

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

215



**FROM:** County Fire Department

**SUBMITTAL DATE:**  
October 8, 2008

**SUBJECT: APPROVE THE AGREEMENT FOR CONSULTANT SERVICES FOR THE RIVERSIDE COUNTY FIRE DEPARTMENT STRATEGIC PLAN**

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and authorize the Chairman of the Board to execute the attached professional service agreement with Management Partners, Inc, in accordance with Ordinance 459.4, and;
2. Approve the amount of \$208,700 for the first year of the contract with the option to renew for four (4) additional years, in one (1) year increments: Year 2: \$30,900; Year 3: \$31,800; Year 4: \$32,800; Year 5: \$33,800; is based on the availability funding per fiscal year, and;
3. Authorize the Purchasing Agent to sign amendments and exercise renewal options.

**BACKGROUND:** The Riverside County Fire Department is one of the largest regional fire service organizations in California. The County of Riverside contracts with the State of California, Department of Forestry, and Fire Protection (CAL FIRE) to provide fire protection services. The Department responded to 114,535 incidents during the 2007 calendar year. The Department serves approximately 1.5 to 1.6 million residents in an area of 7,300 square miles. This service area consists of the unincorporated county areas, eighteen contract cities, and one Community Service District.

(Continued on Page 2)

\_\_\_\_\_  
John Hawkins  
Fire Chief

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 208,700	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$	Budget Adjustment:	No
	Annual Net County Cost:	\$	For Fiscal Year:	FY 08/09

<b>SOURCE OF FUNDS:</b> CIP Funds	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**  
  
BY: Robert Tremaine

**County Executive Office Signature**

Dept's Recomm.: <input type="checkbox"/> Consent <input type="checkbox"/> Policy	Per Exec. Ofc.: <input type="checkbox"/> Consent <input checked="" type="checkbox"/> Policy
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**Prev. Agn. Ref.:** \_\_\_\_\_ **District:** \_\_\_\_\_ **Agenda Number:** \_\_\_\_\_

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**3.30**

FORM APPROVED COUNTY COUNSEL  
 BY: Cynthia M. Gunzel 10/3/08  
 DATE: SYNTIA M. GUNZEL  
 Departmental Concurrence

Purchasing:   
 Mark Seiler, Assistant Director

**BOARD OF SUPERVISORS**

**FORM 11: APPROVE THE AGREEMENT FOR CONSULTANT SERVICES FOR THE RIVERSIDE COUNTY FIRE DEPARTMENT STRATEGIC PLAN**

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**BACKGROUND (Continued)**

The Department operates 95 fire stations in nine divisions with seventeen line battalions, providing fire suppression, emergency medical, technical rescue, and fire prevention services. The equipment used by the department has the versatility to respond to both urban and wild land emergencies. The strategic plan is intended to define current and future needs and recommend goals and objectives for implementation to meet those needs during the next twenty years.

**PRICE REASONABLENESS:** On behalf of the Fire Department, the Purchasing Department issued a formal Request for Proposal (RFP) FPARC053 for consultant services. The County Fire Department will require the consultant to develop a twenty-year strategic plan over the next twelve months and to provide services to update the strategic plan annually, for up to four additional years, in one-year increments as needed. The RFP was sent to (6) six potential bidders and was advertised on the Purchasing website. Four (4) proposals were received in response to the RFP. Proposals were evaluated and scored by members from the Fire Department and County Purchasing based on the evaluation criteria set forth in the RFP: overall responsiveness and general understanding of the RFP requirements, overall cost, bidders experience and ability, vendor qualifications, financial status, references with demonstrated success, clarification, exception or deviations and credential, resume, license, certifications. The County received four responses with a bid range for year 1 of \$208,700 to \$282,765. The overall bid range for five years is \$339,789 to \$379,800. The County entered into best and final negotiations with Management Partners, Inc. resulting in a fixed cost of \$338,000 for five years. The evaluation team selected Management Partners, Inc., as the most responsive, responsible vendor for providing consultant services for the Fire Department.

Budget for Consultant Services:

Budget for Year 1: \$208,700.00. The Strategic Plan is to be completed in twelve months.

Budget for Years 2,3,4,5 are for updates to the Strategic Plan:

Year 2: \$30,900.00

Year 3: \$31,800.00

Year 4: \$32,800.00

Year 5: \$33,800.00

Renewal Years 2,3,4,5, are in one-year increments, and are based on the availability of funding with no obligation by the County to purchase any specified amount of services.

Complete Five Year Cost: \$338,000.00

**REVIEW AND APPROVAL:** Riverside County Purchasing and Fleet Services and County Counsel concur with this request.