



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 · Mather, California 95655 · Phone (916) 859-4300 · Fax (916) 859-3700

Grant Goold  
Board President  
Division 2

Ted Wood  
Board Vice President  
Division 4

Jennifer Sheetz  
Board Secretary  
Division 5

Cynthia Saylors  
Board Member  
Division 1

Robert Webber  
Board Member  
Division 3

D'Elman Clark  
Board Member  
Division 6

Brian Rice  
Board Member  
Division 7

Gay Jones  
Board Member  
Division 8

John Costa  
Board Member  
Division 9

## BOARD OF DIRECTORS - REGULAR MEETING AGENDA

Thursday, February 8, 2024 – 6:00 PM  
Sacramento Metropolitan Fire District

10545 Armstrong Avenue  
Board Room – Second Floor  
Mather, California

&

Remotely Via Zoom

Webinar ID: 827 3461 0232 #

Passcode: metro2101

Phone: 1 (669) 444-9171 or 1 (669) 900 6833

Passcode: 838771796 #

<https://us06web.zoom.us/j/82734610232?pwd=SFILQ1Znd25RSmlhdXZVQVh4d1VWZz09>

*The mission of the Sacramento Metropolitan Fire District is to provide professional and compassionate protection, education and service to our community.*

The Public's health and well-being are the top priority for the Board of Directors of the Sacramento Metropolitan Fire District and you are urged to take all appropriate health safety precautions. To view the meeting via the Zoom Application, please click on the link above.

Members of the public seeking to attend and to address the Board who require reasonable accommodations to access the meeting, based on disability or other reasons, should contact the following person at least forty-eight (48) hours in advance of a Regular meeting to make arrangements for such reasonable accommodations:

Marni Rittburg  
Board Clerk  
(916) 859-4305  
[rittburg.marni@metrofire.ca.gov](mailto:rittburg.marni@metrofire.ca.gov)

The Board will convene in open session at 6:00 p.m.



## Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, FEBRUARY 8, 2024

- CALL TO ORDER
- ROLL CALL
- PLEDGE TO FLAG

### METRO CABLE ANNOUNCEMENT:

This meeting of the Sacramento Metropolitan Fire District will be cablecast on Metro Cable 14, the local government affairs channel on Comcast, Consolidated Communications and AT&T U-Verse cable systems. This meeting is also webcast at metro14live.saccounty.gov. Today's meeting replays at 2:00 p.m. on Saturday, February 10, 2024 and again at 6:00 p.m. on Monday, February 12, 2024, on Channel 14. This meeting can also be viewed at youtube.com/metrocable14.

### PUBLIC OPPORTUNITY TO DISCUSS MATTERS OF PUBLIC INTEREST WITHIN DISTRICT JURISDICTION INCLUDING ITEMS ON OR NOT ON AGENDA:

*The Board of Directors of the Sacramento Metropolitan Fire District appreciates and encourages public interest and welcomes questions and opinions at its meetings. Public members wishing to address the Board are requested to first be recognized by the presiding officer and identify themselves for the record. The presiding officer may, in the interest of time and good order, limit the number of public member presentations. Speakers' comments will be limited to **three (3) minutes** (Per Section 31 of the Board of Directors Policies and Procedures).*

*In accordance with Section 31 of the Board of Directors Policies and Procedures, members of the Public requesting their written comments be read into the meeting record must be present or have a representative present to read their comments during the time allotted.*

### CONSENT ITEMS:

*Matters of routine approval including but not limited to action summary minutes, referral of issues to committee, committee referrals to the full Board, items that require yearly approval, declaration of surplus equipment, and other consent matters. The Consent Agenda is acted upon as one unit unless a Board member requests separate discussion and/or action.*

### CONSENT ITEMS

Page No.

1. **Action Summary Minutes** 5  
**Recommendation:** Approve the Action Summary Minutes for the Regular Board Meeting of January 11, 2024.
2. **Adopt Resolution – Station Dedication for Dean L. Baker** 12  
**Recommendation:** Adopt Resolution dedicating Station 62 to Dean L. Baker.



## Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, FEBRUARY 8, 2024

- |    |  |    |
|----|--|----|
| 3. | <b>Adopt Resolution – Station Dedication for Kevin D. Printz</b>   | 13 |
|    | <b>Recommendation:</b> Adopt Resolution dedicating Station 62 to Kevin D. Printz   |    |
| 4. | <b>Adopt Resolution – Extension of the Multiple Award Schedule (MAS) For Legal Services</b>  | 14 |
|    | <b>Recommendation:</b> Adopt Resolution to extend the Multiple Award Schedule for Legal Services for two (2) additional years; therefore, extending the award until February 23, 2026. |    |

### ACTION ITEMS:

- |    |  |    |
|----|--|----|
| 1. | <b>Adopt Resolution – Zinfandel Phase 3 Buildout – Design Build RFP</b>  | 18 |
|    | <i>(Administrative Analyst Erin Castleberry)</i>   |    |
|    | <b>Recommendation:</b> Adopt Resolution authorizing the issuance of RFP 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout in accordance with the project scope, estimated budget, and selection criteria. |    |

### REPORTS:

1. **PRESIDENT'S REPORT —** (*President Goold*)
2. **FIRE CHIEF'S REPORT —** (*Chief House*)  
    **OPERATIONS REPORT —** (*Deputy Chief Mitchell*)  
    **ADMINISTRATIVE REPORT —** (*Deputy Chief Bailey*)  
    **SUPPORT SERVICES REPORT —** (*Deputy Chief Wagaman*)
3. **SMFD – FIREFIGHTERS LOCAL 522 REPORT —** (*Captain Sean Scollard, Local 522 Vice President*)
4. **COMMITTEE AND DELEGATE REPORTS**  
*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*
  - A. **Executive Committee —** (*President Goold*)  
Next Meeting: TBD
  - B. **Communications Center JPA —** (*AC Greene*)  
Next Meeting: February 12, 2024 at 9:00 AM
  - C. **Finance and Audit Committee —** (*Director Wood*)  
Next Meeting: February 22, 2024



## Sacramento Metropolitan Fire District

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REGULAR BOARD MEETING

THURSDAY, FEBRUARY 8, 2024

- D. Policy Committee – (*Director Costa*)  
Next Meeting: February 8, 2024 at 5:30 PM

### BOARD MEMBER QUESTIONS AND COMMENTS

### ADJOURNMENT

#### NEXT BOARD MEETING(S):

*Unless specified differently, all meetings of the Board are held at Sacramento Metropolitan Fire District at 10545 Armstrong Avenue, Mather, CA*

- Regular Board Meeting – February 22, 2024 at 6:00 PM

Posted on February 5, 2024, by 4:30 p.m.

  
\_\_\_\_\_  
Marni Rittburg

Marni Rittburg, CMC, CPMC

Clerk of the Board

\*\* No written report

\*\*  Separate Attachment

#### DISABILITY INFORMATION:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board at (916) 859-4305. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

## ACTION SUMMARY MINUTES – REGULAR MEETING

### BOARD OF DIRECTORS SACRAMENTO METROPOLITAN FIRE DISTRICT

Thursday, January 11, 2024

Held at the following locations:

10545 Armstrong Avenue – Board Room  
Mather, California  
&  
Remotely Via Zoom

### CALL TO ORDER

The meeting was called to order at 6:00 pm by President Clark. Board members present: Clark, Costa, Goold, Rice, Sailors, Webber and Wood. Board members absent: Jones and Sheetz. Staff present: Chief House and Board Clerk Rittburg.

### PUBLIC COMMENTS

Public comments were not received.

### CONSENT ITEMS

Moved by Director Rice, seconded by Sailors, and carried unanimously by members present to adopt the consent calendar as amended:

**1. Adopt Resolution – Terry Barnes**

**Recommendation:** Adopt Resolution honoring Reserve Firefighter Terry Barnes.  
**Action:** Adopted Resolution.

### PRESENTATION ITEMS

**1. Year-end Review of Completed Policies in 2023 & What's Coming**

*(HR Manager Melisa Maddux)*

**Recommendation:** Receive Presentation

**Action:** Presentation received.

### ACTION ITEMS

**1. Adopt Resolution – Prequalified Short List – Design Build Entities**

*(Administrative Analyst Erin Castleberry)*

**Recommendation:** Adopt the Resolution establishing a prequalified short-list of the three highest scoring design-build entities for the Zinfandel Phase 3 Buildout project.

