

**FIRE STATION LOCATION AND DEPLOYMENT STUDY  
FOR THE FIRE DEPARTMENT – C235038  
CITY OF OKLAHOMA CITY  
AND FITCH & ASSOCIATES, LLC**

This Agreement is made and entered into by and between Fitch & Associates, LLC (hereinafter referred to as “Proposer,” “Services Provider,” or FITCH), and The City of Oklahoma City, a public body organized under the laws of the State of Oklahoma (hereinafter referred to as “The City” or “Contracting Entity”).

**WITNESSETH:**

**WHEREAS**, on March 2, 2022, the City prepared a Request for Proposal (“RFP”) seeking an Agreement for a fire station location and deployment study, also including a community risk assessment and standards of cover for the Fire Department; and

**WHEREAS**, on March 30 2022, the City received responses to its RFP; and

**WHEREAS**, a selection committee reviewed and evaluated the responses; and

**WHEREAS**, Fitch & Associates, LLC represented itself, both in its response (“Proposal”) and its interview (“Presentation”) as an expert in the field of planning and analysis services with skilled professionals willing, able, and capable of timely providing the services requested and required by the Contracting Entity in the RFP; and

**WHEREAS**, based upon the representations, guarantees, and warranties expressed by Fitch & Associates, LLC both in the Proposal and the Presentation, the selection committee recommended, and the Contracting Entity selected and entered this Agreement with Fitch & Associates, LLC; and

**WHEREAS**, the Contracting Entity strives to a obtain a Fire Station Location and Deployment Study, Community Risk Assessment, and Standards of Cover; and

**WHEREAS**, Contracting Entity retains Fitch & Associates, LLC to provide the studies as an independent contractor; and

**WHEREAS**, Fitch & Associates, LLC agrees to provide Contracting Entity all services, in accordance with the standards exercised by experts in the field, necessary to provide the Contracting Entity services, products, solutions and deliverables that meet all the purposes and functionality requested or described in the RFP, the submitted proposal, and in this Agreement.



**NOW, THEREFORE,** for and in consideration of the above premises and the mutual covenants set forth herein, the Contracting Entity and Fitch & Associates, LLC hereby mutually agree as follows:

**INTENT:** Fitch & Associates, LLC will conduct a fire station location and deployment study, community risk assessment, and standards of cover. The study will address requirements in National Fire Protection Association (NFPA) 1710 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments* and in NFPA 1300 *Standard on Community Risk Assessment and Community Risk Reduction Plan Development*.

**SCOPE OF AGREEMENT/CONTRACT:** The Proposer shall furnish and supply the below listed item(s) in accordance with the terms, conditions and provisions set forth herein.

**CONTRACTING ENTITY:** The term "Contracting Entity" as used throughout this Agreement/Contract shall mean The City of Oklahoma City and any participating Public Trust which chooses to avail itself of the services from the resultant Agreement/Contract. Should a participating Public Trust, of which The City of Oklahoma City is Beneficiary, choose to avail itself of services from the resultant Agreement(s)/Contract(s), Fitch & Associates, LLC will honor the terms and conditions, including price, of the Agreement(s)/Contract(s).

**PROPOSER:** Upon award of this Agreement/Contract, the term "Proposer" or "Consultant/Service Provider" shall mean the contracting party supplying the goods and/or services.

**AGREEMENT/CONTRACT PERIOD:** The Agreement/Contract shall be for one year with the option to renew for four additional one-year periods. The Agreement/Contract shall be in effect commencing on the date approved by the Contracting Entity.

**AGREEMENT/CONTRACT RENEWAL OPTION:**

1. This Agreement/Contract is renewable for four additional one-year periods at the option of the Contracting Entity. Should the Contracting Entity desire to renew the Agreement/Contract, a written preliminary notice will be furnished to the Proposer prior to the expiration date of the Agreement/Contract. (Such preliminary notice will not be deemed to commit the Contracting Entity to renew.)
2. Upon receipt of the Contracting Entity's preliminary notice, the Proposer shall, if desired, submit a written agreement to continue Agreement/Contract performance for an additional one-year period.
3. Should the Contracting Entity exercise this option for renewal, the Agreement/Contract as renewed shall be deemed to include this option provision except that the total duration of this Agreement/Contract, including any renewals, shall not exceed five years without approval of the Contracting Entity.



4. In all cases Agreement/Contract renewals shall be approved by the Contracting Entity, and sufficient appropriations shall have been made for the particular fiscal year for which the renewal is sought.

**DELIVERY:** Fitch & Associates, LLC proposed delivery of services in five months which is within the six months required in the RFP.

**ORDER OF PRECEDENCE:** In the event of an inconsistency between provisions of this Agreement/Contract, the inconsistency shall be resolved by giving precedence in the following order: (i) Agreement/Contract articles, (ii) RFP Specifications, (iii) Notice to Proposers, (iv) General Instructions and Requirements for Proposers, (v) other requirements provided by the Contracting Entity in the RFP packet, then (vi) attachments, notes and exceptions by Proposer.

**PAYMENT METHODS:** The ordering departments will utilize purchase order numbers or purchasing cards for ordering the goods and services they require as the need arises during the agreement/contract period.

The Contracting Entity shall not be held liable for any damages sustained by any Proposer for delivery of goods or services awarded by Agreement/Contract unless accompanied by an authorized purchase order or purchasing card reference name and number. Delivery of goods or services to any department of Contracting Entity without a purchase order document, purchase order number or purchasing card reference name and number given at the time the order is placed shall constitute an unauthorized purchase.

