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DEPARTMENT OF
FIRE

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
SUITE 401
SACRAMENTO, CA
95814-2979

Phone (916) 264-5266
FAX (916) 264-7079

GARY COSTAMAGNA
FIRE CHIEF

April 20, 1992

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: FIRE DEPARTMENT MASTER PLAN

LOCATION: City

APPROVED
BY THE CITY COUNCIL

APR 28 1992

OFFICE OF THE
CITY CLERK

SUMMARY

This report requests that the City Council approve the issuance of a Request for Proposal for a consultant to assist in the development of a Fire Department Master Plan.

STAFF RECOMMENDATION

It is recommended that the City Council approve the issuance of a Request for Proposal (RFP) for a consultant to assist the Fire Department with the development of a Master Plan for improved fire protection and emergency services.

BACKGROUND

During the last two budget hearings the need for a Fire Department Master Plan has been addressed by the City Council. In 1971 a Master Plan for improved fire protection was approved by the Council. The Plan was reviewed and updated in 1980. Since that time the City and the Fire Department have seen a decade of unprecedented growth and diversification. The Department has negotiated contracts to provide fire protection for three Fire Protection Districts, adding 46.7 square miles of coverage to the department's responsibility. Additionally, in 1984 a 9-1-1 telephone system was instituted, a major contributing factor to the doubling of demand for service in the ten years (21,840 calls answered in 1980 to 44,096 calls in 1991).

Along with the increases in area, population and demand for resources, the distribution of demand for service has changed. The decade of the 90's will have a major emphasis on emergency medical services. Another emerging area of demand for service is in hazardous materials mitigation and storage.

It is time to plan the direction and scope of fire protection and emergency services for the future. Factors to be addressed include the administrative organizational structure, proactive fire prevention and public education programs, enhanced emergency medical services, hazardous materials mitigation, facility relocation and additions along with apparatus replacement cycles and financing options. The intent is to select a consultant who will provide comprehensive research and fiscal analysis of the fire service in addition to the traditional focus on fire station location and general planning.

At the present time the Department is without an adopted Master Plan.

FINANCIAL CONSIDERATIONS

Funds to cover the incidental costs of the Request for Proposal are available in the Fire Department's 1991-92 operating budget. Funds for the Consultant's Agreement (not to exceed \$70,000) are reserved in the Fire Department's 1992-93 operating budget. It is anticipated that some cost-saving efficiencies and other methods to relieve the General Fund of some financial burden will be identified by the consultant in time for implementation in the 1993-94 budget.

POLICY CONSIDERATIONS

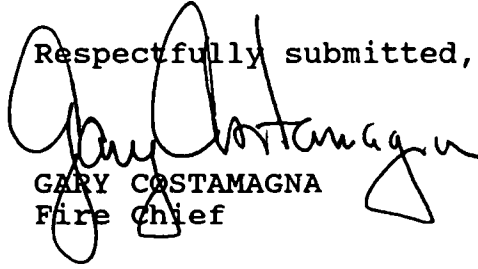
The Master Plan is consistent with the Council's commitment to long-range planning to provide the highest quality service with available financial resources. The Council could opt to delay the RFP until after the 1992-93 budget is made final to ensure that the resources are still available to fund the Master Plan. This alternative is not recommended because it is hoped that the consultant will identify measures that reduce costs and which can be implemented in time for the next budget cycle.

MBE/WBE

Every effort will be made to comply with MBE/WBE goals.

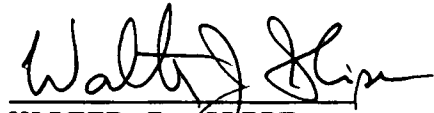
City Council
Fire Department Master Plan
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Respectfully submitted,



GARY COSTAMAGNA
Fire Chief

APPROVED:



WALTER J. SLIPE
City Manager

For Council Meeting of April 28, 1992

Contact Person:
Gary Costamagna
Fire Chief
264-5268

INVITATION TO SUBMIT PROPOSALS

CITY OF SACRAMENTO

DEPARTMENT OF FIRE

MASTER PLAN

I. INTRODUCTION:

The City of Sacramento invites qualified firms to submit proposals for preparation of a Fire Department Ten Year Master Plan. The City is seeking a qualified consultant (s) to assist the City in a survey of current fire and emergency services, projected future demands study and development of innovative strategies to allow the City to maintain high levels of fire protection and improve emergency medical services and hazardous materials response and in formulating a plan to provide comprehensive cost-effective services to our customers - the citizens of Sacramento.

