CITY OF ST. LOUIS
DEPARTMENT OF PUBLIC SAFETY

REQUEST FOR PROPOSAL

FOR:	**PUBLIC SAFETY STAFFING AND OPERATIONS STUDY**
ISSUED:	**November 2 , 2012**
MAIL OR DELIVER PROPOSALS TO:	**Eddie Roth** **Director of Public Safety** **City of St. Louis** **1200 Market Street (City Hall)** **Room 401** **St. Louis, MO 63103**
TELEPHONE:	**314-622-3391**
PROPOSALS DUE:	**NO LATER THAN 5:00 P.M. ON FRIDAY, December 14, 2012.**

Six (6) copies of all proposals must be received by the above deadline, in a sealed envelope, with the envelope clearly marked "RFP FOR PUBLIC SAFETY STAFFING AND OPERATIONS STUDY " on the outside or it will not be considered. All proposals must include complete and thorough responses to the RFP. All questions must be submitted in writing to the Director of Public Safety at the above address no later than Friday, December 7, 2012.

Section 1 - Purpose:

The City of St. Louis, Department of Public Safety is seeking proposals from qualified consultants or consulting firms to conduct a combined assessment of the civilian and uniform staffing needs and performance of the St. Louis Metropolitan Police Department and the St. Louis Fire Department, including its Emergency Medical Service Division. The assessment sought contemplates that the affected agencies will be examined jointly, with a view towards using objective performance and operational data and national best practices to evaluate productivity and recommend measures to improve public safety services and promote operational efficiency, including consolidation, integration, geographical organization, work load management, personnel assignment, and geographical placement and sharing of fixed assets, rolling stock and other infrastructure.

Section 2 – Background Information:

The St. Louis Fire Department is a division of the Department of Public Safety. It has approximately 575 uniformed firefighters who make up 30 engine companies, 4 truck companies (hook and ladders) and 2 rescue squads, and related fire prevention and training functions. On each shift, each suppression and rescue company is led by a captain. The engine and truck companies are additionally staffed with 3 privates each shift. The 2 rescue squads are staffed with five privates. They work out of 30 fire stations located across the City of St. Louis. There is also a contingent of 62 fire suppression personnel at Lambert-St. Louis Airport operating from two fire houses on premises at the airport, which is located outside of the City limits. The city is divided into 6 Fire Districts. Each district is managed by a Battalion Fire Chief on each shift The fire service for FY2013 received a $38.8 million appropriation from the city's general fund for operations, $3.5 million in outside grants, and $26 million from the general fund as a contribution to the Firemen's Retirement System.

The St. Louis Emergency Medical Service is a division of the St. Louis Fire Department. It has 130 authorized positions used to staff and supervise 12 EMS units, each consisting of an EMT and a Paramedic/Paramedic Crew Chief, and supported by 3 dispatchers and 1 lead dispatcher per shift. For FY 2013, the Emergency Medical Service division received a $10.3 million appropriation from the city's general fund for operations.

The St. Louis Metropolitan Police Department (SLMPD) is an agency of the State of Missouri governed by a 5 member Board of Police Commissioners consisting of 4 appointees of the Governor of the State of Missouri, with the advice and consent of the Missouri Senate, and the Mayor of the City of St. Louis serving as an *ex officio* member. The operational budget of the SLMPD primarily is paid by appropriation out of the general fund of the City of St. Louis. The department has approximately 1,250 sworn officers, with approximately 850 assigned to the patrol division, 250 assigned to a centralized criminal investigations and support (including crimes against persons and property, tactical operations, and traffic), 30 assigned to auxiliary services (including property custody and laboratory/identification), and 38 assigned to professional standards (including internal affairs, audit, and academy), and 100 in special assignments supported by contract or grant funding

The SLMPD additional is served by 525 full time civilian employees who staff communications, information technology, planning and research, purchasing, supply and uniform, legal, and budget and finance divisions, as well as support operational units in patrol, buildings, records, fleet services, laboratory and identification and telephone reporting.

