



RODEO-HERCULES FIRE PROTECTION DISTRICT

RODEO-HERCULES FIRE DISTRICT REQUEST FOR PROPOSALS

Contract for Provision of Fire and Emergency Medical Services

Issue Date:	March 1, 2024
Notice of Intent:	Received by April 1, 2024, at 4:00 p.m. (Pacific Time)
Final Documents:	Received by May 31, 2024, at 4:00 p.m. (Pacific Time)



RODEO-HERCULES FIRE PROTECTION DISTRICT

PURPOSE OF REQUEST

The Rodeo-Hercules Fire District (RHFD) requests proposals from public agencies for the provision of fire and emergency medical services for a period of at least five (5) years. This request for proposals (RFP) includes a proposed Scope of Work and Service Level measurements. **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

April 1, 2024 , at 5 p.m. – Any agency intending to respond to this RFP shall send an email to ramirez@rhfd.org stating its intent to submit a proposal. Intent does not obligate the agency to submit a proposal but allows the RHFD board to anticipate a pending response for planning purposes. Agencies that notice the District of its intent to submit will be given the full 90 days to provide proposals.

May 31, 2024, at 5 p.m. – deadline for receipt by the District of final RFP responses and supporting documents.

Proposals must be submitted electronically to Fire Chief Rebecca Ramirez at ramirez@rhfd.org. Failure to provide all required submittals in completed form may result in a proposal being found non-responsive and given no consideration. The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue this RFP at its sole discretion. Additionally, the District may seek clarification or additional information from any or all proposers. All proposers shall verify if any addendum for this project has been issued by the District and shall respond to the final written RFP and any exhibits, attachments, addenda, and amendments. It is the proposer's responsibility to ensure that all requirements of any addenda are included in its submittal. This RFP does not commit the District to sign an agreement, award a contract, or to pay any costs incurred in the preparation of a response to this RFP. All proposals submitted in response to this RFP become the property of the District and public records, and as such may be subject to public review.

The District reserves the right to reject any or all proposals and to waive any irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularity. Proposals must be neat, complete, and fully address all information specified. Proposals must be received by the date and time indicated herein; late proposals will not be considered under any circumstance.

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



RODEO-HERCULES FIRE PROTECTION DISTRICT

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 houses a single quint company and is located in the City of Hercules and houses administrative staff and the District's training center.
- To accomplish its 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 an 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 2023/2024 FY projected at approximately \$9,500,000 the District derives its principal funding from normal ad valorem property taxes, a benefit assessment that was enacted in 1989 and a parcel tax (Measure O) that was passed by District voters 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 2023/2024 FY was approved in September 2023 at \$9,500,000.



RODEO-HERCULES FIRE PROTECTION DISTRICT

SCOPE OF WORK

Services requested are in accordance with federal, state, and local requirements as aligned with an annual risk analysis within the jurisdictional boundaries of RHFD as compared against services currently provided by RHFD. Appropriate insurance coverage is required. Mutual and automatic aid obligations of RHFD could also be considered. RHFD requests that the agency awarded the contract maintain the level of service currently provided by RHFD or better. Responses are welcome related to any or all the areas below:

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

1. **Fire and Emergency Services.** All services necessary for fire suppression (including refinery incidents), hazardous materials, technical rescue, and disaster response.
2. **Emergency Medical Services.** All services necessary for Basic and Advanced Life Support (non-transport) as allowed by the Local Emergency Medical Authority (Contra Costa Health).
3. **Support services** including, but not limited to, fire chief, and life safety, public education, public information, payroll and finance, human resources, legal and risk management pertaining to operations and delivery of fire district services.
4. **Fleet Services.** Capability to support the District's fleet.
5. **Facility Maintenance Services.** Capability to support facility maintenance.
6. **Training and Education Services.** Training and education to all firefighter and emergency medical service personnel.
7. **Dispatch.** Ability to operate within the existing 911 dispatch service system.

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%)



RODEO-HERCULES FIRE PROTECTION DISTRICT

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 (1) driver/engineer, and one (1) firefighter
- One of the above must be a qualified paramedic.
- qualified "acting" personnel are allowed within the contract.

RHFD annual public education/information events as follows:

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

PROPOSAL REQUIREMENTS

Submittals must include the following information to be considered complete:

- Address each item under Scope of Work and Level of Service.
- Provide an annual cost estimate for a total package proposal for years 1 through 5, or an itemized cost list if proposing less than the full list of services. The RHFD board recognizes that costs are likely to be estimates for the RFP, with final costs and formulas for increases negotiated within a final contract if awarded.
- Responding agency information, including the agency name, address, telephone number, and website; and name and contact information for an identified representative for purposes of this RFP.

Non-Collusion Affidavit

The Proposer declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association,



RODEO-HERCULES FIRE PROTECTION DISTRICT

organization, or corporation; that the proposal is genuine and not collusive or sham; that the Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from proposing; that the Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Proposer or any other proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the District of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the Proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

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.

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