

**City of Sioux Falls  
Sioux Falls, SD**

***Request for Proposals (17-0003)  
Public Safety Consultant Services***

**Issued By:**

**City of Sioux Falls  
Purchasing Division  
224 West Ninth Street  
Sioux Falls, SD 57104**

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# Request for Proposals for Public Safety Consultant Services

## Section 1 Introduction and Instructions

### 1.01 Purpose of the RFP

This Request for Proposal (RFP) is issued by the City of Sioux Falls (hereinafter referred to as the "City"). The purpose of this RFP is to establish a contract with a qualified firm to provide Public Safety Consulting Services.

### 1.02 Contact Person, Telephone, Fax Number, and Email

Scott Rust, Purchasing Manager, Finance Department, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified.

Scott Rust, Purchasing Manager, Finance Department

Phone: 605-367-8836

Fax: 605-367-8016

Email: [srust@siouxfalls.org](mailto:srust@siouxfalls.org)

### 1.03 RFP Schedule of Events

This schedule of events represents the City's best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP issued: February 10, 2017.
- Proposals due: March 16, 2017.
- Review of proposals and shortlist: March 20–24, 2017.
- Interviews: April 11–13, 2017.
- Contract Intent to Award: April 21, 2017.
- Execute contract: May 16, 2017.

Complete Study 12/31/2017 or when federal agencies provide recommendations for objective one.

#### **1.04 Return Mailing Address and Deadline for Receipt of Proposals**

Offerors must submit one (1) original hard copy (marked "Original") and five (5) hard copies of the proposal in a sealed envelope or package and one (1) flash drive containing the proposal.

Envelopes or packages containing proposals must be clearly addressed as described below to ensure proper delivery and to avoid being opened by the City before the deadline for receipt. Envelopes or packages must be addressed as follows:

City of Sioux Falls Purchasing Office  
Attention: Scott Rust  
Public Safety Consulting Services  
RFP No. 17-0003  
224 West Ninth Street  
P.O. Box 7402  
Sioux Falls, SD 57117-7402

Proposals must be received by the Purchasing Office at the location specified no later than **2 p.m., Central standard time, on March 16, 2017**. Proposals will not be publicly read at the opening.

Proposals may not be delivered orally, by facsimile transmission, by other telecommunication, or electronic means.

Offerors assume the risk of the method of dispatch chosen. The City of Sioux Falls ("City") assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual proposal receipt by the City. An Offeror's failure to submit its proposal prior to the deadline will cause the proposal to be rejected. Late proposals or amendments will not be opened or accepted for evaluation.

#### **1.05 Questions and Addenda**

Questions regarding this RFP shall be submitted in writing to Scott Rust, Purchasing Manager, at [srust@siouxfalls.org](mailto:srust@siouxfalls.org). Answers to questions will be posted to the City's website. The deadline for questions is 2 p.m., Central standard time, Tuesday, March 7, 2017.

If deemed necessary, addenda to the RFP will be issued and will be emailed to the proposers. No addenda will be issued after 5 p.m., Friday, March 10, 2017.

Responding firms are prohibited from communicating in any other manner about this project with any other City employee from the date of issuance of this proposal until the final selection, unless otherwise directed by the Purchasing Manager. Other means of communications or contact may disqualify the submitting firm.

## **Section 2 Scope of Work**

### **2.01 Objective**

The overall objective of the study is to provide an assessment of the public safety training facility condition and future needs, evaluate current and future station placement and utilization, and thorough and objective review of the delivery of Fire Rescue services and study of Police report to work locations.

### **2.02 Background**

Sioux Falls Fire Rescue (SFFR) is a career department that provides fire suppression, prevention public education, and Basic Life Support (BLS) emergency medical services to the City of Sioux Falls and Wayne Township in Minnehaha County. Sioux Falls Fire Rescue is an ISO 1 and accredited department that is located in the southeast part of South Dakota. SFFR provides technical rescue and hazardous materials response for the region and the city of Sioux Falls, a community of over 175,000 covering an area of approximately 78 square miles, plus approximately 22 square miles in rural Wayne Township. SFFR currently has 11 stations, with the newest station opened in April of 2015. The department has 209 authorized positions with daily minimum peak-load staffing of 50 and off-peak staffing of 46 personnel. The fleet used by SFFR includes 12 front line and 5 reserve apparatus as well as 12 cross-staffed specialty vehicles.

The Sioux Falls Police Department (SFPD) has 256 sworn officers that operate out of one Law Enforcement Center (LEC). The SFPD operates three shifts and sets minimum staffing levels through the continual review call volumes and patrols approximately 78 square miles.

