Request for Proposal

Standards of Cover &
Master Plan

February 2026

Section 1 – Introduction

South King Fire (SKF) is accepting proposals from qualified consultants ("Proposers") to research, write and produce a Standards of Cover (SOC) and Master Plan (MP) for the district. The intent of SKF is to hire a qualified consultant that can offer the highest service to the district.

The SOC and MP are intending to guide SKF by:

1. Suggesting organizational improvements for next three to five (3-5) years.
2. Establishing realistic strategic initiatives and service level growth plan.
3. Engaging the community and collecting both internal and external stakeholder input including labor, management, staff and the Board of Commissioners Strategic Leadership Planning committee as part of the planning process.
4. Developing draft and final versions of SOC and MP.
5. Presenting a final work plan to the Board of Commissioners.

SKF serves a population of more than 160,000 residents within the Cities of Federal Way and Des Moines as well as unincorporated Lakeland North and Lakeland South, a small portion of the City of Normandy Park and the City of Auburn's West Hill. The Fire District is a stand-alone district organized under Title 52 RCW Fire Protection Districts, with an elected Board of Fire Commissioners providing governance and policy direction to the Fire Chief and staff of the district. SKF staffs seven (7) response fire stations with firefighters/EMT's which are augmented by South King County Medic One Paramedics and a Mobile Integrated Health team. In 2025, SKF responded to over 27,000 calls for emergency services.

Section 2 – Proposal Submission

Release Request for Proposal	February 24, 2026
Deadline for Proposer Questions	March 9, 2026, at 4:30pm PST
Deadline for SKF Response to Questions	March 13, 2026, at 4:30pm PST
Proposals Due	March 20, 2026, at 4:30pm PST

SKF will endeavor to administer the proposal process in accordance with the terms and dates outlined, however, the organization reserves the right to modify the activities, timeline or any other aspect of the process at any time, as deemed necessary.

RFP and Attachments:
This Request for Proposal (RFP) in its entirety is available on SKFs website at www.southkingfire.org. It is the Proposer's responsibility to check back on the website for any addendums that may be issued prior to the proposal due date.

Inquiries:
All inquiries related to this RFP are to be directed, in writing, to Executive Secretary at lauri.perry@southkingfire.org. Inquiries will be answered via email. Information obtained from any other source is not official and should not be relied upon by Proposer. All inquiries must be received by 4:30 pm PST March 9, 2026.
Submission: Proposals must be submitted in PDF format as an email attachment and sent to lauri.perry@southkingfire.org.

- Email subject line to read: RFP Standards of Cover (SOC)
- Email body to include the following:
    - Attached is Company Name's RFP Strategic Plan
    - Proposals Due: March 20, 2026, at 4:30pm PST

Section 3 – Scope of Services

Services to be Provided

1. Complete a SOC with an MP to include but not limited to:
2. Review current conditions using a structured analysis process: SWOT (Strengths, Weaknesses, Opportunities, and Threats) or PESTLE (Political, Economic, Social, Technological, Legal, and Environmental)
3. Recommend strategic initiatives over a three to five (3-5) year timeframe.
4. Review historical data, district funding sources and threats, Standards of Cover, and Community Risk Assessment to establish realistic strategic initiatives for the future.
5. Engage the community and collect both internal and external stakeholder input including labor, management, staff and the Board of Commissioners committee as part of the planning process
6. Develop draft and final versions of the SOC and MP.
7. Present the final work products to the Board of Commissioners meeting during a designated meeting.

Section 4 – RFP Procedures

Evaluation of Proposals:

All proposals submitted will be reviewed by management. Overall responsiveness to the RFP is an essential factor in the evaluation process. At the completion of the proposal review, top-ranking Proposers may be asked to provide a presentation and demonstration of services and product. Additional information may be requested at that time.

Management will select the Proposer that best fulfills the requirements and represents the best value to the district. No single factor will determine the final award decision.

Determination of best value shall be based upon, but not limited to, the following:

1. Qualifications and experience researching and writing SOC and MP.
2. Performance (quality and efficiency) producing plans to government agencies with similar services and size to the district.
3. Industry knowledge of SOC's, Master & Strategic Plans.
4. Service availability, ease of process, customer service, and convenience.
5. Proven systems in place for timely communication and follow-up.

