

Mayor and Council Communication

DATE: 01/25/22

M&C FILE NUMBER: M&C 22-0086

LOG NAME: 13P22-022 FIRE AND EMS STAFFING AND OPERATIONS STUDY ADK P&DA

SUBJECT

(ALL) Authorize an Agreement for a Fire and Emergency Medical Services Staffing and Operations Study with Citygate Associates, LLC in an Amount of \$265,027.00 for a One Year Term and No Renewals for the Planning and Data Analytics Department

RECOMMENDATION:

It is recommended that the City Council authorize an agreement for a Fire and Emergency Medical Services Staffing and Operations Study with Citygate Associates, LLC in an amount of \$265,027.00 for a one-year term with no renewals for the Planning and Data Analytics Department.

DISCUSSION:

The Planning and Data Analytics Department is leading the City's effort to identify, hire, and manage a consulting firm to conduct a Fire and Emergency Medical Services (EMS) staffing and operations study for the City of Fort Worth. Therefore, the Planning and Data Analytics Department approached the Purchasing Division to issue a Request for proposal (RFP). The goal of the study is to assess the overall operations of the City of Fort Worth Fire Department, analyze its current service delivery models and make recommendations for long term planning purposes. The assessment will be focused on positioning the department to meet current and future fire and emergency medical service needs and expectations, while identifying opportunities for innovation and improved efficiency and effectiveness.

The RFP 22-0022 consisted of detailed specifications regarding the type of study needed and the task and deliverables required. The RFP was advertised in the *Fort Worth Star-Telegram* for four (4) consecutive Wednesday's beginning on November 10, 2021, through December 8, 2021. A pre-proposal conference held on November 18, 2021 provided an opportunity for interested bidders to learn more about the City's requirements and to seek clarification on the RFP requirements. The City received three (3) proposals.

Proposals were evaluated using best value criteria including the proposer's qualifications in performing projects of similar scope, experience and qualifications of key individuals assigned to the project, the understanding of the project objective and desired results, comparability of completed prior work for communities of like character, and M/WBE participation. Following an initial evaluation of the written proposals, all three proposers were interviewed by the evaluation panel. The evaluation panel conducted a second interview with two finalists. The evaluation panel consisted of representatives from the City Manager's Office; the Planning & Data Analytics, Human Resources, Diversity & Inclusion, Parks & Recreation, and Fire Departments; and the International Association of Firefighters Local 440. The evaluation panel recommended awarding a one-year agreement to Citygate Associates, LLC.

The amount is budgeted in the Other Contractual Services account.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and will expire on year from that date.

OFFICE OF BUSINESS DIVERSITY: CITYGATE ASSOCIATES LLC is in compliance with the City's BDE Ordinance by committing to 0% Business Equity participation and documenting good faith effort. CITYGATE ASSOCIATES LLC identified several subcontracting and supplier opportunities. However, the firms contacted in the areas identified did not respond or did not submit the lowest bids. The City's Business Equity goal on this project is 10%.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to an expenditure being made, the Planning and Data Analytics Department has the responsibility to validate the availability of funds.

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