



TAHOE

RESOURCE CONSERVATION DISTRICT

870 Emerald Bay Road Suite 108, South Lake Tahoe, CA 96150 • 530.543.1501 PH • TahoeRCD.org

REQUEST FOR PROPOSALS

South Lake Tahoe Wildfire Prevention External Governance Structure Analysis

Solicitation Issue Date: July 2, 2026

Responses Due: July 31, 2026

Please submit proposals electronically to admin@tahoercd.org

1. Introduction

The California South Shore Division Fire Protection Districts — Lake Valley Fire Protection District, South Lake Tahoe Fire Rescue, and Fallen Leaf Lake Community Service District Fire Department — have identified a pressing need to explore ways to improve and expedite project planning and permitting, streamline interagency contracting processes, and more effectively deliver fuel-reduction and wildfire-prevention projects (e.g., a Joint Powers Authority). Given the variation in each partner's internal processes, a multi-jurisdictional approach to project planning and implementation has proven cumbersome. Additionally, agencies seek guidance on the range of local funding options, including those likely to require voter approval.

Lake Valley FPD, South Lake Tahoe Fire Rescue, Fallen Leaf Lake FD, and Tahoe Resource Conservation District are all members of the Tahoe Fire and Fuels Team (TFFT) and its Multi-Agency Coordinating Group (MAC). In addition to exploring a Wildfire Governance Structure/Joint Powers Authority (JPA) for the South Shore Fire Agencies, it is important to highlight how a California South Shore Division JPA could be integrated and potentially provide benefits to the TFFT.

Tahoe Fire and Fuels Team

The TFFT is a coalition of 21 Tahoe Basin agencies formed in the aftermath of the 2007 Angora Fire. The TFFT includes all Tahoe Basin Fire Agencies, land management organizations, regulatory agencies, and other stakeholders. The TFFT's intent is to foster multi-jurisdictional collaboration to streamline the implementation of priority fuel-reduction projects identified in the Tahoe Basin Community Wildfire Protection Plans. The TFFT also supports community wildfire prevention and has successfully secured funding as a functioning partnership.

Oversight of the TFFT is provided by the Multi-Agency Coordinating Group (MAC), composed of the chief executives of agencies that are signatories to the Multi-Jurisdictional Fuel Reduction and Wildfire Prevention Strategy. The MAC sets strategic direction, provides political leadership, approves annual work plans, and assists with identifying funding opportunities. For operational and planning purposes, the TFFT is organized into four geographic divisions, each comprising a combination of local, state, and federal partners. The TFFT works together under an Operating Charter. The TFFT Operating Charter is available in the "Supporting Documentation" section of this RFP on the Tahoe RCD website.

We Do Conservation

The mission of the Tahoe RCD is to promote the conservation, stewardship and knowledge of the Lake Tahoe region's natural resources by providing leadership and innovative environmental services to all stakeholders.

Tahoe Resource Conservation District

Tahoe Resource Conservation District (Tahoe RCD) is one of nearly 3,000 Resource Conservation Districts across the country working to protect land, water, forests, wildlife, and related natural resources. Established in 1974 by the California State Legislature under Division 9 of the California Public Resources Code, Tahoe RCD is a non-regulatory, grant-funded local agency operating throughout the Lake Tahoe Basin.

Tahoe RCD is facilitating the effort to explore the formation of a Wildfire Governance Structure for the South Shore of Lake Tahoe and to examine how services could subsequently be expanded to include the broader California side of the Basin and the North Tahoe Fire Protection District.

Shared Challenges

Fire and land management agencies on the South Shore face a common set of challenges:

- Workforce recruitment and retention
- Administrative and staffing capacity constraints
- Increasing scale and complexity of wildfire mitigation programs
- Sharing equipment between organizations
- Coordination of funding and grant administration across jurisdictions
- Need for landscape-scale wildfire resilience planning and implementation

Participating agencies are exploring whether an External Governance Structure, such as a Joint Powers Authority, can provide a coordinated governance and implementation framework to address these shared needs, strengthen long-term community resilience, and ensure the financial sustainability of regional wildfire programs.

