



September 7, 2022

County of Newberry

Purchasing Department
Request for Proposal # 2022-11

Emergency Services Study

Proposals are due October 5, 2022, no later than 3:00 PM, Local Time

**PLEASE NOTE: THE VENDOR IS ULTIMATELY RESPONSIBLE FOR
VERIFYING RECEIPT OF ANY/ALL ADDENDA PRIOR TO THE
PROPOSAL OPENING.**

A. **GENERAL REQUIREMENTS**

- Specifications, requirements, and answers to questions may be obtained from the following contact:

Crystal Waldrop, CPPB
Newberry County Procurement Department
1309 College Street
Newberry, S.C. 29108
E-mail: cwaldrop@newberrycounty.net
Phone: (803) 321-2100

- All submittals shall be sent to:

Newberry County Courthouse Annex Conference Room
Attn: Crystal Waldrop, CPPB
Post Office Box 156
1309 College Street
Newberry, S.C. 29108

- Proposals are due **October 5, 2022, no later than 3:00 PM**. Proposals received after this time will be marked “LATE” and will not be considered.
The deadline for questions to be submitted is September 27, 2022, by 5:00 p.m.
They can be emailed to Crystal Waldrop at cwaldrop@newberrycounty.net
- Newberry County reserves the right to reject any or all proposals. Any objections to the specifications/requirements as set forth herein should be filed in writing prior to the proposal deadline.
- Faxed or e-mailed proposals will not be accepted.
- Newberry County will evaluate all qualifying proposals. All requirements in this RFP must be satisfied, to ensure consideration. Newberry County desires to receive proposals only from vendors who can demonstrate the specified qualifications set forth in this RFP. The failure of any submitting firm to demonstrate that its qualifications are consistent with the County’s requirements and expectations will result in that firm’s proposal being disqualified.
- The County will not be liable for any expense incurred in connection with preparation of a response to this solicitation. Vendors should prepare a straightforward and concise description of their ability to meet the requirements of this document.

- All requested information should be provided in order for a proposal to be considered responsive. However, any firm submitting information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect shall, at the County's sole discretion, be disqualified from consideration.
- Addenda to this RFP will be posted on the Newberry County Procurement Department's website (www.newberrycounty.net/departments/purchasing). **PLEASE NOTE THAT THE VENDOR IS ULTIMATELY RESPONSIBLE FOR VERIFYING RECEIPT OF ANY AND ALL ADDENDA PRIOR TO THE PROPOSAL OPENING.**
- You may contact Crystal Waldrop via email at cwaldrop@newberrycounty.net with any questions concerning this solicitation for proposals. No interpretations or clarifications of the meaning of the instructions or Scope of Services will be made orally (except for general information). Each request for such interpretations should be made in writing, addressed to Crystal Waldrop, Director of Procurement; in order to be given adequate consideration, these requests must be received at least seven days prior to the advertised date of the opening. Any and all such interpretations and any supplemental instructions will be provided in the form of written addenda and will become supplemental to this Request for Proposal.

B. INTRODUCTION

Newberry County is seeking a fire and emergency services consultant experienced in the management and operations of volunteer fire departments/companies to undertake an organizational, effectiveness and overall efficiency study on staffing levels, facilities, equipment, fire department operations and administration, financials, all insurance pertaining to the fire service and services of the fire departments serving our community.

Newberry County reserves the right to engage in discussions with any or all responsible responders who submit proposals, for purposes of clarification and to ensure a full understanding of, and responsiveness to, this request.

C. BACKGROUND

Newberry County is a County in South Carolina. According to the US Census Bureau, the County has a total area 635 square miles. The population is approximately 37,996, as of July 1, 2021. There are numerous large corporate facilities in the service area, including Samsung, Louis Rich, Georgia Pacific, and several other large industries. Additional information on our County can be found at: <https://centralmidlands.org/regional-information/newberry-county.html#content>

