

DRAFT

TAHOE DONNER LAND MANAGEMENT PLAN DEVELOPMENT AND CONSULTATION SERVICES

REQUEST FOR PROPOSAL

(NOTE: INSERT STANDARD RFP LEGAL LANGUAGE AND SUBMITTAL REQUIREMENTS PRIOR TO FINAL APPROVAL OF RFP)

This project includes consultation and development of the Tahoe Donner Draft Land Management Plan. A detailed scope of work follows.

A. PROJECT NAME:

Land Management Plan Development and Consultation Services

B. PROJECT LOCATION:

Tahoe Donner Association
11509 Northwoods Boulevard
Truckee, California 96161

C. PROJECT HISTORY AND INFORMATION:

Tahoe Donner is one of America's largest homeowner's associations, with nearly 6,500 properties and 25,000 members enjoying over 7,000 acres in the Sierra Nevada mountains. Tahoe Donner is an eclectic community with a passion for outdoor recreation and a celebration of the Tahoe lifestyle. Over the last five years Tahoe Donner purchased 1,000 acres of recreational open space adjacent to the community establishing additional defensible space and further growing the availability for members and guests to enjoy the natural surroundings.

Located 15 minutes from Lake Tahoe in Truckee, California, Tahoe Donner operates a wide variety of recreational facilities – some which are for members only and others which are also open to the general public.

Tahoe Donner values and wishes to focus attention to habitat restoration, protection of wildlife species while implementing when and where appropriate invasive species control. The association has invested in the operations and maintenance of each amenity, the forest health and the trail system; and believes the next key component to protecting and maintaining the association assets is to develop a guiding document focusing on the recreational open space and surrounding property of each amenity.

Additionally, due in part to the recent acquisition of the new property and each parcel's unique history, the Tahoe Donner board of directors and management team see the need for a comprehensive review of the property in order to develop goals and objectives, identify strengths and weaknesses, opportunities and constraints, and guidance in the long-term operations and management of the property.

SCOPE OF SERVICES:

The scope of services is described below and may be modified during negotiations with the Association. Work to be performed will be in collaboration with Tahoe Donner management staff and stakeholders including but not limited to Tahoe Donner board of directors, committees and members. This project will be completed in a phased approach, similar to the following:

Task 1:

Goals:

Identify issues and determine goals and objectives.

Identification of critical areas for each area including but not limited to:

- Water quality and source water protection
- Land uses (existing, surrounding and future uses)
- Biological and cultural resources
- Maintenance, operation and security
- Climate change

Work to be performed under Task 1:

- Develop and determine issues following sample plan draft plan structure provided and/or breaking out if other issues develop as they relate
- Prepare overall vision and general level of management guidance and practices
- Guide overall management of the project and integrate feedback
- Document all meetings by preparing a summary that includes all materials: agenda, attendance, meeting minutes, findings and action items

Deliverables for Task 1:

1. Table of Contents
2. Stakeholder participation plan
3. Working project schedule
4. Project "ftp" (File Transfer Protocol) site or equal like Dropbox or SharePoint
5. Issue identification report

Human Resources Allotment Expectations:

Up to three workshops; Four Tahoe Donner management meetings; 4 teleconferences

Task 1 Due: 3 months from Notice to Proceed

Task 2: Inventory

Goals:

- Gain a clear understanding of the features and characteristics of the lands and determine existing conditions and future needs.
- Identify maintenance, operations and security needs (in open space areas) excluding maintenance and operations addressed separately by the Trails Master Plan and Forest Management Plan.
- Identify candidate mitigation sites (upland and wetland) to provide Tahoe Donner Trails and Forestry departments internal mitigation opportunities.

