

INVITATION TO BID
FIRE SERVICES ASSESSMENT STUDY

Sealed bids will be received at the Office of the Town Clerk, Town of Coventry, Town Hall, 1670 Flat River Road, until 3:00 P.M. on **August 29, 2022** at which time they will be opened and read aloud. The award of the contract will be made by the Town Council as soon thereafter as practical. For full bid package of specs visit www.coventryri.org or www.purchasing.ri.gov.

Specifications and information for bidders may be obtained at the Office of the Town Clerk. Bids are to be submitted on forms furnished by the Town and completed bid forms are to be deposited with the Town Clerk no later than 3:00 P.M. on **August 29, 2022**.

The Bid Envelope must be clearly marked "**FIRE SERVICES ASSESSMENT STUDY**".

TOWN OF COVENTRY

Joanne Amitrano
Town Clerk



REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

1. Introduction

The Town of Coventry, Rhode Island 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 service to the community no less than commensurate with the level and quality of service now received by the Town and its residents. Coventry is a rural and suburban community with a population of 35,681 and a geographic area of sixty-four square miles. The Town is currently served by four independent fire districts; Central Coventry Fire District, Coventry Fire District, Hopkins Hill Fire District and Western Coventry Fire District (Appendix A – Map). Each district is unique and varies by geographic area, population, zoning, taxation, assets, services, utilization of personnel and expenditures. The fire districts provide fire protection for the entire Town of Coventry. They also provide response to accidents, medical calls, hazardous materials incidents, and emergency management situations.

2. Project Description

The Town of Coventry, Rhode Island is soliciting qualifications to engage professional services to conduct an assessment of the capacity, level of service and sustainability of the fire and life safety services currently being provided by the *Central Coventry Fire District, Coventry Fire District, Hopkins Hill Fire District and Western Coventry Fire District. Sustainability is defined as the ability to maintain service based on current levels for the next five, ten and twenty years. This study will evaluate the legal, political and administrative structure, budget, staffing, assets, policies and procedures, coverage area, services, and performance metrics to make such a determination for each district. The study will identify strengths, weaknesses, risks and opportunities in the context of the*

following criteria: overall level of service, value for the level of service, deficiencies in services, sustainability of services. This study is being requested by the Coventry Town Council to better understand how these districts are serving the community in terms of the capacity, level of service and sustainability for fire and life safety. A product of this study will also indicate recommendations for optimizing the cost effectiveness for delivering these services on a uniform and consistent basis to all residents in the Town.

All fire districts are organizations independent of and not under the control of the Town. Each is a self-governing body politic of the State of Rhode Island; each with its own elected body and power of taxation subject to approval by the voters within the district. The Town of Coventry does not employ any fire department staff directly. However, the Town contracts with the Hopkins Hill Fire District for dispatching services.

3. Scope of Work

The Town of Coventry is seeking a qualified and innovative fire service expert to thoroughly study all viable fire service models to determine the most effective future alternatives as a long-term strategy for our community. The study should include looking into the following options; status quo (with recommendations), district consolidation (two, three or all), replacement of districts with a Town Fire Department. Each alternative should take into consideration their respective advantages and disadvantages, barriers, opportunities, strengths and weakness for operations, and its merits for long-term sustainability.

Environmental factors:

Population, density, structure types, equipment needs, facility needs, staffing needs, recruiting issues, future leadership, governance model and legal structure.

1. Evaluate and summarize existing fire service coverage and contracts to determine what the model for fire services might look like in the future, how changes would impact the fire districts and neighboring fire departments/districts, and what possible issues may arise if we continue with the status quo.

2. Evaluate implications (positive and negative) to the Town in considering the possible transition to a municipal department.

Identify legal requirements, barriers and potential solutions, while taking into consideration practical concerns such as logistics and costs.

a. With existing assets being donated to the Town.

b. Without existing assets being donated to the Town; but allowing the Town the right to acquire such assets.

c. Assets remain the property of the fire districts

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 17,000 households for the meeting. Receive and report back on Coventry residents' input regarding the future of fire services. Educate on current structure and future monetary impacts. How does Coventry optimize fire services at equal or better service levels for equal or better cost?

4. How can Coventry enhance relationships with our fire districts? We have good services today, how do we keep this in the future?

