

The Princeton Fire Department Located at 434 Witherspoon Street in Princeton NJ is accepting bids for the following RFP:

The primary intent and goal of this request for proposal (hereinafter "RFP") is to retain a Consultant that can conduct a Spatial needs assessment for the renovation or the current fire station. The second part is to conduct a needs assessment regarding apparatus requirements for Princeton. Upon completion of the study a report will be provided that includes the results and recommendations of the study.

#### **A. Qualifications**

Eligible bidders will be those consultants, companies, and institutions that have the following qualifications:

1. Experience and expertise in regard to the operations, structure, staffing, procedures and other issues critical to the effective operation of suburban and small cities fire departments.
2. A bidder with a proven track record of analyzing the operations of fire departments and making recommendations that actually result in improving operations.
3. Knowledge of federal and state laws and regulations governing municipal fire departments as well as knowledge of potential federal, state, and other sources of additional funding for public safety operations.
4. Experience analyzing and making/implementing recommendations in departments whose operations are heavily influenced by volunteer's agreements.
5. Demonstrated practical knowledge and expertise in regard to "best practices" related to municipal fire operations. Clear knowledge of standards followed by the fire service such as NFPA, ISO, etc.
6. Experience with technological advances available in the public sector and/or emergency management service sector.
7. Abilities and experience with applying analytical and quantitative tools and models needed to undertake the work required under this RFP.

If you meet the qualifications and would like to bid please email Bob Gregory at [rgregory@princetonnj.gov](mailto:rgregory@princetonnj.gov) for the complete RFP, if you have questions I can be reached at 609-497-7632.

## REQUEST FOR PROPOSAL

### Princeton Fire Department Building Spatial Needs and Apparatus Needs

Princeton, on behalf of the Princeton Fire Department is seeking a provider (hereinafter "Consultant") to undertake a Spatial Needs Assessment Study of the Princeton Fire Department Fire Station and an Apparatus Needs Assessment (hereinafter "Department"), agency of Princeton.

#### A. Background and Intent

The Princeton Fire Department is recognized as a shared service of Princeton. Princeton Municipality has oversight powers and responsibilities related to all aspects of the fire department's finances and operations, including ensuring efficient operations of department. This study is part of Princeton's efforts to identify spatial needs for the departments fire station located on Witherspoon Street and secondly to identify apparatus needs for the department.

As previously indicated the Princeton Fire Department protects Princeton, having a combined night-time residential population of ~30,000 in 18 square miles. Unlike other cities of this size, the permanent residential population does not reflect the total population and traffic that comes into the Town; this will need to be taken into account as part of this study. The department is a municipal fire department consisting of three semi-autonomous "companies" operating under the direction of the Departmental Chief. The Department has a current operating budget of \$148,000, a facilities maintenance budget of \$90,000 and receives capital funding for large purchases (apparatus/safety equipment). The department has about 80 volunteer regular members. The Department has two captains and three lieutenants. Also there is a Director of Emergency Services to handle all non-firematic Department responsibilities. There are three fire houses; however as of April 15, 2010 the four primary apparatus have been housed in one firehouse (Witherspoon Street) with all firefighters responding to that one location to respond to calls.

The structure of the Department: a Chief, a Deputy Chief, an Assistant Chief, two Captains, and three Lieutenants. Within the Department there are three fire companies: Princeton Hook & Ladder Company, Princeton Engine Company # 1. There are three fire stations, however all fire operations and response is done out of the Witherspoon Street fire station.

The primary intent and goal of this request for proposal (hereinafter "RFP") is to retain a Consultant that can conduct a Spatial needs assessment for the renovation or the current Witherspoon Street fire station. The second part is to conduct a needs assessment regarding apparatus requirements for Princeton Fire Department. Upon completion of the study a report will be provided that includes the results and recommendations of the study.

## B. Qualifications

Eligible bidders will be those consultants, companies, and institutions that have the following qualifications:

1. Experience and expertise in regard to the operations, structure, staffing, procedures and other issues critical to the effective operation of suburban and small cities fire departments.
2. A bidder with a proven track record of analyzing the operations of fire departments and making recommendations that actually result in improving operations.
3. Knowledge of federal, state laws and regulations governing municipal fire departments as well as knowledge of potential federal, state, and other sources of additional funding for public safety operations.
4. Experience analyzing and making/implementing recommendations in departments whose operations are heavily influenced by volunteer's agreements.
5. Demonstrated practical knowledge and expertise in regard to "best practices" related to municipal fire operations. Clear knowledge of standards followed by the fire service such as NFPA, ISO, etc.
6. Experience with technological advances available in the public sector and/or emergency management service sector.
7. Abilities and experience with applying analytical and quantitative tools and models needed to undertake the work required under this RFP.

