

# **REQUEST FOR PROPOSALS**

## **Fire and Emergency Response Services in Nevada County**

The Nevada Local Agency Formation Commission (LAFCo) is soliciting proposals from qualified consultants to prepare a review of fire and emergency response services in Nevada County, including a municipal service review (MSR) and sphere of influence (SOI) study.

These services are provided by nine special districts (Higgins, Nevada County Consolidated, North San Juan, Ophir Hill, Peardale-Chicago Park, Penn Valley, Rough & Ready, Truckee Fire Protection Districts and Washington County Water District), plus two city fire departments (Grass Valley and Nevada City).

- Note that two of the districts (Penn Valley and Rough & Ready) are presently engaged in consolidation discussions.
- Note also that the two city fire departments have entered into a fire protection service agreement.

### **1. Objective**

Nevada County LAFCo is seeking a study that is thorough, well-referenced, and concisely written that clearly addresses:

- 1.1. California Government Code Sections 56425 and 56430 requirements.
- 1.2. Additional considerations as included in the Scope of Services (Exhibit A).
- 1.3. Provides professionally supported insight, recommendations, and alternatives.

LAFCo will utilize the study to satisfy the outlined MSR and SOI requirements, and to create a platform to facilitate dialogue among the stakeholders. The over-arching objectives of the discussions are enhancing service efficiencies, governance efficiencies, and funding opportunities.

### **2. Scope of Services**

A draft Scope of Services is enclosed with this RFP (Exhibit A). A list of agencies covered by the study is shown as Exhibit B. A map showing each agency's boundaries is provided as Exhibit C. The final Statement of Services will be negotiated with the chosen firm and will be included as part of the professional services agreement.

### **3. Budget**

A final budget amount for this project will be negotiated with the firm selected for the work prior to an agreement being recommended to the LAFCo Commission for approval.

### **4. Schedule**

The final overall schedule for this project will be negotiated prior to execution of a contract with the selected consultant. It is anticipated preparation of the study will begin within 30 days of contract approval.

## 5. Proposal Requirements

Responses to this RFP must include the following:

- 5.1. A statement about the firm, describing its history as well as the competencies and résumés of the principal and of all professionals who will be involved in the work. This statement should describe the firm's level of expertise in the following areas:
  - Expertise with fire protection and emergency response service provision in California.
  - Expertise with national fire and emergency medical services standards such as NFPA 1710, NFPA 1720, Center for Public Safety Excellence 6th Edition Community Risk Assessment: Standards of Cover, and other related national standards.
  - Familiarity with laws governing California local government agencies
  - Familiarity with LAFCo law, the role and functions of LAFCo, and the process for municipal service reviews and sphere of influence plans.
  - Experience in governmental organization analysis, including performance measurement and evaluation.
  - Ability to facilitate and synthesize input from a variety of stakeholders
  - Ability to quickly interpret, analyze and present financial and operational information in an organized and concise format.
  - Experience in fostering multi-agency partnerships and cooperative problem-solving
  - Experience in fostering multi-agency partnerships and cooperative problem-solving.
  - Ability to provide flexible and creative alternatives where necessary to resolve service and policy issues.
- 5.2. Identification of the lead professional responsible for the project and identification of the professional(s) who will be performing the day-to-day work.
- 5.3. Identification of any associate consultants who will be involved. If associate consultants are proposed, describe the work they will perform and include the same information for each as required for items 1 and 2 above.
- 5.4. Description of related experience acquired in the last two years and references for each such project, including the contact name, e-mail address and telephone number.
- 5.5. Description of the anticipated approach for this project, explicitly discussing and identifying suggested changes to the scope of services.
- 5.6. Identification of any information, materials and/or work assistance required from LAFCo to complete the project.
- 5.7. An overall project schedule, including the timing of each work task
- 5.8. Information about the availability of all the professionals who will be involved in the work, including any associate consultants.
- 5.9. The anticipated project cost, including:

- A “not-to-exceed” total budget amount, as well identification of a budget amount for a portion of the study relative to
- The cost for each major sub-task identified in the draft scope of services.
- The hourly rates for each person who will be involved in the work, including the rates for any associate consultants.

5.10. Include comments about the draft scope of services, the ability of the firm to meet the insurance requirements, and other comments or questions.

## 6. Submission Requirements

**DUE DATE:** On or before 5 P.M. Wednesday November 23, 2022.

**NUMBER OF COPIES:** One fully reproducible copy and one electronic version

**DELIVER TO:**

Nevada LAFCo  
 950 Maidu Ave.  
 Nevada City, CA 95959

Note: If delivery is to be in person, please first call the LAFCo office to arrange a delivery time.

