

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: Financial Services

AGENDA DATE: 5/13/08

CONTACT PERSON/PHONE: Bill Studer, Deputy City Manager, Financial Services 541-4011
Terry Feiburg, Purchasing Manager 541-4308

DISTRICT(S) AFFECTED: All

SUBJECT:

Award Contract 2008-106, Consultant Services for El Paso Fire Department to Matrix Consulting Group for a total estimated amount of \$135,000.

BACKGROUND / DISCUSSION:

Discussion of the what, why, where, when, and how to enable Council to have reasonably complete description of the contemplated action. This should include attachment of bid tabulation, or ordinance or resolution if appropriate. What are the benefits to the City of this action? What are the citizen concerns?

The Matrix Consulting Group will prepare a strategic plan for the El Paso Fire Department. The plan is intended to define current and future needs and recommended goals and objectives for implementation to meet those needs for future years.

The term of this contract is six months.

PRIOR COUNCIL ACTION

Has the Council previously considered this item or a closely related one?

N/A

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

99010273-504405-01101 Non-Departmental

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

*****REQUIRED AUTHORIZATION*****

LEGAL: (if required) _____ **FINANCE:** (if required) _____

DEPARTMENT HEAD: _____

(Example: if RCA is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager

APPROVED FOR AGENDA:

CITY MANAGER: _____

DATE: _____

JOHN COOK
MAYOR

JOYCE WILSON
CITY MANAGER

WILLIAM F. STUDER, JR.
DEPUTY CITY MANAGER



CITY COUNCIL
ANN MORGAN LILLY, DISTRICT 1
SUSANNAH M. BYRD, DISTRICT 2
VACANT, DISTRICT 3
MELINA CASTRO, DISTRICT 4
RACHEL QUINTANA, DISTRICT 5
EDDIE HOLGUIN JR., DISTRICT 6
STEVE ORTEGA, DISTRICT 7
BETO O'ROURKE, DISTRICT 8

OFFICE OF THE CITY MANAGER

MEMORANDUM

TO: Mayor and City Council
Joyce Wilson, City Manager

FROM: William F. Studer, Jr. *WFS*
Deputy City Manager

SUBJECT: Consultant Study for El Paso Fire Department

DATE: May 9, 2008

For Council's approval on the May 13, 2008 Agenda is a proposal for a Fire Consultant Study for the El Paso Fire Department. The intent of this study is to produce a strategic plan for the Fire Department to help guide future budget allocations, capital needs and staffing decisions. Among other things, the consultant will examine the effectiveness of fire operations, the efficiency of fire resource management and identify opportunities to hold down future costs.

The Fire Department has an annual operating budget exceeding \$72 million with an authorized staff of nearly 1000 positions. It is the second largest department supported by the General Fund. The Department operates millions of dollars of vehicles primarily consisting of fire engines, ladder trucks and ambulances. It also occupies approximately 40 facilities strategically located throughout the City.

The city issued a Best Value Solicitation on January 15, 2008 to which seven firms responded. Solicitations varied in cost from \$108,504 to \$269,067. A City Staff Committee reviewed the proposals and unanimously selected the one submitted by the Matrix Consulting Group. The cost of Matrix Consulting Group proposal is \$135,000. Personnel of the Matrix Consulting Group are familiar with the City of El Paso as they conducted a similar study for the El Paso Police Department in 2002.

Funding for the study is available in the Non-Departmental Budget.

If you have any questions, please contact me.