The plan is intended to serve as a guide toward the growth management of our Department over the next ten years. Our goal is to set forth standards to accommodate growth into the twenty-first century. Fire Department growth is dependent on the demographics of the community. This plan will inform members of the Department of preparation for the future, while at the same time serving as a foundation document for informing policymakers and for addressing budget constraints.

II. DESIRED AREAS OF EXPERTISE:

The City is seeking qualified firms or a team of firms and individuals who can provide experience and expertise in the following areas: (1) conducting studies of fire and emergency service organizations, (2) cost analysis, (3) master planning, (4) organizational analysis, (5) and alternative funding (fee-supported services, cost recovery).

III. SCOPE OF SERVICES:

Attachment A provides a desired Scope of Services for the Fire Department Master Plan. The Scope of Services is intended to provide the prospective proposer with information regarding the availability of existing information and areas where new approaches and recommendations are requested.

Your proposal should include the following key elements:

- A. A summary of your proposal briefly describing your consulting team, who will be the lead personnel to be assigned to the project and identifying any sub-consultants to work on the project.

INVITATION TO SUBMIT PROPOSALS

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- B. A Statement of Qualifications and the resumes of key personnel to be assigned to the project.
- C. A Scope of Services statement and proposed methodology. In this section, indicate how your firm would approach the desired scope of services by major topic areas (see Attachment A) and indicate how you are uniquely qualified to undertake the work based on experience and qualifications.
- D. A client list and references of persons or agencies for whom you have conducted similar studies.
- E. A proposed budget indicating cost by topic area (Attachment A); listing the hourly billing rates of individuals to be assigned to the project; listing supplies and services (sub-consultants), and proposing a not-to-exceed price for the work outlined in this Request for Proposals.

IV. SELECTION PROCESS AND CRITERIA:

The City will initially evaluate proposals based on the written proposals submitted. Based on a review of the written information, the top three to five proposers may be invited to an interview with a City selection panel. The following general criteria will be used to evaluate proposals:

- Qualifications of the Firm(s) and key personnel to be assigned to the project.
- Experience of the firm or team in preparing related studies and plans
- Understanding of the City's needs and proposed methodology for undertaking the plan.
- Ability to meet the City's budget and scheduling requirements.

Please also be prepared to meet the standard conditions and insurance requirements for contracting for professional services with the City of Sacramento (see sample City Contract boilerplate enclosed).

The City reserves the right to reject any and all proposals.

V. REVIEW PROCESS:

Administrative review of draft plan.

INVITATION TO SUBMIT PROPOSALS

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VII. PROPOSAL DUE DATE:

Five complete copies of your proposal must be received by the City by 5:00 p.m. June 1, 1992. Proposals should be sent or delivered to

Gary Costamagna, Fire Chief
City of Sacramento
Department of Fire
1231 I Street, Suite 401
Sacramento, California 95814-2977

VII. FURTHER INFORMATION:

For further information, please call Kay Smith, Administrative Services Officer, Fire Department at 264-5266.

City of Sacramento
Request for Proposals
Fire Department

ATTACHMENT A

CITY OF SACRAMENTO FIRE DEPARTMENT MASTER PLAN

SCOPE OF SERVICES

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I. SUMMARY

The City of Sacramento is seeking a consultant to prepare a comprehensive Fire Department Ten Year Master Plan. The Plan will serve as policy guide for growth and should include present levels of service, facilities, staffing, and apparatus, comparison with comparable urban areas, estimate of future demands and recommendations, including alternatives, to meet existing and future needs.

II. PROPOSED WORK PRODUCTS

It is envisioned that the Consultant would be responsible for the preparation of a draft plan for review and discussion and a final Master Plan document.