Fire protection is provided by eleven volunteer fire departments under the umbrella of the Director of Public Safety. The rural fire departments are as follows: Friendly, Prosperity, Whitmire, Pomaria, Consolidated, Little Mountain, Silverstreet, Bush River, Fairview, Chappells, and St. Phillips. The County currently provides annual funding to each department from dedicated Fire protection real estate tax mileage and has purchased several major apparatuses for each location as part of a long-range capital plan. Rescue protection is also provided by seven volunteer rescue squads under the umbrella of the Director of Public Safety. The rural rescue squads are as follows: Pomaria, Newberry, Chappells, Whitmire, Prosperity, Little Mountain, and Lake Murray. The County funds these departments on annual basis also. Emergency Medical Services (EMS) are provided by Newberry County Hospital which provides a mixture of basic and advanced life support units dedicated to cover the County. The County currently provides \$1,182,461.00 annual allotment to the hospital to run the EMS department. The requested study/review is part of the County's efforts to evaluate its existing staffing levels, facilities, and equipment of the fire departments, rescue squads, and EMS services being provided to throughout the County. It is the intent to seek recommendations for long-term success, viability, stability, and improved efficiency and safety for firefighters, volunteers, and citizens, both immediately and long-term.

D. INTENT

The primary intent and goal of this request for proposal (RFP) is to retain a consultant that can conduct a study to assess whether existing levels of staffing, facilities, equipment and funding are adequate to provide a level of service within the County that is in line with generally accepted standards and benchmarks for safety used by comparable fire departments, rescue squads, and EMS, as well as based on standards and "best practices" for modern-day fire services in practice in the US, and define modifications and timeline for any alternative models for service delivery.

The County would like the final product to be delivered within 180 calendar days from the date of contract award.

E. SCOPE OF SERVICES

The project requires an assessment to determine whether existing staffing and equipment levels are adequate to provide a level of service in the County that is in line with generally accepted standards and benchmarks for a community of like character. The selected individual firm shall take the following information and topics under consideration when conducting the review:

1. A thorough review of background information that impacts the fire, rescue, and EMS services including community population and demographics, residential, commercial, industrial, and municipal features of the community; policies and

agreements that may determine staffing levels and practices, municipal ordinances related to fire, rescue, and EMS delivery.

Other reviews shall be conducted with the following:

- Memorandums of understanding/contracts/vendor agreements and resources that are current with the County and other entities
 - Standard operating guidelines for the fire, rescue, and EMS departments, to include by-laws for the fire department, if appropriate
 - Prior studies, if applicable
 - Completed NFPA 170 Questionnaire
 - Road map in .pdf
 - Response statistics (randomly selected period)
 - Vehicle and staffing/run assignments
 - Review of management practices
 - Long range plans
 - Training related to firefighter qualifications and company functionality
 - Review of budgets to include county fire departments, fireman's relief funds and capital equipment funds
 - Review of fire department facilities and equipment
 - Succession planning review
 - Vehicle fleet, replacement plans and future needs assessment
2. At a minimum, input shall be solicited from the following individuals either through conference calls or personal interviews: elected/appointed officials, county and individual fire department administrations and operations members, fire department officers, rescue squad members, and EMS officials.
 3. Preliminary report to be reviewed and critiqued with the appropriate individuals from the County.
 4. Final Report: Six (6) bound and organized final reports, as well as an electronic copy shall be provided to the County, as well as an on-site PowerPoint presentation (approximately 30-45 minutes) that reviews the key findings of the report that will be done with elected officials and key County operations staff. All data, photographs, and related information gathered during the review shall be surrendered to, and be deemed property of Newberry County, upon final payment of services. Confidentiality during the project shall be expected by the County and no comments to the media or individuals not directly connected or involved in the study shall be made public without the express permission of the County.
 5. G.I.S. Mapping: The proposer shall provide with the study a completed set of GIS maps to support the findings. The minimum mapping component to be provide is as follows: (a) base map; (b) ISO engine coverage; (c) ISO truck coverage, current and future; (d) ISO truck and engine coverage, ideal situation; (e) response time, station to incident, current situation; (f) base map, ideal situation; (g) EMS basic and advanced life support coverage and staffing needs, current situation; (h) EMS basic and advanced life support coverage and staffing needs, ideal situation.

