

Request for Proposals

March Joint Powers Authority

Fire Service Impact Analysis



December 2011

Summary

The March Joint Powers Authority (MJPA) is seeking proposals from qualified consulting firms to prepare a Fire Service Impact Analysis. The MJPA is the federally recognized base re-use agency for the former active duty March Air Force Base, and is a Joint Powers Authority as recognized by California State law. The MJPA was formed by the cities of Moreno Valley, Perris, Riverside, and the County of Riverside in 1994 to address the realignment of March AFB to a Reserve Base in 1996. The MJPA is responsible for the planning and reuse of approximately 4,400 acres, and is actively developing two major redevelopment projects, the Meridian Business Park and the March LifeCare project, in addition to overseeing a multitude of existing uses such as Air Force Village West (retirement community), March Inland Port (joint-use airport with March ARB), March Field Air Museum, and others.

In accordance with the approved agreement for the provision of municipal services between Riverside County and March JPA, the County is responsible for the provision of emergency fire and emergency medical response services within the MJPA reuse area. The MJPA is served by fire stations within the County of Riverside, as well as from within the City of Moreno Valley. On-going collaboration with Riverside County Fire Department (RCFD) has occurred as redevelopment projects progress, with the Meridian Business Park conditioned to dedicate a 2-acre site for a fire station, and the March LifeCare project conditioned to conduct a Fire Impact Analysis to evaluate service demands and funding.

The MJPA is seeking a comprehensive Impact Analysis that evaluates fire service needs within the MJPA, current and projected revenue sources, service shortfalls, and funding alternatives for capital and Operations and Maintenance (O&M) costs. As a result, a Nexus Study or implementation of a Public Safety Tax may be included as an Optional Task.

The purpose of the Impact Analysis is to evaluate fire protection facilities and services for the MJPA service area based on appropriate standards. The contents of the Impact Analysis should include, at minimum, the following:

- 1) Background:
 - a. Compilation of data and information on existing and planned land uses within the MJPA
 - b. Description of service population
 - c. Current and projected Fire Facilities Impact Fees and Structural Fire Tax Pass Through
 - d. Identification of service demands to existing uses within the MJPA
 - e. Inventory of existing and planned RCFD facilities and capacities at surrounding fire stations that serve the MJPA

- 2) Impact Analysis:
 - a. Summary of local, state, or federal guidelines/policies for fire services
 - b. Assessment of fire services for planned development within the MJPA
 - c. Identification of shortfalls between existing services and planned development
 - d. Identification of shortfalls between current/projected revenues and capital/O&M expenditures

- 3) Alternative Funding
 - a. Capital Funding Alternatives
 - b. O&M Funding Alternatives

- 4) Recommendations
 - a. Recommended alternative to fund capital and O&M costs

- 5) Optional Tasks **(dependent on selected alternatives)**
 - a. Fire Impact Fee Nexus Study
 - b. Public Safety Tax Implementation

PROPOSAL SUBMITTAL & PROCESS

Interested parties must submit five (5) copies in response to this Request for Proposals (RFP), or via email in PDF format to the contact person listed below. Proposals should be no more than 10 pages (single sided) long and shall address the following items as listed below:

- A. **Overview of Project Team**
This section should provide the MJPA with information regarding the consultant's assigned team to the project, including the project manager (point of contact).
- B. **Experience**
Provide a list of relevant experience in preparing similar studies. Include references if available.
- C. **Scope of Work**
Provide a detailed scope of work with specific tasks and responsible parties.
- C. **Schedule**
Provide a project schedule identifying dates for delivering tasks identified in the scope of work.
- D. **Fee**
Provide a detailed Fee description for the scope of work outlined above with each task detailed separately. (Including Optional Tasks)

QUESTIONS CONCERNING REQUEST FOR PROPOSALS

All questions, interpretations or clarifications, either administrative or technical must be requested in writing and directed to Adam Collier, Planner II (see contact information on Page – 5). Oral statements regarding this RFP by any persons should be considered unverified information unless confirmed in writing.

SELECTION PROCESS

MJPA staff will review the proposals and base the decision on the consultant's experience and estimated costs. The MJPA reserves the option to remove, change and/or alter any portion of the final scope of work to be completed by, or in concert with the MJPA Executive Director. Acceptance of proposals pursuant to this request is not a commitment to award.

SUBMITTAL DEADLINE

Please submit an original and four copies of the response no later than 5:00 p.m. on December 30, 2011. Submission of quotes by email is acceptable in PDF format with a follow up verbal confirmation of receipt by MJPA. The Proposer is entirely responsible for the means of delivering the quote to the appropriate office on time. Delays due to internal routing of misdirected quotes or due to verbal directions given by the MJPA staff shall be the responsibility of the Proposer. The quote must be completed and delivered in sufficient time to avoid disqualification for lateness due to difficulties in delivery. LATE QUOTES WILL NOT BE ACCEPTED.

Modifications of quotes received after the deadline specified in this section will not be considered. For further information please contact Adam Collier, Planner II, at (951) 656-7000 or collier@marchjpa.com.

If mailing, please send hard copy quotes to:

Adam Collier, Planner II
March Joint Powers Authority
23555 Meyer Drive
Riverside, CA 92518