

Request for Proposal

Feasibility Study for Lodi Area EMS, Lodi Area Fire Department, & City of Lodi Police Department

1. Introduction and Overview

The Lodi Area EMS and the Lodi Area Fire Department (District) along with the Lodi Police Department (City) are interested in conducting a comprehensive review of the long-term facility needs and possible new site locations for a joint EMS, Fire and Law Enforcement Station. They intend to utilize the expertise of a qualified consulting firm to conduct a study. The scope of the study, along with other pertinent information is provided within the following pages of this Request for Proposal (RFP).

2. Project Background

The District serves the City of Lodi, Town of Lodi and a portion of the Town of Westpoint. Lodi Police is exclusive to the City of Lodi.

3. Scope of Requested Services

The District seeks a qualified architectural firm to evaluate and assess the District's long-term needs for a new station. This contract requires the successful firm to conduct a study which will include, at a minimum, the following Scope of Services:

- a. Perform a future population trends assessment of the community for risk related to law, fire and emergency medical service needs. Review current demographics and future projects for growth, considering future transportation implications and traffic congestion issues, trends in emergency and non-emergency demands and assessment of current mutual aid and automatic response agreement(s).
- b. Conduct a space needs analysis for the Lodi Area EMS, City of Lodi Police Department and the Lodi Area Fire Department. Provide a space summary detailing the appropriate space requirements for both present and future needs of the departments. Review projections for future staffing needs related to facility space requirements. Evaluate current condition and appropriateness of apparatus/vehicles and equipment to determine future facility needs. Review appropriateness of current apparatus replacement plan related to facility space needs. Identify current and future training programming as it relates to facility and land needs.
- c. **Provide a comparison on the feasibility of each entity remaining in their current facilities, and outline the remodeling process and applicable costs.**
- d. Provide a GIS transportation Network analysis and Potential Site Location services relating to the fire station location study. Collect data from the County Land Information Officer or other sources, including aerials, parcels (with tax assessment information), hydrology, zoning, land use, road centerlines and railroads. Collect digital files of call locations, site locations and each entity responder's home addresses. GIS data should be compiled into a geodatabase format and submitted as a final product along with map files and pdf files created for each map. Roadway centerline data should have accurate speed limits populated from county data and field verified for accuracy. The call locations and fire staff addresses should be geocoded to the roadway centerlines and mapped.

A GIS transportation model network (nodes and segments) is to be created for the FSA. This model should be used to calculate run time service areas for the FSA area. Runs of the model should consist of three alternatives:

1. Existing location as is with running minute scenarios of 2, 4, 6, 8, 10 and so on until the FSA is covered.

2. Model ultimate new location configuration with the same process.
3. Model up to three chosen/select locations as directed by the district staff.

All runs should be documented in mapping and should also compare the number of call locations covered for each in a spreadsheet format.

The GIS analysis should also look at roadway configurations, land use, zoning and population, existing and future, to analyze trends and to look at locations in the FSA that might have potential for growth in call volume. Transportation system potential changes should be documented that would help assist in better service within the FSA. Maps will be created for each service time zone (for each alternative), fire calls, EMS calls, speed limits, census population, census population density, zoning, land use, soils and a FSA location map.

- e. Confirm appropriate station location to maximize emergency response criteria, address economic considerations and the existing condition of the current facilities. Consider the geographical locations of the volunteer staff of each entity and impact their locations may play in the siting of a new facility. Working with the District, plan to identify and analyze up to six new site locations as well as the existing location. Note that consultant may be required to find the alternative site locations for the purposes of this comparative analysis. Provide complete project cost estimates for each location, including the existing location.
- f. Provide preliminary conceptual drawings for a new station based on the District's selected site. The approved conceptual design shall be the result of reviewing multiple initial designs and, with input and review of staff, arrived at an approved conceptual design.
- g. Review the report with the Building Committee.

4. Evaluation and Selection Schedule

From the RFPs submitted, the District will develop a short list of response candidates to be scheduled for interviews. The chosen consultant will be selected based upon the proposal deemed most advantageous to the District in its sole discretion.

Anticipated Selection Schedule:

- Issue RFPs
- Site Visit Meeting
- RFP Responses Due
- Shortlist Announced
- Interviews
- Decision Issued

The Site Visit Meeting is scheduled from 2pm to 5pm Friday October 20th. Representatives from the EMS department, Fire Department, and the Lodi Police Department will provide a brief overview of the scope of the work intended to be covered by this RFP, conduct a tour of the existing facilities, review in-house documents related to the RFP and answer questions.

