



**Nevada County Consolidated Fire District
Department of Fire Prevention**

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REQUEST FOR PROPOSAL

FOR

**PROFESSIONAL FIRE & LIFE SAFETY INSPECTION SERVICES FOR
THE NEVADA COUNTY CONSOLIDATED FIRE DISTRICT**

Release date: February 17, 2023

**Submittal Deadline: March 17, 2023, no later than 5:00 PM
(Pacific)**

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1. OBJECTIVES

The purpose of this Request for Proposals (“RFP”) is to solicit competitive proposals from qualified firms to provide fire & life safety inspection services to the Nevada County Consolidated Fire District (NCCFD). The district’s intent is to maintain a high-level of customer service by performing fire & life safety inspections and ensuring compliance with all applicable codes.

The selected proposer will be invited to enter into an agreement for a term that would begin March 17th2023 and continuing until December 31, 2023, with optional one-year renewals for the years 2024, 2025, and 2026. The fire district’s Board of Directors has the ultimate authority to approve any proposal and to authorize the execution of an agreement.

2. TIMELINE

NCCFD issues RFP:	February 17, 2023
Proposal Submission Deadline:	March 17, 2023 @ 5:00 PM
Proposal Evaluation:	March 20 - 23, 2023
Contract approval by NCCFD Board of Directors	April 20, 2023

3. SCOPE OF SERVICES

General Information

The selected proposer will provide high quality fire and life safety inspection services as assigned, including related customer service to ensure compliance and safety with all relevant state and federal laws and regulations.

NCCFD intends to rely on the proposer for fire & life safety inspections for commercial occupancies. Additionally, Operational Permits will need to be issued to the businesses that qualify under the California Fire Code.

Specifically, and without limitation, the selected proposer must perform the following as part of the scope of services:

General Requirements

1. Generate and maintain an inspection schedule and due dates.
2. Conduct fire & life safety inspections on commercial properties and document using district reporting software.
3. Schedule follow-up inspections as necessary.
4. Perform all services during regular working hours, Monday through Friday 8:30 a.m. to 4:00 p.m.

Reporting Requirements

1. The proposer will be supplied with a district owned iPad and must complete an Inspection Report utilizing district reporting software. An email of the report will be sent to the "Contact" on record. The report must contain the findings of the inspection and recommendations, particularly those dealing with code deficiencies, hazards and safety, and substandard maintenance.
2. Record keeping and tracking must be completed by the proposer.

Other Requirements:

1. Conduct all work with the highest degree of integrity in a manner consistent with industry best practices.
2. Provide accurate and complete inspection reports within the district reporting software.
3. Input data into permit management system, including data needed for invoicing.
4. Provide high level of customer service to all representatives and customers alike, including but not limited to:
 - Being readily available by phone, in person, and e-mail.
 - Clearly and tactfully communicating accurate and complete information regarding results to customers.
 - Working cooperatively to consider alternative means to achieve compliance when appropriate.
5. Maintain a professional appearance.

4. SUBMITTAL REQUIREMENTS

Submittals must include one hard copy, and one electronic copy in PDF format submitted on a thumb drive to the following address.

Attention: Patrick Mason / Fire Marshal
Nevada County Consolidated Fire District
640 Coyote Street
Nevada City, CA 95959

Proposals are due on or before March 17, 2023, by 5:00 PM (Pacific)

Failure to submit one hard copy and thumb drive to NCCFD by the due date specified in Section 2 above will be deemed non-responsive and will result in disqualification from the RFP process. Specify "FIRE & LIFE SAFETY INSPECTION SERVICES FOR THE Nevada County Consolidated Fire District on the exterior of the envelope. Proposals will not be opened publicly. Proposals submitted after the closing time will be returned unopened. No oral, telephone, or fax proposals will be considered.

