



REQUEST FOR FORMAL BIDS

Comprehensive Fee Study

Submit Proposals To: San Mateo Consolidated Fire Department
1040 E. Hillside Boulevard
Foster City, CA 94404

Direct Inquiries: Carisa Workman, Fire Marshal
Phone 650-522-7940
Email cworkman@smcfire.org

Proposal Due: 1/20/2025 by 3:00 p.m.

Form of Submittal: ORIGINAL HARD COPY
NO faxes or emails will be accepted

All bid proposals shall be sealed and marked on the outside as:

Comprehensive Fee Study

**REQUEST FOR BIDS
SAN MATEO CONSOLIDATED FIRE DEPARTMENT**

Comprehensive Fee Study

Background Information

For nearly the past decade, the City of San Mateo, the City of Belmont/Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District had been working diligently to consolidate fire and emergency response services with the goal of providing a high level of shared fire, rescue and emergency medical services to all three communities, while also achieving a cost-efficient service delivery. Those efforts culminated in the formation of the San Mateo Consolidated Fire Department (Department), a Joint Powers Authority (JPA), on November 22, 2017, which represents the merger of the three fire agencies that previously served the cities of San Mateo, Foster City and Belmont.

The Department commenced operations on January 13, 2019 and continues to provide integrated and comprehensive emergency response services to all three communities. The Department has over 260 years of combined history providing emergency services to the cities of San Mateo, Belmont, and Foster City with a service area of approximately 38.5 square miles serving a population of over 164,000. The Department utilizes ten engine companies and two ladder trucks from nine fire stations, has its administrative offices in Foster City, and its Community Risk Reduction Division in San Mateo.

Purpose

To provide a comprehensive study of the fees charged by the San Mateo Consolidated Fire Department and make recommended changes to the fee structure to, as near as possible, provide for cost recovery of services provided that are not covered by regular revenue streams. To that end, qualified firms or individuals (“Bidder” or “Proposer”) are requested to submit bids for completing a comprehensive fee study.

Scope of Work

The Department is seeking a qualified consultant (or team of consultants) to assist Department staff with a comprehensive review and revision of the Department’s fees, including development-related fees and in-lieu fees, as well as any user fees associated with our services. This should include recommendations for the revision, elimination, and/or implementation of processing fees, where appropriate. Fees related to fire prevention activities should strive to match the California Fire and Building Code permit requirements, and should include plan review, and inspections for different project types, as well as provide “catch all” fees for consultations, or other hourly work. All fees should be set at a level to provide for full cost recovery for the service(s) provided. The successful bidder will work with Department staff in obtaining details about the Department’s fees related to cost recovery and proposed changes or additions to those fees.

Final Acceptance

The final study prepared by the successful Bidder will be presented to Department Staff and the Department’s Board of Directors at their July 2025 meeting and shall become the property of the Department.

Qualifications of Bidder

To be considered for award of this contract, the Bidder must meet the following minimum qualifications:

- The Bidder must be organized for the purpose of providing fee studies for services provided by government agencies.
- The Bidder must have a proven ability to commence work within reasonable time of contract award.
- The Bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- Bidder's personnel assigned to work under on this matter must have prior experience in fee studies for governmental agencies. Experience with fire prevention fees, or building department fees is preferred.
- The Bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- The Bidder shall provide evidence of insurance, including Workers' Compensation, Liability, and Property Damage Insurance.
- The Bidder shall submit a list of ten (10) references, including name of institution, address, and contact person with email and phone number.

Proposed Timeline/Schedule

The following is a schedule of events concerning the bid process, which may be extended at the Department's sole discretion:

- Advertise Bid:
 - *12/19/2024 thru 1/17/2025*
- Due Date/Bid Opening:
 - *1/20/2025, 1040 East Hillsdale Blvd., Foster City, CA 94404*
- Notification of Award:
 - *Week of 1/27/2025*
- Completion Date:
 - *Within six months of signed agreement*

Pre-Bid Meeting and Site Visit: The Department will allow bidders to schedule a teleconference, as their schedule allows. This meeting will provide an opportunity for potential bidders to ask questions.

