Legislation Details (With Text)

File #:	AM No. 20-030		
Type:	Consent Item	**Status:**	Passed
File created:	2/19/2020	**In control:**	City Council Special Meeting
On agenda:	3/27/2020	**Final action:**	3/27/2020
Title:	Approval of Consultant Services Agreement with Matrix Consulting Group in an Amount Not-to-Exceed $63,000 for Development of a Fire Department Master Plan, Project RFP 10668-19		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Agenda Memo No. 20-030, 2. Attachment A: Consulting Services Agreement		

Date	Ver.	Action By	Action	Result
3/27/2020	1	City Council	approved	

MEMO TO: Members of the City Council

FROM: Mayor Angela Birney

SUBJECT:

Approval of Consultant Services Agreement with Matrix Consulting Group in an Amount Not-to-Exceed $63,000 for Development of a Fire Department Master Plan, Project RFP 10668-19

I. RECOMMENDED ACTION

Authorize the Mayor to sign an agreement between the City of Redmond and Matrix Consulting Group in the amount not-to-exceed $63,000 for development of the Fire Department Master Plan

II. DEPARTMENT CONTACTS

Tommy Smith, Fire Chief	425-556-2202
Todd Short, Fire Marshal	425-556-2242
Pattijean Hooper, Emergency Manager	425-556-2219

III. DESCRIPTION/BACKGROUND

In 2019, The City of Redmond published a request for proposals seeking a qualified consultant to develop a Master Plan, which includes organizational and operational analysis of the City's Fire Department. The Master Plan will assist the Department in developing a long-range (2020-2040) planning document that supports the City of Redmond's Comprehensive Plan.

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The Master Plan will describe the strategy for aligning Fire Department services with the overall City's vision. It will address capital investment and equipment needs through 2040, as well as major operational components that help deliver core services. The approach is to define what the optimal level of service for the Fire Department looks like, as well as how fire operations, management, and tactics need to evolve to respond to growth in Redmond and anticipated investments required to meet these needs.

The announcement for project proposals was made on October 15, 2019. By January 2020, a consultant had been selected and contract negotiation had been completed, which is now the subject of this request for approval.

IV. PREVIOUS DISCUSSIONS HELD

February 25, 2020 - Finance, Administration and Communications Committee of the Whole

V. IMPACT

A. Service/Delivery:

A vital component of the Master Plan is to evaluate the future service delivery model and projected needs created by growth. An external evaluation of the tools and techniques used as a basis for our projected future demand is necessary. This external audit will compare industry standard best practices to the internal processes used to generate the model and Master Plan.

A second key component of the Plan will be an assessment of the Department's capital facility needs and strategies for addressing such needs, referred to as a Functional Plan, that is consistent with policies outlined in the Capital Facilities element of the Comprehensive Plan.

B. Fiscal Note:

The City of Redmond issued a Request for Proposal (RFP 10668-19) and received four bids. An analysis of the proposal was completed and the evaluation included the fee associated with completing the master plan work. Matrix Consulting scored the highest in the bid analysis and was the second lowest bidder in costs.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

The contract could be disapproved and the Fire Department would have to complete the Master Plan work without a consultant or not at all. These are not the preferred alternatives.

VII. TIME CONSTRAINTS

Matrix Consulting has committed to begin work on April 1, 2020 with a final product delivery of August 17, 2020. Any delay in the approval of this contract would impact this timeline.

VIII. LIST OF ATTACHMENTS

Attachment A - Consulting Services Agreement - Matrix Consulting Group

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