



Request for Proposal

From the

City of Oroville

For the

Provision of Fire Protection Services

Issued: September 4, 2019

Responses Due: December 4, 2019, by 5:00 p.m. (PDT)

Submit RFP Response to:

Bill LaGrone

City Administrator

City of Oroville

1735 Montgomery Street

Oroville, California 95965

City of Oroville Request for Proposals

The City Council of the City of Oroville respectfully requests proposals for a full-service fire protection contract based on the City's Request for Proposal contained in this document.

This Request for Proposal is based on the City's need to determine the feasibility of a possible personnel services contract with another qualified agency or entity.

The City's intent is to maintain our current ISO rating as reasonably possible in terms of staffing, station coverage, response times, resources at scene of incident, training, etc.

The purpose of this formal Request for Proposal is to obtain a detailed proposal for evaluation purposes that provides us with specific costs to be charged to the City for the various personnel service-related contract alternatives/options included in this Request for Proposal.

Basic Contract Services Criteria

Term of Contract:

The personnel services contract shall be an initial three-year contract with an option to terminate the agreement in the event that the City determines that the personnel services contract is no longer in the best interests of the City. All subsequent personnel services contracts beyond the first three-year term shall contain the same termination provision.

City Authority, Control & Responsibility:

The City Council will maintain local discretionary decision-making, identity, and control over level of service (staffing levels, station configuration, etc.), budget, and funding for emergency fire protection, emergency medical response, and basic life support in the City.

The City of Oroville shall retain ownership, control, and responsibility for the maintenance and replacement of all real property assets and equipment, including fire apparatus.

Fire Marshal duties, which include the enforcement of Title 19 of the California Code of Regulations and all applicable codes in the Oroville Municipal Code pertaining to building/fire codes, and building safety inspections, shall continue to be the City's responsibility, and will not be part of the personnel services contract.

Contractual Duties, Responsibilities & Obligations:

The Proposer's services, provided through a contract with the City, will meet the City's desired service levels at an economical cost, as identified in this Request for Proposal.

The Proposer's emergency fire protection, emergency medical response and basic life support services will include commercial, residential, and wild land fire protection, outdoor fire safety inspections and wild land fire prevention, investigation; hazardous materials incident response in conjunction with the Haz Mat JPA; vehicle fires; emergency vehicle extrication; hazardous conditions response (flooding, downed power lines, earthquake, terrorist incident, etc.); Emergency Medical Technician (EMT) level emergency medical and rescue response; and public service assistance.

The Proposer will provide for the professional management and operational control of the fire department following the level of service and policies established by the City Council.

The Proposer will recruit, test, hire, train, and manage full-time personnel required to deliver this service. Labor negotiations, Worker's Compensation, personnel administration, employee benefits, and career development will be the Proposer's responsibility.

The Proposer will staff the identified fire stations with qualified personnel at levels established by the City Council.

The Proposer through agreed on station staffing and configuration, as well as initial, and extended emergency response deployment will meet the standards of response cover needs for the City and community.

The Proposer will designate the Oroville Fire Station as a "must cover" station. "Must cover" means that any time the staffed apparatus is committed to an emergency or activity that precludes a response to a second incident, the City will be covered by either: 1) Cover engine will be dispatched from another station, 2) Call back of off-duty personnel, or 3) Activation of volunteer fire Fighters. This will provide an immediate fire engine for second emergency or support to the initial emergency.

The Proposer will provide training to all employees, by qualified instructors, that will meet or exceed the accepted industry standards, requirements, and specific operational needs of the City.

The Proposer will initially maintain the Oroville Volunteer Fire Fighter Program and the City of Oroville Intern Fire Fighter Program until the City and the Proposer determines when it's appropriate to transition our program to the Proposer's existing programs. The City recognizes the importance and effectiveness of the contribution of an active, well trained volunteer fire program to the City's overall fire protection and deployment process. The Proposer will strive to improve the effectiveness of the volunteer program by offering volunteer firefighters additional certifications and training whenever needed and/or required.

