

BID COVER PAGE



Procurement Division
200 E University Avenue, Rm 339
Gainesville, FL 32601
(352) 334-5021 (main)
Issue Date: November 6, 2020

REQUEST FOR PROPOSAL # GFDX-210007-MS

GAINESVILLE FIRE RESCUE GROWTH AND EXPANSION FEASIBILITY MASTER PLAN

PRE-PROPOSAL MEETING: [X] Non-Mandatory [ ] Mandatory [ ] N/A [ ] Includes Site Visit
DATE: November 19, 2020 TIME: 9:00 AM EST
LOCATION: Zoom info:
https://us02web.zoom.us/j/81308988004?pwd=em9PeXREK2VodFBKNHFDbTRsTFdVZz09

QUESTION SUBMITTAL DUE DATE: December 11, 2020 @ 3:00 PM EST

DUE DATE FOR UPLOADING PROPOSAL: December 29, 2020 @ 3:00PM EST

SUMMARY OF SCOPE OF WORK:

The City of Gainesville is seeking an experienced, nationally recognized and dynamic professional planning consultant team to develop a facilities master plan that evaluates Gainesville Fire Rescue resiliency, as well as growth and expansion required to meet current and future community service needs.

For questions relating to this solicitation, contact: Melanie Sowers, sowersma@cityofgainesville.org

Bidder is not in arrears to City upon any debt, fee, tax or contract: [X] Bidder is NOT in arrears [ ] Bidder IS in arrears
Bidder is not a defaulter, as surety or otherwise, upon any obligation to City: [X] Bidder is NOT in default [ ] Bidder IS in default

Bidders who receive this bid from sources other than City of Gainesville Procurement Division or DemandStar.com MUST contact the Procurement Division prior to the due date to ensure any addenda are received in order to submit a responsible and responsive offer. Uploading an incomplete document may deem the offer non-responsive, causing rejection.

ADDENDA ACKNOWLEDGMENT: Prior to submitting my offer, I have verified that all addenda issued to date are considered as part of my offer: Addenda received (list all) # 1, 2, 3, 4, and 5

Legal Name of Bidder: AP Triton Consulting, LLC
DBA: AP Triton

Authorized Representative Name/Title: Kurt P. Henke, Principal / Managing Partner

E-mail Address: info@aptriton.com FEIN: 47-2170685

Street Address: 1851 Heritage Lane, Suite 138, Sacramento, CA 95815

Mailing Address (if different): same

Telephone: (916) 692.5510 Fax: ( ) n/a

By signing this form, I acknowledge I have read and understand, and my business complies with all General Conditions and requirements set forth herein; and,

- [X] Proposal is in full compliance with the Specifications.
[X] Proposal is in full compliance with the Specifications except as specifically stated and attached hereto.

SIGNATURE OF AUTHORIZED REPRESENTATIVE: [Handwritten Signature]

SIGNER'S PRINTED NAME: Kurt P. Henke DATE: 12.20.2020

This page must be completed and uploaded to DemandStar.com with your Submittal.



1851 Heritage Lane, Ste 138 • Sacramento, CA 95815 • 916.692.5510 • [info@aptriton.com](mailto:info@aptriton.com)

December 21, 2020

Melanie Sowers, Procurement Division  
City of Gainesville  
200 E University Avenue, Rm 339  
Gainesville, FL 32601

Dear Ms. Sowers:

RE: Gainesville Fire Rescue Master Plan (RFP # GFDX-210007-MS)

Enclosed, you will find our response to your Request for Proposal (RFP) for a "Growth and Expansion Feasibility Master Plan" for Gainesville Fire Rescue. We are confident that we can develop a high-quality plan that will meet your needs and beyond.

Unfortunately, we did not obtain your RFP until after the scheduled date of the pre-proposal meeting. In addition, the bid cover page noted that this meeting was checked as "Non-Mandatory." Although we were unable to attend the pre-proposal meeting, we are hoping you will still consider our proposal.

The Senior Project Manager, consultants, and subject matter experts we have assigned to this project have substantial experience in conducting studies of this nature. Two of the team members are former Florida Fire Chiefs with extensive knowledge and experience with the fire service in Florida.

Our partner, BKV Group, has assigned expert architects and engineers for this project. BKV's team members are experienced experts in fire station assessments and design.

If you have questions or concerns about our qualifications or proposal, please contact Mr. Stouffer at (509) 823-4435 (Pacific Standard Time) or [jstouffer@aptriton.com](mailto:jstouffer@aptriton.com), or me at (707) 266-4309 or [hkenke@aptriton.com](mailto:hkenke@aptriton.com). We appreciate your consideration of our proposal.

Respectfully,

Kurt P. Henke  
Principal/Managing Partner

cc: John Stouffer

Enclosure



City of  
**Gainesville Fire Rescue**  
Gainesville, Florida

Proposal to conduct a

**Facilities Master Plan**  
Resiliency, Growth, & Expansion



**December 2020**

**RFP #GFDX-210007-MS**



**AP TRITON**



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## Project Understanding

AP Triton Consulting, LLC (Triton) understands that the City of Gainesville and Gainesville Fire Rescue (GFR) seeks to retain an experienced, qualified, and nationally recognized professional consulting team to conduct a growth and expansion feasibility master plan to include an assessment and plan incorporating its fire stations and facilities.

The Master Plan will evaluate GFR's ability to meet current and future community service needs in consideration of the City's projected growth and expansion.

GFR intends to have this project conducted in three phases as follows:

1. A full review and evaluation of current conditions, including the geographic coverage area, City of Gainesville planning documents, GFR planning documents, Alachua County planning documents, all facets of GFR, and the necessary facets of Alachua County Fire Rescue.
2. An evaluation of all pertinent data generated by Gainesville Fire Rescue.
3. Development of a comprehensive fire and emergency services Growth and Expansion Feasibility Study that incorporates best practices and innovation into all facets of GFR's mission and function, which fully addresses the Scope of Work, to include:
  - a. A Facilities Growth and Expansion Master Plan
  - b. Provides an in-depth cost analysis of the recommendations provided in the final document.

Triton's Project Team, along with its partner BKV Group (BKV), will work closely with GFR's Project Team in the development of this plan based on the Scope of Work contained in this document.

## Project Scope of Work

The following represents the Scope of Work (SOW) prepared by Triton based on the requirements of the City of Gainesville's Request for Proposal. The various sections and tasks have been developed specifically for this project.

### Section One—Project Initiation

#### Task 1-A: Project Initiation & Development of a Work Plan

Triton and BKV will meet with the members of GFR's Project Team who will be involved in the study. The purpose will be to develop a complete understanding of the City and GFR's background, goals, and expectations for the project.

Triton's Senior Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the Triton Project Team, GFR, and the City, determine communications processes, and identify logistical needs for the project.

#### Task 1-B: Procurement of Information & Data

Triton will request pertinent information and data from GFR, the City of Gainesville, and any other agencies as necessary. This information is critical and will be used extensively in the various analyses and development of the report.

Triton will review and research each of the documents as described in the RFP. In addition to those, Triton will request the following additional documents and information, which will include but not be limited to:

- Current City of Gainesville (and Alachua County) economic, census, and demographic information and data
- Current GFR service delivery practices, objectives, and targets
- GFR organizational chart

- List of all management positions, administrative support staff positions, operations positions, including ranks and titles (not to include names of individuals)
  - Wages and benefits for each position, rank, and title (not to include names of individuals)
- Local collective bargaining agreement with Gainesville Professional Firefighters, IAFF Local 2157
- GFR historical (and current) budgets and financial data, including debt information, long-range financial plans and projections, and capital improvement/replacement plans
- Inventory of all GFR fire stations, administrative facilities, apparatus, vehicles, and special operations units
  - To include Alachua County Fire Rescue's (ACFR) nearby stations and apparatus
- GFR administrative policies and procedures and Standard Operating Guidelines
- Comprehensive historical records management incident data, including National Fire Incident Reporting System (NFIRS) incident data
  - Historical Computer-Aided Dispatch (CAD) incident records of GFR, as necessary
- GFR and ACFR Automatic Aid Agreement (AAA) and any other mutual or automatic aid agreements
- Geographic Information Systems (GIS) shapefiles and other files outlining geographic boundaries, fire station locations, response zones, and other relevant files
- Construction drawings or plans of the existing facilities so construction methodology and areas of particular interest can be assessed before the survey of the facilities
- Utility bills for the last two years so energy use performance of the buildings and benchmark can be established against similar facilities
- Any other documents and records necessary for the successful completion of the project

### **Task 1-C: Stakeholder Input & Field Work**

The Triton Project Team will conduct on-site interviews and gather information from key personnel and stakeholders from the City of Gainesville and GFR (taking into account current allowable social distancing protocols\*). Some information may be acquired through the use of electronic forms and/or telephone interviews. Individuals will include, but not be limited to:

- City elected and appointed officials as desired
- GFR Fire Chief, command staff (Deputy Chief, Assistant Chief, District Chiefs), and administrative support staff
- Representative(s) of IAFF Local 2157
- City representatives from Facilities Management, Fleet Management, Financial Services, Metropolitan Transportation Planning Organization (MTPO), Human Resources, Planning Department, and other City departments
- Representative(s) of the Alachua County Combined Communications Center
- Random selection of firefighters and company officers assigned to operations (may also include a confidential on-line survey)
- Fire Chief and/or representatives of Alachua County Fire Rescue (ACFR)
- Any other individuals necessary for the successful completion of this study

From these interviews, Triton will obtain additional information and perspective on the operational, economic, and policy issues facing Gainesville Fire Rescue.

*\*Depending on the status of the COVID-19 Pandemic and any travel or other restrictions, distance interviews may be necessary using remote conferencing technology.*

### **Section Two—Evaluation of Current Conditions**

To conduct a thorough assessment and consistency with industry best practices and national consensus standards, it will be necessary for Triton to evaluate GFR's current conditions, community growth projections, fire stations, apparatus, and historical service delivery. The results of these analyses will be critical for further evaluation and recommendations.



### **Task 2-A: Community Overview**

Triton will provide a brief overview of the City of Gainesville and surrounding unincorporated areas of Alachua County, to include but not be limited to:

- Service area population and demographics, including GIS maps of the service area and population density
- Description of the City and unincorporated areas of Alachua County

### **Task 2-B: Overview of Gainesville Fire Rescue**

Triton will analyze and provide an overview and basic description of Gainesville Fire Rescue, to include but not be limited to:

- General description of GFR and the services provided
- Governance and lines of authority
- GFR organizational structure
- Historical and current recurring and non-recurring revenues and expenditures, capital expenditures, and any other areas relevant to revenue and expenses
- A brief overview of other emergency services and related organizations

### **Task 2-C: Management & Planning**

Triton will review general management elements and procedures, along with GFR, City, and County planning documents and processes.

