

REQUEST FOR PROPOSALS

For
TRAINING CENTER BUSINESS PLAN
FLEET MAINTENANCE BUSINESS PLAN

For the

North Metro Fire Rescue District
Broomfield, CO
August 31, 2018



NORTH METRO FIRE RESCUE DISTRICT
101 SPADER WAY
BROOMFIELD, CO 80020
303-452-9910

REQUEST FOR PROPOSALS
North Metro Fire Rescue District
Training Center and Fleet Maintenance Business Plans

North Metro Fire Rescue District is accepting proposals for a comprehensive Business Plan for Fleet Maintenance and the Training Center. There is no express or implied obligation for the District to reimburse any prospective Bidder, or any other person or entity, for any expense incurred in preparing or submitting a proposal in response to this Request for Proposals (RFP).

During the evaluation process, the District reserves the right, where it may serve the District's best interests, to request additional information or clarifications from the Bidder, or to allow corrections of errors or omissions. At the discretion of the District, prospective Bidders may be requested to make oral presentations as part of the evaluation process.

Proposals will be accepted at District Headquarters located at 101 Spader Way, Broomfield, Colorado 80020, at which time and place all Proposals will be publicly opened. If mailed or delivered, Proposals are to be sent to North Metro Fire Rescue District, Attention: Heather Brown, 101 Spader Way, Broomfield, Colorado 80020. **Proposals must be received at District Headquarters prior to 5:00 p.m. (our clock) on Friday, September 21, 2018.** To be considered, **four copies** of a proposal must be submitted. Any necessary interviews will be conducted during the week of October 1, 2018, with final selections being made by Friday, October 19.

All questions regarding this RFP should be directed to Heather Brown, Executive Administrative Assistant. Questions must be in writing and can be e-mailed to hbrown@northmetrofire.org or faxed to 303-451-0289.

A copy of the RFP and related documents may be obtained from:

1. The District's Website at www.northmetrofire.org
2. The District's Headquarters located at 101 Spader Way, Broomfield, CO 80020.

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REQUEST FOR PROPOSALS FOR TRAINING CENTER AND FLEET MAINTENANCE BUSINESS PLANS

August 31, 2018

North Metro Fire Rescue District

Training Center

1006 Weld County Road 11

Erie, CO 80516

Background Information

North Metro Fire Rescue District is dedicated to providing quality service to its residents through fire protection, emergency medical services, hazardous materials response and specialized rescue. Formed in 1946, the District now covers 63 square miles with a population of approximately 117,000 people including the City and County of Broomfield, the City of Northglenn and unincorporated areas of Boulder, Adams, Weld and Jefferson Counties.

Nature of Services Required

A. General

The District is soliciting consulting services for the completion of a comprehensive Business Plan for Fleet Maintenance Operations and the Training Center.

To be considered, four copies of a proposal must be received by Heather Brown, North Metro Fire Rescue District, 101 Spader Way, Broomfield, CO 80020, by 5:00 p.m. on Friday, September 21, 2018. Any necessary interviews will be conducted during the week of October 1, 2018, with final selections being made by Friday, October 19, 2018.

B. Scope of Work

The scope of the business plan will include details regarding operation of Fleet Maintenance and the Training Center for North Metro Fire Rescue District.

North Metro Fire Rescue District is seeking proposals from qualified persons or firms to review the current operations of Fleet Maintenance and the Training Center and recommend changes aimed at maximizing internal efficiencies and external revenue generation as outlined in the District's Strategic Plan. Creation of the Business Plan should guide North Metro Fire in implementing a sustainable model focused on improving internal utilization of both Fleet and Training while generating revenue, where possible. Opportunities for external revenue generation should be measured by their ability to offset operating expenditures and reduce

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dependence on District funding for support of the Training Center and Fleet Maintenance without negatively impacting the primary mission of both entities.

In connection with the proposal, the selected person or firm will be required to issue a letter of advisory comments containing recommendations for correction of internal policy and management control, as well as suggestions for improvements in operating procedures.

Scope of services should include:

- Capacity determination with focus on primary mission
- Leveraging of site assets to maximize internal efficiencies
- Opportunities for external revenue generation
- Training Center/Fleet Maintenance competitive strengths and weaknesses
- Suggested pricing structure and estimates of anticipated revenue streams
- Marketing recommendations
- Site requirements and infrastructure needs
- Potential capital requirements

Deliverables:

- Provide a draft Business Plan(s) to the District Board for review and inputs.
- Final report containing the detailed Business Plan model and timeline for the next 5 years to phase in all the necessary revisions required to comply with the new model.
- Final project meeting presentation wherein the consultant presents the Business Plan and key steps for the District Board to be completed within the next 6 months.

