



**REQUEST FOR PROPOSALS:
PROFESSIONAL SERVICES FOR FIRE AND RESCUE SERVICES STUDY
RFP ADM 2022-01**

The Borough of Hanover will receive proposals until 4:00 p.m., local time, Friday, January 7, 2022 for professional services related to a Fire and Rescue Services Study. All proposals must be delivered “Attn: Valerie Meyers” to the Borough of Hanover, 44 Frederick St., Hanover PA 17331; or emailed to vmeyers@hanoverboroughpa.gov and marked in the subject line: “Proposal for Hanover Borough Fire and Rescue Services Study,” in accordance with the provisions of this notice and other related documents collectively know and referred to as the Proposal Documents.

The Borough of Hanover reserves the right to choose the proposal which, in its sole and exclusive judgment, is best suited for the intended purposes, and reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Borough reserves the right to terminate or amend this RFP and to re-solicit proposals.

Nan Dunford, Borough Manager
Borough of Hanover
44 Frederick St.
Hanover, PA 17331
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717-637-3877

REQUEST FOR PROPOSALS

PROFESSIONAL SERVICES TO CONDUCT A FIRE AND RESCUE SERVICES STUDY INCLUDING REPORT AND RECOMMENDATIONS

I. SCOPE OF SERVICES AND MINIMUM QUALIFICATIONS

The scope of services required under this RFP includes a contractual arrangement by which the Borough engages a qualified consultant to review the current service delivery model and to provide an independent reporting covering: 1) the current service delivery model and, 2) define alternative models for service delivery.

That independent report should include the costs and benefits of any models for the delivery of fire and emergency services to the citizens of Hanover. Prospective proposers must have previous experience with the preparation of similar work and possess a high level of expertise, experience and knowledge about fire and rescue organizational structures, intergovernmental agreements, collective bargaining agreements, volunteer organizations, fire and rescue equipment, vehicles and apparatus, fire suppression, fire inspection and professional standards.

The study report will provide recommendations to the Borough about the sharing of costs, effective administrative and command staffing and costs, and personnel scheduling and will provide long-term operating and capital budget projections. The proposer must demonstrate how their research and planning process will result in a report which is insightful, independent, and metric based. The goal of the project is to develop a sound, agreed-upon business plan to take the Fire Commission into the future.

II. SELECTION PROCESS

The Borough will utilize the following general selection process in determining the most qualified and best consultant(s) to serve as a provider of services under this RFP:

- A. Interested professional firms will provide written Statement of Qualifications (SOQs) to the Borough based on the minimum requirements and information in this RFP.
- B. Hanover Borough will review and consider all SOQs based upon the ability of the proposer to provide the requested services in a timely and cost-effective manner.
- C. Firms will, at the discretion of the Borough, be asked to participate in an interview process.
- D. Additional evaluation steps may included, but not be limited to, a review of the firm's fee structure, a check of references, etc.

The final determination to enter into a contract will be made by the Hanover Borough Council, with recommendations from the Borough Manager. The Borough reserves the right to reject any or all proposals and to waive any defects or irregularities in the best interest of the Borough. The Borough reserves the right to make an appointment in the best interest of the Borough and to appoint the professional firm(s) that it determines would best suit the Borough's needs, which shall remain within the sole and exclusive discretion of the Hanover Borough Council.

III. STATEMENT OF QUALIFICATIONS (SOQ) SUBMITTAL FORMAT AND CONTENT

All respondents are required to follow the format specified below. The contents of the Statement of Qualifications (SOQ) submittal must be clear, concise, and complete. Each section of the submittal shall be titled according to the labeling and naming system shown below to aid in expedient information retrieval.

- A. Cover Letter: All Statement of Qualifications (SOQ) must include a cover letter to the attention of Nan Dunford, Borough of Hanover Manager, and be signed by a person legally authorized to bind the applicant to its proposal. The cover letter must include the professional firm's name, the names of partners/principals and the number of local personnel, address and telephone number for the agency, and email addresses of the person(s) authorized to represent the proposer. The cover letter must be on consultant firm letterhead and should include in the subject heading "**Proposal Fire and Rescue Services Study.**"
- B. Qualifications and Experience: This section shall contain a description of the consultant firm's experience in conducting studies and planning for municipal fire and rescue services.
- C. Personnel: The name of the consultant firm's proposed personnel for this contract and the consultant firm's and proposed personnel's experiences in the past five (5) years specifically related to the scope of work of this project. Experience shall be listed consecutively, with name of the municipality for which the work was completed.
- D. References: The SOQ must provide a list of at least three (3) municipal clients for whom it has provided comparable services. Please include the agency's name, telephone number, and email address of the contact person.
- E. Conflict of Interest: The successful firm(s) shall not have conflicts of interest with the Borough and shall address and resolve any individual matters involving a conflict in advance of appointment. Such conflicts shall be disclosed as part of the SOQ submission. Please contact the Borough Manager to discuss any potential conflicts of interest.

IV. PROJECT METHODOLOGY, TIMETABLE AND COSTS

Proposers will provide a detailed description of how they will approach the project, including project phases, approximate number of hours assigned to each phase, a timetable for the project, and hours associated with each phase.

V. INSURANCE

- A. The selected consultant must maintain insurance coverage in accordance with the following requirements:
 - 1. Worker's Compensation Insurance meeting the requirements of all applicable laws and jurisdictions
 - 2. Professional Liability Insurance: [\$1,000,000 per claim; \$1,000,000 Aggregate]
 - 3. Employer's Liability Insurance: [\$1,000,000 Bodily Injury each accident; \$1,000,000 Bodily Injury by disease each employee; Policy limit \$1,000,000]
 - 4. Commercial General Liability Insurance: [\$1,000,000 General Aggregate]
 - 5. Comprehensive Automobile Liability: [\$1,000,000 Combined Single Limit]
- B. The Borough shall be an additional insured on all policies provide hereunder. The additional insured shall be identified as "Hanover Borough Council, committees, appointees, employees, successors, and assigns."

QUESTIONS:

Direct any questions related to this RFP to:

Nan Dunford, Borough Manager

Borough of Hanover

44 Frederick St.

Hanover, PA 17331

ndunford@hanoverboroughpa.gov

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