- Organizational leadership and organizational culture
- Mission and vision, strategic planning, goals, and objectives
- Internal assessment of critical issues and future challenges, including any Labor-Management relationships and issues
- External relationships and communications processes, including internal communications
- Review and evaluate various planning documents from the City of Gainesville, Gainesville Fire Rescue, Alachua County, Alachua County Fire Rescue, and any other relevant planning documents
- Review each of the documents listed on page 8 of the RFP (e.g., GFR's Strategic Plan 2020–2025, FACETS' 2016 Fire Station Location & Staffing Study, GFR's 2019 Annual Report, City of Gainesville Strategic Plan, etc.)
- Any other issues relevant to management and planning

**Task 2-D: Staffing & Personnel**

Triton will review GFR's staffing levels and personnel management, to include but not be limited to:

- Review and evaluate operational staffing levels
- Review staff allocation to various functions and divisions
- Review and evaluate any other relevant staffing and personnel issues

**Task 2-E: Fleet Assessment**

Triton will review the status of GFR's current fleet (apparatus and other response vehicles, support units, staff vehicles) and analyze current and future needs relative to the existing condition of those assets. The observations will include at a minimum:

- Apparatus and vehicle types and quantity, along with needs based on future service demand
- Condition, useful life, and potential replacement
- Location and deployment (some of which will be addressed in Task 2-F)

**Task 2-F: Historical & Current Service-Delivery & Performance**

Triton will review and observe areas affecting GFR's service levels and operational performance. These will include, but not necessarily be limited to:

- Service Demand Study
  - Analysis and Geographical Information Systems display of current service-demand by incident type
  - Analysis and GIS display of current service-demand by temporal variation
  - GIS display of historical incident-density locations
- Resource Distribution Study
  - Overview of the current facility and apparatus deployment strategies analyzed through GIS and other software
- Resource Concentration Study
  - Analysis of apparatus and staff distribution as related to achieving an effective response force (ERF) assembly

- Response Reliability Study
  - Current workload, including unit hour utilization (UHU) of individual companies
  - Analysis of response-time performance capability to achieve full EFR
  - Analysis of call-concurrency and impact on ERF assembly (resource drawdown) and resource exhaustion
  - Analysis of actual system reflex time performance, analyzed by individual components
  - Analysis of other components in the response-time continuum
- Other analyses necessary to determine operational performance
- Impact of mutual and automatic aid systems

### **Task 2-G: Forecasted Population Growth & Projected Service Demand**

- Determine population growth projections for the City of Gainesville and the service areas of GFR (unincorporated Alachua County and potential areas to be annexed)
- Forecast future service demand (requests for service) on GFR

### **Task 2-H: Support & Other Programs**

Triton will conduct a cursory review of each of the following GFR support programs to include but not be limited to:

- Life Safety & Public Education Programs
- Special Operations
- Training & Continuing Medical Education Program

## **Section Three—On-site Analysis of Existing Facilities**

In partnership with Triton, BKV's engineers and architects will conduct an assessment of condition, locations, and useful life for all City buildings occupied by GFR, including fire stations, administrative buildings, training buildings, and all associated or needed facilities—for a total of ten facilities.

Over the course of three site evaluation visits, BKV Group will collect information on each of the facilities described above. BKV has perfected its techniques through many similar studies. Blueprints will be reviewed in advance to become familiar with the layout and identify any specific areas of concern. BKV staff will walk the site, the building exterior, and the building interiors room-by-room. BKV walks the facility with multiple staff to make sure all details are noticed and the appropriate photographs are taken.

### **Task 3-A: Existing Conditions Assessment**

BKV Group's team will tour the existing buildings and sites to understand the physical condition, deferred maintenance issues, and the remaining useful life of all the following elements:

- Site improvements and utilities
- Exterior envelope and structural systems
- Interior elements (doors, casework, etc.)
- HVAC systems
- Plumbing systems
- Fire protection and fire alarm systems
- Emergency and normal power distribution systems
- Communications systems

BKV will also document any building code, OSHA, or ADA compliance violations, any missing building systems, and energy efficiency or resiliency shortcomings. The tour will be documented with photographs and a narrative of BKV's findings.

### **Task 3-B: Functionality & Best Practices Assessment**

Working with Triton staff, BKV Group will conduct a full functionality review, looking for NFPA compliance issues, response time issues, workflow support, etc. The various elements of the fire station to industry best practices will be compared and findings documented with photographs and a narrative of the findings.

### **Task 3-C: Firefighter Health & Safety Assessment**

BKV and Triton realize that the Department's most important asset is its firefighters. The high nationwide incidence of cancer, heart disease, sleep deprivation, depression, and other serious health concerns can be directly affected, positively or negatively, by the physical space of the fire station. The Project Team is committed to reversing the trend of illness, disease, and death. To highlight these issues, BKV will separate the health and safety concerns as noted during the fire station inspections to a dedicated section of the report. Again, BKV will document each with photographs and narratives and will provide important background information about the issue(s) to educate lay people about the risk firefighters face. BKV has found that laypeople, including many elected and appointed City officials, have not been made aware of the health risks, it is critical to provide this background information to raise the issues to their urgent attention.

### **Task 3-D: Estimated Costs of Correction**

BKV will provide high-level cost estimates to correct each issue discovered during the assessments and provide a recommended timeline for action. This includes the calculation of a Facility Condition Index as a data-driven approach to recommending repair, renovation, or replacement for each facility (notwithstanding location issues).

## **Section Four—Strategies & Recommendations**

Based on the results of the analyses conducted in the preceding sections, Triton and BKV will present their findings and recommendations. It must be emphasized that no recommendations will result in a reduction of GFR's ISO Class 2 rating, or negatively impact GFR's current accreditation through the Commission on Fire Accreditation International (CFAI).

Proposed strategies and recommendations will be developed in consideration of industry best practices, national consensus standards, and any applicable Florida regulations, and will take into account the best interests of the community, the City, and GFR. These will include but not be limited to:

### **Task 4-A: Recommendations on Facilities Conditions**

For the administration, support, and training functions of GFR, the BKV and Triton Project Team will work with Department administration and staff to identify, discuss, and closely define all the spaces required to function efficiently, in compliance with regulations and national standards, for the next 20-plus years. Those needs will be compared to the space the Department currently has in the buildings. BKV and Triton will discuss in-depth the future of the fire service and how trends may impact the Department's space needs in the future.

- An estimate of Total Cost of Ownership to evaluate both short-term and long-term cost impacts of a new fire station
- Recommendations on energy efficiency, energy alternatives, and protecting the environment
- Summary of resiliency recommendations identified during the assessments
- Summary of built-in fire protection recommendations identified during the assessments
- Estimated one-time and recurring costs to open and operate a new fire station
- Recommend necessary changes to GFR buildings and facilities to withstand a natural and manmade disaster, to include building hardening, safety, security, and power
- Recommend any GFR building needs for built-in fire protection features, automatic hood suppression systems, fire alarms systems, and fire sprinklers

#### **Task 4-B: Fire Station Locations**

Based on the comprehensive analyses in the preceding sections, along with projected future service demand on GFR, Triton will make recommendations regarding current and future fire station locations. This will include but not be limited to:

- GIS analysis and graphic representation of optimum fire station locations that would provide the maximum efficiencies, effective response force, and shortest response time performance
- Recommended station staffing and apparatus deployment
- Training facility location and recommendations

#### **Task 4-C: Fleet Recommendations**

- Recommend any potential upgrades or modifications of existing apparatus and staff and support vehicles
- Recommend apparatus and vehicles necessary to meet future service demand
- Any other recommendations related to fleet upgrades and maintenance

#### **Task 4-D: General Recommendations & Financial Impacts**

Based on its various observations and conclusions, Triton may provide additional recommendations that would result in GFR service improvements, including any financial impacts of such.

### **Section Five—Review & Publication of the Final Report**

#### **Task 5-A: Development & Review of the Draft Report**

Triton will develop and produce an electronic version of the draft written report for technical review by representatives of the City and GFR. This feedback is a very important aspect of this project, and Triton will provide adequate opportunities for review and discussion of the draft report before finalization. The report will include:

- Clearly designated recommendations
- Detailed narrative analysis of each report element written and presented in sections with explanatory support to ensure an understanding by all readers
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate

**Task 5-B: Publication of the Final Report**

Following a final technical review and approval by GFR, Triton will provide a total of 10 printed and bound copies and an electronic version (PDF format) of the report.

**Task 5-C: Presentation of the Final Report**

Triton will conduct a final presentation of the report to the Gainesville City Commission, Gainesville Fire Rescue, and any other individuals or groups as requested. The presentation will include:

- A summary of the nature of the report, methods of analysis, primary findings, and critical recommendations
- An audio-visual presentation of the study
- A review and explanation of charts, graphs, diagrams, and maps, where appropriate
- Opportunity for questions and answers, as needed
- All presentation materials, files, graphics, and written material will be provided to the City and GFR at the conclusion of the presentation(s)

## Project Approach

### Triton's Approach to Projects

Triton's approach to projects represents our complete understanding of your expectations. Our experience in working with fire departments, fire districts, and EMS organizations, as well as other emergency services agencies, includes a wide variety of communities throughout the United States. Key elements of Triton's methodology include:

- A complete understanding of the project background, goals, and objectives, as well as the complex issues that must be addressed.
- A comprehensive, well-designed, and practical scope of work (SOW) and workplan that enables substantial input from the key stakeholders, leadership, and other relevant individuals.
- Use of state-of-the-art GIS mapping, computer modeling, and data analysis tools, web-based communications technology, and many other sophisticated tools and technologies.
- Triton's project methodology is augmented by the utilization of web-based and other communication technologies. We will utilize the Dropbox application to create a secure online project site that enables the client and project team members to collaborate and communicate throughout nearly every phase of the project. In addition, Triton utilizes GoToMeeting conferencing software to assist with client communications and various presentations.
- Utilization of experienced Subject Matter Experts (SME) in the fire service, EMS, and other related emergency services disciplines, as well as individuals with expertise in GIS and data analysis.
- Commitment to successfully complete our projects and deliverables within the time requested, and in a manner that would meet or exceed expectations.
- High-quality printed and bound reports, with contents and recommendations that will easily enable the client, key stakeholders, and community members to understand the report.