**PAYMENT/INVOICE:**

1. Payments will be processed promptly after completion of delivery of ordered items and after receipt of properly prepared invoices.
2. **FOR ORDERS PLACED BY PURCHASE ORDER:** The original invoice must be mailed directly to The City of Oklahoma City, Accounts Payable, 100 N. Walker Avenue, Suite 200, Oklahoma City, Oklahoma 73102, or invoices may be e-mailed to [accountspayable@okc.gov](mailto:accountspayable@okc.gov). If invoices are e-mailed, a paper copy should not be mailed. This information is printed on the front of each purchase order. Copies of invoices may be sent to other addresses upon request. However, if the original invoice is sent to any other address, payment will be delayed, or may not be processed at all. Should another trust or government entity be using this contract they may request a different invoice address.

**FOR ORDERS PLACED BY PURCHASING CARD:** Do not send invoices, statements etc. to Accounts Payable for purchasing card orders. Please send all purchasing card documents directly to the cardholder. Cardholders are required to submit itemized transaction details such as invoice/delivery tickets with their monthly purchasing card statement. This is a vital part of the monthly reconciliation process. Your cooperation is appreciated. City and/or Trust employees are required, when possible, to use a purchasing



card for purchases under the amount of \$5,000 for a single transaction. For single transactions over \$5,000, the bidder may request payment be completed by issuance of a purchase order. Processing fees may not be added when a purchasing card is used. The bid price is expected to cover any fees a bidder may incur.

3. Invoices must contain the following information:
  - a. Proposer's name and address
  - b. Ship to address (department name)
  - c. Purchase order number - **MUST BE INDICATED ON THE INVOICE**
  - d. Itemization of each item purchased to include:
    - (1) description/stock number
    - (2) unit price
    - (3) quantity
    - (4) unit of issue (each, box, dozen, pound, etc.)
    - (5) total price
  - e. Total amount of invoice
  - f. Date of delivery
4. Invoices should not reflect any outstanding backorders.

**GENERAL PROVISIONS:** The following documents are attached or by this reference incorporated as a part of this Agreement/Contract:

- a. Agreement/Contract
- b. Proposer's Proposal
- c. General Requirements and Instruction for Proposers
- d. Oklahoma Open Records Act and Confidential Information
- e. Non-Discrimination Statement
- f. Non-Collusion Affidavit

**INSURANCE:** Fitch & Associates, LLC has obtained insurance coverage as required in the RFP and shall maintain such insurance throughout the term of this Agreement.

**COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS:** The Proposer covenants and agrees that it and its agents and employees will comply with all municipal, state, and federal laws, rules, and regulations applicable to the business to be conducted under this agreement, and that it shall obtain all necessary permits, pay all license fees and taxes to comply therewith.

**TERMINATION:** This agreement may be terminated at the discretion of either party upon 30 days' notice to the other party.

**INDEPENDENT CONTRACTOR:** Proposer is, and shall remain at all times, an independent contractor with respect to activities and conduct while engaged in the performance of services for the Contracting Entity under this Agreement/Contract.



**CONFIDENTIALITY:** Fitch & Associates, LLC acknowledges that in the course of providing services to Contracting Entity, Contracting Entity may provide FITCH with access to valuable information of a confidential and proprietary nature including but not limited to information relating to Contracting Entity's employees, customers, marketing strategies, business processes and strategies, security systems, data and technology. FITCH agrees that during the time period this Agreement is in effect, and thereafter, neither FITCH nor FITCH'S Project Team without the prior written consent of Contracting Entity, shall disclose to any person, other than another member of Contracting Entity's Administrative Team or FITCH'S Contract Administrator, any information obtained by FITCH. FITCH will require and maintain adequate confidentiality agreements with its employees, agents, and contractors.

**NO ASSIGNMENT WITHOUT CONSENT:** The parties hereby agree that as this is an agreement for the provision of specialized services, therefore Fitch & Associates, LLC may not assign this Agreement in whole or in part without prior written consent of the Contracting Entity. In addition, FITCH agrees that FITCH'S Project Manager may not be removed or replaced without the express written consent of the Contracting Entity's Contract Administrator.

**VENUE AND APPLICABLE LAW:** Fitch & Associates, LLC hereby agree that any dispute, legal proceeding or action which may arise between or among them arising out of or in connection with this Agreement shall be adjudicated before a court located in Oklahoma City, Oklahoma, and each hereby submit to the exclusive personal jurisdiction of the courts of the State of Oklahoma located in Oklahoma City, Oklahoma and of the Federal District Court for the Western District of Oklahoma, located in Oklahoma City, with respect to any action or legal proceeding commenced by any party. FITCH irrevocably waives any objection they now or hereafter may have respecting the venue of any such action or proceeding brought in such a court or respecting the fact that such court is an inconvenient forum, relating to or arising out of this Agreement, and consents to the service of process in any such action or legal proceeding by means of registered or certified mail, return receipt requested, in care of the address set forth in the notice provision of this paragraph. This Agreement shall be construed and enforced in accordance with the laws of the State of Oklahoma.

**AMENDMENTS:** This Agreement may not be modified, amended, altered or supplemented except upon the execution and delivery of a written amendment executed by each of the parties hereto.

**ESCALATION/DE-ESCALATION:** Proposer may request a price increase or decrease if the Proposer shows satisfactory proof to the Contracting Entity that a price change is justified and beyond the scope of the Proposer's control.

**ADDITIONAL SERVICES:** Fitch & Associates, LLC may be asked to provide additional related services during the contract term which will be invoiced at proposed hourly rates.

