



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR PROPOSALS PACKET (Page 1 of 10)
GRANT COUNTY FIRE INVESTIGATION RFP

October 14, 2019

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with a qualified and experienced individual and/or consulting firm for Fire Investigation Services pursuant to RCW 43.44.050, 36.43.030, and 19.27.110 as applicable.

Each proposal shall specify each and every item as set forth in this Request for Proposal (RFP) Packet. Any and all exceptions must be clearly stated in the proposal submittal. Sections within this RFP Packet are categorized as follows:

- (1) General RFP Information;
- (2) Proposal Preparation and Submission;
- (3) Required Respondent Information;
- (4) Project Requirements and Scope of Work;
- (5) Desired Qualifications; and
- (6) Insurance and Indemnification.

Failure to set forth any item in the RFP Packet without taking exception may be grounds for rejection. Grant County reserves the right to reject all proposals and to waive any informality.

If you or your firm is interested and qualified, please ensure one (1) original and two (2) copies of your proposal, in a sealed envelope clearly marked with the project title "Grant County Fire Investigation RFP", is received by the County on or before 4:00 p.m. (PST) on Monday, November 4, 2019 and addressed to:

Jill Hammond, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Late proposals or proposals submitted via e-mail or facsimile will not be accepted.

Richard Stevens
District 1

Tom Taylor
District 2

Cindy Carter
District 3

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Proposals will be opened at 4:05 p.m. (PST) on Monday, November 4, 2019 at the Grant County Commissioners' Office, located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

Grant County, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this advertisement/request for proposals, disadvantaged business enterprises as defined within 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration of an award. Grant County is an equal opportunity employer and this invitation extends to all qualifying individuals/companies, including those that are minority and woman-owned.

Should you have any questions about the proposal process and/or instructions, please contact me. I may be reached directly at (509) 754-2011 ext. 2937. Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



Jill Hammond
Administrative Services Coordinator

cc: Board of County Commissioners
Damien Hooper, Director of Development Services

[Remaining RFP Packet instructions/requirements follow]

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1. GENERAL RFP INFORMATION

1.1 RFP Notices

RFP notices, updates, addendums, corrections, or any other changes and/or other communications regarding this RFP Packet prior to the RFP deadline will be published on the Grant County internet webpage.

1.2 Objective of this RFP

Grant County is seeking a qualified individual or firm to supplement the County's fire investigation staff to provide additional on-call fire investigation services primarily during overnight hours on the weekends and holidays, but may be called upon to respond to a fire scene at any time.

1.3 RFP Organization

The RFP is composed of six (6) sections, organized as follows:

Section 1 – GENERAL RFP INFORMATION

- 1.1 RFP Notices
- 1.2 Objective of this RFP
- 1.3 RFP Organization
- 1.4 RFP Official Contact(s)
- 1.5 Questions Regarding the RFP

Section 2 – PROPOSAL PREPARATION AND SUBMISSION

- 2.1 General Information
- 2.2 Proposal Submittal, Format, Misc.
- 2.3 Selection Process and Contract Expectations

Section 3 – REQUIRED RESPONDENT INFORMATION

- 3.1 Signature and Representations
- 3.2 Firm Information
- 3.3 Project Manager and Team Experience
- 3.4 Project Understanding and Approach
- 3.5 Scope of Work, Schedule, and Budget
- 3.6 References, Relevant and Directly Related Project Experience Descriptions
- 3.7 Subcontractor(s)

Section 4 – PROJECT REQUIREMENTS AND SCOPE OF WORK

- 4.1 Plan Update Scope
- 4.2 Schedule/Budget

Section 5 – DESIRED QUALIFICATIONS

Section 6 – INSURANCE AND IMDEMNIFICATION

- 6.1 Insurance
- 6.2 Indemnification

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1.4 RFP Official Contact(s)

Upon release of this RFP, all respondent communications must be directed to the RFP Official Contacts listed below. Unauthorized contact regarding this RFP with other County employees or officials may result in disqualification. Any oral communications are discouraged and will be considered unofficial and non-binding on the County. Respondents may only rely upon written statements issued by the appropriate RFP Official Contact:

For RFP Submittal Process/Requirements:

Name:	Jill Hammond
Title:	Admin. Services Coordinator
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 ext. 2937
Fax:	(509) 754-6098
E-mail:	jhammond@grantcountywa.gov

