



Date: December 9, 2025

Honorable Mayor and Council Members:

Author and title: James Blattler, Emergency Services Program Manager

Title: **Contract Award for Comprehensive Large-Scale Evacuation Study (C1913) and Tahoe Donner Emergency Egress Improvement Study (C2513) Budget Increase**

Jen Callaway, Town Manager

Recommended Action: That the Council take the following actions:

1. Authorize the Town Manager to execute a contract with DKS Associates to conduct a Comprehensive Large-Scale Evacuation Study with a total not to exceed amount of \$249,499.
2. Authorize increasing Capital Improvement Project C2513 "Tahoe Donner: Tahoe Donner Emergency Egress Improvement" budget by an additional \$23,838 from the Truckee Special Services Area 1, TSSA-1, Fund, to a total of \$273,838.
3. Authorize the Town Manager to execute an amendment to an existing reimbursement agreement between the Town of Truckee and Tahoe Donner Association for the purposes of conducting an evacuation study, increasing the authorized reimbursement amount from \$250,000 to \$273,838.

Executive Summary:

The Town of Truckee Town Council has approved two Capital Improvement Projects for the purposes of completing evacuation studies within Truckee: C1913 "Emergency Planning", and C2513 "Tahoe Donner Emergency Egress Improvement Study". The approved budgets for each project are \$250,000, with a combined amount of \$500,000. The Tahoe Donner project is being funded through the Truckee Special Services Area 1 Fund.

To accomplish these projects, Town Staff and Tahoe Donner Association staff will be securing separate agreements with a jointly agreed-upon firm. The recommended actions are to (1) award the Town contract to the recommended firm, (2) increase the budget for the Tahoe Donner project to reflect the amount on the consultant's proposal, and (3) amend a pre-existing reimbursement agreement between the Town of Truckee and Tahoe Donner Association to allow their association to be fully reimbursed for their approved project-related expenses.

Discussion:

Background

Evacuating mass populations from the path of a fast-moving wildfire is one of the most challenging and dangerous emergencies that face emergency services. Conducting a comprehensive study of Truckee, identifying evacuation constraints, estimated timeframes, and opportunities for improvement, is a critical task to protect the well-being of Truckee's residents and visitors. Building off existing evacuation modeling tools that the town utilizes, an independent consultant can bring forward new best practices and recommendations to help the town prioritize future evacuation improvement projects throughout the Town, including, but not limited to, roadside vegetation management, evacuation signage, road striping, communication platforms, and additional access roads.

Additionally, there have been recent evacuation-related legislation that require attention to these matters at the local level, including AB 747 (2019), AB 1409 (2021), and SB 99 (2019). These bills were passed to help identify residential developments in hazard areas (such as very high fire severity zones) that lack at least two emergency evacuation routes, and identify and analyze evacuation routes and locations. These legislative requirements have been added to the Town's General Plan Safety & Noise Element under SN-2.J, "Map Developments Lacking Two Evacuation Routes", and SN-2.K, "Identify and Analyze Evacuation Routes".



As a result, the Town Council funded Capital Improvement Project (CIP) C1913 "Emergency Planning" to conduct a comprehensive evacuation study, town-wide. Additionally, the Town Council funded, through the Tahoe Donner TSSA Fund, a separate project (C2513 – Tahoe Donner Emergency Egress Improvement Study) to conduct a Tahoe-Donner-specific evacuation study. Due to the aligned timing on the two projects, the Town and Tahoe Donner Association have combined efforts through a single RFP solicitation to select the same vendor, allowing for a town-wide analysis to be completed simultaneously and ensuring consistency across studies. The Town Council [authorized a reimbursement agreement](#) between the Town and Tahoe Donner Association for this project on September 9, 2025.

Request for Proposal Solicitation and Consultant Recommendation

On September 25, 2025, the town issued a Request for Proposals (RFP) for Comprehensive Large-Scale Evacuation Studies. The Town received a total of four proposals by the October 24, 2025, deadline. An RFP review committee comprised of Town staff from the Office of Emergency Services, Police Department, and Engineering Division, as well as members from Tahoe Donner Association, the Nevada County Office of Emergency Services, Truckee Fire Protection District, and CAL FIRE, reviewed all proposals individually and evaluated them based on criteria included in the RFP. Members of the committee interviewed two firms on November 19, 2025.

Upon conclusion of the evaluation process, the committee identified DKS Associates and their subconsultants (Mark Thomas, Phillips Consulting Services, Fireshed Forestry Solutions, and FM3 Research) as the most qualified firm to complete the Comprehensive Large-Scale Evacuation Study for both the Town and Tahoe Donner Association based on their extensive experience with similar projects that were aligned with the scope of work.

As a result of this solicitation and evaluation process, staff is recommending that Council authorize a contract with DKS Associates for a total not to exceed amount of \$249,499. The proposed scope of work and cost proposal are provided in Attachments A and B. This agreement and cost are specific to the Town's project C1913, and not part of the Tahoe Donner Association Project C2513, which is outlined below.

Tahoe Donner Reimbursement Agreement Amendment

The Tahoe Donner Association Reimbursement Agreement (Attachment C) authorizes a reimbursement amount of \$250,000. In the DKS proposal, a component of the proposal's scope of work included an optional task to conduct focus group sessions as part of the community outreach effort, at a cost of \$24,000. Without the optional task, the total cost proposal was \$249,838 for Tahoe Donner Association. The total proposed cost with the optional task is \$273,838. Tahoe Donner Association would like this optional task to be added to the scope of work, and has requested that the reimbursement agreement be increased to meet the total proposed cost through the TSSA-1 Fund.

Staff recommends that the Council authorize an increase to the budget of Project C2513 "Tahoe Donner: Tahoe Donner Emergency Egress Improvement" by \$23,838, and authorize the Town Manager to execute an amendment to the reimbursement agreement to reflect the budget increase.

Priority:

<input type="checkbox"/>	Enhanced Communication	<input type="checkbox"/>	Climate and Greenhouse Gas Reduction	<input type="checkbox"/>	Housing
<input type="checkbox"/>	Infrastructure Investment	<input checked="" type="checkbox"/>	Emergency and Wildfire Preparedness	<input type="checkbox"/>	Core Service

Fiscal Impact:

Comprehensive Large-Scale Evacuation Study (C1913)

The Town’s adopted budget for the FY25/26 includes \$250,000, funded by the General Fund. The recommended contract not-to-exceed amount of \$249,599 is within the appropriated budget.

Tahoe Donner Emergency Egress Improvement Study (C2513)

The additional \$23,838 from the TSSA-1 fund for Tahoe Donner Association’s reimbursement agreement is offset by savings in Project C2514 “Tahoe Donner Roadside Vegetation Management”, which was completed in October 2025 with a final total cost savings of \$61,800.

Public Communication:

The Request for Proposals was posted on September 25, 2025, with an Addendum posted on October 14, 2025. No other public communication outside of this Staff Report and associated agenda.

Attachments:

Attachment A – Consultant Proposal

Attachment B – Consultant Cost Proposal

Attachment C – Tahoe Donner Association - Evac Study Reimbursement Agreement

Link 1 – Approving a Reimbursement Agreement Utilizing TSSA-1 Funds for a Tahoe Donner Comprehensive Evacuation Study – Tuesday, September 9, 2025 -

<https://portal.laserfiche.com/Portal/DocView.aspx?id=59877158&repo=r-6a91ddbc>