

City Of Dayton Fire Department

REQUEST FOR PROPOSAL (RFP)

The Requested Services Shall produce a Master Plan for the Dayton Fire Department. The Master Plan Shall Include a Proposed Service Level Plan Consisting of a Risk Reduction Assessment to Aid in Identifying Hazards Within the Community. An Evaluation of The Current Organization and Its Current Capability of Meeting the Proposed Service Level Plan. The Review Shall Create Benchmarks the Organization Can Aspire to While Considering Additional Staffing and Financial Resources Required to Carry Out the Plan. Within the Master Plan data and geographical information system (GIS) analysis should be included to support recommendations.



FIRE DEPARTMENT MASTER PLAN

City Of Dayton Fire Department
12260 S Diamond Lake Rd
Dayton, Minnesota 55327
Phone: 763-323-4001 | Fax:
ghendrickson@cityofdaytonmn.com

Prepared By: Gary Hendrickson
Date: September 22, 2022

REQUEST FOR PROPOSAL
FIRE DEPARTMENT MASTER PLAN
Dayton - Minnesota

PROPOSAL SUBMISSION DEADLINE: October 7, 2022, 12:00 PM close of business
QUESTION SUBMISSION DEADLINE: September 30, 2022

Questions may be submitted in written form to:

Contact Name: Fire Chief Gary Hendrickson
Address: 12260 S Diamond Lake Rd, Dayton, MN 55327
Telephone Number: (763) 323-4001
Email Address: ghendrickson@cityofdaytonmn.com

INTRODUCTION

City Of Dayton Fire Department invites and welcomes proposals for their Fire Department Master Plan project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 12260 S Diamond Lake Rd, Dayton, Minnesota 55327.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding All questions shall be directed to, contact:

Name: Gary Hendrickson
Title: Fire Chief
Phone: (763) 323-4001
Fax: (763) 323-4018
Email: ghendrickson@cityofdaytonmn.com

PROJECT OBJECTIVE

The objective and ultimate goal for this project is develop a Master Planning document to guide the department's growth and operations through quantitative data, GIS and stakeholder engagement to include residents.

PROJECT SCOPE AND SPECIFICATIONS

The City of Dayton is located along the shores of the Crow and Mississippi Rivers and is shared between Hennepin and Wright Counties. We are a progressively growing community with a population of approximately 7,262 (based on the 2020 Census). Dayton is located along the I-94 corridor and is only 20 minutes from downtown Minneapolis, and 30 minutes from downtown St. Paul.

The Dayton Fire department (DFD) was founded in 1962. The original fire station was located at the intersections of Dayton River Road. and Robinson Street. in old town Dayton. Today's stations one and two were both built in the 1980's. The DFD fleet currently consist of three engines, two rescue trucks, two rescue boats, two utility trucks, and a tanker. The newest addition, Engine 12, is housed at Station 1 and was acquired by the DFD in July of 2021.

Dayton is one of the fastest growing cities in Minnesota. In spite of unprecedented growth, we remain committed to providing trusted and professional care to our residents. The population increase and thousands of new structures create new and exciting challenges for the DFD. We are working hard to keep up with the growth by increasing our training hours, our number of firefighters and by keeping our equipment up-to-date.

When fully staffed, there are 36 members who continuously train in order to become more effective and efficient at protecting lives, homes, and other property from fire and other disasters. Currently, there are 24 paid-on-call firefighters and a full-time Chief in the DFD. Our paid-on-call firefighters include an Assistant Chief, four Line Officers and a Public Education Coordinator. In addition to fighting fires, our members are trained as First Responders and are first on-scene for all of Dayton's medical emergencies. The DFD responds to nearly 400 calls of various nature each year.

The Project Scope and Specification are:

The project's overall scope shall outline how the fire department can grow in parallel with the community while understanding the expectations of those we serve. The project scope must include the optimum level of service the community should consider based on projected population growth and the growing calls for service. Additionally, it shall incorporate what capital and personnel investments will be required to meet the community's expectations.

The Dayton Fire Department seeks to provide the best possible level of service to city residents in the most cost-effective manner possible. Specifically, the City seeks to have properly trained staff to the scene of an incident with the right equipment in the least amount of time possible while maintaining a fiscally responsible department. The City of Dayton seeks a consultant to conduct a comprehensive performance and management study of the Dayton Fire Department. This includes analyzing the Department organization, budget, policies, deployment, equipment, capacity and related variables that support or constrain Department needs into the future. The Fire Chief will manage this process and the City Council shall be provided an opportunity to meet with the consultant during the project.

The first step in any consulting analysis should be to conduct a detailed and thorough assessment of the current situation. When providing a group of services or tasks over time, delivery of these services may become routine. After a while, the providers of that service may find themselves in the situation where they only "know what they know." This analysis provides an opportunity from an outside perspective to see if there are more effective, efficient, and improved deployment models for service delivery. Once this assessment is completed and current reality is compared with what is considered an appropriate, risk-matched, efficient delivery system, the City Council may make informed decisions as to what services should be delivered and how that will best be accomplished.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

MILESTONE**DATE**

Anticipated Project Start:

January 3, 2023

Project Completion:

June 30, 2023

Presentation to City Council:

July 11, 2023

PROPOSAL BIDDING REQUIREMENTS**PROJECT PROPOSAL EXPECTATIONS**

City Of Dayton Fire Department shall award the contract to the proposal that best accommodates the various project requirements. City Of Dayton Fire Department reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by City of Dayton Fire Department no later than 12:00 PM close of business on September 23, 2022 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. This will be a best value RFP evaluation. Consideration will be given to criteria such as but not limited to cost, fit, consultant team, and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

City Of Dayton Fire Department reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Minnesota (e.g., business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to City of Dayton Fire Department

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any and all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any or equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from City of Dayton Fire Department, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

References

- Provide 3 references

By submitted a proposal, Bidder agrees that City of Dayton Fire Department may contact all submitted references to obtain any and all information regarding Bidder's performance.