**

**Truckee Fire Protection District  
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530-536-8159**

## **I. INTRODUCTION AND PROJECT OVERVIEW**

The Truckee Fire Protection District (Truckee Fire) is requesting proposals from qualified consultants or consultant firms to prepare a unique Community Wildfire Protection Plan (CWPP) for the approximate 125 square miles encompassing the Truckee Fire Protection District (the District). The purpose of this CWPP is to serve as a framework to identify and prioritize all future wildfire hazard protection projects and foster a community wide collaborative approach to reduce wildfire risk and hazards to life, property, and natural resources within the District. The CWPP will meet, at minimum, the requirements described in the Healthy Forest Restoration Act of 2003, the IAFC CWPP leaders guide, the FEMA “Creating a CWPP” May 2020 document, and will develop actions to reduce structural ignitability and strengthen community fire preparedness with a prioritized set of actions for public education, fuel reduction and methodology for prioritization and monitoring accomplishments within the District.

The selected consultant will assist Truckee Fire in preparing a CWPP specific to the District that will incorporate individual community plans, environmental guidelines, and implementation of the Local Tax Measure T Community Wildfire Prevention Implementation Plan. In addition, Truckee Fire has selected to utilize Vibrant Planet’s Land Tender decision support software to conduct a District-wide appraisal of socio-ecologic importance, model hazards, assess risk, model strategic hazardous fuel reduction treatments and landscape forestry projects that result in a high return on investment while minimizing environmental impacts. In accordance, the selected consultant or consultant firm will be expected to work with Truckee Fire and Vibrant Planet to incorporate Land Tender datasets, methodologies and outputs into the CWPP as applicable. Proposals must be submitted to Truckee Fire by September 23, 2022. Truckee Fire expects to interview consultants the week of October 3<sup>rd</sup>, and select the consultant by October 21, 2022. The selected consultant should expect to commence work on the project immediately following an executed agreement.

## **II. BACKGROUND**

Truckee Fire facilitated the development of the first Truckee area CWPP in 2016 and performed a mapping update in 2019 that shows some of the fuel mitigation projects that have been completed by the various land managers, as well as identification of future opportunities for additional projects. Current CWPP information can be found by going to [www.truckee-fire.org/cwpp](http://www.truckee-fire.org/cwpp). The District voters passed a Community Wildfire Protection Tax - Measure T in September of 2021. This \$179 tax per parcel, per year, will generate a \$4 million community wildfire prevention fund annually that will be spent solely on wildfire prevention and mitigation activities. With the passing of the Measure T, and considering the age of the current plan, it is important to perform a comprehensive update and re-write of the Truckee CWPP to use as a wildfire mitigation road map for the Truckee and Donner Summit areas for the next 5+ years.

## **III. General Requirements**

The desired Consultant would have extensive experience in wildland fire management, fire operations, vegetation management, wildfire behavior analysis, fire weather analysis,

environmental compliance, GIS, coordinating and convening various groups, and extensive public outreach, education, and engagement skills. Prior experience working in the project area, or in similar vegetation types and mountainous WUI intermix communities is beneficial. The most qualified bids will demonstrate expertise in skillfully communicating technical wildfire science concepts in easily-understood formats, and developing creative solutions to communicate complex spatial problems. The intention of this CWPP proposal is that the work product be delivered as much as possible in graphic form, using maps, images, and figures to communicate the information, and minimizing unnecessary text.

The Consultant also agrees that all final work products shall be deemed to be works-made-for-hire within the meaning of the copyright laws of the United States, and that Truckee Fire shall own all rights, including, but not limited to, all copyright rights, in and to such work product.

1. The completion of the Scope of Work may require the formation of a Consultant project team under the direction of the Fire Chief or his designee.
2. The Consultant shall have no record of unsatisfactory performance.
3. The Consultant shall have the ability to maintain adequate records to satisfy statistical reporting requirements.
4. The Consultant shall have the administrative and fiscal capabilities to manage the Agreement and ensure an adequate audit trail.
5. The Consultant shall meet public presentation and stakeholder participation requirements outlined in this RFP.
6. The resulting CWPP shall conform to the Healthy Forests Restoration Act of 2003 (HFRA), best practice handbooks and guides, and all state and local guidelines.
7. The Consultant shall complete the required CWPP with enough time to meet the deadline for acceptance.

