



MEMORANDUM

Council Agenda
Item No. IX. B
6/4/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Renewal No. 2 of Agreement with Fitch & Associates, LLC (R24-C235038), Fire Station Location and Deployment Study for the Fire Department, estimated cost \$25,000, June 21, 2024 through June 20, 2025.

Purpose:

To renew the agreement for a Fire Station Location and Deployment Study, also including Community Risk Assessment and Standards of Cover for the Fire Department.

Background:

On March 1, 2022 (Item No. IX.BT.), City Council approved a Request for Proposal (RFP) be advertised for a Fire Station Location and Deployment Study, also including Community Risk Assessment and Standards of Cover for the Fire Department (RFP23502). On June 21, 2022 (Item No. IX.E.), the City Council approved an agreement with Fitch & Associates, LLC for the period ended June 20, 2023. The agreement was awarded for one year with four renewal options. The initial project has been completed. The agreement was renewed June 20, 2023 (Item No. IX.CU.) for the period ended June 20, 2024. The agreement is being renewed for the period ending June 20, 2025 for additional services if needed.

The agreement meets the City's policy on renewal of agreements for goods and services. Staff has notified the vendor that the City wishes to renew their agreement under the same terms and conditions as previously awarded. A letter agreeing to the renewal has been received from the vendor.

Agreement:

(R24-C235038)

Fitch & Associates, LLC

Pricing Attached

Estimated Cost:

\$25,000 – Estimated Cost for Additional Expenses at \$275 per hour, if needed.

Source of Funds:

GENERAL OPERATIONS>OCITY>BUDGET-SUPPORT SERVICES>FIRE
PURCHASING>BUDGET-OTHER SERVICES AND CHARGES (1001-45004XX-11550-
52000001)

Review:
Fire Department

Recommendation: Agreement be renewed.