**Action:** Moved by Director Wood, seconded by Webber, and carried unanimously by members present to adopt **Resolution 2024-02** establishing a prequalified short-list of the three highest scoring design-build entities for the Zinfandel Phase 3 Buildout project.

## **REPORTS**

### **1. PRESIDENT'S REPORT - (*President Goold*)**

President Goold stated he had a very informative Workers Compensation meeting this afternoon before the Board meeting.

### **2. FIRE CHIEF'S REPORT — (*Chief House*)**

Happy New year and I look forward to a great 2024.

#### **1. Promotions (s)**

- Congratulations to Mike Sloane, appointed to Battalion Chief, Battalion 9 C Shift, effective January 2, 2024. BC Sloane came to podium and provided a brief personal history to the Board.
- Congratulations to Daniel Weld who was promoted to Captain, effective January 2, 2024. Captain Weld came to the podium and provide a brief personal history to the Board.
- Congratulations to Michael Johnson, appointed to Assistant Chief, Shift Commander, C shift, effective January 3<sup>rd</sup>.
- Congratulations to Tom Koscielny, appointed to Battalion Chief, Battalion 5, C Shift, effective January 14, 2024.
- Congratulations to Adam Schwartz who was promoted to Captain, effective January 14, 2024. Captain Schwartz came to the podium and provided a brief personal history to the Board.
- Congratulations to Katie Trimble who was promoted to Captain, effective January 14, 2024.

#### **2. Recruitment(s)**

- Recruitment for Metro Medic Program 24-1 Drill Instructor. HR is accepting Letters of Interest and resumes until Wednesday, January 24<sup>th</sup>, from non-probationary captains, Engineers, Firefighters/Paramedics and Paramedics for the position.

### **3. Retirement(s)**

- Congratulations to Assistant Chief Charles Jenkins on his retirement. Chief Jenkins retired December 31, after 32 years of service.
- Congratulations to Captain Jeffrey Taylor on his retirement. Captain Taylor retired December 31, after 29 years of service.

### **4. Miscellaneous**

- Station 116 will be hosting a surprise celebration for Terry Barnes on Saturday, January 13<sup>th</sup> at 1pm. Celebrating 47 years of service.
- On Saturday, January 6<sup>th</sup>, Station 26 hosted an open house with a great turn out. Director Wood was in attendance.
- It is with a heavy heart that I pass along that (Ret.) Captain and Board of Directors Greg Valley, passed away on December 6<sup>th</sup> and, (Ret) Assistant Chief Melvin D. Johnson passed away on December 17<sup>th</sup>.
- Greg was a member of the Florin Fire District, and retired as a captain. After retirement, he became a member of the Board of Directors.
- Melvin retired from Rancho Cordova Fire in 1992 as an Assistant Chief.
- With further information to come, a celebration of life is being planned and more details will be sent out as they come. We will keep Captain Valley's and Chief Johnson's families in our thoughts during this difficult time.

### **OPERATIONS REPORT – (*Deputy Chief Mitchell*)**

OAC Barthel provided the Shift Commander report. His report highlighted a cardiac arrest call that occurred on 12/23/23. The crews from Engine and Medic 50 and provide patient care that included CPR. During transport the patient had a return of spontaneous circulation and ultimately walked out to the hospital, following treatment, with a good prognosis. Later that same Day BC Barthel was approached by a citizen in a local Starbucks that had witnessed the work of the crew earlier in the day and complimented their work.

Chief Barthel's spoke regarding the incident, introduced the members from Engine and Medic 50 that were on the incident. FF Jack Schwartzman, who was the lead Firefighter/Paramedic for the call provided some additional details.

### **ADMINISTRATIVE REPORT – (Deputy Chief Bailey)**

No Report

## SUPPORT SERVICES REPORT – (Deputy Chief Wagaman)

### Logistics:

- No Report

### Facilities:

- Began construction on Purchasing Agent Courtney Moore's new office at Headquarters.
- Completed all electrical requirements for the next phase in the station access control project.
- Overhaul of all lighting on academy grounds and buildings.
- Retrofit and install new apparatus bay lighting at station 114.

