

**Township of Salisbury  
Lehigh County, Pennsylvania**

**REQUEST FOR PROPOSALS**

**EMERGENCY SERVICES COMPREHENSIVE REVIEW**

**Township of Salisbury  
2900 South Pike Avenue  
Allentown, PA 18103  
(610) 797-4000**

**Cathy Bonaskiewich  
Township Manager**

**March 13, 2018**

**Salisbury Township  
Lehigh County, Pennsylvania  
Request for Proposal  
Emergency Services Comprehensive Review**

**I. INTRODUCTION:**

Salisbury Township has a total land area of 11.40 square miles with a population of 13,505 residents as of the 2010 Federal census. Salisbury Township is a Township of the First Class in Lehigh County, in the Commonwealth of Pennsylvania, established in 1753. The Township's current work force comprises of 19 full-time and 2 part-time sworn Police Officers, plus five part-time Fire Inspectors, two volunteer Fire Companies and an Emergency Management Coordinator. The governing body consists of an elected five-member Board of Commissioners serving four-year terms.

Salisbury Township, Lehigh County, Pennsylvania continues to be proactive in recognizing the potential for this community to be confronted by a broad range of emergencies. As such, the focus has moved towards all-hazards planning and a need to conduct comprehensive full-scale assessment of the delivery model of the emergency services and emergency management to evaluate the service delivery effectiveness. There is a need to provide a comprehensive emergency services overview based upon relevant national standards and the current state of the local community's ability to respond to emergency and non-emergency needs of the community.

There is no expressed or implied obligation for Salisbury Township to reimburse responding firms (Proponents) for any expenses incurred in preparing proposals in response to this request.

Questions about this Request for Proposals may be directed to Cathy Bonaskiewich, Township Manager, Monday through Friday from 8:30 a.m. to 4:30 p.m.

To be considered, Salisbury Township must receive three (3) copies of a proposal no later than **3:30 PM on Friday, April 20, 2018**, at which time they will be publicly opened. Proposals not received prior to the due date and time will be returned to the proponent unopened. Salisbury Township reserves the right to reject any or all proposals submitted.

The proposal should be mailed or delivered in a sealed envelope marked "Proposal for Emergency Services Comprehensive Review" directly to:

**Cathy Bonaskiewich, Township Manager  
Salisbury Township  
2900 South Pike Avenue  
Allentown, PA 18103**

## **II. SCOPE OF WORK:**

Salisbury Township (Township) is soliciting proposals from prospective consultants (Proponents) to analyze and assess all aspects of the Township's emergency services and emergency management, in order to assess the efficiency and effectiveness with which such services are rendered. This project may include, but is not limited to, the designated fire service response agencies within the municipality, the Salisbury Township Police Department and the Salisbury Township Emergency Management Agency.

The Project includes performing a complete and comprehensive review of the Township's emergency services and emergency management, along with applicable legislation and standards and local municipal goals, and providing the municipality with recommendations to increase and improve efficiencies, enhance coordination of services provided, reduce costs and avoid unnecessary duplication of services and costs. The successful completion and delivery of this review will require a thorough understanding of the Township, its emergency services and various federal, state and local regulations and standards, and code organizations such as the National Fire Protection Association.

## **III. OBJECTIVES:**

The Project will result in a report to Salisbury Township that includes a comprehensive review and analysis of emergency services to address the following objectives:

1. To provide an optimal and efficient level of service greater than is currently provided.
2. To review Township organizational needs for overall public safety and continuity of services and identify strategies to improve service and/or facilitate economic efficiencies.
3. To assess current leadership structure and ascertain municipal oversight for appropriate chain of command.
4. To review ability to successfully implement plans and procedures for obtaining assistance from and coordinating with local government and regional entities.
5. To assess the ability to successfully manage a major conceivable incident through proper communication within and through affected departments.
6. To assess feasibility of merger or consolidation and the sharing of resources and manpower.
7. To confirm the response capabilities versus the needs, such as:
  - a. Calls for service versus response delivery
  - b. Types of service required versus capability
  - c. Staffing requirement versus available staffing
8. To review and/or audit the use of municipal funds and billing procedures utilized for services rendered.
9. To evaluate the below components of the emergency services against applicable legislation and standards for compliance:
  - a. Training requirements
  - b. Financial status of organizations
  - c. Vehicles, Apparatus, and Personal Protective Equipment requirements
  - d. Facilities suitability and need
  - e. Standardization of Operating Guidelines and Policies
  - f. Response time evaluation

#### **IV. LOGISTICS:**

The following will be executed in an efficient, complete and timely manner:

1. Interviews and surveys of all emergency services responders
2. Complete review of all agency policies and procedures
3. Individual meetings with all agencies
  - a. Organize and facilitate all meetings
  - b. Bi-weekly progress updates to the Township's designee
4. Develop and distribute all forms/documents and reports
  - a. Exercise library of injects
5. Conduct hot wash and critiques/de-briefs after interviews and meetings
6. Maintain open lines of communication with all agencies

#### **V. DELIVERABLES:**

Proponents will provide a complete comprehensive review with conclusion, report and recommendation for the delivery of Fire, Law Enforcement and Emergency Management services.