For Fire Investigation RFP Project:

Name:	Damien Hooper
Title:	Director of Development Services
Address:	35 C Street NW Ephrata, WA 98823
Telephone:	(509) 754-2011 x 2595
Fax:	N/A
E-mail:	dhooper@grantcountywa.gov

1.5 Questions Regarding the RFP

Respondents who request a clarification of the RFP requirements may submit written questions to the appropriate RFP Official Contact by mail, facsimile (as applicable), or e-mail. The deadline for receipt of technical questions is October 28, 2019, at 5:00 p.m. (PST). Questions received and answers to those questions will be e-mailed to the RFP Distribution List on or before 5:00 p.m. (PST) on October 30, 2019.

2. PROPOSAL PREPARATION AND SUBMISSION

2.1 General Information

- 2.1a All respondents should read the entire RFP Packet carefully. Failure to comply with instructions may result in a proposal being disqualified from consideration by the County.

2.2 Proposal Submittal, Format, Misc.

- 2.2a All proposal submittals, consisting of one original and two (2) copies, must be received by the County *via* mail, recognized carrier, or hand delivery no later than 4:00 p.m. (PST) on Monday, November 4, 2019, as displayed on Grant County's official time/date stamp located in the Office of the Board of County Commissioners. Late proposal submittals and/or proposals submittals submitted *via* e-mail or facsimile will not be considered.
- 2.2b All proposals must be received by the County in a sealed envelope clearly marked with the project title "Grant County Fire Investigation RFP" and be directed to:

**Jill Hammond, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823**

- 2.2c Costs of preparation and presentation of the proposal will be borne by the Respondent or for any costs associated with the conducting of an interview presentation, or any other activities related to responding to this RFP.
- 2.2d Proposals must be typed/computer generated or written in such a manner as to be clearly legible; any proposal that contains illegible information subject to interpretation may render the entire proposal to be designated "Non-responsive" as it will not allow the County to confidently compare or research qualifications.
- 2.2e Each proposal shall be limited to a maximum of twenty (20) single-sided pages. This number of pages excludes resumes, dividers, and the cover letter. The proposal shall be printed on 8-1/2 x 11" and have a minimum text font size of 11.
- 2.2f A cover letter is required, as set forth in Section 3.1 below.
- 2.2g Proposals should contain straightforward and concise descriptions of the Respondent's capabilities to satisfy the requirements of this RFP Packet. Emphasis should be concentrated on accuracy, completeness, and clarity of content.
- 2.2h A request for awarding a contract/agreement to be signed by the selected respondent will be made to Grant County Board of County Commissioners as set forth in Section 2.3 below.
- 2.2i This request does not constitute an offer of employment or to contract for services.
- 2.2j The County reserves the option to reject any or all proposals, wholly or in part, received by reason of this request.
- 2.2k The County reserves the option to retain all proposals, whether selected or rejected. Once submitted, the proposals and any supplemental documents become the property of the County.

2.3 Selection Process and Contract Expectations

- 2.3a Selection of a qualified individual/agency will be made by a County Selection Committee. Grant County reserves the right to require a meeting between the Selection Committee and one or more representatives from the selected individual/agency prior to the award of a contractual agreement to be signed by the individual/agency and the Board of County Commissioners.
- 2.3b The County reserves the right to award the contract to the individual/agency that presents the submittal which, in the judgment of the Selection Committee, best accomplishes the desired results.
- 2.3c Selection will be made on the basis of the submittals as received. The Selection Committee may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.
- 2.3d Members of the Selection Committee are not to be contacted by the responders regarding this contract opportunity; however, they may contact the County's RFP Official Contacts as detailed in Section 1.4 above.
- 2.3e Proposals will be considered only from individuals/firms that are able to demonstrate having a broad background and extensive experience with fire investigations and which address the following:
 - (1) Demonstrated and/or documented professional understanding of fire sciences;
 - (2) Ability to perform the scope of work identified in Section 4 below;
 - (3) Overall quality of the response, approach and methodologies of the consultant team;
 - (4) Others?

3. **REQUIRED RESPONDENT INFORMATION**

Respondent submittals shall contain the following information and conform to the following requirements:

3.1 Signature and Representations

All Proposals must include a cover letter signed by an official representative of the firm authorized to bind the company contractually.

