



MEMORANDUM

To: Mayor and City Council

From: Kevin Richardson, Fire Chief

Date: July 11, 2023

Reference: Consider award of RFQ #193 Architectural Services Fire Station 5 to PGAL Inc. Corporation, including architectural and engineering services related to the design, construction documents and administration in the amount of \$875,000.00, and authorizing the City Manager to sign all necessary documents.

2040: Sustainable Government

Introduction:

The purpose of this agenda item is to consider awarding RFQ #93 Architectural Services Fire Station 5 to PGAL Inc. Corporation, including architectural and engineering services related to the design, construction documents and construction administration in the amount of \$875,000.00; and authorizing the City Manager to sign all necessary documents.

Background:

Over the years, the growth and development within the City has led to a Fire/Rescue/EMS model that no longer meets safe and effective response and service levels. Specifically, the Fire Department is unable to meet the National Fire Protection Association's NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations.

Since 2017, actions have been taken to address fire service level needs culminating in the second Standards of Cover and Stations Evaluation Study conducted by Emergency Services Consultants International in March of 2022. The City of Coppel currently enjoys the benefits of having an Insurance Services Organization (ISO) rating of 1, the best possible rating that assists in keeping residential property insurance premiums as low as possible. The addition of Fire Station 5 would further secure this rating in the future evaluations by keeping the emergency response times lower to all portions of the city.

The following dates include City Council discussions, workshop presentations, and public meetings related to Fire Station 5 and Fire Department Standards of Cover:

- August 30, 2022: City Council Work Session (5th Tuesday Meeting)
- January 28, 2023: City Council Retreat at Life Safety Park
- February 25, 2023: Community Outreach Meeting at Austin Elementary
- July 11, 2023: City Council Meeting for Architectural Services Contract

On January 28, 2023, the city staff was instructed by the City Council to move forward with implementing the addition of Fire Station 5. A multi-year plan was developed with specific milestones including initiating the architectural design process.

A request for qualifications (RFQ) was developed by the purchasing department, responses were solicited through public notices posted in newspaper and through BidSync, followed by a pre-proposal meeting for any interested firms. Eight (8) responses to the RFQ were received and evaluated by a committee comprised of the Fire Department Assistant Chief, Fire Department Captain, and Development Services Administrator. After a preliminary review and scoring, two (2) firms were invited for a finalist interview by the committee. The criteria for RFQ evaluation included: prior fire station design experience, project understanding and approach, firm ability and schedule, and reference checks with other fire departments.

Based on the selection process and criteria, staff recommends PGAL as described in the provided contract for design and construction services. PGAL is a highly respected firm and have successfully completed many Fire Station projects in the region and several others currently under construction. Having worked with the lead architect assigned by PGAL for this contract, the staff members have referenceable knowledge and experience.

Benefit to the Community:

The addition of Fire Station 5 will improve emergency response times and service delivery, resulting in the increased likelihood of improved outcomes for time-critical emergencies. Additionally, the Fire Department will become compliant with the National Fire Protection Association's NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations.

Legal Review:

The City Attorney has reviewed the contract.

Fiscal Impact:

The fiscal impact of this Agenda item is \$875,000, funded from undesignated fund balance of the General Fund, then reimbursed in accordance with the approved reimbursement resolution of a proposed bond issue.

Recommendation:

Staff recommends approval of this item.