The SLMPD is divided into 9 police districts, divided into three area patrol divisions (north, central and south). The department's principal building facilities are three area superstations and police headquarters. The SLMPD currently is in the planning stages for moving its police headquarters to a more modern facility.

The SLMPD is supported by an operation budget during FY 2013 of $148.3 million, of which $116.8 million is funded through an appropriation out of the general fund and the balance through special revenue sources and grants. An additional $31.7 million has been appropriated out of the general fund to support the Police Retirement System.

On November 6, Proposition A will appear on ballots statewide and if approved by a majority of Missouri Voters the City of St. Louis will have authority to gain control of the SLMPD as an agency of municipal government, specifically as a sister division to the St. Louis Fire Department and Emergency Medical Services in the Department of Public Safety for the City of St. Louis.

The purpose of the consultancy contemplated by this RFP is to assist the City of St. Louis in the transition to local control of police by jointly assessing staffing and operational performance and needs of each of the principal divisions of the Department of Public Safety and making recommendations for transitioning to local control of police in ways that broadly achieve a better integrated and more efficient and effective Department of Public Safety.

Section 3. - Selection Criteria:

Provider will be selected from among those individuals or organizations submitting a proposal pursuant to this RFP based on an objective evaluation of the proposal which is deemed most advantageous to the City on the basis of the following criteria:

1. The provider's specialized experience, qualifications and technical competence of the individual or organization, its principals, and staff.
2. The provider's responsiveness to and understanding of the project's scope, including work plan and technical approach, and thorough responses to information required in this RFP.
3. Time frame in which the project as identified will be implemented, including approach to the project and any unusual problems anticipated.
4. The capacity and capability of the organization to perform the work within the time limitations indicated.
5. Past record and performance of the organization (if applicable) with respect to quality of work and measured outcomes, including any past relevant record of performance of individual directors, principals or staff. Note: Criminal background checks may be performed before contract is executed.
6. Ability of the organization to meet statutory or ordinance requirements.
7. Fees associated with the provision of services for a potential contract under this RFP.

8. Other items that may arise as a result of the proposal review and/or interview process, if applicable.
9. WBE/MBE participation.

The selection process for professional service agreements, established by Ordinance 64102, calls for a Selection Committee comprised of two representatives of the operating department (in this case the Department of Public Safety), one representative from the Mayor's Office, one representative from the Comptroller's Office and one representative from Aldermanic President's Office. A Selection Committee has been established for this Request for Proposal (RFP). Decisions of this committee shall be recommended to the Board of Estimate and Apportionment as further required by ordinance. The guidelines for this selection process are in accordance with Ordinance No. 64102 and the Regulations established by the Board of Public Service.

As it is expected that each respondent may have different needs for information, it is incumbent upon each respondent to make whatever inquiries it deems necessary in order to respond to the RFP. The City assumes no responsibility for oral instructions, suggestions or interpretations. Any material change will be submitted to all Respondents through issuance of an addendum by the City. It is the responsibility of the Respondent to inquire, in writing, about any portion of this invitation that the Respondent does not understand. All inquiries concerning this RFP should be received in writing not less than 7 days prior to the closing date, to:

Eddie Roth, Director/Charlene Deeken, Deputy Director
Department of Public Safety
City of St. Louis
1200 Market Street, Room 401
St. Louis, MO 63103

Contact with committee members other than Eddie Roth or Charlene Deeken is strictly prohibited. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates. The City will respond in writing to each contact and/or question. Short procedural inquiries may be accepted by telephone by the City; however, oral explanations or instructions given over the telephone shall not be binding upon the City. Other than short procedural inquiries made by telephone, Respondents shall **not** contact the City directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

After the submission of proposals, unless requested by the City, contact with the City is limited to status inquiries only and such inquiries are only to be directed to the above-named individual. Any further contact or information about the proposal to the City or any other City official connected with this RFP will be considered an impermissible supplementation of the Respondent's proposal.