C. Fleet Maintenance and Training Center Description

North Metro Fire Rescue District is home to one of the most state-of-the-art Training Centers in the Rocky Mountain Region. Operational since October 2008, the Training Center and adjoining Fleet Maintenance Facility sit on 14 acres of land located in Weld County, within the city of Northglenn Colorado. The North Metro Fire Training Center Complex includes an educational facility with four classrooms and office space, three burn buildings, a confined space/trench rescue prop, a collapse rescue prop, a hazardous material prop, an extrication yard, and a driving track.

The North Metro Fire Training Center is intended to provide a training environment that simulates a variety of first responder situations in a safe and environmentally-friendly atmosphere. The facility is conducive to a range of group sizes, each having their own technological and training needs.

There is a variety of classroom/facility space consisting of over 10,000 square feet available for full day or half day rental. Classroom space consists of a large classroom that is divisible into three separate rooms; each separated room is also available for rental based upon availability. Each available classroom has audio and visual capabilities. The space is conducive to a variety of chair and table layouts to enhance any group's educational experience.

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An additional classroom space is available for those interested in a tiered learning environment. This classroom can accommodate up to 42 people and has a fixed room layout. The space also has full audio and visual capabilities with network and several internet ready computer stations available for use.

Other features of this facility include a conference room, an exercise room with full men's and women's locker rooms, a kitchen with break room, and storage areas. The North Metro Fire Training Division is staffed with the Training Center Coordinator, Training Battalion Chief, Training Captain and Training Lieutenant.

Located within the Training Center Complex is the Fleet Maintenance facility comprised of 6,086 square feet of service bays, tool storage, a welding and fabrication room and dedicated vehicle parts rooms. Fleet Maintenance is staffed with a Fleet Maintenance Manager and one Emergency Vehicle Technician (EVT). Fleet Maintenance's primary function is the maintenance and repair of District emergency response vehicles including aerial apparatus, fire engines, ambulances and a variety of specialized emergency apparatus. Other Fleet functions include developing specifications for apparatus purchase and occasional emergency response in support roles.

As a secondary focus, excess capacity is used to generate revenue from external sources for both Fleet Maintenance and the Training Center Complex.

Burn Building Descriptions

North Metro Fire Rescue burn buildings are intended to provide a training environment for structural firefighting under a variety of conditions, up to and including the use of propane fueled live fire and/or simulated smoke with less risk to training participants. The policy employed by North Metro Fire Rescue is based on NFPA 1403, Live Fire Training Evolutions.

Tower Building: The Tower Building is a four story training tower with a fire prop on the first and second floors. This structure is constructed of masonry and concrete. The Tower Building has an interior stair system, interior three story atrium, two fire props, an unstable floor system prop, search maze, an enunciator panel prop, and an elevator problem simulator prop.

Commercial Building: The Commercial Building is a three story training building with a fire prop on the first and second floors. This structure is constructed of masonry and concrete. The Commercial Building has an interior stair system and an exterior stair system, search maze, roof ventilation prop, and a floor breach prop. In addition to the fire prop rooms, there is a roll-over simulation prop in the hallway of the second floor.

Single Family Residence Building: The Single Family Residence Building is a one story training building with a basement. This structure is constructed of masonry and concrete. The Single Family Residence Building has an interior and an exterior stair system. There is one fire prop in this building, and it is located in the basement.

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Training Grounds Description

North Metro Fire Rescue District Training Center also has a number of first responder exterior training props. Whether the training purpose is to simulate fire service incidents, police operations, or improve specialized driving techniques – this facility provides the appropriate conditions.

Car Fire: The Car Fire prop is a single vehicle fire simulation. This prop is fueled by propane and has limited mobility on the Training Grounds.

Hazardous Materials: The Hazardous Materials prop simulates leaks involving both liquid and gas. There are a series of pipes that allow students to trace a leak to its source and plug it or close appropriate valves. In addition, the Hazardous Materials prop has a stairway that leads to a fabricated shell that responders would find similar to the shell of a gasoline tanker or a railcar.