The above listed documents are final documents to be produced following department review and City Council adoption. During the course of plan preparation and adoption process, it is envisioned that the following draft documents would be required for production and distribution:

- A. Ten copies (and one loose leaf reproducible copy) of an administrative draft plan to be released to in-house staff for technical review.
- B. Twenty-five copies (and one loose leaf reproducible copy) of a draft plan for release to the Fire Department Master Plan Task Force for their review.
- C. Thirty-five copies (and one loose leaf reproducible copy) of the final draft plan.

III. SCHEDULE

See Table 1.

IV. PROPOSED OUTLINE OF TOPICS FOR THE MASTER PLAN

The proposed content and topics of the plan are outlined and discussed below. While the City is desirous of having the

following areas addressed in the plan, the City is receptive to the consultant's ideas on format and organization of the report. As such, this outline is intended to assist you in understanding the City's basic needs to be met by the plan process.

A. **INTRODUCTION**

During the last decade (1980-1990) the City of Sacramento has experienced a 34% increase in population. In addition to this dramatic growth rate, the City's Fire Department now contracts with three Fire Protection Districts for fire service bringing the number of square miles covered to 143.6 and the total population served to 407,300.

The implementation in 1984 of 9-1-1 has brought about a major increase in the number of emergency medical responses (from 6,266 in 1983 to 30,021 in 1991). By the latter part of the 80's high rise development resulted in the vertical growth of the city's downtown area compounding fire service delivery.

A decade of major change and dramatic growth has placed the Fire Department in a position of constantly reacting as opposed to a position of a planned future.

B. **ADMINISTRATIVE ORGANIZATIONAL STRUCTURE**

1. Study and identify major strengths and weaknesses of current structure.
2. Propose methods to improve performance and effectiveness.
3. Offer alternative solutions.

C. **PROACTIVE FIRE PREVENTION**

1. Develop a proactive Fire Prevention program to reduce fire deaths, injuries and dollar loss.
2. Propose methods to improve public awareness of fire and life safety issues.

D. **SERVICE LEVELS**

1. Develop performance goals based on community need and recognized fire service standards
2. Study existing network of fire stations locations - project need for new station locations or relocations with consideration given to surrounding fire agencies' fire station locations. The network

should provide for a four-minute or less emergency response time. Also, consider the impact of a zero-based sprinkler ordinance on fire station location and service delivery.

3. Analyze deployment of staff and staffing levels per station. Identify alternative methods to provide fire protection service at minimal cost, while maintaining fire service standards.
4. Develop a major apparatus replacement cycle based on projected use rates.

E. **EMERGENCY MEDICAL SERVICES**

1. Examine current trends in fire service prehospital emergency medical services in relation to Sacramento's demographics and identify any changes needed to improve service levels.
2. Evaluate the feasibility of co-locating fire/emergency services with ambulance companies for cost savings and for more efficient service delivery.
3. Identify alternative methods to provide emergency medical services at minimal cost to the General Fund while maintaining service standards.
4. Develop a financing plan to address service delivery. Evaluate whether insurance companies can be billed for emergency medical services.

F. **HAZARDOUS MATERIAL EMERGENCY RESPONSE AND MITIGATION**

1. Evaluate the current delivery methods and identify strengths and weaknesses.
2. Examine regional vs. locally-provided services in terms of cost and service efficiency.
3. Forecast future trends in this area and propose methods to improve effectiveness and to save costs or to increase cost recovery.

G. **TRAINING REQUIREMENTS**

1. Study existing Training Division. Offer program to maintain professional training standards.
2. Provide solutions to meet short and long term training requirements.

H. EMERGENCY PREPAREDNESS

1. Study existing program - project future needs and propose methods to improve effectiveness.

I. FISCAL PLANNING

1. Compare current funding mechanism with other funding systems. Offer financing methods, cost recovery programs or other offsets to reduce General Fund support.

