



THE CITY OF
CANTON
THOMAS M. BERNABEL, MAYOR

Request for Proposals

City of Canton, Ohio

Purchasing Department

218 Cleveland Ave. SW, 4th floor

Canton, Ohio 44702

Item/Project - Fire Station/Apparatus Assessment and Study

Responsible Department - Fire Department

Proposals Due By - June 7, 2021 at 4:00 PM local time

Proposal Submitted By:

Company Name

Street Address

City

State

Zip

Contact Person

Phone No.

Email Address

Canton City Hall
218 Cleveland Avenue S.W.
Canton, OH 44702

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**Request for Proposals (RFP) for
Fire Station/Apparatus
Assessment and Study**

Overview

The City of Canton ("City") is accepting proposals from qualified consulting firms to provide a fire station assessment and study for the Canton Fire Department ("Department"). The purpose of the study is to assess current fire station facilities and to provide long-term recommendations for fire station facilities and infrastructure taking into consideration the Department's strategic and operational planning.

About the Canton Fire Department

Serving a diverse population of over 70,458 people in the eighth-largest city in Ohio, the Canton Fire Department answers over 16,117 calls for service annually. The Department operates from eight stations, seven of which are currently staffed 24 hours a day, 7 days a week. The Department is in the beginning phase of creating a comprehensive strategic and organizational plan which will meet the needs of our growing, diverse community. The plan will include several focused community risk reduction initiatives. The Department's FY20 budget is \$21 million.

Fire Station Locations and Staffing:

The current City of Canton Fire Stations are located at:

Station #1 (Central Station)

110 7th St SW
1 Battalion Chief
1 Fire Suppression Specialist
1 Safety Officer
Administrative Offices with Chief
Officers and Staff
2 Bay Vehicle Maintenance Garage
with two Mechanics

Station #2

415 Belden Ave SE
1 Engine with three Firefighters
1 Ambulance with two Paramedics

Station #4

2502 Cleveland Ave NW
1 Ladder Truck with five Firefighters
1 Ambulance with two Paramedics

Station #5

3701 W. Tuscarawas St
1 Engine with three Firefighters

Station #6 (Combination Company)

2621 Harmont Ave. NE
1 Engine with three Firefighters
1 Ambulance staffed by the same three Firefighters

Station #7

1001 O'Jay's Parkway NE
1 Engine with three Firefighters
1 Ambulance with two Paramedics

Station #4

1330 Dueber Ave. SW
1 Ladder Truck with five Firefighters
1 Ambulance with two Paramedics

Station #10

4632 Vernon Ave. NW
7 Fire Prevention Bureau Inspector/Investigators

Strategic and Operational Plan

The Canton Fire Department is in the initial stages of developing a long term strategic/operational plan to update and modernize the department's stations, infrastructure and fleet in order to meet consensus standards, improve response times and to better improve the health and welfare of fire department personnel and the community we serve.

A team of Canton Fire Department, City of Canton Administration, and external stakeholders from the community will collaborate to assess and plan for the best option to make improvements to the current system and plan for future expansion and needs. The stakeholders will be tasked with providing input and feedback throughout the planning process as will advocates from any sub-groups.

During this process stakeholders will examine these key themes:

1. How do we continue to improve on saving lives during emergency events?
2. How do we meet the increasing service demands over the coming years?
3. How do we better market our services and demonstrate our value to our community?
4. How do we continue to meet these demands and maintain the health and welfare of the department's members and staff.

From these key themes, members of the agency's command staff will develop a list of strategic objectives, outcome measurements and supporting goals to prepare the Canton Fire Department to meet the needs and expectations of their community and remain a "value-added" organization into the future.

With the assistance of the consultant we can begin to finalize the strategic plan. The Fire Chief, members of the Fire Department's leadership team, and stakeholders will work on an operational plan based on the strategic objectives, outcome measurements, and supporting goals in the draft strategic plan. The final version of the strategic plan will be presented to the City's Administration and City Council to approve the plan.