### **2.03 Scope of Services**

A Public Safety Consultant shall analyze and provide recommendations to optimize public safety response while identifying and quantifying improvements and enhancements and cost savings measures for the City. Each objective listed below should be evaluated for:

1. Opportunities.
2. Risks.
3. Increased efficiency.
4. Improved effectiveness.
5. Comparison to national and regional standards and best practices.
6. Impact to SFFR's ISO 1 and accreditation.

Objectives listed below are in no priority order.

### **Objective 1—Public Safety Training Facility**

- A. Develop a master plan for the public safety training facility.
  - 1. Evaluate and document the use of existing facilities, structural deficiencies, and deferred maintenance to bring the training center up to NFPA 1402 standards (fire tower, academic building, search and rescue house training grounds, and gun range).
  - 2. Recommend the facilities needed to meet the long-term needs of Sioux Falls Fire Rescue and Police.
  - 3. Document existing facilities in the region and recommend facilities that could be utilized to meet the training needs of public safety.
  - 4. Evaluate if current location will accommodate the recommended facilities, taking into consideration FAA, EPA, and DOD restrictions and requirements.
  - 5. Develop cost estimates and phased timelines for renovations or construction.
  - 6. Recommend other agencies that could use the facilities, including, but not limited to, federal, state, and county, and potential revenue sources.
  - 7. Identify opportunities to generate revenue at the training center when possible.
- B. Based on recommendations presented and City approval, develop a concept plan that can be submitted to the appropriate agencies for approval. (Price concept plan separately in cost proposal.)
  - 1. Current site.
  - 2. Other site.

### **Objective 2—Current Station Placement and Recommend Future Station Utilization**

- A. Develop recommendations for the optimum number and location of fire stations and related operational requirements and how they meet current and future response models.
- B. Objectively and independently develop recommendations for the near-term (1–4 years) and long-term (5–10 years) based upon, but not limited to:
  - 1. Community data.
  - 2. Current conditions, delivery performance, demand, and distribution.

3. Center for Public Safety Accreditation Standards, NFPA, ISO, CARES, and SFFR Standards of Cover (SOC).
  4. Call volumes.
  5. Response times.
  6. National and regional standards and best practices.
  7. Future growth and demand forecasts.
  8. Mutual and automatic aid agreements.
- C. Develop recommendations where applicable to include:
1. Expansion of an existing fire station(s).
  2. Consolidation of existing fire station(s).
  3. Relocation of an existing fire station(s).
  4. Combination of consolidation and relocation of existing fire stations.
  5. Demolition of functionally obsolete fire station and reconstruction of new fire station on the existing site(s).
  6. Renovation of an existing fire station(s).
  7. Recommendation of a location for the construction of a “net-new” fire station(s).
- D. Best practices for future station planning including timing and placement.
- E. Identify additional opportunities to better match resources to demand.

### **Objective 3—Delivery of Fire Rescue Services**

- A. Evaluate Fire, EMS, and other services for optimal delivery, taking into consideration all relevant data including:
1. Response times.
  2. Call volumes.
  3. Standards of cover.
  4. Services offered by partner agencies.
  5. SFFR strategic vision and plan.
  6. Accreditation.

7. ISO.
  8. NFPA.
  9. CARES.
  10. Existing citizen survey data.
- B. Evaluate future demand for services based on city growth and the service demand projections.
  - C. Compare current programs and services to regional and national standards and best practices.
  - D. Evaluate utilization and deployment of equipment, technology, personnel, and other resources.
  - E. Evaluate current fleet of response equipment and vehicles, including hazardous materials and USAR, Wildland and EMS response capability, utilization of these resources, and provide cost benefit analysis.
  - F. Independent and objective opinion on the value of ISO 1 and accreditation.

#### **Objective 4—Police Report to Work Locations**

- A. Analyze the value of utilizing Police Officer report to work locations.
  1. Review city growth patterns and identify and recommend possible report to work locations based on industry best practices.
  2. Evaluate officer travel time from Law Enforcement Center to quadrant, provide a recommendation on one or multiple report to work locations, and potential savings the City may realize.
  3. Evaluate and recommend options for temporary evidence drop-off locations.

#### **2.04 City Responsibilities: Department Meetings and Facility Inspections**

The City of Sioux Falls will provide the consultant access to information and personnel as required during the comprehensive study to answer questions in a timely manner. The City of Sioux Falls understands the importance of accurate and timely information during this process and will commit resources needed to complete this project effectively and efficiently. The City of Sioux Falls shall maintain all property rights of all material and deliverables produced from this review.

## **2.05 Schedule**

The consultant should plan that a notice to proceed will be issued approximately April 20, 2017. The consultant will propose a schedule as part of their proposal that best represents their level of effort available for this project.