COMMITTEE SCORE SHEET

SOLICITATION TITLE:CONSULTANT SERVICES

SOLICITATION NO: 2008-106

	BERSHIRE ADVISORS INC	CARROLL BURAACKER & ASSOCIATES	CITYGATE ASSOCIATES LLC	DELTAWRX LLC	MANAGEMENT ADVISORY GROUP INC
COST (30 points max)	\$165,000.00 20.00	\$269,067.00 12.00	\$160,625.00 20.00	\$108,504.00 30.00	\$124,900.00 26.00
REPUTATION & QUALITY OF BIDDER'S SERVICES (30 points max)	30.00	30.00	30.00	10.00	15.00
QUALIFICATIONS OF BIDDERS PERSONNEL (30 points max)	30.00	30.00	28.00	20.00	30.00
RESPONSE & EXTENT TO WHICH SERVICES MEET CITY NEEDS (10 points max)	10.00	8.00	5.00	10.00	5.00
GRAND TOTAL (Maximum 100 points)	90.00	80.00	83.00	70.00	76.00

08 MAY -7 AM 11:42
CITY CLERK DEPT

COMMITTEE SCORE SHEET

SOLICITATION TITLE:CONSULTANT SERVICES

SOLICITATION NO: 2008-106

RATER'S NO:

	MATRIX CONSULTING GROUP	SYSTEM PLANNING CORP			
COST (30 points max)	\$135,000.00 24.00	\$246,874.00 13.00			
REPUTATION & QUALITY OF BIDDER'S SERVICES (30 points max)	30.00	30.00			
QUALIFICATIONS OF BIDDERS PERSONNEL (30 points max)	28.00	30.00			
RESPONSE & EXTENT TO WHICH SERVICES MEET CITY NEEDS (10 points max)	10.00	10.00			
GRAND TOTAL (Maximum 100 points)	92.00	83.00			

MAY -7 AM 11:42

CITY CLERK DEPT

CITY OF EL PASO BID TABULATION

BID ITEM: CONSULTANT SERVICES
BID DATE: MARCH 19, 2008

BID # 2008-106
DEPARTMENT: FIRE

		✓ BERKSHIRE ADVISORS, INC. BAY VILLAGE, OH	✓ CARROLL BURACKER & ASSOCIATES, INC. HARISONBURG, VA	✓ CITYGATE ASSOCIATES, LLC FOLSOM, CA	✓ DELTAWRX, LLC WOODLAND HILLS, CA
ITEM	DESCRIPTION	POSITION/HOURLY RATE	POSITION/HOURLY RATE	POSITION/HOURLY RATE	POSITION/HOUR RATE
1.	PROVIDE STAFFING POSITIONS AND HOURLY RATES FOR EACH POSITION:		CARROLL BURACKER		
			\$187.00		
	POSITION	PROJECT MANAGER	LES ADAMS	CITYGATE PRESIDENT	PARTNER
	HOURLY RATE	\$160.00	\$150.00	\$210.00	\$235.00
	POSITION	SENIOR CONSULTANT	MARY B. MICHOS	PROJECT DIRECTOR	MANAGER
	HOURLY RATE	\$125.00	\$100.00	\$250.00	\$215.00
	POSITION	(3) SPECIALISTS	MARK DAVIS	PROJECT MANAGER	SENIOR CONSULTANT
	HOURLY RATE	\$100.00 EACH	\$100.00	\$212.00	\$195.00
	POSITION	CONSULTANT	DR. TERRY EISONBERG	FIRE SERVICES SPECIALIST	CONSULTANT
	HOURLY RATE	\$75.00	\$100.00	\$170.00	\$175.00
	POSITION	CONSULTANT	TOM BRENNAN	FIRE SERVICES SPECIALIST	CONSULTANT
	HOURLY RATE	\$75.00	\$100.00	\$170.00	\$175.00