The City will receive a sufficient depth of coverage, as determined by the City. The Proposer will be required to comply with the City's required mutual coverage support during emergencies that are considered automatic mutual aid.

During the term of the agreement, the City of Oroville seal/logo will be prominently displayed on all City-owned fire engine apparatus, and may include a reference to the Proposer.

The Proposer will be responsible for the enforcement of all applicable State fire codes and code provisions in the Oroville Municipal Code pertaining to outdoor fire prevention and life safety inspections, and issuance of City burn permits.

The Proposer will maintain a representative in the City's Emergency Operations Center (EOC) when the EOC is activated.

Dispatch Service:

As part of its evaluation of a possible fire services contract the City of Oroville is seeking level of service and cost-related information concerning the 9-1-1 Fire Dispatch Center.

It is our understanding that if the City were to contract for this service that the Proposer will assume responsibility for all fire/medical emergency dispatching of emergency resource units covered by the City's agreement with Proposer.

The City understands that it's likely that contracting for dispatch services through Proposer will involve additional contract costs involving additional dispatcher positions. In order to determine if this is a preferred option for the City, the City needs to know the following information:

Actual cost for each contracted dispatcher position (i.e. salary & benefits) that would be required with the City contract.

Any other identified costs that will be charged to the City (administrative fee, etc.) under a contract with Proposer for dispatching the City fire/medical 911 calls.

Identification of emergency response level of service improvements in utilizing the Proposer' Dispatch Center, as opposed to continuing to dispatch Oroville 9-1-1 medical/fire calls through the City's communications/ dispatch center.

Identification of any disadvantages to contract the dispatch of 9-1-1 fire/emergency calls through the Proposer' Dispatch Center.

Actual Fire Service Delivery Alternatives:

The City of Oroville seeks to maintain, as well as to possibly improve fire protection and emergency response capabilities in our community. Therefore, the City is seeking information related to the following staffing level.

Desired Service Delivery Level

In presenting staffing necessary to provide Fire services to the City of Oroville, the proposal should indicate the number of positions required to provide service, both in terms of full-time positions assigned to Oroville, portions of full-time positions providing service to the City, and part-time positions, if applicable.

The City desires professional staffing levels to be the same or equivalent to current staffing levels

The City request the proposer present a Fire service model for the City of Oroville that would not exceed an annual contract amount in year one of \$2,750,000.00. Cost should include CPI or other inflators for subsequent years of contract.

The City of Oroville desires the proposer to hire as many of our current staffing at their current rank and position as possible. It is a requirement that the proposer hire all necessary personnel that meet the proposer minimum hiring criteria to include physicals and background.

Administrative and Support Services:

The Proposer must declare who will be appointed as fire chief for the City of Oroville and will represent the City in that capacity.

This individual will manage the fire department in a professional and efficient manner, attend Council meetings, prepare, present and manage the fire department budget, provide personnel management services, attend other policy meetings or events as appropriate or requested, and coordinate emergency planning with other agencies including automatic and mutual aid agreements.

Administrative and support services functions for the infrastructure of the fire department (i.e. major improvements, repairs and maintenance of City-owned fire facilities; and maintenance and replacement of fire apparatus equipment, etc) will be coordinated with the City of Oroville.

All administrative and support services, and management functions related to contracted fire personnel (i.e. personnel administration, labor relations, contract negotiations, etc, disciplinary actions, uniforms, turnouts, medical response & firefighting materials and supplies, etc.) will be performed by the Proposer.

Chief Officers Assigned:

The response to the Request for Proposals should describe how it will serve as the primary administrative contact to the City, and/or manage the day-to-day personnel and operational functions of the department.

The Proposer Will Provide Employment Opportunities for Current City of Oroville Permanent Full-Time Fire Employees, along the following terms:

In the event, that the City decides to contract fire personnel services, the full-time fire department employees of the City will be transitioned into employment with the Proposer, provided each individual employee meets the minimum qualifications of the Proposer.

The assigned classification and salary will be based on and commensurate with training, experience and position with the City.

It is understood that separate from this Request for Proposal, issues related to current City fire employee benefits will be addressed between the City of Oroville and the Oroville Fire fighters Association, prior to approval of an actual cooperative services contract between the City of Oroville City Council and the Proposer.

