

RODEO-HERCULES FIRE DISTRICT REQUEST FOR PROPOSALS

Rodeo-Hercules Fire District (RHFD) is requesting Proposals from public agencies for the provision of fire and emergency medical services for a period of at least five (5) years as set forth under “Services” below. This Request for Proposals includes a proposed Scope of Work. RHFD is open to variations in the Scope of Work. If an agency is proposing a variation in the Scope of Work set forth herein, please clearly identify that variation in the Proposal.

SUBMISSION OF PROPOSALS

Intent to submit a proposal shall be communicated in writing no later than 5 p.m. on March 5, 2024.

Full proposals shall be submitted in writing no later than 5 p.m. May 6, 2024.

Proposals may be submitted electronically at the following addresses (please include both):

Director – Marie Bowman bowman@rhfd.org

Director – Robyn Mikel mikel@rhfd.org

RHFD reserves the right to reject any and all proposals, and/or waive any informalities in the proposals received.

Proposals must be sent by the Fire Chief with an accompanying email from the authorized governing member of the Agency (Mayor, Board Chairman) submitting the proposal, and must affirm that the proposal shall remain open for a period of at least 60 days after submission.

ORGANIZATION OVERVIEW

- The RHFD is an independent fire district serving an area of approximately thirty-two (32) square miles including the City of Hercules with a population of about 25,500, and the Town of Rodeo with a population of about 8,500 in the unincorporated area of Contra Costa County.
- The District is governed by a five-member locally elected Board of Directors.
- The District is a two-station, all-risk department operating individual fire companies. Station 75 houses a single engine company and is located in the unincorporated area of Rodeo. Station 76 is located in the City of Hercules and houses administrative staff.
- To accomplish the mission the district employs 23 people.
 - One Fire Chief (Interim)
 - One Battalion Chief
 - Six Captains
 - Six Engineers

- Six Firefighters
- One part-time Fire Inspector
- One full-time Administrative Services Officer
- One full-time Administrative Assistant
- Two apparatus are staffed daily with 3 personnel with 1 Engine company (ALS) from station 75; and 1 Quint company (ALS) from station 76 (1 Battalion chief covers one shift and the other two shifts are covered by Contra Costa County Fire Protection District under existing agreement).
- The District operates a variety of Fire Apparatus including:
 - One 100-foot Quint Ladder Truck
 - One Type 1 Rescue Pumper
 - Two Type 3 Wildland Engines
 - One Type 1 Rescue Pumper (Reserve)
 - One 75-foot Quint Ladder Truck (Reserve)
 - Two command vehicles
- With revenues for 2023/24 FY projected at approximately \$9.5 million the District derives its principal funding from normal ad valorem property taxes, a benefit assessment that was enacted in 1989 and Measure O, enacted by the voters of the District in 2016. The District's revenue is fixed according to the assessed valuation of the properties within the District's boundaries. The normal operating budget for 2023/24 FY was approved at \$9.5 million.

SCOPE OF WORK

Services. RHFD is requesting Proposals from public agencies for fire and emergency medical services for a period of at least five (5) years to include the following:

- a. All services necessary for fire suppression (including refinery incidents), emergency medical service, hazardous materials response, technical rescue, and disaster response to a service area within the jurisdictional boundaries of RHFD as are currently provided by RHFD.
- b. Support services including, but not limited to, fire chief, fire prevention (including vegetation management) and life safety, public education, public information, payroll and finances, human resources, and legal and risk management pertaining to the operations and delivery of fire district services.
- c. Capability to support fleet and facility maintenance.
- d. Ability to seek out alternative revenue (such as grants) to lower the cost of service.
- e. Training and education to all firefighter and emergency medical service personnel in accordance with federal, state, and local requirements as aligned with an annual risk analysis.
- f. 911 dispatch services. Location of PSAP and capacity.
- g. Appropriate insurance coverage.

Mutual and automatic aid obligations of RHFD should also be considered.

LEVEL OF SERVICE

RHFD requests that the Agency awarded the contract maintain the level of service currently provided by RHFD or better.

RHFD's response time goals (benchmark) and current performance (baseline) are as follows:

- First suppression unit arrival at structure fires, wildland fires, hazardous material releases, and other crisis events, requiring the use of personal protective equipment within 9 minutes (90%), and no more than 12 minutes (90%)
- First EMS capable unit at medical calls for service within 8 minutes and 40 seconds (90%), and no more than 10 minutes and 20 seconds (90%)

RHFD's fire and life safety inspection frequency goal (benchmark) and current performance (baseline) are as follow:

- Inspect 100% of High-Risk occupancies annually (baseline)
- Inspect 100% of State-Mandated occupancies annually (baseline)
- Ensure 100% of Commercial Fire Protection Systems are inspected annually (baseline)
- Inspect 90% of Moderate- and Low-Risk occupancies annually (benchmark)
- Inspect 30% of Moderate- and Low-Risk occupancies annually (baseline)

