



# Alpine Fire Protection District

1364 Tavern Road, Alpine, CA 91901  
Business (619) 445-2635 Fax (619) 445-2634

---

## COMMUNITY OF ALPINE, CALIFORNIA

## REQUEST FOR QUALIFICATIONS

## ALPINE FIRE PROTECTION DISTRICT STANDARD OF COVER

### INTRODUCTION

The Alpine Fire Protection District invites interested individuals or firms to submit a proposal to perform a standard of cover for the Alpine Fire Protection District, a special fire district agency located in Alpine, California.

Currently, the Alpine Fire Protection District is staffed with 16 paid employees operating out of one fire station. The community has experienced moderate retail and residential growth over the past ten years and is requesting an operational staffing study / standard of cover to determine the number of employees needed for our community and the types of service needed.

There is no expressed or implied obligation for the Alpine Fire Protection District to reimburse responding individuals or firms for any expenses incurred preparing proposals in response to this request.

### Minimum Qualifications:

1. The submitting entity must represent a bona fide corporation that can demonstrate significant experience to municipal or county law enforcement staffing analysis.
2. The submitting entity must have the ability to deliver a draft report within 60 days of the award and a final report within 30 days of draft review by district staff.
3. The Alpine Fire Protection District reserves the right to reject any or all proposals, waive technicalities or irregularities, and to accept any submission if such action is believed to be in the best interest of the District.

### DELIVERY

Submissions are due via e-mail only to [Jmcbroom@alpinefire.org](mailto:Jmcbroom@alpinefire.org) no later than **5:00 P.M. on Wednesday June 23, 2021**. Faxed or mailed proposals WILL NOT be accepted.

## COMMUNICATIONS

All communications regarding this request for proposals are to be directed to Fire Marshal Jason McBroom at (619) 445-2635 or [Jmcbroom@alpinefire.org](mailto:Jmcbroom@alpinefire.org)

### ALPINE FIRE PROTECTION DISTRICT REQUEST FOR QUALIFICATIONS STANDARD OF COVER

#### 1. GENERAL INFORMATION AND PURPOSE

The Alpine Fire Protection District (the “District”) has experienced moderate retail and residential growth over the past ten years. An operational staffing study / standard of cover is necessary to determine the number of employees needed for our community and the types of services needed. The community has approximately 17,000 residents with an expected growth of 1,500 new residents within the next 2-3 years. The community is 37.10 square miles which includes a state highway. The community desires a professional, objective staffing study to determine appropriate future staffing needs to the District.

#### 2. BACKGROUND INFORMATION

Currently, the Alpine Fire Protection District is staffed with 16 paid employees operating out of one fire station.

#### 3. SCOPE OF SERVICES

The community desires an analysis of staffing, to include:

- Interviews of current key fire personnel;
- Data-driven forensic analysis to identify actual workload;
- Consideration of current Collective Bargaining Agreements;
- Analysis of, bicycle, vehicle patrol with guidelines of what types of calls our officers should be responding to;
- Schedule options and use of time studied;
- Other operational demands; and
- Produce a final, written work product that identifies and recommends appropriate staffing levels for every discrete operational and support function in the District

#### 4. CONSULTANT SELECTION

Submittals will be narrowed to a list that may be asked to participate in interviews. The Fire District will review and evaluate the qualifications of each submitting organization based on:

- Demonstrated experience in evaluating municipal agencies, specifically fire district of all sizes;
- References and recommendations from other municipalities who have utilized the services of submitting organizations and/or review of final work product completed after similar studies; and

- Response to interview questions (as necessary).

## 5. CONSULTANT FEE AND CONTRACT

Upon selection, the fee and contract will be negotiated with the Fire District and may need to be approved by the full governing Board of Directors.

## 6. QUESTIONS

All questions regarding this proposal shall be directed to:

Jason McBroom  
Fire Marshal  
(619) 445-2635  
Jmcbroom@alpinefire.org

## 7. TERMS AND CONDITIONS

Not all submissions may be interviewed. The submitter shall be responsible for the accuracy of the information supplied. The Fire District reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities and to issue additional RFQs. The Fire District reserves the right to negotiate all elements which compromise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the District to award a contract. The Contract resulting from acceptance of a proposal by the District shall be in form supplied or approved by the District and shall at a minimum reflect the specifications in the RFQ. The District shall not be responsible for any costs incurred by the submitting organization in preparing, submitting, or presenting its response to this RFQ.

## 8. SCHEDULE OF PROPOSAL PROCESSES

The District provides the following schedule:

- Distribution of Request For Qualifications: May 26, 2021.
- Deadline for Submittal of Proposals: Wednesday June 23, 2021 at 5:00 P.M. All submissions must be received by the District on this date. Late submissions will not be considered.
- Possible Finalist interviews: To be determined.
- Firm selection: To be determined.

## 9. SUBMISSION DEADLINE

Send your proposal and response materials via email only to Jmcbroom@alpinefire.org on or before 5:00 P.M. PDT, on Wednesday June 23, 2021. All proposals shall be marked "Fire Marshal – "Alpine Fire Protection District Standard of Cover."

Late submissions, paper submissions, faxes or telephone proposals WILL NOT be accepted. The District assumes no responsibility for formatting or transmission errors.

Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request and the estimated cost to the District for the described study and final report. Emphasis should be on completeness and clarity of content. Submittals should be limited to a total of 10 pages.