



## **City of Stockton**

### **REQUEST FOR INTEREST**

**FIRE PREVENTION SERVICES, INCLUDING: PLANS  
REVIEW; FIRE CODE/PERMIT INSPECTIONS;  
MANAGEMENT SERVICES; AND CONSULTATION  
SERVICES**

**ISSUED BY:**

**City of Stockton  
Fire Department  
425 North El Dorado Street  
Stockton, California 95202-1997**

**SUBMISSION DEADLINE:**

**THURSDAY, APRIL 16, 2015 @ 2:00 p.m.**

## 1.0 **RESPONSE SUBMISSION REQUIREMENTS**

All questions regarding this Request for Interest (RFI) shall be directed to Jeff Piechura, Fire Chief, via e-mail at: [jeff.piechura@stocktongov.com](mailto:jeff.piechura@stocktongov.com) with the Subject Line to read: "Fire Prevention Services – Request for Interest." All questions must be received no later than 2:00 p.m. on Friday, April 10, 2015.

Qualified firms are invited to submit a response to furnish a **FIRE PREVENTION SERVICES, INCLUDING: PLANS REVIEW, FIRE CODE/PERMIT INSPECTIONS; MANAGEMENT SERVICES; AND CONSULTATION SERVICES** to the City of Stockton Fire Department by replying to this Request for Interest (RFI). In order for your response to be considered, you must comply with all of the instructions contained in this document.

Responses must be submitted in a sealed package clearly marked:

**"FIRE PREVENTION SERVICES, INCLUDING: PLANS REVIEW; FIRE  
CODE/PERMIT INSPECTIONS; MANAGEMENT SERVICES; AND CONSULTATION  
SERVICES"**

One Original response must be submitted to:

Anita Armendariz, Executive Assistant  
City of Stockton  
Fire Department  
425 North El Dorado Street  
Stockton, California 95202-1997

**Responses must be received at the above address no  
later than 2:00 PM, APRIL 16, 2015**

Late submittals or submittal of additional information after the due date **will not** be accepted.

## 1.2 **CONTRACTUAL CONDITIONS**

- For this RFI, the response must remain valid for at least 90 days. Moreover, the contents of the response of the successful provider will be incorporated into the contractual obligations when the contract is awarded.
- The initial contract term shall commence as soon as possible following successful contract negotiations and final approval by the City of Stockton City Manager.

- The amount for services to be rendered should be clearly delineated. Successful PROVIDER will be required to enter into a formal agreement with the City of Stockton. The City of Stockton reserves the right to reject any and all responses and delete or amend any of the services as listed and described in this RFI.
- The selected PROVIDER will be required to assume responsibility for all services offered in the response whether or not PROVIDER provides them. The City of Stockton will consider the selected PROVIDER to be the sole point of contact with regard to the contractual matters.
- News releases pertaining to this project will not be made without prior City of Stockton approval.
- The PROVIDER will comply with all Federal, State, and local laws, regulations, and policies regarding equal employment and non-discrimination in the work place.

### 1.3 **CRITERIA FOR SELECTION**

All responses received from PROVIDERS will be reviewed and evaluated. Those reviewing the responses to the RFI will recommend selection of the response which most closely meets the requirements of the RFI. This is a qualifications based process, so evaluation will be based on experience, staff and project organization and ability to perform the work. The cost to the City for performing the work shall be important, but not an overriding factor. The City of Stockton reserves the right to determine which response best fits the needs of the City.

The following criteria will be of major importance in making the selection:

- **Qualifications**: The ability, capacity and experience of the PROVIDER to satisfy requirements in this RFI including the ability of the PROVIDER to provide services promptly.
- **Technical**: PROVIDER'S plan for accomplishment of the task, to include the number and qualifications of personnel assigned to the project; and an understanding of the scope of work.
- **Price/Fees**: Terms describing payment with total costs all inclusive
- **Other**: Consideration will be awarded to PROVIDERS familiar with and having the ability to apply a methodology supporting agency accreditation through the Commission for Fire Accreditation International.

No compensation is offered for any work related to this RFI. Responses are entirely voluntary. All original documents, including electronic files, become the property of the City of Stockton.

The selected Consultant will be required to sign an amendment to their master contract with the City of Stockton. The Consultants should direct attention to the City of Stockton's requirements for insurance and indemnification. The prospective Consultant is also advised that the contract will not be in force until it is approved and fully executed by the City of Stockton Council. It is expected that the successful Consultant will accept the terms and conditions of the professional services contract and insurance and indemnification requirements "as is" without modification. The Consultant will be required to satisfy all insurance certification requirements before any work is initiated with the City of Stockton.

Information contained in your response will be considered proprietary until a contract is awarded. Following award; however, such information may be used by the City as the City deems appropriate.

## **1.4 PROVIDER'S WARRANTY**

**The person(s) executing this Agreement on behalf of the PROVIDER hereto warrants that:**

- Such party is duly organized and existing;
- She/he is authorized to execute and deliver the PROVIDER on behalf of said party;
- By so executing the PROVIDER, such party is formally bound to the provisions of the submitted PROVIDER;
- The execution of the PROVIDER does not violate any provision of any other agreement to which said party is bound;
- She/he is authorized to offer a response in full compliance with all requirements and conditions as set forth in the RFI;
- She/he has fully read and understands the RFI and has full knowledge of the scope, nature, quantity, and quality of work to be performed and the requirements and conditions under which the work is to be performed.