## Best Practices & National Standards

Based on the type of project and study requirements, Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association (NFPA)*, *Center for Public Safety Excellence (CPSE)*, *Commission on Accreditation of Ambulance Services (CAAS)*, and other organizations.

## Estimated Project Timeline & Fee Proposal

### Project Completion Timelines

Triton offers the following project timeline, which is subject to change based upon the mutual agreement of GFR, the City of Gainesville, and AP Triton. The timeline will not begin until Triton has been provided with *all* information and data necessary for the successful completion of the project. Triton will make every effort to complete the project in less time than anticipated.

**Estimated Time to Complete the Project: 8–10 months**

### Project Fee Proposal

***AP Triton will be wholly responsible for the completion of the work and all costs of BKV Group. Triton will be contractually obligated solely to the City of Gainesville for the completion of the Growth & Expansion Feasibility Master Plan.***

AP Triton Consulting, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of all expenses:

Project Section	Fees & Expenses
<b>Section 1:</b> Project Initiation & Information Acquisition	\$18,616
<b>Section 2:</b> Evaluation of Current Conditions	\$23,746
<b>Section 3:</b> Fire Stations & Facilities Assessment	\$47,752
<b>Section 4:</b> Strategies & Recommendations	\$19,310
<b>Section 5:</b> Review & Publication of the Final Report	\$10,898
<b>Proposed Project Fee (will not exceed):</b>	<b>\$120,322</b>

### Payment Schedule & Invoicing

- 10% payment due upon signing of the contract, with monthly invoicing thereafter as work progresses.
- Triton shall perform any additional work on a time and materials basis as requested in writing by the client at a negotiated hourly rate.

### Cost Quotation Information

- The bid quotation is valid for 90 days.
- Triton Federal Employer Identification Number: 47-2170685.

## About AP Triton Consulting

### Contact Information

The headquarters of AP Triton Consulting, LLC is located in Sacramento, California. Consultants and other subject matter experts (SME) are located throughout the United States.

- **Address:** 1851 Heritage Lane, Suite 138, Sacramento, CA 95815
- **Phone:** (916) 692-5510
- **E-Mail:** info@aptriton.com
- **Website:** www.aptriton.com

### About AP Triton

Established in 2014, AP Triton has a wide range of experience in the fire service, emergency medical services, special events and filming, fire prevention, and life-safety programs. Our consultants have conducted numerous studies involving Master Plans, Community Risk Assessments/Standards of Cover, Strategic Plans, Fire Department Consolidation Studies, EMS Systems Analyses, Staffing Studies, Agency Evaluations, Fire Station Location, and Engineering Studies, as well as other unique Fire Service and EMS studies.

We have extensive experience in valuing fire protection and EMS delivery systems, as well as accessing both revenue and federal cost recovery programs, such as Ground Emergency Medical Transport (GEMT) and Inter-Governmental Transfer (IGT).

AP Triton has helped agencies across the country capture over \$1.2 billion in additional revenue over the last six years, which in turn has been reinvested back into the communities in the form of improved services, decreased response times, and increased safety measures.

### Conflict of Interest Statement

Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

Triton is not presently suspended or otherwise prohibited by any government from participation in this solicitation or any other contracting to follow thereafter. Neither Triton nor anyone associated with Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, Triton will immediately notify the client in writing.

## Insurance & Litigation

AP Triton maintains comprehensive insurance. Copies of Triton's certificates of insurance are available upon request. Triton has no past and/or pending litigation or unresolved lawsuits.

## Triton W-9 Form

Form <b>W-9</b> (Rev. October 2018) Department of the Treasury Internal Revenue Service	<b>Request for Taxpayer                  Identification Number and Certification</b> ▶ Go to <a href="http://www.irs.gov/FormW9">www.irs.gov/FormW9</a> for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.	
1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>AP Triton Consulting, LLC</b>			
2 Business name/disregarded entity name, if different from above			
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <b>S</b> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1851 Heritage Lane, Suite 138</b>		Requester's name and address (optional)
6 City, state, and ZIP code <b>Sacramento, CA 95815</b>			
7 List account number(s) here (optional)			

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
4	7	-	2	1	7	0	6	8	5

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ 	Date ▶ <b>01.23.2020</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).


### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.


*If you do not return Form W-9 to the requester with a TIN, you might*

## BKV Florida License



Ron DeSantis, Governor

Halsey Beshears, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**BOARD OF ARCHITECTURE & INTERIOR DESIGN**

THE ARCHITECT CORPORATION HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES


**BOARMAN KROOS VOGEL GROUP, INC.**

BKV GROUP  
222 N 2ND ST  
STE 101  
MINNEAPOLIS MN 55401

**LICENSE NUMBER: AA26003836**

**EXPIRATION DATE: FEBRUARY 28, 2021**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

**Note:**

If required, AP Triton Consulting, LLC will obtain a State of Florida Business license.

## About BKV Group

BKV Group ([www.bkvgroup.com](http://www.bkvgroup.com)) is a full-service multi-disciplinary firm with more than 215 professional staff providing architecture, engineering, interior design, landscape architecture, and construction administration. Over the last 42 years, BKV Group has grown from a sole proprietorship into a diverse partnership with offices in Chicago, Washington DC, Dallas, and Minneapolis, serving clients locally and nationwide.

Collectively, BKV Group and AP Triton represent a practice whose expertise is team-focused and offers a client-centered approach to creating architectural solutions. Through BKV's full-service structure, they offer clients a single source for all aspects of design and construction administration services.

BKV Group is an established leader in five primary practice areas: government, housing, hospitality, education, and commercial. Each practice area is led by BKV Group partners who are nationally recognized leaders in their respective fields. The team consists of architects, landscape architects, interior designers, construction administrators, structural, mechanical/plumbing, and electrical engineers, certified code officials, and specification writers. BKV provides facility evaluations and space needs analyses, facility options, and full design services from schematic design through construction and close-out.

### BKV Group Services

BKV Group, through rigorous continuing education, provides design solutions at the leading edge of innovative technologies. A commitment to the integrated design necessitates constant collaboration among all professional disciplines who share a common vision. Their multi-disciplinary approach allows them to serve the unique and diverse needs of each client through a fully-coordinated, single-source team.

- Project Management
- Planning and Feasibility
- Architecture
- Interior Design
- Mechanical and Electrical Engineering
- Structural Engineering
- Landscape Architecture
- Sustainable Design
- Construction Administration

## Appendix A: Qualifications of the Project Team

### John A. Stouffer

#### Senior Project Manager



#### Summary of Qualifications

Mr. Stouffer began his career in public safety in 1976 as a firefighter/EMT with Yakima County (WA) Fire District #10, where he established the first EMS program in the department. In 1980, he attended the Paramedic Program at Central Washington University and obtained a position with Yakima (WA) Medic One becoming a field paramedic and the organization's first Training Officer. In 1988, he was offered the position of the Director of the Yakima County (WA) Department of Emergency Medical Services. After holding that position for nine years, he took a position with Gresham (OR) Fire & Emergency Services as the EMS Coordinator, occasionally serving as the acting Chief of the Training Division, until his retirement in 2009. Since 1992, in addition to his other employment, he has been providing a wide variety of public safety consulting services to clients throughout the U.S. and Canada.

#### Professional Experience

- Western Region Manager, Emergency Services Consulting International (ESCI) (2018–2020)
- Project Manager/Associate Consultant, ESCI
- Technical Advisor/Program Developer, Vision 20/20 & Institution of Fire Engineers
- EMS Research Investigator/Coordinator, Oregon Health & Science University
- EMS Coordinator (Captain), Gresham Fire & Emergency Services
- Managing Partner/Senior Consultant, Pacific Northwest Associates, LLC
- Director, Yakima County Department of Emergency Medical Services
- Training Officer/Paramedic, Yakima Medic One
- Firefighter/EMT-Paramedic/Medical Services Officer | Yakima County Fire District #10
- More than 40 years of diverse experience in fire and emergency medical services

#### Educational Background & Certifications

- Central Washington University
- Yakima Valley Community College
- Western Oregon University
- National Fire Academy Incident Command for EMS
- Seattle/King County Resuscitation Academy Fellowship
- Multiple instructor certifications (NFPA I & II, ACLS, PHTLS, WSFST Instructor II, EZ-IO Instructor)
- Numerous advanced-level EMS certifications
- More than 250 hours of fire service education, Washington State Fire Service Training

#### Associated Professional Accomplishments

- Project Manager and consultant on many fire and EMS projects around the U.S. and Canada
- Co-authored and published several international prehospital studies (available on request)
- Authored two guides on Community Risk Reduction for Vision 20/20 (available on request)
- Project Co-Director, King LT Airway Implementation Project for Multnomah County (OR)
- Author, Phases I & II of the Yakima County EMS Master Plan
- Earned fourteen professional awards during his career (available on request)

Note: This is a brief summary of Mr. Stouffer's CV. A complete version can be made available on request.

## James Angle

### Associate Consultant



#### Summary of Qualifications

Chief Angle has substantial experience in data collection and analysis, evaluation of processes, planning skills, presentation skills, very familiar with computers and software for publishing and data analysis, research and evaluation of applicable standards regulations and best practices as they apply to organizational programs. Specific experience and expertise related to the governance and operation of special fire districts. He has experience working in a team environment requiring strong collaboration and communication skills, along with critical thinking and problem solving are strengths.

#### Educational Background & Certifications

- Master's Degree in Business Administration - Nova University
- Bachelor of Science Degree in Fire Science and Safety Engineering – University of Cincinnati
- Executive Fire Officer
- Chief Fire Officer Designate
- Institute of Fire Engineers, US Branch – Member Grade

#### Professional Experience

- Fire Commissioner - Palm Harbor Special Fire Control and Rescue District
- Program Director (Retired) - St. Petersburg College, Fire and Public Safety Training Center
- Fire Chief (Retired) - Palm Harbor Special Fire Control and Rescue District
- Battalion Fire Chief - South Trail Special Fire Control and Rescue District
- Fire Department Training/Safety Officer - South Trail Special Fire Control and Rescue District

#### Associated Professional Accomplishments

- Author - Occupational Safety and Health in the Emergency Services 4th Edition Textbook, Jones, and Bartlett Publishers
- Co-Author – Firefighting Strategies and Tactics 3rd Edition Textbook, Jones, and Bartlett Publishers
- Served as President and as the Executive Director of the Florida Association of Special Districts
- Awarded the Florida Fire Chiefs' Fire Chief of the Year 2010
- Palm Harbor Chamber's Palm Harbor Citizen of the Year 2012
- Awarded the Paul Harris Fellow by the Palm Harbor Rotary

Note: This is a brief summary of Chief Angle's CV. A complete version can be made available on request.