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: 
 DATE: 4-3-08

CITY OF EL PASO BID TABULATION

BID ITEM: CONSULTANT SERVICES
BID DATE: MARCH 19, 2008

BID # 2008-106
DEPARTMENT: FIRE

		BERKSHIRE ADVISORS, INC. BAY VILLAGE, OH	CARROLL BURACKER & ASSOCIATES, INC. HARISONBURG, VA	CITYGATE ASSOCIATES, LLC FOLSOM, CA	DELTAWRX, LLC WOODLAND HILLS, CA
ITEM	DESCRIPTION	POSITION/HOURLY RATE	POSITION/HOURLY RATE	POSITION/HOURLY RATE	POSITION/HOUR RATE
2.	PROVIDE PERSON HOURS NEEDED TO COMPLETE THE PROJECT	1152 TOTAL HOURS	CARROLL BURACKER 100	752 TOTAL HOURS	444 TOTAL HOURS
		PROJECT MANAGER \$160.00	LES ADAMS 400	CITYGATE PRESIDENT \$210.00	PARTNER \$235.00
		SENIOR CONSULTANT \$125.00	MARY B. MICHOS 250	PROJECT DIRECTOR \$250.00	MANAGER \$215.00
		(3) SPECIALISTS \$100.00 EACH	MARK DAVIS 200	PROJECT MANAGER \$212.00	SENIOR CONSULTANT \$195.00
		CONSULTANT \$75.00	DR. TERRY EISONBERG 180	FIRE SERVICES SPECIALIST \$170.00	CONSULTANT \$175.00
		CONSULTANT \$75.00	TOM BRENNAN 200	FIRE SERVICES SPECIALIST \$170.00	CONSULTANT \$175.00
		LUMP SUM FEE FOR PERFORMING THE WORK SPECIFIED:	\$133,960.00	\$161,700.00	\$142,182.00
3.	LIST OTHER RELATED COSTS FOR PROJECT (USE SEPARATE SHEET AS NEEDED.)	AIR FARE: \$20,015.00 LODGING, MEALS & CAR RENTAL: \$11,025.00	INDIRECT LABOR & OVERHEAD (51%): \$82,467.00 TRAVEL AND LODGING: \$24,900.00	5% Admin. Charges / Travel Expenses	20% Expenses
4	TOTAL COST (INCLUDING CONSULTING FEES AND RELATED COSTS):	\$165,000.00	\$269,067.00	\$160,625.00	\$108,504.00
5.	ADDITIONAL OPTION TO AWARD: PROVIDE COST TO REVIEW/UPDATE STRATEGIC PLAN AFTER IMPLEMENTATION OF THE PROGRAM.				
	COST FOR YEAR 2:	\$135.00 PER HOUR	\$50,000.00	CORPORATE OVERSIGHT	TBD
	COST FOR YEAR 3:	\$135.00 PER HOUR	\$50,000.00	\$226.09	TBD

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY:

DATE: 4-3-08

CITY OF EL PASO BID TABULATION

BID ITEM: CONSULTANT SERVICES
BID DATE: MARCH 19, 2008

BID # 2008-106
DEPARTMENT: FIRE

ITEM	DESCRIPTION	MANAGEMENT ADVISORY GROUP, INC. WOODBRIDGE, VA POSITION/HOURLY RATE	MATRIX CONSULTING GROUP PALO ALTO, CA POSITION/HOURLY RATE	SYSTEM PLANNING CORPORATION ARLINGTON, VIRGINIA POSITION/HOURLY RATE	
1.	PROVIDE STAFFING POSITIONS AND HOURLY RATES FOR EACH POSITION:				
	POSITION	PROJECT DIRECTOR	PRESIDENT	CORPORATE OVERSIGHT	
	HOURLY RATE	\$150.00 (240 HRS)	\$235.00	\$226.09	
	POSITION	PROJECT TEAM CONSULTANT	SR. VICE PRESIDENT	PROJECT MANAGER	
	HOURLY RATE	\$135.00 (585 HRS.)	\$200.00	\$148.68	
	POSITION		SENIOR MANAGER	SENIOR GIS/ RESEARCH ANALYST	
	HOURLY RATE		\$175.00	\$95.93	
	POSITION		CONSULTANT	RESEARCH ANALYST	
	HOURLY RATE		\$100.00	\$66.03	
	POSITION			RESEARCH ANALYST	
	HOURLY RATE			\$65.93	
	POSITION			SENIOR CONSULTANT	
	HOURLY RATE			\$71.53	
	POSITION			SENIOR CONSULTANT	
	HOURLY RATE			\$178.83	
	POSITION			SENIOR CONSULTANT	
	HOURLY RATE			\$77.49	
	POSITION			SENIOR CONSULTANT	
	HOURLY RATE			\$59.61	
	POSITION			PROJECT MANAGER	
	HOURLY RATE			\$83.59	

