

***Estero Fire Rescue
District
Fort Myers Beach
Fire District
South Trail Fire
District***

**REQUEST FOR PROPOSAL
(RFP)**

Fee Schedule Comparison Study

May 30, 2018

Submission Deadline: August 2, 2018

REQUEST FOR PROPOSAL

FOR
Fee Schedule Comparison Study

May 30, 2018

Estero Fire Rescue District, Fort Myers Beach Fire District, and South Trail Fire District hereafter referred to as the **Districts**, are accepting proposals for the delivery of a comprehensive Fee Schedule Comparison Study.

A. General Information:

The **Districts** are independent special taxing districts located in Lee County, Florida and created by Special Acts of the Florida Legislature. The Districts share a fee schedule for inspection and plan review services that is essentially the same. A copy of each fee schedule for each district is attached.

The **Districts** have experienced very rapid growth over the last seven (7) years. As such, the **Districts** wish to have the current fee schedule evaluated to ensure that proper fees are being charged for the services provided.

The **Districts** are in search of professional services to complete a Fee Schedule Comparison Study to review the current fees and provide recommendations for adjustments if required.

B. Performance Requirements:

1. Fee Schedule Comparison Study shall completely address the appropriateness of the current fees charged by the Districts by providing comparison of fees with other Fire Departments/Districts that are similar in size and service delivery with the **Districts**. Comparison area shall be limited to 200 miles from Lee County, Florida. .
2. Conduct necessary meetings with the District staff in person or by telephone to clarify any information. Contact information for each District is below.

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

Ron Martin
Executive Assistant Chief
Fort Myers Beach Fire District
239-590-4200

Nate Burley
Fire Marshal
South Trail Fire and Rescue
239-482-8030

3. The proposer will research, identify, and explain the generally accepted industry methodology for determining Fire Prevention Fees.

4. The proposer shall be responsible for the final editing of the Fee Schedule Comparison Study. The completed study shall be electronically submitted to the **Districts**.
5. The selected proposer shall have 90 days from selection to complete the Fee Schedule Comparison Study.

C. Minimum Qualifications to Bid

- a. Prefer the Proposer to have prior experience with the preparation of studies dealing with fee schedules.
- b. Knowledge of applicable Florida law and rules governing the adoption requirement for fees contained in Florida Statutes in regards to Special Taxing Districts.
- c. Experience with government operations preferably special taxing districts and/or Fire departments

D. Evaluation Procedures (All members of the Committee are subject to the Sunshine Law.)

Selection Committee consisting of the Fire Chief and Fire Marshal from each participating District. They shall evaluate, rank and select the winning proposer. All interested parties are instructed and cautioned not to contact **Districts** staff as attempts to lobby or persuade may result in disqualification. All inquiries and questions should be directed in writing to Phillip Green, Division Chief of Prevention. The Selection Committee will select the winning proposer. Among the factors, which may be considered by **District's** Selection Committee, are the following, but not limited to:

1. Governmental experience including special taxing districts and 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 selection committee, at its sole discretion, may ask any respondent to make an oral presentation and/or demonstration without charge to the **Districts**.

The **Districts** reserve the right to award the contract to the bidder(s) that the **Districts** deem to offer the best overall proposal, including dividing the provision of service among a group of bidders. The **Districts** are not bound to accept a proposal based upon bid, prices, costs, etc.

This request does not commit the **Districts** to award a contract, nor shall the **Districts** 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 **Districts** 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 at 21500 Three Oaks Parkway, Estero Florida 33928 or green@esterofire.org.

F. Request for Additional Information by the Districts:

The proposer shall furnish such additional information as the **Districts** may reasonably require. This includes information, which indicates financial resources as well as ability to provide and maintain the services to be provided. The **Districts** reserve 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 will be accepted up to noon, seven days prior to the closing date. Questions should be directed to Phillip Green, Division Chief of Prevention at the address or email in Section E.

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

H. Interviews:

The **Districts** reserve the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The **Districts** 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 **Districts** reserves the right to request that the proposer modify the proposal to more fully meet the needs of the **Districts**.

J. Acceptance/Rejection/Modification of Proposal:

The **Districts** 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 **Districts** judgment that will best serve the interests of the **Districts**. If the **Districts** are unable to negotiate a satisfactory contract with any of the selected proposers the **Districts** 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 60 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 **Districts**. The **Districts** 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 **Districts** also reserve the right to negotiate separately with competing proposers as deemed in the **Districts** 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 **Districts** and the proposer selected. The Selection Committee shall make a recommendation to each **Districts** 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 **Districts** 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

May 30, 2018

Advertisement on Districts website	June 9, 2018
Deadline for submission of proposal	August 2, 2018
Review of Proposals	August 9, 2018
Select firms for interview	August 16, 2018
Interview firms	August 30, 2018
Negotiate contract (legal counsel review)	Sept 12, 2018
Board of Commissioner Approval	Oct 9, 2018
Notice to Proceed	Oct 16, 2018

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

1. The proposer shall submit in a sealed envelope marked "Fee Schedule Comparison Study Selection Committee" no less than 12 copies of the proposal to be delivered or mailed to:

**Estero Fire Rescue
 Fee Schedule Comparison Study
 21500 Three Oaks Parkway
 Estero, FL 33928**

2. The proposal submitted in response to this RFQ 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 Aug 2, 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 Fee Schedule Comparison Study. Place these items in a separate and sealed envelope marked "Fee Schedule". 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., August 2, 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 October 16, 2018.
- m. Successful bidder agrees to enter into a binding contractual agreement for the provisions agreed upon by both parties.