## Stuart McElhaney

### Senior Consultant



#### Summary of Qualifications

Mr. McElhaney joined Marion County (FL) as Fire Chief in March of 1994 and was appointed Assistant County Administrator for Public Safety in April 2009 serving in a dual capacity. Mr. McElhaney's post-secondary educational experiences included the U.S. Merchant Marine Academy followed by the College of William and Mary where, in 1979, he received a B.S. in Geology. He attended the University of Tennessee earning an M.S. in Geology in 1981. For the next thirteen years, he worked for Shell Oil Company as an exploration geologist in different regions around the world. While working for Shell in Houston, he volunteered for almost ten years with a large combination fire department where he served as Assistant Chief, earning a B.S. in Fire Administration from the University of Maryland in 1992.

#### Professional Experience

- Professional Consultant (Individually and with Almont Associates)
- Assistant County Administrator, Marion County, Ocala, Florida
- Fire Chief, Marion County Fire-Rescue Department, Ocala, Florida
- Adjunct Instructor, University of Florida, Gainesville, Florida
- Assistant Fire Chief, Cy-Fair Volunteer Fire Department, Houston, Texas
- Staff Geologist, Pecten International (Shell Oil Company subsidiary)
- Senior Geologist, Shell Oil Company, Houston, Texas

#### Educational Background

- Bachelor of Science, Fire Service Administration, University of Maryland, 1992
- Master of Science, Geology, University of Tennessee, 1981
- Bachelor of Science, Geology, College of William & Mary, 1979
- Executive Fire Officer Program, U.S. Fire Academy, 1998

#### Major Accomplishments & Achievements

- Led successful effort to consolidate city, county, and sheriff's dispatch/communications operations
- Consolidated countywide ambulance service under fire-rescue department in order to reduce annual ambulance operating deficit from \$8 million to less than \$2 million, while improving level of service
- Negotiated agreement with Level I trauma center to bring air medical program to Marion County
- Successfully authored and implemented 10-year fire rescue master plan
- Authored and implemented 5-year master plan following ambulance service integration with fire rescue
- Built 11 new fire stations and renovated 5
- Consolidated multiple fire districts and developed a countywide fire assessment program
- Implemented a fire service impact fee program
- Published twelve articles for the Florida Fire Service Today
- Multiple successful deployments for hurricane and wildfire response with State of Florida IMT

Note: This is a brief summary of Mr. McElhaney's CV. A complete version can be made available on request.

## Craig Carter, AIA, NCARB

### Fire Station Design Expert, Associate Partner, BKV Group



#### Summary of Qualifications

Mr. Carter has 16 years of experience in architectural studies, programming, planning, design, documentation, and construction administration, including ten years focusing on fire station projects. Mr. Carter has produced studies of more than 100 buildings with a wide variety of uses, ages, and conditions. In addition to understanding construction methods, code requirements, ADA regulations, and the expected lifespan of materials, Mr. Carter is an expert in the detailed requirements that enable these buildings to be effective tools for their users and can provide functional analysis while reviewing the physical characteristics. He has more than 70 fire station projects in his portfolio. His role will be to analyze the functional and health/safety characteristics of the facilities, program the optimal space needs, and lead the master planning process.

#### Partial Relevant Project Experience

- Carrollton, Texas Fire Station Study, Carrollton, TX - four stations
- Coppell Fire Stations Assessment, Coppell, TX - three stations and one vehicle storage garage
- Custer South Dakota Fire Station Study, Custer, SD - three stations
- Albert Lea City-Wide Facilities Assessment & Master Plan, Albert Lea, MN
- Cloquet Facilities Assessment and Master Plan, Cloquet, MN
- Dayton Fire Department Study, Dayton, MN
- Fairfax County #11 (Penn Daw) Study, Alexandria, VA
- Fauquier County Remington Volunteer Fire Station Study, Remington, VA
- Forest Lake Public Works and Municipal Facilities Master Plan, Forest Lake, MN
- Fulda Fire Station Study, Fulda, MN
- Grafton Fire Department Study for Fire Station, Grafton, ND
- Kindred Fire Station Study, Kindred, ND
- Lake Elmo Municipal Space Needs Assessment, Lake Elmo, MN
- Lake Zurich Fire Stations Master Plan, Lake Zurich, IL
- Lakewood Municipal Complex Master Plan, Lakewood, IL
- Lincolnshire Riverwoods Fire Protection District Station #51 Study, Lincolnshire, IL
- Mahtomedi City Hall and Fire Department Needs Assessment, Mahtomedi, MN
- Springfield Fire Department Study, Springfield, OH – seven stations
- Streamwood Space & Program Study, Streamwood, IL

#### Educational Background & Certifications

- University of Illinois at Urbana-Champaign, Bachelor of Science in Architectural Studies
- University of Illinois at Urbana-Champaign, Master of Architecture
- Licensed Architect
- NCARB, LEED AP BD+C

#### Associated Professional Accomplishments

- He routinely speaks at conferences and writes articles about current fire station planning topics, including Sustainability; Reducing Costs; Planning and Studies; and Sleep Deprivation.

Note: This is a brief summary of Mr. Carter's CV. A complete version can be made available on request.

## Henry Pittner, AIA, NCARB

### Project Manager, Partner, BKV Group



#### Summary of Qualifications

Mr. Pittner has 35 years of experience as an award-winning licensed architect, author, and presenter. Mr. Pittner has gained national recognition for his leadership in managing and planning complex civic + government facilities and county-wide and system-wide master planning projects. He has long experience in feasibility studies including review of historic construction detailing, renovation feasibility, building community support, development of long-term implementation schedules, and cost estimating.

Mr. Pittner's management process seeks to address, solve, and deliver innovative solutions to his client's unique issues through a collaborative, creative, and research-focused approach resulting in demonstrated outcomes, including improved economic performance, measurable productivity gains, improved customer satisfaction ratings, and enhanced cultural responsiveness. As a licensed architect, he has strong experience in planning, master planning, programming, building code, and zoning analysis, and designing public safety centers.

#### Partial Relevant Project Experience

- Carrollton, Texas Fire Station Study, Carrollton, TX - four stations
- Custer South Dakota Fire Station Study, Custer, SD - three stations
- Lake Zurich Fire Stations Master Plan, Lake Zurich, IL – four stations
- Lincolnshire Riverwoods Fire Protection District Station #51 Study, Lincolnshire, IL
- Streamwood Space & Program Study, Streamwood, IL
- Facility Condition Assessment & Master Plan Study, Mahomet, IL
- Lockport Facilities Condition Assessment, Lockport, IL
- Bolingbrook Police Department Study, Bolingbrook, IL
- Carlton County Justice System Implementation and Master Plan, Carlton, MN
- Washburn County Government Center Study, Shell Lake, WI
- Kane County Government Center Master Plan, Batavia, IL
- Kane County Justice Center Master Plan, Geneva, IL
- Kane County Wide Programming & Master Plan, Batavia, IL
- Lake County Juvenile Justice Center Master Plan, Vernon Hills, IL
- Public Works Facility Master Plan, Bloomington, IL

#### Educational Background & Certifications

- University of Illinois at Urbana-Champaign, Bachelor of Science in Architectural Studies
- University of Illinois at Urbana-Champaign, Master of Architecture
- Licensed Architect
- NCARB, LEED AP BD+C

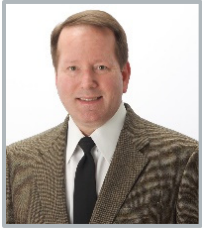
#### Associated Professional Accomplishments

- Author of "What the Heck are Soft Costs," published in FIREHOUSE magazine.

Note: This is a brief summary of Mr. Pittner's CV. A complete version can be made available on request.

## James E. Syring

### Associate Consultant



#### Summary of Qualifications

James Syring has served with Clackamas County Fire District #1 in Clackamas, Oregon for 30 years, retiring as Deputy Fire Chief in 2015. He is now an elected Board of Director for Clackamas Fire and was recently re-elected for a second term. James progressed through the ranks from Volunteer Firefighter to Chief Officer and has an extensive educational and fire service back ground including time served as a peer assessor for the Commission on Fire Accreditation International (CFAI).

Mr. Syring brings strong administrative and management skills to AP Triton, cultivated by strong education and experience, with strength in organizational development, human resources management, and expertise in legal integration opportunities and methods. Mr. Syring has helped facilitate, support, and execute numerous consolidations & mergers that resulted in eleven separate Fire Departments in Clackamas County legally integrating into one and contracting for services.

#### Educational Background

- Fire Service Administrator's Institute, Eastern Oregon University, LaGrande, OR
- Fire Service Advanced Administrator's Institute, Eastern Oregon University, La Grande, OR
- Portland Community College, Associates of Fire Science, Portland, OR
- Eastern Oregon University, Bachelors of Science, Fire Administration, LaGrande, OR
- National Registered EMT – EMT Basic, 1983 – Current
- National Fire Academy (NFA), Executive Fire Officer Graduate, Emmitsburg, MD

#### Professional Experience

- 36 continuous years of diverse experience in fire and emergency medical services
- Deputy Fire Chief and EMT Basic, Clackamas County Fire District #1, Oregon
- Accreditation Peer Assessor, Commission on Fire Accreditation International (CFAI), Virginia
- Accreditation Program Manager, Clackamas County Fire District #1, Oregon
- National Fire Protection Association, Certified Fire Officer IV, Fire Protection Executive, and Fire Protection Administrator.