RHFD minimum staffing requirements are currently as follows:

- six (6) on-duty response personnel, equally assigned between stations 75 and 76. This includes one (1) officer, one driver/engineer, and (1) firefighter
- one (1) qualified paramedic must be available 24/7 at each of the stations
- qualified "actors" are allowed within the contract

RHFD annual public education/information events as follows:

- coordinate public education and outreach with the schools
- participate in the reading programs for Hercules and Rodeo libraries once a year
- provide 24/7 evacuation notification support in coordination with the County Emergency Management and the City of Hercules in the event of a significant incident

PROCEDURES FOLLOWING ACCEPTANCE OF PROPOSALS

RHFD's acceptance of a proposal does not constitute a contract. After acceptance of any proposal, RHFD and the successful proposer shall meet and discuss the terms and conditions of a contract for service, with said contract including provisions as to the above Scope of Work and Level of Service set forth above, in addition to other necessary and proper matters, including but not limited to employment transfers, collective bargaining, assets, ownership of funds, oversight, bargaining changes to contracts, and termination with adequate notice.

RFP Timeline:

February 5, 2024 – The request for proposal will be released.

March 5, 2024 – Any agency intending to respond to the RFP shall send an email to the board representatives (bowman@rhfd.org and rmikel@rhfd.org) stating their intent to submit a proposal prior to the close date of May 6, 2024.

May 6, 2024, at 5 p.m. – deadline for final RFP responses and supporting documents.

For questions, please contact Chief Rebecca Ramirez at ramirez@rhfd.org

Rodeo Hercules Fire Protection District
 Fire Prevention and Inspection Division Activities and Services Summary

ABC Fire Department Proposal		TOTAL
Scoring 1 to 10		
Fire Suppression Services: Ability to provide services equal to or better than current levels		10
Emergency Medical Service (BLS/ALS): Ability to provide services equal to or better than current levels		10
Rescue Services (extrication, entrapment): Ability to provide services equal to or better than current levels		10
Hazardous Materials Response: Ability to provide services equal to or better than current levels (FRO vs. Tech)		10
Fire Prevention Services: Ability to provide services equal to or better than current levels		10
Firefighter Health and Wellness: Injury rate at or below 20% of authorized FTE count/Workers Comp Costs below 3.5% of annual agency budget		10
Public Education: Ability to provide services equal to or better than current levels		7
Data Reporting: Ability to provide data and GIS reports to board at least quarterly		9
Proposed Cost of Service:		9
	Sub Total	85
Scoring 1 to 7		
Public Information: Ability to provide rapid and accurate information on significant incidents		5
Professional Development: History of providing professional/career development training for benefit of employees and the agency		7
State Mobilization: Use of statewide mobilization response to prepare agency for local extended incidents (Type III or higher)		5
History of Securing Alternative Funding (donations/grants)		7
History of litigation: Last 10 years, civil, criminal, regulatory, etc.)		6
Historical provision of mutual aid		7
Accomodation to existing RHFD firefighter MOU and working conditions		6
	Sub Total	43
Scoring 1 to 5		
Experience in administering Contracts for Service		5
Diversity within the agency (agency diversity compared to RHFD census data)		5
Ability to maintain or improve ISO Protection Class		5
	Sub Total	15
	Grand Total	143

Rodeo Hercules Fire Protection District
 Fire Prevention and Inspection Division Activities and Services Summary

	RHFD Options	Option A (Local)	Option B (Contract)	Option C (Annex)
	High = 10, Moderate = 5, Low = 3			
H	Life Safety for Community (Rescue from Fire/Cardiac Survival)	0.0	0.0	0.0
H	Health and Safety of Firefighters	0.0	0.0	0.0
H	Liability to District (Legal/Regulation/Financial)	0.0	0.0	0.0
H	Economic Impact to Community (Business/Jobs/Insurance Premiums)	0.0	0.0	0.0
H	Impact to Environment	0.0	0.0	0.0
H	Proactive Vegetation Management/Weed Abatement	0.0	0.0	0.0
M	Professional Development Opportunities for Employees	0.0	0.0	0.0
M	Access to Special Teams (water rescue/technical rescue)	0.0	0.0	0.0
M	Extended Operations Support (Incident Management Team)	0.0	0.0	0.0
M	Public Education and Outreach	0.0	0.0	0.0
M	Public Access to Headquarters	0.0	0.0	0.0
M	Public Access to Elected Board Members	0.0	0.0	0.0
M	Emergency Preparedness Program (CERT, Storm Ready Community, etc.)	0.0	0.0	0.0
L	Tax Efficiency	0.0	0.0	0.0
L	Public Access to Board Meetings	0.0	0.0	0.0
L	Ability to attract Diversity within the Applicant Pool	0.0	0.0	0.0
L	Maintain or improve ISO Rating	0.0	0.0	0.0
		0.0	0.0	0.0
		0.0	0.0	0.0
	Total	0.0	0.0	0.0
	Cost Comparison			