### Fleet:

- Two more Fire Mechanics reached the 10-year milestone.
- Fleet held interviews for the rank of Fire Mechanic. Fleet had 2 very solid candidates that will fill the next 2 openings.
- Fire Mechanic Andrew Purcell who is an Active Reservist with the US Air Force was deployed to Active Duty with orders until at least late January. Andy is a vital part of our South Fleet Shop serving the two Southern Battalions.
- Fleet put 6 new Braun/Ford Type III Medics into service. So far, the feedback on these new units has been positive.
- The last of the three new Pierce Enforcer Type I Engines was just put into service.
- New power load systems to support the new gurneys have arrived and installed.
- Two new ambulance remounts have recently arrived with equipment installation underway.

### IT:

- IT has completed the annual inspection of fire and security systems at our fire stations and admin buildings.

### Communications:

- Completed the Communications Equipment Install on the following vehicles:
  - Two (2) Ambulances (Remounts)
  - One (1) New Truck
- Currently working on the Communications Equipment Install on the new Water Tender.
- Preparing for District wide radio programming to take place sometime in Feb/March.

### CRRD:

- CRRD staff received an appreciation email from Mutual Housing of Sacramento, an affordable housing complex on Stockton Blvd., for assistance with meeting construction deadlines needed for financial purposes.
- The Sacramento County Fireworks Taskforce met to discuss plans for the 2024 enforcement season.

- Members of the FIU attended Advance Officer training (AOT), which is continued professional training for law enforcement officer and required by the State of California for all peace officers.
- New Year's Eve – There was an uptake in community complaints regarding fireworks usage. However, Metro Fire did not respond to any fireworks related fires or injuries.

### **3. SMFD – FIREFIGHTERS LOCAL 522 REPORT (Sean Scollard for Vice President Matt Cole)**

Sean Scollard recognized and thanked Matt Cole for the last two years serving as Vice President. Sean stated that he is currently rebuilding the team below him as a Director position is open that he vacated. He stated one of the areas that he will focus on is Workers Compensation as there is always room for improvement and he will continue to collaborate with Human Resources.

### **4. COMMITTEE AND DELEGATE REPORTS**

*All Committee Meetings will be held at the Sacramento Metropolitan Fire District Board Room, 10545 Armstrong Avenue, Mather, California unless otherwise specified.*

#### **A. Executive Committee – (President Goold)**

Met tonight and had one change to Committee assignments. Director Wood is now the alternate on the Finance and Audit Committee and Director Clark is the member.

#### **B. Communications Center JPA – (AC Greene)**

The Communications Center JPA Board has not met since the last SMFD Board of Directors Meeting.

The Communications Center JPA Board will meet next on January 23, 2024 for its regularly scheduled meeting at SMFD's Boardroom.

#### **C. Finance and Audit Committee – (Director Wood)**

Next Meeting: January 25, 2024 at 5:15 PM

No Report

#### **D. Policy Committee – (Director Costa)**

Next Meeting: February 8, 2024 at 5:30 PM

No Report

### **BOARD MEMBER QUESTIONS AND COMMENTS**

Director Costa thanked HR Manager Melisa Maddux for the presentation this evening.

Director Rice spoke regarding Terry Barnes and the 47 years of service he has given to Metro Fire and thanked Director Sailors for leading the charge to honor him this Saturday.

Director Clark said welcome to the New Year and that he would like to see us follow-up on our strategic plans.

Director Webber expressed congratulations on all the promotions announced this evening. Director Webber said that he is pleased to hear the changes we made in 2023 in regards to Workers Compensation has made a significant difference in streamlining the process.

Director Sailors gave special thanks to Engine 111 and Truck 26 who assisted with an issue this week. Directors Sailors hopes to see everyone on Saturday to honor Terry Barnes.

Director Wood thanked the crews at Station 26 for their hospitality at the Open House. The Firefighters Burn Institute Fill the Boot Drive will take place February 9 – 11, 2024 and volunteers are needed.

President Goold thanked the retirees for their years of service and sacrifice. President Goold would like to know how many of our members are also serving our Country.

A moment of silence was held for Greg Valley and Melvin D. Johnson.

#### **CLOSED SESSION:**

The Board recessed to Closed Session at 7:18 p.m. on the following matter:

- 1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Significant Exposure to litigation pursuant to California Government Code Section 54956.9 (b): One case**

Claim Against Public Entity Pursuant to Government Code Section 910  
Rose Phillips v. Sacramento Metropolitan Fire District  
General Counsel John Lavra

**Action:** Moved by Director Clark, seconded by Webber, and carried unanimously by members present to return the claim as untimely.