F. QUALIFICATIONS:

The County will accept responses from only those individual consulting firms, companies and institutions who demonstrate or exceed the following qualifications:

1. Experience and expertise related to the operations, structure, staffing (including collective bargaining), and other issues critical to the effective operation of a modern fire department with a focus on volunteer, combination and/or paid on-call organizations.
2. Bidder must be actively or previously engaged in the administration or operation of a volunteer fire departments or companies and/or engaged in the scope of work in this RFP
3. Submittals must provide a proven track record of proposer submitting a proven track record of reviewing fire department/rescue squad management and operations and making “attainable” recommendations that are legal, ethical, and taking into consideration existing collective bargaining agreements and budgets, with demonstrated results in improving operations
4. Knowledge of federal and state laws, and regulations of generally accepted standards for similarly sized communities and fire departments, and rescue squads.
5. Responses shall not be considered from firms without providing documented past performance of similar work within the last three years. Proposers shall provide a performance record listing scope of work and past performance for similar size, and evidence, that firm is licensed to do business in the State of South Carolina.

G. SUBMITTAL REQUIREMENTS

The following items require a response from your firm. If a response is not received then your proposal may and may not be considered. Please follow the format below for your proposal’s response.

Newberry County requires that proposals be easily understood. Include all information requested, but do not include unnecessary or extraneous information. Responses to the following requirements should be concise, and all reasonable care should be taken to limit responses to pertinent information. All additional company/marketing information is welcome and should be presented as attachments to the core response.

Section I – Executive Summary

Provide a one-page letter of interest identifying the lead firm which will serve as the official point of contact with the County and any other team member firms.

All proposals shall be concise and summarize the firm's qualifications. Submittals should not be more than a total of thirty (30) pages.

Section II – Corporate Profile

This section should include a brief overview and history of your company. Provide information that best illustrates your company's qualifications for completing the work, as well as the experience and qualifications of the key personnel who would be involved, in relation to the tasks for which services are being sought. Three references for which the firm has performed services within the past five years that are similar to the requirements described in the Scope of Work.

Section III – Cost Information

The proposer should provide a not-to-exceed fee and expense amount for the scope identified in this RFP. All additional fees such as travel, mileage, meals, accommodations, rental cars, printing, postage, or any related costs that may be incurred shall be included in this cost proposal.

Section IV – Additional Information

1. Program Understanding: A description of the firms' understanding of the scope of work, along with a detailed scope of work to accomplish the overall intent of this RFP shall be included in the response
2. Program Approach: This section shall address in specific terms the approach that will be taken to deliver the program described in this RFP. Include a proposed activity duration schedule including a projected number of man-hours and length of time services would be provided to complete the program.
3. Current Workload: Proposer shall discuss current team workloads, and the ability to quickly begin work on the scope in this RFP. This project is deadline sensitive.
4. Team Members: Identify all individuals who will be assigned by the firm to work on this project, to include a detailed summary of each individual's professional credentials and relevant experience. This shall also include a summary of qualifications and relevant experience of all sub-consultant personnel if applicable.
5. Location: Proposing firm shall identify office location of main point of contact for this agreement and any other locations of assisting staff.

6. Proposals must be made in the official name of the firm or the individual under which business is conducted (showing the official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. Proposals must be valid for a minimum of sixty (60) days.
7. Proposals may be withdrawn by offeror prior to, but not after, the submission deadline date/time.
8. Provide a list of your firm's open litigation, describing the nature and amount of each lawsuit for which your firm is a named defendant.

H. TERMS AND CONDITIONS

Section I – General Requirements

1. Newberry County reserves the right to accept or reject any Proposal, to decide not to award a contract, or to negotiate changes in the proposal submitted by the selected firm.
2. The County reserves the right to award the contract to the next qualified firm if the successful firm does not begin contracted services within the prescribed days stated in the contract.
3. There is no expressed or implied obligation for Newberry County to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. Nor does this solicitation commit Newberry County to award a contract or to procure any services that may be offered by means of a submission to this request.
4. The contracted firm, at its own expense, will correct any and all errors and omissions it might make.
5. Any exceptions to terms, conditions, or other requirements in any part of this RFP must be clearly pointed out in the offeror's proposal. Otherwise, the County will consider that all items offered are in strict compliance with this RFP, and the successful proposer will be responsible for compliance.
6. The selected firm shall be required, before awarding of contract, to demonstrate to the complete satisfaction of the County that they have the necessary resources to execute the work in a satisfactory manner and within the time specified; that they have had experience of a same or similar nature; that they have a past history and references which will assure the owner of the firm's qualifications for executing the work.

