



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
Mailing Address: PO Box 599
Black Diamond, WA 98010

Phone: (360) 851-4500
Fax: (360) 851-4501
www.ci.blackdiamond.wa.us

REQUEST FOR PROPOSALS FIRE SERVICE STUDY

The City of Black Diamond is seeking the services of qualified consultants to evaluate the following options: 1) Contract with an existing Fire District, 2) Annex into Mountain View Fire District, 3) Annex into a Regional Fire Authority, and 4) Form and Operate a City of Black Diamond Fire Department.

I. BACKGROUND

Incorporated in 1959, Black Diamond has doubled in size due to the annexation of Lake Sawyer in the late 1990's. Current population according to the Washington State Office of Financial Management 2019 estimate is 4,525.

The City is growing due to two master planned developments that were approved. The Villages (Ten Trails) consisting of approximately 4,800 homes on 1,200 acres including 3/4 million square feet of commercial space, and Lawson Hills consisting of approximately 1,250 homes on 371 acres including 390,000 square feet of commercial space.

Currently the City contracts for fire services through an Interlocal Agreement with Mountain View Fire & Rescue. Recently Mountain View Fire & Rescue exercised its option to terminate service, effective December 31, 2022, and the City is doing its due diligence to determine the best service option moving forward.

II. SCOPE OF WORK

The consultant selected to conduct the City of Black Diamond Fire Services Study should expect to provide the following analyses and work product over the course of the engagement:

1. Evaluate and compare the costs to the City and citizens of Black Diamond of obtaining fire protection services by each of the four options currently available to the City:

Option One: Contract with an existing Fire District

Provide estimates of operating and capital costs of contracting with Mountainview (using current primarily volunteer firefighter costs (NFPA 1720) with anticipated increases of some full-time career firefighters as population increases) versus contracting with another Fire District or Regional Fire Authority for the same service and staffing levels. Describe anticipated benefits and/or challenges associated with this Option. Update 2019 costs, calls for service, and other statistics from previous fire studies.

Option Two: Annex into Mountain View Fire District

Provide expected future financial operating and capital costs, as well as any potential loss of tax revenues or potential increased taxes to the citizens of the City of Black Diamond. Describe anticipated benefits and/or challenges associated with this Option.

Option Three: Annex into a Regional Fire Authority

Provide expected financial operating and capital costs, as well as any potential loss of tax revenues or potential tax increases to the citizens of the City of Black Diamond. Describe anticipated benefits and/or challenges associated with this Option.

Option Four: Form and Operate a City of Black Diamond Fire Department

Provide expected operating and capital costs (using expected population growth and beginning with primarily volunteer firefighter costs (NFPA 1720)) of forming and operating a City of Black Diamond Fire Department, with anticipated increase of some full-time career firefighters as population increases. Describe anticipated benefits and/or challenges of this Option.

2. In comparing the four Options, the consultant should provide estimated or typical timelines necessary to implement each of the Options so that the City can make informed choices about what is realistic to adopt and have in place before the end of 2022, when the current fire services contract with Mountainview Fire is scheduled to expire.
3. The consultant's financial analysis and evaluation should examine anticipated costs to the City over the next ten years, including both capital and operating costs. The study should use comparable data and assume that the Black Diamond population is 5,000 residents at the beginning of the study time period and increases by 500 per year over the next 10 years.
4. The Fire Services Study should be based on a realistic assessment of future calls for service based on current and recent past information and anticipated population growth. Some historical data and/or projections from past fire studies prepared for the City may be available to the selected consultant for consideration and reference.
5. The Fire Services Study should take into account estimates of available Black Diamond General Fund revenue sources and potential tax levies, and should consider revenues and expenditures of other comparable cities, fire districts, and regional fire authorities.
6. The City expects that the Fire Services Study would incorporate realistic assumptions and scenarios concerning the use of volunteer and/or career firefighter personnel under the four different Options.
7. The City also expects that the Fire Services Study will provide information for the City's consideration concerning operating and capital costs for comparable cities (including the future cost of any needed additional fire equipment and/or fire stations using comparable construction costs).
8. Responses to this RFP should include the consultant's proposed time for completing the Fire Services Study. The City would prefer that the Fire Services Study be completed, and the Final Report delivered, by February 2021, unless additional analyses or deliverables are requested by the City.
9. The consultant should also expect to attend at least two City Council meetings or study sessions to present final findings and respond to questions from Councilmembers. The consultant may be