The Consultant shall consult with key staff before beginning work and at various times throughout the life of this Project to assure that local knowledge, issues, and concerns are addressed in the final CWPP. The Consultant shall keep detailed records of all formal consultations that will become part of the final Project record.

#### **IV. SCOPE OF WORK**

The General Scope of work includes the following;

1. Review of existing information (Data sets needed, existing CWPP, Measure T, etc.).
2. Conduct Hazard and Risk Analysis (using Land Tender tool and other applicable programs).
3. Convene decision makers, involve fire and partner agencies, land managers & large land owners, and engage community members/stakeholders.
4. Conduct In-depth GIS exercise that would include flat maps, and a comprehensive GIS data base of all lands within the WUI defense, WUI threat, and strategic fuel breaks or strategic mosaics (SPLATS, SPOTS, PODS etc) and make this data base available to Truckee Fire for future use.

5. Truckee Fire understands that this is a CWPP update, but the end product should be considered a Re-write/ Re-structure of one comprehensive CWPP.

### 1. Review existing information

The selected consultant will review and utilize Land Tender in combination with existing local policy, planning, and management documents in order to develop an understanding of the local fire history, identify data gaps, understand the community and residential areas, ensure consistency with existing community plans, policies, and management approaches, and identify sensitive environmental resource areas. As part of this review, the selected consultant shall review the District's existing CWPP, Measure T implementation plan, along with Land Tender for relevant baseline information and other data. Truckee Fire shall make data accessible to the consultant as needed. The consultant shall consult with Truckee Fire personnel for past fire data and vegetation management practices in areas within and adjacent to the District, as appropriate. The consultant shall also consult with representatives of the plan area communities concerning existing and proposed fuel management plans and history. The consultant shall also review current literature and research regarding hazardous fuel reduction treatments and best practices for protecting at-risk communities. Based on the review of existing information, the consultant will work with Truckee Fire, and other interested parties to determine if the CWPP boundaries need refinement.

### 2. Conduct Hazard and Risk Analysis

The selected consultant shall utilize Land Tender and other applicable tools and programs to assess fire behavior modeling, and values & assets at risk in order to inform the recommendations that will form the basis of the CWPP. In accordance, the selected consultant or consultant firm will be expected to work with Truckee Fire and Vibrant Planet to incorporate Land Tender methodologies and outputs into the CWPP as applicable. Specific outcomes and tasks as a result of this process will include at a minimum;

- Hazard assessment to identify specific fire hazard zones using variables such as vegetation, topography, and weather. Tasks include:
  - Identification of areas with high probabilities of wildfire ignition
  - Description of potential fire spread
  - Description of fire protection capabilities, access, and fire support infrastructure
  - Determination of a fire's run damage potential
  - Depiction of ember exposure zones
  - Identification of existing and planned fuel breaks and treated areas
- Risk assessment to identify specific risk areas, using variables such as proximity of structures, road access, availability of water supply, fire response times, etc. Tasks include
  - Risk of fire ignition
  - Risks to infrastructure
  - Local preparedness capability

- Structural protection assessment to evaluate the need, feasibility, and potential location for community defensible space fuel breaks.
- Performing a loss risk assessment, based upon Land Tender assessments, to evaluate the property, life, natural, and economic resources that are threatened by wildland fire.

As a result of the above analysis, expected deliverables include but are not limited to;

- The Consultant will use interpreted fire behavior model outputs, field surveys, GIS mapping layers, and interviews with knowledgeable persons to complete a District-wide hazard assessment and defensibility analysis. The intention of this deliverable is to integrate wildfire hazard mapping with mapping of assets at risk, showing places where high hazard and high-value areas overlap
- Utilizing Land Tender, other applicable tools, and working with Truckee Fire, the selected consultant shall develop a list of all treatment areas, and series of priority projects /potential treatment areas in accordance with the priorities of the Measure T Community Wildfire Prevention Fund Implementation Plan.
- Develop specific wildfire scenarios based upon initial wildfire behavior modeling and validation to determine areas where wildfires could have the greatest potential impact, expressed in the number of structures that need defensive action or structures potentially lost from wildfire. The analysis shall be based on GIS data for housing and infrastructure, temporal fire spread outputs from the modeling software, and weather scenarios agreed upon by Truckee Fire.
- Evaluation of wildfire preparedness and the readiness of Truckee Fire's ability to implement and sustain wildfire operations, and law enforcement's ability to implement evacuations in the event of wildfire. Evacuation modeling is being planned by the Town of Truckee with the support of Ladris' Evacuation Pre-Planned Tool, so this would be an integrative process.
- Evaluation of existing fire potential and potential effectiveness of various fuel reduction or other hazard mitigation activities developed elsewhere in the CWPP document.

