



---

**NEVADA COUNTY BOARD OF SUPERVISORS**

**Board Agenda Memo**

---

**MEETING DATE:** May 23, 2023

**TO:** Board of Supervisors

**FROM:** Craig Griesbach – Office of Emergency Services

**SUBJECT:** Resolution approving the contract between Dudek and the Nevada County Office of Emergency Services for the Nevada County Community Wildfire Protection Plan (CWPP) Update in the amount of \$156,031 for use during the period May 23, 2023 through December 31, 2024, authorizing the Director of Emergency Services to execute the contract, and amend the FY 2022/23 Emergency Services budget.

**RECOMMENDATION:** Adopt the attached Resolution.

**FUNDING:** The County of Nevada committed \$150,000 in General Fund dollars to support the development of a Community Wildfire Protection Plan (CWPP) Update. The Office of Emergency Services subsequently applied for funding from the Community Wildfire Defense Grant (CWDG) program in the amount of \$250,000 for the CWPP Update and accompanying Land Management Plan and interactive Project Dashboard. Notification that this funding was awarded was provided on March 20, 2023; however, grant agreements have not yet been issued and these funds have not yet been brought to the Board of Supervisors for fund acceptance. Grant agreements for CWDG are anticipated in June 2023 and the CWDG Project funding extends to March 2025. OES proposes to use allocated General Fund as needed to initiate the CWPP effort and to fund the effort using CWDG funds as soon as these are brought forward for acceptance. A budget amendment in the amount of \$156,031 has been included for approval in the Resolution for the contractual expenditure.

**BACKGROUND:** The Nevada County Community Wildfire Protection Plan (CWPP) is a key planning tool to help prioritize wildfire mitigation action(s) to protect against loss of life and property. Community Wildfire Protection Plans should be updated periodically to reflect work that has been completed, and guide strategy for future work. Updated CWPP's serve as important documents for justifying projects proposed to funders as priorities within respective communities. The Nevada County CWPP was last updated in 2016.

County of Nevada committed \$150,000 in General Fund dollars to support the development of a CWPP Update. The Office of Emergency Services simultaneously worked to identify appropriate grant opportunities to fund this effort. USDA FY22 Community Wildfire Defense Grant (CWDG) Notice of Funding Opportunity specifically included the update of Community Wildfire Protection Plans as a priority for funding. On October 7, 2022 Nevada County Office of Emergency Services submitted a

proposal to CWDG and on March 20, 2023 OES was notified that this funding was awarded. The grant agreement for the CWDG funding is pending.

The Office of Emergency Services enlisted the Purchasing Division to develop competitive Bid No. 167126 for a qualified Consultant to produce the Community Wildfire Protection Plan Update. The advertisement was distributed to over nine hundred and eight firms. Forty-eight firms accessed the Bid documents and bids were received from two firms.

Purchasing conducted a thorough evaluation of all bids received to determine the most qualified applicant and has identified that Dudek is the qualified firm. Purchasing has recommended that the Nevada County Office of Emergency Services enter into a contract with Dudek in an amount not to exceed \$156,031.

In accordance with the Purchasing Policy, section 7.1 (B) Board approval is required for all Contracts in excess of \$50,000. Therefore, your Board's approval is required to proceed with the Contract award to Dudek in an amount not to exceed \$156,031 for the period of May 23, 2023 through December 31, 2024.

**Item Initiated by:** Alex Keeble-Toll, Senior Administrative Analyst

**Approved by:** Craig Griesbach, Director, OES