## **2.0 PROVIDER INFORMATION**

### **PURPOSE:**

The City of Stockton Fire Department is seeking responses from qualified firms, hereinafter referred to as the PROVIDER, to provide FIRE PREVENTION SERVICES, INCLUDING: PLANS REVIEW; FIRE CODE/PERMIT INSPECTIONS; MANAGEMENT SERVICES; AND CONSULTATION SERVICES for the Stockton Fire Department, in accordance with the terms, conditions and specifications contained in the Request For Interest (RFI).

### **ELIGIBILITY:**

- To be eligible to respond to the RFI, the responding firm must demonstrate they, or their principals assigned to the project, have successfully completed services similar to those specified in the Scope of Services section of this RFI.
- The PROVIDER understands that the City of Stockton is not responsible for any costs that may be incurred in the submission of a response to this RFI.
- The PROVIDER must name all persons and entities interested in the response as principals as well as qualifications and experience of the individual(s) who will provide the scope of services.

## **2.1 SCOPE OF SERVICES**

### Background:

- It is the intent of the City of Stockton Fire Department to seek the services of a qualified PROVIDER to perform essential services within the Fire Prevention Division (Community Risk Reduction) in accordance with applicable State, City and County Fire and Life Safety Codes.
- The City of Stockton Fire Department provides ISO Class 3 (reduced from a Class 1 in 2013) protection services to 295,000 city residents and 55,000 fire district residents through agreements with four fire districts. The demographics of the communities served are diverse with a minority-majority. The socio-economics of the communities is broad-based. The City is at the center of major transportation lines, including rail, freeway, Inland Port Stockton and pipelines. Although surrounded by a robust agricultural industry, the City of Stockton has a diverse economic base of business and industry.
- The City of Stockton has just completed the final steps of the Bankruptcy approval process. The City has reduced and eliminated services to re-structure not only the financial means of the City, but also to begin the process of re-engineering sustainable public services for the City.
- The Department provides a full-range of fire suppression services. The staffing has been reduced 30% over the past seven (7) years, including the closure of one fire station (fire engine) and one ladder truck and crew. The staffing level on each fire engine is now 3.
- The City of Stockton Fire Department provides Advanced Life Support from a full-range of fire suppression vehicles. We do not transport. The Department is establishing a high-performing relationship with the County EMS Agency and the County contracted transport provider AMR to create synergies in service delivery to the communities we collectively serve.
- The Department is responsible to provide a full-range of Fire Prevention and Education Services. This service too, had been reduced over the past seven (7) years to a minimal fire inspection role. The Public Education Office had been eliminated during this time span. The Department has only just embarked upon a re-visioning and re-purposing of the Fire Prevention/Community Risk Reduction Division. Partnership with the City Community Development and Planning

Department has been implemented to create “One-Stop” permitting and plans review services. The Division has been working diligently to comply with State Inspection requirements of group homes and care facilities.

- The Department operates three Special Operations Teams: Haz/Mat, Heavy Rescue; and Dive Rescue.
- The Fire Department is in the beginning phases of re-defining and then re-engineering sustainable essential fire and rescue services for the communities served. The Bankruptcy and resultant sustainable initiatives by the City Council requires the renaissance of the Stockton Fire Department.
- The Fire Department wishes to obtain the services of a qualified service provider to provide FIRE PREVENTION SERVICES, INCLUDING: PLANS REVIEW; FIRE CODE/PERMIT INSPECTIONS; MANAGEMENT SERVICES; and CONSULTATION SERVICES to guide the department in developing sustainable and achievable services for the City of Stockton and the four contract fire districts.
- The City of Stockton Fire Department ultimately desires a PROVIDER that provides a management tool for direction and planning while at the same time being flexible enough to change as conditions dictate.
- The City of Stockton Fire Department has completed a Fire Prevention Services Assessment that will require specific services to be provided that are not currently in place. The PROVIDER may be requested to fulfill various aspects of these services for a period of time until the City can develop alternative services to meet the demands.

## **2.2 SPECIFICATIONS**

The interested firm will provide a range of fire prevention services for the City of Stockton Fire Department, California. These services must be provided by qualified and credentialed personnel with expertise levels of understanding that will meet the expectations and challenges of a contemporary, customer centric and professional Fire Prevention Service. These services are on a AS NEEDED BASIS and scheduled by the City of Stockton.