Confined Space: The Confined Space prop simulates real world conditions that exist in every city’s storm system. The prop starts as a 36” pipe system and gradually works down to an 18” pipe after traversing through a 24” and a 20” pipe. Students can enter or exit the prop as necessary through a series of manhole covers placed strategically throughout the prop at conjunction points where the pipe changes size.

Trench Rescue: The Trench Rescue prop simulates conditions that may exist when construction of water and sewer lines is taking place. Students can practice the latest shoring and rescue techniques while simultaneously communicating with team members that are either in the trench or on the outer edge.

Collapse Rescue: The collapse rescue prop provides students with a training environment that simulates heavy damage that is cause by a large structure collapse. Students learn techniques of shoring, tunneling, and debris removal as they conduct victim search.

Extrication Yard: The extrication yard is a fenced area that holds vehicles used by students to practice vehicle extrication techniques.

Driving Track: A significant portion of the Training Grounds can be utilized by students that are learning to drive specialized machinery, including fire department apparatus. The Driving Track provides the student with ample opportunity to negotiate both left and right turns, open area driving, and tighter, more restricted areas. The Burn Building area is constructed to simulate a “cityscape” that has curbs and landscaping.

D. Project Timelines

Benchmark:	Deadline/Completion Date:
1. Proposal Received	Friday, September 21, 2018
2. Successful Consultant Notified	Friday, October 19, 2018
3. Anticipated Start Date	Thursday, November 1, 2018
4. Interim Draft Reports	Friday, December 14, 2018

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5. Interim Final Reports	Friday, January 11, 2019
6. Draft Business Plan	Friday, January 25, 2019
7. Final Business Plan	Friday, February 15, 2019

E. Proposal Evaluation

Proposals submitted in response to this RFP will be evaluated by a committee comprised of North Metro Fire Staff and Board members assigned responsibility for the Business Plan implementation process. The proposal will be evaluated according to the following criteria:

- Cost/Benefit analysis of the proposal
- Relevant experience of the firm
- Work plan and scope of work
- Compliance with the proposal requirements
- Endorsement of references
- Value-added or innovative concepts

Bidders may be contacted following the submission deadline for an interview or to answer clarifying questions regarding proposal content. Interviews will only be conducted if two or more proposals present similarly compelling content.

F. Financial

Bidders must provide estimates of hours by staff classifications and key personnel within staff classifications, hourly rates for each staff classification, estimated reimbursable expenses and a maximum total price for each one-year period.

The selected firm shall also be available throughout the contract period to provide technical advice and assistance to the District's staff. Such information is not limited to annual budget review. Hourly costs for staff of the firm to provide this assistance shall be included in the proposal.

Billings should be submitted in the month following the performance of the work and include details of hours worked by staff classification, hourly rates and reimbursable expenses. The District will pay billings within 30 days of receipt.

If unusual circumstances are encountered – due to such conditions as lack of cooperation from the District's employees, incomplete records, additional requirements, or poor working conditions – additional compensation may be made upon demonstration that such unusual conditions exist.

During this work period, either party may terminate the services contract by giving written notice thereof to the other.

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G. Required Proposal Content

Proposals should provide the following information, preferably in the sequence shown. Proposals must address the specifications and should not contain only marketing brochures or other extraneous data:

1. Name and address of firm
2. Name of partner or person-in-charge who would be the District's contact person. Work would include meetings with North Metro Fire Staff available to answer questions on specific matters pertaining to the Training Center and Fleet Maintenance. A resume of this person's background and experience should emphasize previous business plans performed by that person and the level of responsibility in these engagements.
 - Please furnish an organization chart or recap of the permanent personnel in the office that would be responsible for the District engagement.
3. Please provide a not-to-exceed charge, including a break-down of fees, costs and expenses. Also provide hourly rates for any potential consulting activities.
4. Please provide estimated start date and completion date for this business plan or acknowledgement of intent to comply with the timelines enclosed.
5. Briefly describe qualifications that will assist the District; describe experience in fire department operations and municipal/special district auditing experience in Colorado, preferably in the Denver metro area.
6. Please provide samples of past work including one business plan from the previous year conducted by the person that will be responsible this project.
7. Provide at least three references. Include name, organization, address and telephone number, and types of services offered.
8. Provide any other information such as brochures, reports, etc. that might assist the District during the selection process.
9. If the firm utilizes a standard working agreement, please provide a copy as part of the proposal.