

SANDY CITY  
10000 CENTENNIAL PARKWAY  
SANDY, UTAH 84070  
DEPARTMENT OF FINANCE & INFORMATION SERVICES  
PURCHASING DIVISION  
MAY 2016

**REQUEST FOR PROPOSAL:**

All proposals will be opened privately by Sandy City Administration and the Purchasing Agent. Proposals will be reviewed to determine that the functional requirements of the City are met. An award will be made after the appropriate approvals are received.

***THIS IS NOT AN ORDER***

**PROJECT: Public Safety Staffing and Operations Study**

**REQUIREMENTS:**

\*Proposals must be received no later than **12:00 Noon**, on [REDACTED] by the Purchasing Department, 10000 Centennial Parkway, Room 330, Sandy, Utah 84070. Proposals should reflect the best and most competitive offers. However, Sandy City reserves the right to negotiate best offers prior to final award.

\*Proposals must be submitted in a sealed envelope clearly marked, **Public Safety Staffing and Operations Study**, along with the name and address of the vendor submitting the proposal, and signed by an authorized representative of the company.

\*If verbal presentations are required, they will be scheduled at a later time and date.

\*Specifications are attached.

\*For further project information please contact [REDACTED].

The right is reserved to reject all proposals, to waive any informality or technicality or to accept proposals deemed in the best interest of Sandy City. ALL PROPOSALS THAT MEET, EXCEED OR ARE COMPARABLE TO MINIMUM SPECIFICATIONS WILL BE ACCEPTED.

FOR SANDY CITY

ERICA LANGENFASS,  
PURCHASING AGENT

REQUEST FOR PROPOSALS  
PUBLIC SAFETY STAFFING AND OPERATIONS STUDY

**I. PURPOSE**

It is the intent of Sandy City, Utah to enter into a contractual agreement, awarded pursuant to this request for proposals, with a consultant to provide a study(s) that meet the following objectives:

- A. Complete a comprehensive assessment and evaluation of sworn officer and civilian staffing needs and performance of the Sandy City Police Department and the Sandy City Fire Department including emergency medical services.

**II. INSURANCE REQUIREMENTS**

- A. The consultant shall provide the City with proof of insurance in accordance to attached "Exhibit B", for the following insurance for said consultant in connection with their work under this contract.

- 1. Workman's Compensation
- 2. Professional Liability
- 3. Auto Liability:

- B. The contractor shall indemnify and hold harmless Sandy City against and from all liability, claims, damages, demands and cost, including attorney fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.

**III. SCOPE OF WORK**

- A. The consultant will provide all the labor, materials, tools and equipment necessary, but not limited to:

- 1. Meet the study objectives stated in section I. The study sought contemplates that police, fire and emergency medical services for Sandy City will be examined using objective performance and operational/call data guided by national best practices to:
  - a. Evaluate current police, fire and emergency medical service needs.

- b. Evaluate the productivity and effectiveness of each department, and departmental and/or City policies and procedures, records, equipment, facilities, training and staff as currently organized in meeting these needs.
- c. In light of current demographic and development patterns including both recent and possible annexations, and the Cairns Masterplan, evaluate future police, fire and emergency medical service needs with regard to staffing and organization of each Department.
- d. Consistent with the community's financial capabilities, recommend measures to improve public safety services in Sandy City and to promote operational efficiency and effectiveness of the Police and Fire Departments and each of the departmental service divisions, through consolidation, integration, setting of staffing levels and protocols for operational units, work load assignments, deployment and management, organizational and geographical division, placement and sharing of fixed assets, rolling stock and other infrastructure.
- e. Provide a narrative, statistical and graphical presentation/report to support findings and recommended measures.
- f. Any such other factors as the respondents to this RFP may suggest are essential or beneficial to satisfying the purposes of this RFP.

- 2. Attend meetings with city staff for planning and approval purposes as needed.
- 3. Complete each phase of the project within a time frame agreed to by the City and the consultant.

#### **IV. SPECIAL PROVISIONS**

- A. Payment shall be made upon the completion of each phase of the project.
- B. A detailed company profile shall accompany each proposal, and resumes of whom will work on the project.

#### **V. AWARD OF CONTRACT**

- A. Award of this contract shall be based on the following criteria.
  - 1. The consultant's perceived ability to meet the objectives outlined in section I.

2. The consultant's response to the Scope of Work.
  3. Provide list of references for similar projects in comparable public sector organizations.
  4. Cost/Fees.
  5. Proposal.
- B. Sandy City reserves the right to reject any or all proposals, to waive informalities or irregularities, in the proposals received and to reject non-conforming, non-responsive or conditional proposals, and to accept the bid which in the City's judgment best serves the interest of Sandy City.

## VI. GENERAL CONDITIONS

- A. Proposals must be received at Sandy City Hall by [REDACTED]. Proposals received after that time and date will be returned unopened to the sender. It is the responsibility of the offeror to ensure that the proposal arrives at City Hall prior to the time and date indicated above. Mail proposals to Sandy City, Purchasing, 10000 Centennial Parkway, Suite 330, Sandy Utah 84070 or deliver at the same address.
- B. Two (2) copies of the complete proposals shall be provided.
- C. Based on the initial submission, finalists may be selected to interview prior to final selection.
- D. Proposals shall be firm for a period of sixty (60) days commencing on [REDACTED].
- E. The company awarded the contract shall be required to comply with all City and State requirements related to the contract.
- F. A briefing for those interested in submitting proposals will be held on [REDACTED]. The briefing will include a more detailed explanation of the project objectives, and a question and answer period. Those interested should meet at the Sandy City Mayor's conference room (suite 300) at the above date and time. Conference call participation is allowed and a phone number will be provided.
- G. For other questions or additional information on this RFP, contact [REDACTED].

Attachment A

FY 2015-16 Police Department Budget

Attachment B

FY 2015-16 Fire Department Budget  
Annual Report

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