#### Relevant Experience

- Member, Oregon Fire Chiefs Association, 2004 – 2015
- Member, North Clackamas County Chamber of Commerce, 2006-Present
- Chair, Boring Fire-Clackamas Fire Volunteer Program Consolidation Project, 2012
- Director of the Board of Directors, Clackamas County Fire District #1, 2015-Present
- Committee Member, Interagency Committee, Clackamas County Fire District #1
- Citizen's Advisory Committee, Happy Valley Comp Plan Citizen's Advisory Committee

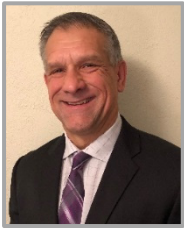
#### Associated Professional Accomplishments

- Extensive experience in facilitating, supporting, and executing numerous fire department legal integration processes in Clackamas County over a 30-year time frame.
- Implemented a regionally recognized Volunteer Firefighter Compensation program.
- Authored NFA Applied Research papers on Succession Planning, Developing Pandemic Plans, Improving Community Risk Assessments, and Volunteer Compensation.

Note: This is a summary of Mr. Syring's CV. A complete version can be made available on request.

## Brian A. Brown

### Associate Consultant



#### Summary of Qualifications

Brian Brown started his fire service career in 1988 with Parker Fire District as an Emergency Vehicle Technician and retired as a Bureau Chief in 2018. Through his vision early in his career and with the support of the Fire Chief and Board of Directors, Brian envisioned and created a fleet enterprise fund that provided cost efficiency with quality service for the fleet of vehicles in his department and the same level of service to other fire agencies across the front range as well as agencies in bordering states. He has also established the Fleet Services Bureau as an authorized service and warranty center for seven major apparatus manufacturers and ten individual component manufacturers. Chief Brown has shown versatility during his career with the fire service. He is a founding member of the Colorado Fire Mechanics Association and has taught classes at their annual academy for the past 25 years. He was a tenured member of the South Metro Salary and Benefits Committee, the Pension Committee, the Peer Support Committee, and chaired the Apparatus Purchasing Committee. Brian knows fire apparatus, specifications, replacement schedules, life cycle cost analysis, fleet operations, and management.

#### Professional Experience

- Division Chief, Fleet Service, Parker Fire District, Colorado
- Bureau Chief, Fleet Services, South Metro Fire Rescue. Colorado
- Extensive training in fire service administration, personnel management, Type Incident Management Team, department operations, strategic planning, ISO Class 1 evaluation, and CFAI National Fire Accreditation.

#### Educational Background & Certifications

- University of Phoenix, Public Administration Program
- Columbia State University, Business Administration Program
- National Fire Academy, Executive Planning
- Wright State University Certificate – Advanced Fleet Maintenance Management
- National and State Certified EMT-I – Current
- Incident Command System for ICS 100 through ICS 800

#### Relevant Experience

- Apparatus Committee Chairman for Parker Fire District and South Metro Fire Rescue that included five separate committees for aerial, pumpers, ambulance, wildland, special Teams apparatus.
- Chair for the Colorado Emergency Vehicle Technicians Association 1994-1998 and 2008-2012
- NFPA 1901 Technical Committee 1998-2002
- Committee representative for the Emergency Vehicle Technicians Validation Committee Conference for EVT Management 1 and Management 2 testing and certification.

#### Associated Professional Accomplishments

- Published author for Fire House, Fire Apparatus and Fire Apparatus webinar
- Subject Matter Expert appointed to the board for Fire Department Safety Officers Association (FDSOA)
- Instructor and coordinator for the annual FDSAO Apparatus Symposium
- Instructor and coordinator for the Firehouse Expo & World Apparatus Purchasing Committee Program

Note: This is a brief summary of Mr. Brown's CV. A complete version can be made available on request

## Matthew J. Krok

### Associate Consultant



#### Summary of Qualifications

Matthew Krok has over 15 years of experience supporting public sector GIS and mapping applications and products. For nine of those years, Matthew provided direct GIS and mapping support to the Fire, Police, and Emergency Management departments of the City of Henderson, Nevada. Matthew has also served several Board positions with the Nevada Geographic Information Society (NGIS) and the Nevada Geographic Information Foundation, including serving as the President of NGIS for several terms.

Since 2015, Matthew Krok, along with his partners, has been providing contract GIS services through their consulting company EMgis Partners. Since 2018, EMgis Partners has participated in many fire and EMS studies throughout the United States.

#### Educational Background & Certifications

- Current GISP, since 2009.
- Current MPA student, Arkansas State University, Jonesboro, AR
- Masters coursework completed in planning, Rutgers and UNLV
- Rutgers University, BA in Geography with Honors, New Brunswick, NJ

#### Professional Experience

- Partner, EMgis Partners LLC, Lakeland, FL, 2015–current
- Systems Analyst – GIS, City of Lakeland, FL, 2015–current
- Senior GIS Analyst – City of Henderson, NV Fire Department, 2013–2015
- System Support Analyst - GIS, City of Henderson, NV Public Safety, 2007–20013
- Engineering Design Tech – GIS, City of Henderson, NV, 2006–2007
- GIS Scientist, ASGECI Environmental, Flemington, NJ, 2004–2006
- Over 15 years of experience in public and private sector GIS.

#### Associated Professional Accomplishments

- Current Vice-Chair – Polk County, FL GIS Users Group
- Current Geomenter for Resurrection Catholic School, Lakeland, FL
- Past Board member of the Nevada Geographic Information Foundation
- Past multi-year President of the Nevada Geographic Information Foundation

Note: This is a brief summary of Mr. Krok's CV. A complete version can be made available on request.

## Appendix B: Projects & Experience

The following is a *partial* list of Triton's current and former clients. An expanded list can be provided upon request.

- Fort Myers Fire Department (FL)
- City of Alameda Fire Department (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- Anaheim Fire and Rescue (CA)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Bodega Bay Fire Department (CA)
- Brea Fire Department (CA)
- Burbank Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carroll County Ambulance District (MO)
- Central Jackson County FPD (MO)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- Central Kitsap Fire & Rescue (WA)
- City of Colton/Loma Linda FD (CA)
- City of Costa Mesa Fire Department (CA)
- Coalinga Fire Department (CA)
- Contra Costa County FPD (CA)
- Cosumnes Fire Department (CA)
- Cowlitz 2 Fire & Rescue (WA)
- DeKalb County Fire Rescue (GA)
- City of Downey Fire Department (CA)
- Dixon Fire Department (CA)
- Douglas Okanogan County FD 15 (WA)
- El Dorado Hills Fire Department (CA)
- City of Alameda Fire Department (CA)
- Eugene/Springfield Fire Department (OR)
- Aberdeen Fire Department (WA)
- Aspen Fire Protection District (CO)
- Eureka Fire Protection District (MO)
- City of Fresno Fire Department (CA)
- City of Fresno Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Grand River Regional Ambulance (MO)
- Gray's Harbor #4/L. Quinault VFD (WA)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Milwaukee Fire Department (WI)
- Pierce County Fire Districts (WA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Tualatin Valley Fire & Rescue (OR)
- Ukiah Valley Fire Authority (CA)
- Umatilla Fire Department (OR)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- City of Fresno Fire Department (CA)
- Eureka Fire Protection District (MO)

## Project Types

The following is a *partial* list of projects in which the members of the Project Team for this study have either served as the Project Manager or participated in. Our team has participated in dozens of studies throughout the U.S. and Canada.

### Project Description

- Fire Department Master Plan:
- Fire Department Master Plan
- Fire Department Master Plan:
- Fire Department Master Plan:
- Fire Department Master Plan:
- Fire District Consolidation Study:
- Operational Analysis/Master Plan:
- Customer-Centered Strategic Plan:
- Organizational Assessment:
- EMS System Analysis & Cooperative Services:
- Consolidation Feasibility Study & Service Review:
- Fire Departments Consolidation Study:
- Standards of Coverage & Deployment Plan:
- Community Risk Assessment-Standards of Cover:
- Customer-Centered Strategic Plan
- Regional Fire Service Study:
- EMS Cooperative Services/Integration Study:
- Community Risk Assessment-Standards of Cover:
- Fire Protection & Life-Safety Feasibility Study:
- Fire Department Staffing Study:
- Fire Departments Consolidation Study:
- Community Risk Assessment-Standards of Cover:
- Fire Department Cooperative Services Study:
- Staffing Study:

### Organization

- North Whatcom Fire & Rescue (WA)
- Platte Valley FPD (CO)
- Wasatch County Fire (UT)
- Palmer Lake FD (CO)
- Evans Fire Protection District (CO)
- Clackamas Fire District 1 (OR)
- Strathcona Fire (Canada)
- Aspen Fire Protection District (CO)
- Yreka Fire Department (CA)
- Summit County Fire Agencies (CO)
- Central and Aptos FPDs (CA)
- Multiple Departments (MO)
- Tahoe Douglas FPD (NV)
- Carpinteria & Montecito FPDs (CA)
- Montecito & Carpinteria FPDs (CA)
- Pinole (CA)
- Henry & Jefferson Counties (IA)
- Vail Fire & Emergency Services (CO)
- San Benito County (CA)
- Shawnee Fire Department (KS)
- Walla Walla Fire Agencies (WA)
- Idaho Falls Fire Department (ID)
- Mountain View Fire, et al (CO)
- Telluride Fire District (CO)



## BKV Group Fire Station & Public Safety Facilities Projects

Fire Stations are a unique building type that are very specialized. BKV Group specializes in Fire Station and Public Safety design, providing clients with an experienced team to ensure their project is customized to fit their needs. Below is a sampling of more than 130 fire station and public safety projects in BKV Group's portfolio.

### Project Description

- New Fire Station #19:
- Space Needs Analysis (3 fire stations):
- New Fire Station #24:
- Fire Station, Justice Center, City Hall:
- Fire Stations Assessment:
- Maple Grove Fire Station #5:
- Renovation & Expansion, Station #11:
- Needs Assessment & Facility Planning:
- New Fire Station & Operations Center:
- New Stations #4, #7, #13, and #14:
- Needs Assessment & Master Planning:
- Facility Needs Assessment, New Station:
- Assessment & New Facilities (4 stations):
- Needs assessment & Expansion Planning:
- Fire Stations Assessment:
- Assessment & New Facility, Station #27:
- Needs Assessment & Site Selection:
- Needs Assessment & New Facility:
- Assessment, Expansion & Remodeling:
- Assessment Study, Addition & Remodeling:
- Space Needs Assessment & Master Planning:

### Organization

- Henrico County Division of Fire (VA)
- City of Streamwood (IL)
- Fairfax County Fire & Rescue (VA)
- City of Bedford (OH)
- Coppell Fire Department (TX)
- Maple Grove FD (MN)
- Fairfax County Fire & Rescue (VA)
- Red Wing Fire Department (MN)
- Rochester FD (MN)
- Springfield Fire Department (MO)
- Rapid City Fire Department (SD)
- Russell Township Fire (OH)
- Minnetonka Fire Department (MN)
- Key Largo Fire Department (FL)
- Carrollton Fire Department (TX)
- Minneapolis Fire Department (MN)
- Grand Island Fire Department (NE)
- Plymouth Fire Department (MN)
- Golden Valley Public Safety (MN)
- Champlin Fire Department (MN)
- Pennington County SAR (SD)

## Appendix C: AP Triton Client References

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

### Montecito FPD & Carpinteria-Summerland FPD (California)

**Project Title & Description:** **Fire Station Location Study & Community Risk/SOC**

AP Triton was engaged to develop a comprehensive fire station location study with the intent of determining if a shared facility is feasible. In addition, the study includes a variety of elements that entail community risk assessments and a standards of cover analysis. Once completed Triton will facilitate a Customer-Centered Strategic Plan for each fire district.

