



## ESTACADA FIRE & RESCUE

445 SE Currin Street • PO Box 1385  
Estacada OR 97023 Phone 503-630-7712

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# REQUEST FOR PROPOSAL FIVE YEAR STRATEGIC PLAN

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**Estacada Fire District  
PO Box 1385  
Estacada, OR 97023  
(503) 630-7712**

**PROPOSAL DUE DATE AND TIME: 5:00 PM OCTOBER 30, 2024**



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### ESTACADA FIRE DISTRICT REQUEST FOR PROPOSALS

TO PROVIDE: FIVE YEAR STRATEGIC PLAN

Notice is hereby given that Estacada Fire District is seeking proposals from qualified firms for the development and implementation of a five-year strategic plan.

The request for proposal document is available from Estacada Fire District 445 SE Currin Street Estacada OR 97023, 503-630-7712 between the hours of 8:00 a.m. and 5:00 p.m. local time Monday through Thursday as well as the district webpage. [www.estacadfire.org](http://www.estacadfire.org)

Proposals should be mailed to Estacada Fire District PO Box 1385 Estacada OR 97023 and must be received no later than 5:00 p.m. October 30, 2024 at Estacada Fire District Administrative Offices 445 SE Currin Estacada OR 97023. **Proposals that are received after the closing time will not be accepted for any reason and will be returned unopened.** Delivery to an office other than the office identified above is not acceptable. Postage date stamped deliveries prior to the closing date are not acceptable means of being received by the district.

The District may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject for good cause any or all proposals upon a finding of the District that it is in the public interest to do so.

The Estacada Fire District Board of Directors reserves the right to reject any and all proposals and to waive any and all informalities in the best interest of the District.

Estacada Fire District is an Equal Employment Opportunity/Affirmative Action employer.

Dated September 18, 2024

A handwritten signature in black ink, appearing to read "Ian O'Connor", is written over a horizontal line.

Ian O'Connor  
Fire Chief



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### BACKGROUND INFORMATION

The Estacada Fire District operates as a public corporation in the State of Oregon. The District provides fire and life safety services to a population of approximately 13,000 citizens within an 88-square mile area. It is made up of suburban, rural, agricultural, and forested lands. The Estacada Rural Fire District No. 69 is funded through a fixed rate on property taxes of \$2.4029 per \$1,000 of assessed value. The area is served by one staffed station and one volunteer station, a training facility, and administration offices. There are 9 career firefighters, 1 Finance Manager, 4 chief officers, an Administrative Assistant and about 50 volunteers in various capacities. The Fire District is a full-service emergency provider answering about 1700 calls for service annually.

The District is governed by a five-member elected Board of Directors. The governing body is given certain powers and authority by the laws of the state. Each member of the governing body is a public official who is charged to act in the best interests of the public they represent. The members are accountable to the public through federal, state, and local laws.

The purpose of this RFP is to establish a contract for the development of a five-year strategic plan.

### Request for Proposals (RFP) for Five-Year Strategic Plan

The Estacada Fire District is seeking proposals from qualified consultants to develop a comprehensive five-year strategic plan. This plan will guide the district in achieving its mission of providing high-quality, cost-effective fire protection, emergency medical services, rescue and community risk reduction.

#### **Scope of Work:**

The selected consultant will be responsible for the following tasks:

##### **1. Assessment and Analysis:**

- Conduct a thorough assessment of the current state of the Estacada Fire District, including strengths, weaknesses, opportunities, and threats (SWOT analysis).
- Review existing plans, policies, and procedures.
- Engage with stakeholders, including staff, board of directors, community members, and local government officials, to gather input and feedback.



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## 2. **Strategic Planning:**

- Develop a clear vision, mission, and set of core values for the district.
- Identify strategic goals and objectives for the next five years.
- Create clear, actionable strategies and initiatives to achieve these goals.

## 3. **Implementation Plan:**

- Develop a detailed implementation plan, including timelines, responsibilities, and resource requirements.
- Establish performance metrics and evaluation methods to monitor progress.

## 4. **Final Report:**

- Prepare a comprehensive final report that includes all findings, strategic goals, and the implementation plan.
- Present the final report to the Estacada Fire District Board of Directors.

## **Proposal Requirements:**

Interested consultants should submit a proposal that includes the following:

### 1. **Executive Summary:**

- A brief overview of the consultant's qualifications and experience.

### 2. **Approach and Methodology:**

- A detailed description of the approach and methodology to be used in developing the strategic plan.

### 3. **Project Team:**

- Information about the project team, including relevant experience and qualifications.

### 4. **Timeline:**

- A proposed timeline for completing the project must be submitted as part of the proposal.

### 5. **Budget:**

- A detailed budget, including all costs associated with the project.





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### **Submission Details:**

Proposals must be submitted by 5:00 pm October 30, 2024 to:

Ian O'Connor – Fire Chief  
Estacada Fire District  
PO Box 1385  
Estacada, OR 97023  
Email: [ioconnor@estacadafire.org](mailto:ioconnor@estacadafire.org)  
Phone: 503-630-7712

The District will be the sole judge in determining the award of the contract and reserves the right to reject all proposals.

**Any objections to or comments upon the RFP specifications must be submitted in writing to Estacada Fire District PO Box 1385 Estacada OR 97023. They must be received no later than ten (10) working days **before** the RFP closing date.**

### **Questions and Clarifications:**

For any questions or clarifications regarding this RFP, please contact Fire Chief Ian O'Connor [ioconnor@estacadafire.org](mailto:ioconnor@estacadafire.org) or 503-630-7712.

### **Conclusion:**

The Estacada Fire District looks forward to receiving proposals from qualified consultants to help us develop a strategic plan that will guide our district in providing exceptional service to our community.

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