



Fire Department

City of Onalaska^{AK}

Fire Department Staffing & Facilities Study Request for Proposal

June 3, 2024

**CITY OF ONALASKA
REQUEST FOR PROPOSAL
Fire Department Staffing and Facilities Study**

I. PROJECT OVERVIEW

1. **Objective:** The City of Onalaska Fire Department is soliciting proposals from qualified firms or individuals to provide consulting services for a comprehensive Fire Department Staffing and Facilities Study. The purpose of this study is to evaluate the Fire Department's current daily staffing model as well as evaluate the current efficiency, effectiveness, operations, building use and future needs of the department. Specifically, the consulting firm shall evaluate what is required to provide adequate fire and EMS service including, but not limited to:

Phase 1:

- An evaluation of our current staffing levels, model (currently a combination department), and structure to determine if the Onalaska Fire Department is able to provide adequate fire and EMS protection to our service area based on fire industry standards. The evaluation should also determine future staffing levels, model, and structure based on population growth, ability to mitigate concurrent/overlapping emergencies, and future service needs.
- An evaluation of asset deployment with current staffing levels, staffing model, and structure to determine if the OFD is meeting fire industry standards.
- Identification of improvements (if needed) based on evaluation of staffing needs.

Phase 2:

- A complete GIS study to determine response times throughout our response area. The study shall identify any areas where response times fall outside of fire industry standards.

Phase 3:

- An evaluation of our current fire station to determine adequacy and functionality. This evaluation shall include suggestions for improvements and needs to the communities we serve.
- Conceptual design of improvements and needs of the current fire station.
- Conceptual design of an attached or detached training facility in the City of Onalaska to help the department maximize ISO rating.
- Recommendations for location(s) of additional fire station(s) needed to meet adequate response times as determined by fire industry standards.
- Conceptual design of any additional fire stations identified in the study.
- Evaluation of our current fleet of apparatus to determine any additional apparatus needs if additional station(s) are identified in the study.

Phase 4:

- Presentation of analysis and recommendations to City of Onalaska Common Council, City Leadership, and Fire Department. Expectation of at least 3, but no more than 5 presentations.

This is the first phase of a project that may include proposals for design services for future fire station(s) in a separate RFP process.

2. **Background:** The City of Onalaska Fire Department (OFD) currently operates out of one station built in 2000, located in the heart of the Coulee Region. The station is centrally located in Onalaska and is surrounded by seven other departments ranging from completely volunteer to completely full-time career. Onalaska is located along the western border of Wisconsin overlooking the Mississippi River near the City of La Crosse. The OFD provides fire protection, fire prevention, and EMS to the City of Onalaska as well as the Town of Onalaska, encompassing nearly 55 square miles and a resident population of approximately 25,000. Two major highways dissect the city and its western border includes both the Mississippi River and a major railway. The OFD roster currently consists of a Chief, Assistant Chief, eighteen (18) career firefighter/EMT's, twelve (12) part-time firefighter/EMT/EMRs, four (4) Community Risk Reduction specialists, and one (1) part-time administrative assistant. Established in 1894, the City of Onalaska Fire Department began as a volunteer department but as the City grew and population increased the department has had to adjust to the need for increased public safety and services. The OFD is centrally located in La Crosse County surrounded by bluffs, the Mississippi River, a regional airport, Interstate 90, the Burlington Northern Santa Fe railroad, and multiple state and rural routes. Interstate 90 is a major East-West corridor and freight route while the Burlington Northern Santa Fe is a Class 1 freight railroad that travels through our city with approximately forty (40) to fifty (50) trains per day. The Onalaska Fire Department is active with mutual and automatic aid agreements. The OFD ideally positioned within La Crosse County to provide response to seven (7) other departments: two (2) each to the north, south, and east of us with an additional department to the southwest. In the summer of 2011, the Onalaska Fire Department entered into a MABAS agreement with the seven (7) area fire departments. The Onalaska Fire Department responded to 2,022 calls in 2023 and experiences a 4% average increase in call volume annually. Approximately 78% of these calls are EMS related.

II. RFP SUBMITTAL INSTRUCTIONS-A complete response will include:

1. **Executive Summary & Overall Approach:** Summarize your proposal and include your firm's qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.
2. **Experience & Capabilities:** Describe your level of industry experience and capabilities/expertise in the proposed services.
 - a. **Team Members:** Describe individual team members. Include names, titles, roles, and responsibilities for each team member. Identify the project manager and primary contact. Include resumes for all team members.
 - b. **Company and History:** Describe briefly your firm's background and history. State organization's size: local, regional, national and international, in relation to providing services requested in this RFP. State the location of the office from which this engagement will be serviced and the range of activities performed at that office. If you will be using subcontractors, please make note of that.
 - c. **Subcontractors:** Will any of the work in the 4 Phases be completed by a subcontractor? If so, please specify what work will be done by subcontractor(s) and provide comparable projects and experience of the subcontractor(s).
3. **Detailed Project Proposal:** Provide a detailed plan for consultant plans to meet the project goals.
 - a. The Consultant should add any additional line items that they feel are an important

feature to their proposal.