3.2 Firm Information

Provide the firm name, address, telephone number, e-mail address, federal employer tax number and Washington state business registration number. Provide the name, title, address and telephone number of the contact person authorized to represent the firm and to whom correspondence should be directed.

3.3 Management and Team Experience - Identify the Manager and key personnel who will be responsible for and actually work performed, and their specific roles (including any sub-consultants). List the team's relevant experience in similar capacities. Provide brief previous project experience summaries.

3.4 Project Understanding and Approach - Describe the approach employed by respondent to fire investigations.

3.5 Scope of Work Budget - Provide a scope of work and budget or fee schedule for the scope of work.

3.6 References, Relevant and Directly Related Project Experience Descriptions - List three (3) public agencies, preferably counties, for whom you have performed similar work. Provide reference contact information for each example provided.

3.7 Subcontractors

Indicate and specify whether or not subcontractor(s) will be used for any portion of the project, including the name, address, Washington State UBI number, and name of authorized representative.

4. **PROJECT REQUIREMENTS AND SCOPE OF WORK**

4.1 Fire Investigation Scope

4.1a Grant County requires additional support in completing its requirements to provide fire investigations for any fire which a fire incident command determines that a Fire Marshal's presence is required.

Services provided under this scope require:

- (1) As the County's consultant, provide twenty-four hour per day, seven day per week availability to respond to a fire scene for purposes of conducting investigations to determine the origin and cause of fires.
- (2) Consultant shall conduct the necessary excavation, photography, mapping, evidence collection/preservation, on-scene interviews of emergency response personnel, owners or occupants of structures involved in a fire, and any other relevant parties as necessary to aid in the development of the fire investigation report (see item #3).

- (3) Using the methods and procedures in NFPA 921, prepare a fire investigation report which establishes the findings and conclusions of the investigator, and identify, as possible, the origin and cause of fires.
- (4) Assist Grant County fire investigation staff interviews and interrogations as directed by the Grant County Development Services Director by and through the Grant County Fire Marshal.
- (5) Consultant shall provide only trained and certified fire investigators to conduct origin and cause investigations.
- (6) Consultant shall immediately contact the Grant County Fire Marshal and Grant County Sheriff's Office any time it would appear that a crime had been committed in conjunction with a fire incident.

4.2 Schedule/Budget

Grant County has a desire to enter into a contract with a qualified respondent at the earliest possible opportunity. Additional considerations are required by Grant County to address any labor relations matters that may persist as this work is performed by a contracted consultant rather than county fire investigation staff, which may delay execution of a contract.

Consultant must provide a complete fee schedule for services.

5. **DESIRED QUALIFICATIONS**

- 5.1 Experience and education with practical application of fire sciences as it relates to determining the origin and cause of fires (specifically relating to NFPA 921);
- 5.2 Knowledge and experience in the preparation of comprehensive fire investigation reports;
- 5.3 Experience/expertise in interview and interrogation of fire witnesses or suspected fire setters;
- 5.4 Knowledge and understanding of legal limitations to site entry;
- 5.5 Knowledge and understanding of requirements for chain of evidence and custody of evidence.
- 5.6 All assigned investigators shall be physically able to perform the necessary duties to attempt to determine the origin and cause of a fire incident.

6. **INSURANCE AND INDEMNIFICATION**

6.1 Insurance

- 6.1a Within ten (10) business days after final signatures are obtained on award of a contract, the individual/agency shall provide the County with a certificate of liability insurance naming Grant County and its employees and officers as additionally named insured. Said insurance shall be maintained in full force and effect for the duration of the contract and must be in an amount and format satisfactory to the County. Proof of insurance should be directed to the County's Administrative Services Coordinator (contact information is located on page 1 of 10).

6.2 Indemnification

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- 6.2a Violation of statute, ordinance, or regulation;
- 6.2b Willful, intentional or other wrongful acts, or failures to act;
- 6.2c Negligence or recklessness;
- 6.2d Furnishing of defective or dangerous products;
- 6.2e Premises liability;
- 6.2f Strict Liability;
- 6.2g Violation of civil rights; and/or
- 6.2h Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax

Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the contract are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the contract and the remaining language shall be given full force