### 3. Conduct Stakeholder Outreach and public engagement

The development of this CWPP is a collaborative effort that will involve multiple jurisdictions, requiring a commitment from agency leaders and staff to implement the plan. In addition, potential stakeholders include residents of the area, nearby public agencies, and organized groups.

- A. **Project Team.** The project's core leadership team will identify essential staff and partner agency staff who will provide input and guidance for key project deliverables. The Consultant will assist in identifying additional stakeholders, as needed, and will establish the Consultant's Project Team who will participate in all stages of the Project.

The Consultant shall also work closely with key District and local agency staff through each stage of the Project. The Project Team should meet no less than monthly.

- B. **Outreach.** The Consultant shall identify appropriate outreach methods and utilize existing websites, social-media, newspaper, and other public outreach channels to keep stakeholders informed on the progress and status of the CWPP planning process and to collect input. Information on the Project (including public meetings, workshops, draft documents, etc.) will be disseminated through multiple outlets (press releases, public notices, websites, social media) with the support, guidance, and approval of Truckee Fire. Truckee Fire would like to ensure equitable participation by the community, and public meetings and workshops should be planned in multiple locations throughout the District.
- C. **Workshops.** With the assistance of Truckee Fire, the Consultant shall conduct a series of stakeholder workshops with the fire agencies/cooperators, government agencies, and community stakeholders listed further in this section. The Consultant will prepare summary notes from each workshop with the potential to be included as an appendix to the CWPP.
- a. A minimum of one (1) workshop shall occur within one month after the initial Wildfire Hazard and Risk Analysis is completed in Task 2 (before the CWPP is prepared). The intent of this workshop will be to provide a forum where interested parties can work together, build consensus, and create solutions to the existing wildfire problem while meeting all applicable federal, state and local statutes, laws, regulations and codes. The format of presentations will be informal and interactive providing attendees with information on the approach, the CWPP planning process, and the tools used in our analyses while offering them opportunity to validate the initial analyses and provide input into the development of risk and hazard mitigation strategies.
  - b. A minimum of two (2) additional stakeholder meetings/workshops shall be conducted prior to release of the public Draft CWPP one (1) following the release of the public Draft CWPP.

Meetings will include a presentation designed to educate stakeholders on the development of the draft CWPP and include interactive mapping workshops, where stakeholders can ask questions, voice concerns, and provide input for the final CWPP.

Potential stakeholders who should be notified of public meetings about this plan include, but are not limited to:

- Fire Agencies / Law Enforcement/ Government Agencies/ Allied Cooperators
  - Truckee Fire
  - Town of Truckee (Town Manager, Police, Public Works..etc.)
  - Placer County (County, OES, Sheriff, RCD..etc.)

- Nevada County (County, OES, Sheriff, Fire Safe Council..etc.)
- U.S. Forest Service – Tahoe National Forest
- CAL FIRE - NEU
- CA State Parks
- Neighboring Fire Agencies (Northstar, Olympic Valley, North Tahoe..etc.)
- Tahoe Truckee Community Foundation
- Tahoe Donner Association
  
- Agencies and Land Managers
  - Sierra Pacific Industries (SPI)
  - Truckee Donner Land Trust
  - Truckee River Watershed Council
  - Union Pacific Railroad
  - Tahoe Truckee Unified School District
  - Truckee Tahoe Airport
  - Electricity Providers (PG&E, Liberty, NV Energy, TDPUD)
  
- Community Stakeholders
  - Associations (HOAs, POAs, and others)
  - Firewise Communities
  - Non-Profits
  - Non-Governmental Organizations
  - Tahoe Forest Hospital
  - Sierra College

\* Final lists of stakeholders will be developed by consultant and project core team

#### 4. Mapping/GIS

Utilizing Land Tender, and other relevant data including but not limited to; historical fires, existing fuel breaks, infrastructure, fire roads, streets, sensitive habitat, vegetation etc., the selected consultant shall produce a series of base maps to be included in the CWPP as well as provided to Truckee Fire in a geodatabase in ESRI ArcGIS digital. Additionally, the consultant will provide Truckee Fire with a developed methodology for tracking and showcasing completed treatments.

