

REQUEST FOR QUALIFICATIONS
For
Consultant Services for Community Risk Assessment and
Standards of Cover Product Development
for the
Central Arizona Fire and Medical Authority
Prescott Valley, Arizona
and the
Prescott Fire Department
Prescott, Arizona

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REQUEST FOR QUALIFICATIONS

I. INVITATION

The Central Arizona Fire and Medical Authority (The Agency or CAFMA), Prescott Valley, AZ and the Prescott Fire Department are seeking Statements of Qualifications from qualified consultants (the "Consultant") interested in providing consulting services in connection with the Agencies desire to conduct a Community Risk Assessment and produce a joint Standards of Cover document. The purpose of this RFQ is to identify the most qualified candidates to provide the services required.

II. PROJECT DESCRIPTION or SCOPE OF WORK

The intent of this scope of work is to produce a community driven "Standards of Cover" document that is fully compliant with industry best practices in the field based on nationally recognized guidelines and criteria, and fit the format as outlined in the Commission on Fire Accreditation International (CFAI), 10th Edition of the Quality Improvement through Accreditation model, the 10th edition of the Fire and Emergency Services Self Assessment manual, and the corresponding CFAI Standards of Cover Manual, as well as the National Fire Protection Association (NFPA) standards; Insurance Services Office (ISO) schedules; any Federal, State, and local mandates relative to emergency services; and generally accepted practices within emergency services.

The agencies have a long-standing Automatic Aid and Shared Resources Agreement. Because the agencies desire to produce a joint Standards of Cover, some of the work will be done jointly while other work will be with the individual jurisdictions, particular during the stakeholder input components. The City of Prescott has an existing CRA/SOC that needs to be updated. Prescott Fire is pursuing re-accreditation in Spring of 2025, while CAFMA will be doing so in Fall of 2025. The successful firm will develop a project work plan based on the scope of work and gain a comprehensive understanding of the organization's background, goals, and expectations for this project. This work plan will be developed identifying:

- Primary tasks to be performed
- Person(s) responsible for each task
- Timetable for each task to be completed
- Method of evaluation results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

This exchange will also help to establish working relationships, make logistical arrangements, determine an appropriate line of communications, and finalize contractual agreements.

Acquisition and Review of Background Information

The successful consultant will request pertinent information and data from each Agency's assigned project managers. This data will be used extensively in the analysis and development of the "Standards of Cover". The document and information relevant to this project will include, but not be limited to, the following:

- Past and current fire department studies or research
- Community Comprehensive Plan documents, including current and future land use information.
- Local census and demographics data
- Zoning maps and zoning code
- Financial data, including expenditure and revenue budget summaries for 3 to 5 years
- Agency Standard Operating Guidelines (SOG's) and service delivery practices
- Current service delivery objectives and targets
- Facilities and apparatus inventories
- Automatic and Mutual Aid agreements
- Records management data, including National Fire Incident Reporting System (NFIRS) incident data in computer export format for 3 to 5 years
- Computer-Aided Dispatch (CAD) incident records in computer export format for 3 to 5 years
- Local Geographical Information System (GIS) data, where available.

Stakeholder Input

The project team may interview key stakeholders of any organization associated with this study. At a minimum, members of the project team will interview appropriate elected or appointed Agency officials, Agency managers and other key staff, labor organization representatives, Town officials or staff, neighborhood organizations or others that the project team deems necessary. From these interviews, the successful consultant will obtain additional perspective on operational, economic, and policy issues facing the agency. In addition, the project team will learn more about availability of data necessary to meet projected goals.

Community Risk Assessment/Standards of Cover

The successful consultant will conduct an organizational analysis of the Agency based on the elements included in the following objectives. The purpose of this evaluation is to assess the agency's operations in comparison to industry standards and best practices, as well as to create a benchmark against which the options for future service delivery can be measured. This analysis should follow the guidelines established in the *10th edition of the Quality Improvement*

for the Fire and Emergency Services (QIFES) manual ¹published by the Center for Public Safety Excellence.

Specific Components Addressed

The analysis and resulting documentation should include all components listed in Phase 1 – Community Risk Assessment/Standards of Cover of the QIFES manual.

The successful consultant will evaluate and present in graphical and descriptive format for the deployment option(s):

- Degree of benefit to be gained through its implementation.
- Extent to which it achieves established performance targets.
- Potential negative consequences

The successful consultant will develop and produce four copies of a draft version of the written report for review by the Agency and Agency representatives for the Standards of Cover. The report will include:

- An executive summary describing the nature of the report, the methods of analysis, the primary findings, and critical recommendations
- Detailed narrative analysis of each report component structured in easy-to-read sections and accompanied by explanatory support to encourage understanding by both staff and civilian readers
- Clearly designated recommendations highlighted for easy reference and catalogued as necessary in a report appendix
- Supportive charts, graphs, and diagrams, where appropriate
- Supportive maps, utilizing GIS analysis as necessary
- Appendices, exhibits, and attachments as necessary

¹ CPSE. (2020). *Quality Improvement for the Fire and Emergency Services*. Center for Public Safety Excellence.