## **2.06 Funding**

This project will be funded using 100 percent City funds. The proposed budget will not be provided to offerors.

## **2.07 Deliverables**

1. A final report submitted electronically in PDF format, bookmarked accordingly for each objective listed above. The report shall include an executive summary, recommendations for each objective, and a master plan for the training center.
2. Formal presentation to the Mayor, Fire Rescue, and Finance Director.

## **2.08 Indemnification**

To the fullest extent permitted by law, the provider, its subcontractors, agents, servants, officers, or employees, shall indemnify and hold harmless the City of Sioux Falls, including, but not limited to, its elected and appointed officials, officers, employees, and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the firm's performance of the agreement or any other agreements of the firm, entered into by reason thereof. The firm shall indemnify and defend the City of Sioux Falls, including, but not limited to, its elected and appointed officials, officers, employees, and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the firm, its subcontractor, agents, servants, officers, or employees, and any and all losses or liabilities resulting from any such claims, including, but not limited to, damaged awards, costs, and reasonable attorney's fees. The indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The firm agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

## **2.09 Insurance Requirements**

The Offeror shall secure the insurance specified below. All insurance secured by the firm under the provisions of this section shall be issued by insurance companies acceptable to the City. The insurance specified in this section may be in a policy or policies of insurance, primary or excess. Certificates of all required insurance shall be provided to the City upon execution of this agreement.

1. Workers' compensation insurance providing the statutory limits required by South Dakota law. In addition, it shall provide Coverage B, Employer's Liability Coverage, of

not less than \$1,000,000 each accident, \$1,000,000 disease–policy limits. The required limit may be met by excess liability (umbrella) coverage.

2. Commercial general liability insurance providing occurrence form contractual, personal injury, bodily injury, and a property damage liability coverage with limits of at least \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 aggregate products and completed operations. The required limit may include excess liability (umbrella) coverage. The policy shall name the City and its representatives as an additional insured. If “occurrence form” insurance is not available, “claims made” insurance will be acceptable. The policy shall be maintained for three years after completion of this agreement.
3. Automobile liability insurance covering all owned, nonowned, and hired automobiles, trucks, and trailers. The coverage shall be as broad as that found in the standard comprehensive automobile liability policy with limits of not less than \$1,000,000 combined single limit each occurrence. The required limit may include excess liability (umbrella) coverage.
4. Professional liability insurance providing occurrence basis coverage for any claim arising from the errors, omissions, failure to render a service, or the negligent rendering of the service by the consultant in the amount of \$1,000,000 each occurrence and \$1,000,000 annual aggregate. If occurrence form insurance is not available, claims made coverage shall be maintained for two years after final completion of the services. The City does not represent that the above coverages and limits are adequate to protect the consultant and assumes no responsibility therefor.

The Offeror will provide the City with at least 30 days’ written notice of an insurer’s intent to cancel or not renew any of the insurance coverage. The Offeror agrees to hold the City harmless from any liability, including additional premium due because of the firm’s failure to maintain the coverage limits required.

The City’s approval or acceptance of certificates of insurance does not constitute the City’s assumption of responsibility for the validity of any insurance policies nor does the City represent that the above coverages and limits are adequate to protect any individual/group/business, its consultants’ or subcontractors’ interests, and assumes no liability therefore.

## **2.10 Cost Proposal**

Offeror shall submit a detailed cost proposal, submitting costs and number of hours for each objective listed in Section 2.03 Scope of Services. The consultant shall also include their hourly rates for any out of scope work requested. The City reserves the right to choose the order the objectives will be completed. If funds are not available to complete the entire project, the City reserves the right to request the work to be done in the following budget year.

## 2.11 Contract Award

It is the City's intent to enter into a contract with an Offeror or Offerors who best demonstrates the ability to provide Public Safety Consulting Services for the City of Sioux Falls. After review of the proposals, if the City decides to not enter into contract, the City will notify all Offerors.

## 2.12 Term of Contract

The term of this contract shall be for three years with the option to extend the contract for an additional two years.

## 2.13 Subcontracting

Offerors are allowed to subcontract portions of the work requested. Subcontractors shall be identified as part of the project team and included in the Offeror's proposal.

# Section 3 Proposal Format and Content

## 3.01 Submittal Requirements

In addition to detailed methodology and pricing, as outlined in Section 2.10, the submittal must contain the following information:

1. **Cover Letter.** Provide name and address of the firm and contact person, preferably the Project Manager, with address, telephone number, and email address. Acknowledge receipt of any addenda if applicable. Summarize your understanding of the project. Provide a statement indicating your ability to provide Public Safety Consulting Services and your ability to meet the requirements of the RFP. Indicate your acceptance of the requirements of this RFP. Provide a one-page summary of the benefits you believe the City would receive from selecting your firm.

