

**CITY OF MERCER ISLAND  
REQUEST FOR PROPOSALS – Bid No. 23-15**

**MERCER ISLAND FIRE SERVICES – REGIONAL PROPOSAL FRAMEWORK**

**Purpose of Request**

The City of Mercer Island (“City”) is considering adopting a regional fire services model and is seeking proposals from the City of Bellevue and Eastside Fire & Rescue to provide fire and emergency services on Mercer Island. A regional fire services model is defined as a single, larger fire agency providing comprehensive fire services across multiple communities. The purpose of adopting a regional fire services model is to maintain or enhance current levels of service while balancing the shared responsibility for long-term cost-effective fire and emergency medical service delivery.

The information included below is intended to guide the development of a proposal with the understanding that final terms will be negotiated once an agency is selected.

Minimum criteria in considering adopting a regional fire services model include:

- Maintains or improves current fire and emergency medical service levels and both fire stations on Mercer Island remain open.
- Mercer Island Fire Department employees will be hired by the public agency in their current or comparable positions. Does not include the Fire Chief, Deputy Fire Chief, or Administrative Assistant positions.
- Creates opportunities for career growth, enhanced training, and other professional development for Mercer Island Fire Department employees.
- Achieves operating efficiencies and cost savings for the City of Mercer Island.

**Schedule**

The following is a tentative schedule for review and consideration of the proposals:

Issue RFP	April 5, 2023
Deadline for Submittal of Proposals	May 3, 2023, 4:00 PM PST
Internal Review of Proposals	May 2023
City Council Review of Proposals	May/June 2023
Next Steps	Timeline TBD

**Scope of Work**

The following Scope of Work is intended to inform the development of a proposal, with final terms to be negotiated if a regional fire services agency is selected. Responses to the request for proposals shall include the following:

1. Fire and Emergency Medical Services.
  - a. Will perform all services necessary for fire suppression, emergency medical services, hazardous materials response, technical rescue, and emergency response within the jurisdictional

boundaries of the City of Mercer Island as currently provided by the Mercer Island Fire Department.

- b. Will perform full-service fire marshal duties including development permit and plan reviews, annual hazard inspections, fire flow tests, and other fire protection system tests, fire investigations, and will support city code compliance efforts as appropriate.
- c. Provision of fire and emergency medical services with same or lower service response times as currently provided by the Mercer Island Fire Department.
- d. Fully integrate with the City of Mercer Island's Mobile Integrated Health program.
- e. Will create updated automatic and mutual aid agreements if needed, noting in the proposal how these may differ than existing arrangements for the Mercer Island Fire Department.

2. Level of Service and Staffing Integration.

- a. Will maintain or increase the level of fire and emergency medical service and staffing currently provided by the City of Mercer Island, which is as follows:
  - i. One (1) Battalion Chief, or Lieutenant in charge of Station 91 and 92
  - ii. One (1) Lieutenant at Station 92
  - iii. One (1) Lieutenant at Station 91
  - iv. Two (2) Firefighters at Station 91 and two (2) Firefighters at Station 92 (total of four firefighters on each shift).
  - v. One (1) Fire Marshal
- b. The uniformed employees of the Mercer Island Fire Department will be integrated into the IAFF local of the regional fire service agency. Uniformed employees will continue in their current positions, job assignments, and seniority, or as agreed through collective bargaining prior to the implementation of the regional fire services model.
- c. The City of Mercer Island recognizes that regional fire service agencies may utilize a different staffing structure, including different job titles and rankings as compared to the City's staffing structure. The proposal should include consideration for full integration of the positions identified above and include information on where variations or differences exist.

3. Other Considerations. The proposal shall include recommendations and costs associated with other components of the fire and emergency medical service operation, not contemplated in the above two sections, including the following:

- a. Address provision of benefits for fire employees including medical, dental, vision, retirement, and other.
- b. Address transition of accrued leave including sick and vacation for fire employees.
- c. Identify the preferred term length for a regional fire services agreement with parameters for options to amend or renew the agreement.
- d. Identify other specialty services not currently provided by the City of Mercer Island that would be included as part of this partnership.

- e. Address how the City's appurtenant funding mechanisms for fire and emergency medical service will be handled as part of the contemplated regional fire services agreement. This includes the City's annual contribution from the King County EMS Levy, the annual emergency medical service utility charge, revenues from emergency medical transport fees, and Federal funding associated with the Ground Emergency Medical Transportation program.
  - f. Address the recommended approach to facility maintenance, management, and repair in collaboration with the City of Mercer Island. The City anticipates retaining ownership of all existing fire stations, facilities, real property, apparatus, vehicles, and equipment and will oversee all capital projects.
  - g. Address approach to providing full-service fleet maintenance.
  - h. Describe the internal administration of fire and emergency medical services and the reliance, if any, on the City of Mercer Island's internal service departments (e.g., Human Resources, Payroll, IT, Finance, etc.)
  - i. Address the regional fire service agency's leadership and oversight structure, and how they would collaborate and engage with the Mercer Island City Council, City Manager, and other staff.
  - j. Describe the approach and level of service anticipated as it relates to communication, public relations, community engagement, and community education. Proposal should also address how the City's Communications Manager and agency will collaborate.
  - k. The City of Mercer Island manages a comprehensive emergency management program and intends to continue this program. The proposal should identify opportunities to further collaborate on emergency management services.
  - l. Outline the desired schedule for payment under the proposed agreement.
4. Costs of Services. Proposals shall include the cost for providing the services described above and highlight items that will require additional consideration. Costs that cannot yet be evaluated, but that will be part of the regional services model, should be identified in the proposal materials.

### **Collective Bargaining**

The City of Mercer Island acknowledges the need and welcomes the opportunity to collectively bargain the impact of the transition to regional fire services with Mercer Island IAFF Local 1762.

### **Evaluation Factors for Review of Proposal**

In addition to the items identified above, the City of Mercer Island may consider the following in evaluating proposals:

- Experience in providing regional fire services and satisfaction of current contract agencies.
- Immediate and long-term impacts to current Mercer Island Fire employees.
- Ability to maintain or enhance current levels of service while balancing the shared responsibility for long-term cost-effective fire and emergency medical service delivery.
- Governance model, reporting cycles, and annual metrics used to measure service delivery for contract agencies.

- Direct and indirect costs in the near and long-term.

### **Terms and Conditions**

- A. The City reserves the right to accept and select any proposal or to negotiate with any agency, which in its sole discretion will best serve the public interest of Mercer Island.
- B. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. The City is not obligated to accept any proposal or to negotiate with any agency in response to any proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information.
- D. The City shall not be responsible for reimbursing any costs incurred by the agency in preparing, submitting, or presenting its response to the RFP.

### **Instructions for Submittal of Proposals**

- A. Proposals must be submitted electronically in PDF format via email by Wednesday, May 3 at 4:00 pm PST. When a proposal has been received, a response email will be sent to confirm receipt. Proposals should be marked as follows and sent to:  
To: [jessi.bon@mercerisland.gov](mailto:jessi.bon@mercerisland.gov)  
Subject: Regional Fire Services Proposal
- B. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Identification of issues that agency submitting proposal will need to address with the City if their proposal is selected is welcome.
- C. Proposals delivered after the posted deadline may not be considered for selection.

### **Contacts**

All communication concerning this RFP should be directed in writing to:

Jessi Bon, City Manager  
Email: [jessi.bon@mercerisland.gov](mailto:jessi.bon@mercerisland.gov)

Any oral communications will be considered unofficial and non-binding on the City.