5. Look into other fire services options for Coventry such as:

a. Partial district consolidation through single administration of a town-wide fire chief to manage fire services/contracts.

b. New Fire Services model – One area fire district chief leads fire services for all Coventry fire districts and manages contracts for the other fire districts serving areas of Coventry.

c. Partnering with neighboring fire departments for services, creating a regional Joint Powers Agreement (a more formalized and empowered governing structure than what is afforded by mutual aid agreements), and/or other means to cooperate.

d. Recommendations on other options for fire services in Coventry using best practices currently available to provide efficiencies and enhance economies of scale.

6. Evaluate possible future transitions for fire services in Coventry 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

e) Evaluation of fire stations to determine the compliance with current codes, building, fire, ADA, etc.

8. A substantial portion of Fire District operations includes emergency medical response/rescue services. Evaluate the merits of handling this service within the various models considered by this study or as a separate operation managed publicly or privately.

4. Contract Terms

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

1. Project initiation meeting with town staff to agree on performance metrics at first meeting.
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.

5. Proposal Requirements

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 Town of Coventry 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.

BIDDER INFORMATION FORM

Name of Bidder: _____

FIRM NAME AND ADDRESS OF BIDDER – This bid is submitted in the name of:

FIRM NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

COMPANY LICENSE #: _____

BY: _____

(Signature)

TITLE: _____

SIGNED THIS _____ DAY OF _____, 2022.

ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Town Manager of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND

COUNTY OF _____

I, _____ (name of party signing affidavit) _____ (title), being
duly sworn, do depose and say: On behalf of _____ (name of Contractor), that
said Contractor has not, either directly or indirectly, entered into any agreement, participated in any
collusion, or otherwise taken any action in restraint of free competitive bidding in connection with
Coventry contracts.

Contractor: _____

By: _____

(print name)

Signature: _____

Sworn to before me this ____ day of _____, 2022

My commission expires _____.

Signature and Seal of Notary Public

LIABILITY/INSURANCE

Liability:

The Contractor shall and does assume all liability under the terms of the Workmen's Compensation Law of the State in which the work is being performed.

Contractor assumes all liability for injury to persons or damage to, or loss of property of (a) Contractor, his agents or employees, (b) Owner, its agents or employees, and (c) any other person, firm or corporation arising in any way directly or indirectly out of the performance of this Contract whether or not such injury, damage, or loss is due to the negligence of the Contractor, its agents or employees. This foregoing assumption of liability by Contractor shall include, without limiting the generality of the foregoing, any injury, damage, or loss arising out of the operation of motor vehicles. This assumption of liability by Contractor shall also include, without limiting the generality of the foregoing, any injury, damage or loss (1) arising out of the negligence of Contractor, (2) arising out of the joint or combined negligence of Contractor and Owner, (3) arising out of the negligence of a third party or parties and Contractor, or (4) without limiting in any way the foregoing, arising in any way, directly or indirectly out of the conduct or occurrence not fully limited to the separate sole negligence of the Owner as proven by Contractor or third party.

Should the Owner or an agent or employee of the Owner be made a party to any suit or proceeding, even though such suit or proceeding is groundless, false or fraudulent, arising out of injury, damage, or loss for which the Contractor assumes liability under this Contract, the Contractor will defend such suit or proceeding and shall indemnify and hold harmless the Owner, its agents or employees, of and from all liability loss, expenses, judgements (including interest thereon), including Attorney's fees.

Since Contractor hereunder shall be an independent Contractor and not agent, servant, or employee of Owner, Contractor assumes full responsibility for compliance with any and all Federal, State or municipal laws, ordinances, and regulations, including (but not limited to) those having to do with labor, wages and benefits, or taxes and duties collectible from employees under all applicable provisions of the law.

Should the Company choose to subcontract, the Company shall remain fully responsible for the performance of all obligations, which it is required to perform under the Contract. Any subcontract entered into by the Company shall name the Town as a third party beneficiary.

Insurance:

Unless otherwise specified, the Contractor shall, before commencing work hereunder, procure and thereafter maintain policies of insurance satisfactory to the Owner covering the liabilities assumed above in the following minimum amounts.

