REQUEST FOR PROPOSAL

FIRE DEPARTMENT STUDY/REVIEW

PURPOSE:
The Upper Macungie Township, PA (hereinafter “Township”) is seeking a fire service consultant experienced in the management and operations of volunteer fire departments/companies to undertake an organizational, effectiveness and overall efficiency study on staffing levels, facilities, equipment, fire department administration, financials, all insurance pertaining to the fire service and services of the fire departments/companies (hereinafter “departments”) serving our community.

BACKGROUND:
Upper Macungie Township is a township in Lehigh County, Pennsylvania, in the United States. It is located to the West of Allentown, Pennsylvania, in the Lehigh Valley region of the state. The population of Upper Macungie Township was 21,549 as of the 2012 U.S. census thus making it one of the fastest growing townships in the state of Pennsylvania in terms of total population. Upper Macungie also has among the highest median family and household income rates in the state of Pennsylvania with an average nearly double that of the state overall. According to the United States Census Bureau, the township has a total area of 26.3 square miles (68.2 km²), of which, 26.2 square miles (68.0 km²) of it is land and 0.1 square miles (0.3 km²) of it (0.38%) is water. It is drained by the Little Lehigh Creek and the Jordan Creek into the Lehigh River. Interstate 78 and U.S. Route 22 meet in Kuhnsville and they and U.S. Route 222 are the primary east-to-west roads, while Route 100, Interstate 476, and Route 863 are the primary north-to-south roads. Upper Macungie's villages include Breinigville, Fogelsville, Haafsville (also in Weisenberg Township,) Krocksville, Kuhnsville, Newtown, Ruppsville, and Trexlertown.

As of December 31, 2012, Upper Macungie Township is served by the Upper Macungie Township Police Department. Fire protection is provided by three fire companies under the umbrella of the Township’s emergency services coordinator. The fire companies are as follows:
- Fogelsville Fire Company, Lehigh County Station 8 - www.fogelsvillefire.org

- Good Will Fire Co. No. 1, Trexlertown, Lehigh County Station 25 -
  www.goodwillfireco.no1trexlertown.com

- Upper Macungie Township Station 56, Inc., Lehigh County Station 56 - www.umtfire56.org

- Cetronia Ambulance Corps. primary EMS coverage

The requested study/review is part of the Township’s efforts to evaluate its existing staffing levels, facilities and equipment of the fire department(s) and to make recommendations for long term success, viability and stability and improved efficiency and safety for both firefighters and citizens looking 5 and 10 years out.

**INTENT:**

The primary intent and goal of this request for proposal (hereinafter “RFP”) is to retain a consultant that can conduct a study to assess whether existing levels of staffing, facilities, equipment and funding are adequate to provide a level of service within the Township that is in line with generally accepted standards and benchmarks for safety used by comparable fire departments in comparable communities and based on standards and “best practices” for modern day fire services currently in practice in the United States.

**QUALIFICATIONS:**

Eligible bidders (Bidder) will be those individual consultants, companies and institutions that have the following qualifications:

1) Experience and expertise in regard to the operations, structure, staffing and other issues critical to the effective operation of a modern fire department with a focus on volunteer, combination and/or paid on call organizations.
2) Bidder must be actively or previously engaged in the administration or operation of a volunteer fire departments or companies and/or engaged in the type of work called for in the RFP.
3) Bidder must possess a proven track record of reviewing fire department management and operations and making “attainable” recommendations that are legal, ethical, take into consideration existing collective bargaining agreements and budgets and that can actually result in improving operations.
4) Knowledge of federal and state laws and regulations and generally accepted standards for similarly sized communities and fire departments.
5) No bids will be considered from any Bidder for any contract unless the Bidder is known to be skilled and has been regularly engaged in work of a character similar to that covered by the contract.
specifications for at least three (3) years prior to the date of the work subject to this RFP. In order to assist the Township in determining the responsibility of the Bidder, Bidder shall provide the Township, in writing, with evidence of their experience and familiarity with the work specified and the financial ability to undertake the proposed work. The evidence requested, without being limited, should include the following:

a. Bidder’s performance record with listing of work of a similar character;

b. Evidence, in the case of a corporation organized under the laws of any other State, that the Bidder is licensed to do business in the Commonwealth of Pennsylvania; and

c. Such additional information as will satisfy the Township that the Bidder is adequately prepared to perform the work subject to this RFP.

SCOPE OF SERVICES:

The project requires an assessment to determine whether existing staffing and equipment levels and long range plans are adequate to provide a level of services in the Township that is in line with generally accepted standards and benchmarks for a community of like character. The selected individual/firm should take the following information and topics under consideration (and include these topics in the final narrative) when conducting the review:

1) A review of background information that impacts the fire department including
   a. Community population and demographics; and
   b. Residential, commercial, industrial and municipal features of the community; and
   c. Policies and agreements that may determine staffing levels and practices; and
   d. Municipal ordinances related to fire and EMS delivery; and
   e. Mutual aide agreements and resources; and
   f. Standard Operating Guidelines (SOG’s) for the fire department/companies; and
   g. By-laws for the fire department/companies (if appropriate); and
   h. Prior studies if appropriate; and
   i. Completed NFPA 1720 Questionnaire; and
   j. Road map in pdf; and
   k. Response statistics (randomly selected period); and
   l. Vehicles and staffing/run assignments; and
   m. Review of management practices; and
   n. Review of long range plan; and
   o. Review of training schedule; and
   p. Review of budgets – fire companies; Township and capital equipment (2 years); and
   q. Review of fire department facilities & equipment and Township Capital Equipment Fund; and
   r. Review of succession planning; and
   s. Review of vehicle fleets, replacement plans and future needs assessment.
2) At a minimum, input should be solicited from the following individuals either through conference calls or personal interviews:
   a. Elected/appointed officials
   b. Township Bureau of Fire Staff
   c. Fire department officers
   d. E.M.S. Officials

3) Preliminary report to be reviewed and critiqued with fire department officers and appropriate individuals from Township.