**SOLUTIONS AND SERVICES:** Fitch & Associates, LLC will provide a fire station location and deployment study (FSLDS), community risk assessment (CRA), and standards of cover (SOC). The study and services provided will be performed by Fitch & Associates, LLC professionals with experience in all aspects of government, including fire service, community



development, finance, and city administration. Fitch & Associates, LLC will research, write, and produce a comprehensive analysis. Fitch & Associates, LLC will provide approach, outline of detailed tasks, implementation schedule, project timeline, analysis, draft reports, and final reports. Fitch & Associates, LLC will submit one draft and one final report for the FSLDS and one draft and one final report for the CRA/SOC. Reports and all statistical analysis will be provided to the City on USB in formats commonly used in a Microsoft Windows environment. Draft reports will be provided in Office365 format to allow staff to make revisions if necessary. Final reports will be provided in Adobe. Reports will also be provided in hard copy as well as computerized format. Fitch & Associates, LLC will set up a shared file for members of their team and City staff granted access by the Fire Department.

Fitch & Associates, LLC provided the following project understanding and approach, and scope of work on how their company plans on obtaining the data necessary to perform the required analysis. Fitch & Associates, LLC will be responsible for meeting the guidelines stated in the request for proposal.

### **Project Understanding and Approach**

It is Fitch & Associates, LLC understanding of the project, that the consultant would partner with the Fire Department to develop a *Standards of Cover Document*. This would include evaluations of first unit arrival performance (response times), effective response force performance, station level reliability, station level call concurrency (simultaneous events), and workload. In addition, this analysis would include temporal analysis of requests for services by month, week, and time of day to identify any gaps in performance or challenges to provide commensurate services regardless of the timeframe.

A community risk assessment will be completed that evaluates risk from two perspectives. First, is the historical risk based on community driven requests for service. This will be informed from the quantitative data analysis described above. Each call type will be evaluated individually (fire, EMS, hazmat, technical rescue). The second lens is prospective risk. Prospective risk is identified as the potential of risk. Typically, this is completed through the development of risk matrices to evaluate occupancy level risks (typically commercial structures and high density residential). Finally, these two risk evaluations will be blended to create a community wide risk rating structure for each station area to best align resource allocation to risk.

The development of the *Standards of Cover* will be the culmination of all-hazard risk profiles that include historical and prospective risk in combination with environmental, topographical, geographical, natural, transportation, aviation, hazardous materials, and health risks that will inform the ultimate recommendations on the appropriate allocation of resources to ensure the deployment plans meet expectations for service.

The development of expectations for service is an important part of this project that will be informed from the quantitative analyses, risk analyses, and GIS simulation and modeling. Alternatives with varying performance windows will be communicated to the Department to help make an informed decision on the desired performance. All alternatives will be compared and contrasted with the national recommendations from NFPA, ISO, Commission on



Fire Accreditation International (CFAI) and current evidenced based research. This will include any mandated requirements from the state, region, or local governing bodies.

A review of budget and capital outlays will be seamlessly integrated with the development of potential alternatives for expected service levels and/or changes to the status quo deployment. In this manner, both current and future projections will be evaluated to ensure fiscal sustainability.

Following the CFAI requirements, community engagement would be necessary to ensure that there is congruence between the Department's desire to provide exemplary service and the community's expectations of services. This will be completed in conjunction with the community input during the strategic planning process. However, any community engagement activities or decisions will be at the Fire Department's discretion.

All elements identified in the RFP's Scope of Work section will be completed while following the rigor of the CFAI model for the development of a Standards of Cover/Community Risk Assessment and Strategic Planning.

### **Project Management and Interaction with Department**

Fitch & Associates project management is a disciplined and structured process. Key activities are clearly outlined and logically organized to produce specific deliverables within the defined period of time. Fitch & Associates will review their progress against the work plan on a regular basis to ensure that they are progressing according to plan. Any deviations will be flagged immediately, and appropriate action taken, through discussion with the Fire Department, to address issues.

As designed, this project will be transparent and highly collaborative. It is essential to the *FITCH* team that the key stakeholders have sufficient opportunity for input and guidance throughout the project. This proposal is assuming a kick-off meeting with the Department leadership. As proposed, the *FITCH* team will conduct a minimum of three onsite visits including a formal presentation of the findings and at least one public input meeting (if desired). At a minimum, the *FITCH* team will meet with elected officials, fire department administration, and identified key stakeholders.

Fitch & Associates will make every effort to respond to communications within the same day, but if unable to do so, we will return communications within 24 hours.

### **Service Availability**

FITCH does not allow their consultants to work more than three projects at a time. In addition, if the projects are large or complex, FITCH may limit the consultants' commitments accordingly. As a client centric and high-engagement consulting firm, FITCH ensures that the resources and personnel dedicated to the project have ample time and availability to accomplish all goals and tasks as designed.

Additionally, as a client centric firm, FITCH routinely works outside of "traditional" working hours to accommodate differences in time zones, public engagement and publicly



noticed meetings, as well as travel. In other words, FITCH will accommodate the schedules that best meet the clients' needs.

### **Project Objectivity and Neutrality**

The FITCH team has broad-based expertise that naturally blends the competing demands for efficiency and system design in an objective and neutral manner. By design, the firm utilizes a data and research-based foundation, coupled with inner rater reliability procedures, that controls for the naturally occurring biases. FITCH has extensive experience in high-performance system design and efficiency in the use of human and physical resources and continues to serve as a strategic partner with ICMA. Finally, FITCH brings nearly 150 years of direct fire/ems service system leadership and management experience to this project that serves to balance the “do more with less” movement with realistic and highly implementable solutions for long-term sustainability while maintaining high quality services.