## C. Scope of Services

Consulting services must include doing analysis and reporting findings related to the Department in the following areas:

- General
  - Goal
    - What are the space needs for the department as it relates to the following; bay areas, office space, bunk/shower/locker, storage needs for equipment, supplies, meeting space, SCBA, turnout gear, training space and social space. Additionally, what are the current and future Apparatus needs for the Town?
- Fire Apparatus and Equipment
  - Evaluate the current fleet and provide recommendations as to any modifications. Included but not limited to
    - Do we have the proper equipment in sufficient quantities to respond to reasonable hazards?
    - If not, what are the trade-offs to relying on mutual aid?
    - Are there pieces of equipment that we should look to acquire now or in the future, either additional or replacements?
  - Do we have the proper type vehicles to meet our mission?
  - See Attachment 1 for the PFD Apparatus replacement plan.
- Fire Stations

- Do we have the capacity in the fire station for future equipment purchases?
  - What are the spatial needs of the department's facilities and do the buildings meet the recommended standards?
  - Comment on response patterns versus NFPA/ISO standards for volunteer fire departments.
  - See the Attachment 2, fire stations
- Information to be Provided to Consultant
- List of current apparatus
  - Membership rolls of each fire company
  - Firehouse locations/information
  - Operating and capital budget information
  - Grants, past and pending
  - Call stats
  - Princeton will endeavor to provide all information it can as needed

#### **D. Anticipated Deliverables**

As a result of the above analysis and findings and the agreement between the consultant and Princeton, the consultant shall be expected to provide the following:

1. (A) A written report outlining findings related to the work undertaken in Section C. above and recommendations based on these findings that will enable the Department to deliver services in the most efficient and effective manner possible.
- (B) Recommendations shall be broken down into the following categories of:
  - Spatial requirements
  - Apparatus requirements
2. Estimated cost impacts related to the report's recommendations for both financial and physical improvements.
3. Outline a proposed schedule for those recommendations to be implemented in 1 – 5 years (short term), as well as those recommendations to be implemented over 5 - 10 years (long term), including the actions necessary to implement the recommendations. Such plan shall consider and address impediments to implementing the recommendations, measures to address such impediments and alternative recommendations and ramifications in case such impediments cannot be overcome.
4. Proposals shall include an option for the phases of implementation oversight services related to the consultant's recommendations. If Princeton were to opt for these services, they would be provide the following to Princeton's final acceptance of the recommendations, and may involve up to 100 hours of

service. The Statement of Work to be submitted in accordance with Section I of this RFP shall provide a description of these proposed implementation services.

5. The consultant is expected to perform the following services with respect to the finished product:

- a. Presentation of Draft Report to administration at least 15 days prior to the public presentation of the final report.
- b. Presentation of Draft Report at a Princeton Fire Department departmental meeting between "a" and "c".
- c. Presentation of the final report at a public meeting.
- d. Distribution of 25 copies of the final report printed and bound.
- e. Distribution of 2 copies of the final report printed but not bound.
- f. Distribution of 1 electronic copy of final report on CD-ROM in MS Word 7.0 format

#### **E. Contract Period**

Princeton is seeking to have a draft report and recommendations within 120 days following the execution of the contract for these services, with a final report 30 days after delivery of the draft report; with implementation services, as may be requested, to commence after the approval of the final report.

