



CITY OF WEST HAVEN

**DEPARTMENT OF FINANCE
355 MAIN STREET
WEST HAVEN, CT 06516
(203) 937-3620**

REQUEST FOR PROPOSAL

**NOTICE IS HEREBY GIVEN THAT SEALED BIDS ON THE FOLLOWING WILL BE RECEIVED AT THE
DEPARTMENT OF FINANCE UNTIL: 11:00 AM, WEDNESDAY, OCTOBER 24, 2018**

FIRE DEPARTMENT CONSOLIDATION STUDY

SOLICITATION # 2018-35

**AT THE FOLLOWING TIME THEY WILL BE PUBLICLY OPENED AND READ
THE CITY OF WEST HAVEN RESERVES THE RIGHT TO ACCEPT ANY OR ALL THE OPTIONS, BIDS OR
PROPOSALS; TO WAIVE ANY TECHNICALITY IN A BID OR PART THEREOF SUBMITTED, AND TO
ACCEPT THE BID DEEMED TO BE IN THE BEST INTEREST OF THE CITY OF WEST HAVEN**

PLEASE NO PHONE CALLS

QUESTIONS MUST BE EMAILED TO ROBERT SANDELLA AT:

rsandella@westhaven-ct.gov

**CITY OF WEST HAVEN
GENERAL INFORMATION TO BIDDERS**

I. PROPOSAL:

Proposals must be enclosed in a sealed envelope. The envelope shall be addressed to the Comptroller's Office, City of West Haven, 355 Main Street, West Haven, CT. 06516 with the particular bid No., The name and address of the bidder should appear in the upper left-hand corner of the envelope. Failure to have this information on the envelope or bid in an envelope will result in disqualification from bidding. Failure to enclose a Bid Surety with your proposal and failure to sign proposal sheet and fill out proposal sheet, vendor background or any form enclosed in the bid or acknowledgement of addendum will result in disqualification from bidding. Bidders are required to submit **five copies** of their proposals.

Bidders are cautioned that it is the responsibility of each individual bidder to assure that his/her bid is in the possession of the responsible official (city of West Haven, Comptroller's Office) prior to the stated time and place of bid opening. Owner (city) is not responsible for bids delayed by **MAIL or DELIVERY SERVICES** of any nature.

II. BID SURETY:

A bid surety is not required. The bid surety may be in the form of a Bid Surety written by a company authorized to write Bid Surety's in the State of Connecticut, a certified check or legal tender may be drawn-pay to the order of **TREASURER CITY OF WEST HAVEN.**

Successful Bidder (s) surety will be retained by the City until they have fulfilled their obligation with the City of West Haven. All unsuccessful bidders surety's will be returned upon award of bid.

A. PERFORMANCE, PAYMENT BONDS:

CGS Sec. 49-41, all municipal construction projects exceeding \$ 100,000.00 dollars are required to provide a bond to insure the faithful execution of the contract according to its provisions, the contractor will be required to give, at his own expense, to the City of West Haven a 100% Performance & Payment Bonds for the full amount of the contract (s) awarded to him. Said Bonds are to be written by a company that writes bonds in the State of Connecticut. A certificate of insurance naming the City of West Haven as additional insurer (see attached insurance information) must accompany the Payment and Performance Bonds.

B. LETTER OF CREDIT:

If a letter is submitted the following information must be included: Irrevocable letter of credit, International Chamber of Commerce 1CC400, this letter of credit must extend 5 to 10 years after final acceptance of completion.

III. ACCEPTANCE OF CHARTER REQUIREMENTS:

The submission of a bid proposal by a supplier, vendor or contractor for the whole or any part of these specifications shall constitute an acceptance by such persons
Conditions as set forth in the Charter and Ordinances of the City of West Haven in relation to bid proposal, and the award of the contract.

A. PREFERENCE FOR LOCAL VENDORS:

An ordinance effective on 6/22/95 regarding “**PREFERENCE FOR LOCAL VENDORS**” If any Local Bidder whose quote is within 10% of the Low Bidder, the Local Bidder may accept the award of the low bid.

B. TAX EXEMPT:

The City of West Haven is exempt from payment of Federal and State Taxes including Transportation tax.

C. TIME OF DELIVERY:

Any materials or services contracted for under said bid shall be delivered at such times and to such places as may be ordered by the Comptroller's Office for the City of West Haven or an authorized representative (s); provided, however, that the contractor shall in no case, make deliveries exceeding in value the amount of the purchase orders issued for such deliveries.