#### **CLOSED SESSION REPORT OUT**

The Board reconvened to open session at 8:01 p.m. and Counsel Lavra reported the Board met in closed session on one item on Government Code Section 54956.9 and unanimously voted to return the claim as untimely.

To view the video of the meeting, please visit the Metro Fire Website or our YouTube channel:

<https://metrofire.ca.gov/2024-01-11-board-meeting>  
[https://www.youtube.com/channel/UC9t-uKlc\\_oOUGNrmogdQ\\_QA](https://www.youtube.com/channel/UC9t-uKlc_oOUGNrmogdQ_QA)

## **ADJOURNMENT**

The meeting was adjourned at 8:02 p.m.

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Grant Goold, President

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Jennifer Sheetz, Secretary

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Marni Rittburg, CMC, Board Clerk

# *Resolution for Dean L. Baker*

## *Station 62 Dedication*

*WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District wish to dedicate Station 62 in memory of Dean L. Baker, who passed away, Sunday, June 21, 1998, at the age of 40.*

*WHEREAS, Dean L. Baker served for 13 years. He was an honorable Firefighter, well respected by his peers, who took great pride in public service and making his community safe. He worked at Metro Fire Station 62, located on Bradshaw Road, proudly serving the Sacramento community of Rosemont.*

*WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District, on behalf of the Sacramento Metropolitan Fire District does hereby acknowledge the exemplary public service and dedication of Dean L. Baker.*

*NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Sacramento Metropolitan Fire District does hereby proclaim recognition and remembrance of Dean L. Baker for his countless contributions and the support he provided for the Fire service and public safety by dedicating Station 62 in his honor.*

*BE IT FURTHER RESOLVED, that this foregoing Resolution No. 2024-XX was passed and adopted on the 8<sup>th</sup> day of February 2024, by the Sacramento Metropolitan Fire District Board of Directors.*

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Grant Goold, Board President

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Marni Rittburg, Board Clerk

# *Resolution for Kevin D. Printz Station 62 Dedication*

*WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District wish to dedicate Station 62 in memory of Kevin D. Printz, who passed away, Thursday, April 30, 1998, at the age of 34 at his home in Diamond Springs.*

*WHEREAS, Kevin D. Printz served for 6 years. He was an honorable Firefighter, well respected by his peers, who took great pride in public service and making his community safe. He worked at Metro Fire Station 62, located on Bradshaw Road, proudly serving the Sacramento community of Rosemont.*

*WHEREAS, the Board of Directors of the Sacramento Metropolitan Fire District, on behalf of the Sacramento Metropolitan Fire District does hereby acknowledge the exemplary public service and dedication of Kevin D. Printz.*

*NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Sacramento Metropolitan Fire District does hereby proclaim recognition and remembrance of Kevin D. Printz for his countless contributions and the support he provided for the Fire service and public safety by dedicating Station 62 in his honor.*

*BE IT FURTHER RESOLVED, that this foregoing Resolution No. 2024-XX was passed and adopted on the 8<sup>th</sup> day of February 2024, by the Sacramento Metropolitan Fire District Board of Directors.*

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Grant Goold, Board President

---

Marni Rittburg, Board Clerk



ADAM A. HOUSE  
Fire Chief

## Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200 • Mather, CA 95655 • Phone (916) 859-4300 • Fax (916) 859-3702

**DATE:** February 8, 2024

**TO:** Board of Directors

**SUBJECT:** Adopt Resolution for the Extension of the Multiple Award Schedule (MAS) for Legal Services

### TOPIC

Staff seeks Board approval to extend the Multiple Award Schedule for Legal Services for two (2) additional years; therefore, extending the award until February 23, 2026.

### SUMMARY

On January 27, 2022, the Board of Directors adopted Resolution 2022-007, authorizing the extension of the multiple award schedule for legal services that was originally established on February 23, 2012. The establishment of the multiple award schedule was by staff recommendation as a result of the June 2011 Request for Statement of Qualifications (SOQ) process.