The following individual base maps should be provided:

- Community WUI (Core Zone, Defense Zone, Threat Zone)
- Hazard Severity Categories
- Land ownership types (FRA, SRA, LRA) and boundaries (parcels, PLSS, county etc.)
- Vegetation types, density, slopes, fire history, inhabited areas, open space areas, hydrography, infrastructure (roads, structures, fires hydrants etc.)
- Environmentally sensitive habitats
- Aerial Imagery (LiDAR, NAIPS..etc.)

Upon the completion of hazard and risk analyses, the consultant shall produce maps depicting the results, including but not limited to:

- Identification of potential vegetation management project boundaries with framework to add future projects.
- Completed treatments since 2016 and other existing fuel reduction and forestry projects.
- Ember exposure zones and fire pathways.
- Community Specific recommendations and prioritization.

Additionally, key GIS related tasks that should be incorporated into this proposal or submitted as an alternate bid should include;

- Building a desktop GIS library with standard templates for 8.5x11, 11x17, 18x24, and 36x48" GIS maps using key base layers in above list as well as LiDAR-derived hillshade maps and aerial photos.
- Integrate the GIS desktop library into a refined GIS layer that can be utilized and applied to mobile based applications such as Field maps, Avenza, etc.
- Develop an online geodatabase that can be displayed on Truckee Fire's website to display historic, operational, and planned fuels management activities, as well as track future completed projects.
- Develop a pre-fire response atlas showing fuels project locations, potential firelines, assets at risk, sensitive resources, and hazards including gas pipelines and aviation obstacles.

## 5. Prepare Community Wildfire Protection Plan (CWPP)

The selected consultant shall develop a CWPP based on the information acquired in Tasks 1-4 above. The final updated plan shall identify and prioritize areas of greatest risk, hazard, and values and establish a framework to allow land managers and communities to collaborate on the specific scope of potential fuel reduction and wildfire hazard mitigation projects. The CWPP shall contain the following:

- A. Truckee Fire Protection District overview, including (but not limited to):
  - Values at Risk (life safety, structures, infrastructure, municipal facilities, natural/cultural/historic resources, recreation and lifestyle)
  - Land Use and Zoning/Ownership
  - Fire Protection
- B. Defining the Wildfire Problem
  - Fire Ecology (vegetation, wildlife)
  - Climate (including climate change, drought)
  - Local Fire History
  - Wildland Fire Environment (fuels/fuel characteristics, wildland fuel models, weather, topography, fire behavior characteristics)
- C. Communities and Resources at Risk (wildland and urban interface, environmental/cultural/historic values and resource concerns)



D. Wildfire Assessment (state and local severity zones, hazard assessment – including data models, risk assessment, defensibility analysis, ember exposure zones, fire run damage potential, structure assessment and vulnerability, any other appropriate/necessary additional analyses).

E. Action Plan

- Community preparedness – including existing programs, strategies, councils/teams.
- Comprehensive education program with recommendations for residents on how to reduce structure flammability, implement best practices for fire hazard reduction, and become involved in community-based hazard reduction efforts.
- Protecting values – life safety (evacuation, vulnerable populations, pets, livestock), structures/ reducing structure ignitability, development standards, proposed projects, water sources, natural and cultural resources.
- Develop best practices guide to minimize structural ignitability using current fire and building code standards as well as possibly newly rated manufacturing technologies.
- Fuels Mitigation Strategy (existing fuel treatment activities, prioritization of fuel treatments, fuel treatment prescriptions, fuel treatment types and levels, fuel treatment and firefighter safety, fuel treatment tactics, example fuels modification and resultant fire behavior, fuel treatment implementation timing/seasonality) Fuels mitigation strategies will include individual community protection plans for the Districts residential communities, to be developed in collaboration with Truckee Fire, community representatives, and other stakeholders/representatives where appropriate. The need for strategic fuel breaks shall also be assessed and mapping and program measures included in the CWPP if appropriate.
- Evacuation (vulnerable populations, pets, routes, potential issues with evacuation)

F. Maintenance and Monitoring (CWPP monitoring and updating, fuel treatment monitoring and maintenance, how to conduct monitoring).

## V. SUBMITTAL AND SELECTION

Applicants shall provide Truckee Fire with a proposal that shall include a management summary, information on the project, and descriptions of recent relevant work performed by the team or team leader on similar tasks or projects as described below. It is expected that the qualified consulting firm will be able to bring with them the breadth and depth of knowledge from previous experience developing CWPPs or other similar wildfire hazard mitigation documents.

