

Fire Services Request for Proposal



Proposals Due:

December 5, 2019 at 12:00 pm

600 Clydesdale Trail, Medina, MN 55340

Website: www.medinamn.gov

Overview

The City of Medina, Minnesota is seeking qualified consultants to provide proposals for a Comprehensive Fire Service Study to determine the best fire services model to efficiently continue into the future delivery of fire services to the community commensurate with the level and quality of service now received by the City and its residents.

The City of Medina currently contracts with four different fire departments, each serving one of the fire areas depicted on the Fire Coverage Map (Appendix A). Hamel Fire covers the northeastern and southeastern area, Loretto Fire covers the northwestern area, Long Lake Fire covers a southern portion and Maple Plain Fire covers the southwest area of the City. All four departments provide quality fire and emergency services to the City. The four departments responded to 233 calls in 2018, taking approximately 2,288 personnel hours to handle all the calls. The call hours are not a true measurement of the departments' service, when one considers the thousands of hours the firefighters spend in training and equipment maintenance. In 2017, the City signed a five-year contract with the Hamel Fire Department, and a two-year contract with the Maple Plain Fire Department. The Loretto contract continues to roll on two-year terms and the Long Lake Fire contract has been reviewed and will expire in 2025. Summary documents providing the details of each of the four fire contracts are attached in Appendix B. All the departments are made up of highly dedicated personnel, but all are organizations independent of and not under the control of the City.

The four fire departments provide fire protection for the entire City of Medina. The fire departments also provide response to accidents, medical calls, hazardous materials incidents, and emergency management situations. They also provide support for many community functions such as the Hamel Rodeo, Medina Celebration Day, Loretto FunFest, the Holiday Train, area bike rides, and races. Each department holds fundraisers and open houses and provides fire prevention programs to the residents of Medina.

Each department is staffed differently, and the numbers fluctuate year-to-year. Each of the Maple Plain, Loretto and Hamel departments are staffed with approximately 19-30 firefighters per department. The Long Lake Fire Department has two stations with a staffing maximum of 50 firefighters. Having four fire departments serving Medina is a great resource to draw upon when a major response is required. In addition, the Mutual Aid Agreements amongst all Hennepin County fire departments provides Medina with further resources. Managing four fire contracts can also bring challenges for a community of our size, as it requires the allocation of financial resources for facility and fire equipment needs to ensure four separate departments are adequately outfitted. The Hamel Volunteer Fire Department exclusively services the City of Medina, while the other three departments (Loretto, Maple Plain and Long) have multiple service contracts where Medina shares the costs for these three departments with other cities. This partnership arrangement has resulted in significant financial benefits to the city from 2016-2020, because the total operating and capital budgets for Loretto, Long Lake, and Maple Plain went down by 8.5%, while the market value for the areas they serve went up by 17%. The financial analysis is attached in Appendix C. Medina has good coverage and wants to maintain our current standard of service and possibly improve the service if we can. Medina wants to do what is fiscally right and best for its residents.

The fire department contract amounts are calculated annually using formulas incorporating property valuations and calls for service. Copies of each fire contract are included in Appendix D.

The City Structure

The City of Medina is a Minnesota statutory Plan A city governed by a five-person Mayor-Council. The City Administrator serves at the will of the Council and oversees all department heads. The Director of Public Safety oversees the delivery of all Police and Fire services in the community and reports to the City Administrator. Fire services in the City of Medina are currently delivered by four contracted agencies. The City does not currently employ any fire department staff directly.

The Future; Reason for Further Study

The City is experiencing growth, but at a slower rate than projected 10 years ago. According to the Metropolitan Council projections included in Medina's 2040 Comprehensive Plan, Table 3A, the city will grow from 2020-2040 at roughly half the rate than what the city grew from 2000-2020. The city is forecasting to have less than 9,000 residents by 2040. Medina is committed to providing the most efficient and effective delivery of fire services while making appropriate and timely investments in fire services. Below are the highlighted issues from the 2018-2019 strategic planning sessions (Appendix E) with the four Fire Chiefs who provide services to Medina:

- All four departments respond to most of the fire calls in less than 10 minutes with at least four firefighters. The group concluded that, if a department fell below the five-minute standard of rolling a firetruck from its station, Medina would need to make changes to fire services.
- Personnel Recruiting issues: recruitment and retention of volunteer fire fighters appears to be a common issue and the most critical issue for all the departments. Departments also reported difficulty with daytime response. The group also discussed the possibility of "job-sharing" with other City departments and Federal Labor Standards Act (FLSA) issues with pay. Departments also discussed the current use of Duty Officers to respond to calls. While the use of Duty Officers enhances a department's efficiency, the

Duty Officers themselves often are over-taxed with a high number of calls. Departments discussed the possibility of hiring duty crews for daytime coverage. The Long Lake Fire Department will be trying a pilot program this summer. The four chiefs discussed the administrative burdens and the need for future full-time positions. Finally, the four chiefs discussed the cancer risks of firefighting, which are seriously impacting recruitment and retention of firefighters.