The following firms are currently on the Multiple Award Schedule:

Longyear & Lavra, LLP  
555 University Ave., Suite 200  
Sacramento, CA 95825

Kronick Moskowitz Tiedemann & Girard  
1331 Garden Highway, Second Floor  
Sacramento, CA 95833

Meyers Nave  
555 Capitol Mall, Suite 1200  
Sacramento, CA 95814

Van Dermyden Makus  
2520 Venture Oaks Way, Suite 450  
Sacramento, CA 95833-4228

Burke, Williams & Sorensen, LLP  
1999 Harrison Street, Suite 1650  
Oakland, CA 94612-3051

Liebert Cassidy Whitmore  
135 Main Street, 7<sup>th</sup> Floor  
San Francisco, CA 94105

Atkinson, Andelson, Loya, Ruud & Romo  
2151 River Plaza Drive, Suite 300  
Sacramento, CA 95833

As a result of the Request for Statement of Qualifications process, the following firm was selected as the District's General Counsel:

Longyear & Lavra, LLP  
555 University Ave., Suite 200  
Sacramento, CA 95825

#### FISCAL IMPACT

Staff anticipates significant cost savings and continued administrative efficiency by extending the Multiple Award Schedule for legal services.

#### RECOMMENDATION

Staff respectfully recommends the Board adopt the attached Resolution.

Submitted by:

*Courtney Moore*

\_\_\_\_\_  
Courtney Moore  
Purchasing Agent

Approved by:

*Adam House*  
Adam House [Jan 30, 2024 20:28 PST]

\_\_\_\_\_  
Adam A. House  
Fire Chief

#### ATTACHMENTS:

Attachment 1: Resolution



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

## RESOLUTION NO. 2024-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT ADOPTING THE EXTENSION OF A MULTIPLE AWARD SCHEDULE FOR LEGAL SERVICES

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the District adopted Resolution 2022-007 on January 27, 2022 extending the multiple award schedule for legal services; and

**WHEREAS**, the District has ongoing needs for legal services; and

**WHEREAS**, the District has various practice areas which may require differing expertise; and

**WHEREAS**, the District is committed to procuring goods and services in an open equitable and transparent manner.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Sacramento Metropolitan Fire District, as follows:

1. Extends the Multiple Award Schedule (MAS) for Legal Services for two (2) additional years; therefore, extending the MAS until February 23, 2026.
2. As a result of the Request for Statement of Qualifications process (SOQ) concluded on June 20, 2011, the District selected the following firms for the Multiple Award Schedule:

Longyear & Lavra, LLP  
555 University Ave., Suite 200  
Sacramento, CA 95825

Kronick Moskovitz Tiedemann & Girard  
1331 Garden Highway, Second Floor  
Sacramento, CA 95833

Meyers Nave  
555 Capitol Mall, Suite 1200  
Sacramento, CA 95814

**RESOLUTION NO. 2024-XXX**

Page 2

Van Dermyden Makus  
2520 Venture Oaks Way, Suite 450  
Sacramento, CA 95833-4228

Burke, Williams & Sorensen, LLP  
1999 Harrison Street, Suite 1650  
Oakland, CA 94612-3051

Liebert Cassidy Whitmore  
135 Main Street, 7<sup>th</sup> Floor  
San Francisco, CA 94105

Atkinson, Andelson, Loya, Ruud & Romo  
2151 River Plaza Drive, Suite 300  
Sacramento, CA 95833

3. As a result of the Request for Statement of Qualifications process (SOQ) concluded on June 20, 2011, the District selected the following firm as the District's General Counsel:

Longyear & Lavra, LLP  
555 University Ave., Suite 200  
Sacramento, CA 95825

**PASSED, APPROVED AND ADOPTED this 8<sup>th</sup> day of FEBRUARY 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY** the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**SACRAMENTO METROPOLITAN FIRE DISTRICT**

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

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Marni J. Rittburg, CMC, CPMC  
Clerk of the Board



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

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**DATE:** February 8, 2024  
**TO:** Board of Directors  
**SUBJECT:** Zinfandel Phase 3 Buildout – Design-Build Request for Proposals

## TOPIC

Request to authorize the issuance of Request for Proposals (RFP) 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout.

## BACKGROUND

The Sacramento Metropolitan Fire District (District) is proceeding through its two-step best value procurement process for completion of the Zinfandel Phase 3 Buildout project (Project) pursuant to Resolutions 2023-065 and 2024-002, which determined that it was in the best interest of the District to use the design-build construction delivery method for the Project and subsequently established a prequalified short-list of design-build entities to compete for the Project.

