



Request for Proposals

Technical Advisory Committee Meeting Facilitation Services

Proposal Due Date:
Friday, August 14th before 5 PM

Introduction

The Butte County Resource Conservation District (BCRCD) is a Special District headquartered in Chico, California. BCRCD hereby gives notice of the solicitation of proposals for services provided by a proven and experienced consultant pertaining to activities described herein.

Project Description

The purpose of this Request for Proposals is to solicit potential consultants' interest in providing facilitation services for an estimated four meetings of an ad-hoc Technical Advisory Committee (TAC) in support of implementation of a recreation project located in Lassen National Forest. The project will construct two trail heads and an estimated 15 miles of new trail. The role of the TAC is to gather information and opinions from interested parties to present pertinent recommendations to the BCRCD Board of Directors and Forest Service. The TAC will focus on specific deliverables defined in the grant scopes and authorized under the Colby Mountain Recreation Project NEPA.

The facilitator must demonstrate a proven track record of helping groups navigate complex projects with a high potential for conflict. Having a demonstrated track record working in recreational resource planning on Forest Service lands will be preferred. The consulting facilitator must be the same person for all TAC meetings and must attend all meetings in person.

Meetings will take place in person, likely from 6-8 PM, at the Butte County Association of Government's Office located at 326 Huss Drive, Ste 100 (Board Chamber Breakout Room), Chico, CA 95928. BCRCD will provide the meeting location, note taker, and remote meeting technology to support the TAC process. Meetings of the TAC will be conducted under the California Ralph M. Brown Act (Government Code §§ 54950 et seq.); as such, the meetings will be noticed and open to the public.

See Appendix A for TAC framework

Scope of Work

The work consists of the following tasks:

Task 1: project/ grant(s) background, preparation work, and kick off meeting with BCRCD.



Task 2: Development of meeting agendas and preparation work, including a pre-meeting with BCRCDD prior to each TAC meeting

Task 3: Meeting facilitation (includes travel costs)

Task 4: Communication with BCRCDD, TAC, and synthesizing meeting notes into a summary

Schedule

No later than:

Issue Request for Qualifications: Wednesday, July 23, 2026

Proposals Due: Friday, August 14th by 5 PM

Award of Contract(s): Thursday, August 20 2026

First TAC meeting: September (with meetings as needed, roughly one per quarter)

Request for Qualifications

Please submit the following information with your proposal:

- A brief narrative describing specific strengths of your firm as they relate to this project
- Description of individual facilitator who will work directly on this project and their resume
- Description of recent facilitation (specific to proposed facilitator), similar in nature to the proposed scope.
- Client references, which include name and title, e-mail address and telephone number of the contact person most knowledgeable of the work done by proposed facilitator.
- Estimated hours needed broken down by Tasks identified in the SOW (Tasks 1-4)
- Schedule of hourly rates and expenses

Selection Criteria

Consultant selection will be based upon:

(1) The consultant's qualifications and experience, with emphasis on experience/ success with related projects/ references.

(2) Proposed project budget- hourly rate and estimated hours to complete each task; please include travel costs.

(3) The consultant's availability and ability to meet project timelines

Acceptance or Rejection of Proposals

A time and materials contract not to exceed will be awarded to the firm whose qualifications and experience most closely satisfy the needs of Butte County Resource Conservation District and the specific project. Costs will not be the sole determining factor in acceptance or rejection of a proposal. BCRCDD reserves the right to reject any and all proposals or portions thereof, to waive any information and/ or errors in the proposal considered to be in the best interest. BCRCDD



reserves the right to negotiate the scope of work and final cost of the scope after selection of the consultant(s).

Proposal Submittal

Complete proposals of qualifications may be emailed in PDF format (preferred) to Thad Walker, thad@bcrccd.org or mailed to:

Butte County Resource Conservation District
ATTN: Thad Walker
641 Entler Ave, Suite 47
Chico, CA 95928

If you have questions, please contact:

Thad Walker
(530) 693-3173
thad@bcrccd.org

EXHIBIT A

Technical Advisory Committee Framework:

Grant Award Implementation for the Colby Mountain Recreation Project

As the grantee, Butte County Resource Conservation District (District) staff invites select recreation and community stakeholders to join an ad-hoc Technical Advisory Committee (TAC) in support of the grant funding awarded to the Colby Mountain Recreation Project, located in Lassen National Forest. The TAC will gather information and opinions from interested parties, to present pertinent recommendations to the District Board of Directors which will communicate its suggestions to the Forest Service related to the implementation of funds awarded to the District from the Wildlife Conservation Board (WC-2595AB) and the Sierra Nevada Conservancy (1900-RT).

Meetings of the TAC will be conducted under The California Ralph M. Brown Act (Government Code §§ 54950 et seq.) and run by a District Board Member or the District Manager. The meetings will be supported by an outside facilitator who will create agendas, lead discussions, share meeting notes and communicate with committee members. Based on the scope of both grant awards, an estimated 4 meetings will be held. If needed, additional meetings may be scheduled to fulfill the grant requirements.

Each invited stakeholder organization/individual will be represented by 1 seat on the TAC. The individual will speak on behalf of the collective interests of their organization, members, or user groups. TAC representatives are responsible for gathering and delivering input from their interest group to the TAC. Each advisor organization and the land manager that do not represent a stakeholder group will also be represented by 1 seat on the TAC. Meetings will be held in person at the Butte County Association of Government's Office located at 326 Huss Drive, Ste 100 (Board breakout room), Chico, CA 95928. Advisor organizations and land manager that are not providing stakeholder input on behalf of an interest group may attend meetings virtually.

Stakeholder Organizations Invited to Participate on the TAC (1 seat for each organization):

Butte Meadows Jonesville Community Association
Jonesville Cabin Owners Inc.
Bidwell Running Club
Chico Beyond Adventure
Chico Equestrian Association
Paradise Horseman Association
Chico Velo
North State Composite Mountain Bike Team
Butte County Search and Rescue
Pacific Crest Trail Association

Advisor & Land manager Organizations:

Wildlife Conservation Board

Sierra Nevada Conservancy

US Forest Service

Butte County Resource Conservation

District Tribal Partners