4) Final report:
   a. Six (6) bound and organized final report & electronic copies should be delivered in person to the Township in conjunction with an on-site power point presentation (aprox 30-45 minutes in duration) that reviews the key findings of the report that will be done for elected officials and fire department personnel.
   b. All data, photographs and related information gathered during the review shall be surrendered to and be deemed property of the Township upon payment of final invoice.
   c. Confidentiality during the project shall be expected by the Township and no comments to the media or individuals not directly connected to or involved in the study shall be made without express permission of the Township.

**PROJECT TIME FRAME:**

The Township is seeking to have a final report and recommendations within 180 days following the execution of the contract for these services.

**PROPOSAL CONTENT:**

Bidder’s proposal shall be organized as to provide the following information:

1) Business organization: State full name and address of Bidder including names of lead professional personnel, their titles and experience for all personnel assigned to this project. Provide a brief description of the individual or firm including qualifications, experience and other supporting information.

2) Include a resume and a sample list of prior projects in which Bidder has participated and, if applicable, also provide a listing of published articles, lectures or state/national activities Bidder or personnel of Bidder has participated in or has been recognized. Also, list any special awards or acknowledgements received as well.
3) Provide sample or example pages from previous report narratives for similar types of studies.

4) Include any topics not covered in the RFP which you wish to present to Township which further describe Bidder’s level of expertise for this project.

5) Provide a list of references, including contact information, from Pennsylvania municipalities and/or fire companies which have engaged the services of the Bidder.

G.I.S. MAPPING:

Bidder shall also provide with said study or review a complete set of G.I.S. maps to support study findings. The minimum mapping component desired is as follows:

1) Base map;
2) ISO engine coverage, current situation;
3) ISO truck coverage, current situation;
4) ISO truck and engine coverage, ideal situation;
5) Response time, station to incident current situation;
6) Base map, ideal situation.

SELECTION CRITERIA:

1) Upper Macungie Township (Township) will receive bids for the work outlined in this proposal.

2) Bids must be received at the Township Building located at 8330 Schantz Road; Breinigsville, PA 18031 on or before 10:00 A.M., prevailing local time, on December 15, 2014. At that time, all bids received will be publicly opened and read aloud.

3) All bids must be prepared in accordance with the requirements of this Request for Proposals (RFP). An original and two (2) copies of each bid shall be submitted in a sealed envelope, that is clearly labeled to show the following:
   a. The name and address of the Bidder;
   b. The title: “Proposal-Fire Department Study/Review”;
c. The name and address:

Mr. Grant Grim, Fire Commissioner
Upper Macungie Township
8330 Schantz Road
Breinigsville, PA  18031

d. Bids must be delivered in person, via overnight delivery or via U.S. Mail. No facsimile or electronic transmissions will be accepted.

e. The issuance of this Request for Proposals (RFP) constitutes only an invitation to submit responsive bids ("Bid" or "Bids") to the Township. Notwithstanding any other provisions of this RFP, the Township reserves the right to determine, in its sole discretion, whether any aspect of the bids satisfactorily meets the criteria established in this RFP, to request additional information from any Bidder, to waive immaterial defects in any bid, to reject any or all bids with or without cause, and to take any action that the Township deems appropriate. The Township intends to select that Bid which, in the sole opinion of the Township, is most favorable to the convenience of the Township and shall not give rise to any rights in any person. In the event that a Contract is not awarded for any reason or that this RFP is withdrawn for any reason, the Township shall have no responsibility and/or liability to pay any Bidder for any cost or expenses incurred in connection with this RFP or the bids or transactions contemplated by this RFP or otherwise.

f. The Township of Upper Macungie shall have the right to disqualify any Bidder who in the past, has not performed in accordance with the contractual requirements of a previous contract for the Township.

**EQUAL OPPORTUNITY – AFFIRMATIVE ACTION:**

The Bidder will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age or national origin. Bidder will take all steps to insure employees are treated during employment without regard to the race, color, religion, sex, age or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

**AWARD:**

The Township reserves the right to accept or reject any proposal to best serve its interests and to hold the proposals for ninety (90) days before rendering any decision. Acceptance of any bid does not place the Township or the fire departments under any obligation to award the lowest priced response.
COMPENSATION:

Bidders shall agree to provide a firm lump sum fee bid for work covered under this proposal and shall not list their bid as hourly or open ended. ALL additional fees such as travel, mileage, meals, accommodations, rental cars, office supplies, printing, coping, postage, mailing shall be detailed and included in proposal. Upon acceptance of bid/proposal, Bidder agrees to submit invoices and W-9 forms based on agreed fees.

TERMINATION:

Following implementation, should the Township find that the Bidder has failed in any material respect to perform its agreed upon obligation under the agreement, the Township shall have the right to cancel the agreement as being in the best interest of the Township subject to 30 days written notice.

END OF DOCUMENT