

Request for Proposals
City of Alamosa, Colorado
Alamosa County Fire Protection District
Fire Services Staffing and Operational Analysis
January 23, 2023

Introduction

The City of Alamosa is requesting proposals from qualified consultants to prepare an Assessment of the City of Alamosa's Fire Department and the Fire District which it operates within, the Alamosa County Fire Protection District.

With the increase in run volume for emergency calls and the growing impact of these calls on the Alamosa Fire Protection District, both the City of Alamosa and the Alamosa County Fire Protection District are seeking an analysis of the current fire organization and its detailed make up. Each entity would like information and recommendations on action and direction to reflect best practices for departments of similar size and budget.

Overview

The city of Alamosa is located in Alamosa county in the San Luis Valley at the intersection of Highways US-160, US-285, and CO-17, about 125 miles southwest of Pueblo. Alamosa is located just 15 miles from the Great Sand Dunes National Park. The city, with a population of 9,806 (2020 Census) is a regional hub for education, retail, service, and medical facilities. It is the home of Adams State University with almost 2,000 students and Trinidad State Junior College with approximately 600 students. The major employers are agriculture, healthcare, and government (City, County, K-12, higher education). The city has experienced challenges due to its geographical location and the long-term severe poverty of the area. The City has a very low property tax and depends mostly on revenue generated from sales taxes, of which tourism certainly plays a role. The Alamosa County Regional Airport is south of the city and located next to the city's industrial park. The county of Alamosa, unincorporated population of 6,671, is largely rural-agricultural and is sparsely populated, with the exception of unincorporated East Alamosa, located just east of Alamosa. Other communities include the statutory town of Hooper and the unincorporated town of Mosca.

The Alamosa Fire Protection District is an all-volunteer fire department; the only full-time employee is the Alamosa Fire Chief. All volunteers earn a monthly stipend and pay per call. Alamosa City fire is now responding to upwards of 460 calls for service per year. The City has two unmanned volunteer stations that members respond from to bring fire apparatus to the scene. Pending the results of this analysis, Alamosa City has 32 volunteers and is prepared to increase staffing to 35 members in the coming new year. Under the Fire Chief are 2 Deputy Chiefs, 2 Captains and as positions are filled, 6 Drivers. The remainder of personnel are at the rank of Firefighter. The annual operating budget of the Fire District is approximately \$540,00

whereas the City of Alamosa contributes approximately \$465,000 for the City Fire Department. Full details of the budget will be provided to the successful consultant.

Project Area and Timeframe

The physical scope of the Fire District analysis will include the existing fire district boundaries, extending north to the Stanley Road and encompassing all areas south of that. Smaller volunteer fire districts cover other geographies adjacent to the Alamosa fire district, however the Alamosa Fire District will render mutual aid to anyone within the San Luis Valley. Funding for the Alamosa city department comes from sales tax revenues and mill levies raised through Alamosa County property taxes.

The project should commence, be completed, and presented within a 3-month timeframe. While the City is willing to be flexible on the completion date depending on the scope of assessment and proposed cost, it will place preference on those proposals that can be completed quickly (ideally a 3-month timeframe). The City anticipates the project beginning in March, 2023.

Scope of Services

Listed below is a general description of the tasks to be required of the consultant. In preparing a proposal, the consultant is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the assessment.

- ▶ Call volume and response time assessment
- ▶ Staffing needs assessment, including relevant pay scale analysis for any recommended positions
- ▶ ISO rating overview assessment
- ▶ Operational needs assessment, including organizational structure, station overview, and apparatus needs evaluation
- ▶ Comparison analysis of at least three similar departments based on population coverage, land area coverage, call volumes, and/or staffing structure
- ▶ Financial evaluation including budget overview, revenues/fees assessment, and contract(s) for services review
- ▶ Providing recommendations based on operational and financial projections/findings
- ▶ Considering the consolidation of the department with other local fire/EMS departments and/or districts, including administrative/operational recommendations for such options

The process shall be such that the assessment document will be developed and submitted to the City in topical sections for review, comment and approval. Not only will this enable the project to remain at a manageable scale, but it will allow City Staff to more effectively monitor the progress of the work program.