- Three of the four fire departments need to enhance fire stations. Funding of capital improvement costs (both facilities and equipment) was acknowledged to be a critical issue facing the departments and affecting the delivery of fire and emergency services. The four chiefs expressed concern whether the cities they serve will collaboratively work together to address capital improvement costs – different city councils at different times have varying views on budgeting and planning for capital improvements.
- The rising cost of emergency response services – Medina staff worked with the four chiefs to put together a 10-year projected fire capital spreadsheet. Facility costs could add approximately \$280,000 per year to Medina’s fire budget. Future personnel cost could add approximately \$516,000 by 2030 to Medina’s fire budget.

The purpose of the study is to guide the City in making future fire service decisions with sufficient autonomy and foresight to allow the City to act independently while capitalizing on available partnerships and collaborations to maintain current service levels, so that the City can control cost into the future wherever possible.

On July 1, 2019, the City of Medina received a letter from the Hamel Volunteer Fire Department Board of Directors (Appendix F). The letter requested the formation of a Fire Department Transition Study Group to “investigate and determine the feasibility of transitioning Hamel Fire to a municipal fire department. Discussion on this option took place between the two groups from September to November of 2019.

After these discussions, it was determined by the Medina representatives that the City should consult with an expert to determine if transitioning the Hamel Fire Department to a municipal fire department made long-term, fiscal sense or if other fire service options would better serve the City of Medina.

Scope of Work

The City of Medina is seeking a qualified and innovative fire service expert to thoroughly study all viable future fire service models to determine what is the most effective long-term strategy for our community. The study should include looking into the following options, identifying barriers and potential solutions, while taking into consideration population and density, recruiting issues, future leadership, and equipment and facility needs:

1. Evaluate implications (positive and negative) to the City in considering the possible transition of Hamel Fire to a municipal department
 - a. With existing Hamel Fire assets donated to the City
 - b. Without existing Hamel Fire assets donated to the City (but recognizing the City’s right to acquire such assets pursuant to the terms of the contract).
2. Evaluate and summarize the existing fire service coverage and contracts to determine what the fire model would look like into the future, how changes would impact neighboring fire departments, and what possible issues may arise if we continued with the status quo.
3. Provide a public input Town Hall Meeting or public forum with an educational component facilitated by the consultant. Include funds for a mailed meeting notice to approximately 2,200 households for the meeting. Receive and report back on Medina residents’ input

regarding the future of fire services. Educate on current structure and future monetary impacts. How does Medina maintain fire services for equal or better service for equal or better cost?

4. How can Medina enhance our relationships with our fire departments? We have good services today, how do we keep this in the future?
5. Look into other fire service options for Medina such as:
 - a. Medina hiring a fire chief to manage fire services/contracts
 - b. New Fire Services RFP model – One area fire department chief leads fire services for Medina and manages contracts for the other fire departments serving areas of Medina.
 - c. Partnering with neighboring fire departments for services, creating a regional Joint Powers Agreement, and/or other means to cooperate.
 - d. Recommendations on other options for fire services in Medina using best practices currently available to provide efficiencies and enhance economies of scale.
6. Evaluate possible future transitions for fire services in Medina such as transitions from volunteer model to full-time Fire Chiefs, Duty Crews, etc.
7. Evaluate Current fire station locations and conditions, replacement schedule; taking into consideration:
 - a) Projected growth
 - b) Political boundaries and mutual aid partner fire stations
 - c) Firefighters to fill the stations in 0-2 years, 5-10 years and beyond
 - d) Funding options

Required Meetings

The consultants shall provide regular project updates and arrange at least the following meetings:

1. Project initiation meeting with city staff and Council representatives.
2. Onsite community visits to evaluate existing facilities and equipment.
3. Town hall meeting or public forum with educational component facilitated by the consultant.
4. Draft report meeting with city staff and Council representatives.
5. Formal public presentation of the final report to the Council and staff with time for questions.

