



Agenda Report

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File #: 19-0102

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**AGENDA REPORT  
REQUEST FOR CITY COUNCIL ACTION**

DATE: 2/6/2019

TO: Honorable Mayor and City Council Members

FROM: Management Services Department

**SUBJECT:**

Authorize award of Request for Proposals (RFP) 19-002MS - City of Corona Fire Department Operational Performance Consulting Services with Citygate Associates, LLC and appropriate \$87,873 from the General Fund.

**RECOMMENDED ACTION:**

That the City Council:

1. Approve award of RFP 19-002MS - City of Corona Fire Department Operational Performance Consulting Services to Citygate Associates, LLC of Folsom, CA in the amount of \$87,873 pursuant to Formal Bidding Procedures for Non-Public Projects, Corona Municipal Code (CMC) 3.08.110 based upon the findings noted in this report.
2. Authorize the City Manager to execute a Professional Services Agreement with Citygate Associates, LLC of Folsom, CA in the amount of \$87,873.
3. Authorize the Purchasing Agent to issue a purchase order to Citygate Associates, LLC of Folsom, CA in the amount of \$87,873 in accordance with the duly authorized and executed agreement.
4. Authorize an appropriation of \$87,873 from the General Fund's available fund balance to the Fire Department's operating budget.
5. Authorize the City Manager and City Attorney to negotiate and execute agreement renewals and any extensions and/or amendments which are either non-substantive or are otherwise in compliance with the City Council's actions hereunder.

**ANALYSIS:**

On November 29, 2018, the Purchasing Division issued Request for Proposals (RFP) No. 19-002MS

for City of Corona Fire Department Operational Performance Consulting Services. The RFP was advertised in the Sentinel Weekly News on December 5, 2018 and posted on the City's website. Purchasing solicited thirty-two (32) consultants with five (5) consultants submitting proposals by the submission date, January 15, 2019. The evaluation of the proposals was based on four criteria: 1.) Work Plan/Work Organization; 2.) Qualifications of Company and Personnel (Experience) (Experience); 3.) Completeness and Timeliness of Response; and 4.) Reasonableness of Cost and Price. After a thorough evaluation of the submitted proposals, the City's evaluators selected the proposal and team that Citygate Associates, LLC assembled to complete this project as the most qualified consultant. Citygate Associates, LLC scored the highest score on Qualifications of Company and Personnel (Experience).

The City's seven-member evaluation team consisted of:

1. Chris McMasters Chief Information Officer
2. Kerry Eden Assistant City Manager/Administrative Services Director
3. Michele Nissen Assistant City Manager
4. Brian Young Fire Chief
5. George Johnstone Chief of Police
6. Ryan Rolston Fire Captain
7. John Healy Police Detective

The evaluation team carefully reviewed the three proposals. A summary of their scores is presented below:

Company	City/State	Evaluation Score
Citygate Associates, LLC.	Folsom, CA	84
Center for Public Safety Management	Washington, DC	83
Emergency Services Consulting International	Wilsonville, OR	77
Fitch & Associates	Platte City, MO	77
Matrix Consulting Group	Mountain View, CA	70

The purpose of the Public Safety Operational Performance Consulting Services RFP is to solicit submissions from consultants who demonstrate the ability to develop an organizational strategy that outlines five -year goals for the Fire Department, with more specific set of objectives and a plan for implementation of the first three years of the plan's timeframe. The City understands that there are variety of perspectives, models, and approaches that can be used to develop a strategic planning document; therefore, the selected consultant will be expected to recommend a model or model(s) that will enable the Fire Department to complete its organizational and programmatic goals while falling in line with the 2014 - 2019 Corona Strategic Plan.

**COMMITTEE ACTION:**

Not applicable.

**STRATEGIC PLAN:**

Promote Public Safety: Protect our Residents and Businesses

- a. Ensure adequate funding for fire and police services.
- b. Ensure adequate funding for facilities and equipment needed to support timely delivery of fire and police services to our community.
- c. Ensure adequate funding for investments and improvement in infrastructure that support public safety.

**FISCAL IMPACT:**

Approval of the recommended actions will result in an appropriation of \$87,873 to the Fire Department's General Fund operating budget for the consulting services.

<b>GENERAL FUND</b>		
Budget Workshop	May 23, 2018 – Estimated Revenue Over Expenditures	\$6,626,911
Previously approved budget adjustments (net)	– Note 1	<u>(5, 888,143 )</u>
Current Estimated Revenue Over Expenditures*		738,768
Appropriation	– Operational Performance Services	<u>(87,873 )</u>
<b>Revised</b>	<b>Estimated Revenue Over Expenditures – Note 1</b>	<b>\$ 650,895</b>
Budget Balancing Measures Reserve	– Estimated for 07/01/18	\$20,645,252
Estimated FY 2018 -19 Change in Budget Balancing Measures		<u>650,895</u>
<b>Budget Balancing Measures Reserve</b>	<b>– Estimated Balance 06/30/19</b>	<b>\$21, 296,147</b>
<i>*Approved through Council Action or other operational process.</i>		

Note 1: Includes additional General Fund items on the February 6, 2019 meeting

**ENVIRONMENTAL ANALYSIS:**

Not applicable.

**PREPARED BY:** SCOTT BRIGGS, PURCHASING SPECIALIST V

**REVIEWED BY:** CITA LONGSWORTH, PURCHASING MANAGER

**REVIEWED BY:** KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

**REVIEWED BY:** MICHELE NISSEN, ASSISTANT CITY MANAGER

**SUBMITTED BY:** DARRELL TALBERT, CITY MANAGER

**Attachments:**

- 1. Professional Services Agreement with Citygate Associates 02/06/2019
- 2. Evaluation Summary
- 3. Request for Proposals Summary