### **Areas of Concern and Variable Stakeholder Interests**

As a high-engagement and transparent consultancy, there are times that the various stakeholder groups may have competing interests. FITCH has extensive experience navigating the political and stakeholder environments to find implementable solutions. FITCH spends considerable effort attempting to ensure and/or create commonality of purpose within these consultancies. Finally, as discussed previously, the advantage of utilizing an objective data-driven process serves to establish a common understanding and discussion around the “facts” first and education and transparent discussions may serve to limit the variability of interests.

There is not a specific area of concern, but rather a typical observation for project planning and timelines. As a data-driven process, the timeline does not materially begin until the FITCH team receives usable data that was requested at contract execution. In other words, any delays that may arise are typically due to the delay in receiving the necessary raw data to begin.

### **Scope of Work**

#### **Project Initiation, Kickoff, and Acquisition and Review of Background Information**

The first step in the process is to conduct a kick-off meeting to finalize the work plan and timeline and is paramount to a successful study and the ability of FITCH to maximize the effectiveness of its work teams. At the kick-off meeting an overview to the approach of the project will be provided to stakeholders. Any final logistical issues will be resolved during this phase. It is in this phase that key representatives will review and prioritize items outlined in the RFP and provide an opportunity to refine any specific objectives related to each service area or objective.

During the project initiation and/or first on-site visit, personal interviews will be scheduled with the following key stakeholders:

- City Manager/Administrator
- Elected Officials



- Fire Chief
- Department Leadership Team
- Key Stakeholders
- Labor Executive Board (If appropriate)

Concurrently, FITCH will submit an Information Data Request (IDR) that the Department will typically complete within 14 to 30 days of project initiation.

### **Element 1 – General Summary of the Community Served**

Within a risk-based schema, the first step in an analysis is to understand the individual or specific aspects to the Department. Therefore, a description of the community served by Department will be completed. Elements included in the community description may include:

- Legal Basis
- Governance and Lines of Authority
- Brief History of the Agency
- Organizational Design
- Financial Basis, including Operating Budget, Funding, Fees, and Taxation
- Geography
- Topography
- Climate
- Population
- Demographic Features
- Disaster Potential

### **Element 2 – Analysis and Summary of the Services Provided by OKCFD**

The next step is to review the services that are provided within the existing deployment model and the associated baseline performance for the Department and mutual/automatic aid agencies. All of the currently provided service delivery programs will be evaluated in an effort to establish the current deployment strategy and to identify the current baseline performance. The deployment related service delivery programs to be evaluated include:

- Fire Suppression
- Rescue
- Emergency Medical Services
- Hazardous Materials
- Specialized Services such as Technical Rescue, Swift-Water Rescue, Marine Rescue & Firefighting, Dive Rescue, and Wildland Firefighting (as appropriate)

In addition, the current deployment strategy(s) will be identified and described with regards to the number of fire and EMS stations, response territories or demand zones, and apparatus quantity and type. Similarly, the current staffing strategies will be identified and described including the organizational structures, administrative and support staffs, emergency response staffing, and a brief summary of the Department's response history.



### **Citizen Needs and Stakeholder Input (Client's Discretion)**

A review of the community's expectations for service will be completed. This review will include several strategies designed to elicit both internal and external stakeholder input. The process FITCH will utilize to elicit internal stakeholder input regarding service expectations will include a series of on-site structured interviews with key stakeholders. Preliminarily, the stakeholders that have been identified include:

- City Manager/Administrator
- Elected Officials
- Fire Chief
- Leadership Team
- Random Sample of Line Personnel
- Labor's Executive Board (if appropriate)

Previously captured data elements such as population density will be synthesized with the forthcoming risk assessment to lend insight for the development of performance goals and objectives. In addition, a review of existing internal guiding documents will be completed. For example, the FITCH team will review mission, value, and purpose statements and any existing or desired performance goals and objectives.

Often, a "review of community expectations" only includes inferences from internal staff. At the client's discretion, the process typically suggested by FITCH is to conduct a town-hall style meeting of key external stakeholders. FITCH will facilitate a process that allows participants to prioritize the available services and provide essential feedback through the consumer's lens. FITCH will review and seamlessly incorporate the external stakeholder feedback. This is very valuable to the process and may serve to balance the gap that often exists between the Departments' desire to provide exemplary services and the community's expectations of said services.

### **Element 3 – Examine the Effectiveness of Inter-Jurisdictional Response**

Analyses at the station level will determine the appropriateness of the fire and EMS station locations in relation to the risk identified and the geographic limitations for travel time. Factors related to the distribution (station locations) such as geographic size, travel impedance, workload, and risk would be evaluated. Similarly, the station level analyses will also include elements of concentration such as the numbers of apparatus or personnel required at each level of distribution necessary to reliably respond to the demands for service. Elements evaluated for concentration may include the number of risks located in each demand zone or station territory and the capabilities to assemble an effective response force by program area. Station level performance and capabilities will be illustrated utilizing GIS and quantitative analyses presented in tabular form. Examples of similar analyses are presented for your review and convenience.

### **Marginal Utility of Optimized Resource Allocation**

FITCH utilizes a proprietary marginal utility model to engage communities in their understanding of the balance between response time performance, the community's willingness to assume risk, and the costs associated with comparative service levels. In this transparent



dialogue, community policy can be clearly derived that meets the best balance between community expectations for service, costs, and outcomes.