Section 4 - Submission of Proposal:

In order to be considered by the Selection Committee, a Respondent's proposal must be received by the City at the appropriate location by the required time. Proposals received after this deadline will not be accepted. THE DATE, TIME AND LOCATION ARE:

Date: Friday, December 14, 2012
Time: 5:00 p.m., CST
Contact: Eddie Roth, Director of Public Safety
Location: 1200 Market Street (City Hall)
Room 401
St. Louis, Missouri 63103
Tel #: 314-622-3391

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to "**RFP PUBLIC SAFETY STAFFING AND OPERATIONS STUDY**". **JOINT PROPOSALS WILL BE CONSIDERED.**

Bids made in any other manner are not valid and will not be considered. Sealed bids may be mailed or delivered personally but must be received by the point of contact listed in this Section of this RFP by the deadline listed in this Section. Bids received late will be returned unopened. Respondents shall assume full responsibility for timely delivery of sealed bids at the designated location.

Section 5 - Information For Respondents:

Proposals submitted via e-mail or facsimile will not be accepted.

Each Respondent must submit one (1) complete, ORIGINAL proposal. Each Respondent must also submit five (5) full, complete and exact copies of the original, all six of which shall be packaged and sealed together clearly marked "**RFP FOR PUBLIC SAFETY STAFFING AND OPERATIONS STUDY.**" It is suggested that the Respondent make and retain a copy of its proposal.

Section 6 – Representations:

In submitting a proposal, each Respondent represents that:

1) he or she has read and understands the RFP and that the bid is submitted in accordance therewith;
2) the costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
3) he or she has not employed or retained, paid or agreed to pay any fee, commission or percentage to any person or firm (other than a full time employee working solely for the Respondent) to solicit or secure this contract.

Section 7 – Reservations:

The Selection Committee reserves the right to interview, or call for a presentation from, any Respondent submitting a response, as well as form additional evaluation criteria for the presentations. The Selection Committee also reserves the right to discuss the proposals with any or

all Respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful Respondent shall not be construed as an offer of engagement until and unless a contract is fully negotiated. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all bid responses with or without cause, 2) request additional information from Respondents as the City may deem necessary, 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of responses, 4) disqualify any and/or all firms or Respondents and reject any and/or all bid responses for failure to comply with this RFP or to promptly provide additional requested materials or information, and 5) cancel this RFP.

Respondents are cautioned that the City of St. Louis is not obligated to ask for or accept after the opening date any data which is essential for a complete and thorough evaluation of the proposal. The City of St. Louis may award a contract based on initial submissions without any further discussion of such proposals. Accordingly, each proposal should be submitted on the most favorable and complete price and technical terms possible. However, the Selection Committee reserves the right to request "Best and Final Offers" from the first and second ranked provider proposals.

Section 8 – Intent:

It is the intent of the Selection Committee to award the Contract to the lowest responsible qualified Respondent provided the bid response has been submitted in accordance with the requirements of this RFP.

Section 9 – Contract Term and Contractor Fees:

1. The City desires for the assessment to be completed within One Hundred and eighty (180) Days.

2. Respondents shall indicate a firm, fixed price for consulting services described herein and, solely for purposes of internal funding sourcing, shall allocate the fixed price for consulting services between assessments of (a) police, (b) fire and (c) emergency medical service staffing and operations.

Section 10 – Scope of Work:

The consultant hired pursuant to this RFP shall be responsible conducting a comprehensive and joint assessment and evaluation of the civilian and uniform staffing needs and performance of the St. Louis Metropolitan Police Department, the St. Louis Fire Department, and its Emergency Medical Service Division as integrated operating divisions of the Department of Public Safety. The assessment sought contemplates that police, fire and emergency medical services for the City of St. Louis will be examined using objective performance and operational data guided by national best and promising practices to:

1. evaluate the City of St. Louis current and future police, fire, and emergency medical service needs;

2. evaluate the productivity and effectiveness of each agency as currently organized in meeting these needs;

3. recommend measures to improve public safety services in the City of St. Louis and to promote operational efficiency and effectiveness of the Department of Public Safety and each of the service divisions, through consolidation, integration, setting of staffing levels and protocols for operational units, work load assignments, deployment and management, organizational and geographical division, placement and sharing of fixed assets, rolling stock and other infrastructure.; and

4. such other factors as the respondents to this RFP may suggest are essential or beneficial to satisfying the purpose of this RFP.

