



STAFF REPORT – CITY COUNCIL MEETING

January 03, 2024

TO: Honorable Mayor and City Council Members

FROM: Karen T. Diemer, City Manager

PREPARER: Danielle Allred, Contracts and Special Projects Manager

DATE: December 13, 2023

TITLE: **Award an Agreement for an Amount Not to Exceed \$109,123 to AP Triton, LLC, to Provide a Comprehensive Community Risk Assessment and Standards of Cover Deployment Analysis for the Arcata Fire Protection District and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council award an agreement for an amount not to exceed \$109,123 to AP Triton, LLC, to provide a comprehensive Community Risk Assessment and Standards of Cover deployment analysis for the Arcata Fire Protection District, and authorize the City Manager to execute all applicable documents.

INTRODUCTION:

In response to a publicly noticed Request for Proposals (RFP) process held in the fall, the City received five proposals for providing services to conduct a Community Risk Assessment and Standards of Cover study for the Arcata Fire Protection District (APFD). A Selection Committee evaluated and ranked the proposals, held interviews with the top-ranked candidates, and determined AP Triton's proposal to be the most competitive to fulfill the needs of the Project.

BACKGROUND:

The intent of the RFP process was to procure a qualified firm to conduct a Community Risk Assessment and Standards of Cover Study that would evaluate the overall capacity of the AFD to provide all-hazard incident mitigation within its 62 square mile response area, which includes a diverse range of industrial, commercial, residential, agricultural, beaches and wildland urban interface areas.

The study will include analyses of community fire protection risks, projected growth and land use alternatives within the community, and an interpretation of the impact of community growth and development trends on fire protection risks and emergency service planning and delivery.

The study will also include a projection of costs of fire protection services delivery, and an analysis of potential funding sources, including growth in tax revenue associated with projected growth and

anticipated development in the response area. The study will provide a range of alternatives for funding at various levels of service delivery.

DISCUSSION:

The City released an RFP on September 15, 2023, and received five responsive proposals by the October 13th deadline. All five proposals were evaluated and ranked by a Selection Committee consisting of representatives from the City, AFD, and Cal Poly Humboldt. The Selection Committee conducted interviews with the three highest ranked candidates, and unanimously agreed that AP Triton's team would be best able to serve the needs of this Project.

The following are the stated objectives of AP Triton's proposal, which align closely with the intent of the RFP:

- **Comprehensive Assessment:** To conduct a rigorous analysis of the existing conditions and service performance of AFD.
- **Benchmarking:** To evaluate AFD's current operations based on industry standards and best practices such as nationally recognized guidelines and criteria, including National Fire Protection Association (NFPA) Standard 1300 on Community Risk Assessment & Community Risk Reduction, *Community Risk Assessment Standards of Cover*, 6th Edition, published by the CPSE, Insurance Services Office (ISO) standards, industry best practices, and any relevant federal and state mandates and generally accepted industry best practices.
- **Strategic Insight:** To provide actionable recommendations that facilitate efficient use of resources and drive long-term success.
- **Community Alignment:** To ensure the recommended strategies are aligned with the community's needs, objectives, and available resources.

The Study will culminate in a final report constituting the Standards of Cover Document that includes strategies and recommendations to place the AFD in a position to successfully serve its future demand and risk.

Staff recommends the Council award the contract to AP Triton.

POLICY IMPLICATIONS:

Outcomes and findings of the completed study may guide future policy development in Arcata, and recommendations within the final report may inform AFD policy decisions.

BUDGET/FISCAL IMPACT:

The projected fee for the proposed services is \$96,808, and the proposal offered four optional add-on services that total \$12,315, for a total not to exceed \$109,123. The final negotiated contract price will be divided equally among the three stakeholder groups represented in this RFP process: the City, AFD and Cal Poly Humboldt.

ATTACHMENTS:

- A. AP Triton Proposal + Cost for AFD CRA-SOC (PDF)