

Estero Fire Rescue District

REQUEST FOR PROPOSAL (RFP)

Community Risk Assessment

September 7, 2018

Submission Deadline December 7, 2018

**REQUEST FOR PROPOSAL
FOR
Community Risk Assessment**

September 7, 2018

Estero Fire Rescue District, hereafter referred to as the **District**, is accepting proposals for the delivery of a Community Risk Assessment.

A. General Information:

The **District** is an independent special taxing district located in Lee County, Florida and created by a Special Act of the Florida Legislature.

The **District** has experienced very rapid growth over the last seven (7) years. As such, the **District** wishes to have a Community Risk Assessment conducted to guide its efforts in providing the most efficient and effective Fire Prevention and Public Education services. Fire Prevention shall be interpreted to include inspections and plan review. Public Education shall be interpreted to include all education activities to reduce the threat of fire and protect life.

The **District** is in search of professional services to complete a Community Risk Assessment to review the current levels of Fire Prevention and Public Education services and provide recommendations for adjustments and improvements if required.

B. Performance Requirements:

1. The Community Risk Assessment shall include the following components;
 - a. Demographic profile both current and projected for the next 20 years
 - b. Building stock profile both current and projected for the next 20 years
 - c. Local fire loss profiles
 - d. Projected impact fees for the next 10 years
 - e. Projected property taxes for the next 10 years
 - f. Information analysis and evaluation of current service levels
 - g. Priority setting for compliance including compliance with NFPA 1730 Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation and Public Education Operation 2016 Edition.
 - h. Priority setting for compliance including compliance with NFPA 1710 Standard for the organization and deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the public by career Fire Departments 2016 Edition
 - i. Implementing solutions
2. Conduct necessary meetings with the District staff in person or by telephone to clarify any information.

Contact information for the **District** is below.

Phillip Green
Division Chief of Prevention
Estero Fire Rescue
239-390-8000

3. The proposer will research, identify, and explain the performance requirements listed in Section B in sufficient detail to provide the District a detailed program of implementation.
4. The proposer shall be responsible for the final editing of the Community Risk Assessment
5. The selected proposer shall have 180 days from selection to complete the Community Risk Assessment.

C. **Minimum Qualifications to Bid**

1. Prefer the Proposer to have prior experience with the preparation of studies dealing with Fire Protection Organizations.
2. Experience with government operations specifically Fire Prevention and Public Education services.

D. **Evaluation Procedures**

Review Committee consisting of the Assistant Fire Chief, Fire Marshal, and Plan Reviewer, from the District. They shall evaluate and rank the proposals. All interested parties are instructed and cautioned not to contact **District** staff as attempts to lobby or persuade may result in disqualification. All inquiries and questions should be directed in writing or email to Phillip Green, Division Chief of Prevention. The Review Committee will rank the proposals based on but not limited to the following:

1. Governmental experience specifically fire departments
2. Professional ability of personnel assigned to the job
3. Credibility and response of client references
4. Recent, current and projected workload of proposer
5. Geographic location of office
6. Cost of proposer's services (Provided in a separate and sealed envelope)
7. Willingness to meet time requirements

The review committee, shall forward their rankings to the Fire Chief, who will make the final selection decision. The Fire Chief at his/her sole discretion may ask any respondent to make an oral presentation and/or demonstration without charge to the **District**.

The **District** reserves the right to award the contract to the bidder(s) that the **District** deem to offer the best overall proposal, including dividing the provision of service among

a group of bidders. The **District** is not bound to accept a proposal based upon bid, prices, costs, etc.

This request does not commit the **District** to award a contract, nor shall the **District** be responsible for any cost or expense which may be incurred by any respondent in preparing and submitting a reply, or any cost or expense incurred by any respondent prior to the execution of a contractual agreement.

The contract awarded and issued pursuant to the RFP is not assignable.

The **District** reserve the right to require proof that the respondent is an established business and is abiding by the applicable ordinances, regulation and laws of their community and the State of Florida. Each organization must be licensed to conduct the services proposed in the State of Florida at the time of proposal. Failure to maintain required certifications and licenses during the term of the contract (if awarded) will warrant cause for termination of the contract.

