



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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File #: 15-1061, Version: 1

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Approve Budget Modification No. 19 for \$37,479 to Fund the Comprehensive Standards of Coverage Study, Community Risk Assessment, and Fire Station Condition and Serviceability Assessment (RFQ I16-03)

#### **EXISTING POLICY**

General Plan Goal SN-5 Effective Fire Response System

Provide a fire service response system that will control the spread of fire in buildings and other properties and maintain minimal casualties and property loss from fire and other related emergencies.

General Plan Goal SN-6 Effective Emergency Response Capability

Provide effective response capability for emergency medical events and other non-fire incidents that may directly endanger the lives, property and well-being of the community.

#### **ENVIRONMENTAL REVIEW**

N/A

#### **BACKGROUND AND DISCUSSION**

The Department of Public Safety (DPS) seeks to complete a Standards of Response Coverage assessment to increase its understanding of current community hazards, associated risks and apparatus deployment, and to evaluate current and potential future station locations. A competitive Request for Qualifications (RFQ) was conducted for this procurement, but the contract amount is below the threshold for Council approval and will be awarded under the City Manager's authority. However, a Budget Modification is necessary to provide additional funding for the project.

The Standards of Response Coverage assessment will assist Sunnyvale in determining through a risk-based evaluation if our responding apparatus are positioned appropriately to provide timely response to our community's unique hazards, risks, population densities and event demands. Additionally, the Standards of Cover will evaluate the Sunnyvale's fire and rescue concentration and quality of forces so as to determine whether an effective response force is being sent to effectively mitigate emergency events, and to keep loss of life and property to a minimum.

This assessment is not intended to evaluate the Public Safety service delivery model. It will assess the delivery of services specific to the Bureau of Fire Services within the Public Safety model through an industry standard, best practices assessment. Sunnyvale has encountered tremendous growth since the 1950s. While the City's demographics and infrastructure have continued to evolve, DPS' emergency response deployment and fire station locations have essentially remained unchanged since the 1960s. The department has kept pace with industry standards and training, but seeks to

better understand its risk profile through the completion of an industry specific, best practices Standards of Cover assessment.

A Request for Qualifications (RFQ) was issued seeking consulting firms qualified to provide professional services to conduct a comprehensive community risk assessment, standards of cover study, and station location and deployment study. The RFQ was distributed directly to two potential consultants and was posted on the Onvia DemandStar public procurement network. On October 7, Statements of Qualifications (SOQ) were received from three firms. Based on evaluation of the SOQs and subsequent interviews, the evaluation committee concluded that the City's needs would best be met by Citygate Associates, LLC. Citygate Associates was invited to submit a scope of work and cost proposal for the requested services.

The contract with Citygate will be in the amount of \$79,526, which can be awarded under the City Manager's contract award authority, but Council must approve a budget modification to provide additional funding for the contract. A 10% contract contingency in the amount of \$7,953 will be included.

### **FISCAL IMPACT**

The FY 2015/16 Budget includes \$50,000 in funding for this project. The budget was based on staff's best estimate of what a study might cost in Sunnyvale. An additional \$37,479 is required to fund the contract and contingency. Budget Modification No. 19 has been prepared to appropriate funding to the current project to fund the additional cost.

#### **BUDGET MODIFICATION NO. 19 FISCAL YEAR 2015/16**

	<u>Current</u>	<u>Increase (Decrease)</u>	<u>Revised</u>
<b>General Fund</b>			
<u>Expenditures</u>			
<u>Project 831380 – Fire Department Standards of Response Coverage Study</u>	\$50,000	\$37,479	\$87,479
<u>Reserves:</u>			
<u>Budget Stabilization Fund</u>	\$50,310,813	(\$37,479)	\$50,273,334

### **Funding Source**

This project is funded by the General Fund.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

**RECOMMENDATION**

Approve Budget Modification No. 19 in the amount of \$37,479 to provide additional funding for the Comprehensive Standards of Coverage Study, Community Risk Assessment, and Fire Station Condition and Serviceability Assessment contract with Citygate Associates, LLC.

Prepared by: Pete Gonda, Purchasing Officer

Reviewed by: Grace K. Leung, Director, Finance

Reviewed by: Frank Grgurina, Chief, Public Safety

Reviewed by: Kent Steffens, Assistant City Manager

Approved by: Deanna J. Santana, City Manager