

**REQUEST FOR PROPOSALS FOR SUBMISSION OF APPLICATION FOR
JURISDICTIONAL BOUNDARY ADJUSTMENT TO THE FRESNO LOCAL AGENCY
FORMATION COMMISSION ON BEHALF OF THE KINGS RIVER CONSERVATION
DISTRICT**

1. INTRODUCTION/PURPOSE.

The Kings River Conservation District (“KRCD”) seeks, via this Request for Proposals (“RFP”), proposals from professional firms to prepare an application (the “Boundary Adjustment Application”) and related materials for the Fresno County Local Agency Formation Commission (“Fresno LAFCo”) in order to adjust KRCD’s jurisdictional boundaries to coincide with boundaries of expanded towns and areas within KRCD’s exterior jurisdictional boundary but excluded from KRCD’s total service area as set forth in KRCD’s enabling statute. This boundary adjustment does not include the extension or cessation of services and is only being performed for purposes of determining qualified voters and electors.

To be considered, a response to this request must be received by Binu Brar at bbrar@krcd.org with the subject line **KRCD Boundary Adjustment RFP**, by 4:00 p.m. September 18, 2026.

KRCD reserves the right to reject any or all proposals submitted. During the evaluation process, KRCD reserves the right, where it may serve the best interest of KRCD, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. Firms submitting proposals may be requested to make oral presentations as part of the evaluation process at the discretion of KRCD.

By submitting a proposal, the firm or consultant accepts the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between KRCD and the firm selected. It is anticipated that the selection of a firm will be completed by October 13, 2026. Following the notification of the selected firm or consultant, it is expected a contract will be executed between both parties no later than October 16, 2026.

2. KRCD BACKGROUND.

The KRCD, established in 1951 through a special act of California legislature¹, is a public agency serving approximately 1.2 million rural acres within portions of Fresno, Kings, and Tulare counties. KRCD’s responsibilities include resource management, flood control, energy services, and collaborative environmental stewardship. KRCD is governed by a board of

¹ Cal. Uncod. Water Code Act 400 (1951)

seven elected Directors, each serving a 4-year term, and supported by a professional management team. By its enabling statute, KRCD's jurisdictional boundaries exclude all incorporated cities and select unincorporated towns and areas. As a general proposition, annexation of an area to a city within KRCD's boundaries through the LAFCo process detaches the same territory from KRCD. However, there is no prescribed process within LAFCo's framework or specified in KRCD's Boundary Act for removing expanded unincorporated areas as they convert from rural acreage to residential or other use. The consultant shall review the applicable Cortese Knox Hertzberg Local Government Reorganization Act of 2000 (the "CKH Act"), KRCD enabling legislation, and LAFCo requirements to determine the appropriate legal and procedural pathway for KRCD to adjust its jurisdictional boundaries. KRCD seeks to utilize provisions of the CKH Act as the process for accomplishing the desired adjustments to these unincorporated towns and areas.

For any questions regarding this RFP, contact Binu Brar at bbrar@krcd.org no later than September 8, 2026, at 4:00 p.m. Responses to any questions submitted between August 21, 2026 and September 8, 2026, will be provided no later than 4:00 p.m. on the third full business day after the question is received.

For additional general information and supporting information please visit: www.krcd.org and <https://krcd.org/request-for-proposal/>, respectively.

3. SCOPE OF SERVICES.

The consultant is expected to use any and all available information relevant to the preparation and submission of the Boundary Adjustment Application, including interviews with KRCD and Fresno LAFCo staff; review of existing KRCD and Fresno, Tulare, and Kings County surveys, reports, authorities under the law; etc. The consultant shall develop and implement a clear process for completing the proposed boundary adjustments and shall be responsible for preparing all necessary applications, maps, supporting documentation, and filings. The consultant will likely be required to use qualified land surveyors, engineers, and/or GIS staff to compile historical and current land records and GIS data along with existing KRCD boundary maps in order to prepare and complete the Boundary Adjustment Application. The consultant will also be responsible for fulfilling California Environmental Quality Act ("CEQA") requirements and submittals. The consultant shall provide all work products and complete all required applications, submittals, approvals, and other necessary actions through final adoption and implementation of the resulting boundaries and maps. The project, including Boundary Adjustment Application to LAFCo, submittals to the Board of Equalization and appropriate County Assessor offices, supporting data and documents, any other work product or necessary filings, and final adoption of the resulting boundaries and maps, must be completed on or before 5:00 p.m., May 12, 2028.

The consultant selected will show an understanding and experience with the CKH Act and LAFCo procedures. The consultant is expected to participate in meetings with LAFCo staff, District representatives, public groups, and other interested agencies/parties. The consultant will be required to make written and/or oral presentations to the KRCD and the Commission, as needed.

4. SCHEDULE.

The estimated schedule associated with this RFP is as follows:

TASK	DATE
RFP ISSUE DATE	August 21, 2026
LAST DATE FOR QUESTION SUBMISSION	September 8, 2026 by 4:00 p.m.
PROPOSALS DUE	September 18, 2026 by 4:00 p.m.
SCREENING/CONSULTANT INTERVIEWS	September 21, 2026 – October 2, 2026
KRCD CONSIDERATION OF CONTRACT APPROVAL	October 5, 2026 – October 13, 2026
CONSULTANT WORK COMMENCES	October 19, 2026

5. PROPOSAL REQUIREMENTS.

Responses to this RFP must include all of the following:

1. Statement about the firm that describes history, competencies, and resumes of the principal and of all professionals who will be involved in the work, including the following:
 - a. Familiarity with the CKH Act, the role and functions of LAFCOs, and annexation/detachment/boundary adjustment processes and associated requirements.
 - b. Ability to facilitate and synthesize input from a variety of sources.
 - c. Experience with the public input process and presentation and dissemination of information to local agencies and the public for review and comment.
 - d. Availability of all professionals who will be involved in the work, including any sub-consultants.
2. Identification of the lead professional responsible for the Boundary Adjustment Application and others who will be involved in the day-to-day work.

