



Harris County Emergency Services District No. 7

Spring Fire Department

Request for Proposal (RFP)

Pre-Incident Planning Services

Harris County Emergency Services District No. 7 (Harris County ESD No. 7), invites you to submit a proposal to perform pre-incident planning services for its 62 square mile jurisdiction.

Harris County ESD No. 7 appreciates your time and effort in preparing a proposal. Please note that all proposals submitted must be in a sealed envelope labeled: Proposal – Pre-Incident Planning Services for Harris County ESD No. 7. Proposals received no later than 3 p.m. Central time on Monday, February 10, 2025 will be considered. Proposals are to be mailed or delivered to:

Harris County ESD No. 7
Attn: Deputy Chief, Jerod Davenport
656 East Louetta Road
Spring TX, 77373

Harris County ESD No. 7's executive staff will convene an evaluation committee which will include the Deputy Chief of Operations and others to review the proposals, and the fire chief will recommend to the Board of Commissioners of Harris County ESD No. 7 the company to award the contract to at the next scheduled Harris County ESD No. 7 meeting in February 2025 or any subsequent time or meeting thereafter.

Actual services will be scheduled at a time determined by the Deputy Chief of Operations and is anticipated to begin February 2025.

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GENERAL SPECIFICATIONS

Please read the requirements/specifications thoroughly and be sure that the Proposal offered complies with all requirements/specifications noted. Any variation from the RFP requirements/specifications must be clearly indicated by letter, on a point-by-point basis, attached to and made a part of your response to the RFP. If no exceptions are noted, and you are the contract recipient, it will be required that the service(s) be provided as specified.

Purpose

The purpose of this RFP is to secure pre-incident planning services to be performed at all commercial businesses, multi-family dwellings, senior living facilities, educational facilities, and target hazards locations of Harris County ESD No. 7.

Harris County ESD No. 7 is a combination fire department providing fire suppression, BLS first response, initial hazardous material response, and technical rescue services to the citizens of Spring, Texas as Spring Fire Department. For the past several years, Spring Fire Department has had pre-incident planning services provided by a pre-incident planning service.

The selected vendor shall be required to perform, at a minimum, the functions indicated under the requirements/specifications section of this document. Alternate services to those indicated under the requirements/specifications may be proposed by the Proposer based on expertise and experience of the Proposer but must be noted in the proposal as an additional or alternately proposed service to those which are specified. Any additional services not specifically addressed in this RFP or the Proposer's response shall be negotiated, and agreed upon, prior to entering into any contract.

Proposal Term

A three-year service proposal is required and must specify any proposed fee increase from year to year. Optional pricing shall be included for additional pre-incident planning services proposed.

Proposal Submittal

Proposals shall be submitted in sealed envelopes as noted on Page 1 and include three (3) complete copies. Proposals submitted by facsimile (fax), or e-mail shall NOT be accepted. Late Proposals will NOT be accepted and will be returned unopened to Proposer. Failure to meet RFP requirements may be grounds for disqualification.

Right to Reject/Award

Harris County ESD No. 7 reserves the right to reject any or all Proposals, to waive any or all informalities or technicalities, and to make such awards of contract as may be deemed to be the best qualified and most advantageous to Harris County ESD No. 7. After the initial contract, the contract can renew for up to two (2) additional two-year terms at the discretion of Harris County ESD No. 7.

Alterations/Amendments to Submitted Proposals

Proposals CANNOT be altered or amended after opening time. Alterations made before opening time must be initialed by Proposer guaranteeing authenticity. No Proposal may be withdrawn after opening time without acceptable reason in writing and only after approval by a representative of Harris County ESD No. 7.

List of Exceptions

The Proposer shall attach to his/her Proposal a list of any exceptions to the requirements/specifications.

Communications/Interpretations

All Proposer communications, including questions and interpretations/clarifications of the requirements/specifications with regards to any portion of this RFP should be directed in writing via mail, fax, or email to:

Harris County ESD No. 7
Attn: Deputy Chief, Jerod Davenport
656 East Louetta Road
Spring TX, 77373
Fax: (281) 355-1266
Jerod.davenport@springfd.org

Please refer to the section entitled "Addenda and Modifications" for further details and information.

Confidential Information

Any information deemed to be confidential by the Proposer should be clearly noted on the pages where confidential information is contained; however, Harris County ESD No. 7, cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the Proposer may not be considered confidential under Texas Law, or pursuant to a Court order.

Addenda and Modifications

Any changes, additions, or clarifications to the RFP will be made by Addenda. Any Proposer in doubt as to the true meaning of any part of the RFP may request an interpretation or clarification from the Facilities Manager. Such requests should be sent in writing at the request of the Proposer, or in the event the Facilities Manager deems the interpretation/clarification to be substantial, the interpretation/clarification will be made by written addendum. Said Addendum shall be posted on the Harris County ESD No. 7 at <https://www.springfd.org/2025rfp-1/>

All Addenda issued with respect to this RFP shall be considered official changes to the original documents. It shall be the Proposer's responsibility to ensure that they have received all Addenda in respect to this project. Furthermore, Proposers are advised that they must recognize, comply with, and attach a signed copy of each Addendum, which shall be made part of their Proposal Submittal. Proposer(s) signature on Addenda shall be interpreted as the Proposer's "recognition and compliance to" official changes as outlined by Harris County ESD No. 7 and as such are made part of the original solicitation documents. Failure of any Proposer to receive any such addendum or interpretation shall not relieve such Proposer from its terms and requirements. Harris County ESD No. 7 may issue a written addendum no later than five calendar days prior to the date bids must be received.