## 7. Selection Process

Based on relevant work experience, the completeness of the responses and overall project approaches identified in the proposals received, firms will be selected for follow up interviews. Interviews will be conducted by a committee comprised of one or two LAFCo Commissioners and LAFCo staff.

Following interviews, the most qualified firm will be selected and a recommended agreement, including budget, schedule, and scope of services statement will be negotiated. Final Selection will be made by the Nevada Local Agency Formation Commission, by approving a professional services agreement.

## 8. LAFCo Contact

SR Jones, Executive Officer  
 Nevada LAFCo  
 Voice: (530) 265-7182  
 Email: [sr.jones@nevadacountyca.gov](mailto:sr.jones@nevadacountyca.gov)

## 9. Exhibits

1. Scope of Services
2. List of Nevada County Fire and Emergency Service Providers
3. Map of Nevada County Fire and Emergency Service Providers

## 10. Reference Information

[Local Agency Formation Commission \(LAFCo\) | Nevada County, CA \(nevadacountyca.gov\)](http://nevadacountyca.gov)

## **Scope of Services for a Municipal Service Review/Sphere of Influence Study of Nevada County Emergency Response and Fire Services**

Nevada LAFCo is seeking a qualified consultant to prepare a multi-component study of Fire and Emergency Services in Nevada County. This study will: (1) provide documentation supporting determinations for a county-wide Municipal Service Review and update of the Sphere of Influence Plans for all service providers; (2) provide an overview of the current financial and operational status of the western county fire and emergency response service structure and recommendations to improve it; and (3) support an ongoing consolidation effort involving two of the western region fire districts (consultant to prepare a separate bid for this component).

### Setting

In Western Nevada County, Fire and Emergency Response services are presently provided by eight independent special districts and two cities:

- Higgins FPD
- Nevada County Consolidated Fire District
- North San Juan FPD
- Ophir Hill FPD
- Peardale Chicago Park FPD
- Penn Valley FPD
- Rough and Ready FPD
- Washington CWD
- City of Grass Valley
- City of Nevada City

Western County providers coordinate response efforts through a centralized dispatch system in accordance with an interlinking set of mutual and automatic aid agreements, all based on the principle of call response reciprocity.

Note that two of the independent districts (Penn Valley and Rough & Ready Fire Protection Districts) are presently engaged in designing a plan for consolidation. Note also that the two cities have adopted a Fire Protection Services agreement providing for the City of Grass Valley to provide fire and emergency related services to the territory in Nevada City.

In Eastern Nevada County, Fire and Emergency Response services are provided by the Truckee Fire Protection District; a district that includes territory in both Nevada and Placer Counties.

### Objective

Nevada LAFCo is seeking a thorough, well-referenced and concisely written study that fulfills the requirements for:

1. Municipal Service Reviews (Government Code Section 56430) and Sphere of Influence Plans (Government Code Section 56425),
2. Expanded analysis of the issues described below in the Scope of Services,

3. Provides professionally supported recommendations and alternatives for improving and ensuring continued fire and emergency service provision.

LAFCo's objective is to utilize the study to satisfy the outlined Municipal Service Review and Sphere of Influence Plan requirements, and to provide feasible recommendations and alternatives for ensuring a sustainable fire and emergency response system. These recommendations may include restructuring of agency boundaries to ensure consistency with agency response areas, expansion of existing funding sources as well as options for new revenue sources.

#### About Nevada County

Nevada County is in Northern California and extends from the foothills to the Nevada state boundary. Nevada County covers approximately 958 square miles. The County has three incorporated cities (Grass Valley, Nevada City and the Town of Truckee) and 24 special districts. Approximately two thirds of the County's population lives in the unincorporated area. US Census estimates the County population at 103,487 as of July 1, 2021.

#### Statutory Background

Local Agency Formation Commissions were established in each county by the California Legislature to help direct and coordinate growth in a logical, efficient, and orderly manner. LAFCOs are charged with discouraging urban sprawl, encouraging orderly boundaries, forming local agencies, preserving agricultural lands and open space, and regulating the extension of services outside jurisdictional boundaries.

State law requires LAFCo to adopt long-range plans to coordinate logical and orderly growth of cities and districts, which are termed "Spheres of Influence." A sphere of influence is defined as a plan for the probable physical boundaries and service area of a local agency, as determined by LAFCo. In order to prepare and update sphere of influence plans, LAFCos prepare "Municipal Service Reviews."