The cover letter **must be signed** by a duly authorized official of the firm. Consortiums, joint ventures, or teams submitting proposals must establish contractual responsibility rests solely with one company or one legal entity. Each submittal should indicate the entity responsible for execution on behalf of the proposal team. The firm offer must be good for 60 days.

2. **Firm Experience Qualifications**

Provide a listing of information for each person in your firm participating in this project. State the educational background of each individual, years of experience, length of employment with your firm, and experience providing the providing similar Public Safety Consulting Services.

3. **References.** Firm shall provide a list with contact information of clients that have requested your services.
4. **Experiences.** Each firm shall supply any recent examples (preferably reports/master plans, structural assessments, etc.) of similar services or contracts that the firm has completed.

## **Section 4 Review of Proposals and Selection of Finalists for Interviews**

### **4.01 Selection Criteria**

Upon receipt of the proposals, an evaluation team will determine the best proposal deemed most qualified based on the following criteria:

The evaluation team will rely on the qualitative information contained and presented in the proposals, the reference checks made, and the ability to work well with other project team members in making the decision to select the most qualified firm to provide services for the City. Selection criteria will be based on:

#### **Evaluation Criteria (100-Point Potential Score)**

- |   |           |
|---|-----------|
| • Understanding, capability, and expertise.       | 30 points |
| • Experience of the firm’s proposed project team. | 25 points |
| • Reference and sample work evaluation.           | 25 points |
| • Pricing.  | 20 points |

Upon review of the proposals, the City will score the proposals and may short-list and may interview the highest ranking firms. Upon completion of the interviews, the highest ranking firm or firms may be asked to enter into contract negotiations with the City of Sioux Falls. If an agreement cannot be reached with the highest ranked firm or firms, the City may move to the next highest ranked firm or firms. The same process will be repeated with the other ranked firms if no such agreement can be reached. The City of Sioux Falls reserves the right to not select a firm as part of this process if an agreement cannot be reached or for any other reason.

### **4.02 Special Conditions**

Excluding proprietary information, the successful firm’s proposal and contract are deemed public records and shall be available to the public upon request. In addition, the City shall maintain a “Register of Proposals for this Contract,” which shall contain the names of companies who submitted a proposal and the name of the company who was awarded the contract; however, the proposals of the submitting firms not awarded the contract are nonpublic records and will remain confidential.

## **Section 5 Standard Proposal Information**

### **5.01 Authorized Signature**

An individual authorized to bind the Offeror to the provisions of the RFP must sign all proposals.

### **5.02 City Not Responsible for Preparation Costs**

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.

### **5.03 Conflict of Interest**

Offerors must disclose any instances where the firm or any individuals working on the contract has a possible conflict of interest and, if so, the nature of that conflict (e.g., employed by the City of Sioux Falls). The City reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the Offeror's proposal. The City's determination regarding any questions of conflict of interest is final.

### **5.04 Offeror's Certification**

By signature on the proposal, the Offeror certifies that it complies with:

- The laws of the state of South Dakota.
- All applicable local, state, and federal laws, codes, and regulations.
- All terms, conditions, and requirements set forth in this RFP.
- A condition that the proposal submitted was independently arrived at without collusion.
- A condition that the offer will remain open and valid for the period indicated in this solicitation and any condition that the firm and/or any individuals working on the contract do not have a possible conflict of interest (e.g., employed by the City of Sioux Falls).

If any firm fails to comply with the provisions stated in this paragraph, the City reserves the right to reject the proposal, terminate the contract, or consider the contractor in default.

## **5.05 No Contact Policy**

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your firm from this procurement.

## **5.06 Special Conditions**

The City of Sioux Falls reserves the right to reject any and all proposals, to waive formalities, and to select the proposal and developer(s) that, in the City's sole discretion, are in the best interests of the City of Sioux Falls, South Dakota.

The City reserves the right to:

1. Amend, modify, or withdraw this RFP.
2. Revise any requirements under this RFP.
3. Require supplemental statements of information from any responding party.
4. Extend the deadline for submission of responses hereto.
5. Negotiate or hold discussions with any bidder to correct insufficient responses that do not completely conform to the instructions contained herein.
6. Waive any nonconformity with this RFP.
7. Cancel, in whole or in part, this RFP if the City deems it is in its best interest to do so.
8. Request additional information or clarification of information provided in the response without changing the terms of the RFP.
9. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked firm.
10. Not award a contract as a part of, or result of, this RFP process.

The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise.