

On October 16, 2023, the two consultants will be interviewed by a panel consisting of staff, the RFP Committee, the Calistoga City Manager, the Napa County Fire Chief, the City of Napa Fire Chief, and the American Canyon Fire Protection District Chief. Following the conclusion of interviews, the panel will discuss its preference and make a recommendation for a preferred consultant. Commission Counsel will assist with finalizing a professional services agreement (“contract”).

Staff recommends the Commission consider two interrelated actions as part of this item:

- 1) Authorize the RFP Committee to select a preferred consultant and negotiate a contract; and
- 2) Authorize the Commission Chair to sign the contract.

Alternative options to select a consultant, negotiate a contract, and sign a contract include:

- 1) Direct staff to schedule a special meeting to consider selecting a consultant, negotiating a contract, and authorizing the Chair to sign the contract; or
- 2) Direct staff to return at the Commission’s December 4, 2023, regular meeting to consider these actions.

ATTACHMENT

- 1) RFP for Countywide Fire & EMS MSR/SOI (Circulated on August 9, 2023)