D. INTENT:

Name of makes, models, brand names mentioned herewith are intended to be descriptive only and not restrictive. They are intended to indicate to the bidders the type of equipment desired. The City of West Haven reserves the right to select the materials or services best suited for its needs.

The bidder is to clearly state in his bid exactly what he intends to supply, and he is to furnish with his bid a cut or illustration or other descriptive matter which will clearly indicate what, he proposes to supply.

The City of West Haven reserves the right to accept or reject any or all the options, bids or proposals; to waive any technicality in a bid or part thereof submitted, and to accept the bid deemed to be in the best interest of the City of West Haven.

Bid forms that are illegible or that contain omissions, alterations, additions, or items not called for in the bidding documents may be rejected . In the event any bidder modifies, limits, or restricts all or any part of his bid form in a manner other than that expressly provided for in the bid documents; its bid form may be rejected.

IV. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE:

The supplier, vendor, contractor, and/or bidder agrees: To incorporate Equal Opportunity Employment as described by State and Federal Statute

A). He will not discriminate against any employee or applicant for employment because of race, color, sex, creed, national origin or ancestry. He will take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to race, color, sex, creed, national origin or ancestry. Such action shall include, but not be limited to the following:

B). Employment, upgrading, demotion or transfer, recruitment or recurrent advertising; layoff or termination; rates of pay or other forms of compensation, and selection for training, including apprenticeship. He further agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the City setting forth the provisions of this non-discrimination clause.

C). The supplier, vendor, contractor and/or bidder will, in its solicitations for employees, agree that all qualified applicants will receive consideration for employment without regard to race, color, sex, creed, national origin or ancestry.

D). The supplier, vendor, contractor and/or bidder agrees to cooperate fully with the City of West Haven and/or any of its agencies to insure that the purposes of the non-discrimination clause are being carried out.

PROPOSAL SHEET

Pursuant to and in compliance with your advertisement for bids and the information to bidders related thereto, the undersigned hereby offers to furnish all labor, materials, supplies, equipment and other facilities and things necessary to proper for, or incidental to furnishings and installing as required by and in strict accordance with the specifications and all addenda issued by the City of West Haven, for sum (s) set forth on the proposal sheets immediately following. The undersigned further agrees to make good any damages incident to delivery and/or installation.

The specifications for these items, including installation where required, and hereby recognized and considered a part of this contract. Any deviations from attached specifications are to be noted in detail.

ADDENDUM RECEIPT: Receipt of addenda acknowledged. *It is the bidders responsibility to secure any addendums to projects or services.*

ADDENDUM	DATE	ADDENDUM	DATE
1. _____	_____	2. _____	_____

Date of Completion _____ (construction projects)

Total amount of bid \$ _____
Figures

Total amount of bid \$ _____
Words

COMPANY _____

Address _____

Authorized
Signature _____

For above proposal

Title _____

Date _____

BID SURETY:

Bid Bond _____ Bank CK. \$ _____ # _____

Certified CK. \$ _____ CK. # _____

**VENDOR BACKGROUND DATA
COMPANY INFORMATION**

Name _____

Address _____
Street City State Zip Code

Email Address _____

Phone NO. _____ Fax NO. _____

President _____

Vice President _____

Secretary _____

Treasurer _____

NO. of Employees _____ Years in Business _____

Year Organized _____ Year Incorporated _____

Have you ever failed to complete a contract? Yes _____ No _____

If yes, explain _____

REFERENCES:

COMPANY	CONTACT	PHONE NO.
_____	_____	_____
_____	_____	_____

OTHER MUNICIPAL CONTRACTS:

CITY	YEAR	CONTACT	PHONE NO.
_____	_____	_____	_____
_____	_____	_____	_____

LITIGATION DISCLOSURE

Failure to fully and truthfully disclose the information required by this litigation disclosure form may result in disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Has any member of your Firm/Company to be assigned to this engagement ever been indicted or convicted of a felony in the last five (5) years?

YES **NO**

2. Has any member of your Firm/Company been terminated (for cause or otherwise) from any work being performed for any Federal, State or Local Government, or Private Entity?

YES **NO**

3. Has any member of your Firm/Company been involved in any claim or litigation with any other Federal, State or Local Government, or Private Entity during the last five (5) years?