Property Damage	\$1,000,000 (each accident)
Bodily Injury	\$1,000,000 (each person)
Workmen’s Compensation Insurance	All liabilities imposed by Workmen’s Compensation Statutes
Employer’s Liability Insurance	\$ 100,000
Contractual Liability Insurance	\$1,000,000
Completed Operations Insurance	\$ 500,000

Owned, Hired and Non-Ownership Vehicle Bodily Injury and Property Damage to the following Limits:

-bodily injury	\$ 500,000 (each person)
-accidental death	\$1,000,000 (each accident)
-property damage	\$1,000,000 (each accident)

The Contractor agrees to file with the Owner before commencing work hereunder, copies of policies of such insurance which shall contain by endorsement, the specific liabilities assumed above, together with certificates of insurance which shall contain a provision that no charge in the amount of said insurance, or termination thereof, shall take place without previous 10 days written notice to the Owner and its written consent to change or termination.

Best and Final Offer (BAFO)

If the Town determines a BAFO is necessary, it shall request one from the Offeror. The Offeror shall submit its BAFO and any BAFO received after the deadline or not received shall not be considered.

Bid Security

In the form of a bid bond, certified check, Treasurer’s Check or Cashier’s Check in the amount of five (5) percent of the bid amount must accompany each bid.

Prevailing wage, OSHA Safety Training and Apprenticeship Requirements

Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices.

The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

BID PROPOSAL FORM

Name of Bidder: _____

Total Cost of Project: _____

The undersigned in submitting this proposal agrees as follows:

The entire work shall be subject to the requirements of the Contract Documents and Specifications.

Prior to execution of the Agreement for this work, the Contractor shall furnish the Owner with copies of Certificates of Insurance.

Time of Completion:

The undersigned agrees to commence work after _____ and to fully complete the total project by _____.

Withdrawal of Bid:

The undersigned agrees that this bid may not be withdrawn for a period of sixty (60) days after the bid opening date or receipt thereof.

Rejection of Bid:

The undersigned agrees that the Owner reserves the right to accept to reject any total bid, or part thereof, and to award the total contract or part thereof to other than the low bidder. All decisions regarding contract awards will be final.

Does this proposal include the use of subcontractors?

Yes _____ No _____

If **“Yes”**, vendor must:

- List each subcontractor involved in project

Subcontractor Name	Subcontractor Dollar Amount

Specifically state what tasks each subcontractor will perform.

- The Town of Coventry requires that the awarded vendor provide proof of payment of any subcontractors used for this project.
- Proposals shall include a plan by which the Town of Coventry will be notified of such payments.
- Primary contractor shall not allow any subcontractor to commence work until all insurance required of subcontractor is obtained.

VENDOR RESPONSIBILITY FORM

(A separate sheet of paper may be used if necessary)

Summarize briefly your experience in providing the commodities or service outlined in the attached specifications:

List the names and addresses of three (3) firms, **with telephone numbers and contact names**, for which you have provided similar commodities or services:

List the name and address of one bank or other institution that can provide the Town with an adequate credit reference:

Name of Bidder: _____

Address: _____

Telephone #: _____

By: _____

Printed Name and Title

By: _____

Signature

EQUAL OPPORTUNITY EMPLOYER

This company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

This company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: _____

Print Name of Company

Address: _____

By: _____

Signature of Person Authorized to Sign Bid

Print Name and Title of Person Authorized to Sign Bid

TOWN OF COVENTRY, RI

STATEMENT UNDER OATH TO ACCOMPANY BID

The bidder represents, and it is a condition of the acceptance of this bid, that the bidder has not been a party with other bidders to any agreement to bid a fixed or uniform price.

ATTEST/WITNESS:

Name of Bidder (Print)

By: _____

Signature of Person Authorized to Sign

Name and Title of Signatory (Print)

STATE OF _____

LOCALITY OF _____, TO WIT:

On this _____ day of _____ 20____, before the undersigned officer, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed on the foregoing instrument for the purposes therein contained. IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year aforesaid.

Notary Public

My Commission Expires: _____

REQUIRED ATTACHMENTS

Each bid shall be accompanied by the following:

- a) Itemized quote of project
- b) Bidder Information Form
- c) Anti-Collusion Certificate for Contract and Force Account
- d) Proof of insurance matching or exceeding stated requirements
- e) Bid Proposal Form
- f) Vendor Responsibility Form; and
- g) Equal Opportunity Employer Form.
- h) Notarized affidavit (non-collusion oath) executed by the bidder, or if the bidder is a corporation, executed by a duly authorized representative of the corporation; and,
- i) Bid security.