#### **VI. DELIVERABLES DATES:**

1. By May 25, 2018 meet with Township leadership and elected officials.
2. By June 22, 2018 arrange a series of planning meeting dates and venues with the membership and leadership of the various agencies
3. By August 31, 2018 complete the surveys and interviews with all willing, available and required participants.
4. By October 12, 2018 conduct all follow-up interviews
5. By November 30, 2018 complete a review of all policies, procedures and guidelines
6. By January 18, 2019 furnish the Township's designee with a draft of the findings
7. By February 15, 2019 provide 10 copies of a finished report to the Township designee

#### **VII. PROPONENT'S RESPONSIBILITIES**

Proponents must register with Salisbury Township. Failure to do so may result in disqualification. All Proponents are required to remit the following information to Cathy Bonaskiewich, Township Manager, at [cbonaskiewich@salisburytownship.org](mailto:cbonaskiewich@salisburytownship.org):

- Name of company
- Name of contact person
- Phone and email address

If a Proponent finds discrepancies, omissions, irregularities or is in doubt as to any meaning, the Proponent shall contact Cathy Bonaskiewich, Township Manager, at [cbonaskiewich@salisburytownship.org](mailto:cbonaskiewich@salisburytownship.org) who may issue an addendum. The Township cannot be held liable for any oral explanation or interpretation provided. No negotiations, decisions or actions shall be executed by any company as a result of any oral discussions with any Salisbury Township employee or volunteer under the umbrella of Salisbury Township. Only those

transactions that are in writing shall be considered valid. Email your inquiries to Cathy Bonaskiewich at [cbonaskiewich@salisburytownship.org](mailto:cbonaskiewich@salisburytownship.org).

Where the Township deems that an explanation or interpretation is necessary or desirable, an addendum may be issued, in writing, and distributed to registered Proponents. It is the responsibility of the Proponent to include all addenda issued and to acknowledge receipt of all addenda issued.

Acknowledgement of Addenda on the Form of Proposal (Appendix A) is mandatory.

#### **VIII. INQUIRIES:**

Inquiries concerning this RFP must be submitted **no later than 3 PM Monday, April 9, 2018.**

Answers to Proponent inquiries will be sent by email to all registered RFP recipients **by Friday, April 13, 2018.**

#### **IX. INSTRUCTIONS FOR SUBMISSION:**

All proposal submissions should be mailed or hand-delivered no later than **3:30 PM Friday, April 20, 2018,** in a sealed envelope marked "Proposal for Emergency Services Comprehensive Review" directly to:

Cathy Bonaskiewich, Township Manager  
Salisbury Township  
2900 South Pike Avenue  
Allentown, PA 18103

The proposal submission shall consist of both a Detailed Work Plan and Cost Estimate, along with the Form of Proposal (Appendix A). The submission shall include three (3) hard copies, with one (1) copy being an original document with original signature(s). The Detailed Work Plan should include, at a minimum:

1. An indication of why you are interested in the Project and the Proponent's understanding of the nature of the issue;
2. A description of experience in projects of this nature;
3. An identification of the principal Proponent and any others that may be involved with a description of qualifications, relevant experience and references; and
4. A sample copy of a similar report completed for a previous client, if available.

#### **X. ADDENDA AND CHANGES**

Salisbury Township may issue addenda and changes to the RFP from time to time prior to the proposal submission deadline. No such addenda or changes shall be issued later than two (2) days prior to the proposal submission deadline. All addenda and changes shall become part of the contract between Township and Proponent and shall be binding upon the Proponent submitting its proposal, evaluating and awarding the contract to the successful Proponent, and in the subsequent performance of that Contract. All Proponents shall acknowledge

receipt and compliance with any addenda and changes that the Township may make to any Contract Documents, Contract, Specifications, or the Instructions to the Proponents, in the manner specified by the Township.

#### **XI. DELIVERY OF RESPONSES:**

All responses must be submitted by mail or hand-delivered by the due date. Fax transmissions or emailed submissions are not acceptable. Responses submitted or received after the due date will not be accepted or considered. Proponents may submit changes or addenda to their response, cross-referenced clearly to the relevant proposal section, prior to, but not after the due date. Such changes must meet all requirements of this RFP solicitation. Additionally, Proponents may withdraw and resubmit their proposals prior to the response deadline. No changes or withdrawals are permitted after the RFP response due date. It is the Proponent's responsibility to ensure the timely delivery of its response to the appropriate address. Salisbury Township will not be responsible for delays in or errors with delivery.