E. **Requests for Additional Information by Proposer:**

Any requests for additional information should be made in writing or via e-mail to
Phillip Green
Division Chief of Prevention
21500 Three Oaks Parkway
Estero Florida 33928
green@esterofire.org.

F. **Request for Additional Information by the Districts:**

The proposer shall furnish such additional information as the **District** may reasonably require. This includes information, which indicates financial resources as well as ability to provide and maintain the services to be provided. The **District** reserves the right to make investigations of the qualifications of the proposer as it deems appropriate, including but not limited to, a background investigation conducted by law enforcement agencies or private investigators, licensure, etc.

Questions should be in writing (fax or email acceptable) and should be directed to Phillip Green, Division Chief of Prevention at the address or email in Section E. No questions will be accepted after 5 pm Eastern time on 11/22/2018.

It is incumbent on the bidder to carefully examine the specifications, terms, and conditions. Any inquiries, suggestions, or requests concerning interpretation, clarification or additional information shall be made in writing through the person listed above. The **District** is not responsible for any oral representations given by any employee, representative or others. The issuance of a written addendum is the only official method by which interpretation, clarification or additional information can be given.

Phillip W. Green
Division Chief of Prevention

Estero Fire Rescue
green@esterofire.org
Fax: 239-390-8020

G. **Incurred Expenses:**

The **District** shall not be responsible for any expenses incurred in preparing and submitting proposals called for in this RFP.

H. **Interviews:**

The **District** reserve the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The **District** will not be responsible for any costs incurred by the proposer in connection with such presentations or interviews (i.e. travel accommodations etc.).

I. **Request for Modification:**

The **District** reserves the right to request that the proposer modify the proposal to more fully meet the needs of the **District**.

J. **Acceptance/Rejection/Modification of Proposal:**

The **District** reserve the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive minor irregularities in proposals, if in the **District** judgment that will best serve the interests of the **District**. If the **District** are unable to negotiate a satisfactory contract with any of the selected proposers the **District** may select additional proposers and continue negotiations in accord with the process until an agreement is reached or may terminate all negotiations and re-advertise for proposals. Further, the Districts have the sole discretion and reserve the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and or irregularities, to advertise with either the identical or revised specification, if it is deemed to be in the best interest of the Districts to do so.

K. **Proposals Binding:**

All proposals submitted shall be binding for a period of 90 calendar days following the acceptance by the Selection Committee.

L. **Addendum or Amendment to Request for Proposals:**

It is the responsibility of the proposer to ascertain prior to submitting a proposal whether any addenda have been issued, obtain such addenda and return executed addenda with the proposal.

M. **Public Record:**

All proposers shall be aware that the RFP and any responses thereto shall become Public Record.

N. **Late proposals:**

Proposals received after the time specified for receipt will not be considered.

Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals.

O. **Completeness:**

All information required by the RFP must be submitted to constitute a legitimate proposal.

P. **Award:**

The Selection Committee shall be the sole judge of the proposals and the resulting negotiated agreement that is in the best interest of the **District**. The **District** reserve the right to award any contract(s) in whole or in part, to the proposer(s), which it deems to offer the best overall service. The **District** also reserve the right to negotiate separately with competing proposers as deemed in the **District's** best interest. The Selection Committee decision shall be final. The Selection Committee shall select up to three (3) proposers who, in the sole and exclusive opinion of the Selection Committee, is deemed capable of performing requested services. Upon selection of up to three proposers, the Selection Committee will review the fee and fee schedule of the successful proposers. The Selection Committee shall negotiate with one or all three firms in order to obtain agreement for requested services between the **District** and the proposer selected. The Selection Committee shall make a recommendation to each **District** Board of Commissioners of a single proposer to perform requested services. The agreement shall be binding on the part of the proposer upon acceptance by the Selection Committee. The agreement shall become binding on the **District** only upon final approval of the **District's** Board of Commissioners.

Q. **Public Entity Crimes:**

A person or affiliate, as defined in Section 287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.01 of the Florida Statutes for CATEGORY TWO, for a period of 36 months from the date of being placed on the convicted vendor list.

R. **Truth in Negotiations:**

For contracts over \$50,000.00, the Selection Committee shall require the proposer receiving the award to execute a Truth in Negotiations Certificate stating that the rates

of compensation and other factual unit costs supporting compensation are accurate, complete and current at the time of contracting.