#### **F. Contract Award Procedures**

1. The Princeton is an Equal Opportunity and Affirmative Action employer and does not discriminate in its hiring, employment, or business practices. The Princeton is committed to complying with the Americans with Disabilities Act of 1990 (ADA) and does not discriminate on the basis of disability, in admission to, access to, or operation of its programs, services, or activities.
2. The contact person is Robert G. Gregory, Director of Emergency & Safety Services, 1 Monument Drive, Princeton, NJ 08542-3036.
3. One original (clearly identified as such) and six (6) paper copies of the proposal as well as an electronic version of the proposal in Microsoft Word 7.0 must be received at the above address no later than August 22, 2014. Proposals submitted must be bound, paginated, indexed and numbered consecutively. There shall also be a letter of transmittal addressed to Robert G. Gregory, which includes a statement by the respondent accepting all terms and conditions and requirements contained in the RFP, which shall be signed by a duly authorized official of the organization submitting the proposal. All Bidders must follow exactly the outline

structure set forth herein in Section I, Proposal Requirements & Required Format.

4. Submission must be sent in writing to Robert G. Gregory and must be received at the above address or fax number at 609-945-6080 by August 22, 2014. Prospective respondents must limit their contact regarding this RFP to Robert G. Gregory or such other person otherwise designated by Princeton.
5. The Princeton Administrator, the Chief of the Fire Department and the Director of Emergency & Safety Services Services will review all proposals and recommend finalists based on the criteria established in accordance with this RFP. A short list will be made and finalists shall be brought in for interviews before the Selection Committee. At the conclusion of the interviews a recommendation from the Selection Committee will be forwarded to the full governing body of the Princeton for the final selection.

#### **G. Contract Management**

The contract will be overseen by Princeton.

#### **H. Conditions**

All bidders must be willing to adhere to the following conditions and must positively state this in the proposal:

1. All proposals in response to this RFP are to be the sole property of the Princeton. Bidders are encouraged not to include in their proposals any information which is proprietary. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy and all rules, regulations and interpretations resulting from those laws.
2. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of the RFP is to be the sole property of the Princeton.
3. Timing and sequence of events resulting from this RFP will ultimately be determined by the Princeton.
4. The bidder agrees that the proposal will remain valid for a period of 180 days after the closing date for the submission and may be extended beyond that time by mutual agreement.
5. Princeton may amend the terms or cancel this RFP any time prior to the execution of a contract for these services if the Princeton deems it to be necessary, appropriate or otherwise in the best interests of the Princeton. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in a bidder's proposal not being considered. At its option, the Princeton may provide all bidders

with a limited opportunity to remedy any technical deficiencies identified by the Princeton in their initial review of proposals.

6. The bidder must certify that the personnel identified in its response to this RFP will be the persons actually assigned to the project. Any additions, deletions or changes in personnel from the proposal during the course of the project must be approved by the Princeton, with the exception of personnel who have terminated employment. Replacements for personnel who have terminated employment are subject to approval by the Princeton. At its discretion, the Princeton may require the removal and replacement of any of the bidder's personnel who do not perform adequately, regardless of whether they were previously approved by the Princeton.
7. That all subcontractors hired by the bidder must have prior approval of the Princeton.
8. The bidder will accept and follow direction from the Princeton Director of Emergency & Safety Services.
9. Any costs and expenses incurred by bidders in preparing or submitting proposals are the sole responsibility of the bidder.
10. A bidder must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in the proposal.
11. No additions or changes to the original proposal will be allowed after submittal, except as may be allowed by Princeton, at its option, in accordance with Section H.5. of this RFP. While changes are not permitted, clarification of proposals may be required by the State at the bidder's sole cost and expense.
12. The bidder to be awarded the contract will be required to attend and give presentations to the extent necessary to satisfy the Princeton's requirements or needs as outlined in Section E.5. in addition to those necessary to gather the information necessary to meet the goals of the study outlined in Section C. In some cases, bidders may have to give presentations or further explanation to the RFP selection committee.
13. The bidder represents and warrants that the proposal is not made in connection with any other bidder and is in all respects fair and without collusion or fraud. The bidder further represents and warrants that they did not participate in any part of the RFP development process, had no knowledge of the specific contents of the RFP prior to its issuance, and that no agent, representative or employee of the Princeton participated directly in the bidder's proposal preparation.
14. All responses to the RFP must conform to instruction. Failure to submit a letter of intent, include any required signatures, provide the required number of copies, to meet deadlines, answer all questions, follow the requested

format, or failure to comply with any other requirements of this RFP may be considered appropriate cause for rejection of the response.

