



CITY OF WEIRTON

OFFICE OF THE CITY MANAGER

VALERIE A. MEANS
City Manager

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August 30, 2011

Please publish the following Public Notice on **Friday, September 2, 2011.**

PUBLIC NOTICE **REQUEST FOR PROPOSAL**

The City of Weirton is accepting proposals for the following:

PROFESSIONAL CONSULTATION AND REVIEW CONCERNING THE OPERATIONS OF THE CITY OF WEIRTON FIRE DEPARTMENT

Sealed proposals will be publicly opened at **12:00 noon on Monday, September 26, 2011** in Conference Room 206 of the Weirton City Building, 200 Municipal Plaza, Weirton, West Virginia 26062.

Firms or individuals desiring to submit proposals on the above item may obtain detailed specifications and requirements by contacting the City Manager's Office at the Weirton City Building, 200 Municipal Plaza, Weirton, WV 26062 or by phoning (304) 797-8503.

Please be advised that a five percent (5%) Proposal Bond, completed Non-Collusion affidavit and State of West Virginia affidavit **must** accompany all proposals or same will not be accepted. Proposal Bond may be in the form of a personal or certified check drawn on the bidder's account, and made payable to the City of Weirton. All proposals received must be submitted in a sealed envelope labeled "**WEIRTON FIRE DEPARTMENT OPERATION REVIEW**" and delivered or mailed to: **City of Weirton, 200 Municipal Plaza, Weirton, West Virginia 26062, ATTENTION: CITY MANAGER**

In accordance with City Ordinance No. 973, a five percent (5%) preference for resident vendors shall be in effect.

The contract for the above-referenced item, as herein advertised, will be awarded by Weirton City Council to the firm or person submitting the proposal deemed to be in the best interest of the City of Weirton.

The City of Weirton reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposals received, and to accept any proposal which it deems most favorable.

The City of Weirton is a fair housing and equal opportunity city and a minority and women's business supporter.

Valerie A. Means
City Manager

Request for Proposal for a Professional Consultation and Review Concerning the Operations of the City of Weirton Fire Department

Background:

The City of Weirton is a Class II municipality of approximately 19 sq. miles and located in the Northern Panhandle of West Virginia. It is situated between two counties; the majority of the land is in Hancock County, with the remainder in Brooke County. As of the 2010 census, the city population was 19,746. This was a decrease of 3% from the 2000 census of 20,411.

The City has a Mayor and 7-member City Council, as well as a City Manager. The administration of the business and financial affairs of the City is under the supervision and control of the City Manager.

The combined Fire Department is made up of 21 Professional Firefighters, as well as a group of volunteers (currently 22). The professional firefighters are represented by Weirton Firefighters Union Local 948, a Division of the International Association of Fire Fighters.

There are 2 manned (24hrs-7day) and 2 unmanned stations located within the City. All stations currently hold various apparatus and equipment/vehicles.

The most recent ISO rating is 5, and the current City General Fund budget is \$14.9 M with a Fire Department budget of approximately \$1.9M.

Running through the heart of the Downtown area is ArcelorMittal Steel. The Weirton Fire Department provides fire service to this steel mill, as well as other manufacturing facilities located here.

Specifications of the Review:

I - Scope of Services/Objectives of the Review:

It is the interest of the Common Council of the City of Weirton to provide the highest quality of fire protection for its citizens and their properties and to insure those highest standards are maintained. It is prudent that the City from time to time conduct a review of these services to ascertain that all aspects for fire protection within the City of Weirton is or could be at the highest affordable levels, and that the safety and well being of its firefighters is also at those levels. It is also prudent that the City ask that this review be performed independently; therefore, comes the Components of this Independent review; this Request for Proposal asks for the following:

That the chosen firm conducts the review and examination of the Fire Department in the following areas:

Management Components – Areas to be evaluated include but are not necessarily limited to:

- Mission, vision, strategic planning, goals, and objectives
- Internal and external communications
- Documented control and security
- Reporting and records
- Information technology systems

Capital Assets and Capital Improvement - Review status of current major capital assets (facilities and apparatus) and analyze needs relative to the existing condition of capital assets and their viability for continued use in future service delivery including:

- Facilities – Tour and make recommendations in areas critical of current station locations and future station considerations.
- Apparatus/Vehicles/Support Equipment - Review and make recommendations regarding inventory of apparatus and equipment. Including: Age, condition, and serviceability; Distribution, deployment and dispatching; Maintenance; Regulations compliance and Future needs

Staffing and Personnel Management – A review and evaluation of the department's staffing levels. Items to be reviewed and analyzed include but are not necessarily limited to:

- Administration and support staffing levels
- Operational staffing levels
- Apparatus staffing levels
- Staff allocation to various functions and divisions
- Staff scheduling methodology
- Current standard of coverage and staffing performance for incidents
- Firefighter/EMS staff distribution

Service Delivery and Performance – Areas to be reviewed shall include but not necessarily be limited to:

- Current Deployment Strategies and Performance-- Review and make observations in areas specifically involved in, or affecting, service levels and performance, including a review of data relating to fire service calls. This should include a Demand Study- Analysis and geographic display of current service demand by incident type.
- Review of Current Mutual Aid Agreements for viability and efficiencies.