TABLE 1

TENTATIVE FIRE DEPARTMENT MASTER PLAN SCHEDULE

DESCRIPTION	TENTATIVE DATES
1. RFP Authorized/Released	MAY 1, 1992
2. RFP Responses Due (30 day response)	JUN 1, 1992
3. Review Written Proposals	JUN 30, 1992
4. Oral Interviews of Consultants	Week of JUL 6, 1992
5. Final Consultant Selection	JUL 13, 1992
6. Develop Contract for Consultant	JUL 27, 1992
7. Authorize Contract (City Council)	AUG 18, 1992
8. Notice to Proceed	AUG 19, 1992
9. Prepare Preliminary Draft Plan	OCT 19, 1992
10. Draft Plan Due	OCT 19, 1992
11. Internal Review of Draft Plan	OCT 19-NOV 6, 1992
1. Present Plan to Staff	
2. Meet as needed with Staff	
12. Council Review of policies identified in Plan	NOV 24, 1992
13. Revise and Final Draft Plan	NOV 25-DEC 30, 1992
14. Final Plan presented to City Council	JANUARY, 1992

CITY OF SACRAMENTO

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made at Sacramento, California, as of July 1981 by and between the CITY OF SACRAMENTO, a municipal corporation ("City") and

(Consultant)

(Address)

(City)

(State)

(Zip)

("Consultant"), who agree as follows:

1. **Services.** Subject to the terms and conditions set forth in this agreement, Consultant shall provide to City the services described in Exhibit A. Consultant shall provide said services at the time, place, and in the manner specified in Exhibit A. The Consultant shall not be compensated for services outside the scope of Exhibit A unless prior to the commencement of such services. (a) Consultant notifies the City that such service is deemed an additional service and Consultant estimates the additional compensation required for this activity; and (b) the city, after notice, approves the additional service and amount of compensation therefor.
2. **Payment.** City shall pay Consultant for services rendered pursuant to this agreement at the times and in the manner set forth in Exhibit B. The payments specified in Exhibit B shall be the only payments to be made to Consultant for services rendered pursuant to this agreement unless pursuant to paragraph 1 above, City approves additional compensation for additional services. Consultant shall submit all billings for said services to City in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures and practices which Consultant uses for billing clients similar to City.
3. **Facilities and Equipment.** Except as set forth in Exhibit C, Consultant shall, at its sole cost and expense, furnish all facilities and equipment which may be required for furnishing services pursuant to this agreement. City shall furnish to Consultant only the facilities and equipment listed in Exhibit C according to the terms and conditions set forth in Exhibit C.
4. **General Provisions.** The general provisions set forth in Exhibit D, which include insurance requirements, are part of this agreement. In the event of any inconsistency between said general provisions and any other terms or conditions of

this agreement, this agreement shall control over the general provisions.

5. City Representative. The City Representative specified in Exhibit A, or the representative designee, shall administer this agreement for the City.
6. Exhibits. All exhibits referred to herein are attached hereto and are by this reference incorporated herein.

Executed as of the day first above stated.

CITY OF SACRAMENTO
A Municipal Corporation

CONSULTANT

CITY:

By _____
Walter J. Slipe
City Manager

APPROVED AS TO FORM:

Deputy City Attorney

ATTEST:

City Clerk

Attachments:
Exhibit A
Exhibit B
Exhibit C
Exhibit D

EXHIBIT A

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

REPRESENTATIVES AND SERVICES TO BE PROVIDED

BY _____

1. Representatives:

The City Representative for this agreement is:

All consultant questions pertaining to this agreement will be referred to the above named person, or the representative's designee.

The Consultant Representative for this agreement is:

All City questions pertaining to this agreement will be referred to the above named person. All correspondence to the City will be addressed to:

2. Services to be provided are specified below:

EXHIBIT B

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

WITH _____

FEE SCHEDULE/MANNER OF PAYMENT

Consultant shall render services for the City of Sacramento between _____, 19__ and _____, 19__ pursuant to a schedule to be provided by City.

Total amount of contract shall not exceed \$_____ which includes fees and expenses.

Consultant shall be paid as follows:

\$_____ per hour

Request for payment shall be sent to:

EXHIBIT C

CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT

WITH _____

FACILITIES AND EQUIPMENT TO BE PROVIDED BY CITY

The City will furnish facilities or equipment for this agreement.

