

RIPON CONSOLIDATED FIRE DISTRICT

Request for Proposal (RFP)

Assessment Engineering, Proposition 218 Ballot Proceeding, and Related Consulting Services

I. Introduction

The Ripon Fire Protection District (“District”) invites qualified firms to submit proposals to provide assessment engineering, Proposition 218 ballot proceeding, and related consulting services to support the formation of a new fire assessment district.

The selected assessment engineering firm will work closely with District staff, legal counsel, and stakeholders to:

- Develop a legally defensible Engineer’s Report
- Support the District with non-advocacy informational outreach to property owners and key stakeholders
- Guide the District through all phases of the Proposition 218 process

II. Background

The District, located in San Joaquin County, provides essential fire protection, emergency medical response, and public safety services to its residents, businesses, and visitors. To maintain and enhance these services, the District is exploring the establishment of a new benefit assessment to provide a stable, locally controlled funding source.

The District’s objective is to engage a consultant with extensive technical, legal, and procedural expertise in developing, implementing, and administering benefit assessments for fire protection services.

III. Scope of Work

Task 1: Project Initiation, Planning, and Preliminary Assessment Engineering

- Lead the project initiation and planning phase, establishing a clear framework for all technical, legal, outreach, and procedural steps.
- Prepare a project timeline with key milestones, deliverables, and critical path tasks to guide the project through ballot proceedings.
- Review available background information, operational needs, service objectives, and funding requirements.
- Identify and collect required data, including parcel information, service demand, and geographic boundaries.
- Conduct preliminary assessment engineering to develop a preliminary benefit methodology and calculate preliminary assessment rates for review by the District.

- Present and review preliminary findings with District staff to refine assumptions, confirm methodology, and align the structure of the proposed assessment with District goals.
- Provide technical guidance on the legal and procedural requirements of Proposition 218.

Task 2: Assessment Engineering and Engineer's Report

- Refine and finalize the benefit methodology based on District input and preliminary analysis.
- Identify and define the specific services and improvements to be funded by the assessment.
- Establish benefit zones or service areas, if applicable.
- Calculate total costs and allocate assessments to parcels based on proportional benefit.
- Prepare assessment diagrams showing district boundaries and included parcels.
- Prepare a Draft Engineer's Report in compliance with Proposition 218 and applicable law.
- Review the Draft Report with District staff and legal counsel, then revise and finalize the Preliminary Engineer's Report for use in the Proposition 218 ballot proceeding.

Task 3: Proposition 218 Ballot Proceeding

- Include on the ballot how a property owner can receive a corrected ballot if they had recently purchased a property and the ballot provided had the previous owner's information.
- Manage and execute the Proposition 218 ballot proceeding in full compliance with constitutional and statutory requirements.
- Prepare all ballot proceeding materials, including notices, ballots, resolutions, staff reports, presentations, and other required documentation.
- Coordinate the mailing of ballots and notices to all affected property owners in accordance with legal deadlines and requirements.
- Establish and document procedures for the secure receipt, handling, and validation of ballots.
- On behalf of the District Clerk, handle undeliverable ballots and coordinate the issuance of replacement ballots to ensure maximum participation and accuracy.
- Assist the District Clerk with ballot tabulation, including verification of ballot validity, recording of results, and preparation of the certified tabulation report.
- Assist in organizing and attending the required public hearing(s), including preparing presentation materials and responding to public comments and questions.
- Provide legal and procedural guidance to ensure full compliance with Proposition 218 and all applicable laws and regulations.
- Attend up to four in-person meetings, which may include Board meetings, public hearings, or other key project milestones.

Task 4: Non-Advocacy Informational Outreach Support

- Provide outreach support services to help the District effectively inform property owners and stakeholders about the proposed assessment and the Proposition 218 process.
- Develop a non-advocacy informational outreach plan that clearly communicates the purpose of the proposed assessment, the services and improvements it will fund, and the procedural steps of the ballot process.

- Prepare outreach materials such as FAQs, informational mailers, website content, and talking points for District representatives.
- Coordinate and assist with up to two in-person and two virtual public informational meeting, including preparation of presentation materials and participation to respond to questions from property owners and stakeholders.
- Provide ongoing communication support, including responses to property owner inquiries, and maintain consistency and accuracy in all public information.

Task 5: First-Year Levy Submittal and Administration

- Prepare the assessment roll for submission to the County Auditor-Controller.
- Calculate annual parcel assessments consistent with the adopted Engineer's Report and ballot results.
- Coordinate with the County to ensure the assessment is accurately placed on property tax bills.
- Provide documentation and support for District staff to respond to property owner inquiries.
- Deliver a summary report of the first-year levy submission.

IV. Qualifications

Interested firms must demonstrate expertise and experience in:

- Expertise in assessment engineering, Proposition 218 compliance, and benefit methodology development.
- Proven experience conducting ballot proceedings and working with public agencies throughout California.
- Extensive experience serving as Assessment Engineer for fire protection districts, including development of legally defensible fire assessments.
- Understanding of the unique funding needs and operational challenges of fire protection districts in California, including staffing, capital facility and apparatus replacement, service level expectations, and long-term revenue stability.
- Demonstrated ability to meet project schedules and deliver accurate, high-quality work products that withstand legal and procedural scrutiny.

V. Proposal Requirements

Proposals should include the following:

- Cover Letter
- Firm Qualifications and Experience
- Project Team and Bios
- Relevant Project References
- Work Plan and Approach
- Fee Schedule and Manner of Payment

VI. Evaluation Criteria

Submissions will be evaluated based on:

- Firm's experience and qualifications
- Project team's expertise
- Demonstrated understanding of the scope of services
- Proposed approach and methodology
- References and past performance
- Cost-effectiveness

VII. Submission Instructions

Please submit your qualifications by email by 11-03-2025 to:

Eric DeHart, Fire Chief
Ripon Consolidated Fire District
142 S Stockton ave, Ripon Ca 95366
209-599-4209
edehart@riponfire.com

VIII. Schedule

- RFP Release Date: 10-20-2025
- Deadline for Questions: 10-29-2025
- Submission Due Date: 11-03-2025
- Interviews (if necessary): 11-04-2025
- Selection and Notification: 11-13-2025

IX. Additional Information

For further details or questions regarding this RFP, please contact Eric DeHart at 209-599-4209 or edehart@riponfire.com.