Requirements for Proposal Package

All proposals shall be received by 3:00 PM on 1/20/2025

Any proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

All proposals are to be submitted in sealed envelopes addressed to:

San Mateo Consolidated Fire Department
Attn: Carisa Workman
1040 E. Hillsdale Boulevard
Foster City, CA 94404

Re: Comprehensive Fee Study

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Bid.

Bidder must submit a response in the form of a proposal that includes the following sections:

- Name and address of the Bidder; Name, title and telephone number of the contact person for the Bidder;
- A statement that the proposal is in response to this Request for Bids;
- The signature, typed name and title of the individual, who is authorized to commit to the proposal;
- A statement that the proposal is made without any connection with any other Proposers making any proposal for the same services; and
- A statement that no person acting for or employed by the Department is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- A statement of costs associated with the Bid materials, product or service.

Selection Criteria

Once proposals are received, they will be evaluated based on the overall skill, competence, price, value, and related criteria, including (without limitation) the following factors:

- The total price quoted for completing the work
- The ability to meet the minimum specifications required for the work
- The ability to obtain insurance coverage
- Possession of and ability to retain necessary equipment, tools, and staffing
- The completeness of the information requested and provided
- Expertise, qualifications, licenses, certifications, and directly related experience of staff and managers assigned to perform the work
- Prior track record with similar projects
- Ability and Commitment to perform the work in a timely manner and to promptly invoice the Department for the work performed

Award Process

The Department will review submitted proposals. Proposers who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. The Department is not responsible for any costs incurred by the Proposers, who shall bear their own costs in preparing and submitting proposals to the Department and, if awarded a contract, costs incurred in negotiating its terms. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the proposer ranked first. If a satisfactory agreement can be reached, the Department shall recommend to the designated approving authority that the bid be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until the Department determines that rejection of all proposals is in the best interest of the Department.

Upon the recommendation to the approving authority, staff will award the contract to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of

this proposal, unless the Department requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the Proposers.

The Department reserves the right to award this contract not necessarily to the Proposer with the lowest price, but to the Proposer that demonstrates the best ability to fulfill the requirements of the Bid and who provides the best value to the department.

The successful Proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from the Department. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract. After the evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected Proposer.

Contractual Format and Terms

A written agreement will be entered into by the Department and the selected Proposer. The form and terms of the written agreement shall be to the satisfaction of the Department and contingent upon approval by the Department, including insurance requirements to the Department's satisfaction. The form and substance of the written agreement will substantially conform to the Department's standard agreement form. The failure of the selected Proposer and the Department to agree to satisfactory terms in the written agreement shall deem the selected Proposer to be non-compliant and the Department may award the contract for services to a different party or cancel or re-issue the Bid.

Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an "occurrence" basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant's profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

The insurance policies shall conform to the Department's standard requirements pertaining to deductibles, notices of cancellation, and related terms. The insurance policies shall be endorsed to name the Department, its elected and appointed officials, employees, and agents as covered as additional insureds.

Right to Extend/Reject

This Request for Bids does not commit the Department to award any agreement or contract for services. The Department reserves the right to extend the time for the receipt of bids by up to 30 days if only one bid is received by the bid deadline, or reject any or all proposals for any reason, in whole or in part, received in response to this Request for Bids. The Department reserves the right to withdraw this Request for Bids at any time in its sole discretion. The Department reserves the right to waive minor irregularities or informalities in any proposal, negotiate with qualified Proposer, or cancel this request in whole or in part. The Department will not pay for any information herein requested, nor is it liable for any costs incurred by any Proposer associated with responding to this Request for Bids or negotiating a contract with the Department. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant.

Contact

Questions regarding this Request for Formal Bid should be directed toward:

San Mateo Consolidated Fire Department

Attn: *Carisa Workman*

Monday - Friday

Phone 650-522-7940

Email cworkman@smcfire.org

--End--