



Request for Proposal for Regional Fire Protection Service Authority (RFA) consultation and service plan creation.

Introduction

The City of Camas is soliciting qualified consultants to contract for the drafting of a comprehensive Regional Fire Protection Service Authority (RFA) Service Plan for the proposal of an RFA between the Municipal Fire Departments of the City of Camas and the City of Washougal. The RFA Service Plan is a requirement of RCW 52.26.040 and provides for the governance, design, financing, and development of fire protection and emergency services as a necessary element in the proposal of an RFA.

All submissions must be received by 5PM 4/3/2024.

Background

The City of Camas and the City of Washougal have operated a single Municipal Fire Department fire for the protection and emergency services of both jurisdictions for over 10 years. The joint department is defined and governed by an Interlocal Agreement (ILA) between the two cities which expired on Dec. 31, 2023. The two cities extended the ILA through 2026 for the express purpose of exploring and potentially bringing the alternative of an RFA forward as a ballot measure in 2025.

An RFA Planning Committee has been established with a work plan developed to guide the development of the RFA service plan.

Scope of Work

Shall include the following but is not limited to;

- Work in cooperation with the RFA Planning Committee and staff of each respective city.
- Draft a final RFA service plan document compliant with the requirements of RCW 52.26.040.
- Attend RFA Planning Committee meetings (remote attendance acceptable) and work collaboratively with committee members, city staff and meeting facilitator to garner necessary information and direction to accurately inform the RFA service plan document.
- Provide expert technical advice on key service plan decision points to include but not limited to: department organization; financial structure; and operational guidelines.

-Maintain working service plan document in accord with the developed schedule of the RFA Planning Committee.

-Present final Planning Document to both City Councils for approval.

Background Documents/Studies

- Planning Committee Meeting Schedule
- Current ILA
- Camas-Washougal Fire Department Master Plan (2019)

Submittal Requirements

Consultants must submit

- A cover letter describing project understanding.
- Names of individuals from the firm who will be working on the project and their experience within RFP planning document consultation and creation.
- A list of fire departments/districts with current contacts to whom the consultant team has provided these services.
- A proposed outline of tasks, products, and project schedule, including the number of hours required to complete each task or product.
- Itemized cost proposal for the scope of work and hourly rate.

Submittals may be sent directly by attachment or providing a file transfer link.

The attached Proposal Summary Form (Attachment A) is designed to serve as the cover sheet for the submittal. Do not attach cover letters, title pages, or blank sheets ahead of this form. This form must be signed by a person authorized to enter into contract negotiations on behalf of your firm.

Please contact Cliff Free or Shaun Ford, with any questions via email or at 360-817-7042.

Sford@cityofcamas.us

cfree@cityofcamas.us

Deliverables

-Final RFA service plan document approved by the planning committee compliant with requirements of RCW 52.26.040

-Formal presentation of RFA service plan document to the City of Camas Council and the City of Washougal Council.

Evaluation and Selection Criteria

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| • Understanding of the purpose and Scope of services: | 10% |
| • Clear itemized cost proposal for the Scope of service and deliverables: | 10% |
| • Ability to maintain the presented timeline: | 10% |
| • Experience in the creation of RFA planning documents: | 50% |
| • Experience in expert consultation for Fire Departments, Districts or RFA's related to: financial structure, organizational structure and operations. | 20% |

Total Possible Points: 100%

Miscellaneous

Civil Rights Act

The City of Camas is an Equal Employment Opportunity employer.

The City, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally- assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all Proposers that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Indemnification

The Contractor shall defend, indemnify, and hold the City of Camas, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City of Camas.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

Insurance Requirements

The Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000.00 per accident. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles.
- Commercial General Liability insurance shall be written with limits no less than \$2,000,000.00 each occurrence, \$2,000,000.00 general aggregate.
- Aviation Liability or Aircraft Liability insurance with limits not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate.
- Liability insurance appropriate to the consultant's profession. Professional Liability insurance shall be written with limits no less than \$2,000,000.00 per claim and \$2,000,000.00 policy aggregate limit.
- Workers' Compensation coverage as required by Industrial Insurance laws of the State of Washington.

It is the sole responsibility of the responder to monitor this web page for any amendments and additional relevant material.

This document and all associated public records will be released where required by the Public Records Act, Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Contractor are needed for the City to respond to a request under the Act, as determined by the City, the Contractor agrees to make them promptly available to the City. If the Contractor considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Contractor shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Contractor and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligation shall be to notify the Contractor (a) of the request and (b) of the date that such information will be released to the requester unless the Contractor obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Contractor fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

Attachment A

STATEMENT OF QUALIFICATIONS SUMMARY FORM

GENERAL INFORMATION

Legal Name of Applicant Firm _____

Mailing Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Phone _____ Fax _____

E-mail address _____

WA State Unified Business Identifier _____

Federal Tax Identification Number _____

CERTIFICATION

I certify that to the best of my knowledge the information contained in this Proposal is accurate and complete and that I have the legal authority to commit this firm to a contractual agreement. I realize the final funding for any service is based upon available funding levels and the approval of the City Council for the City of Camas.

Signature

Date