15. The bidder must accept the Princeton's standard "Professional Services Agreement" contract language (attached). The bidder may address issues relating to the contract form or conditions as part of the proposal, whereby such issues shall be specifically outlined in the proposal under separate heading.
16. The contract document will represent the entire agreement between the bidder and the Princeton and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The Princeton shall assume no liability for payment of services under the terms of the contract until the successful bidder is notified that the contract has been accepted and approved by the Princeton. The contract may be amended only by means of a written instrument signed by the Princeton, and the bidder.

## I. Proposal Requirements & Required Format

Proposals must set forth accurate and complete information for all of the following items:

1. Experience, Expertise and Capabilities
  - a. Information about the Bidder. The name, location, mailing addresses, telephone numbers, FEIN/SSN of the bidder and other pertinent information. See "Bidder's Profile Sheet".
  - b. Philosophy Statement. A statement of the respondent's philosophy and approach in undertaking consulting services of the nature outlined in the RFP.
  - c. Summary of Relevant Experience. A listing of all consulting projects that the bidder has completed within the last three (3) years for municipal and State governments must be provided. From these projects, identify and provide a brief summary of work done specifically in regard to municipal fire departments. In addition, the name, title, addresses and telephone number of a contact person from each organization for whom fire department studies have been done should be provided. Additionally, please list any contracts in the last three (3) years between the bidder and any agency of the Princeton.
  - d. Personnel Listing. A complete listing of the staff identified in the work plan by job classification, along with their resumes, licenses and/or certifications and hourly rates. Each resume shall include the individual's qualifications and experience in the subject area.
  - e. Conflict of Interest. Disclose any current (within the last 3 years) business, financial, personal or other types of relationships which may pose a conflict of interest.
  - f. Project Leader. The name of the person listed in Section I.1.d. who shall serve as project leader/contact person for the duration of the study?

## 2. Statement of Work

- a. Work Plan. For each of the items listed in Section C. - Scope of Services include the methodology to be used, name of staff performing the tasks, hours required, and proposed completion time. The same information shall be provided for Items 1 through 4 of Section E. - Anticipated Deliverables.
- b. Services Expected of Princeton. Identify and quantify in terms of time, the nature and scope of the services to be provided by Princeton.

## 3. Price

- a. Cost Proposal. Proposals shall include a single price for work to be performed in accordance with this RFP, inclusive of all personnel and non-personnel expenses, plus a separate single optional price for the 100 hours of implementation services as proposed. Princeton shall use these two figures as a basis for a negotiated agreement resulting from this RFP. In order for the Princeton to evaluate the proposed cost, bidders must include for each element of the Work Plan outlined in Section 1.2.a. above, the staff, hours, hourly rates and total cost. Include any details for non-personnel costs as an additional cost section. The Princeton reserves the right to negotiate costs and scope of services based on provider proposals; however, bidders are required to encompass the entire scope of services under this RFP in their price.

Since the Selection Committee may desire to consider the bidder's experience, qualifications, statement of work, and other aspects of the RFP prior to the Cost Proposal, the Cost Proposal should be marked "confidential" and sealed in a separate envelop marked "Cost Proposal".

4. Contract Compliance and Affirmative Action. The proposal must include a Notification to Bidders Form, an Evidence of Nondiscrimination Form, and an Employment Information Form. See "Contract Compliance Package".
5. References and Sample reports: The proposal shall include a list of references and contact individuals. Copies of 2 other reports that were done by the bidder that are similar in form to the study being requested by the Princeton.
6. Additional Data. Any additional information which the bidder wishes to bring to the attention of the Princeton and the Selection Committee that is relevant to this RFP.

All proposals must be signed by the bidder's authorized official. The proposal must also provide name, title, address and telephone numbers for: 1) the individual with

authority to negotiate and contractually bind the bidder and 2) for those who may be contacted for the purpose of clarifying the information provided therein.

## **J. Evaluation of Proposals**

The following criteria are expected to be among those utilized in the selection process. They are presented as a guide for the bidder in understanding the Princeton's requirements and expectations for this project and are not necessarily all inclusive or presented in order of importance.

