

May 16, 2003

Mayor Rybak
Council Members
City of Minneapolis
City Hall, 350 South 5th Street
Minneapolis, MN 55415

Dear Mayor Rybak, Council Members

I am requesting to limit the release of a Request for Proposal to a sole contractor for a deployment analysis study to determine fire station locations and crew staffing needs based upon a comprehensive risk and vulnerability analysis. I am requesting that the normal request for proposal process be suspended for this proposal for the following reasons:

1. The current economic situation has placed the Fire Department's traditional operating plan under tremendous scrutiny and analysis. This study will provide an outside analysis of the City's risk and the deployment strategy to better assist the City Council and Fire Chief in making difficult staffing decisions in the rapidly forthcoming budget process for 2004.
2. This study will provide valuable strategic planning information for the Department to meet the emergency preparedness and homeland security challenges that are facing the City. In addition the study will meet the needs of the Department in the effort to become accredited by the Commission on Fire Accreditation International.
3. The company, Citygate Associates LLC Fire & Emergency Services, are uniquely qualified to provide this service. The company has extensive experience providing this service to other Cities and offers a data analysis and software solution that is fully integrated with the City's GIS that no other vendor can. The company has an exclusive sole source arrangement with Omega Group. The company can provide this unique service within the time restrictions that the Fire Department is currently under for planning the 2004 budget. In addition there are only 2 other known vendors that could possibly

submit a proposal, and they cannot supply the integrated software package. Citygate Associates LLC is a sole source vendor for this project.

4. The funds for this project are available from existing grant dollars and also meet the planning and risk and vulnerability analysis for the Federal Homeland Security initiatives.

Please consider this request. I have met with and reviewed work completed by Citygate and Associates LLC and feel that they will provide valuable assistance in the short time frame that another vendor could not. This assistance will allow the Mayor and Council to make well informed decisions during the budget planning and review process for 2004 and the years beyond.

I have simultaneously submitted a request to the PRC, for their review of the Request for Proposal, and their approval.

Sincerely,

Rocco Forte'
Fire Chief