Communications Performance Standards

In the event that the City were to choose the Proposer's dispatch option mentioned previously in this RFP, the City's Dispatch/Communications Center may continue as the primary 9-1-1 answering point

(PSAP) for the City under this agreement. The Proposer will dispatch all fire and medical units, and make all other notifications and requests to assisting agencies for additional resources. Proposer would also be the coordination point for outside agencies to mitigate a fire, rescue, or medical emergency. This would include other fire agencies for mutual and automatic aid.

City-Owned Facility Maintenance Responsibilities:

City-owned fire station facilities will be maintained and repaired by the Proposer’s staff within their skills including normal housekeeping, minor landscape maintenance and minor repairs. More extensive repairs and maintenance will be performed by the City subject to agreement between the City subject to agreement between the City and the Proposer.

Fire Prevention and Investigation Services:

The Proposer will assist the City with the following programs:

Outdoor fire and life safety inspections and enforcement as per applicable State and City Oroville Municipal Codes

Public education (i.e. school and civic programs, community outreach, etc.)

Fire hazard Reduction Program (i.e. emergency response pre-planning, special event fire safety plans/inspections)

The Proposer will provide arson investigation, and related law enforcement assistance (to the Oroville Police Department) on an as-needed basis.

Identification of Administrative Fee, if applicable:

The proposal will include an identification of the administrative fee that the Proposer will charge to the City under a fire services contract, both in terms of actual dollars and the current percentage rate and a projection of future administrative fee increases, an explanation as to what expenses (prorated, etc.) the current administrative fee covers, and how it was applied to this specific contract proposal.

Regular Reporting & Billing Requirements to the City:

The Proposer will provide a monthly fire department activity report to the City Administrator, which the City Administrator shall in turn copy to the City Council. The monthly activity report will include all fire department activities for a given month broken down by category (i.e. emergency fire suppression incidents by type, property loss estimates (if applicable), emergency medical responses, coverage or response time issues (if any), other emergency-related incidents, fire volunteer program, support and activities, etc.).

The Proposer will provide an annual fire department report to the City Administrator, which in turn will be presented by the Proposer to the City Council in public session for the benefit of the community. This annual report will be a detailed summary of the department's activities (as mentioned above) and statistical data broken down by category for the previous year, as well as an identification of challenges and issues addressed during that time period, or that remain unresolved.

The Proposer will provide detailed billings, based on the City's personnel services contract with the Proposer, to the City's Finance Director for payment.

The Proposal Shall Also Include the Following:

Request a 10-year history of the administrative fee charged to other agencies contracting who contract with the Proposer for fire services.

Request a ten-year history of the Proposer's salary and benefit increases that have been passed on in the form of increased costs to its contracting agencies, especially municipalities.

Provide as an option the cost/rates of the Proposer providing emergency back-up maintenance & repair of fire apparatus during fire season, including the cost of replacement of all Fire Apparatus on an as necessary basis

Provide as an option the cost of providing the City with fire prevention services that would include state mandated facility and commercial building inspections, outdoor fire and life safety inspections, and enforcement of City outdoor burn regulations and other applicable regulations under the Oroville Municipal Code.

Identify a realistic time frame that such a contract would actually be in place if the City Council approves going forward with a contract.

RFP Response Format

The RFP respondent shall submit one(1) unbound and (7) bound copies of their proposal plus and electronic copy of all documents. The response should be delivered to:

Bill LaGrone
City Administrator
City of Oroville
1735 Montgomery Street
Oroville, CA 95965

An electronic copy should be also sent electronically to :

Bill LaGrone
City of Oroville
blagrone@oropd.org

The proposal should be received no later than 5:00 p.m. (PDT), December 4, 2019 to be considered

City Council Selection Process and Timeframe

September 4, 2019	Release RFP
September 14, 2019	Meeting at 1735 Montgomery Street for Answering Questions
December 4, 2019	Proposals due to City by 5:00 p.m. (PDT)
February 4, 2020	Agency Interviews by City Council