

Request for Proposals

Capital Planning – Fire and EMS Services

Description:

The City of Burlington (City) is seeking a qualified individual, firm, or partnership (consultant) to assist with developing Level of Service (LOS) standards for the City's Fire and EMS services. In addition to identifying appropriate LOS standards, the project will also identify growth related capital improvements needed to maintain LOS standards and provide guidance and support for potential impact fee rate changes. The results of this project will be used to establish high level strategic priorities for the city and to support updates to the City's comprehensive and capital improvement plans. The City is committed to using long-range planning, data analysis and research to inform strategic decision making. The consultant will be expected to support this commitment through the use of innovative strategies and high-quality work.

Consultant Qualifications:

The consultant must have substantial experience developing capital plans and impact fee rate setting methodologies in support of Washington State Growth Management Act (GMA) requirements, with specific capital planning experience related to fire and EMS services. The consultant should also have experience developing innovative and original plans and guidance documents that allow elected officials and policy makers to evaluate alternatives. Consultants with multidisciplinary experience who can connect land use, transportation, and capital planning needs are preferred.

Scope of Required Services:

The consultant will be expected to develop different options for setting Fire and EMS LOS standards, identify capital improvements needed to achieve or maintain various LOS standards, and provide comparisons to other similar municipalities and relevant standards established by benchmarking organizations such as the Insurance Services Office (ISO) and the National Fire Protection Association (NFPA). The project will identify long-term capital needs under various LOS scenarios through new, expanded, or modified facilities, or through changes to equipment replacement schedules. The project should include a study comparing capital costs under different LOS scenarios together with long-range financial projections and methods for setting impact fee rates. The consultant will be expected to provide high quality and original work including thoroughly researched supporting documents. A detailed scope of work and budget will be negotiated with the selected consultant.

Additional Information:

Instructions for submitting a response, and a complete copy of the formal RFP are available on the City of Burlington website: <https://www.burlingtonwa.gov/bids.aspx> . Proposals must be submitted by July 19, 2024.