

# Request for Proposals (RFP)

For a feasibility study for the sharing/consolidation of selected public safety facilities and/or services.

## Announcement

The Western Connecticut Council of Governments (“WestCOG”), an association of 18 cities and towns in Western Connecticut, seeks proposals for a feasibility study of the sharing or consolidation of selected public safety facilities and/or services in and among up to five of the following municipalities.

## Project description

The towns of New Canaan, Redding, Ridgefield, Weston, and Wilton, Connecticut (the ‘participants’) are interested in evaluating the potential for cost savings and service improvements through the sharing or consolidation of certain public safety facilities and/or services. The purpose of the project will be to provide the participants with high-quality financial estimates under various scenarios that preserve and/or improve service levels, to enable informed decision-making about if, when, and how to consolidate/share public safety services.

The facilities and/or services of interest at present to the participants include police:

- Public safety answering point (PSAP)
- Dispatch
- Data management
- Evidence storage
- Processing/intake
- Detention/lockup
- Training rooms
- Firing range/facility
- Gym facilities

Merger of police departments is not envisioned at the current time, nor is integration of fire or emergency medical services (EMS), with the exception of fire/EMS dispatch.

Please note that:

- It is not a requirement that all five participants will ultimately share the same facilities/services, share facilities/services to the same extent, or share/consolidate at the same pace.
- Facility/service sharing may phase in over time, with different timetables for participant, for each facility/service in question.

- Decisions to share/consolidate facilities/services have not been made and, in part, may depend on the outcome of any study initiated as a result of this RFP.
- WestCOG may adjust or amend the project at its own discretion for any reason.
- No assumptions should be made about funding levels for this project. (Amounts are to be determined.)

At a minimum, the study should conduct a comprehensive inventory of resources and costs, including:

1. Current facilities and services
2. Planned future facilities and services
3. Current and expected future needs
4. Costs, current and future estimates. All costs should include confidence intervals, including identification of factors that may materially influence them. Estimates should be specific for each participant; distinguish one-time costs (e.g., capital or transition) from operating costs; cover a reasonable timeframe (e.g., 20 years); identify expenses, savings, and payback periods; should be developed for a range of scenarios. The latter should include:
  - a. No change
  - b. Planned municipal upgrades without any sharing/consolidation
  - c. Sharing/consolidation

Scenarios should be sufficiently individualized to each participant to reflect that participants may not share/consolidate the same facilities/services and/or do so on the same schedule.

Scenarios need not capture situations, aside from no change and planned municipal upgrades, which are unrealistic or uneconomic. For instance, should it be determined that sharing/consolidation of a specific facility/service is infeasible by one or more participants, that facility/service by those participants may be noted as such and consequently excluded from further analysis.

Synergies among facilities/services should be determined. For instance, where greater cost savings or service improvements may be obtained through sharing/consolidation of related services, among more participants, or through timetable coordination, such should be noted. Where savings or improvements are significantly diminished or nonexistent without sharing/consolidation of related services, without a critical mass of municipalities, or without timetable coordination, such should be noted and may be consequently excluded from further analysis.

WestCOG does not prescribe a specific approach; however, any responses to this RFP should provide for and describe in their respective scopes, at a minimum:

- Data collection, including process and sources
- Analysis, including inputs, method, and outputs
- Work products, including reports and presentations
- Proposed guidance structures, such as a steering committee or stakeholder group

- Meetings with stakeholders, including municipal Chief Elected Officials, public safety leaders, and other regional and local staff as applicable or needed
- Pathway to implementation of findings

## Application process

### Format

Each application should include the following components:

1. Cover page with project title; proposing firm; and name, telephone number, and e-mail address for the project manager.
2. Scope of work, timeline, and fee schedule. An outline of the project by task should be given. These tasks should correspond to the Project description. Timing, duration, and cost should be specified for each task.
3. Narrative. This should explain the proposer's concept of each task and plan to discharge them. Methodology, including approach, inputs, methods, and outputs should be described in sufficient detail. Changes to the framework given in this RFP should be noted.
4. Work history. Examples of similar or relevant work conducted by proposer in the past, with information on project outcomes and client references. Name, title, employer, relationship to the project, telephone number, and e-mail address should be given for each reference. Successful proposers should have demonstrated expertise in relevant areas, including evaluation of the benefits, costs, opportunities, risks, and challenges of the methods proposed, and in the development and execution of implementation plans for said methods.
5. Statement of qualifications. Directory of, task assignments, and resumes for key staff on project. Professional licenses and certifications should be included. The total hours each staff person is expected to spend on each task should be documented.
6. Corporate background. Include the history, location(s), length of time in existence, and structure of the firm; documentation of relevant insurance coverage; and demonstration of the capacity of the firm to carry out the project.
7. Signature of a representative of the firm having legal authority to contract on behalf of the firm.
8. A completed Organizational Conflict of Interest Statement that either warrants that there are no relevant facts or circumstances that could give rise to organizational conflicts of interest, and/or, as applicable, gives a full, written disclosure of any organizational conflicts of interests, including description of the action(s) the proposer has taken or will take to avoid or mitigate such conflict.