requested to attend other meetings from time to time during the engagement and will be expected to work closely with City staff to collect data, determine City needs and resources, and ensure that the final work product meets City expectations.

III. FORM OF PROPOSAL

Proposal shall include the following:

- Scope of work to be included as an exhibit to the contract.
- Project Approach
 - Project Schedule – Identify expected start date, milestones and completion date.
 - Description of how the data will be provided.
- Qualifications and experience of the key individual(s) assigned to this project.
- Qualifications and experience of the firm with the scope of work.
- Reference contact names, agency, address, and phone numbers for other similar work.
- Fixed fee proposal for the work, subtotaled where possible by activity/option analysis with hours and rates. Fee shall be presented in a spreadsheet or table format reflecting the required scope of work as listed above, or in another format that is equally informative for consideration by City staff and council.
- The names of the Consultant's personnel who are to be involved, their titles, and hourly rates for their services.
- All other costs to be included in the contract.

The proposal and any questions regarding this request for proposals should be forwarded to the City of Black Diamond's Clerk Department at the following address:

City of Black Diamond
ATTN: Brenda Martinez, City Clerk
PO Box 599
Black Diamond, WA 98010

Email: bmartinez@blackdiamondwa.gov

IV. SELECTION AND EVALUATION PROCESS

The Selection Committee, determined by the Mayor, will review all proposals, and may invite the most qualified consultants to an interview. In reviewing and evaluating the submitted proposals, the Selection Committee will use the following criteria:

1. Experience of key individual(s) assigned to the contract.
2. Experience of firm in performing this type of service.
3. Understanding of project as demonstrated by the thoroughness of the proposal.
4. References from clients for whom similar work was performed.
5. Project schedule and depth of staff available to perform services and provide work product in a timely fashion.
6. Estimate of City resources necessary to perform services.
7. Estimated total project cost.

Consultant Fee and Contract: Upon selection, the fee and contract will be negotiated by the Mayor. The City Council then considers approval of the contract.

V. TERMS AND CONDITIONS

Not all proposers may be interviewed. The proposer shall be responsible for the accuracy of the information supplied. The City of Black Diamond reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFPs, and to either substantially modify or abandon the selection process prior to any award of a contract. The City reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the City of Black Diamond to award a contract, and the City of Black Diamond reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall at a minimum reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

VI. SCHEDULE OF PROPOSAL PROCESSES

The City provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial interviews.

- Distribution of RFP – March 20, 2020
- Deadline for Submittal of Proposals – April 30, 2020 at 4:00 p.m. All submissions must be received by the City on this date. Late submissions will not be considered except in emergency circumstances at the sole discretion of the City.
- Possible Finalist Interviews: To be determined
- Firm Selection: To be determined

VII SUBMISSION DEADLINE

Five (5) copies of the response materials shall be submitted on or before 4:00 p.m. on April 30, 2020 to:

Mailing Address:

City of Black Diamond
ATTN: Brenda Martinez
PO Box 599
Black Diamond, WA 98010

Hand Delivery Address:

City of Black Diamond
ATTN: Brenda Martinez
24301 Roberts Drive
Black Diamond, WA 98010

Late submissions, faxes or telephone proposals will not be accepted. Digital proposals may be submitted via email to bmartinez@blackdiamondwa.gov but the City assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Items such as stapling, special bindings, color displays, glossy finishes, and promotional materials are not desired. Submittals should be limited to a total of 25 pages.