6. Ability to provide efficient, user-friendly services and support.

Terms of Agreement:

1. Management will select a Proposer and negotiate a contract price. If a contract cannot be negotiated for any reason, another Proposer may be selected.
2. Proposers will be required to obtain, and during the terms of the contract maintain insurance policies as detailed in Attachment A – Insurance Requirements.
3. Proposers that employ any person or persons to fulfill the contract will be required to have a policy for Worker's Compensation Insurance as required by the Labor Code of the Washington State.
4. The successful Proposer will commence work after the transmittal of a fully executed contract.
5. Completion of SOC & MP within 180 days from commencement of work.

Section 5 – RFP Submission Requirements

General Information:

1. If a service requirement or section of the RFP cannot be met by a Proposer, then "No Proposal" should be indicated in the relevant section of the RFP. An alternative equivalent service may be proposed.
2. If a service is provided by a third party, indicate this clearly in the appropriate section, and include the name of the company that will be providing the service.
3. Provide all costs associated with all requested services and any recommended service enhancements in the Proposal.

Proposal Format:

Proposals must follow the prescribed format. Do not include any extraneous or marketing material. Proposals shall include sections using the titles as shown below.

Cover Letter:

1. Legal name and address of the Proposer.
2. Address where the contract will be housed.
3. Website address of the Proposer.
4. Signature of the individual who is authorized to bind the Proposer contractually.
5. Confirmation of the receipt of the RFP and all addenda thereto.
6. Statement that the proposal is valid for a 60-day period from the proposal due date.
7. Name, title, address, telephone number, and email address of the individual to whom correspondence and other contacts should be directed during the selection process.

References:

Provide at least three (3) government agency references for which SOC and MP development services have been provided that are of similar size, and with similar scope of services as the district. Include the following information for each reference:

1. Contact name and title.
2. Name and address of government agency.
3. Telephone number and email address of contact.

4. Services provided by the government agency.

Written Response:

1. Profile – General overview of corporate structure including the individuals/unit that will be the Proposer's lead contact for the contract.
2. Experience – Experience in providing SOC and MP to government agencies of similar size and services as the district.
3. Qualifications – Qualifications to provide consulting services to SKF including, but not limited to, certifications, licenses, professional association memberships, training, knowledge of industry standards, and expertise with the fire service in Washington and the United States. Describe what sets the Proposer's services apart from others.
4. Service Availability – Include hours of operation, and after-hours availability.
5. Process – Explain the process by which the SOC and MP will be developed and written.
6. Implementation Plan – Plan for implementing the contracted services including proposed timeline and tasks required by SKF and the Proposer.
7. Service Enhancements – Please include any service enhancements, additional services, or alternate approaches to the requested services, where feasible, which may not be specifically requested, but would be of benefit to SKF.

Cost Proposal:

Provide a list of potential procedures and associated costs to fulfill the Scope of Services.

Under each, list each procedure that will be included and the associated cost. If there are services offered under a category that are no cost to SKF, please indicate the services in the list with "N/A" for cost. Please include a sample contract form and the signature of the individual who is authorized to bind the Proposer contractually on the Cost Proposal.

Section 6 – General Information

Notice to Proposer:

The RFP does not constitute a contract or offer of employment. The cost of preparation and submission of proposals shall be the obligation of the Proposers.

Rejection of Proposals:

SKF reserves the right to reject any or all the proposals and further reserves the right to waive any informalities or irregularities in any proposal. Proposals that do not address the requirements will be considered non-compliant and will not be reviewed or rated.

Conflict of Interest:

A conflict of interest exists wherever an individual could benefit directly or indirectly from access to information or from a decision over which they may have influence and includes a perceived conflict where someone might reasonably perceive there to be such benefit and influence. A conflict of interest occurs when a staff member or Proposer attempts to promote a private or personal interest that results in an interference with the objective exercise of their job responsibilities or gains any advantage by virtue of his/her position with the South King Fire or businesses, consultants, or individuals doing business with South King Fire. Conflicts of interest may be real, potential, or perceived.

The Proposer should disclose conflicts of interest, in writing, to SKF which will consider the nature of the Proposer's responsibilities and degree of potential or apparent conflict in deciding the course of action that the Proposer needs to take to remedy the conflict of interest.

