



AGENDA REPORT

Fire Department

DATE:	May 7, 2024
TO:	Mayor Martinez and Members of the City Council
FROM:	Michael E. Smith, Interim Fire Chief Aaron Osorio, Deputy Fire Chief
Subject:	Sole-Source Contract with Matrix Consulting Group
FINANCIAL IMPACT:	Total expenditure for the ALS/Paramedic First Responder Feasibility Study is \$39,500. The study will be funded through an approved funding from the Contra Costa County Fire Protection District (CCCFPD) EMS Transport Fund. The account string for this project is 01204022-400201.
PREVIOUS COUNCIL ACTION:	Click or tap here to enter text.
STATEMENT OF THE ISSUE:	The Richmond Fire Department is researching the viability of transitioning from a Basic Life Support (BLS) agency to an Advanced Life Support (ALS) agency to provide paramedic services. A feasibility study is necessary to determine the workplan, timeline, costs (initial and operating costs), and potential service module to implement the transition. The department staff recommend entering into a sole-source agreement with the Matrix Consulting Group to conduct the ALS/Paramedic First Feasibility Study.

RECOMMENDED ACTION:	APPROVE a sole-source agreement with the Matrix Consulting Group to conduct an Advanced Life Support/Paramedic First Responder Feasibility Study, for a total project cost of \$39,500, for a term beginning May 1, 2024, and ending April 30, 2025 – Fire Department (Chief Michael E. Smith 510-307-8041/Deputy Chief Aaron Osorio 510-307-8021).
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DISCUSSION:

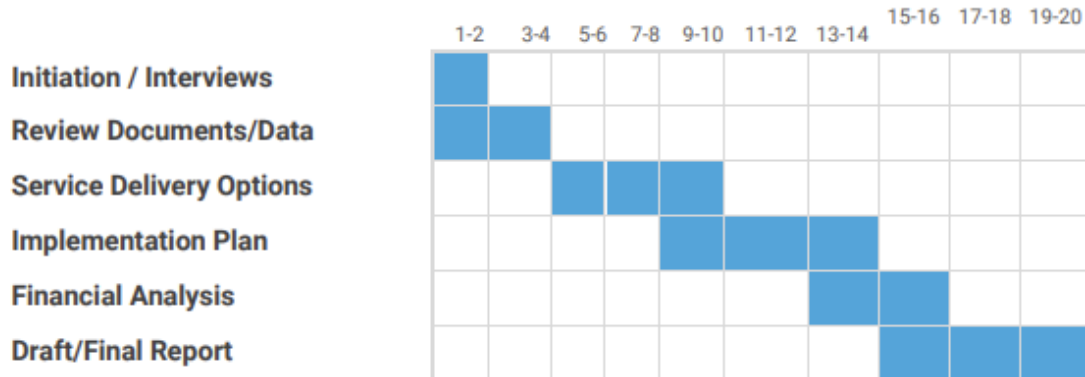
The Richmond Fire Department ("Department") is authorized by the Contra Costa County Emergency Medical Services Agency (CCCEMSA) to provide Basic Life Support (BLS), commonly known as Emergency Medical Technician care. The department currently employs 76 sworn personnel licensed as EMTs, serving more than 115,000 Richmond residents during critical health emergencies. However, the department intends to investigate the viability of transitioning from a BLS agency to an Advanced Life Support (ALS) agency, commonly known as a paramedic program. This transition will be beneficial for the community since the advanced department's sworn personnel will be able to provide enhanced care to patients and deliver lifesaving medical procedures.

Considering this, the Department intends to enter into a sole-source agreement with the Matrix Consulting Group ("Vendor") to conduct an ALS/Paramedic First Responder Feasibility Study. The Vendor was previously directed by the City of Richmond to conduct the City's Emergency Services Data and Analysis Report on March 15, 2022. The report was published on March 6, 2023, detailing an in-depth analysis of the emergency services system and dynamics of the department. Since the Vendor has already conducted an in-depth analysis of the Department, it will be in the best interest of the City to sole-source the study to save lead time, cost, and duplication of any baseline studies that need to be conducted for this project.

Vendor Proposed Workplan, Timeline, and Cost

The Vendor proposes to deliver its findings within 20 weeks, which will involve a series of interviews with the City Manager, elected officials, fire department staff, County Emergency Medical Services staff, as well as a review and evaluation of the Department's service area and Computer-Aided Design data. Furthermore, the Vendor will analyze options for providing ALS/Paramedic First Responder Services and develop implementation timelines and financial estimates for the City. The proposed project timeline and cost is shown below:

Project Schedule of Project Tasks by Week



The Matrix Consulting Group is proposing to conduct the ALS Feasibility Study at a not-to-exceed cost of **\$39,500**, as described below:

Task	Project Principal	Project Manager	Manager	Consultants	Total Hours	Total Cost
Initiation/Interviews	2	8	8	0	18	\$3,600
Review Documents/Data	2	8	24	8	42	\$7,000
Service Delivery Options	4	8	20	8	40	\$7,000
Implementation Plan	4	8	16	0	28	\$5,400
Financial Analysis	2	8	16	4	30	\$5,300
Draft/Final Report	4	16	24	8	52	\$9,400
Total Hours	18	56	108	28	210	
Rate Per Hour	\$300	\$200	\$150	\$125		
Professional Fees	\$5,400	\$11,200	\$16,200	\$3,500		\$36,300
Project Expenses						\$3,200
TOTAL COST						\$39,500

Our usual practice is to invoice our clients monthly for time and materials up to the total project amount. We are also amenable to alternative invoicing arrangements.

RECOMMENDED ACTION:

Department staff recommend entering into a sole-source agreement with the Matrix Consulting Group to conduct the ALS/Paramedic First Responder Feasibility Study, given the previous analysis and report they provided the City and their existing understanding of the emergency services system and department dynamics. This sole source will also save the City time, cost, and duplication of any baseline studies required for the project.

DOCUMENTS ATTACHED:

- Attachment 1 – Standard Contract
- Attachment 2 – Sole-Source Justification