

**MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors
FROM: Brett Wood, Purchasing Manager
DATE: September 15, 2015
SUBJECT: Fire Services Study – Citygate Associates, LLC

ACTION REQUESTED

1. Approve the award of RFP No. 10467 to Citygate Associates, LLC of Folsom, CA to perform a Fire Services Study in a not to exceed amount of \$75,000, funded by the Office of Emergency Services FY 2015-16 Proposed Budget.

BACKGROUND

The Office of Emergency Services (OES) provides emergency management services countywide, in cooperation with local cities and special districts, such as fire and law enforcement agencies. There are approximately nineteen fire protection districts throughout the County. Each district is managed by its own governing body.

Most of the districts have a growing concern about their ability to provide adequate prevention and response for the citizens that they serve, primarily due to fiscal shortages. OES was tasked with identifying a qualified consultant to conduct a study of the current fire operations in the western region of the County, and make one or recommendations for improving service delivery. Recommendations may include consolidating one or more agencies, reorganizing service methods, or any organizational structure that will best fit the fire and emergency service needs of the residents and citizens in the region.

Staff from OES and Procurement developed a Request for Proposals for the purposes of identifying a qualified firm for this project. Notices announcing the availability of RFP No. 10467 were sent to ninety-six potential proposers via Procurement's on-line bid system, Public Purchase. A pre-proposal conference was held to allow interested proposers to ask questions directly of County staff. One addendum was issued to provide answers to questions which were not answered at the pre-proposal conference.

By the close of the RFP, a total of five responses were received. A panel consisting of members of OES, the County Executive Office, and area fire districts reviewed the proposals and interviewed the top two firms. As the result, the panel identified Citygate Associates LLC as the most qualified firm for this project.

FISCAL IMPACT

Funded by the Office of Emergency Services FY 2015-16 proposed budget with no new net County cost.

cc: John McEldowney, Office of Emergency Services Program Manager