#### **XII. REJECTION OF RESPONSES:**

Salisbury Township reserves the right to:

1. Make all decisions regarding this RFP, including the right to decide whether a response to this RFP does or does not substantially comply with the requirements.
2. Accept, reject or negotiate modifications in any terms of Proposer's answers or any parts thereof.
3. Reject any and all Proposals received to this RFP.

#### **XIII. PREPARATION OF RESPONSE:**

Salisbury Township shall not be responsible for any costs incurred by Vendor in the preparation of their response. It must be specifically understood that this RFP does not create any obligation on the part of Salisbury Township to enter into any contract or undertake any financial obligation with respect to the program referred to herein. The Proponent understands that, if selected, Salisbury Township reserves the right to provide its opinion publicly and privately regarding Proponent's performance.

#### **XIV. PUBLIC RECORD REQUESTS:**

1. Under Pennsylvania's "Right to Know" law, Act 3 of 2008, 65 P.S. §67.101 et seq., all documents created or received by the Township are presumed to be public and available for inspection and duplication.
2. A record in the possession of a party with whom the Township contracts to perform a governmental function for the Township, and which directly relates to the governmental function and is not exempt under the Act, is a public record.
3. If there is a request for a record submitted to the Township by a third party with that party's written and signed statement that the record contains a trade secret or confidential proprietary information, the party has five (5) business days from receiving

- notice from the Township to provide input on the release of the record. The third party shall then be notified whether the Township released the record.
4. All requests for public records under the PA Right to Know Law must be made in writing to the Township Open Records Officer during regular business hours.

#### **XV. OWNERSHIP OF RECORDS**

All submitted documents and/or material become the property of Salisbury Township and may be reviewed and evaluated by any person at the Township's discretion regardless of statements contained within Proponent's response to the contrary. Salisbury Township reserves the right to use any or all concepts presented in any response to the RFP. Selection or rejection of this response does not affect this right. Information provided by Salisbury Township to the requesting Proponent for the purpose of providing a response to the RFP is the property of Salisbury Township.

#### **XVI. RESPONSE VALIDITY**

Responses must be valid for at least 120 days from submission deadline. Proponent's responses to this RFP shall become part of the final contract negotiated between the Township and Proponent.

## Appendix A: Form of Proposal

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### **REQUEST FOR PROPOSALS (RFP)**

### **FOR THE COMPREHENSIVE REVIEW OF SALISBURY TOWNSHIP EMERGENCY SERVICES.**

**Proponents must complete this Form and include with the Proposal Submission.**

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or Corporation other than the one represented by the signature (or signatures) of proper officers as provided below, has any interest in the Proposal.

I/We further declare that all statements, schedules and other information provided in this Proposal are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We declare that this Proposal is made without connection, knowledge, comparison of figures or arrangement with any other company, firm or persons making a Proposal and is in all respects fair and without collusion for fraud.

I/We further declare that no employee of Salisbury Township is or will become interested, directly or indirectly as a contracting party or otherwise in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be therein or in any of the monies to be derived therefrom.

I/We further declare that if awarded the Contract, I/We will agree and adhere to the following:

- a) That submission of a proposal indicates acceptance by the Proponent of the conditions contained in the RFP, unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent contract between the Township and the Proponent selected.
- b) That the Proponent acknowledges and agrees that the findings and finished materials provided under the terms of the Contract have been specially ordered or commissioned for use by the Township and that the Township shall own the right, title and interest thereto.
- c) That the Proponent agrees that the Township has unlimited use of the materials and ideas generated by the Proponent throughout the course of the project.
- d) That the materials or information developed by the Proponent and/or its employees and/or agents will not be designed in such a way as to bind the Township to the Proponent either directly or indirectly for the supply of future materials or services.
- e) That, upon termination of the Contract, the Proponent will deliver to the Township, all copies of available working papers, files, and other documentation in its possession and any other materials belonging together with all copies thereof and which are applicable to this agreement, wherever located without demand or notice.
- f) That the proposal and all prices contained within are valid for 120 days from the RFP submission deadline.



I/We further declare that the undersigned is empowered by the Proponent to negotiate all matters with the representatives, relative to this Proposal.

I/We further declare that the agent listed below is hereby authorized by the Proponent to submit this Proposal and is authorized to negotiate on behalf of the Proponent.

1	Company Name	
2	Bidder's Contact	
3	Address (including Postal Code)	
4	Office Phone #	
5	Office Fax #	
6	Email address	
7	Website	

#### ACKNOWLEDGEMENT OF ADDENDA

The following Addenda are acknowledged \_\_\_\_\_ for a total of \_\_\_\_\_

(eg. 1, 2, 3, or 4 or 1 - 4 for a total of 4 Addenda)

☐ Check here if NO addendum received.

#### Proposal submitted by:

Bidder Signature	
Name and Position	
Date	

**NOTE: Failure to sign and return Appendix A: Form of Proposal will result in non-acceptance of this Proposal.**