## DISCUSSION

Staff has worked with its owner advisor team (Benham Design, LLC) to develop a request for proposals (RFP) that reflects the District's goals for the Project and outlines the technical and performance requirements to support the District's functional needs. Project scope is centered around supporting the administrative and operational needs of the Training Division, as well as the Firefighter and Metro Medic Program Academies. The estimated Project budget is \$17 million, which will be further refined as the competition process continues. In accordance with Public Contract Code Section 22160 *et seq.*, the RFP also outlines the District's selection criteria and the relative importance of weight assigned to each selection factor as shown below:

Project Organization and Layout	35%
Quality, Flexibility, and Lifecycle Cost of Building Systems and Materials	30%
Building Form and Expression	20%
Site Design	15%

## FISCAL IMPACT

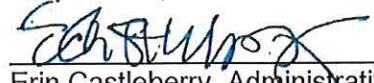
A stipend equal to 0.25% of the Project budget will be paid to each of the two unsuccessful proposers in consideration for preparation of the design documents required for a fully compliant proposal submission, in an effort to promote increased competition and to enhance design innovation. This stipend is already accounted for in the Project budget.

A contract award and project authorization, with confirmed budget, will be brought for the Board's consideration at the conclusion of the procurement process, along with final fiscal impacts.

### RECOMMENDATION

Staff recommends the Board adopt a resolution to authorize the issuance of RFP 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout in accordance with the project scope, estimated budget, and selection criteria described above.

Submitted by:

  
Erin Castleberry, Administrative Analyst

Approved by:

  
Jeff Frye, Chief Development Officer

### ATTACHMENT:

Attachment 1: Resolution – Request for Proposals (RFP) 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout

Attachment 2: Presentation – Zinfandel Phase 3 Buildout Design-Build RFP



ADAM A. HOUSE  
Fire Chief

# Sacramento Metropolitan Fire District

10545 Armstrong Ave., Suite 200, Mather, CA Phone (916) 859-4300 Fax (916) 859-3700

## RESOLUTION NO. 2024-XXX

### A RESOLUTION OF THE SACRAMENTO METROPOLITAN FIRE DISTRICT AUTHORIZING THE ISSUANCE OF REQUEST FOR PROPOSALS (RFP) 24-02 ZINFANDEL FIRST RESPONDER TRAINING FACILITY PHASE 3 BUILDOUT

**WHEREAS**, the Sacramento Metropolitan Fire District ("District") is a political subdivision of the State of California ("State") and is duly organized and existing pursuant to the State constitution and laws; and

**WHEREAS**, the District adopted Resolution 2023-065 which determined that it was in the best interest of the District to use the design-build construction delivery method for the Zinfandel Phase 3 Buildout project ("Project") using a two-step best value procurement process; and

**WHEREAS**, the District adopted Resolution 2024-002 which established a prequalified short-list of design build entities eligible to submit proposals for the Project; and

**WHEREAS**, the District has prepared a request for proposals (RFP) for the solicitation of design-build proposals to complete the Project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Sacramento Metropolitan Fire District does hereby authorize the issuance of RFP 24-02 Zinfandel First Responder Training Facility Phase 3 Buildout based on the proposed Project scope, budget, and selection criteria.

**PASSED, APPROVED AND ADOPTED** this 8<sup>th</sup> day of February, 2024. I, MARNI RITTBURG, BOARD CLERK OF SACRAMENTO METROPOLITAN FIRE DISTRICT HEREBY CERTIFY the foregoing Resolution was introduced and passed at a regular meeting of the Sacramento Metropolitan Fire District Board by the following roll call vote:

**AYES:**  
**NOES:**  
**ABSENT:**  
**ABSTAIN:**

### SACRAMENTO METROPOLITAN FIRE DISTRICT

By: \_\_\_\_\_  
President, Board of Directors

**ATTEST:**

Marni J. Rittburg, CMC, CPMC  
Clerk of the Board



# Zinfandel Phase 3 Buildout

## Design-Build Request for Proposals

Presented by:  
**Erin Castleberry, Administrative Analyst**  
Planning & Development

