**CITY OF MEDFORD AND JACKSON COUNTY FIRE DISTRICT 3**

**Request for Proposals**

**Cooperative Services Study**

**RFP 13-018CMJC**

**INTRODUCTION**

### The City of Medford and Jackson County Fire District 3 are participating in a joint cooperative procurement for a study to determine what shared cooperative services between the City of Medford Fire Department and Jackson County Fire District 3 are feasible; what the fiscal and service level impacts are for each of the options; and which options are recommended for the agencies to pursue.

The City of Medford shall be the administering contracting agency and will use an open procurement selection method that is substantially equivalent to those specified in ORS 279C for professional personal services. Sealed proposals will be accepted by Jennifer Habermann, Purchasing Agent, City of Medford, 411 W 8th Street Rm 380, Medford, OR prior to **2:00 p.m. November 12, 2013.**

Management of the City and Fire District 3 has established the scope of work for the proposed study. Agency representatives are designated as follows:

* City of Medford: City Manager Eric Swanson
* Jackson County Fire District 3: Fire Chief Dan Petersen

By consensus, Agency Representatives may confer with staff and elected officials within the respective agencies with respect to any matter within the scope of this RFP.

**BACKGROUND INFORMATION**

Medford Fire-Rescue is located in Southern Oregon and provides firefighting, paramedic emergency medical response, hazardous materials response, heavy rescue and life safety services to the residents within the City of Medford and Medford Rural Fire Protection District #2. The fire department employs 82 personnel who operate from five fire stations and an administrative facility providing 24/7 emergency response. The combined response jurisdiction is located in Jackson County, Oregon and covers approximately 59 square miles of urban, suburban, and rural areas.

Jackson County Fire District 3 is a rural fire protection district also located in Southern Oregon and serves the citizens of northern Jackson County, including the cities of Central Point, Eagle Point, and Gold Hill with all aspects of emergency response. The District was established in 1952 and protects a diverse geographical 167 square miles of rural, suburban, and urban lands, including Jackson County’s major industrial area. The District employs 61 personnel and maintains on average a combination of 35 volunteers and student interns to serve a population of approximately 48,000 residents from seven fire stations.

**Qualifications**

The consultant’s proposal must include a brief description of qualifications and previous experience with similar projects for fire districts or municipal fire departments. The consultant must identify the specific experience and role of staff that will be assigned to the project. The consultant shall have specific experience in developing nationally recognized best practices risk assessment, standards of coverage studies, master plans, strategic plans, or cooperative services feasibility studies.

**Evaluation of Qualifications**

Proposals will be evaluated on the basis of the consultants:

* Experience with projects of similar scope and complexity and the experience of the specific staff to be assigned to the project
* Proposed work plan to complete the project within the specified timeframe

**Cost of Services**

The consultant’s proposal shall provide a detailed breakdown of all fees associated with the project and payment terms.

**Period of Performance**

Work on this project is anticipated to commence no later than December 9, 2013 with completion no later than April 30, 2014.

**EVALUATION CRITERIA**

Proposals shall be reviewed and evaluated on the following criteria:

1. Statement of understanding/scope of work description 30%

2. Qualifications 30%

3. Cost 20%

4. References 10%

5. Scorer’s discretionary points 10%

The Agency Representatives will rank up to three (3) firms that are determined to be most qualified based on the above criteria. The need for formal interviews will be at the discretion of the Agency Representatives. Should the Agency Representatives so decide, interviews with a limited number of finalists may be scheduled and the results of that interview process factored into the final selection criteria.

**RESPONSE REQUIREMENTS**

The successful bidder will specify a scope of work that is optimized to fulfill the objectives defined above. Minimum requirements for responding to this RFP include describing in detail a plan to fulfill these requirements. Include with the response the following items:

1. **Statement of understanding.** Demonstrate complete understanding of the project objectives by identifying the challenges inherent in such a project and any special considerations that seem relevant to this project.
2. **Scope of work.** Specify the proposed work, including a proposed timeline
3. **Budget.** Describe the anticipated costs including a total, not-to exceed budget amount for the successful bidder's work, a recommended billing method, and any budgeting assumptions, options or other considerations that will be relevant to the City's and the District’s ability to appropriately evaluate and compare cost proposals.
4. **Qualifications.** The successful consultant will be able to show a minimum of 5 years of experience with similar projects and will include:
	1. Resumes of key project personnel
	2. Minimum of three to five examples of projects of similar scope and complexity conducted, including brief project descriptions and client contact references.

**SIGNATURE ON PROPOSAL**

An authorized representative of the Respondent must sign Proposals in ink. Signature on a proposal certifies that the proposal is made without connection with any person, firm, or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud.

Signature on a proposal also certifies that the Respondent has read and fully understands all proposal specifications, terms and conditions. No consideration will be given to any claim resulting from submitting a proposal without comprehending all requirements of the Request for Proposal.

**PROPOSAL MODIFICATION**

If modifications or erasures are made to the proposal before submission, the Respondent signing the proposal must initial modifications or erasures in ink. Proposals, once submitted, may be modified in writing before the time and date set for proposal closing. Any modifications shall be prepared on a company letterhead, signed by an authorized representative, and state that the new document supersedes or modifies the prior proposal. Modifications must be submitted in a sealed envelope clearly “Proposal Modification” and identifying the proposal number and closing date. Respondents may not modify proposals after proposal closing time.

**PROPOSAL WITHDRAWLS**

Proposals may be withdrawn in writing on a company letterhead signed by an authorized representative and received by the Purchasing Agent prior to proposal closing time. Proposals may also be withdrawn in person before proposal closing time upon presentation of appropriate identification.

**PROPOSAL PROTESTS**

Per ORS 279A.225(1), a protest regarding the procurement process, the contents of the solicitation documents or the award or proposed award of an original contract may be directed to the administering agency.

**PROPOSAL SUBMISSION**

Sealed proposals must be received and time-stamped by the Purchasing Agent prior to **2:00 p.m. November 12, 2013**. No proposal received after proposal closing time will be considered. To ensure proper identification and handling, all proposals must be submitted in a sealed envelope with the name of the proposal opportunity written in the lower left-hand corner of the envelope. The Purchasing Agent shall not be responsible for the proper identification and handling of any proposal not submitted in an envelope bearing the appropriate identification.

**AWARD**

The contract will be awarded to the consultant who, in the opinion of the Agency Representatives, offers the best combination of price and performance and meets or exceeds the requirements of the specifications.

**PROPOSAL RESULTS**

In accordance with ORS 279C.107(1)(a), only the names of the Respondents shall be disclosed at the opening. Notwithstanding ORS 192.410 to 192.505, proposals are not required to be open for public inspection until after the notice of intent to award a contract is issued.

Proposal files are public records and available for review with the City of Medford’s Procurement Office located at 411 W 8th Street, Room 380, Medford, OR between the hours of 8:00 am – 1:00 pm and 2:00 pm – 4:00 pm Monday through Friday.

**BUSINESS LICENSE**

All companies performing work within the City limits must possess a valid City of Medford Business License.

**CONTACT**

Direct technical questions regarding the requirements stated within this document to:

 Eric Swanson, eric.swanson@cityofmedford.org and Dan Petersen, danp@jcfd3.com.

Direct procurement process questions to: Jennifer Habermann

 Purchasing Agent

 purchasing@cityofmedford.org

 (541) 774-2035