Limitations:
SKF reserves the right to reject any or all proposals and to waive any and all irregularities to choose the successful Proposer and may amend the scope of this RFP at any time and in any manner, which in its opinion best serves SKFs interests. SKF expects to complete its evaluation process to select a qualified proposer but reserves the right to change key dates and action as the need arises. SKF intends to award the project to one Proposer; however, SKF retains the right to award one or more separate contracts to one or more Proposers, at SKF's sole discretion. The proposals in response to this RFP will become property of SKF and may be used in any way it deems appropriate. SKF reserves the unqualified right to modify and/or suspend any and all aspects of the RFP, to request further information from any firm or person responding to the RFP, to waive any defect as to form or content of this RFP or any response thereto, to extend deadlines or accepting responses or accept amendments to responses after expiration of deadlines and to reject any and all responses to the RFP.

No individual or firm responding to this RFP shall obtain any claim or right of action against SKF by reason of any aspect of the RFP, defects or abnormalities contained herein, defects or abnormalities in the selection process, the rejection of any proposal, the acceptance of any proposal, any statements, representation, acts or omissions of SKF, the exercise of any discretion by SKF in connection with any of the foregoing, or any and all other matters arising out of all or any of the foregoing.

SKF shall not be obligated to respond to any proposal submitted, nor be legally bound in any manner by submission of the Proposal.

SKF is not required to accept the lowest price proposal. A variety of factors will be evaluated to determine the most advantageous proposal based on, for example, experience, financial strength, technical capability, costs and performance. All costs of preparing and submitting responses to this RFP shall be born The Proposer and not SKF shall bear all costs of preparing and submitting responses to this RFP.

Attachment A – Insurance Requirements

Minimum Insurance:

The accepted Proposer ("Contractor") shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, or employees.

Contractor shall maintain limits of no less than:

1. General Liability including operations, products and completed operations, as applicable.
    - One million dollars ($1,000,000) per occurrence for bodily injury, personal injury, and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Errors and Omissions Liability
    - One million dollars ($1,000,000) per occurrence or per claim. If protection is accomplished through a "claims made" policy, a 36-month extended reporting period shall be provided.
3. Automobile Liability
    - One million dollars ($1,000,000) per accident for bodily injury and property damage.
4. Worker's Compensation
    - Vendor shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars ($1,000,000). Vendor shall submit to SKF, along with the certificate of insurance, a waiver of subrogation endorsement in favor of SKF, its officers, agents, employees, and volunteers.

Deductibles and Self-Insured Retention:

Any deductibles or self-insured retention must be declared to and approved by SKF. At the option of SKF – Either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects SKF, its officers, officials, employees, and volunteers; or, the Contractor shall provide a financial guarantee satisfactory to SKF guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

Other Insurance Provisions:

The general liability is to contain, or be endorsed to contain, the following provisions:

1. SKF, its officers, officials, employees, and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Contractor; or automobiles owned, leased, hired, or borrowed by the Contractor. The coverage shall contain no special limitation on the scope of protection afforded to SKF, its officers, officials, employees, or volunteers.
2. For any claims related to the services provided by the Contractor, the Contractor's insurance coverage shall be primary insurance as respects SKF, its officers, officials, employees, and

volunteers. Any insurance or self-insurance maintained by SKF, its officers, officials, employees, or volunteers, shall be excess of the Contractor's insurance and shall not contribute with it.

3. Any failure to comply with reporting or other provisions of any policies required by this clause, including breaches of warranties, shall not affect coverage provided by SKF, its officers, officials, employees, or volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be cancelled, except for non-payment of premium, by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SKF. In the event the policy is cancelled for non-payment of premium, ten (10) days' prior written notice, as stated above, will be given.

Acceptability of Insurers:

The insurance company providing coverage must be licensed to do business in the State of Washington.

Verification of Coverage:

Contractor shall furnish SKF with original certificates of insurance and endorsement(s) affecting coverage to SKF for approval. The Commercial General Liability endorsement shall have the required wording. All certificates and endorsements are to be received and approved by SKF before work commences. SKF reserves the right to require complete, certified copies of all insurance policies required by this section.