

*East Lake Tarpon Special  
Fire Control District*

***REQUEST  
FOR PROPOSAL***

***AGENCY  
EVALUATION***

## REQUEST FOR PROPOSAL (RFP)

Solicitation documents and Addenda are available on the East Lake Tarpon Special Fire Control District website at <https://www.elfr.org/documents>

RFP TITLE:	Agency Evaluation
RELEASE DATE:	WEDNESDAY, August 4, 2021
WRITTEN QUESTIONS AND INQUIRIES ARE DUE ON OR BEFORE:	WEDNESDAY, August 11, 2021 @ 3:00 PM EST
ADDENDUMS AND RESPONSES TO QUESTIONS SHALL BE ISSUED ON OR BEFORE:	WEDNESDAY, August 18, 2021 @ 4:00 PM EST
RFP DUE DATE/TIME:	TUESDAY, August 24, 2021 @ 4:00 PM EST
BID AWARD BY COMMISSION:	TUESDAY, August 24, 2021 @ 6:30 PM EST
DIRECT ALL INQUIRIES TO:	Jason Gennaro Phone: (727) 784-8668 Email: <a href="mailto:jgennaro@elfr.org">jgennaro@elfr.org</a>
BID DELIVERY LOCATION:	East Lake Tarpon Special Fire Control District 3875 Tarpon Lake Blvd. Palm Harbor, FL 34685

**The District may amend the dates in this schedule occurring after the RFP Due Date and Time in its sole discretion, and no rights shall accrue to any Proposer due to such amendment. The proposer may not rely on dates after Due Date and Time until confirmed by the District.**

Late bids will not be considered. **The timestamp shall be conclusive as to the timeliness of filing.** Facsimile submissions will not be accepted. East Lake Tarpon Special Fire Control District is not liable for any costs incurred by a bidder in responding to this solicitation.

It is the intent and purpose of the East Lake Tarpon Special Fire Control District to promote competitive bidding. **All communication regarding this solicitation shall be submitted in writing to the contact listed above.**

# ***EAST LAKE TARPON SPECIAL FIRE CONTROL DISTRICT***

SUBJECT: AGENCY EVALUATION

*ALL PROPOSALS MUST BE SUBMITTED IN A SEALED ENVELOPE MARKED:*

***AGENCY EVALUATION  
DO NOT OPEN***

**MAIL OR DELIVER PROPOSALS TO:**

**East Lake Tarpon Special Fire Control District  
Board of Fire Commissioners  
3375 Tarpon Lake Blvd.  
Palm Harbor, FL 34685**

***PROPOSALS MUST BE RECEIVED NO LATER THAN: August 24, 2021, at 4:00 P.M.***

## **REQUEST FOR PROPOSAL**

The East Lake Tarpon Special Fire Control District (District) is soliciting proposals from qualified firms to conduct a comprehensive analysis of East Lake Tarpon Special Fire Control District operations. To be considered, an original and four copies of the proposal should be submitted in a sealed package, clearly identified as "Agency Evaluation" to the attention of the East Lake Tarpon Special Fire Control District no later than 4:00 P.M. on August 24, 2021.

East Lake Tarpon Special Fire Control District reserves the right to accept such proposals as are deemed to be in the best interest of the District, to waive informalities, or to reject any and/or all proposals.

### **RESPONSES**

All responses must be presented in the same order as specified in this Request for Proposal. Supporting materials may be provided; however, the District's decision will primarily be based upon a comparison of the information specifically requested. The District reserves the right to accept or reject any and/or all proposals and to waive any minor irregularities and technicalities. There is no obligation on the part of the District to award the contract to the lowest price, and the District reserves the right to award the contract to the lowest responsible price submitted in a responsible proposal with a resulting negotiated agreement that is most advantageous and in the best interest of the District. The District shall be the sole judge of the proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final.

All applicable laws and regulations of the State of Florida and ordinances and regulations of the East Lake Tarpon Special Fire Control District will apply to any resulting agreement.

Proposals shall clearly indicate the legal name, address, and telephone number of the party submitting the proposal (company, firm, partnership, individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the bidder to the submitted proposal.

All expenses for making proposals to the District are to be borne by the proposer.

### **REQUIREMENTS**

To be eligible to qualify the following minimum requirements must be met.

1. The firm must have been established as a legal entity in the State of Florida and have performed comprehensive analysis of fire districts or similar local governments within the State of Florida for at least the past 3 years.

2. The firm should clearly indicate its available independent fire district expertise in the State of Florida.
3. Information to be included in the Proposal: In order to maintain comparability and enhance the review process, it is required that proposals be organized in the manner specified below.

**a. Title Page**

Show the proposal subject, the name of the firm, local address, telephone number, name of the contact person, and date.

**b. Table of Contents**

Include a clear identification of the material by section and by page number.

**c. Letter of Transmittal**

Limit to one or two pages

1. Briefly state the understanding of the work to be done and make a positive commitment to perform the work within the specified time period.
2. Give names of the persons who will be authorized to make representations for the proposal, their titles, addresses, and telephone numbers.
3. Give the firm's federal taxpayer identification number.

