

REQUEST FOR PROPOSALS (RFP) SCOPE OF WORK

Public-Finance Consultant and Assessment Engineer Services

Nevada County Consolidated Fire District – Fire Services Funding Measure

1. INTRODUCTION

The Nevada County Consolidated Fire District (NCCFD or District) is soliciting proposals from qualified public-finance consultants and assessment engineers to assist the District with the evaluation, development, and implementation of a sustainable funding measure for NCCFD. Funding is needed to expand the Department of Fire Prevention, increase full-time year-round 3-0 staffing to improve medical, rescue, and wildfire response capacity in the County designated as Very High Fire Hazard Severity Zone.

The District is evaluating the feasibility of an increase to the current Fire Suppression Benefit Assessment requiring mailed-ballot approval under California Proposition 218. The consultant will conduct all necessary fiscal analysis, public finance planning, engineering analysis, and procedural work; prepare the full Engineer's Report; and support the District throughout the approval process.

2. SCOPE OF WORK

The consultant shall provide all labor, materials, data analysis, engineering services, parcel research, and professional support necessary to deliver a comprehensive Proposition 218-compliant funding measure. The scope includes, but is not limited to, the following tasks.

Task 1 — Project Initiation and Data Collection

1. Meet with District staff to confirm goals, constraints, budget needs, timelines, and stakeholder characteristics (including the District's absentee ownership and resident population).
2. Collect and review all relevant financial, operational, property ownership data, and service-level documents, including fire district budgets, master plan, equipment replacement schedules, staffing needs, and long-term wildfire vulnerability.
3. Obtain and validate the District's parcel databases, assessor rolls, zoning data, land-use information, and GIS layers.

4. Collect and analyze data relevant to quantifying the special benefits conferred on property by the continued existence and geographic positioning of the NCCFD. This shall include but is not limited to:

a. **Insurance Market Data** – Obtain data on the cost, availability, and underwriting limitations of fire insurance for parcels in and around the NCCFD service area, including comparisons with areas of similar fire hazard that lack proximate 24/7 fire staffing.

b. **Emergency Response Time Data** – Compile historical incident response times for NCCFD and compare them with projected response times from the next closest fire station(s) should the NCCFD station be unstaffed or closed.

c. **Risk and Loss Avoidance Analysis** – Identify the degree to which NCCFD’s centrally located and fully staffed fire district provides *parcel-level special benefits*, including, as applicable:

- Reduced potential for total loss due to wildfire or structure fire through faster initial attack;
- Increased probability of confining structure fires to the room or area of origin;
- Improved life-safety outcomes in medical emergencies, including cardiac arrest, overdoses, and traumatic injuries;
- Reduced insurance costs or improved insurability attributable to proximity to a staffed fire station;
- Reduced residential and commercial rental property vacancy rates;
- Sustaining property values;
- Maintaining Insurance Services Office (ISO) Ratings adequate to access grant funds

d. **Comparison with Non-NCCFD Areas Lacking Local Fire Protection** – Evaluate and document the differences in risk exposure, response times, and insurability for properties outside NCCFD’s jurisdiction where response times are significantly longer because no local fire agency exists.

The consultant shall integrate these findings into the fiscal analysis and, where appropriate and legally supportable, incorporate them into the Engineer’s Report special benefit analysis to strengthen the justification for benefit apportionment and defensible assessment methodology.

Task 2 — Fire Services Fiscal Analysis

1. Develop a long-range financial model estimating costs for current and enhanced fire-service levels (5-, 10-, and 15-year projections).
 2. Identify revenue gaps, cost drivers and factors affecting call volume.
 3. Determine required annual funding under various service-level scenarios.
 4. Present findings to staff and Board in clear, graphically supported formats.
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Task 3 — Funding Measure Design & Rate Methodology Development

1. Evaluate alternative funding structures (e.g., benefit assessment, special tax) and provide a comparative analysis.
 2. For the preferred structure, develop basis and apportionment methodology consistent with Proposition 218.
 3. Recommend rate structure options (e.g., per-parcel, per-single family dwelling (SFD) equivalent, acreage tiers, land-use factors, population loading, improvements factors) that ensure legal defensibility and equity.
 4. Provide draft rate schedule scenarios with projected revenue.
 5. Advise on exemption categories, appeals processes, and the treatment of nonstandard parcels.
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Task 4 — Preparation of the Full Engineer's Report (Draft and Final)

The consultant shall prepare a **complete, legally compliant Engineer's Report**, including:

1. Executive summary and purpose of the assessment/special tax
2. Description of fire protection services and improvements
3. Special benefit findings (if assessment)
4. Detailed cost estimates and revenue requirements
5. Benefit/rate apportionment methodology
6. Parcel database and assessment roll
7. Maps, exhibits, land-use classifications
8. Calculation of proposed charges for every parcel

9. Compliance statements with Proposition 218, Government Code, and case law
10. A fully formatted, adoption-ready Engineer's Report

Draft and final reports must be provided. The consultant will revise the draft based on staff and legal review.

Task 5 — Public Engagement Support

1. Prepare Board presentation materials (PowerPoint, graphics, infographics).
 2. Participate in public workshops, community meetings, and stakeholder briefings (anticipated 2–4 meetings).
 3. Provide talking points, FAQs, and website content for District use.
 4. Support the District's communications regarding wildfire risk and service impacts.
 5. Public-opinion research and/or polling.
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Task 6 — Proposition 218 Proceedings and Balloting Support

1. Prepare materials for the adoption process, including:
 - Notice of Public Hearing
 - Ballot forms
 - Tabulation instructions
 - Required resolutions
 2. Attend the public hearing(s) and provide expert testimony.
 3. Update the Engineer's Report, if required, following the hearing.
 4. Print and Mail Notices and Ballots
 5. Ballot Tabulation
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Task 7 — Project Management and Deliverables

1. Provide a project schedule keyed to the District's need for revenue by FY 27/28.
2. Participate in biweekly check-ins with staff.

3. Provide all deliverables in electronic editable formats (Word, Excel, GIS shapefiles, PDF).
 4. Attend up to four Board meetings (in person or remote).
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3. PROPOSAL CONTENT REQUIREMENTS

- Cover letter
 - Project understanding and approach
 - Detailed scope of work & schedule
 - Firm qualifications
 - Assessment-engineer qualifications (must be licensed in California)
 - Project team bios and résumés
 - Examples of at least 3–5 relevant fire-service funding measures
 - Cost proposal (itemized, not-to-exceed)
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4. TENTATIVE SCHEDULE

- RFP release: August 28, 2026
- Proposals due: September 25, 2026
- Board approval of contract: TBD – may need a special meeting
- Project start: December 1, 2026
- Draft Engineer's Report: TBD
- Final Engineer's Report: TBD
- Board Resolution of Intention: TBD
- 45-Day Mailed Notice: TBD
- Public Hearing and Assessment Ballot Tabulation: TBD