Proposal

Submitted proposals must include:

1. A letter outlining the firm and its background with five professional references.
2. A letter outlining the consultant's personnel that will be assigned to the project and their professional backgrounds, including who will be designated as the lead on the project.
3. A list of 5 similar studies conducted by the firm, including contact information, conducted within the past 5 years.
4. A project outline with estimated timelines including a work plan and methodology.
5. A detailed meeting list indicating when meetings will be conducted, the purpose of the meetings, and whose attendance will be necessary.
6. A list of additional recommendations or considerations for the Fire Service Comprehensive Growth Plan (if applicable).
7. The cost for unanticipated additional meetings or added time.
8. The total anticipated project cost including a "not to exceed cost."
9. The submission shall be signed by the person(s) in the responder's firm or corporation

who is authorized to ultimately sign a Contract with the City of Medina and who is authorized to respond to questions or provide clarity to the submission.

10. The same person who signs for the firm as required in #9 above shall also certify and warrant, in writing, that the information provided in the proposal is true, correct and reliable for purposes of evaluation for the potential award of a contract and that the firm has complied with the Bidders' Ethics and Collusion requirements laid out within this RFP.

Costs of Proposal

All costs of preparing a proposal in response to this RFP shall be borne by the proposing firm.

Timeline

The City of Medina will be applying for funds from the State Fire Marshal Service Planning Grant Program to complete this study. The grant application deadline is December 31, 2019. The City of Medina will be notified by February 2020 if our application has been accepted. The study will be able to begin upon notice of receiving the grant funds. If grant funds are not received, the study will not move forward at this time. If grant funds are awarded to the City of Medina, this will be the tentative timeline:

January/February 2020: Notice of grant funds awarded

February 2020: Project initiation meeting

February-April 2020: Onsite community visits to evaluate existing facilities & equipment

Summer 2020: Public forum/Town Hall meeting with educational component

September 2020: Draft report meeting with city staff and council representatives

October 2020: Formal public presentation of final report

Cancellation

The City of Medina reserves the right to cancel any contract/agreement, at any time, for any reason, with thirty (30) days prior written notice to the consultant.

Bidders' Ethics and Collusion

Collusive Bidding: Any firm that submits a proposal in response to this RFP must certify that the firm's proposal was arrived at independently and was submitted without collusion with and without any agreement, understanding or planned common course of action with any other entity which submits a proposal in response to the RFP. Any firm that is found to have engaged in collusive bidding shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Bribery: Any firm that attempts to influence a City official to award this contract to such proposer's firm by offering or promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

Conflict of Interest: Any firm that submits a proposal in response to this RFP shall disclose a list of all entities with which it has a relationship that create, or appear to create, a conflict of interest with the work that is contemplated in this Request for Proposals. The disclosure should include the name of the entity, the firm's relationship with that entity, and an explanation of the conflict or potential conflict. Any firm that knows or reasonably should know of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a

written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known or reasonably discoverable financial interest shall result in the firm's disqualification from further consideration of award of this contract.

Minnesota Government Data Practices Act Compliance

Any firm that submits a proposal in response to this RFP must agree that all data created, collected, received, stored, used, maintained, or disseminated in performing a governmental function is subject to the requirements of the Minnesota Government Data Practices Act.

Identification of Trade Secret Data

All materials submitted by a firm in response to this RFP shall become the property of the City and shall become public in accordance with Minnesota Statute 13.591, Subd. 3, after the evaluation process is completed.

If a firm submits data in response to this RFP which it believes to be "trade secret data" as defined by Minnesota Statute 13.37, the firm must: 1) clearly mark all "trade secret data" in its proposal, at the time of submission; and 2) include a statement with each "trade secret data" designation justifying the designation; and 3) agree to defend the City in any action seeking release of the designated data and indemnify and hold harmless the City from any judgments, awards, liabilities, and costs, including reasonable attorneys' fees, awarded against the City to the party requesting the data and any and all costs of the defense of such claim. Pursuant to Minnesota Statute 13.591, the City maintains discretion to make a final decision as to the designation of data as "trade secret data", even if it is asserted to be "trade secret data" by the proposing firm.

Award Criteria

The project shall be awarded to the firm and/or consultant(s) whose qualifications are deemed to best provide the services desired, taking into account the requirements, terms, and conditions contained in the request for proposals. The City will consider conformity with the scope of work requested, the performance period, the delivery terms, and the estimated project cost in making its award decision. The City has the absolute and sole discretion in making an award under this RFP. The City may, at its sole and absolute discretion, decide to not issue an award if the City deems it to be in the best interest of the City.

Questions and Contact Information

Proposal submissions and questions relating to this request for proposals must be submitted in writing to:

City of Medina
Attn: Ed Belland, Director of Public Safety
600 Clydesdale Trail
Medina, MN 55340
Email: ed.belland@medinamn.gov

To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all other respondents.

**Proposals Must Be Received by the City No Later Than:
December 5, 2019 at 12:00 pm**