Work to be performed under Task 2:

- Identify resources, features and conservation.
- Characteristics of the lands with focus on habitat resources and mindful, sustainable recreational use
- A data base, gap analysis and GIS layers for the inventory will be established to include:
Land Uses: Existing, Adjacent and Future
Water Resources: Reservoirs, Streams and other important water ways
Cultural Resources: General inventory of resources pre-historic and historic
Biological Resources: Including invasive vegetation determination
Operations and Maintenance:
- Applicable Federal, State and Local Regulations identified with general summary as they apply
- Identify hazardous areas such as landslide prone areas
- Compile list of existing documents such as watershed management plans, resource management plans, etc.
- Provide general inventory of soils and geological formations gathered from Watershed Sanitation Surveys

Deliverables for Task 2:

1. Inventory of lands with maps and photos
2. Bibliography of pertinent documents
3. Vegetation map with candidate restoration areas
4. Map with comprehensive index of habitat values
5. Map of hazardous areas
6. Invasive Weed Management Guidelines

Human Resources Allotment Expectations:

Two workshops; 10 meetings with Tahoe Donner management/site visits; teleconference as needed

Task 2 Due: 6 months from end of Task 1

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Task 3: Analysis and Plan Development

Goals:

Analyze data from Task 3 and develop implementation plans and strategies including but not limited to:

- Sustainable land use policies and plans
- Develop maintenance and operations plan for each area
- Climate change and its effects on resources and any adaptation strategies
- Determination of how on-going uses affect management of identified areas
- Identify opportunities and any additional policies and strategies
- Preliminary budget
- Sources of funding and partnership opportunities

Work to be performed under Task 3:

- Incorporate sustainable and adaptive management strategies and stewardship objectives which translate into policies for area
- Identify opportunities and constraints for lands identified and make recommendations to develop land management priorities.
- Determine biological mitigation opportunities.
- Consolidate and develop action plan for implementation

Deliverables for Task 2:

1. Land Management Plan which should include Tasks 1-3 deliverables
2. Prioritization within an Action Plan

Human Resources Allotment Expectations:

One Workshop; 6 meetings with Tahoe Donner management; teleconferences as needed.

Task 3 Due: Three months from end of Task 3 and allotment for two drafts after initial draft submittal.

PROJECT SCHEDULE:

Project management will make every effort to adhere to the following schedule; however, it is subject to change.

- | | | |
|---|----------------------|------|
| • Request for Proposal out for bid | July - August | 2014 |
| • Request for Proposal bid review and selection | September-October | 2014 |
| • Notice To Proceed and Task 1 | November - February | 2015 |
| • Task 2 | March – August | 2015 |
| • Task 3 | September – November | 2015 |
| • Redraft | December | 2015 |

INFORMATION PROVIDED BY TAHOE DONNER ASSOCIATION TO THE SELECTED PROPOSER:

Tahoe Donner Association will provide the following information to the selected Consultant:

- Tahoe Donner Draft Strategic Plan 2010 – 2015
- Tahoe Donner General Plan 2030
- Tahoe Donner Trails Master Plan
- Tahoe Donner Forest Management Plan
- Trail System ARCGIS data dictionary

SAMPLE GENERAL STRUCTURE OF PLAN

SECTIONS

- 1.0 GENERAL INFORMATION
- 2.0 LAND USE
- 3.0 NATURAL RESOURCES
 - 2.1 Soil Resources
 - 2.2 Vegetation Communities
 - 2.3 Water Resources
 - 2.4 Fish and Wildlife Resources
 - 2.5 Special Status Species
- 4.0 CULTURAL RESOURCES
 - 3.1 Definition
 - 3.2 Cultural Resources Surveys
 - 3.3 Management Measures
- 5.0 RECREATIONAL RESOURCES
 - 4.1 Existing
 - 4.2 Future
 - 4.3 Greenways and Trails
- 6.0 RESOURCE MANAGEMENT
 - 5.1 Site Security
 - 5.2 Exotic and Noxious Species Management
 - 5.3 Forest and Prescribed Burns
- 7.0 HABITAT RESORATION
 - 6.1 Wetlands
 - 6.2 Uplands
- 8.0 COMPLIANCE
 - 7.1 Policies and Ordinances
 - 7.2 Compliance with Comprehensive Plans
- 9.0 SUMMARY OF MANAGEMENT GOALS AND OBJECTIVES
- 10.0 REFERENCES

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