

Request for Proposal

The intent of this Request for Proposal (RFP) is to secure a document that outlines the current and future staffing needs of the Falmouth Fire-EMS.

1. **Purpose:** The Town of Falmouth, Maine (Town) is requesting proposals for professional services to perform a study of current and future Falmouth Fire-EMS Department (Department) staffing needs. This request invites consultants to submit specific information regarding the firm's ability to review current staffing levels and deficiencies and future fire department staffing requirements.
2. **Project Description:** The selected consultant will complete a study of current and anticipated future Department staffing levels. The goal will be to determine the adequacy of the current staffing and future needs for full-time, per-diem members (part-time), and paid-on-call. This study will assist the Department in making budget preparations and plans for the delivery of future services. Consultants should include the required staffing for the Town's population estimated in the next five, ten, 15, and 20 years.
3. **Community Description:** Falmouth, Maine encompasses 30 square miles and has a population of 11,424 with a mix of commercial, suburban, and rural districts. Falmouth is also traversed by three limited access highways seeing 22,000 vehicles on average each day. In the past 50 years, Falmouth has grown from a quiet, small town of just over 4,000 people to a bustling suburb of over 11,000. It is part of the Greater Portland area, which has some 350,000 inhabitants. Falmouth borders the City of Portland, which is the finance, commerce and cultural capital of northern New England as well as Maine's largest city. In the mid-1950s, the primary land use in Falmouth was agriculture, with the vast majority of the town's populace living in the eastern portion of the community. The transformation of Falmouth started with the construction of the interstate system (I-295 and the Maine Turnpike), which divided the community with major physical barriers and provided ready access for future commuters to the Portland job market. The highways and a new sewer treatment plant stimulated commercial development on Routes 1 and 100, with more than a million square feet of non-residential space. The availability of sewer collection and treatment also made it possible for a 1970s boom in multi-family housing on the eastern part of town, including several large condominium projects. In recent decades, single-family homes have spread in the western sections of town.
4. **Department Description:** Falmouth Fire-EMS is a combination department operating out of three fire stations; with three engines, three Paramedic equipped ambulances, a tower, tanker, and five support vehicles. In 2018 the department responded to over 1,800 calls for service. Our current staffing consists of six fulltime staff, fifty call firefighters and emergency medical technicians, and twenty part-time per diem firefighter/paramedics and firefighter/EMTs. During the daytime business hours we are staffed with the Fire Chief, Assistant Chief, Captain/Paramedic, Captain/Advanced EMT, Firefighter/EMT/Operator, and an Office Administrator. In addition, the department employs two part-time per diem employees (one firefighter/paramedic and one firefighter/EMT) who staff an ambulance at Central Fire Station seven days a week, 24 hours per day. During daytime hours on weekends and holidays we staff a second pair of per diem employees who cross-staff a 2nd ambulance and an engine at Central Station. Our on-duty crews are assisted by the on-call firefighters and EMT's.

5. Scope of Project: The goal of the work to be performed is to review and analyze the current staffing, forecast future demands for service, and make recommendations regarding the level of current and future staffing. The specific tasks within the Scope of Services are:
 - Projected department call volume.
 - Forecast future demands for service.
 - Recommend changes to current staffing levels.
 - Recommendations should follow and be relevant to national standards including (NFPA).
 - The Town and Department will make all available information necessary to complete the project.
 - Recommend future staffing levels for the Department.
 - Meet on-site with Department leadership to understand current roles, operations, and known challenges.
6. Submittal of a final report, including all items in the Scope of Services, is required. A member of the project work group shall be available to attend and present the completed project to representatives of the Town and Department.
7. Submission Details: Submissions will only be considered from companies that have a proven history in governmental public safety and community risk analysis. Submissions to this RFP should include general information on the prospective firm as well as the firm's experience in conducting studies in similarly sized municipalities. All proposals submitted must include the following:
 - Firm name
 - Firm address, telephone, and email
 - Primary contact information
 - Firm profile
 - Experience conducting similar studies in the last three years with public safety organizations
 - Listing of recent clients and references that may be contacted
 - Total Cost of the Project and basis for the proposal; (i.e., hourly rates and travel)
 - Timeline of project, start and finish
8. Timeline:
 - Optional pre-bid meeting August 1, 2019 at 2:00 pm.
 - RFP Submission Due by 4:00 pm on August 16, 2019.
 - Contract award no later than August 30, 2019.
 - The chosen firm shall provide the Town with scheduled progress reports every 30 days.
 - The completed document shall not exceed 120 days from the date of contract award.
 - The agreed delivery date of the firm's obligations is a vital prerequisite for contract awarding. Therefore, time is of the essence for the successful performance of the contract.