If facilities and equipment are to be furnished, specify below:

EXHIBIT D

GENERAL PROVISIONS

1. **Independent Contractor.** At all times during the term of this Contract, Consultant shall be an independent Contractor and shall not be an employee of the City. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Contract; however, City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this agreement.

2. **Licenses, Permits, etc.** Consultant represents and warrants to City that he/she has all licenses, permits, qualifications and approvals of whatsoever nature which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this agreement any licenses, permits, and approvals which are legally required for Consultant to practice its profession.

3. **Time.** Consultant shall devote such time to the performance of services pursuant to this agreement as may be reasonably necessary for satisfactory performance of Consultant's obligations under this agreement. Neither party shall be considered in default of this agreement to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the party.

4. **Consultant Not Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this agreement to bind City to any obligation whatsoever.

5. **Assignment Prohibited.** No party of this agreement may assign any right or obligation pursuant to this agreement. Any attempted or purported assignment of any right or obligation pursuant to this agreement shall be void and of no effect.

6. **Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this agreement. In the event that City, in its sole discretion, at any time during the term of this agreement, desires the removal of any person(s) assigned by Consultant to perform services pursuant to this agreement, Consultant shall remove any such person immediately upon receiving notice from City of the desire of City for the removal of such person(s).

7. **Standard Performance.** Consultant shall perform all services required pursuant to this agreement in the manner and according to the standards observed by a competent practitioner of the profession in California. All products of whatsoever nature shall be prepared in a professional manner and conform to the standards

of quality normally observed by a person practicing in Consultant's profession.

8. **Termination.** City shall have the right to terminate this agreement at any time by giving notice of such termination to Consultant. In the event City shall give such notice of termination, Consultant shall immediately cease rendering services pursuant to this agreement.

In the event City shall terminate this agreement:

- (1) Consultant shall deliver copies of all writings prepared by it pursuant to this agreement. The term "writings" shall be construed to mean and include:

Handwriting, typewriting, printing, photo-stating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letter, works, pictures, drawings, sounds, or symbols, or combinations thereof.

- (2) City shall have full ownership and control of all such writings delivered by Consultant pursuant to this agreement.
- (3) City shall pay Consultant the reasonable value of services rendered by Consultant pursuant to this agreement; provided, however, City shall not in any manner be liable for lost profits which might have been made by Consultant had Consultant completed the services required by this agreement. In this regard, Consultant shall furnish to City such financial information as in the judgment of the City Representative is necessary to determine the reasonable value of the services rendered by Consultant. In the event of a dispute as to the reasonable value of the services rendered by Consultant, the decisions of the Director of the City Department administering this agreement shall be final. The foregoing is cumulative and does not affect any right or remedy which City may have in law or equity.

9. **Indemnity and Hold Harmless.** The Consultant shall assume the defense of, and indemnify and safe harmless, the City, its officers, employees, and agents, damages, costs, liability, claims, losses, and expenses of every type and description to which any or all of them may be subjected, by reason of, or resulting from, directly or indirectly, the performance of this contract by Consultant whether within or without the scope of this contract. The foregoing shall include, but not be limited to, any attorney fees reasonably incurred by City.

10. **Equal Employment Opportunity.** During the performance of this agreement, Consultant, for itself, its assignees and successors in interest, agrees as follows:

A. **Compliance With Regulations:** Consultant shall comply with the Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60), hereinafter referred to as the "Regulations."

B. **Nondiscrimination:** Consultant, with regard to the work performed by it after award and prior to completion of the work pursuant to this agreement, shall not discriminate on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual preference in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Consultant shall not participate either directly or indirectly in discrimination prohibited by the Regulations.

C. **Solicitations for Subcontractors, Including Procurement of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiations made by Consultant for work to be performed under any sub-contract, including procurement of materials or equipment, each potential subcontractor or supplier shall be notified by Consultant of Consultant's obligation under this agreement and the Regulations relative to nondiscrimination on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual preference.