3. Identification of any sub-consultants who will be involved. If sub-consultants are proposed, describe the work they will perform and include the same information for each sub-consultant as required for items 1 and 2 above.
4. Description of the anticipated approach for this Boundary Adjustment Application and discussion of any suggested changes and/or additional details relating to the draft scope of services.
5. Statement of similar or related experience completed within the last three years and references for each such project, including a contact name, address, phone number, and email address.
6. An overall Boundary Adjustment Application schedule, including the timing of major work tasks.
7. Disclosure of potential conflicts of interest with local agencies in Fresno, Tulare, or Kings County.
8. Identification of any information, materials and/or work assistance required from KRCD to complete the Boundary Adjustment Application.
9. The anticipated Boundary Adjustment Application cost, including:
 - a. An estimated time and materials budget amount.
 - b. The cost and estimated work hours for each major work task identified in the draft scope of services.
 - c. The hourly rates for each person who will be involved in the work, including the rates for any sub-consultants.

6. SUBMITTAL REQUIREMENTS.

One electronic copy in Adobe PDF of the proposal shall be received no later than 4:00 p.m. on September 18, 2026, via email to Binu Brar (bbrar@krcd.org), with the subject line: **KRCD Boundary Adjustment RFP**.

Proposals received after the deadline will not be considered. All proposals will become property of KRCD. Cost of preparation of proposals shall be borne by the proposers. Proposals shall be signed by an authorized employee or officer in order to receive consideration.

KRCD reserves the right to reject any and all proposals.

7. SELECTION PROCESS.

Based on relevant work experience, the completeness of the responses, cost, and the overall project approach identified in the proposals received, the most qualified firms may be invited, at their expense, for an in-person or virtual interview with KRCD management. Tentatively, any interviews will be scheduled between September 21, 2026 – October 2, 2026.

Following any interviews, the most qualified firm will be selected and a proposed contract for services, including budget, schedule, and scope of services will be negotiated. Final selection will be made by KRCD by approving a contract for services. Action by KRCD on a proposed contract is tentatively scheduled for October 13, 2026.

8. KRCD CONTACT.

Binu Brar
Director of Finance
Kings River Conservation District
4886 E. Jensen Ave.
Fresno, CA 93725
(559) 237-5567 Ext. 130
bbrar@krcd.org

9. AGREEMENT.

The successful proposer will be required to execute an Agreement with the KRCD.

The Agreement will include complete insurance and indemnity requirements(as set forth herein) which the Consultant shall maintain in effect throughout the term of the Agreement. Evidence of Insurance must be received prior to Agreement implementation.

In the event both parties fail to reach mutual agreement on all terms and conditions of the included Agreement, KRCD reserves the right to not award the contract to the firm/consultant.

10. GENERAL INFORMATION.

1. Proposers are encouraged to review this RFP carefully, in its entirety, prior to preparation of its proposal. KRCD reserves the right to verify all information submitted in a proposal.

2. Waiver of Irregularities: KRCD reserves the right to waive any informalities or irregularities in this RFP process, or in any proposal.
3. Addenda: KRCD reserves the right to revise the RFP documents. Any changes to the requirements will be made by written addenda to this RFP. Failure to acknowledge all posted addenda may cause a proposal to be deemed non-responsive to this RFP and be rejected without further evaluation.
4. No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit KRCD to award a contract. KRCD expressly reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to award all or a portion of the proposed scope of work, or to cancel all or part of this RFP.
5. Amendments to Proposals: No amendment, addendum or modification will be accepted after the deadline stated herein for receiving proposals. Proposer may modify or amend its proposal only if KRCD receives the amendment prior to the deadline stated herein for receiving proposals.
6. Non-Responsive Proposals: A proposal may be considered non-responsive if conditional, incomplete, or if it contains alterations of form, additions not called for, or other irregularities that may constitute a material change to the proposal.
7. Late Proposals: KRCD will not be responsible for proposals that are delinquent, lost, or incorrectly submitted.
8. Costs for Preparing: KRCD will not compensate any proposer for the cost of preparing any proposal, and all materials submitted with a proposal shall become the property KRCD. The District may retain all proposals submitted and may use any idea in a proposal regardless of whether that proposal is selected.
9. Alternative Proposals: Only one final proposal is to be submitted by each proposer. Multiple proposals will result in rejection of all proposals submitted by the proposer.
10. Public Documents: All proposals shall be available, upon request to KRCD's administrative office, for public inspection at the conclusion of the selection process.
11. No Exceptions: Submission of a proposal constitutes acceptance by proposer of the conditions contained in this RFP and the Agreement, should proposer be selected.

11. Insurance Requirement.

The Consultant shall maintain, at a minimum, the following insurance coverage throughout the term of the Agreement:

- Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Automobile Liability: \$1,000,000 combined single limit per accident.
- Workers' Compensation: Statutory limits, as required by California law.
- Professional Liability/Errors and Omissions: \$1,000,000 per claim and \$1,000,000 aggregate.

The Consultant shall provide certificates of insurance and applicable endorsements to KRCD prior to commencing services. Specific insurance requirements and other terms will be included in the final professional services agreement.