



Request for Proposals – GMA 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.

Evaluation Process:

Proposals will be evaluated by a committee using the selection criteria noted below. If the City determines that none of the proposals meet its needs, the RFP may be reissued. The City's final selection decision, and approval of any associated contract, is subject to City Council approval.

Selection Criteria:

All proposals will be evaluated based on the following criteria and considerations:

- **Qualifications**

1. The consultant, and any employees or subcontractors the consultant will assign to complete the required work, must possess an educational background relevant to performing the required work.
2. Significant experience preparing plans and policy documents for municipal governments in Washington State, with specific experience and expertise preparing capital plans and impact fee rate structures for municipal fire and EMS services consistent with Washington State GMA requirements.
3. The proposal should demonstrate the consultant understands, and is capable of analyzing, the connections between various GMA plan elements, including land use, transportation, and capital needs.
4. Expertise and experience developing level of service standards to address the capital planning requirements of the GMA, particularly related to fire and EMS services.
5. Expertise and experience developing long-range cost estimates and revenue projections for municipal capital plans.
6. The proposal must clearly demonstrate that the consultant is familiar with GMA planning requirements and has prior experience preparing capital plans and impact fee rate setting methods for municipal governments in Washington State subject to GMA planning requirements.

- **Approach and Reputation**

1. The proposal must include work samples and references demonstrating the consultant has successfully supported similar efforts for municipal clients and has experience preparing plans in support of GMA requirements.

2. The proposal demonstrates the consultant has a commitment to producing high quality, original, and innovative work that is reflective of local conditions and objectives.
 3. The proposal demonstrates the consultant has a record of developing plans that use quantifiable metrics, well defined goals, and methods that enable progress to be measured over time.
 4. The proposal indicates an awareness of local conditions, including Burlington’s unique growth characteristics and long-range plans.
 5. The proposal demonstrates the consultant has a commitment to the highest ethical standards and a record of producing technically valid and thoroughly researched work.
 6. The proposal indicates the consultant understands the relationship between various GMA comprehensive plan elements such as land use, transportation, and capital facilities.
 7. The proposal demonstrates the consultant can prepare documents and materials that convey complex technical information in an approachable manner, free from excessive jargon, buzz words, and acronyms.
- **Availability**
 1. The proposal demonstrates that the consultant is available to begin work as soon as a contract is executed by the parties.
 2. The proposal demonstrates the consultant has sufficient availability or staffing resources to complete the required work within the proposed timelines.

Proposal Selection:

- The successful proposal will be chosen that best addresses the selection criteria in this RFP.

Submittal Requirements:

One electronic copy of all application materials, in PDF format, shall be submitted to the Burlington Community Development Department. If the consultant will utilize multiple people or subcontractors, information shall be provided for each person who will be assigned to complete the required work. All proposals must include the following information:

- **Contact Information** – The proposed consultant’s name, address, phone number, and email address must be included.
- **Qualifications and Experience** – The proposal shall clearly describe the consultant’s educational background and work experience, including any relevant licenses or certifications. At least two (2) professional references shall be provided. The references shall be individuals who previously employed the consultant to assist with similar projects.
- **Description of Approach** – The proposal shall include a proposal outlining how the consultant plans to address the required elements outlined above. A proposed schedule shall also be included demonstrating how the consultant will complete the required work in a timely fashion.
- **Work Samples** – Written materials or other forms of communication, such as reports, studies, mapping tools, or policy documents previously prepared by the consultant. The City is particularly interested in work samples demonstrating experience complying with GMA planning requirements.
- **Compensation** – A detailed breakdown of the proposed compensation method and rate shall be included. It must include any people or subcontractors that the consultant intends to use. Information shall be provided for each person who will be assigned to complete the required work. Only a breakdown of rates is required. A detailed scope of work and budget will be negotiated with the contractor selected to perform the work.
- **Availability** – The proposal must identify the proposed consultant’s ability to begin work as soon as a contract is executed by the Parties.

Evaluation Schedule:

Proposals must be submitted to the Burlington Community Development Department by 5:00 P.M. August 23, 2024. Late proposals will not be accepted. The City anticipates making a selection decision by September 6, 2024. Individuals or firms meeting the minimum qualifications may be asked to participate in a conference call or video conference interview with the City’s selection committee. The RFP may be reposted if an insufficient number of responses is received or if none of the responses address the required qualifications.

Cost and Disposition of Proposals:

Individuals and firms submitting proposals are solely responsible for the costs of preparing the proposal and attending any interviews with City staff. The City of Burlington shall not be responsible for any costs associated with preparing or submitting a proposal. The City may reject any proposal at any time with no cost or penalty. The City also reserves the right to waive

immaterial defects and minor irregularities in proposals. All materials submitted to the City of Burlington become the property of the City of Burlington upon delivery and are subject to public disclosure.

Communication:

Communication by email is preferred. All communication regarding this RFP shall be directed to:

Brad Johnson, Community Development Director
City of Burlington
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Burlington WA 98233
(360) 755-9717
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