



## Request for Proposals

# Comprehensive Fire Department Study

American Rescue Plan Act (ARPA)

Proposals Due: 11:00 A.M., October 19th, 2022

City of Ottawa Fire Department  
720 W. 2<sup>nd</sup> Street Ottawa, KS 66067  
785.229.3700

# Notice of Proposal

The City of Ottawa, Kansas and the Ottawa Fire Department is seeking proposals from consultants highly experienced in fire services and fire station location studies. The proposal is for a comprehensive study of the organization and include a station location study to identify and determine the recommended number of fire stations needed to serve the community now and at full build out of growth, population and to identify optimal station locations. **Please see page four for more details.** Sealed Fire Station Study proposals will be accepted until 11:00 a.m. on Wednesday, October 19th, 2022, at the Ottawa Fire Department, 720 W. 2<sup>nd</sup> Street, Ottawa, KS 66067. Proposals must be labeled “Comprehensive Fire Department Study.” Please provide a digital copy (Flash Drive) and one printed copy off the proposal to the above address.

The City reserves the right to accept or reject any and all proposals, and at the discretion of the City Commission, to waive minor and nonmaterial informalities or irregularities in proposals.

***This project is funded in full or in part by the American Rescue Plan Act (ARPA). All contracts or agreements paid for in part or in full are subject to the Uniform Guidance found in 2 CFR 200 Appendix II.***

## **Background information**

Ottawa is a city in, and the county seat of, Franklin County, Kansas, United States. It is located on both banks of the Marais des Cygnes River near the center of Franklin County. As of the 2020 census, the city population was 12,625. The city of Ottawa is approximately 10.32 square miles in size. The city along with the county purchased approximately 300 plus acres for a business park located to the South of I-35 highway. The city has seen a recent increase in building permits for homes and businesses in anticipation for the business park development which at this time is shovel ready and has all infrastructure in place. The fire department currently operates out of two stations, both of which are shared by the fire department and Franklin County EMS. The Ottawa Fire Department is a combination fire department comprised of two administrative Chief positions, eighteen shift personnel, and eight volunteer firefighters.

## **Study Timeframe:**

The Consultant's ability to complete this study in a prompt timeframe is important. The City desires to start the study immediately after award of the contract. Completion of the study is requested within four months of contract award. City administration and employees will work with the Consultant to meet that deadline.

## **Consultant Selection:**

Consultant selection will be determined at the City's sole discretion based on numerous factors including, but not limited to:

- o Consultant qualifications and experience
- o Completion of recent fire station studies
- o Completeness of Request for Proposal submission
- o Consultant timeframe for project completion
- o References
- o Total Cost

## **Acceptance of Proposal:**

Acceptance of a proposal by the City will be subject to execution of a city approved contract. Bids should remain valid for a minimum of 60 days.

## **Scope of Work:**

*The work to be completed includes the following and all work associated with completing the listed tasks:*

- 1. Gather all pertinent data and information*
- 2. Work with staff and City consultants to obtain such information*
- 3. Identify number of fire stations recommended*
  - a. Based on current population/future development/ future needs*
  - b. At full buildout*
- 4. Identify phasing plan for all stations from current through full buildout*
  - a. Identify order in which stations should be built on the proposed locations*
  - b. Identify thresholds at which the next station is needed*
- 5. Identify recommended location options for each station.*
- 6. Comprehensive data analysis to include incident type workload, response times, department workload.*
- 7. Department structure, staffing and deployment, mutual aid partners to include current and future needs.*
- 8. Time allocation of staff, strategic planning, performance measurements*
- 9. Financial Resources*
- 10. Programs offered by the Ottawa Fire Department*
- 11. Community Risk Reduction/Risk Management/All hazards approach to community protection.*
- 12. ISO/Accreditation Benefit Analysis*
- 13. Prepare Draft Report for review and comment by staff before drafting Final Report.*
- 14. Provide five copies of the Final Report*
- 16. Present Final Report to the City Council*

## **Meetings\* required:**

- 1. Kickoff meeting with administration and staff at which time Consultant will present the data and information requests and associated timelines to staff.*
- 2. Meeting with administration and staff to review preliminary results and make corrections or adjustments before drafting the final study.*

3. Meeting(s) to convey findings and results to City Administrator and City Commission.

*\*Meetings may be in person or through electronic means. Specify in your proposal which meetings, if any, will be electronic.*

**Proposal:**

Your proposal must include the following:

1. A transmittal letter with consultant background and five references
2. A list of similar studies completed in the past three years
3. A project outline identifying in detail the strategy you will use for completing the project
4. A statement identifying in detail the items your study will include
5. The name(s) and professional backgrounds of the individuals assigned to this project
6. The name of the lead consultant/project manager who will be doing the majority of the work included in this proposal
7. A meeting outline listing number and type (in person or electronic) of meetings included in your proposal, the purpose, and with whom those meetings would be held
8. A cost for each additional meeting
9. A timeline for project completion
10. A not to exceed cost
11. Completion of the attached Proposal Spreadsheet signed by the lead consultant/project manager and an official representative of the Consultant if not the same
12. A list of additional recommended study options and cost for completing those options
13. Recommended additional meeting(s)
14. The cost per additional meeting
15. Recommendation of other areas or item(s) not listed in the study scope that would be beneficial to the outcome of this study and the cost of each

**Please direct questions on this request for proposal or the study to Tim Matthias, Fire Chief, at 785-229-3700 or tmatthias@ottawaks.gov**