<b>Contact Name/Title:</b>	MFPD Chief Kevin Taylor/CSFPD Chief Greg Fish	<b>Year:</b>	2020
<b>Client Phone:</b>	805.969.7762/805.566.2450	<b>Status:</b>	In progress
<b>Client E-Mail:</b>	ktaylor@montecitofire.com/g.fish@csfd.net		
<b>Project Manager:</b>	Kurt Latipow		
<b>Project Team:</b>	John Stouffer, Randy Parr, Frank Blackley, Jim Long, Joe Parrott		

### Contra Costa FPD, East Contra Costa FPD, Rodeo-Hercules FPD (California)

**Project Title & Description:** **Fire District Annexation Study**

AP Triton has been contracted to conduct a two-phase study for a potential annexation of the East Contra Costa Fire Protection District (ECCFPD) and the Rodeo-Hercules Fire District (RHFPD) into the Contra Costa County RFPD (CCCFPD). The study is inclusive of a comprehensive feasibility analysis of the annexation of the East Contra Costa Fire Protection District inclusive of all of Contra Costa County's Local Agency Formation Commission (LAFCO) Service and Sphere Review Requirements found in California Government Code (CGC) sections 56430 and 56425.

<b>Contact Name/Title:</b>	Lewis Broschard, Fire Chief	<b>Year:</b>	2020
<b>Client Phone:</b>	925.941.3300	<b>Status:</b>	In progress
<b>Client E-Mail:</b>	Lewis.Broschard@cccfd.org		
<b>Project Manager:</b>	Kurt Latipow		
<b>Project Team:</b>	John Stouffer, Randy Parr, Frank Blackley, Joe Parrott, PCA		

### Costa Mesa Fire & Rescue (California)

**Project Title & Description:**     **Ambulance Service Feasibility Study**

AP Triton conducted a fire-based Ambulance Feasibility Service Study for the City of Costa Mesa Fire Department (population 112,000). The study foundation was developed by determining what the current and past insured and uninsured payer mixes were. These payer mixes were all inclusive which, together with other demographic information, allowed us to determine the maximum value of the system. The study then analyzed the federal reimbursement programs available and provided estimates for both GEMT and IGT programs. This study provided several options for the Department to consider; the Public-Private Partnership (contractor/subcontractor) model was chosen. AP Triton then assisted in the successful negotiations with the chosen private (subcontractor) partner. Additional revenue is projected to exceed \$2,500,000 annually.

<b>Contact Name/Title:</b>	Dan Stefano, Fire Chief	<b>Year:</b>	2017
<b>Client Phone:</b>	714.754.5144		
<b>Client E-Mail:</b>	Dan.Stefano@costamesaca.gov		

### Anaheim Fire Department (California)

**Project Title & Description:**     **Ambulance Feasibility and Optimization Study**

AP Triton conducted an ambulance feasibility and optimization study for the City of Anaheim which resulted in the Anaheim Fire Department changing their ambulance system to a model that would give them more control over the system. This also allowed them to increase the number of unit hours in the system while at the same time increasing the revenue above expenses by approximately \$3 million a year that can now be reinvested into system enhancement. It should be noted the City of Anaheim protects Disneyland.

<b>Contact Name/Title:</b>	Pat Russell, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	(714) 765-4000		
<b>Client E-Mail:</b>	prussell2@anaheim.net		

### Lincoln Fire & Rescue Department (Nebraska)

**Project Title & Description:**     **EMS Billing Rate Study**

AP Triton conducted a thorough billing rate analysis and provided recommendations to the City of Lincoln Fire & Rescue Department for use in the evaluation of current and future billing rates and billing and collection processes. The study additionally included evaluations of the contracts with rural agencies providing ambulance services in the surrounding counties.

<b>Contact Name/Title:</b>	Michael DeSpain, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	402.441.7363		
<b>Client E-Mail:</b>	MDespain@lincoln.ne.gov		

**Missouri Fire Chiefs Association (Missouri)**

**Project Title & Description: Ground Emergency Medical Transport (GEMT)**

AP Triton was contracted to write enabling legislation for federal Medicaid reimbursement for public agency ambulance providers in Missouri and to assist with the implementation of the program. Upon enactment of the legislation, AP Triton then developed the cost reports for the Missouri fire departments to use when requesting federal reimbursement, following all rules and guidelines from the Centers for Medicare and Medicaid Services (CMS). The cost reports take into account a department's total annual costs for providing prehospital EMS and ambulance services.

<b>Contact Name/Title:</b>	Paul Berardi, President. Missouri Fire Chiefs	<b>Year:</b>	2018
<b>Client Phone:</b>	573.348.1221		
<b>Client E-Mail:</b>	pberadri@obfire.net		

## Appendix D: BKV Group References

The following are references and project examples for the BKV Group. Additional references are available upon request.

City of Lake Zurich (Illinois)			
<b>Project Title &amp; Description:</b> Lake Zurich Facility Assessment Study			
<p>BKV Group conducted a thorough study of four fire stations and three Parks buildings for the City of Lake Zurich. The four existing stations are being reviewed for Response Time Considerations, Functional Issues, NFPA Compliance concerns, Building Code Compliance concerns, Accessibility Code Compliance concerns, and Sustainability Issues. In addition, Maintenance and Repair Issues were documented for all building systems, including site paving, landscaping, grade-mounted equipment, fencing, exterior walls, windows, doors, structural systems, ceilings, floors, lighting systems, electrical and communications systems, mechanical systems, plumbing systems, fire suppression and notification systems, appliances, and equipment, finishes, casework, etc. Costs to rectify the concerns were developed so the City can understand the severity of the issues and the projected expense. Along with LZFRD and City leadership, BKV Group developed optimal space programs for each station and compared them to existing square footage, indicating missing areas and suggesting opportunities for remodeling. For the headquarters station, BKV Group studied site constraints to explain the difficulties with adding onto the existing building and the challenges of tearing down and building new.</p>			
<b>Contact Name/Title:</b>	John Malcolm, Fire Chief	<b>Year:</b>	2020
<b>Client Phone:</b>	847-540-5070		
<b>Client E-Mail:</b>	John.malcolm@lakezurich.org		



**City of Springfield (Ohio)**

**Project Title & Description: Springfield Fire Station Study**

BKV Group was retained to study all seven fire stations for the City of Springfield, Ohio. The team evaluated the physical and functional characteristics of each building, with a particular focus on NFPA standards compliance, cancer prevention, and gender separation issues. Each issue is documented with photographs and text and background information about the health risks to the firefighters is included. The project team met with Fire Administration to identify the Department's space needs at each station and compared the current space allocations to what currently exists. A Facility Condition Index was calculated to give the City an idea of the relative condition of each station and help the Department prioritize replacements or relocations.

<b>Contact Name/Title:</b>	Brian Miller, Fire Chief	<b>Year:</b>	2019
<b>Client Phone:</b>	937-324-7605		
<b>Client E-Mail:</b>	bmiller@springfieldohio.gov		

**Fauquier County (Virginia)**

**Project Title & Description: Remington Volunteer Fire Station Study**

In 2007, the RVFRD broke ground on an addition and renovation to its current building. The renovated facility, while a huge improvement, has serious operational concerns for their fire & rescue mission and frequent maintenance issues concerning the HVAC system. BKV Group was hired by the city to provide an assessment of the existing conditions and recommendations for operational improvements as well as a firematic analysis to determine how to better support the health and safety of the firefighters.

<b>Contact Name/Title:</b>	Donald Mason	<b>Year:</b>	2019
<b>Client Phone:</b>	540-272-5897		
<b>Client E-Mail:</b>	donald.mason@rvfrd.com		



### Lincolnshire Riverwoods Fire Protection District (Illinois)

**Project Title & Description:** **Lincolnshire-Riverwoods Station #51 Study**

Lincolnshire-Riverwoods Station #51 is only 24 years old but has already started to show some serious issues. Constructed as a new headquarters station as the district expanded, it is located on a narrow industrial parcel and was built as inexpensively as possible. The cost savings taken at construction have placed a large burden on today's firefighters.

BKV Group conducted a physical and functional assessment of the existing station, identifying some significant concerns. For example, the through-wall flashing has failed, there is no insulation at the exterior walls, and sealant is missing between coping stones. Turnout gear is stored alongside the apparatus in the bays due to lack of any other space to put it, and the decontamination areas are limited. There were no women's rest room facilities, dormitory nooks provide very little privacy and no sound isolation, and the kitchen is too tight to function appropriately.

After identifying the concerns about the current building and estimating the costs to remedy them, BKV Group worked with the Department to determine their space needs for the future, discussing how the station would react to changes in cancer prevention and sleep deprivation best practices, accommodate ever-growing apparatus, and address gender separation and personal privacy, among other issues. The team waited for a GIS analysis and vehicle deployment study from another consultant before finalizing the report and making a recommendation about renovation/expansion, replacement on-site, or replacement on a different site.

<b>Contact Name/Title:</b>	Battalion Chief Jason McKenna	<b>Year:</b>	2018
<b>Client Phone:</b>	847-634-2512		
<b>Client E-Mail:</b>	jmckenna@lrfpd.org		



## Carrollton Fire Rescue (Texas)

**Project Title & Description:** **Carrollton Fire Station Study**

Working as a consultant for another consulting firm, BKV Group performed Facility Assessments for Carrollton Fire Stations #3, #4, #5, and #6, the oldest four stations in town.