Therefore, in each community at any given response time objective (Minutes), an optimal number of fixed facility fire and EMS station locations are identified. Many communities have sited their fire station locations for a wide variety of reasons with the least of them being a specific performance objective. The concept that “faster is always better” passes the commonsense test, but in most communities, there is a marginal benefit or marginal return on fixed cost investments that may not be providing the desired return on investment. These analyses and continued dialogue with the community provide for a transparent and accountable method to best meet community expectations for service.

Example provided in FITCH’S proposal.

This approach will be utilized to assist in the evaluation of automatic/mutual aid capabilities from surrounding agencies as desired. In other words, this evaluation will assist in uncovering potential efficiencies and/or gaps in coverage between the cooperative agencies.

FITCH approach to optimizing the fire station locations and utilization is determined by the desired service level and capabilities from each of the facilities. Since an optimal number of facilities exist, some communities may be able to consolidate stations or redistribute resources to areas of need, some may currently have the optimal number of facilities, and some may need additional facilities to meet the desired service levels. However, this analysis is the only method to identify the diminishing return or marginal utility of resource allocation as quantitative analyses alone will not identify “overlapping” predetermined response areas.

#### **Element 4 - Analysis and Summary of Community Risk Risk Analysis for Each Station by Incident Type and/or Severity**

FITCH utilizes two perspectives to evaluate community risks. One is the retrospective or historical community demand. As a continuation of the distribution and location of calls sorted by call type (severity) from the previous section, FITCH will complete the review of historical demand and sort by station response area by each call type/severity.

In addition, FITCH can utilize a prospective view to evaluate community risks. Utilizing available data from WSRB or internal RMS data, we will create a risk matrix that will categorize risks as low, moderate, high, or special risks. This information will be utilized at the occupancy level for the commercial properties within the jurisdiction. ***The Department will participate in the development of the risk matrices utilized.*** An example of an occupancy level risk matrix is provided in FITCH’S proposal.

The combination of the prospective risk as defined (in example provided) will generate risks that are mapped by station demand zone and quantitatively analyzed within the context of a station level risk matrix. An example of a station level risk matrix that incorporates both the historical demand (risk) and the prospective (potential) risk is utilized to determine the appropriate balance between the distribution and concentration of needed resources and is provided in FITCH’S proposal.



While occupancy level data is primarily used for fire protection, ultimately, all of the types of risk (fire, EMS, Hazmat, Rescue) will be categorized utilizing a probability/consequence matrix to best determine the appropriate number of resources and staffing to respond to or mitigate risks. This is utilized to ensure that there is appropriate balance between preparedness or readiness, for the delivery system and the actual historical demand. An example of the two-dimensional probability/consequence matrix is provided in FITCH'S proposal.

However, a more appropriate three-dimensional model will also be utilized to also account for the Department's capabilities as the best balance is posited in a balance between potential risk, historical risk probability, and department capabilities. An example of a station level risk profile is provided in FITCH'S proposal.

Finally, an evaluation of land use plans, annexation plans, and anticipated changes in community demographics, socioeconomic status, or population will be considered in determining the most appropriate allocation of resources to best meet the unique community profile.

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### **Element 5 - Review of 5-Years of Historical Fire Service System Performance**

The analysis for this part of the scope of work is a continuation of previous quantitative work for the station locations and response areas as well as the GIS analysis of the location of historical incidents. Therefore, in addition to the previously presented tabular data, all incidents will be geocoded in GIS to generate heat maps. Each major call type will receive a specific analysis (fire, ems, hazmat, technical rescue, etc.).

In summary, the following elements will be evaluated while completing the review of 5-years of historical system performance for the Department and all mutual/automatic aid responses given or received:

- Number of calls
- Call frequency
  - Time of day
  - Day of week
  - Month of year
- Call type and Location (**Historical Study**)
  - Fire
  - Ems
  - Hazmat
  - Tech Rescue
- Elements of Time
  - Dispatch time
  - Turnout time
  - Travel time
  - Total response time
- Performance
  - Unit performance
  - Station performance
  - System performance
- Effectiveness / Outcome Measures
  - Call Type
  - Program Area
- Reliability / Concurrent Calls (**Reliability and Capacity Study**)
- Workload
- Call duration
- Unit Utilization
- Workload Distribution at Unit and Station levels
- Deployment Modeling
  - Effective Response Force (ERF) performance and capabilities
  - Distribution of Resources (**Distribution Study**)
  - Concentration of Resources (**Concentration Study**)
  - Automatic and Mutual Aid Capabilities (**Capacity Study**)
  - Historical and Live Traffic Performance Summary (**Live Traffic Performance**)



## **Element 6 – Performance Objectives and Measures**

### **Establishing Service Levels to Be Offered**

A key component to exploring options or alternatives is to establish the desired service levels for both initial arrival (Distribution) and the effective response force (Concentration) for each risk type. This part of the process will incorporate several elements from both internal and external stakeholder feedback to establish expectations for service as well as a brief review of the available evidenced-based research related to response times.

Several alternatives will be provided and articulated in such a manner that policy can be transparently adopted with the specific costs associated with the associated desired performance. For example, the financial impact will be provided comparing incremental adjustments to performance for both quicker responses as well as a more measured response. The impact to costs is significant and grows exponentially with the size of the system.

In addition, this type of analysis will be provided at the apparatus level. FITCH will demonstrate the total cost for each apparatus and the corresponding marginal utility or contribution each apparatus provides to the success of the overall system.

### **Compare and Contrast with National Recommendations and Best Practices**

Current and/or desired service levels will be compared with recommendations from the National Fire Protection Association (NFPA), the Commission on Fire Accreditation International (CFAI), and the Insurance Services Organization (ISO).

## **Element 7 – Overview of Compliance Methodology**

FITCH will work with the Department's management team to develop methodologies that will allow the Department to continually measure future performance. This may include enhanced technologies, the assignment of oversight, schedules, planning, review requirements, and Department adopted metrics. This will be a seamless construct from the previous work in this project and adopted service levels.

## **Element 8 – Evaluation, Conclusions, and Recommendations to Policy Makers**

This objective data-driven and risk-based process will naturally provide for an overall evaluation of the Fire Department's staffing, deployment, risk to resource allocation, station locations, and performance. As a highly transparent process, implementable solutions and recommendations, or validation of current practices, will be provided when and where appropriate.

### **Key Decision Points**

Utilizing FITCH'S approach, the Department will have an opportunity to guide policy decisions at specific milestones throughout the project. For example, the fire system experts will assist in developing the risk matrices that will be utilized to prioritize risk within the City, assist in developing the critical tasks assignments that will guide mitigation strategies for each risk category, and review and provide feedback on the Draft Data and GIS reports as well as the draft final SOC before it is widely distributed.



Similarly, City staff and key stakeholders will provide guidance into the desired system performance objectives. This is an important element to a successful system design and was covered in more detail previously under the title of “Establishing Service Levels to be Offered.”

### **Development of Alternatives and Potential Conflicts**

Alternatives for deployment, organization, and fiscal strategies may be developed. These alternatives will be fully developed, with associated costs, and an assessment of the cost and benefits of the alternatives. The process for articulating potential alternatives will allow policy to be adopted in a comprehensive and transparent manner that will foster a high degree of accountability and long-term sustainability within the context of the unique and specific environment.

In addition, potential exists that alternative conclusions may be derived from previous consulting work for station locations, standards of cover, etc. In all cases, areas where the FITCH team cannot validate previous findings or the conclusions are not aligned, differences will be brought forward confidentially and discussed with the Client on how best to proceed prior to any opportunity for public consumption.

### **Development and Review of Draft Project Report**

As designed, the project will have incremental milestones where the Department will have an opportunity to validate and provide feedback on results. For example, after the draft data report, and the geospatial and temporal analyses the Department will be informally presented the material. Therefore, approximately 80% of the final draft report will have been reviewed and validated by the staff prior to completion.

The project is designed to be facilitative and highly collaborative between the FITCH team and the Department’s staffs. The draft report will be provided for further validation, feedback, and discussion prior to finalizing the draft report.

The final draft report will include the following elements, with detailed information and supporting materials as well as clearly designated recommendations that are highlighted for easy reference:

- Executive Summary
- Detailed Narrative SOC and Community Risk Assessment
- Quantitative Data Report – Technical Supporting Document
- GIS Analyses Report – Technical Supporting Document



**Delivery of Final Written Fire Station Location Study, Community Risk Assessment, and Standards of Cover Report**

Once the feedback from the draft review has been incorporated into the revised final reports, a formal presentation of the reports will be provided to the staff, elected officials, and/or the general public as desired. It is understood that 10-bound copies are to be provided. As a highly transparent process, there will be ample time to ask questions and all materials, presentations, and supporting documents will be provided.

Reports will be provided electronically to the City on USB in formats commonly used in a Microsoft Windows environment. Draft reports will be provided in Office365 format to allow staff to make revisions. Final reports will be provided in Adobe. Reports will also be provided in hard copy as well as noted above.

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## Project Timeline

	Month 1	Month 2	Month 3	Month 4	Month 5
Kick-Off Meeting, Refine Work Plan and Scope, and Meet with Stakeholders					
Overview of Community Served					
Overview of the Departments, Organizational Structure, and Currently Provided Services					
Citizen Needs and Stakeholder Input					
Optimizing Fire and EMS Station Location(s) and Utilization					
Analysis of Assigned Response Areas					
Analysis of 5-Year Historical Data by Station Response Area and Call Type/Severity					
Conduct Risk Analysis by Incident Type and/or Severity					
Analyze Need for New Stations or Identify Opportunities for Consolidation of Stations					
Analysis of Fire and EMS Station Staffing					
Analysis of Fire and EMS Apparatus, Equipment, and Resource Configurations – Current and Future Needs					
Analysis of Fire and EMS Dispatching Services					
Maximizing Efficiencies, Reducing Duplication of Services, and Identifying Opportunities for Improvement					
Development of Draft Report and Potential Implementation Schedules					
Final Presentation to Department					
Proposed Onsite Visits	#1	#2		#3	

The proposed timelines are predicated, or begin, once Fitch & Associates receive usable supporting data as requested. Travel may be adjusted based on project needs and modified by COVID considerations.

[Rest of page intentionally left blank]



## PRICING FOR SOLUTIONS AND SERVICES:

As proposed, this project will be a fixed cost, not to exceed, price of \$74,995 including all travel and expenses. This proposal encompasses the development and completion of a Fire Station Location and Deployment Study - Standards of Response Coverage Document and includes up to three on-site visits that will include structured interviews, organizational review, and internal/external stakeholder workshop(s), and an onsite final presentation (if desired).

### Proposed Fees and Expenses \*

Project Activity	Costs
Standards of Cover – Personal Services	\$74,995
All Inclusive Project Total	\$74,995

As a fixed cost price agreement, *FITCH* holds the liability of completing all elements of the RFP and this proposal and insulates the City/Department from additional costs for within scope items.

There are no ongoing or recurring costs, software costs, or software maintenance costs.

At the Client's sole discretion, additional services, or implementation services can be accomplished at either \$275/hour for individual hourly requests or mutually agree to amend the contract for another fixed cost amount.

Fitch & Associates, LLC will invoice partial payments throughout the project based on milestones completed:

- 35% at the delivery of the draft comprehensive data report
- 25% at the delivery of the draft GIS (station location assessment) report
- 25% at the delivery of the draft community risk assessment and standards of cover
- 15% at the delivery of the final CRA/SOC and presentation to the Department/City

\*Fitch & Associates, LLC clarified deliverables to be a Community Risk Assessment and Standards of Cover as a combined document following the CFAI model. As supplemental deliverables will be a comprehensive data report, a comprehensive GIS report (station location study), Risk Assessment Report that will include risk assessment tables, matrices, weighting strategies, per station or geographic planning zone assessments, etc.

[Rest of page intentionally left blank]



## **CONTACT INFORMATION:**

Fitch & Associates, LLC  
2901 Williamsburg Terrace, Suite G  
PO Box 170  
Platte City, Missouri 64079  
Telephone (816) 431-2600  
Facsimile (816) 431-2653

Project Lead/Partner - Steven Knight  
[sknight@fitchassoc.com](mailto:sknight@fitchassoc.com)  
816-500-7481

OKCFD Project Manager – William “Rett” Faulkner  
[william.faulkner@okc.gov](mailto:william.faulkner@okc.gov)  
405-297-3624  
405-205-4059

**RFP:** Fitch & Associates Proposal in response to Contract Entity Fire Station Location and Deployment Study for the Fire Department Request for Proposal RFP23502 (“RFP”), including Non-Discrimination Statement and the Non-Collusion Affidavit are incorporated herein by reference.

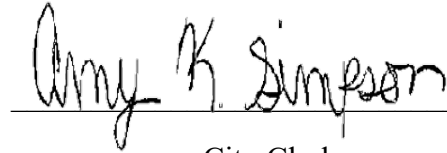
The scope of work shall be as described in Fitch & Associates, LLC response to Request for Proposal RFP23502 (and as stated above) including the requested services the City outlined in the RFP.

[Rest of page intentionally left blank]



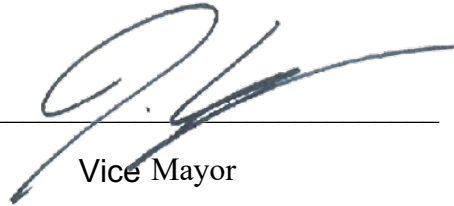
This Professional Services Agreement was approved by The City of Oklahoma City this  
21st day of June, 2022.

Attest:



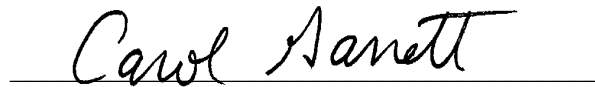
City Clerk





Vice Mayor

Reviewed for form and legality.



Assistant Municipal Counselor



WITNESS the hands of the parties hereto:

The undersigned individual states that the Proposer will be bound the terms and conditions of this Professional Services Agreement.

**TO BE COMPLETED BY THE PROPOSER:**

Roxanne Peek CAO/Partner June 6, 2022  
Signature of Individual Title Date

**Note:** If individual signing is not the owner or an officer of the business or corporation a letter of authorization is to be included. For instance, if a Salesman or Manager signs this form, a letter of authorization is to be attached. Corporate Seal will be accepted in lieu of an authorization letter if affixed to this document.

Roxanne Peek

Printed Name of Individual

Fitch & Associates, LLC 2901 Williamsburg Terr, Ste G; Box 170 Platte City, MO 64079  
Company Name and Address [Please Print] Zip Code

phone: 816-431-2600 fax: 816-431-2653

Telephone Number and Fax Number if any

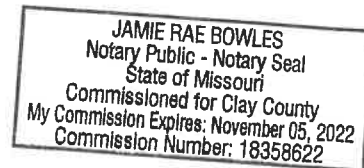
**TO BE COMPLETED BY THE NOTARY:**

State of \* Missouri )

County of \* Clay )

[\*State and County where notarized must be written in.]

SS.



Signed and sworn to before me this 6th day of June, 2022

by Roxanne Peek  
[Printed name of individual who signed above.]

My Commission number: 18358622

My Commission expires: NOV 2022  
[Date/Year]

Jamie Rae Bowles  
Signature of Notary Public



## NON-DISCRIMINATION STATEMENT


The Proposer agrees, in connection with the performance of work under this Agreement/Contract:

a. That the Proposer will not discriminate against any employee or applicant for employment, because of race, creed, color, sex, age, national origin, ancestry or disability. The Proposer shall take affirmative action to insure that employees are treated without regard to their race, creed, color, age, national origin, sex, ancestry or disability. Such actions shall include, but not be limited to, the following: employment, promotion, demotion or transfer, recruitment, advertising, lay-off, termination, rates of pay or other forms of compensation and selection for training, including apprenticeship. The Proposer agrees to post, in a conspicuous place available to employees and applicants for employment, notices to be provided by the City Clerk/Secretary of the Contracting Entity setting forth the provisions of this section, and;

b. That the Proposer agrees to include this non-discrimination clause in any subcontracts connected with the performance of this Agreement/Contract.

c. In the event of the Proposer's non-compliance with the above non-discrimination clause, this Agreement/Contract may be canceled or terminated by the Contracting Entity. The Proposer may be declared by the Contracting Entity ineligible for further Agreement[s]/Contract[s] with the Contracting Entity until satisfactory proof of intent to comply is made by the Proposer.

### THIS FORM MUST BE COMPLETED BY THE PROPOSER PRIOR TO AGREEMENT/CONTRACT AWARD

Sign Here X   
Signature of Individual

CAO/Partner  
Title

Roxanne Peek  
Printed Name of Individual

Fitch & Associates, LLC 2901 Williamsburg Terr, Ste G, PO Box 170 Platte City, MO 64079  
Company Name and Address Zip Code

phone: 816-431-2600 fax: 816-431-2653  
Telephone Number and Fax Number if any



## NON-COLLUSION AFFIDAVIT

The undersigned, of lawful age, being duly sworn, upon oath, deposes and says: That the undersigned has the lawful authority to execute the within and foregoing proposal/bid for, and on behalf of, the Proposer/Bidder; that the Proposer/Bidder has not, directly or indirectly, entered into any agreement, express or implied, with any Proposer/Bidder, having for its object the controlling of the price or amount of such proposal/bid, the limiting of the proposals/bids or the Proposers/Bidders, the parceling or farming out to any Proposer/Bidder or other persons, of any part of the Agreement or any part of the subject matter of the proposal/bid, or of the profits thereof, and that Proposer/Bidder has not and will not divulge the sealed proposal/bid to any person whomsoever, except those having a partnership or other financial interest with the Proposer/Bidder in the said proposal/bid, until after the said sealed proposals/bids are opened.

The undersigned further states that the Proposer/Bidder has not been a party to any collusion: among Proposer/Bidders in restraint of freedom of competition, by any agreement to bid at a fixed price or to refrain from proposing; or with any City/Trust official, City/Trust employee or City/Trust agent as to the quantity, quality, or price in the prospective Agreement, or any other terms of the said prospective Agreement; or in any discussions between the Proposers/Bidders or City/Trust official, City/Trust employee or City/Trust agent concerning the exchange of money or other thing of value for special consideration in the letting of Agreement. The Proposer/Bidder states that it has not paid, given or donated or agreed to pay, give or donate to any City/Trust official, officer or employee of the City or awarding agency, any money or other thing of value, either directly or indirectly, in the procuring of the award of Agreement pursuant to this Proposal/Bid.

Witness the hands of the parties hereto:

The undersigned states that the Proposer/Bidder will be bound by its proposal/bid, the specification, the terms and conditions of the Agreement, and the Requirements for Proposer/Bidders.

→ THIS FORM TO BE COMPLETED BY THE PROPOSER/BIDDER PRIOR TO AGREEMENT APPROVAL ←

Roxanne Peek

CAO/Partner

Type Name of Authorized Agent/Representative

Title

Signature

Fitch & Associates, LLC

Company Name

2901 Williamburg Terr, Ste G, PO Box 170 Platte City, MO 64079

Address

Zip Code

phone: 816-431-2600 fax: 816-431-2653

Telephone Number and Fax Number, if any

### TO BE COMPLETED BY THE NOTARY:

State of \*

Missouri

County of \*

Clay

[\*State and County where notarized must be written in for bid/proposal to be considered.]

SS.

JAMIE RAE BOWLES  
Notary Public - Notary Seal  
State of Missouri  
Commissioned for Clay County  
My Commission Expires: November 05, 2022  
Commission Number: 18358622

Signed and sworn to before me on this 16 day of June, 2022 by Roxanne Peek  
[Day] [Month] [Year] [Print the name of the agent/representative who signed above.]

My Commission Number: 18358622  
[Oklahoma]

My Commission Expires: NOV 2022  
[Date/Year]

Type Name of Notary Public

Signature of Notary Public

[49 Okla. Stat. 2011 §119]





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crystal IBC LLC 32 Old Slip, Financial Square 32 Old Slip New York NY 10005	<b>CONTACT NAME:</b> Mary Busch <b>PHONE (A/C, No, Ext):</b> 6468103460 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> mary.busch@alliant.com
<b>INSURED</b> The Emprize Group, LLC Fitch & Associates, LLC PO Box 170 Platte City MO 64079-0170	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Federal Insurance Company <b>INSURER B:</b> Hartford Underwriters Insuranc <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 94464145**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		35996881	2/12/2022	2/12/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		(22)7358-31-42	2/12/2022	2/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	10WECIO6094	2/12/2022	2/12/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Valuable Papers			35996881	2/12/2022	2/12/2023	Limit of Liability \$75,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

RE: Proposal in response to Contract Entity Fire Station Location and Deployment Study for the Fire Department Request for Proposal RFP23502 ("RFP") The Contracting Entity, including The City of Oklahoma City and its participating public trusts to this Contract/Agreement whether named herein or by reference only, are included as Additional Insured with regards to the General Liability and Auto Liability policies and Loss Payee on the valuable Papers Insurance, where required by written contract or agreement. Coverage is Primary and Non-Contributory as required by written contract subject to the policy terms and conditions.

**CERTIFICATE HOLDER****CANCELLATION**

The City of Oklahoma City  
200 North Walker Avenue  
Oklahoma City, OK 73102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/6/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Crystal IBC LLC 32 Old Slip New York NY 10005	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 212-344-2444 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>
<b>INSURED</b> Fitch & Associates, LLC PO Box 170 Platte City MO 64079	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : Endurance American Specialty I INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
EMPRGRO-01	NAIC # 41718

**COVERAGES****CERTIFICATE NUMBER:** 250558731**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Cyber Liability			MPC30016088800	2/12/2022	2/12/2023	Per Claim/Aggregate \$3,000,000 Per Claim/Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

ADDITIONAL INSURED: The City of Oklahoma City

**CERTIFICATE HOLDER****CANCELLATION**

The City of Oklahoma City  
200 North Walker Avenue  
Oklahoma City, OK 73102

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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