9. Review: Submissions will be evaluated on expertise, experience, and service delivery capabilities using the following criteria:

- Overall Proposal/Approach
- Qualifications and previous work-related experience on similar projects
- Qualifications and experience of the assigned individual(s)
- Financial plan to carry out project
- References from recent related projects

A selected number of firms may be invited to give a presentation to representatives of the Department and Town. The RFP does not commit the Town of Falmouth to pay any costs incurred by a respondent during preparation, submittal, or subsequent presentations.

10. Town Rights: The Town reserves the right to reject any or all bids at any time for any reason. The following attachment (AGREEMENT) represents The Town of Falmouth's standard contract.

11. Responses to the RFP are to be received by 4 p.m. on August 16, 2019 and should be submitted to:

Melissa Tryon
271 Falmouth Road
Falmouth, ME 04105
207-781-5253
mtryon@falmouthme.org

12. Questions concerning the RFP should be directed to:

Chief Howard Rice, Jr.
Falmouth Fire-EMS
8 Bucknam Rd.
Falmouth, ME 04105
207-781-2610
hrice@falmouthme.org

AGREEMENT

I. PARTIES

This contract (hereinafter referred to as "Agreement") is made and entered into on this _____, by and between the Inhabitants of the ***Town of Falmouth*** with a mailing address of 271 Falmouth Road, Falmouth, Maine 04105 (hereinafter referred to as "Town"); _____, with a mailing address of _____ (hereinafter referred to as "Contractor"). In consideration of the mutual promises contained herein, Contractor agrees to perform the following services for the Town.

II. SCOPE OF WORK

In consideration of the compensation set forth herein, the Contractor shall perform the services as outlined in a ***Request for Proposal*** dated _____ and attached hereto as Exhibit A and the response attached hereto as ***Bid Form - Exhibit B*** dated _____.

III. COMMENCEMENT AND COMPLETION

The Contractor will complete the work on or before _____.

IV. PAYMENT TERMS

The Contractor shall submit an invoice on or about the first of each month reflecting services performed at the Contractor's normal professional billing rates, attached hereto as Exhibit C. The Contractor understands that the payment for completion of the services outlined in Section II shall not exceed \$_____ and the Contractor agrees to perform the services on that basis. Invoices shall list separately all out of pocket expenses being billed.

V. TERMINATION

Either party may terminate this Agreement for cause after giving the other party written notice and a reasonable opportunity to cure. The Town may terminate without cause by giving the Contractor fourteen (14) days notice and compensating the Contractor equitably to the termination date.

VI. DISPUTE RESOLUTION

Any controversy or claim arising out of or related to this Agreement, which cannot be resolved between the parties shall be submitted to the Maine Superior Court (Cumberland County). This agreement shall be governed by Maine law.

VII. QUALIFICATIONS

The Contractor represents it holds, and will continue to hold during the term hereof any and all qualifications, licenses and certifications required to perform its services in Maine. The contractor shall perform all services in accordance with professional standards.

VIII. SUBCONTRACTORS

The Contractor shall be fully responsible to the Town for the acts and omissions of any subcontractors and of persons either directly or indirectly employed by it, or shall hold subcontractors to the same terms and conditions as Contractor is held under this Agreement. No subcontractors shall be retained on this Agreement without the specific prior written approval of the Town.

IX. INSURANCE

The Contractor shall purchase and maintain Workers' Compensation Insurance, General Public Liability and Property Damage Insurance including vehicle coverage and professional liability insurance, all with limits and terms satisfactory to the Town. The Town shall be named as an additional insured on the liability policy.

X. INDEMNIFICATION

The Contractor will indemnify and hold harmless the Town, its officers, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the performance of the Agreement by the Contractor, its officials, employees, agents and subcontractors.

XI. ENTIRE AGREEMENT

This Agreement and its attachments represent and contain the entire agreement between the parties. Prior discussions or verbal representations by the parties that are not contained in this Agreement and its attachments are not a part of this Agreement. Where there is any conflict between the provisions of this Agreement and the provisions of any attachment, the provisions of this Agreement shall control.

Date: _____

By:_____

Title:_____

Date: _____

INHABITANTS OF THE

TOWN OF FALMOUTH, MAINE

By:_____

Nathan A. Poore, Town Manager