**d. Executed copies of the following document:**

Public Entity Crime Statement (Appendix A)

e. **Profile of Proposer**

1. State whether the firm is local, regional, or national.
2. Give the location of the office from which the work is to be done and the number of partners, managers, supervisors, seniors and other professional staff employed at that office.
3. Describe the range of activities which will be performed.
4. An affirmative statement should be included indicating that the firm can and will comply with the insurance requirements in Appendix B.

**SUMMARY OF QUALIFICATIONS (in addition to minimum qualifications)**

2. Identify the partners, managers, and supervisors who will work on comprehensive analysis. An organization chart is required. Resumes for each managerial and supervisory person to be assigned to the analysis should be submitted and include the following information:
  - (a) Formal education.
  - (b) Supplemental education relative to analysis of fire district operations and emergency service organizations.
  - (c) Experience in emergency service master planning.
  - (d) Experience in strategic planning.
  - (e) Experience in fiscal analysis.
  - (f) Experience in incident analysis.
  - (g) Experience in cooperative services analysis.
  - (h) Experience in EMS delivery.
  - (i) Experience in agency and staffing assessments.
  - (j) Experience in local government legislative, administrative and political interaction.
3. Describe the firm's experience within the State of Florida and give the names and telephone numbers of clients' officials. Other experience with non-similar governmental units may be included only as ancillary information.

**SCOPE OF WORK**

Anticipated services include, but are not necessarily limited to providing:

1. Collection and review of background information.
2. Analysis of organization overview; management components and processes; organizational planning processes; personnel management and

staffing; health, wellness and safety programs; capital assets and capital improvement programs; service delivery and performance; training program; fire prevention and public education program; and emergency medical services support and system oversight.

3. Development of detailed summary report.
4. Opinion on proposed changes.
5. Presentation on summary report and proposed changes.

### **ADDITIONAL SERVICES**

If during the contractual period covered by the agreement, additional service is requested by the District it will be performed at a negotiated rate.

### **EVALUATIONS OF PROPOSALS**

1. Proposals will be evaluated using a predetermined method to ascertain which firm best meets the qualifications needs of the District. In some circumstances, qualifications may be so similar that oral interviews may have to be arranged to assist in making the final selection. Evaluation considerations will include the following:
  - a. Responsiveness of the Proposal in clearly stating the understanding of the work to be performed.
  - b. The quality, availability, and adaptability of the analysis services to be rendered.
  - c. Technical experience of the firm.
  - d. Ability, capacity, and skill of the proposer to perform the comprehensive analysis services on a timely basis.
  - e. Responses of the client references.

### **GENERAL INFORMATION**

The principal contact with the East Lake Tarpon Special Fire Control District will be the Fire Chief/designee, who will coordinate the assistance to be provided by the East Lake Tarpon Special Fire Control District to the vendor.

### **Background Information**

The East Lake Tarpon Special Fire Control District is a self-governing “independent special fire district” established by the Florida Legislature. It is an independent governmental unit whose primary source of operating funds is ad valorem tax. The East

Lake Tarpon Special Fire Control District operates East Lake Tarpon Fire District with 3 fire stations and a total staff of 42 personnel.

**Working Papers**

Work papers are the property of the vendor and shall be retained for a period of three years and shall be available to inspect and reproduce upon Request of the District or its authorized representatives.

**Staff Assignment**

The District reserves the right to approve or reject staff assigned to the District's analysis.

**Manner of Payment**

Payments shall be made subject to detailed monthly invoices with 30% paid regarding competition of project preparation and commencement; 50% paid regarding agency analysis; and 20% regarding development, review and delivery of final report.



## **APPENDIX A**

### **PUBLIC ENTITY CRIME**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in S.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

All invitations for proposals, as defined by S.287.012(11), requests for proposals as defined by S.287.012(16), and any contract document described by S.287.058 shall contain a statement informing persons of the provisions of the above paragraph.

**APPENDIX B - INSURANCE REQUIREMENTS**

**INDEMNIFICATION AND INSURANCE REQUIREMENTS**

a. Indemnifications:

The proposer shall hold harmless, indemnify and defend the District, its members, officers, and employees, against any claim, action, loss, damage, injury (whether mental or physical, and including death to persons or damage to property), liability, cost and expense of whatsoever kind or nature including, but not by way of limitation, attorneys' fees and court costs, caused by the negligent acts or omissions of the proposer, its agents, assigns and employees.

b. Insurance

(1) Without limiting its liability under the contract, the proposer shall procure and maintain at its sole expense during the life of the contract, insurance of the types and in the minimum amounts stated herewith:

**TYPE**

**AMOUNT**

Professional Liability	\$1,000,000.00
Comprehensive General Liability	\$1,000,000.00
Comprehensive Automobile Liability	\$1,000,000.00
Workers' Compensation	(As required by law)

- (2) The proposer's comprehensive general liability policy shall include contractual liability on a blanket or specific basis to cover this indemnification.
- (3) Such insurance shall be written by a company licensed to do business in the State of Florida and satisfactory to the District. Prior to commencing any work under the contract, certificates evidencing the maintenance of said insurance shall be furnished to and approved by the District.
- (4) The insurance shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until 30 days after receipt of written notice by the District.
- (5) The proposer shall provide a Certificate of Insurance identifying the District as an additional insured.