BKV Group reviewed the condition of the systems and element in each station and made note of maintenance, code, and ADA compliance, security, and energy concerns. Simultaneously, the team also reviewed the functionality of the stations and noted any issues identified including missing spaces, response time concerns, and lack of compliance with NFPA Standards. These issues were documented with text and photographs and estimated costs to rectify the issues were provided.

Specific recommendations for the disposition of each station were provided to tie into station relocation recommendations identified by ESCI.

<b>Contact Name/Title:</b>	Chief Gregg Salmi	<b>Year:</b>	2018
<b>Client Phone:</b>	972-466-3068		





# Appendix E: City of Gainesville Exhibits

## Drug-Free Workplace Form

### DRUG-FREE WORKPLACE FORM

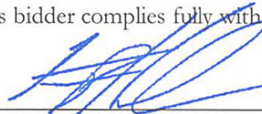
The undersigned bidder in accordance with Florida Statute 287.087 hereby certifies that

**AP Triton Consulting, LLC** does:

(Name of Bidder)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for the drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this bidder complies fully with the above requirements.



\_\_\_\_\_  
Bidder's Signature

12.16.2020

\_\_\_\_\_  
Date

*In the event of a tie bid, bidders with a Drug Free Workplace Program will be given preference. To be considered for the preference, this document must be completed and uploaded to DemandStar.com with your Submittal.*

E-Bidding Document - RFP - Page 29 of 34

# Bidder Verification Form

## BIDDER VERIFICATION FORM

### LOCAL PREFERENCE (Check one)

Local Preference requested:  YES  NO

A copy of the following documents must be included in your submission if you are requesting Local Preference:

- Business Tax Receipt
- Zoning Compliance Permit

### QUALIFIED SMALL BUSINESS AND/OR SERVICE DISABLED VETERAN BUSINESS STATUS (Check one)

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Small Business?  YES  NO

Is your business qualified, in accordance with the City of Gainesville's Small Business Procurement Program, as a local Service-Disabled Veteran Business?  YES  NO

### LIVING WAGE COMPLIANCE

See Living Wage Decision Tree:

(Check one)

- Living Wage Ordinance does not apply (check all that apply)
- Not a covered service
  - Contract does not exceed \$100,000
  - Not a for-profit individual, business entity, corporation, partnership, limited liability company, joint venture, or similar business, who or which employees 50 or more persons, but not including employees of any subsidiaries, affiliates or parent businesses.
  - Located within the City of Gainesville enterprise zone.
- Living Wage Ordinance applies and the completed Certification of Compliance with Living Wage is included with this bid.

**NOTE: If Contractor has stated Living Wage Ordinance does not apply and it is later determined Living Wage Ordinance does apply, Contractor will be required to comply with the provision of the City of Gainesville's living wage requirements, as applicable, without any adjustment to the bid price.**

### REGISTERED TO DO BUSINESS IN THE STATE OF FLORIDA

Is Bidder registered with Florida Department of State's, Division of Corporations, to do business in the State of Florida?

YES  NO (refer to Part 1, 1.6, last paragraph)  
If the answer is "YES", provide a copy of SunBiz registration or SunBiz Document Number (# \_\_\_\_\_)  
If the answer is "NO", please state reason why:

Per Florida Dept of State's Division of Corporations, because we are not a permanent business in Florida, and we are already registered in California, we are not required to register.

### DIVERSITY AND INCLUSION (Applies to solicitations above \$50,000)

Does your company have a policy on diversity and inclusion? YES  NO

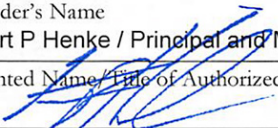
If yes, please attach a copy of the policy to your submittal. n/a

*Note: Possessing a diversity and inclusion policy will have no effect on the City's consideration of your submittal, but is simply being requested for information gathering purposes.*

AP Triton Consulting, LLC

Bidder's Name  
Kurt P Henke / Principal and Managing Partner

Printed Name/Title of Authorized Representative

 12.16.2020

Signature of Authorized Representative Date

***This page must be completed and uploaded to DemandStar.com with your Submittal.***

## Reference Form

### REFERENCE FORM

**Name of Bidder: AP Triton Consulting, LLC**

Provide information for three references of similar scope performed within the past three years. You may include photos or other pertinent information.

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**#1** Year(s) services provided (i.e. 1/2015 to 12/2018): 06/2020 to anticipated completion date 03/2021

Company Name: Montecito Fire Protection District and  
~~Carpinteria-Summerland Fire Protection District~~

Address: Montecito FPD: 595 San Ysidro Road

City, State Zip: Santa Barbara, CA 93108

Contact Name: Fire Chief Kevin Taylor and Fire Chief Greg Fish

Phone Number: 805.969.7762 / 805.566.2450 Fax Number: n/a

Email Address (if available): ktaylor@montecitofire.com / g.fish@csfd.net

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**#2** Year(s) services provided (i.e. 1/2015 to 12/2018): 10/2020 to anticipated completion date 09/2021

Company Name: Contra Costa County Fire Protection District

Address: 4005 Port Chicago Highway, Suite 250

City, State Zip: Concord, CA 94520-1180

Contact Name: Fire Chief Lewis Broschard

Phone Number: 925.941.3300 Fax Number: n/a

Email Address (if available): lewis.broschard@cccfd.org

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**#3** Year(s) services provided (i.e. 1/2015 to 12/2018): 12/2017 to 12/2018

Company Name: Costa Mesa Fire and Rescue

Address: PO Box 1200

City, State Zip: Costa Mesa, CA 92628-1200

Contact Name: Fire Chief Dan Stefano

Phone Number: 714.754.5144 Fax Number: n/a

Email Address (if available): dan.stefano@costamesaca.gov

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# Certification of Compliance with Living Wage

## CERTIFICATION OF COMPLIANCE WITH LIVING WAGE

The undersigned hereby agrees to comply with the terms of the Living Wage Ordinance and to pay all covered employees, as defined by City of Gainesville Ordinance 020663 as amended at 030168 (Living Wage Ordinance), during the time they are directly involved in providing covered services under the contract with the City of Gainesville for Gainesville Fire Rescue Growth and Expansion Feasibility Master Plan a living wage of \$12.9562 per hour to covered employees who receive Health Benefits from the undersigned employer and \$13.8642 per hour to covered employees not offered health care benefits by the undersigned employer.

Name of Service Contractor/Subcontractor: AP Triton Consulting, LLC

Address: 1851 Heritage Lane, Suite 138, Sacramento, CA 95815

Phone Number: 916.692.5510

Name of Local Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\$ \_\_\_\_\_  
(Amount of Contract)

Kurt P Henke, Principal / Managing Partner

Printed Name/Title of Authorized Representative

12.16.2020

Signature of Authorized Representative

Date

# Appendix E: Signed Addendums (#1–5)

See the signed Addendums on the following pages.



## ADDENDUM NO. 1

Date: November 9, 2020

Bid Date: December 29, 2020  
at 3:00 P.M. (Local Time)

Bid Name: Gainesville Fire Rescue and Expansion  
Feasibility Master Plan

Bid No.: GFDX-210007-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), December 11, 2020. Questions may be submitted as follows:  
Email: [sowersma@cityofgainesville.org](mailto:sowersma@cityofgainesville.org)
2. Please find attached:
  - a) Copy of the black-out period information (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters)
3. Please note the two changes below:
  - a) Add the following 2 documents to Section 2.2 – Review and Consider the following documents:
    - CFAI Accreditation Guide 9th Ed FESSAM
    - ISO Fire Suppression Rating Schedule
  - b) Please replace the language of section 2.1 GENERAL DESCRIPTION
    - ~~It is the intent of the City of Gainesville to obtain proposals for The City of Gainesville is seeking an experienced, nationally recognized and dynamic professional planning consultant team to develop a facilities master plan that evaluates Gainesville Fire Rescue resiliency, as well as growth and expansion required to meet current and future community service needs.~~
    - It is the intent of the City of Gainesville to obtain proposals for developing a facilities master plan that evaluates Gainesville Fire Rescue resiliency, as well as growth and expansion required to meet current and future community service needs.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

Addendum #1-1

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: AP Triton Consulting  
BY: [Signature]  
DATE: 12.08.2020

CITY OF \_\_\_\_\_ FINANCIAL SERVICES  
GAINESVILLE PROCEDURES MANUAL

**41-424      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.

**ADDENDUM NO. 2**

Date: November 20, 2020

Bid Date: December 29, 2020  
at 3:00 P.M. (Local Time)

Bid Name: Gainesville Fire Rescue Growth and Feasibility Master Plan

Bid No.: GFDX-210007-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

Melanie Sowers spoke about the bid process:

Thank you for attending this pre-bid meeting and participating in our bid process. Asst. Chief Stephen Hesson, Chief JoAnne Rice, and Asst. Chief Hillhouse are in attendance from Gainesville Fire Rescue. Any items discussed today will be documented and published on Demandstar in an Addendum after this meeting. The RFP, Addenda, and any related documents are available for download on Demandstar. Please email any questions that arise after today directly to [sowersma@cityofgainesville.org](mailto:sowersma@cityofgainesville.org). The deadline for questions is December 11, 2020 at 3 PM EST. To be fair to other vendors, no questions received after this deadline will be answered. Please read the entire document and ask any questions before this deadline. Any correspondence with Department Staff or other staff outside Procurement could disqualify you from participating in our bid process. The bid is due December 29, 2020 at 3:00 PM EST. We are only accepting bids submitted electronically through Demandstar. There is no bond requirement on this bid. Please make sure you pay attention to the following within our bid document: living wage information, local preference, prompt payment. Please make sure your bid form is signed. Sign and submit all addendum with your bid. Pay attention to any "must" or "shall" language as we will be looking for those requirements to deem your response as responsive. If you choose not to submit a bid, please complete and return the No Bid Survey.