III. QUALIFICATIONS

A Consultant submitting a proposal must have demonstrable prior experience conducting Community Risk Assessments and creating Standards of Cover documents. The following information must be provided in the proposal in the order stated:

- A. Consultant/ Firm Information. Provide the individual Consultant or firm name, address, telephone numbers and E-mail addresses of the contact person.
- B. Basic Qualifications. Provide basic information on the individual Consultant or firm's size, history, personnel, special expertise and portfolio. Individual resumes, awards, and associations may be included.
- C. Special Qualifications. List each individual who is expected to provide services to the Agency. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, including number of years experience, registrations, education, and a list of the individual's experience. Briefly describe each individual's involvement with other similar projects, if any.
- D. Provide a short discussion of why individual Consultant or the firm is the best qualified to perform the project. Discuss how the individual Consultant or firm will approach the various aspects of this project.
- E. Provide a list of similar projects the individual Consultant or firm has participated in during the past three years. Specifically list all projects successfully completed in the Western United States. For each of the projects listed, provide projected and actual completion dates, and individual Consultant or firm's estimated cost and the final cost for each project. Provide references for each project.
- F. References. Provide three references from recent projects. Include name, project name, phone and/or email contact information.
- G. The Consultant shall provide an estimate of costs associated with the proposal.

IV. SELECTION PROCESS

Central Arizona Fire and Medical Authority is the Owner. The owner's Project Manager is Dustin Parra, Accreditation Manager, or his designee. The Owner reserves the right to reject or accept any or all proposals or waive any formalities, informalities, or information therein. Selection of the Consultant will be based upon a number of factors, included but not limited to:

- A. The proposed team's proven experience
- B. Presentation of the Consultant or firm's proposal
- C. Proposed cost of services and ability to work within the budgeted amount
- D. Proven ability to work within a prescribed time frame and to meet deadlines;
- E. Availability to attend meetings with staff and to make presentations at monthly open meetings before the Fire Board as required;
- F. Prior proven experience of and ability to work in the public sector;
- G. Ability to work well with the agency;
- H. The consultant firm's business history and references;

- I. The proposed team’s education, certifications, licenses, experience and qualifications;
- J. The consultant firm’s approach to the project, and,
- K. The consultant firm’s reputation and standing in the community, quality of work product, and financial and staffing capabilities.

The Agency reserves the absolute right to narrow the pool of candidates and remove firms from consideration, at any time during the selection process. A firm submitting a proposal will be notified in writing if it is removed from the candidate pool during the selection process. Finalists may be required to make a formal presentation to the CAFMA’s Fire Board and the Prescott City Council. The Agency is under no obligation to select any of the candidates and may choose to begin a new consultant selection process at any time. Additionally, the Agency shall retain the absolute right to delay, modify, or abandon the project at any time in its sole discretion and in accordance with law.

V. OWNER-CONSULTANT AGREEMENT

The final award of the project is contingent upon the Agency and the selected individual Consultant or firm entering into an Owner-Consultant Agreement and General Conditions, as modified by the Agency. CAFMA intends to use a standard Professional Services Agreement between Owner and Contractor with supplements and amendments to this form, as modified by the Agency. Examples of these contract documents are available from CAFMA upon request.

VI. PROJECT PROCESS AND SCHEDULE

A. RFQ issued	January 23, 2024
B. RFQ proposals due by 12:00 p.m.	February 23, 2024
C. Staff Review	March 1, 2024
D. Contingent Award by CAFMA Fire Board	March 25, 2024
E. Contingent Award by City of Prescott	March 25, 2024
F. Execution of Contract Documents	March 27, 2024
G. Project Completion	August 1, 2024

VII. SUBMITTAL REQUIREMENTS

All proposals shall be submitted electronically, in PDF format, through the CAFMA website, at <https://www.cazfire.org/rfp>

Submittals must be received before **12:00 p.m. Arizona time on February 23, 2024**. Proposals received after that time and date will not be considered unless the Agency determines that ALL other timely-received proposals are insufficient. In that case, all late proposals shall be opened and considered. It is the responsibility of the Consultant to ensure the proposal arrives before the time and date stated above. The Agency reserves the absolute right to reject any and all

submissions deemed to be incomplete, non-responsive or not meeting CAFMA's standards for the project, to waive any deficiencies, and to accept the proposal deemed most advantageous and in the best interest of the Agency and the taxpayers.

All costs incurred in any way whatsoever in the preparation and presentation of a proposal shall be wholly the responsibility of the Consultant submitting the proposal. The proposal and all supporting documentation shall become the property of CAFMA and will constitute a public record. Questions regarding the above request for qualifications may be directed to:

Dustin Parra, Accreditation Manager

dparra@cazfire.gov

928-713-4770

The Agency shall determine in its own sole discretion whether or how to respond to any query received.