Scope of Work

The City and Department is seeking an innovative fire service consulting firm with experience in proposing long-range solutions for fire station facilities and fleet maintenance. The work to be completed includes the following:

1. Gather pertinent data and information. The consultant is responsible for all costs associated with obtaining third-party data.
2. Collaborate with City and Department staff to gather information and to evaluate current and future needs as it pertains to fire stations and personnel/apparatus deployment in a full-time staffed organization.
3. Conduct an operational efficiency evaluation and analysis of existing fire stations, maintenance facilities, including an inspection to identify existing conditions of the building (structural, design, layout, expansion opportunities, HVAC, energy efficiency, electrical, space needs, etc.) to form comprehensive recommendations for a remodel or construction of a new facility or facilities at current locations or alternative locations. Additionally, attention should be given to:
 - A. Designs to maximize turn-out times for our staffing model.
 - B. Fire service standards and best practices (i.e. NFPA), specifically cancer prevention.
4. Integration of a fire training facility or facilities (classroom, props, etc.) at either a current fire station location, alternative fire station location, or a dedicated separate location.
5. Prepare a draft report, including conceptual site plans/designs for remodels of existing facilities or new facility or facilities, for review and comment by City and Department leadership before drafting a final report.
6. Provide 3 copies of the final report and conceptual site plans/designs; provide electronic copies of all documents.

¹ The Department has established a six-minute benchmark for travel time. While there are multiple scenarios included in the Department's strategic plan, the City/Department is committed to maintaining the six-minute benchmark.

Required Meetings

The consultant shall propose a meeting schedule based on the aforementioned scope of work. The City and Department, at a minimum, anticipate the following meetings (either in person or electronic):

1. Project kickoff meeting with city staff and Department leadership to review scope of work, allowing all parties the opportunity to present data and information requests.
2. Facility inspection/review.
3. Stakeholder meeting (SWOT pertaining to facilities).
4. Meeting with City and Department leadership to review preliminary results and to make corrections or adjustments before drafting final report.
5. Meeting to convey findings and results to City and Department leadership.

If any meetings are to take place electronically, it must be stated in the proposal.

Proposal

Firms proposing must include the following:

1. A letter outlining the firm's background and five references.
2. A list (at least 5) of similar projects, including contact information, completed in the past three years. The firm is required to have current, successful and comparable experience; preferably with similar projects and in the State of Ohio
3. A project outline detailing the strategy you will use for completing the project.
4. A statement identifying in detail the items your study will include, referencing by number the aforementioned scope of work.
5. The name(s) and professional backgrounds of the individuals to be assigned to this project.
6. Indicate personnel anticipated to be assigned and their work experience. Indicate all work anticipated to be performed by sub-consultants.
7. A meeting outline listing number and type (in person or electronic) of meetings included, the purpose, and with whom those meetings would be held.
8. A cost for each additional meeting.
9. A time line for project completion.
10. A "not to exceed" cost.
11. A list of additional recommended study options and cost for completing those options.
12. The cost per additional meeting.
13. Recommendation of other areas or item(s) not listed in the study scope that would be beneficial to the outcome of this study and the cost of each.

Award Criteria

Responding firms will be evaluated and ranked based on the above criteria. The City will then commence fee and contract negotiations with the selected firm. The City may request meetings and/or presentations with/from one or more firms to aid in the evaluation process. The City of Canton reserves the right to reject any and all proposals and to accept the proposal deemed most beneficial to the City of Canton. The City may award a contract to the most qualified bidder as determined by the City.

Questions

Please direct all questions regarding this Request for Proposals in writing by May 31, **2021 at 4:00 PM** to:

Andrew Roth, Director of Purchasing

andrew.roth@cantonohio.gov

or you may submit your questions via Vendor Registry (the City's bids, qualifications, quotes and proposals tool).