The following should be included, in the order listed. The hard copy submittal must include a page tab to facilitate retrieval of the desired section in the proposal:

- a. Provide a brief overview of your firm, including the location of headquarter office, number of branch locations, designated business hours, years of experience, number of full-time and part-time employees etc. Describe any significant change in organizational structure, ownership, or management during the past three years.
- b. Office address(es), main telephone and fax numbers, and website address of the firm.
- c. Describe the ability to perform the services effectively and efficiently in accordance with the requirement of County, State and Federal codes/regulations.
- d. Summary of an overall approach to the assigned work and understanding of the scope of services needed.
- e. Describe the readiness and ability of your firm to provide the services requested. Include transition schedule, if any, necessary for your firm to take on this work.
- f. Experience in providing services similar to those outlined in the RFP.
- g. Identify if your firm has previously worked within the County of Nevada.
- h. Identify the specific employees who will be assigned to this contract, length of employment with your firm, and relevant experience in the field and certifications / qualifications. Describe the role for each employee, including job title, hourly rate, job descriptions including Account Manager and all Supervisors. Include resumes for all principals and key personnel.
- i. Describe anticipated staffing levels to adequately carry out this program.
- j. Describe your systems and procedures for maintaining quality control.

Pricing

Please propose hourly prices. Prices should incorporate all costs associated with furnishing, supervision, labor, materials, tools, vehicles and equipment necessary to complete the services.

Important - Include an entire copy of this RFP in your proposal EXCEPT that all pricing information, including these "Pricing" pages, must be included in a SEPARATE sealed envelope and not be found in any part of your proposal outside that separate sealed envelope. If you have any questions, please call the RFP contact.

Provide hourly pricing for fire & life safety inspection services as the primary service in the agreement.

5. PROFESSIONAL SERVICES SELECTION CRITERIA

As part of the selection process, the fire district staff may interview none, some, or all of the proposers for the Agreement. A recommendation will be made, and the Agreement will be presented to the Nevada County Consolidated Fire District Board of Directors for final approval.

The following criteria shall aid NCCFD staff in recommending which proposer should be awarded the Agreement:

- A. Technical competencies as evidenced by the professional qualifications and related work experience of the firm. Specific professional qualifications, training, and experience of the assigned and committed personnel for the satisfactory performance of this work.
- B. Previous experience of the firm with related work. Positive references shall be considered.
- C. A discussion of the firm's understanding of the work to be performed and a description of the technical approach to be taken to accomplish this work.

6. TERMS AND CONDITIONS

- A. NCCFD reserves the right, at its sole discretion, to terminate this process at any time, or reject any and all proposals without penalty, before the execution of the Agreement. Following the review by NCCFD staff, the final selection, if any, will be based on the proposal which best meets the requirements outlined in the RFP and is in the best interest of NCCFD.
- B. NCCFD reserves the right to award the contract to the next most qualified firm if the successful firm does not execute a contract within 30 days after awarding the proposal.
- C. NCCFD reserves the right to request clarification of information submitted and to request additional information from one or more proposers.
- D. Any proposal may be withdrawn until the date and time set above for the opening of proposals by written request to NCCFD. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to provide NCCFD the Services, or until one or more of the proposals have been approved, whichever occurs first.
- E. Proposals submitted are offers only, and the decision to accept or reject is a function of the quality, reliability, capability, reputation, and expertise of the firm's submitting proposals. Issuance of this RFP does not obligate NCCFD to pay any costs incurred by a respondent in its submission of a proposal or making any necessary studies or designs for the preparation of that proposal, or for procuring or contracting for the services to be furnished under this RFP.
- F. NCCFD reserves the right to accept the proposal that is, in its judgment, the best and most favorable to the interests of the fire district and to the public; to reject the low-price proposal; to accept any item of any proposal; to reject any and all proposals; and to waive irregularities and informalities in any proposal submitted or in the RFP process; provided, however, that the waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Firms should not rely upon, or anticipate, such waivers in submitting their proposal.
- G. NCCFD reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether the proposal is selected.
- H. Estimated Volume / Quantity of Work or Services to be performed. The total quantity of work or services performed through this RFP is estimated. NCCFD does not guarantee any specific number or complexity of work and shall not be held responsible for any deviation.

PROPOSER'S GENERAL INFORMATION

Fire & Life Safety Inspection Services

FEBRUARY 2023

(This section must be completed and returned with the proposal. Attach additional pages as required to complete required documentation.)

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____