Informational Meeting will be held at the Lodi Fire Department, then each respective department leader will report to their building for tours, question/answer sessions, and information gathering.

It is anticipated that the overview of information will be brief, so maximum time may be spent with department leaders and station tours.

5. Compensation

In accordance with AIA endorsed Wisconsin QBS Manual, the architectural team for this project will be selected using a qualification based selection process. Compensation for the selected firm will be negotiated after the selection process is completed.

After the District and architect have agreed on the Scope of Services, the A/E firm will develop a detailed fee proposal which will serve as the basis for fee negotiations. Fee proposals shall include an hourly rate basis plus reimbursables with a not to exceed maximum amount. If the proposed fee exceeds the District's budget, the firm will suggest modifications to the Scope of Services. The firm's project manager will also explain the possible ramifications of any changes to the original Scope of Services.

If the selected firm is unable to reach an agreement on the Scope of Services and/or compensation, the District will terminate discussions and begin negotiations with the second-ranked firm.

6. Submittal Requirements

Based on the information provided in the Project Background and the Scope of Services your proposal should address the following identified sections preferably as organized below:

A. Statement of Qualifications Information and Materials

- 1) Firm name, address, telephone number and contact person
- 2) A **one-page statement** of interest and qualifications for this project
- 3) A **brief** (2-page maximum) project understanding description. Include any concerns regarding permits, schedule, site, etc.
- 4) Discussion of firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets.
- 5) Key personnel proposed as project team members, including detailed resumes. Clearly identify subconsultants if proposed with similar information.
- 6) Examples of specific knowledge, expertise and project management experience related to this type of project.
- 7) Descriptions of recent and related projects complete by the firm.
- 8) References of other owners for whom the firm has provided similar professional services. Reference information must include:
 - a) name of owner
 - b) project name
 - c) brief description of firm's involvement
 - d) contact person
 - e) address
 - f) telephone number
 - g) firm's key personnel assigned to the referenced project

B. Project Timeline

Propose a detailed schedule of the project from initial award of the contract through the required presentation to the Joint Municipal Entities. Define how your team will maintain this schedule while also assuring a collaborative approach. Describe the process to be used by your firm along with the level and type of participation required by Lodi Police, Lodi EMS and Lodi Fire staff and elected officials.

C. Project Communication

The project will require an approach that supports a philosophy of shared information, openness and collaboration. Describe specifically how your team will support and sustain a high level of communication and collaboration. Demonstrate your ability to clearly and concisely communicate the protective services terminology into easy to understand public communications and/or layman's terms.

D. Unique Tools and Firm Characteristics

Describe tools used by your firm to manage the project. What sets you apart? Please tell us anything else about your firm or your approach that you want us to know, focusing on how you will bring value to our targeted priorities.

E. Cost Breakdown

Because there are 3 separate entities, if one adds more cost than the other, that information should be identified in the RFP. This will allow each service and/or municipality to elect to continue into the process, or discontinue.

7. General Information

Submit eight (8) copies to the Lodi Area EMS and the Lodi Area Fire Department. Four (4) copies per department shall be acceptable. City of Lodi Police shall also receive four (4) copies.

All proposals submitted in response to this RFP shall become the property of Lodi Police Department, Lodi Area EMS and the Lodi Area Fire Department and public records; and as such may be subject to public review. Proposals will not be returned.

The District reserves the right in its sole discretion to accept or reject any or all proposals and to waive any irregularities in a proposal. Furthermore, Lodi Area EMS, Lodi Police and the Lodi Area Fire Department reserves the right to cancel this RFP request should any department see fit. Should they modify or cancel the request, all respondents will be notified in writing.

It is understood and agreed by the submitting firms that submittals, interviews, etc. are voluntary and the District is not liable for any costs incurred by proposers in the preparation of proposals or costs related to proposal submission.

8. Questions

Questions & inquiries are to be submitted in written form via email and directed to:

jsweeney@wppienergy.org

Deadline for completed proposals is **11/30/17 4:00 pm CDT**. Proposals must be mailed to:

City of Lodi
C/O Jennifer Sweeney
130 S. Main St.
Lodi, WI 53555