



# MEMORANDUM

Council Agenda  
Item No. IX. E  
6/21/2022

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Agreement with Fitch & Associates, LLC (C235038), Fire Station Location and Deployment Study for the Fire Department, estimated cost \$100,000, June 21, 2022 through June 20, 2023.

### **Purpose:**

To enter into an agreement for a consultant to conduct 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). The RFP was advertised in the Journal Record and posted in the electronic bidding system. A non-mandatory pre-proposal meeting was held on March 10, 2022 via Microsoft Teams with three vendors and City staff in attendance. Twenty-nine potential proposers viewed the RFP with six proposals received on the deadline of March 30, 2022.

The selection committee reviewed and evaluated the proposals according to the criteria outlined in the RFP and requested presentations from the top three scoring proposers on May 31, 2022. Based upon the results of the committee's evaluation and proposer presentation, it was determined the proposal submitted by Fitch & Associates, LLC best met the criteria outlined in the RFP.

Staff is recommending approval of agreement with Fitch & Associates, LLC to conduct a Fire Station Location and Deployment Study, also including Community Risk Assessment and Standards of Cover for the Fire Department.

### **Agreement(s):**

(C235038)

Fitch & Associates, LLC

Pricing Attached

### **Estimated Cost:**

\$74,995 – Fixed Cost, including all travel and expenses.

\$25,005 – Estimated Cost for Additional Expenses at \$275 per hour, if needed.

**Source of Funds:**

General Fund – General Operations – Budget-Support Services – Fire Purchasing – Budget-Other Services and Charges (001-0001-45004XX-11550-52000001)

**Review:**

Fire Department

**Recommendation:** Agreement be approved.