7. Upon receipt of this RFP by potential proposers, contact with any elected or appointed official, authority or board member, or employee of Newberry County, other than the contact listed, initiated by a firm representative to promote the firm's selection may result in disqualification. Timely information to all interested parties with regard to progress in the selection process and its results will be provided.
8. The firm shall provide all equipment required in the performance of this contract as set forth.
9. The selected firm will not discriminate against any person in accordance with Federal and State laws and regulations.
10. Sub-contracting of an awarded contract will not be permitted in part or whole, under any circumstances.
11. In case of default by the firm, the Newberry County Council reserves the right to purchase the services in default in the open market, charging the firm with any additional costs.
12. Newberry County reserves the right to terminate the contract at any time, with 30 days prior written notice, if not satisfied with the quality of service provided or if the Proposer fails to fulfill any of the conditions of this RFP.
13. All firms are hereby placed on formal notice that neither the County Council, nor any employees from Newberry County Government, nor any members of the Qualifications Review Committee are to be contacted either individually or collectively concerning this project. Firms and their agents who intend to or have submitted qualifications for this project are hereby placed on formal notice that they are not to contact members of the County Council, candidates for County Council, or staff members outside regular County Council meetings relating to the selection process, or other meetings specifically scheduled for negotiations. Dinners, lunches, or any other actions that may be interpreted as contrary to these instructions may result in an immediate disqualification of such firm by the County from further consideration for this project.
14. Indemnity: The Contractor shall indemnify and save harmless Newberry County, its officers, agents, and employees from and against all losses, costs, damages, expenses, and liabilities caused by an accident or other occurrence resulting in bodily injury, including death, sickness and disease to any person(s); and against all damage or destruction to property, real or personal, arising directly or indirectly from the work performed by the consultant, its subcontractors, or employees.

Section II – Insurance Requirements
Newberry County requires worker’s compensation coverage from all vendors, regardless of the number of employees

The coverages must be as follows:

Worker’s Compensation	Statutory
General Liability	\$1,000,000 per occurrence
- Including bodily injury, property damage and contractual liability	

Automobile liability	\$1,000,000 per occurrence
- Including bodily injury and property damage	

The Certificate of Insurance must list Newberry County, SC as the Certificate Holder as well as AN ADDITIONAL INSURED. The box in the bottom right-hand corner must have the word “Prior” inserted after 30 days so that it reads as follows:

Should any of the above-described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 30 days prior written notice to the certificate holder named to the left.

I. SELECTION PROCESS

1. General

The Evaluation Committee will evaluate all qualifying proposals. All requirements of this RFP should be satisfied to ensure that the proposal will qualify for consideration. Newberry County desires to receive proposals only from firms who can demonstrate the specified qualifications mentioned in this RFP.

2. References

Current and previous clients of each firm that submits a proposal may be approached with specific questions regarding performance. Responses to these questions will be used as part of the evaluation process.

3. Proposal Evaluation Criteria

The criteria outlined below and described further hereinafter will be used to evaluate the RFPs. The evaluation is based on a total maximum score of 100, with the following point breakdown per category.

<u>REQUIREMENTS</u>	<u>POINTS</u>
A. Program Understanding & Approach	25
B. Relevant Experience of Staff and References	35
C. Firm's Ability to Meet Schedule	20
D. Location of Firm	10
E. Costs Associated with Services	10
Total Points	100

4. Final Selection

The Evaluation Committee will present their recommendation to the County Council and Council will make the final decision in the selection of the firm.

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J. VENDOR INFORMATION FORM

The undersigned, on behalf of the respondent, certifies that; (1) this information is made without previous understanding, agreement or connection with any person, firm, or corporation providing a response to the same document; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the response is entered; (4) they have read the complete Request for Proposal and understand all provisions; (5) if officially proposed in response to any Request for Proposal accepted by Newberry County, the capabilities identified are guaranteed as written and will be implemented as stated; and (6) mistakes in writing of the submitted response will be their responsibility.

Vendor Name as Registered with the SC Secretary of State

Type of Organization (check one):

Sole Proprietorship **Partnership** **Corporation** **Public Corp.**

Authorized Contact Name Printed

Title

Authorized Signature

Date

Mailing Address

Physical Address

City/State/Zip

City/State/Zip

Phone Number

Fax Number

Company Website Address

E-Mail

Tax I.D. Number