2. Purpose and Objectives

Tahoe Resource Conservation District, on behalf of the following participating agencies, invites qualified consulting firms to submit proposals to conduct a feasibility and formation analysis for a potential Wildfire Prevention External Governance Structure – such as a Joint Powers Authority (JPA) or Joint Powers Agreement – serving the South Shore of Lake Tahoe (California side only):

- Tahoe Resource Conservation District
- Lake Valley Fire Protection District
- South Lake Tahoe Fire Rescue
- Fallen Leaf Lake Fire Department

The agencies seek an objective, decision-ready evaluation of whether creating an external governance structure, such as a Joint Powers Authority, would improve regional wildfire preparedness, community support, mitigation efforts, workforce stability, and administrative efficiency. The selected consultant will provide legal, governance, financial, and organizational analysis to support informed decision-making by all participating agencies.

Specifically, the selected consultant shall provide a clear evaluation addressing:

1. Operational, legal, and financial feasibility of forming an external governance structure.
2. Identification of common statutory authorities among participating agencies.
3. Governance and administrative structure options, including an explicit delineation of which authorities would transfer to an external governance structure, and which would remain with member agencies and their elected officials — in particular, ensuring that operational fire decisions remain with the fire agencies.
4. Workforce and employment implications.
5. Funding pathways and long-term sustainability.
6. Risks, benefits, and alternatives.
7. A roadmap for potential formation and implementation.

3. Scope of Services

The objective of this project is to develop a clear, user-friendly guide to forming a Wildfire Prevention External Governance Structure/Joint Powers Authority for the South Shore of Lake Tahoe Fire Agencies. The consultant shall complete the following tasks:

Task 1 – Project Initiation & Stakeholder Engagement

- Conduct a kickoff meeting with all participating agencies.
- Develop a detailed work plan and communication strategy.
- Conduct structured interviews with agency leadership and key staff.
- Document shared goals, operational challenges, and expectations.
- Engage with the Multi-agency Coordinating Group (MAC) regarding project direction and to receive MAC feedback.

Deliverable: Work plan and stakeholder engagement summary.

Task 2 – Policy, Legal, and Governance Analysis

- Review California Joint Exercise of Powers Act requirements.
- Identify common statutory authorities among participating agencies.
- Evaluate governance models used by comparable external governance structures.
- Document lessons learned from similar successful and unsuccessful structures.
- Assess liability exposure and administrative responsibilities.

Deliverable: Legal and governance feasibility memorandum.

Task 3 – Financial and Funding Assessment

- Estimate startup and ongoing operational costs.
- Evaluate member agency contribution models, including modeling each agency's likely annual financial contribution against that agency's operating budget — not solely the total program cost — so that small and mid-sized districts can assess the obligation before presenting the analysis to their boards.
- Identify realistic near-term funding sources.
- Assess the agencies' ability to pursue landscape-scale grants as a single entity in partnership with organizations such as the USFS, CAL FIRE, State Parks, and the Tahoe Conservancy, and evaluate this coordinated grant capacity — together with shared administrative and equipment-sharing capacity — as a near-term benefit of an external governance structure.

- Develop preliminary financial sustainability scenarios.

Deliverable: Financial assessment and funding framework.

Task 4 – Organizational Options and Recommendations

Develop and compare governance alternatives, including:

- Formation of a full External Governance Structure (e.g., JPA).
- A phased or limited-scope JPA – to be analyzed with the same depth and rigor as a full JPA formation, not simply listed as an alternative, given that a stepwise approach may be the most realistic path to securing the comfort of all four agency boards/councils.
- Administrative collaboration models.
- Alternative governance structures.

Provide a recommended path forward, along with an analysis of the advantages, risks, and implementation considerations for each option.

Deliverable: Options and recommendations memorandum.

Task 5 – Formation Roadmap & Expansion Framework

If Joint Powers Authority formation is recommended, provide:

- A step-by-step formation process.
- Estimated timeline and key decision milestones.
- Governance startup considerations.
- A framework for admitting future members, including the potential inclusion of North Tahoe Fire Protection District after JPA formation.
- A draft conceptual JPA agreement outline and resolution template language (non-legal draft).

Deliverable: Joint Powers Authority formation roadmap.