YES **NO**

If you have answered "YES" to any of the above questions, please indicate the name(s) of the person(s) and firm, the nature, and the status and/or outcome of the indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

Signature/Title of Authorized Representative

Date

PROPOSER'S NON COLLUSION AFFIDAVIT FORM

The undersigned proposer, having fully informed himself/herself/itself regarding the accuracy of the statements made herein, certifies that:

- (1) The proposer developed the proposal independently and submitted it without collusion with, and without any agreement, understanding, communication or planned common course of action with, any other person or entity designed to limit independent competition;
- (2) The proposer, its employees and agents have not communicated the contents of the proposal to any person not an employee or agent of the proposer and will not communicate the proposal to any such person prior to the official opening of the proposal and award.
- (3) No elected or appointed official or other officer or employee of the City of West Haven is directly or indirectly interested in the proposer's proposal, or in the supplies, materials, equipment, work or labor to which it relates, or in any of the profits thereof.

The undersigned proposer further certifies that this affidavit is executed for the purpose of full disclosure to the City of West Haven to consider its proposal and make an award in accordance therewith.

Legal Name of Proposer

(signature)
Proposer's Representative, Duly
Authorized

Name of Proposer's Authorized
Representative

Title of Proposer's Authorized
Representative

Subscribed and sworn to before me this _____ day of _____, 2018.

Notary Public
My Commission Expires:

AWARDED CITY OF WEST HAVEN CONTRACTS

Has your ever been awarded a contract to do work for the City of West haven in the past?

If yes to the question above, please list.

Has your company ever failed to complete a contract with the City Of West Haven?

Yes _____ No _____

If yes to the question above , please explain.

I _____ Principal _____
(Name) (Title)

OF _____
(Company)

Certify that the above information is true and my company is located in the City /Town of _____
_____ above address.

Date: _____

Signed: _____

CONTRACTORS LIABILITY INSURANCE REQUIREMENTS

The Insurance required by this contract shall be written for not less than the following, and greater if required by law: ***Failure to maintain insurance requirements will result in the immediate termination of the contract.***

1. Worker's Compensation:
 - a. State: Connecticut – Statutory
 - b. Applicable Federal (e.g. Longshoremén's): Statutory
 - c. Employer's Liability: \$1,000,000.00 per accident

2. Comprehensive or Commercial Liability (Including Premises – Operations; Independent Contractors Protective; Products and Completed Operations; Broad Form Property Damage): Contractual Liability and personal Injury
 - a. 1,000,000.00 each occurrence C.S.L.
 - b. 1,000,000.00 Personal & Advertising Injury
 - c. Products and Completed Operations Insurance shall be maintained for five (5) years after final payment.
 - d. Property Damage Liability Insurance shall provide X,C. and U coverage
 - e. Broad form property damage coverage shall include completed operations

3. Comprehensive automobile Liability: (included owned, non-owned and hired vehicles) Limited: \$1,000,000.00 each accident (CSL) (BI & PD)

4. Umbrella Excess liability \$1,000,000. each occurrence

BID SPECIFIC DOCUMENTS

CITY OF WEST HAVEN FIRE DISTRICT CONSOLIDATION STUDY

1.0 PURPOSE

The intent of this Request for Proposal (RFP) is to obtain firm fixed hourly price proposals from qualified firms specializing in the evaluation and analysis of consolidation of public safety or municipal operations for the City of West Haven, Connecticut.

The City seeks firms that will evaluate, benchmark and provide best practices information pertaining to the consolidation of public safety services and implementation methods for achieving this goal efficiently. This analysis will include, but not be limited to the following:

- 1.1. Conduct a comprehensive review and evaluation of the City's two independent fire departments and one City operated fire department
- 1.2. Conduct a comprehensive review and evaluation with the purpose of making recommendations on the feasibility of consolidating the City's two independent fire districts and one City operated fire department into one City operated fire department. This will include current facilities, infrastructure and personnel.
- 1.3. Provide recommendations, including staffing recommendations, for implementing any changes to the organizational model arising from the study and especially focused on providing operational efficiency and effectiveness and overall public safety.
- 1.4. Provide financial analysis of pension, healthcare and, workers compensation with recommendations assessing long term impact on City finances.

2.0 COMPETITION INTENDED

It is the City's intent that this RFP encourage competition. It shall be the respondents responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements

stated in this RFP by writing the Purchasing Agent not later than fifteen (10) days prior to the date set for acceptance of proposals.

3.0 BACKGROUND INFORMATION

- 3.1 The City of West Haven currently has two independent fire districts and one City operated fire department. Each of the departments covers a specific geographic area and population. Each department has its own command structure, facilities and apparatus. Each enjoys certain legal rights under Connecticut law. All three departments have the ability to levy a separate mill rate to fund services.

4.0 RESPONDENTS MINIMUM QUALIFICATIONS

Respondents must demonstrate that they have the resources and capability to provide the materials and services as described herein. All respondents must submit the documentation indicated below with their proposal. Failure to provide any of the required documentation shall be cause for proposal to be deemed non-responsible and rejected.