- b. Provide information regarding how to address specific issues or concerns.
 - c. Timeline for project completion.
4. **References and Work Samples:** Include a list of references of at least five (5) projects completed within the last four years of a similar nature. The City reserves the right to contact references without prior notification. The information should include:
- a. Agency name;
 - b. Address;
 - c. Contact full name and title;
 - d. Contact e-mail address;
 - e. Contact telephone number;
 - f. Date of project; and
 - g. Scope of work.
5. **Cost Sheet:** Include the completed Cost Sheet found at the end of this RFP.
6. **Submission of RFP:** Sealed proposals must be delivered to:

Pete Fletty, Fire Chief
City of Onalaska
415 Main Street
Onalaska, WI 54650

All RFP's shall be submitted in complete original form. Proposals must be in a sealed envelope clearly marked "**REQUEST FOR PROPOSAL, FIRE DEPARTMENT STAFFING AND FACILITIES STUDY**" or may be submitted electronically to pfletty@onalaskawi.gov with the subject line stating the same.

Proposals must be delivered NO LATER than 4:00 PM on Wednesday July 3, 2024. Proposals received after the above date and time will be unopened.

7. **Opening of Proposals:** There will not be a public opening for these proposals.

8. **Selection Timeline:**

RFP Released	June 3, 2024
Proposals Due	July 3, 2024 at 4:00 PM
Interviews (if needed)	July 15-26 th
Finance & Personnel	August 7, 2024
Common Council Award	August 13, 2024

This schedule is the anticipated schedule of events and the dates are subject to change. Responses to this RFP will help the City of Onalaska identify the most qualified proposal. The City of Onalaska will evaluate qualifications, references, overall fit as well as take into consideration the proposed scope and pricing to determine the most qualified response. The City may invite the top ranked proposals to participate in an interview. If requested to participate in an interview, an email will be sent to schedule the interview. The City will not reimburse any expenses associated with the participation in responding to this RFP or participation in interviews.

9. **Contact Information:** Information and questions concerning this Request for Proposal may be directed to Pete Fletty, City of Onalaska Fire Chief at (608) 781-9546 or pletty@onalaskawi.gov.

III. TERMS AND CONDITIONS

1. **Acceptance and Rejection:** The City of Onalaska reserves the right to reject unqualified or non-conforming proposals, to reject all proposals, to accept the proposal most advantageous to the City, to waive any technicality in any bid/proposal submitted or to select the most qualified proposal and negotiate a contract. The City of Onalaska is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the City. The City of Onalaska reserves the right to re-issue any requests for proposals.
2. **Contract:** The City's standard contract is attached hereto and shall be incorporated along with this RFP into the final contract for services. Before signing a contract with the successful Consultant, the City of Onalaska requires satisfactory proof that the Consultant has adequate ongoing insurance coverage for the work to be performed under the contract.
3. **Clarification of Proposals:** The City of Onalaska reserves the right to obtain clarification of any point in a vendor's proposal or obtain additional information.
4. **Waiver:** The City of Onalaska reserves the right to waive any formalities, defects, or irregularities in any proposal, response and/or submittal where the acceptance, rejection or waiving of such is in the best interests of the City.
5. **Disqualification:** The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the vendor.
6. **Public Records Access Statement:** Both parties understand that the City is bound by the Wisconsin Public Records Law, and as such, all of the terms of this RFP and corresponding contract are subject to and conditioned on the provisions of Wis. Stat. 19.21, et. seq. The Consultant acknowledges that it is obligated to assist the City in retaining and producing records that are subject to Wisconsin Public Records Law, and that the failure to do so shall constitute a material breach of the Agreement, and that the selected auditor must defend and hold the City harmless from liability under that law. Except as otherwise stated, those records shall be maintained for a period of seven years after receipt of final payment under this Agreement.
7. **Assignment Language:** No right or duty in whole or in part of the Consultant under this Contract may be assigned or delegated without the prior written consent of the City of Onalaska.
8. **Applicable Law and Compliance:** The validity, interpretation, performance, and enforcement of any Contract will be governed by the laws of the State of Wisconsin and any action arising out of or related to this Agreement shall be handled in La Crosse County Circuit Court. Consultant shall, at all times, comply with and observe all federal and state laws, local laws, ordinance and regulations which are in effect during the period of this Contract and which, in any manner, affect the work or its conduct.

9. **Nondiscrimination/Affirmative Action:** In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in Wis. State. 111.32(13m) or national origin.
10. **Cancellation:** The City of Onalaska reserves the right to cancel any contract in whole or in part without penalty due to non-appropriation of funds or for failure of the consultant to comply with terms, conditions and specification of this contract.
11. **Proprietary Information:** Any restrictions on the use of data contained within a request, must be clearly stated in the bid/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin Public Records Law. Proprietary restrictions normally are not accepted. However, when accepted, it is the consultant's responsibility to defend the determination in the event of an appeal or litigation.
12. **Independent Capacity of Consultant:** The parties hereto agree that the consultant, its officers, agents and employees, in the performance of this Agreement shall act in the capacity of independent contractor and not as an officer, employee or agent of the City of Onalaska. The Consultant agrees to take such steps as may be necessary to ensure that each subcontractor of the Consultant will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant or joint venture or partner of the City of Onalaska.

**CITY OF ONALASKA
REQUEST FOR PROPOSAL
Fire Department Staffing and Facility Study
COST SHEET**

Phase 1

Cost: \$ _____

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Phase 2

Cost: \$ _____

- A complete GIS study to determine response times throughout our response area. The study shall identify any areas where response times fall outside of fire industry standards.

Phase 3

Cost: \$ _____

- An evaluation of our current fire station to determine adequacy and functionality. This evaluation shall include suggestions for improvements and needs to the communities we serve.
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Phase 4

Cost: \$ _____

- Presentation of analysis and recommendations to City of Onalaska Common Council, City Leadership, and Fire Department. Expectation of at least 3, but no more than 5 presentations.

Total Cost: \$ _____

Submitted By:

Signature of Authorized Representative

Date