1. Proposed statement of work. Emphasis will be on a grasp of the problems involved, soundness of approach and the quality of the overall proposal.
2. Proposed costs.
3. Experience, expertise, and capabilities of the bidder. Background, qualifications, and previous experience of personnel to be assigned to the project and their demonstrated competence, experience and expertise in the type of work to be performed. The type of experience, expertise, capabilities, and qualifications desired are outlined in Section B. - Qualifications of this RFP. It is the Princeton's plan to contact one or more of the organization references listed in Section I.1c. of this RFP as part of assessing the experience, expertise and capabilities of the bidder.
4. Time and Cost Schedule. Emphasis will be on the bidder's ability to complete the tasks and produce the necessary products within the required time frame and within the budget as stated in the proposal.

## **K. Rights Reserved To the Princeton**

The Princeton reserves the right to award in part, to reject any and all bids in whole or in part for misrepresentation or if the bidder is in default of any prior Princeton contract, or if the proposal limits or modifies any of the terms and conditions and/or specifications of the RFP. The Princeton also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the Princeton will be served.

The Princeton reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a contract already made to a bidder and subsequently awarding the contract to another bidder. Such action on the part of the Princeton shall not constitute a breach of contract on the part of the Princeton since the contract with the initial bidder is deemed to be *void ab initio* and of no effect as if no contract ever existed between the Princeton and the bidder.

Attachments

The Station 61 there are three views front the side and back. This station is located at 13 Chestnut Street.







Station 62 Hook & Ladder located on Harrison Street





Station 63 located on Witherspoon Street, all response operations take place out of this station.





Princeton Fire Department  
 Apparatus Replacement Planning  
 Prepared February 2014

CURRENT APPARATUS LISTING

Year	Apparatus	Disposition	Safe Operating Life	Replc. Year	Spec. Year	Years Past Due	Replc. Cost	Replacement Specification
1982	E602 - Mac Engine	Does not meet NFPA 1901 standards	20 years	2002	Immediate	12 years	\$650,000	Rescue Engine
1989	E601 - Pierce Engine	Does not meet NFPA 1901 standards	20 years	2009	Immediate	3 years	900,000	Class A Quint
2004	CV1 - Dodge SUV	In Service	8 years	2012	Immediate	2 years	45,000	Command Vehicle
2006	CV3 - Dodge SUV	In Service	8 years	2014	Immediate	Current	45,000	Command Vehicle
2006	FC7 - Ford SUV	In Service	8 years	2014	Immediate	Current	45,000	Command Vehicle
[ ]	FP1 - Dodge SUV	In Service	8 years	2015	2014	NA	40,000	Fire Police Vehicle
1996	E60 - Pierce Engine	In Service	20 years	2016	2014	NA	675,000	Class A Supply Engine
1999	SQ60 - Pierce Engine (aerial master stream)	In Service	20 years	2019	2017	NA	850,000	Class A Articulated Squirt
2001	TW60 - KME Tower	In Service	20 years	2021	2019	NA	1,200,000	Tower (with platform and pump)
2008	SS60 - KME Special Services	In Service	20 years	2028	2026	NA	250,000	Special Services
--	U60 - Pickup Truck	Needed	20 years	--	Immediate	NA	50,000	Utility Truck

Notes:

1. Assumes apparatus building specification process must begin appr. 2 years prior to actual delivery and payment
2. Note that the Department currently operates 2 apparatus not meeting federal standards and well beyond their replacement year
3. The Department has not received delivery of a replacement apparatus (front-line apparatus with pump or aerial capabilities) in 13 years

APPARATUS REPLACEMENT SCHEDULE

Apparatus	Cost incurred in year:											Next Purchase Year			
	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		2024	2025	2026
E602 Replacement		\$ 650,000													2034
E601 Replacement		\$ 900,000													2034
CV1 Replacement		\$ 45,000								\$ 50,000					2030
CV3 Replacement		\$ 45,000								\$ 50,000					2030
FC7 Replacement		\$ 45,000								\$ 50,000					2030
FP1 Replacement		\$ 40,000									\$ 45,000				2023
E60 Replacement			\$ 675,000												2036
SO60 Replacement						\$ 850,000									2039
TW60 Replacement								\$ 1,200,000							2041
SS60 Replacement			\$ 50,000												2028
U60 New/Needed		\$ 50,000													2035
<b>Total</b>		<b>\$ 1,685,000</b>	<b>\$ 990,000</b>	<b>\$ 675,000</b>			<b>\$ 850,000</b>		<b>\$ 1,200,000</b>	<b>\$ 150,000</b>				<b>\$ 45,000</b>	