POLICE AND FIRE DEPARTMENT RESOURCE ALLOCATION STUDY REQUEST FOR PROPOSALS (RFP)

JANUARY 19, 2021



SUMMARY OF RFP DETAILS

PURPOSE OF POLICE DEPARTMENT STUDY

- Determine the optimum staffing levels based on the current level of service being provided, as well as an enhanced level of service
- Review the optimum work schedules
- Review the optimum beat configuration within the city limits
- Make recommendations based on the current population and calls for service, as well as based on projected growth

SUMMARY OF RFP DETAILS

PURPOSE OF FIRE DEPARTMENT STUDY

- **Determine the optimum staffing levels based on the current level of service being provided, as well as an enhanced level of service**
- **Review the locations of the fire stations**
- **Review the fire department operations**
- **Make recommendations based on the current population and calls for service, as well as based on projected growth**

SUMMARY OF RFP DETAILS

REQUIRED CONTENT OF RFP RESPONSE

- **Company Profile**
- **Organizational Structure**
- **Key Staff Resumes**
- **Experience and Qualifications**
- **References**
- **Study Timeline**

SUMMARY OF RFP DETAILS

TENTATIVE CITY TIMELINE

- January 22, 2021 -RFP Issued
- February 19, 2021-RFP Due Date
- March 3, 2021-Finalist Interviews (if required)
- March 4, 2021-Vendor Selection
- March 8, 2021-Complete Contract
- March 15, 2021-Present Contract to Council for approval
- March 16, 2021-Consultant Commence Work
- June 30, 2021-Final Report Complete

SUMMARY OF RFP DETAILS

PROPOSAL EVALUATION PROCESS

- 25% Methodology
- 25% Experience
- 10% References
- 30% Cost
- 10% Staff

SUMMARY OF RFP DETAILS

PROPOSAL EVALUATION PROCESS

- If finalist interviews are held, scoring will be based on the same categories without the cost component
- Cost is used to choose the finalists for the interview process
- Evaluation team will be made up of staff from fire, police and finance departments

SUMMARY OF RFP DETAILS

- **Questions?**