Municipal Service Reviews are defined at Section §56430 of the Government Code, and LAFCo is required to prepare and adopt a written determination for each of the following seven topics:

1. Growth and population projections for the affected area.
2. The location and characteristics of any disadvantaged unincorporated communities within or contiguous to the sphere of influence.
3. Present and planned capacity of public facilities, adequacy of public services, and infrastructure needs or deficiencies, including needs or deficiencies related to sewers, municipal and industrial water, and structural fire protection in any disadvantaged, unincorporated communities within or contiguous to the sphere of influence.
4. Financial ability of agencies to provide services at acceptable levels over a continuous period of time.
5. Status of, and opportunities for, shared facilities.
6. Accountability for community service needs, including governmental structure and operational efficiencies.

7. Any other matter related to effective or efficient service delivery, as required by commission policy.

Sphere of influence plans are required by Section §56425 of the Government Code to support written determinations for each of the following factors:

1. The present and planned land uses in the area, including agricultural and open space lands.
2. The present and probable need for public facilities and services in the area.
3. The present capacity of public facilities and adequacy of public services that the agency provides or is authorized to provide.
4. The existence of any social or economic communities of interest in the area if the commission determines that they are relevant to the agency.
5. For an update of a sphere of influence of a city or special district that provides public facilities or services related to sewers, municipal and industrial water, or structural fire protection. The present and probable need for those facilities of any disadvantaged unincorporated communities within the existing sphere of influence.

#### Scope of Services

The study should provide:

- Relevant determinations and supporting documentation for each of the seven Municipal Service topics and five Sphere of Influence topics described above. This phase of the study process will result in a baseline report for each provider that identifies:
  - Current service levels for each agency, including service territory and population, number of stations, staffing levels, call volumes (per category) and financial status.
  - Identification and status of all agency service agreements, including auto and mutual aid agreements.
  - Description of current dispatch procedures.
- Identification and discussion of feasible recommendations for improving and ensuring a sustainable fire and emergency response structure in western Nevada County.

Recommendations should include but not be limited to:

- Identification of opportunities for expansion of existing revenue sources and establishment of new revenue sources. Revenue sources include property tax, special taxes and assessments, Proposition 172 funding, fees for service (including ambulance fees) and other funding resources (i.e., donations, other revenue sources).
- Identification of opportunities for service level changes to enhance efficiencies and reduce expenditures.
- Identification of opportunities to restructure agency response areas and boundaries to enhance efficiencies and to ensure revenues are appropriately and effectively deployed.

- Financial analysis of the consolidation plan prepared by the Penn Valley and Rough & Ready Consolidation Committee, including review and verification of financial assumptions. NOTE: *This component of the study will be bid separately from Components 1 & 2, in order to ensure effective coordination of efforts.*

Activities and Work Products

Data collection will include interviews with key agency staff and officials, review of each agency's financial status (including annual audits and financial statements) and review of each provider's current and projected operational and financial status.

Consultant will prepare an Administrative Draft, which will be reviewed by LAFCo and agency staff. The Administrative Draft will include a section for each agency that documents proposed municipal service review determinations, as well as proposed sphere of influence plan determinations for each independent district.

The Public Review Draft of the report will be presented to the LAFCo Commission at a public workshop. The Final Draft report will incorporate responses to comments and will be presented to the LAFCo commission at a subsequent public hearing.

## List of Service Providers

### Independent Special Districts

1. **Higgins Fire Protection District**  
<https://www.higginsfire.org/>
2. **Nevada County Consolidated Fire District**  
<https://www.nccfire.com/>
3. **North San Juan Fire Protection District**  
<https://nsjfire.org/>
4. **Ophir Hill Fire Protection District**  
<http://www.ophirhillfire.org/index.html>
5. **Peardale-Chicago Park Fire Protection District**  
<https://www.pcpfire.org/>
6. **Penn Valley Fire Protection District**  
<https://pennvalleyfire.com/index.cfm>
7. **Rough & Ready Fire Protection District**  
<http://rrvfd.com/index.html>
8. **Truckee Fire Protection District**  
<https://www.truckeefire.org/>
9. **Washington County Water District**  
<https://washingtonwater.specialdistrict.org/>

### Cities

1. **City of Grass Valley**  
<https://www.cityofgrassvalley.com/>
2. **City of Nevada City**  
<https://www.nevadacityca.gov/>

# Nevada County Fire and Emergency Response Service Providers