Section 11 - Information Required In Response To RFP:

1. Respondent must provide a history of the firm, qualifications and years of experience in consulting services relating to public safety agencies.

2. Respondent must describe their capability to provide requested services.

3. Respondent must also provide references from five (5) current or recent clients for whom similar services have been provided.

4. Respondent must submit a detailed project plan, including timeline, for the implementation of the City of St. Louis' project.

5. Respondent, by virtue of the submitted proposal, agrees to hold City of St. Louis harmless from liability incurred in the performance of this contract. Additionally, Respondent agrees to comply with all laws as applicable for work with the City of St. Louis.

6. A certificate of Worker's Compensation shall be provided to the City of St. Louis by the Respondent.

7. Contractor shall provide information describing its compliance with the applicable provisions of HIPAA, including but not limited to the Privacy Rule and the Security Rule, and with the HITECH Act, including but not limited to the Interim Final Rule on Breach Notification for Unsecured Protected Health Information. Contractor shall provide copies of any of written policies and procedures that Contractor has adopted in relation to such compliance.

Section 12 – Minority and Women's Business Enterprise Participation (MBE/WBE):

The City of St. Louis is fully committed to involving M/WBE firms in meaningful roles on all consultant contracts. To that end, the City, acting through its DBE Program Office at the Airport, has established a goal of 25% MBE and 5% WBE participation for this consultant contract. The goal is a per cent of the original contract amount for the utilization of firms owned and controlled by minorities or women.

A copy of the City Directory of Certified M/WBEs is available on the internet at www.mwdbe.org or by contacting the Airport DBE Office at 314-426-8111.

Section 13 - Insurance Requirements:

1. All proposals must contain a letter of intent from an insurance company(s) authorized to do business in the State of Missouri stating its willingness to insure the Respondent pursuant to the terms of any contract resulting from this RFP. The Contractor shall procure and maintain, at the Contractor's expense, the following insurance coverage for the period of the contract. Certificates evidencing the effective dates and amounts of such insurance must be provided to the City of St. Louis, Department of Public Safety:

    a. Workers Compensation insurance as required by the State of Missouri.

    b. Professional liability in the amount of $100,000 per occurrence and $100,000 in the aggregate, with the City named as additional insured. If "claims made" is provided, continuing liability coverage ("tail") of at least $100,000 must be in force.

    c. Performance bond in the amount of $100,000 which must contain specific language that identifies the insurance provider, the amount of liability coverage provided, and guarantees the fidelity of officers, agents, sub-contractors and employees of the Contractor or indemnifies the Contractor for losses caused by dishonesty or a want of fidelity on the part of any person employed, acting under the authority of the Contractor or in contracted service to the Contractor. The bond shall be in force prior to the award of the contract and shall remain in force during the initial and any subsequent term of any contract. After the contract has been awarded, the successful Respondent must provide the Department of Public Safety with the Performance Bond within seven (7) days of notification of the award.

    d. General Liability and Personal Injury Insurance of up to $100,000 with the City named as additional insured.

Section 14 – Americans with Disabilities Act:

In connection with the furnishing of goods and services under any contract resulting from this RFP, the Contractor shall comply with all applicable requirements and provisions of the Americans with Disabilities Act.

Section 15 – Living Wage Ordinance:

Any contract executed pursuant to this RFP is subject to the St. Louis Living Wage Ordinance 65597. Information on this requirement may be found at stlouis-mo.gov under Government, Resolutions, Board Bills and Ordinances.