The following objectives have been identified as the scope of work to be performed by the successful interested firm(s):

### **A. Objective No. 1: Plans Review Services**

1. The City of Stockton continues to develop and enhance the “One Stop Shop” experience for customers seeking plans review of projects. The One Stop Shop is in partnership with the City’s Community Development Department, Municipal Utilities Department and Fire Department. The Fire Plans Review service is operated under the Building Official, with consultation to the Fire Chief.
2. The PROVIDER must be capable of handling the required turn-around times for plans review services:
  - a) Tenant Improvements

- b) Residential
  - c) Commercial
  - d) Industrial
  - e) Master Plan
3. The PROVIDER must be able to provide knowledgeable personnel that can operate within the HTE (SUNGARD), ACCELLA and FireHouse Inspection programs for required documentation and billing services.
  4. The PROVIDER must be able to provide knowledgeable and qualified personnel to function in a Customer Centric environment that will require face to face meetings and telephonic discussions.
  5. The PROVIDER must be able to provide knowledgeable personnel for development and project planning meetings held by the Economic Development Department.
  6. The PROVIDER must be able to provide knowledgeable personnel during Permit Center business hours for interaction with Customers.

**B. Objective No. 2: Fire Code and Operational Permit Inspections**

1. The successfully responding firm may be requested to perform proactive and Customer Service based Fire Code and Operational Permit Inspections in both the City and Contract Fire District areas.
2. The PROVIDER must be able to provide knowledgeable, qualified and physically capable personnel for Inspection Services that include business, high-rise, care homes, operational permits and construction.
3. The PROVIDER must be able to provide knowledgeable personnel that can operate within the HTE (SUNGARD), ACCELLA and FireHouse Inspector programs for required documentation and billing services.
4. The PROVIDER must be able to provide knowledgeable personnel to function in a Customer Centric environment that will require face to face meetings and telephonic discussions.
5. The PROVIDER must be able to provide knowledgeable personnel that will professionally interact with various City and County departments and agencies during fire code enforcement activities.

**C. Objective No. 3: Management Services**

1. The successful firm May be required to provide interim management services for the Fire Prevention Division.
2. The PROVIDER may be required to provide knowledgeable and qualified personnel for key Fire Prevention leadership and management of City and contract employees
3. The PROVIDER may be required to provide knowledgeable personnel to implement critical elements of the Fire Prevention Assessment recommendations

4. The PROVIDER may be required to provide knowledgeable personnel to interact with of City, County and State departments and agencies on behalf of the City Fire Department
5. The PROVIDER may be required to provide knowledgeable personnel to assist with planning and budgetary elements of the Fire Prevention Division
6. The PROVIDER may be required to provide knowledgeable personnel to provide periodic performance management assessments of the Fire Prevention Division
7. The PROVIDER may be required to provide knowledgeable personnel to identify critical issues and service gaps and develop alternatives to resolve them
8. The PROVIDER may be required to provide knowledgeable personnel to assist the Fire Department in planning and recruitment of qualified employees to fill budgeted positions

**Objective No. 4: Consultation Services**

1. The PROVIDER may be required to provide knowledgeable personnel to review and assess various projects, programs and services provided by the Fire Prevention Division.

### **3.0 RESPONSIBILITIES OF THE CITY OF STOCKTON**

- The City of Stockton will provide the necessary office space, computer and logistical support for the PROVIDER to operate services on behalf of the City of Stockton.
- The City of Stockton will comply with all Federal, State and local laws, rules and regulations applicable to the contracted services.
- Either party may terminate this Agreement by giving written notice of termination to the other party not less than sixty (60) days prior to completion. In the event of such termination, or upon request of the City, all documents will be assembled and delivered as directed by the City.

### **3.1 PERFORMANCE SCHEDULES**

- The Contract term shall begin when signed and accepted by both parties.
- The Contract term will be one (1) year with two (2) possible one (1) year extensions.
- The Contract term will terminate when the City has received the completed, edited, formatted and assembled document from the PROVIDER and final payment is made.
- The Contract term will be a time that is agreeable to both the City of Stockton and the PROVIDER, but in no case extend past 90 days, to include receipt of all deliverables.



#### **4.0 ADDITIONAL REQUIREMENTS**

This section of the response should further explain the Scope of Work as understood by the PROVIDER. It should detail the approach, activities and work products. The response shall also include:

- A rationale for the approach
- A schedule of deliverables
- A list of work product which the PROVIDER will provide
- Any assistance the CITY OF STOCKTON may be requested to provide the PROVIDER beyond what is described in the RFI
- Completed, all inclusive, cost proposal
- Identify the type of business entity involved (e.g. sole proprietorship, partnership, corporation, etc.)
- Identify whether the business entity is incorporated and where it is incorporated (state or foreign country)
- Any additional information that the PROVIDER considers pertinent for consideration should be included in a separate section of the Response. THE CITY OF STOCKTON also requests a statement from the PROVIDER about why the PROVIDER feels its approach would be the most cost effective and appropriate for the CITY OF STOCKTON.
- Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.
- A City of Stockton Business license may be required for this project. Please contact the City of Stockton Business License Division at (209) 937-8313.

**PROVIDER:**

**BY:** \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Street, City, State, Zip)

\_\_\_\_\_  
(Telephone Number)

**4 LEAF, INC.**  
**4401 HAZEL AVENUE, SUITE 135**  
**FAIR OAKS, CA 95628**

**AR SANGUINETTI AND ASSOCIATES**  
**1150 W. ROBINHOO DRIVE, SUITE 1-C**  
**STOCKTON, CA 95207**

**CSG**  
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