S. **Instructions for Proposals:**

The proposed time schedule related to this procurement is as follows:

Release of RFQ	09/07/2018
Advertisement appears on EFR Website	09/07/2018
Deadline for submission of proposal	12/07/2018
Review of Proposals	12/12/2018
Select firms for interview	01/10/2019
Interview firms	01/24/2019
Negotiate contract (legal counsel review)	01/30/2019
Board of Commissioner Approval	02/12/2019
Notice to Proceed	02/13/2019

T. **Each proposal must be organized with tabs in the manner described below:**

1. The proposer shall submit in a sealed envelope marked "Community Risk Assessment" no less than 12 copies of the proposal to be delivered or mailed to:

**Estero Fire Rescue
Community Risk Assessment
21500 Three Oaks Parkway
Estero, FL 33928**

2. The proposal submitted in response to this RFP shall be typed on 8.5 inch by 11-inch white paper and bound, shall be clear and concise and provide the information required herein. Proposals submitted without the required information will not be considered. Proposals shall be organized and sections tabbed in the order below. Proposal should not withhold any information from the written response in anticipation of presenting the information orally or in a demonstration, as they may not be solicited. Each respondent must submit adequate documentation to certify the respondent's compliance with all specified requirements.

3. All proposals shall be submitted no later than 5:00 P.M. on 12/07, 2018. Late responses will be returned to the respondent unopened. Faxed and electronic proposals will not be accepted. Proposals must include the following at a minimum:

- a. Name (Including any fictitious name used pursuant to Florida law), Address, Description and history of the make-up and composition of the proposing firm.
- b. Relevant government experience of proposer, include number and type of governmental clients served.
- c. Not less than three (3) references from government clients for which the proposer has performed similar work.
- d. Total staff available for this project.
- e. Resumes of partners, managers and other supervisory staff assigned to this project.
- f. A brief description of the procedure (process) to be followed.
- g. A tentative schedule for performing key aspects of the project.
- h. The proposer is free to include any promotional material pertaining to the project or firm; however, that promotional material shall not be considered the proposal in and of itself.
- i. Copy of all individual or firm certifications received by the State of Florida.
- j. Location of the office from which the project will be conducted.
- k. Description of insurance coverage maintained by the firm. Copy of declarations page from current policies for each of the following types of insurance must be attached:
 1. Workers' Compensation
 2. General Commercial Liability
 3. Professional Liability, Malpractice and Errors and Omissions.
 4. If the business entity is a corporation or partnership, evidence of good standing in the form of a current certificate from the Florida Department of State and the name of a responsible officer of the entity must be provided.
 5. An express agreement to meet or exceed the performance requirements stated in Section B.

4. A Not to Exceed Amount for the preparation of a Community Risk Assessment. Place these items in a separate and sealed envelope marked "Community Risk

Assessment’’. This envelope shall not be opened nor its contents considered until such time as the Selection Committee has selected up to three firms capable of performing the services requested. Proposals must be sealed and received by 5:00 P.M. 12/07/2018, Eastern Standard Time.

- a. Proposals must be type written.
- b. Proposals must include an introductory cover letter.
- c. Proposals must include/address all topics specified in the ‘bidders shall’ section of the RFQ.
- d. Proposals must include a statement of the bidder’s willingness to work with the **Districts** on any proposed option(s).
- e. Proposals must include a history of the bidder’s organization.
- f. Proposals must include complete and clear explanation of services with applicable provisions including but not limited to; alternative options, delivery options, and implementation dates.
- g. Bidders must identify any applicable exception provisions, exclusions, and incentives.
- h. All proposals will be evaluated on the quality of service delivery options, availability of scheduled services, and cost benefit analysis.
- i. Proposals must be mailed via traditional mail.
- j. All proposals must contain the signature of an authorizing officer of the bidder.
- k. If any bidder submits any addendum containing additional conditions, deviations, or exceptions to those terms and conditions as specified herein, said bidder should submit a separate sheet detailing any changes and include supporting rationale.
- l. Successful bidder shall be notified by phone and in writing by 02/13/2019.
- m. Successful bidder agrees to enter into a binding contractual agreement for the provisions agreed upon by both parties.