Section 17 – Unauthorized Alien Employees:

As a condition for the award of a contract under this RFP, Contractor, shall, pursuant to the provisions of Sections 285.530 through 285.555 of the Revised Statutes of Missouri 2000, as amended, by **sworn affidavit** (attached hereto as Exhibit 1) **and provision of documentation**, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit (attached hereto as Exhibit 1) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

Section 18 - Audits:

The City of St. Louis and the City's auditors and accountants shall be afforded access, during the term of any contract adopted pursuant to this RFP, and for five (5) years following termination, to all of the Contractor's books and records without limitation whatsoever for the purpose of conducting audits. All books and records shall be open to inspection and/or reproduction to the extent necessary to adequately permit evaluation and verification of the Contractor's full compliance with the contract documents. In those situations where Contractor's records have been generated from computerized data or records, in addition to hard copy (reports), Contractor shall provide such information on disk or in a suitable alternative electronic format.

Section 19 – Non-Discrimination:

In connection with the contract resulting from this RFP, the Contractor agrees that in performing any services resulting from this RFP, neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, creed, color, disability, religion, national ancestry or origin, gender or sexual orientation.

Section 20 - Contents of Proposals

All materials submitted in accordance with this RFP will become and remain the property of the City and will not be returned.

All proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the City, at the sole discretion of the City, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

Section 21 – Labor and Materials:

Unless otherwise specified in this RFP, the Contractor shall provide and pay for all facilities, products, labor, materials, tools, delivery, transportation, and other facilities and services necessary to perform the work required under any contract executed pursuant to this RFP. The City will NOT accept any charges from the selected Contractor toward the provision or operation of this service.

Section 22 - Amended Proposals

A Respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The City will not merge, collate or assemble proposal materials.

Section 23 - Right to Withdraw Proposal.

Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The Respondent must submit a written withdrawal request signed by the Respondent's duly authorized representative(s) addressed to the City.

Section 24 - Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

There are no designated dates for release of addenda. Therefore, interested Respondents should check the City website at http://www.stlouis-mo.gov on a daily basis from time of RFP issuance through RFP deadline date. It is the sole responsibility of the Respondent to be knowledgeable of all addenda related to this RFP.

Section 25 - Respondent Responsibility

The Respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a Respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the Respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

Section 26 - Cost Liability

Any cost incurred by the Respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP, including oral presentation and demonstration, if required, shall be borne solely by the Respondent.

Section 27 - No Obligation

This RFP in no manner obligates the City to the eventual purchase of services offered until confirmed by an executed written Contract. Progress toward this end is solely at the discretion of the City and may be terminated at any time prior to the signing the Contract.

Section 28 - Termination

This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when the City determines it is in its best interest.

Section 29 - Governing Law

This RFP, and any contract or agreement with Respondents that may result, shall be governed by the laws of the State of Missouri.

EXHIBIT 1

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ **(Name)** who, by me being duly sworn, deposed as follows:

My name is _____ **(Name)**, I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ **(Position/Title)** of _____. **(Contractor)**

I have the legal authority to make the following assertions:

1. _____ **(Contractor)** is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended.

2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri 2000, as amended, _____ **(Contractor)** does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

_____
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

_____
Notary Public

My Commission Expires:

EXHIBIT 2

CITY OF ST. LOUIS
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M/WBE) UTILIZATION PLAN

CONTRACTING AGENCY: **Project Goal: ___% MBE**
PROJECT NAME:

___%

WBE
NAME OF PRIME CONSULTANT:
The prime consultant shall utilize and require all subconsultants to utilize the maximum number of certified minority and women-owned business enterprises possible and will purchase materials and supplies from minority and women-owned business enterprises to the maximum extent feasible, and to this end, the prime consultant will inform each subconsultant of this requirement. The prime consultant shall utilize the services and/or supplies to be provided by the following certified minority and women-owned business enterprises in the execution of this contract:

FIRM NAME ADDRESS PHONE NUMBER CONTACT PERSON	CERTIFYING AGENCY CERTIFICATION DATE CATEGORY CERTIFICATION NO.	WORK TO BE PERFORMED	M/WBE PERCENT

_____ _____
PRIME CONSULTANT AUTHORIZED SIGNATURE DATE