End Product

The Assessment will be presented in a format and language that is user-friendly and easily comprehensible. Delivery includes data and analysis and subsequent recommendations for organizational structure being mindful of budgetary constraints. The extensive use of maps, graphics and other devices that will enhance the readability and ease-of-use of the Assessment is required. At the completion of the Assessment process, the consultant must provide an Assessment complete with all maps, graphs and tables that will become the domain of the City.

Existing Documents

The successful consultant will receive itemized budgets, organizational charts, and service call breakdowns.

Client Responsibilities

The City of Alamosa shall provide all available existing documentation to the consultant and will make staff available on an as-needed basis. City Staff will schedule, coordinate and make all necessary arrangements for meetings conducted by the consultant during the course of this project.

Submission Requirements

Questions pertaining to the RFP are due no later than 7 days prior to the final submittal deadline. All questions must be submitted in writing. Addenda with those questions and answers will be posted periodically with the RFP.

In order to be considered, 5 copies of the proposal and an electronic copy must be received by the City of Alamosa on or before 5:00 pm, Friday, February 24, 2023. **The electronic copy must be included in the sealed envelope on a media storage device, such as a USB drive. No emailed submissions will be accepted.**

All proposals must be in a sealed envelope marked:

Fire Service Staffing and Operational Analysis Proposals
Attn: Bill Stone
300 Hunt Ave
Alamosa, CO 81101

Each proposal should be limited to 10 pages and shall contain the following information:

1. Outline of proposed work based upon the scope of work attached to this request. The consultant is encouraged to incorporate their own ideas beyond those outlined in the RFP and attached scope of work.
2. A detailed proposed timeline for the completion of the project, including specific areas of concentration (i.e. background documentation, demographic analysis, redevelopment areas, public meetings etc.)
3. A statement of qualifications, relevant experience and key personnel who will be responsible for the execution of this project, including qualifications of any sub-consultants named in the proposal. This may include addendum copies of past projects in cities of similar size.
4. A list of three professional references of similar scope and similar sized communities with mailing address, email address, phone numbers, and date of service.
5. A cost breakdown of the project. The cost shall be all inclusive of the project and include travel, copies, etc.
6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the company during the period of the proposed evaluation.
7. A statement that the proposal is binding for not less than 75 days after the proposal due date.

Copyright Releases

Those firms responding to the RFP shall supply a limited copyright release in order for City Staff to make copies of any copyrighted materials submitted within the proposal.

Selection Process

The deadline for submission of proposals is February 24, 2023 at 5 PM local time.

Representatives from the Fire District shall evaluate all proposals. Several criteria will be closely evaluated, including, but not limited to the following: technical approach to the project, qualifications of consultants, logical capabilities and previous performance with planning projects in similar communities, pricing, and the proposed time frame. Interviews will be limited to a maximum of four (4) consultants.

Following the interview process, the City will attempt to negotiate an agreement with the preferred consultant. If no agreement can be reached with the preferred consultant, that consultant shall be dismissed and the City shall proceed with negotiations with the second-preferred consultant. This process may be repeated as necessary until an agreement can be negotiated that is satisfactory to both parties.

Compensation

Following the selection of a firm and the successful negotiation of an agreement, a contract shall be negotiated between the City and the successful firm. Reimbursement shall be made according to an agreed upon schedule, specified within the contract for a maximum not-to-exceed amount.

Contact Information

Firms responding to this solicitation should mail proposals to and direct all inquiries to:

Bill Stone
City of Alamosa
300 Hunt Avenue
PO Box 419
Alamosa, CO 81101
Email: bstone@ci.alamosa.co.us

City Reservation of Rights

The City of Alamosa reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The City further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the City. The City may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The City also reserves the right to interview only those respondents it determines can provide the most advantageous services and to negotiate with one or more respondents on contract terms acceptable to the City of Alamosa.