D. **Information and Reports:** Consultant shall provide all information and reports required by the Regulations, or orders and instructions issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the City of Sacramento to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of Consultant is in the exclusive possession of another who fails or refuses to furnish this information, Consultant shall so certify to the City of Sacramento, and shall set forth what efforts it has made to obtain the information.

E. **Sanctions for Noncompliance:** In the event of noncompliance by Consultant with the nondiscrimination provisions of this agreement, the City of Sacramento shall impose such contract sanctions as it may determine to be appropriate including, but not limited to:

- (1) Withholding of payments to Consultant under the contract until Consultant complies.
- (2) Cancellation, termination, or suspension of the agreement, in whole or in part.

F. **Incorporation of Provisions:** Consultant shall include the provisions of paragraphs A through E in every subcontract, unless exempt by Regulations, order, or instructions issued

pursuant thereto. Consultant shall take such action with respect to any Regulations, order or instructions issued pursuant thereto. Consultant shall take such action with respect to any subcontract or procurement as the City of Sacramento may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that in the event Consultant becomes involved in, or if threatened with, litigation, Consultant may request City to enter such litigation to protect the interests of City.

11. **Insurance Requirements.** During the duration of this agreement, Consultant shall maintain the following noted insurance:

<u>Coverage</u>	<u>Required</u>	<u>Not Required</u>
Broad Form Comprehensive Liability	_____	_____
Business Auto Liability	_____	_____
Worker's Compensation & Employers' Liability	_____	_____
Professional Liability (Errors and Omissions)	_____	_____

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- (1) Insurance Services Office form number GL 0404 (Broad Form Comprehensive General Liability);
- (2) Insurance Services Office form number CA 0001 (Ed. 1/78) (Automobile Liability, code 1 "any auto");
- (3) Workers' Compensation as required by the Labor Code of the State of California and Employers' Liability Insurance.
- (4) Professional Liability (Errors and Omissions): insurance against loss due to error, omission or malpractice.

B. Minimum Limits of Insurance

Consultant shall maintain limits no less than:

- (1) Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- (2) Automobile Liability: \$500,000 combined single limit per accident for bodily injury and property damage.

20

(3) Workers' Compensation and Employers' Liability: Workers' Compensation limits as required by the Labor Code of the State of California and Employers' Liability limits of \$500,000 per accident.

(4) Professional Liability (Errors and Omission):
\$ NA combined single limit per occurrence.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the City.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

(1) General Liability and Automobile Liability Coverages

a. The City, its officials, employees and volunteers are to be covered as insured as respects: Liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees or volunteers.

b. The Consultant's insurance coverage shall be primary insurance as respects the City, its officials, employees and volunteers. Any insurance or self-insurance maintained by the City, its officials, employees or volunteers shall be excess of Consultant's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, employees or volunteers.

d. Coverage shall state that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(2) Workers' Compensation and Employers' Liability Coverage

The insurer shall agree to waive all rights of subrogation against the City, its officials, employees and

volunteers for losses arising from work performed by Consultant for the City. This requirement may, however, be waived in individual cases at the discretion of the City.

(3) All Coverages

Each insurance policy required by this agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

E. Acceptability of Insurers

Insurance is to be placed with insurers with a Bests' rating of no less than A:XIII. This requirement may, however, be waived in individual cases, provided, however, that in no event will a carrier with a rating below A:X be acceptable.

F. Verification of Coverage

Consultant shall furnish the City with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. The certificates and endorsements are to be on forms provided by the City and are to be forwarded to the City representative named in Exhibit A.

G. Payment Withhold

The City will withhold payments to the Consultant, if certificates of insurance and endorsements required in paragraph F above have not been provided.

RESOLUTION NO.

92-295

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**RESOLUTION APPROVING THE ISSUANCE OF A REQUEST FOR
PROPOSAL FOR A CONSULTANT TO ASSIST IN THE
PREPARATION OF A FIRE DEPARTMENT MASTER PLAN**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

That a Request for Proposal be issued for a consultant to assist in the preparation of a Fire Department Master Plan for improved fire protection and emergency services.

MAYOR

ATTEST:

CITY CLERK

APPROVED
BY THE CITY COUNCIL

APR 28 1992

OFFICE OF THE
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____