Task 6 – Final Report and Presentations

Prepare materials suitable for presentation to agency leadership and governing boards:

- Concise feasibility report.
- Executive summary briefing memorandum.
- Presentation to all participating agencies and the TFFT MAC.
- The project schedule shall include adequate windows for board briefings at each participating agency, recognizing that each agency's elected officials will need sufficient time to review findings and provide direction before subsequent project phases proceed.

Deliverable: Final report, executive summary, and agency presentation.

4. Funding and Contract Term

- **Total Maximum Funding:** The contract resulting from this RFP will be a time and materials agreement with a not-to-exceed amount of \$70,000.
- **Term:** The contract will run for approximately six months from contract execution

- **Budget Condition:** Proposals exceeding the maximum total funding amount of \$70,000 will be deemed non-responsive and excluded from consideration.

5. RFP Award Timeline

RFP Issued	July 2, 2026
Question/Inquiries Due	July 15, 2026
Responses to Questions Posted	July 22, 2026
Proposals Due	July 31, 2026
Proposals Reviewed	August 3-6, 2026
Applicant Interviews (optional)	August 13-14, 2026 (estimate)
Notification of Award	Late August 2026

6. Proposal Requirements

Proposals should not include any materials to be returned to the responding firm. All proposals must be emailed to admin@tahoercd.org by **5:00 pm (PST) on July 31, 2026**. Hard copy proposals will not be accepted.

The following minimum information should be provided in each proposal and will be utilized in evaluating each proposal submitted.

- A cover letter of not more than one (1) page introducing the Consultant and their desire to provide services to the District. The cover letter should also include the company name and address, as well as the name, telephone number and email address of the individual authorized to represent the Consultant on all matters relating to this RFP. The letter must be signed by an individual authorized to bind the Consultant to all terms, conditions, and commitments made in the proposal.
- Summary of the Consultant's qualifications, including background and experience, focusing on the Consultant's past undertaking of similar projects with similar agencies.
- A summary of the experience and qualifications of the project manager and other key members of the JPA team (if applicable). List education, training, professional work experience, and a list of work performed which is comparable to that desired within this RFP. Provide a project staffing and organization chart listing proposed personnel assigned to this project. Include assigned duties. Indicate in your proposal any portion of work that would be performed by a subcontractor.
- General information about the Consultant, including the size of the organization, location of the offices, the number of years in business, names of owners and principal parties, and information regarding any professional associations of which the consultant and its staff are members.
- Describe your firm's understanding of the project and detailed scope of services. Discuss your firm's methodologies used and/or approaches taken to prepare a JPA analysis. Indicate features, skills, and/or services which distinguish your firm and make it the better choice for the District.
- Provide a project schedule identifying proposed start and end dates – include milestones, submittal of deliverables, and each task required for the successful and timely completion of the project. In the schedule, please identify which task will require District or partner staff time, which members will need to be involved and an approximation of the hours of their time needed.

- A fee proposal. In preparing the fee proposal for this project, the Consultant shall take into consideration the following: compensation for services provided will be on a time and materials not to exceed amount, and the Consultant standard billing rates for all classifications of staff likely to be involved in this project shall be included with the fee proposal along with the markup rate for any non-labor expenses and sub-consultants. The Consultant shall, if awarded the contract, provide proof of insurance at the time of signing the contract. A sample contract is attached.

For questions: Mike Vollmer, Executive Director, at mvollmer@tahoercd.org, 530-543-1501 ext.129

- Bidder must certify to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency.
- All submittals are public information. Restrictions on any information submitted will render a bid non-responsive.
- Selected consultant(s) will be expected to sign Tahoe RCD Professional Services Agreement (Sample agreement attached).
- All subcontractors, if any, used by the selected consultant will require prior written consent of Tahoe RCD and will be subject to all provisions stipulated in the Professional Services Agreement.

7. Insurance Requirements

Selected bidder (Consultant) shall maintain at all times insurance of not less than \$1,000,000 per occurrence for workers' compensation and employer's liability, and \$2,000,000 per occurrence for general liability thus insuring against all liability of Consultant and its authorized representatives arising out of and connected with Consultant's work on this project. All such policies of insurance shall be primary insurance, and a copy of Consultant's insurance policy shall be submitted to the District for review and approval prior to the commencement of the term of the contract.