

Agenda Report

June 10, 2024

TO: Honorable Mayor and City Council

FROM: Fire Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A PURCHASE ORDER CONTRACT WITH AP TRITON, LLC TO DEVELOP A 5-YEAR STRATEGIC PLAN FOR THE FIRE DEPARTMENT AND CONDUCT A COMMUNITY RISK ASSESSMENT AND STANDARDS OF COVER DEPLOYMENT ANALYSIS FOR AN AMOUNT NOT TO EXCEED \$97,604

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a purchase order contract as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code (P.M.C.), for the development of a Strategic Plan and to conduct a Community Risk Assessment (CRA) and Standards of Cover (SOC) deployment analysis for the Fire Department, in an amount not-to-exceed \$97,604. Competitive bidding is not required pursuant to City Charter Section 1002(F), contracts for professional or unique services.

BACKGROUND:

The Fire Department's strategic planning process is a management tool for identifying the Department's past achievements, future goals and objectives, and setting the course necessary to achieve these objectives. The planning process also assists the Department in adapting to changes occurring within and outside the organization, and in directing the Department's efforts and resources to focus on its highest priorities. The Community Risk Assessment (CRA) and Standards of Cover (SOC) deployment analysis holds paramount importance in determining the optimal deployment of the

PFD's resources to meet community needs effectively. This involves a detailed analysis of community risks, resource allocation, and response strategies to ensure the PFD can achieve and maintain the highest standards of safety and efficiency.

The Fire Department previously underwent the development of its Strategic Plan 2020 - 2025 in January 2020, through the Center for Public Safety Excellence (CPSE) Technical Advisor Program. Through the same process, the Department also updated its Standards of Cover document. The Department and the City of Pasadena has since undergone significant changes, and the Fire Department would like to update both its Strategic Plan and Standards of Cover documents so they better reflect and define the direction in which the organization will travel. This process will also allow the Department to continuously evaluate our objectives and goals, to ensure they are in line with the vision and mission of the PFD and of the City.

A Request for Proposal (RFP) seeking consultants to provide independent assessments and evaluations of the Pasadena Fire Department (PFD), and to formulate a 5-year Strategic Plan and a Standard of Cover Document, was issued on April 25, 2024. The RFP was advertised on the City's procurement website through the Purchasing Department. 322 vendors were notified and 27 prospective vendors downloaded the RFP document. Of the 27, none are local to Pasadena. The Department received four (4) proposals from vendors on May 10, 2024. An evaluation panel consisting of five (5) independent evaluators from the Fire Department across various ranks and Divisions was assembled. Proposals received were scored based on pre-established criteria listed in the RFP, as shown in Table 1:

Table 1: RFP Scoring Criteria

<u>Scoring Criteria</u>	<u>Maximum Points</u>
Proposed Solution	35 points
Experience and References	20 points
Proposed Schedule	15 points
Cost Proposal	20 points
Local Pasadena Business Preference	5 points
Small / Micro-Businesses Preference	5 points

Table 2 summarizes the average scores of the proposals by the four (4) evaluators:

Table 2: Proposal Evaluations

<u>Proposer</u>	<u>Average Total Points (Out of 100)</u>
AP Triton, LLC, Sheridan, WY	68.4

Emergency Services Consulting International, Chantilly, VA	56.8
Center for Public Safety Management, LLC, Washington, DC	61.4
Matrix Consulting Group, San Mateo, CA	65.0

Following thorough evaluations, AP Triton has been selected to provide Strategic Plan and Standards of Cover development services for the Fire Department. AP Triton's proposal presented the highest qualifications for meeting project understanding and the scope of work indicated in the RFP, professional experiences of key staff, prior experiences with similar municipal agencies, and pricing of services. AP Triton also provided strong references across the public safety industry and has a positive track record with the City of Pasadena.

AP Triton has proposed \$59,736 to complete the Community Risk Assessment & Standards of Cover Deployment Analysis, and \$28,995 to complete the Strategic Plan. An additional 10% contingency allowance of \$8,873 has also been included to address unanticipated costs that may be incurred, or for potential expansions to the scope of work.

In FY 2024, the Department appropriated funds through California's Ground Emergency Medical Transportation (GEMT) supplemental reimbursement program, which will fully support this purchase.

COUNCIL POLICY CONSIDERATION:

The proposed contract furthers the City Council's strategic planning goals to ensure public safety.

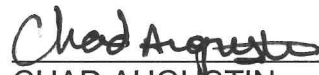
ENVIRONMENTAL ANALYSIS:

The proposed contract is exempt from the CEQA pursuant to State CEQA Guidelines Section 15061 (b) (3), the "common sense" provision of CEQA (formerly the general rule), which applies to projects which may have the potential for causing a significant effect on the environment. The proposed action will not result in any new development or physical changes.

FISCAL IMPACT:

The maximum cost of the proposed action will be \$97,604. Funding will be addressed by the utilization of existing budgeted appropriations in the Fire Department General Fund operating budget account for Fire and Rescue Services (10131000-811400-91017). There are no anticipated impacts to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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