

CITY OF ST. JOHNS
REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PROPOSALS
ESTABLISHING A FIRE DISTRICT
JUNE 1, 2007

The City of St. Johns will receive sealed statements of qualifications and proposals for assisting the City of St. Johns and Area Townships in a study to determine the feasibility of establishing a fire district, authority or combination of the same until **2:00 p.m. Tuesday, June 1, 2007** in the office of the City Clerk, City of St. Johns, 100 E. State Street, Suite #1100, P.O. Box 477, St. Johns, Michigan, 48879-0477, at which time and place all proposals will be opened and read aloud.

Four copies of the statements of qualifications and proposals shall be submitted with an additional unbound copy, which may be reproduced at the discretion of the City of St. Johns. Specifications are on file at the office of the City Clerk. To order statement documents, or for questions regarding the process, addresses, and dates should be directed to the City of St. Johns Clerk's Office at (989) 224-8944, ext. 223. Questions regarding the statement contents should be directed to Michael Madden, Public Safety Director, at (989) 224-6721 or by e-mail mmadden@ci.saint-johns.mi.us

The City of St. Johns reserves the right to reject any or all bids and to waive any defects in the bids in the best interest of the City of St. Johns and to accept the proposal which, in the opinion of the Commission, best serves the interest and needs of the City of St. Johns.

If only one bid is received said bid will be presented unopened to the City Commission at their next regular meeting. The City Commission, at said meeting, may or may not open and/or award based on the sole bid in the City Commission's discretion.

Award of Bids

Contracts, except as otherwise provided in this division, shall be awarded to the lowest responsible bidder. In determining the lowest responsible bidder, in addition to price, the purchasing agent or the City Commission shall consider:

- (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- (2) Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay or interference.
- (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4) The quality of performance of previous contracts or services.
- (5) The previous and existing compliance by the bidder with laws and ordinances relating to any contract or service.
- (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- (7) The quality, availability and adaptability of the supplies or contractual services to the particular use required.
- (8) The ability of the bidder to provide future maintenance and services for the use of the subject of the contract.
- (9) The number and scope of the conditions attached to the bid.

(b) If the city receives a bid from a local taxpaying bidder in the city in an amount from \$2,001.00--\$25,000.00 and the amount of the bid is **no more than five percent** greater than that of a nonresident, non-taxpaying bidder, the City Commission in its discretion may consider the bids equal.

The City of St. Johns does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Please mark your envelope: **"STATEMENT OF QUALIFICATIONS/PROPOSALS – FIRE DISTRICT STUDY – JUNE 1, 2007"**.

Mindy J. Seavey
City Clerk

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Publish as a Classified Liner Ad under “Notice of Bids Wanted” on _____

PROJECT DEVELOPMENT

It is the intent of the City of St. Johns to select a qualified firm to assist the City of St. Johns and Area Townships in a study to determine the feasibility of:

- a) Establishing a fire district
- b) Establishing a fire authority
- c) Establishing a combination of the above
- d) No consolidation, but recommend improvements to current operations

The selected firm will perform all duties assigned by City Administration including, but not limited to, the following:

1. **Interviews**

The selected firm will interview, in person, City and Township elected officials, City and Township administrators, City and Township fire department personnel and other individuals identified by the Public Safety Director to identify issues and/or concerns with establishing a fire district or authority.

2. **Data Collection and Review**

Collect and review pertinent data including, but not limited to, City and Township budgets, City and Township Capital Improvement Plans and City and Township fire department activity report.

3. **On-site Evaluation**

Inspect City and Township facilities and equipment; observe City and Township fire and first responder operations; suggest possible reorganization, new organizations among City, Townships and fire departments; possible cost evaluations as to each organization with possible cost savings; interview City and Township fire department personnel and other on-site evaluations as directed.

4. **Reporting**

The selected firm shall provide reporting to the Public Safety Director at scheduled intervals or as directed by the Public Safety Director. The reports shall be submitted in writing and shall provide a status update of the project, work performed and expenditures to date. The final project report must be submitted no later than January 1, 2008.

5. **Contract Reimbursement**

The selected firm shall submit monthly billings for work performed during that month. Billing shall be on a "per hour basis" per the project billing schedule as submitted per these requirements. Prior to each phase of the project, the City reserves the right to require "not to exceed" costs for that particular phase. All billings submitted shall include support documentation as to that particular billing as may be dictated by the City.

6. Insurance Requirements

The firm selected, and subsequent contract firms or individuals shall be required to meet the insurance requirements for the City as attached.

7. Contract Termination

Solicitation of proposals shall in no way bind the City into entering into any agreement with any firm. The City shall reserve the right to enter into an agreement with any firm and hold the contract, with no costs incurred to the City, until such time as the City shall notify the firm to proceed.

Furthermore, the City and the contract firm shall have the right, with 30 days written notice, to terminate any such contract, which may be entered into. Any costs incurred to the date of the notification shall be submitted for billing.

8. Evaluation Process

a. Past Experience

Each firm's experience in performing similar work shall be reviewed. Each similar project referenced in the proposal's submittal shall have a contact person and phone number where that person can be reached. The proposal shall contain supporting documentation of the firm's prior experience with a project of this nature.

b. Personnel

Resume's of all personnel who will be part of the project team shall be provided for review. A program of each firm's capabilities with regard to assigning personnel to key time critical phases shall be included with each submittal.

c. Billing Structure

A listing of each firm's billing structure as it relates to this project shall be submitted with each project team member's classification or billing level identified, along with a proposed participation level in the project. Billing rates and policies for expenses, travel, lodging, etc. shall also be submitted.

d. Submittal Requirements

All submittals shall include four (4) original sets of qualifications, plus one unbound copy of the qualifications for reproduction and distribution at the City of St. Johns' discretion.

9. Questions Regarding the Project

Questions regarding the project shall be directed to:

Michael C. Madden
Director of Public Safety
(989) 224-6721
mmadden@ci.saint-johns.mi.us