The following criteria shall be met in order to be eligible for this contract:

- 4.1 Respondents shall provide proof of experience in performing consolidation of government services consulting/analysis work for organizations with a similar size and scope of the City, for a minimum of five (5) years.
- 4.2 Respondents shall include with their proposal a list of all comparable contracts, to include the number of years in use. The list shall include company name, company contact, address and telephone number, description of work performed, and the total value of the contract.
- 4.3 Respondents shall provide resumes of all key personal .

5.0 SCOPE OF SERVICES

All proposals must be made on the basis of, and either meet or exceed the requirements contained herein. All respondents must be able to provide:

- 5.1 A comprehensive review and evaluation of all three fire departments. Make recommendations to consolidate into a single entity all three departments by providing a model for implementation in legal, financial and organizational terms.
- 5.2 An evaluation and comprehensive review of the City's current fire structure public safety dispatch operations, facilities, apparatus and financial viability organizational models, governance and accountability structure.
- 5.3 A comprehensive report, including but not limited to: an executive summary, a description of the project and methodology, description of the work performed, a summary of all findings for West Haven. A detailed description of all recommendations (including estimated costs and staffing impacts), an outline of recommended next steps to implement the recommendations, and appendices, or compendium document as necessary for relevant data collected, analyzed and developed as part of this report.
- 5.4 Attendance at any meetings with City Administrators and/or his/her designated staff to discuss the project and tasks to be performed, the methodology to be used, the key personnel to be involved in the project and the accessibility of the Firm's point of contact.
- 5.5 Conduct meetings with key stakeholders as necessary to clarify, identify and validate relevant issues and challenges,
- 5.6 Provide written progress reports to the City, if requested.
- 5.7 A comprehensive presentation in-person summarizing the written report inclusive of a Microsoft PowerPoint document to be given on up to four (4) occasions to key personnel

7.0 EVALUATION OF PROPOSALS:

The criteria set forth below will be used in the receipt of proposals and selection of the successful respondent. The City will review and evaluate each proposal and selection will be made on the basis of the criteria listed below.

- A. Demonstrated ability to meet or exceed all requirements

- B. Credentials and related experience
- C. Cost of Service
- D. Compliance with Contract Terms and Conditions contained in Section 5.0

8.0 PROPOSAL SUBMISSION FORMAT

Respondents are to make written proposals that present their qualifications and understanding of the work to be performed. Respondent shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be considered nonresponsive and rejected.

8.1 Executive Summary Letter to include:

- A. A commitment to perform the work as required in the RFP.
- B. A statement as to why the firm believes itself to be the best qualified to perform the work.
- C. Any uniquely specific information the respondent wishes to highlight.

8.2 Ability to meet or exceed all requirements

- A. Capability to demonstrate knowledge of consolidation of public safety or municipal operations. Ability to perform detailed and comprehensive analysis. Capable of writing comprehensive reports inclusive of detailed analysis and recommendations. Competent at presenting concepts and recommendations to executives in a clear, concise and effective manner. Effective at delivering high quality work on time as scheduled.
- B. Describe firm's process for analyzing such projects.
- C. Respondent shall include a proposed timeline for completion of the project.

8.3 Staffing, credentials and related experience

- A. Describe the staff and other resources you will assign to this contract.
- B. The respondent shall include the principal project manager for the study and include information on who will be responsible for authoring the study report.
- C. All respondents shall include, with their proposals, a list of at least three

current references for whom comparable work has been performed. This list shall include company name, person to contact, address, Telephone number and email address.

- D. Describe your firm's experience in providing similar services.

8.4 Cost of Services

Provide a detailed breakdown of all hourly charges and estimated hours to complete.

9.0 INSTRUCTION FOR SUBMITTING PROPOSALS

9.1 Preparation and Submission of Proposals

- A. Before submitting a proposal, read the ENTIRE solicitation including the Terms and Conditions. Failure to read any part of this solicitation will not relieve a respondent of the Contractual obligations.
- B. Pricing must be submitted on RFP pricing form only. Include other Information, as requested or required.
- C. All proposals must be submitted to the department of finance in a sealed envelope. The face of the sealed container shall indicate the RFP number, time and date of opening and the title of the RFP.
- D. All proposals shall be signed in ink by the individual or authorized principals of the firm.
- E. **Submissions must be made to the: City of West Haven, Department of Finance, 355 Main St, West Haven, CT 06516 by 11:am, October 24, 2018 . Attn Robert Sandella**

10.0 COST PROPSAL

Hourly Cost \$ _____

Total Study Cost _____

Firm

Authorized Agent

Date