The Consultant's proposal package shall be submitted in the format outlined below:

A. Introduction

- Applicant or Company Name, year established, type of organization, size, professional registration and affiliations, website/social media if applicable.
- Names and qualifications of personnel to be assigned to this Project, including an organization chart showing the relationships between all key personnel and the support staff assigned to the Project, the proposed responsibilities of each person assigned to the Project, and brief résumés that highlight special qualifications relevant to the required

tasks.

- Qualifications of consultants, and subcontractors (to be approved by Truckee Fire), if appropriate.
- A description of the firm's capabilities and work experience from recent similar projects.
- Provide a list of references for at least three (3) recent clients with contact information

**B. Understanding of and approach to the Project**

- Summary of approach to be taken including the methodology to be used to meet the objectives of the scope of work.
- Identify any supplemental tasks and/or changes to the scope of work deemed necessary and/or alternatives which may reduce costs or expedite delivery.
- Description of any outside organizations, municipalities, and/or individuals that will be part of the Project collaboration, alignment, and input.
- Description of the individual/organization and staffing to be used for the Project, including name, title, and contact information for person to whom correspondence should be directed.
- Indication of time frame necessary to complete the plan review once a Notice to Proceed is issued.

**C. Work Schedule**

- Based on the deliverables described above, propose a schedule for work or timeline for completion of the Scope of Work, including the Project's major milestones, with the goal of completing the Project by October 31<sup>st</sup>, 2023.

**D. Cost Proposal**

- Consultants Rate Schedule for the duration of the Agreement.
- Consultants total cost to perform the work in its entirety including a breakdown of the costs for each individual work task.
- Listing of any other costs charged by the Consultant in providing consultant services, including travel costs, mailing costs, and any other direct or indirect costs associated with performing the required services, and the costs associated with any proposed sub-consultants.
- Costs should include hours and staff assignments for each task. The estimate should include the costs for all administrative and materials costs. Please describe all assumptions and appropriate contingencies.

**Evaluation Criteria**

The following evaluation criteria will be used to select a consultant, proposals should clearly address the following:

- 1) Prior experience with GIS, fuels data, interagency coordination, public outreach.
- 2) Demonstrate understanding of the project and firm's capability and resources to accomplish the work quickly once the selection and contract process is complete.
- 3) Acceptable rate schedule.

- 4) Acceptance of contract terms and insurance limits.

### Submittal

All Proposals must be sealed and delivered enclosed in any opaque sealed envelope marked “Proposal Community Wildfire Protection Plan (CWPP)”. Proposals may be hand delivered to the administration office, or mailed to P.O. Box 2768 Truckee, CA 96160. **Any envelope sealed with tape shall be rejected.** Failure to meet the specifications contained herein may be cause for the rejection of a proposal.

Any consultant questions regarding this RFP must be submitted electronically to Wildfire Prevention Manager Eric Horntvedt, [erichorntvedt@truckeefire.org](mailto:erichorntvedt@truckeefire.org) no later than September 2, 2022. Any questions received, and subsequent answers, may be made publicly available at the discretion of Truckee Fire if the information may be useful to all proposers, no later than September 16, 2022 on [www.truckeefire.org/cwpp](http://www.truckeefire.org/cwpp).

Proposals must be received no later than 3:00 pm on September 23, 2022 at which time they will be opened.

Interviews will be held the week of October 3, 2022.

A recommendation will be submitted to the Board for action at its regular meeting to be held on October 18, 2022. The Board reserves the right to reject any and all proposals, to waive informalities in proposals and to accept the proposal deemed to be in the best interest of the Truckee Fire Protection District

### Anticipated Schedule of Events

The following information is provided as a general timeline which may be amended under mutual agreement by the Consultant and District prior to bid acceptance and updated by approval of Truckee Fire as necessary.

RFP Released	August 12, 2022
Questions and Answers Due	September 2, 2022
Q&A Remote Conference Meeting/Call – as needed	TBD (as needed)
Proposal Due Date	September 23, 2022 at 3:00 pm PST
Evaluation of Proposals	September 23-30, 2022
Oral Interviews/Presentations to the Selection Panel	Week of October 3, 2022
Professional Services Agreement Review & Negotiation with Finalist	Week of October 17, 2022
Award of Agreement	October 18, 2022 (dependent on Agreement negotiations)
Agreement Start Date	After Agreement signed by District & Consultant
Agreement Completion Date	October 31, 2023