Proposal Evaluation

An evaluation committee will evaluate and rank the written Proposals after which the committee will make a recommendation to the fire chief. Proposal selection will be subject to approval by the Board of

Commissioners of Harris County ESD No. 7. If negotiations prove unsuccessful with selected Proposer, the next highest ranked firm will be contacted. Harris County ESD No. 7 reserves the right to reject any and all Proposals. (See Page 7 for Evaluation Process and Scoring)

RFP Preparation Costs

Harris County ESD No. 7 shall not be held liable for any costs incurred by any Proposer for work performed in the preparation of and production of a Proposal or for any work performed prior to execution of contract.

REQUIREMENTS/SPECIFICATIONS

The scope of work will be the same for all commercial businesses, multi-family dwellings, senior living facilities, educational facilities, and target hazard's locations of Harris County ESD No. 7.

- Manage pre-incident plans of identified buildings and structures, including new construction in the district for pre-incident planning purposes.
- Create / Update a scene diagram in a digital format to be uploaded into response software.
- Obtain emergency contact and owner information to be uploaded in the response software.
- Check for any potential fire code hazards and report to the Harris County Fire Marshal's Office.
- Confirm proper installation and operations of Knox Locks at applicable properties.
- Conduct annual pre-incident plans of existing buildings/businesses.

REFERENCES

The Proposal should identify two current, major clients, particularly other fire departments and/or governmental entities. Utilizing the Reference Form provided (Exhibit "B"), include contact names and telephone numbers, and indicate how long your company has provided pre planning service to these clients.

PROPOSAL ADMINISTRATIVE REQUIREMENTS

To be considered responsive, proposals must include the information requested. To facilitate evaluation, proposals should be organized in the order as shown below. (Double-sided copying and recycled paper are encouraged).

Proposal Information Order:

- Information as listed under Qualifications
- Reference Forms
- Conflict of Interest Questionnaire
- Minimum Insurance Requirements

To the extent possible, proposals should be prepared on 8-1/2" x 11" paper and bound or stapled. Proposals should not exceed twenty (20) pages. Supplemental information and examples of aggregate and or individual report formats may be attached to formal proposals as appendices.

Proposers are advised that the evaluation committee's ability to conduct a thorough evaluation of proposals is dependent on the Proposers' ability and willingness to submit proposals, which are well-ordered, detailed, comprehensive, and readable. Clarity of language and adequate, accessible documentation is the Proposers' responsibility.

PROPOSAL EVALUATION PROCESS

Written proposals will be evaluated and rated by the evaluation committee. Ratings will be based on the Proposers' experience providing similar services for a fire department of the size and complexity of the Harris County ESD No. 7, reasonableness of proposed fee schedule and basis for periodic adjustment; ability to provide appropriate levels of staffing support and service to and coordination with the Facilities Manager; ability to provide clear and timely results; and overall presentation and general approach to providing customer service.

The evaluation committee may contact references to help verify the Proposers' ability to perform the requirements/specifications outlined herein.

Proposals will be scored using the following criteria:

ITEM	POINTS
Cost	40
Proposer's ability to deliver the services as specified in the Scope of Work	30
Proposer Qualifications, Expertise, and Experience	30

EXHIBIT "B" REFERENCE FORM

REFERENCE ONE	
Entity Name:	
Contact Person:	
Telephone Number:	
E-mail Address:	
Provided services to this entity for how long?	
Approx. number & type of services conducted for this entity? (You may write about this on a separate sheet and attach it)	

REFERENCE TWO	
Entity Name:	
Contact Person:	
Telephone Number:	
E-mail Address:	
Provided services to this entity for how long?	
Approx. number & type of services conducted for this entity? (You may write about this on a separate sheet and attach it)	

FORM CIQ

A completed copy of Form CIQ must be included with the proposal and can be downloaded from the Texas Ethics Commission website at <https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>.

Consider the following persons when completing the Conflict-of-Interest Questionnaire (Form CIQ):

Harris County Emergency Services District No. 7

- Melanie Gander – Commissioner
- Keith Willingham - Commissioner
- Bob Schmanski– Commissioner
- David Mills – Commissioner
- Scott Seifert – Fire Chief
- Robert Logan – Assistant Chief
- Jerod Davenport – Deputy Chief
- Scott Schoonover – Deputy Chief
- Jeffrey King – Deputy Chief
- Landon Churchill – Deputy Chief

FORM 1295

A governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties. A completed copy of Form 1295 must be included with the proposal. For more information visit the Texas Ethics Commission website at <https://www.ethics.state.tx.us/filinginfo/1295/>.