**February 8, 2024**



# INTRODUCTION

## DESIGN-BUILD PROJECT DELIVERY Best Value Procurement





# PROJECT SCOPE

## PROJECT GOAL

Facilities that support the administrative and operational needs of the Training Division and FF/MMP Academies

{ Base Requirements }

{ Betterments }



# RFP PREPARATION





# RFP COMPONENTS



## Sacramento Metro Fire District

Design-Build Solicitation

### Zinfandel First Responder Training Facility Phase III Buildout Rancho Cordova, California

Owner  
Sacramento Metropolitan Fire District  
10545 Armstrong Avenue, Suite 200  
Mather, CA 95655

Owner Advisor (OA)  
Benham Design, LLC  
14000 Quail Springs Parkway, Suite 500  
Oklahoma City, OK 73134

Request for Proposals 24-02

February 9, 2024

## PART I

Standard Forms

## PART II

Project Description

Procurement Requirements

Contracting Requirements

## PART III

Performance Requirements

## PART IV

General Requirements

## APPENDICES



# COMPETITION PROCESS

## PRE-SUBMISSION CONFERENCE

### Feedback

- Eliminate ambiguities, discrepancies, omissions
- Validate scope and budget

### Revisions

- Feedback provided may necessitate RFP revisions

## PRE-SUBMISSION PRESENTATIONS

### Design Concept Progress

- Sketches
- Conceptual drawings
- Other progress documents

### Issues & Concerns

- Program
- Performance Requirements



## EVALUATION & SELECTION

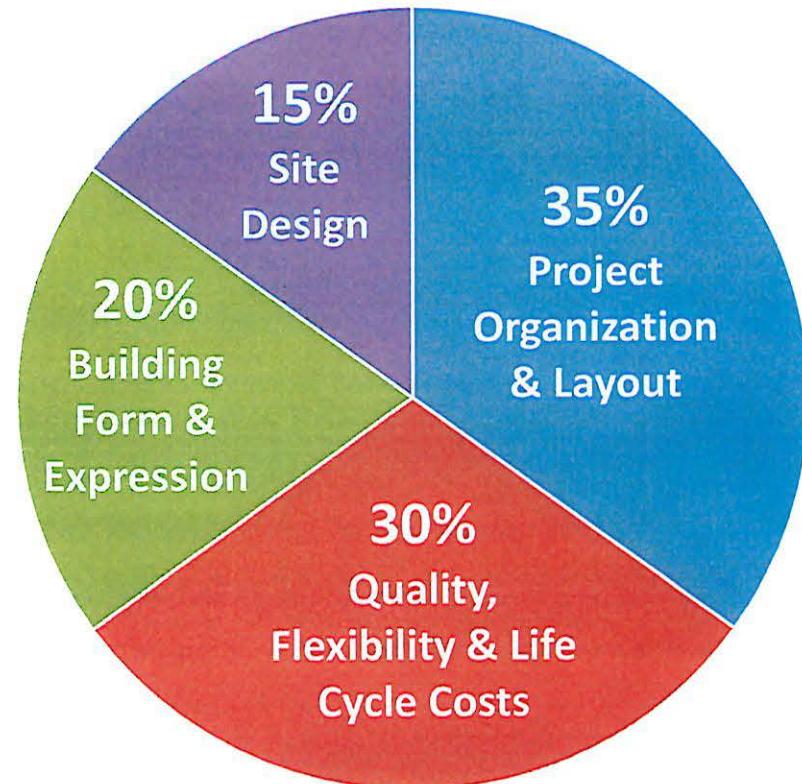
### BASIS OF AWARD

- Conforms to solicitation
- Fair and reasonable
- Best value

### EVALUATION

- Technical review
- Best value deliberations

### SCORING CRITERIA





## RFP SCHEDULE

KEY ACTIVITIES	DATE(S)
Competition Kick-Off Meeting	February 9, 2024
Issue RFP	February 9, 2024
Site Visit	February 14, 2024
RFP Pre-submission Conference	February 23, 2024
Early Pre-submission Presentations	March 13-15, 2024
Advanced Pre-submission Presentations	April 3-5, 2024
Request for Information (RFI) Deadline	April 10, 2024
Final Addenda Issued	April 15, 2024
Proposals Due	April 26, 2024
<b>Contract Award</b>	<b>June 2024</b>



# QUESTIONS?