Emergency Medical Services –Review and make observations regarding the delivery of Emergency Medical Services within the fire department. Items to be reviewed and analyzed include but are not necessarily limited to:

- Organizational structure and lines of authority
- Shared Services with local Ambulatory services
- Personnel scheduling and deployment

- Protocol development and maintenance
- Medical direction, control, and oversight
- Quality assurance, control, and improvement

Support Programs –Review and make overall observations involving support programs for the critical areas of training, life safety services, communications and certifications. Items to be reviewed and analyzed include but are not limited to:

- Training and Safety- General training competencies; Training administration; Training schedules; Training facilities; Training procedures, manuals, and protocols and record keeping
- Fire Prevention- Code enforcement activities; New construction inspection and involvement; General inspection program; Fire and injury public education; Fire investigation programs; Pre-incident planning

II – Proposal must include the following:

- 1) Firm name, address, phone number, fax number, and e-mail address.
- 2) Names and resumés listing the technical qualifications of the persons who will perform these services.
- 3) Cost to perform Review and Study Report.
- 4) Description of experience in related work.
- 5) Reference list of clients whom the entity has represented in similar projects, with names and current phone numbers of contracts.
- 6) Five Percent (5%) proposal bond, non-collusion affidavit, and WV tax affidavit, per advertised Public Notice.
- 7) Five copies of the proposal are to be submitted by 12:00 noon on Monday, September 26, 2011 to the Office of the Weirton City Manager

III – The following criterion will be used in the selection process:

- 1) Company (Management Team) - (10 points maximum)
- 2) Strength/experience of assigned Staff – (15 points maximum)
- 3) Understanding and methodology of assessing fire services and deliverables to meet Scope of Services/Objectives of study - (30 points maximum)
- 4) Consultant's past performance – (10 points maximum)
- 5) Ability to complete deliverables by specified due date of December 31, 2011 – (15 points maximum)
- 6) Cost – (20 points maximum)

IV – Deadline for submission to Weirton City Manager of Final Study/Review Report – December 31, 2011

Questions concerning any of the information to be included in the Proposal should be directed to Valerie Means, Weirton City Manager, at (304) 797-8503 or via e-mail at citymanager@cityofweirton.com.

A f f i d a v i t

State of West Virginia
County of Hancock, to-wit:

I, _____ (name of officer, agent, or owner swearing to the truth of the information given herein), having authority to sign documents for the firm, company, partnership, or other entity known as _____ (Vendor), am informed and am aware that *West Virginia Code* § 5A-3-10a provides that any vendor doing business with the State of West Virginia or any of its subdivisions, including counties and cities, must include an Affidavit with all bids, contract proposals, or contracts, that the vendor and any entity connected to it by having the same owner or substantially the same members on the Boards of Directors do not owe any debt greater than One Thousand Dollars (\$1,000 00) to the state or its political subdivisions. It is further understood that if the vendor has contested the debt or entered into a payment plan with the said political subdivision, and is not in default of the terms of that plan, the debt does not constitute a disability for the purposes of the said *code* section. **In addition, I am informed and am aware that the *Code of the City of Weirton*, at § 783.01 (C) creates a similar disability, but that no minimum amount need be due to disable a vendor from eligibility to deal with the city, i.e. that ANY sum in which one is in default to the City of Weirton renders the vendor ineligible to contract with the City.**

“Debt” includes any assessment, premium (including Workers Compensation or Unemployment Insurance premiums), penalty, fine, fee, lien, service charge, or tax.

Now, in recognition of the requirements aforesaid, and being aware of the penalties for the offense of false swearing, the undersigned does hereby affirm that (his) (her) principal does not owe the State of West Virginia or any of its political subdivisions, including cities or counties, any sum of money in excess of One Thousand Dollars (\$1,000.00) the assessment of which sum is not being contested, or is the subject of a payment arrangement which has not been violated, and I further affirm that the vendor is not in arrears of any sum for any purpose whatsoever owed to the City of Weirton.

(Vendor)
By: _____
Its _____

I, _____, a Notary Public in and for the state and county aforesaid, do hereby certify that _____, _____ for the Vendor, _____, has this day acknowledged the signing of the Affidavit to which this notarization is appended as the vendor's own true act and deed.

Given under my hand and official seal on this ____ day of _____, 200__

Notary Public

My commission expires: _____.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

STATE OF _____)

COUNTY OF _____) ss.

_____, being first duly sworn, deposes and says that:

(1) He is the _____ of
(Owner, Partner, Officer, Representative, or Agent)
_____, the Bidder
that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived, or agreed, directly or indirectly, with any other bidder, firm, or person to submit a collusive or sham bid in connection with the Contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement, or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached bid or of any other bidder, or, to fix any overhead, profit, or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the City of Weirton, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.

(Signed): _____

(Title): _____

Subscribed and sworn to before me

this _____ day of _____, 19____

Notary

Title

My Commission expires: _____.