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: 
 DATE: 4-2-08

CITY OF EL PASO BID TABULATION

BID ITEM: CONSULTANT SERVICES BID DATE: MARCH 19, 2008		BID # 2008-106 DEPARTMENT: FIRE			
ITEM	DESCRIPTION	MANAGEMENT ADVISORY GROUP, INC. WOODBRIDGE, VA POSITION/HOURLY RATE	MATRIX CONSULTING GROUP PALO ALTO, CA POSITION/HOURLY RATE	SYSTEM PLANNING CORPORATION ARLINGTON, VIRGINIA POSITION/HOURLY RATE	
2.	PROVIDE PERSON HOURS NEEDED TO COMPLETE THE PROJECT.	2155 HRS TOTAL	760 HRS TOTAL	2142 HRS TOTAL	
	PROPOSED TOTAL CONSULTING FEE FOR PERFORMING THE WORK SPECIFIED:	\$114,975.00	\$123,600.00	\$231,589.00	
3.	LIST OTHER RELATED COSTS FOR PROJECT. (USE SEPARATE SHEET AS NEEDED.)	Travel / Business	Travel	SPC Travel & Other Direct Charges	
4.	TOTAL COST (INCLUDING CONSULTING FEES AND RELATED COSTS):	\$124,900.00	\$135,000.00	\$246,874.00	
5.	ADDITIONAL OPTION TO AWARD: PROVIDE COST TO REVIEW/UPDATE STRATEGIC PLAN AFTER IMPLEMENTATION OF THE PROGRAM.				
	COST FOR YEAR 2:	NONE STATED	NONE STATED	CORPORATE OVERSIGHT	
	COST FOR YEAR 3:	NONE STATED	NONE STATED	\$226.09	
BIDS SOLICITED: 13		BIDS RECEIVED: 7		BIDS LOCAL: 2	
				NO BIDS: 0	

NOTE: THIS IS A BEST VALUE PROCUREMENT. OTHER FACTORS BESIDES PRICE WILL BE CONSIDERED.

APPROVED BY: 

DATE: 4-3-08

ATTN: JESUS CANDELARIA
JMC CONSULTANTS INTERNATIONAL
308 SUNDOWN PLACE
EL PAÑO, TX 79912

MCCONNELL JONES LAINER & MURPHY
11 GREENWAY PLAZA, SUITE 2902
HOUSTON, TX 77046

CAROL BURACKER & ASSOCIATES INC
1881 COLLEGE AVE SUITE 100
HARRISONBURG VA 22802

J-QUAD & ASSOCIATES, LLC
14755 PRESTON ROAD STE 620
DALLAS, TX 75254

PO BOX 803288
Dallas, Tx 75380

JDW INSURANCE
415 E YANDELL
EL PASO, TX 79901

ATTN: JOEL R. MELTZNER
ORGANIZATIONAL /MANAG CONSULTANTS,
INC.

~~11193 W. YUCCARUN~~ PO BOX 598
~~LITTLETON, CO 80125~~ UPTON, MA 01568

INTERA INCORPORATED
P.O. BOX 818
NIWOT, CO 80544

MGT OF AMERICA, INC.
502 EAST 11TH STREET, SUITE 300
AUSTIN, TX 78701

DELOITTE
400 W. 15TH STREET, SUITE 1600
AUSTIN, TX 78701

MATRIX CONSULTING GROUP
721 COLORADO AVE SUITE 101
PALO ALTO, CA 94303

DEMARCHE CONSULTING
GROUP, INC.
~~999 THIRD AVENUE SUITE 3800~~
SEATTLE, WA 98104
800 5th Ave STE 4100

EMERGENCY SERVICES CONSULTING INC
25200 SW PARKWAY AVE SUITE 3
WILSONVILLE OR 97070

REDOAK CONSULTING
1902 WRIGHT PL STE 180
CARLSBAD, CA 92008-6528

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