

## **INTRODUCTION**

The Templeton Community Services District (TCSD) is a special district, independent of any City or County. It has five departments: Administration, Utilities, Engineering, Fire and Recreation. It is the District's intent to use the information provided by the consultants to present recommendations to the TCSD Board of Directors.

## **BACKGROUND INFORMATION**

The Templeton Fire Department (TFD) is currently over 120 years of age. The TCSD Board of Directors wants to examine the current Fire Department, as to its effectiveness and sustainability. The TCSD anticipates that the Fire Service Study project will be completed within 90 days from the award bid date. The District is seeking proposals from individuals/companies with demonstrated experience in fire service strategic planning.

## **PROPOSAL REQUIREMENTS**

Proposals should be prepared with a detailed description of services to be provided with a straight forward and concise description of the firm's ability to meet the requirements of the RFP. Proposals should be typed or written in ink. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. Firms are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The firm shall provide general information describing the firm and relevant firm capabilities.
2. Project Schedule – The firm shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – Please list the project manager (primary contact) and any other key team members. The project manager shall remain in charge of all duties from contract negotiations through the completion of the project. If the primary contact is unable to continue with the contract, then an alternate representative shall become the primary representative.
4. Experience/Qualifications – The firm shall submit information on recent projects that were similar in nature to the proposed project. A list of three references with name, address, and phone number should be provided.
5. Project Cost – The firm shall provide a breakdown listing the projected hours to be spent on each portion of services described in the Scope of Work. The firm's invoice will need to correspond to the specific deliverables identified. The cost proposal shall be a "Not to Exceed Amount" for all services rendered.
6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance including, Worker's Compensation policy coverage to the satisfaction of the TCSD (See Attached Insurance Requirements).

The TCSD intends to award a contract to a vendor that is able to provide quality work and offer the best value. However, the TCSD reserves the right to reject any or all proposals, in whole or

part, submitted in response to this RFP. The TCSD further reserves the right to negotiate the terms and conditions of any final contract for services.

Questions and requests for further information and/or clarification of the RFP should be directed to:

Rod Hewitt, Interim Fire Chief  
206 5<sup>th</sup> Street  
P.O. Box 780  
Templeton, CA 93465  
805-434-4911  
[rhewitt@templetoncsd.org](mailto:rhewitt@templetoncsd.org)

## **PROJECT DESCRIPTION**

The TCSD is requesting a proposal to complete a Fire Service Study of the Templeton Fire Department (TFD). All aspect of the Scope of Work will need to be completed, culminating with a final report providing adequate data by which the TCSD Board of Directors can make decisions regarding the Fire Department.

## **SCOPE OF WORK**

- Provide Community Risk Assessment
- Review Current and Future Plans for Growth
- Review Local Ordinances and Code Amendments
- Review Emergency Incident Data – Using at Least Past 5 Years
- Review Current Station, Equipment and Apparatus
- Observe Actual Manipulative Evolutions
- Review Current Budget/Fire Department Costs
- Interview General Manager, Fire Chief, Staff
- Validate Current Fire Station Location
- Evaluate WUI Risk to the Community
- Assess Fire Department Operations Using National Assessment Criteria, to Include Staffing Levels and Staffing Configurations
- Identify Options To Current Delivery System
- Provide 5 Draft Reports
- Provide 25 Final Reports – Bound
- Provide Reproducible Copy - Disc

## **WORK SCHEDULE AND CONDITIONS**

The consultant is expected to visit and examine the Templeton Fire Department and its surroundings and obtain all information that may be necessary for preparing the proposal at their own interest and cost. Appointments must be made to inspect facilities, equipment or conduct interviews. TCSD or TFD staff will provide statistical data as requested to complete the report. Appointments can be made by calling the Fire Chief at (805) 434-4911 or [rhewitt@templetoncsd.org](mailto:rhewitt@templetoncsd.org).

## **SELECTION PROCESS**

By submitting and signing the proposal, the Firm acknowledges they have read, accept and agree to be bound by the terms and conditions of this proposal. The District shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the District's judgment, is in the District's best interest.