The Narrative may not exceed 5,000 words. Other components have no word limit.

Material submitted in response to this RFP and received by WestCOG may be subject to the provisions of the Connecticut Freedom of Information law (CGS §1-200 et seq.)

## How to apply

Proposals are due by the end of the application period, Wednesday, July 3, 2019 at 11:59 PM. Submissions should be directed to: Mr. Francis R. Pickering, Executive Director at [publicsafety@westcog.org](mailto:publicsafety@westcog.org).

Submissions should be provided in PDF format, as a single file. The file may be attached to the e-mail, or, in case of a large submission (larger than 10 megabytes), linked in the e-mail. Recipients should enable delivery and read receipts in their e-mail client. No other confirmation will be given.

## Review and contracting

WestCOG will evaluate proposals received after close of the application period. At this point, WestCOG may invite additional information from selected proposers, including but not necessarily limited to, samples of other work or an in-person interview.

Should WestCOG determine to proceed with a proposal, WestCOG will begin contract negotiations, including on scope and fee, with the respective proposer. Should WestCOG and the selected proposer be unable to come to an agreement, WestCOG may terminate negotiations with that firm and revisit other proposal submitted.

It is expected that proposers will be notified of decisions on their submission by August 31, 2019. WestCOG may award the project in part or in full to one or more proposers, and to cancel or to reissue this RFP. Any award will not be final until a contract has been negotiated and executed.

## Communications

### Location of posting

This RFP may be found online at <https://westcog.org/about/rfps-grant-opportunities/> until August 31, 2019. It is the responsibility of interested parties to retrieve and store a copy of the RFP beyond this date.

### Pre-bid meeting

A pre-bid meeting will be held Wednesday, June 19, 2019 at noon ET at the WestCOG offices and by phone at 712-432-0360, access code 500386#. Attendance, by phone or in person, is optional and is not required in order to respond to this RFP.

### Inquiries

Proposers may submit questions on this RFP by Tuesday, June 25, 2019 at 11:59 PM ET. Questions should be directed to Mr. Francis R. Pickering, Executive Director at [publicsafety@westcog.org](mailto:publicsafety@westcog.org). Answers will be posted online where WestCOG posted this RFP on a rolling basis until the close of business on Friday, June 28, 2019.

No questions will be accepted by other forms of communication.

Information about WestCOG can be found at <http://westcog.org>.

## Addenda and supplements

Should WestCOG amend or adjust this RFP, such changes will be posted online where WestCOG posted this RFP. It is the responsibility of proposers to check for changes to the RFP.

## Conditions

### Legal requirements

Contracts awarded as a result of this RFP are subject to all applicable federal and state laws, including those concerning civil rights, nondiscrimination, and equal opportunity. Any responses to this RFP, as well as any work resulting from it, are subject to freedom of information.

### Insurance requirements

To be considered, proposers must maintain insurance coverage as required by federal and state law.

### Consortia, joint ventures, and teams

Proposals from consortia, joint ventures, and teams (“groups”) will be accepted. In such cases, a lead firm must be identified for contracting purposes. A work history and statement of qualifications (as described under *Application*, #4 and #5) must be provided for each member of the group.

In designating a lead firm, groups should consider the following:

1. The lead firm should have sufficient experience and expertise to perform or supervise all facets of the project, and must have sufficient resources to carry out the contractual responsibilities of the group.
2. The lead firm will be legally responsible to WestCOG for the performance of, and must perform at least 51% of, the total work awarded under any contract issued as a result of this RFP.
3. Firms that are subsidiaries may not rely on the experience, expertise, or resources of its parent firm to meet these requirements.

### Disadvantaged Business Enterprises (DBE)

DBE firms are encouraged to respond to this RFP.

If a DBE firm is proposed, the proposal must clearly identify the DBE firm, the role the DBE will play in the project, and the tasks assigned to the DBE. Proof of Connecticut DBE certification must be submitted with the proposal. Responses that fail to give proof of DBE certification and description of project involvement will not be identified as including DBE participation.

### Nonreimbursement of proposal costs

Costs associated with responses to this RFP, including proposal development and participation in a selection process, are the sole responsibility of the respondent firms. WestCOG will not reimburse firms for such costs, nor will any selected firms be permitted to negotiate such costs as part of a contract with WestCOG.

### **Conflicts of interest**

All relationships that may pose a conflict of interest, and actions that shall be taken to avoid or mitigate these conflicts, shall be disclosed as part of the response to this RFP.

### **Disclaimer**

WestCOG assumes no responsibility or liability for any errors or omissions in the content of this RFP or related documents. The information contained in RFP and related document is provided on an “as is” basis with no guarantees of completeness, accuracy, usefulness or timeliness.