Asst. Chief Hesson and Chief Rice discussed the project:

It is the intent of the City to receive proposals for a Facilities Fire Rescue Master Plan that evaluates all aspects of our buildings. We know we have a number of challenges and want to assess current needs and plan for future



needs and growth. That is the main focus of this project. We will be evaluating your experience and references especially in dealing with previous projects of similar size and scope. We are currently ISO Class II and accredited and looking to become ISO Class I. We will be looking at your project team makeup to ensure they are capable of meeting our goals. To give you all some background, this report was requested from GFR by City leadership. ~~We intend to present this report to the City, with the intention of developing priorities and an implementation plan and to identify needed funding~~ **Correction: The awarded vendor shall present their findings at a City Commission meeting.**

We do have some challenges that are getting worse and we are concerned the condition of our facilities could threaten our ability to provide community services. We need an assessment of existing facilities that includes roofs, plumbing, HVAC, electrical and aesthetics. We also need a comprehensive list of station needs regarding the condition of existing fire protection systems, such as fire alarm and fire sprinklers, as well as which stations are in need of protection. We are also seeking recommendations about which stations need to be rebuilt or revitalized and which need replacement. We also want to evaluate our station locations. We are also seeking a spatial needs analysis for existing facilities, particularly the training facility and administration. We are also seeking an assessment of our resiliency to the growing number of Natural disasters. We also need to look at the safety and security of our facilities in these challenging and changing times. We need an evaluation of our needs with respect to stations, including additional locations and needs with regard to support facilities and training. We are also requiring an assessment of our fleet deployment, management, and replacement plan. We would also like recommendations about alternate vehicle deployments that incorporate new industry trends and new technology. We would also like an assessment of ways GFR can improve our sustainability practices and how we can become more environmentally responsible. Finally, what is different about this project compared to our previous efforts is we are asking for specific costs for all recommendations.

We want this to be an iterative process, with approximately 3 drafts back and forth between the vendor and city. The draft will be updated with proposed changes based on feedback to obtain the final report that meets our needs.

We began this process wanting completion in 6 months and wanted vendor’s input as to what a reasonable timeline would be. One vendor responded that 6 months seems reasonable. As such, we will be writing our contract to include a completion date of 6 months after the contract start date.

:

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_ *AP Triton Consulting LLC*  
 BY: \_\_\_\_\_  
 DATE: 12.08.2020



**ADDENDUM NO. 3**

Date: November 20, 2020

Bid Date: December 29, 2020  
at 3:00 P.M. (Local Time)

Bid Name: Gainesville Fire Rescue Growth and Feasibility Master Plan

Bid No.: GFDX-210007-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

See attached list of pre-bid meeting attendees. Please note: this was not a mandatory pre-bid meeting.

**Vendors**

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Registration Time</u>
David	Martin	<a href="mailto:martind@psfrd.org">martind@psfrd.org</a>	11/19/2020 8:44
Marty	Cotton	<a href="mailto:mcotton@scn-architects.com">mcotton@scn-architects.com</a>	11/19/2020 8:56
Samantha	Zimmermann	<a href="mailto:szimmermann@lunz.com">szimmermann@lunz.com</a>	11/19/2020 8:55
Sally	Young	<a href="mailto:tutyoung@earthlink.net">tutyoung@earthlink.net</a>	11/19/2020 8:40
Holly	Duke	<a href="mailto:hollyduke@coreconstruction.com">hollyduke@coreconstruction.com</a>	11/19/2020 8:58
Maggie	Briggs	<a href="mailto:mbriggs@lunz.com">mbriggs@lunz.com</a>	11/19/2020 8:54

**City Staff**

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Registration Time</u>
Melanie	Sowers	<a href="mailto:sowersma@cityofgainesville.org">sowersma@cityofgainesville.org</a>	11/19/2020 8:34
JoAnne	Rice	<a href="mailto:riceje@cityofgainesville.org">riceje@cityofgainesville.org</a>	11/19/2020 8:57
Joseph	Hillhouse	<a href="mailto:Hillhousjs@cityofgainesville.org">Hillhousjs@cityofgainesville.org</a>	11/19/2020 9:00
Stephen	Hesson	<a href="mailto:hessonsc@cityofgainesville.org">hessonsc@cityofgainesville.org</a>	11/19/2020 8:53

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, and a copy of this Addendum to be returned with proposal.

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER:

AP Triton Consulting LLC

BY:

[Signature]

DATE:

12.08.2020

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-424      Prohibition of lobbying in procurement matters**

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

Lobbying means when any natural person for compensation, seeks to influence the governmental decision making, to encourage the passage, defeat, or modification of any proposal, recommendation or decision by City Officials and Employees, except as authorized by procurement documents.



**ADDENDUM NO. 4**

Date: December 8, 2020

Bid Date: December 29, 2020  
at 3:00 P.M. (Local Time)

Bid Name: Gainesville Fire Rescue Growth and Feasibility Master Plan

Bid No.: GFDX-210007-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

See below list of questions received since the pre-bid meeting:

1. Question: Have any of the major renovations or reconstruction of stations recommended in the FACETS report been completed?  
Answer: September 2017, Gainesville Fire Rescue opened temporary fire station 9, which is modular fire station located in the SW area of the city. July 2018, GFR completed construction and opened a new fire station to replace station 1, which serves the downtown area. No additional major renovations or reconstruction projects recommended in the FACETS study have been completed to date.
2. Question: For purposes of determining ideal station locations should the actual (baseline) performance travel time standard be used or the benchmark goal as stated in the Standard of Cover Document?  
Answer: The benchmark goal stated in the Standard of Cover Document along with the Insurance Services Office Fire Suppression Rating Schedule shall be used when determining ideal station locations.
3. Question: Have sites been identified for the construction of Station 9 and reconstruction of Stations 3 and 7?

Answer: GFR has received funding to purchase property for Station 9 and we are currently engaged in a process to identify property for sale near the preferred location. There is no current initiative to identify property for Stations 3 and 7.

4. Question: What is the number of apparatus, light duty vehicles, and equipment that will be included in the fleet analysis?

Answer: Gainesville Fire Rescue fleet currently includes approximately 24 apparatus, 21 light duty vehicles, and 13 pieces of equipment and trailers.

5. Question: In Paragraph 7 of the sample contract, will the City be using the first or second indemnification clause?

Answer: The first indemnification clause: Contractor/Consultant agrees to indemnify and hold harmless the City, its officers, and employees from liabilities, damages, losses, and costs, including, but not limited to reasonable attorney’s fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Contractor/Consultant and persons employed or utilized by the Contractor/Consultant in the performance of the contract. This indemnification shall survive the termination of this Agreement.

6. Question: In Paragraph 15 of the sample contract, will the proposer be required to provide a warranty in conjunction with the services?

Answer: No

7. Question: Has the City established a budget for this project?

Answer: Please provide your best price for the work outlined; we will not be publishing the budget.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER:

AP Triton Consulting LLC

BY:

[Signature]

DATE:

12.08.2020



## ADDENDUM NO. 5

Date: December 16, 2020

Bid Date: December 29, 2020  
at 3:00 P.M. (Local Time)

Bid Name: Gainesville Fire Rescue Growth and Feasibility Master Plan

Bid No.: GFDX-210007-MS

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

Please find attached:

- a) Copy of the black-out period information (Financial Procedures Manual Section 41-423 Prohibition of lobbying in procurement matters) distributed during pre-bid meeting.

See below list of questions received since the pre-bid meeting:

1. Question: Can you provide a list and location of all of the City/GFR facilities and training elements covered by the Feasibility Master Plan?  
Answer:
  - GFR Administration 1025 NE 13<sup>th</sup> St
  - GFR Training, 1026 NE 14<sup>th</sup> St
  - GFR training tower and burn buildings, 900 NE Waldo Rd
  - GFR Kiwanis Safety City, 1025 NE 13<sup>th</sup> St
  - GFR Administration, Annex A, 1024 NE 14<sup>th</sup> St
  - GFR Modular training classroom, 1022 NE 14<sup>th</sup> St
  - Fire Station #1, 525 S Main St
  - Fire Station #2, 2210 SW Archer Rd
  - Fire Station #3, 900 NE Waldo Rd
  - Fire Station #4, 10 SW 36<sup>th</sup> St
  - Fire Station #5, 1244 NW 30<sup>th</sup> Ave
  - Fire Station #6, 3638 NE 39<sup>th</sup> Ave
  - Fire Station #7, 5601 NW 43<sup>rd</sup> St
  - Fire Station #8, 3223 NW 42<sup>nd</sup> Ave
  - Fire Station #9, 4213 SW 30<sup>th</sup> Ave
  - GFR Logistics and supply warehouse, 525 S Main St

- 2. Question: Does the Master Plan cover site elements and infrastructure (aprons and other paved areas, walkways, site lighting, etc.)?  
 Answer: The Master Plan will include an assessment of the condition and adequacy of site elements and infrastructure, including lighting, aprons, parking areas and sidewalks, etc.
- 3. Question: Is your intent for a general assessment of GFR’s sustainability programs and alignment with best practices or are you envisioning a more detailed sustainability/energy efficiency assessment of each facility?  
 Answer: The Master Plan will include an assessment of GFR’s overall sustainability programs and alignment with best practices and should provide guidance for new facilities and buildings, as well as buildings recommended for extensive (>50%) renovation.
- 4. Question: The City’s Dept. of Sustainable Development has requirements for development applications related to environmental features of concern on-site or adjacent. Are such factors part of the review of the GFR facilities and sites?  
 Answer: The Master Plan will not include an assessment of on site and adjacent environmental features for existing facilities and sites.
- 5. Question: It appears Gainesville follows the Florida Building Code, which seems to reference both the 2017 and 2018 IBC with amendments. Please confirm the applicable code and year for Category IV buildings.  
 Answer: The State of Florida adopts the Florida Building Code. As of this date we are under the 6<sup>th</sup> Edition of the Florida Building Code. As of December 31, 2020 at midnight 12:00 AM, the implementation of the Florida Building Code, 7<sup>th</sup> Edition comes into effect. Section 1604 gives us the risk categories [https://codes.iccsafe.org/content/FLBC2020P1/chapter-16-structural-design#FLBC2020P1\\_Ch16\\_Sec1604](https://codes.iccsafe.org/content/FLBC2020P1/chapter-16-structural-design#FLBC2020P1_Ch16_Sec1604). Section 1609 is the design standards for wind loads [https://codes.iccsafe.org/content/FLBC2020P1/chapter-16-structural-design#FLBC2020P1\\_Ch16\\_Sec1609](https://codes.iccsafe.org/content/FLBC2020P1/chapter-16-structural-design#FLBC2020P1_Ch16_Sec1609).
- 6. Question: Has Gainesville adopted the ICC 500 standards for “essential facilities” including the storm shelter requirement?  
 Answer: ICC 500 standards apply to facilities specified in the Florida Building Code only and there are no additional local requirements adopted by the City of Gainesville.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 5 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 5 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_ *AP Triton Consulting LLC*

BY: \_\_\_\_\_ *[Signature]*

DATE: \_\_\_\_\_ *12.16.2020*