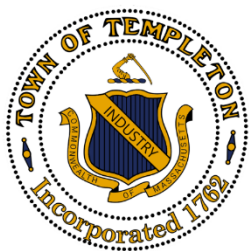


Request for Proposals
Assessing Fire/EMS Services
for
Templeton & Phillipston
Massachusetts
Due Date: May 16, 2019

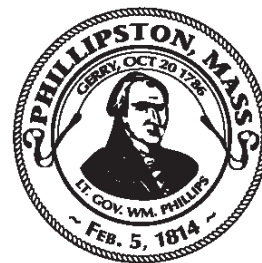


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TEMPLETON & PHILLIPSTON
Massachusetts
Request for Proposals
Review Of Fire/EMS Services



Sealed proposals for a review of the Fire/EMS services of the two towns will be received until 2:00 p.m. on May 16, 2019 in the Offices of the SelectBoard, 160 Patriots Road, P.O. Box 620, East Templeton, MA, 01438 at which time they will be opened and publicly read aloud. Your proposal must be marked with the project, item or service being sought, and the date the proposals are due. If you send your proposal by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any proposals received after the specified date will be rejected and returned unopened.

The work includes a review of the current services, staffing, and practices of each town, as an individual entity, to determine which – if any elements of their Fire/EMS service might be suitable for sharing. This will range from the command structure to the administrative support structure to training, toning out of services based upon physical locale, sharing of equipment and/or maintenance, and sharing of training. Further they seek a review of their existing practices to determine where there may be room for improvement and what best practices – if any – they should be seeking to adopt. This study is funded by a MA Community Compact Grant of \$30,000 of which \$5,000 has been reserved for acquisition of recommended software. The Town of Templeton is the lead administering agency for this grant.

A detailed package with information on the program and all specifications, the conditions thereof, and bid forms, is available at www.templetonma.gov (click on Paid, Volunteer and Contract Openings) or said offices during normal business hours.

Any questions with respect to this invitation must be received, in writing, by mail (above address), fax (978-894-2801) or email (cterenzini@templetonma.gov), by Carter Terenzini, Town Administrator, no later than 4:00 p.m. on May 9, 2019. **It is the bidder's responsibility to view and account for any addendums relating to this request. These will be posted on the Town web site no later than 4:00 p.m. on May 13, 2019.**

The contract will be awarded on the basis of the proposal deemed most advantageous to the Town. The reserves the right to reject any and all submissions, and waive any minor or non-material informalities, if deemed to be in its best interests.

/s/ Carter Terenzini
Town Administrator

Posted: Town Bulletin Boards (8) & SAU
Advertised: Gardner News 04/19/19; Goods and Services Bulletin 04/22/19
Mailed: Vendors List
Web: www.templetonma.gov; <http://www.phillipston-ma.gov>;

Scope of Work or Specifications and Conditions

1.) General Background & Overview:

The Town(s) of Templeton, MA and Phillipston, MA have joined together to determine which – if any - elements of their Fire/EMS service might be suitable for sharing. This will range from the command structure to the administrative support structure to training, toning out of services based upon physical locale, sharing of equipment and/or maintenance, and sharing of training. Further they seek a review of their existing practices to determine where there may be room for improvement and what best practices – if any – they should be seeking to adopt. This study is funded by a MA Community Compact Grant.

2.) Community Overview

Templeton is a rural community of approximately 7,7000 persons located in northwestern Worcester County approximately 60 miles west of Boston. Route 2 bisects the town east-west; Routes 68 and 2A/ 202 also pass through the town. It is bordered by Phillipston on the west, Winchendon to the north, Gardner to the east and Hubbardston to the south. It belongs to the Narragansett Regional School District along with Phillipston. It has a general fund and education budget of total budget of approximately \$17 million and approximately 50 fulltime employees together with some 50 call or seasonal employees. Utility funds (Light, Water and Sewer) are in addition to this budget. It is has a five member Board of Selectmen who set policy as the Chief Executive Officer to be administered by an appointed Town Administrator who is the Chief Administrative & Financial Officer for the community. The legislative body is an open town meeting.

Phillipston is a rural community located in northwestern Worcester County approximately 60 miles west of Boston. Similar to Templeton, Route 2 bisects the town east-west; Routes 68 and 2A/ 202 also pass through the town. It is bordered by Athol and Petersham on the west, Royalston on the north, Hubbardston and Barre on the south and Templeton on the east. According to the Town Clerk, the population in 2019 is 1,830. Originally settled as the west precinct of Templeton, it separated in 1786. The Town still maintains strong ties to Templeton with which it shares the Narragansett Regional School District (K-12) and from which it purchases dispatch services for its public safety and public works departments. Phillipston is governed by a three member SelectBoard and day-to-day operations are managed by a Chief Administrative Officer who oversees ten full time employees and about 75 part time employees and volunteers. The Town's FY19 budget is \$4,603,957.50.

You may see their locus on the attached map of cities and towns.

3.) Department Overview

Templeton's Fire Department is a combination fire department comprised of full time career personnel along with part- time and on-call personnel. The department provides fire, rescue and EMS services at the ALS and BLS level. Our roster includes 5 full time members (the Chief and 4 firefighter/paramedics), a part-time Administrative Assistant, and 34 on-call/part-time

members of which the break down is, 9 firefighters, 10 firefighter/EMT, 5 firefighter/Paramedic, 6 Paramedics, 4 EMT. The department operates out of 2 fire stations. The primary station is located in the village of Baldwinville. This station was our old light department building and is now used for a fire station. We operate this station as our headquarters. It is equipped with a Ladder Truck, 2 Engines which one is primary and the other is an engine used as a heavy rescue and engine, 2 forestry trucks and our ALS Ambulance. It is manned 24 hours a day with a full time firefighter paramedic, and 12 hours a day weekdays another full time firefighter/Paramedic. Weekends the second person is either a basic EMT or a Firefighter/EMT. Our other station is located in Templeton Center approximately 4 miles from our primary station. This station is used for our call firefighters to respond to. This station has 1 ambulance stocked to the ALS level, 1 Engine, 1 Tanker and a Forestry truck.

Phillipston's Fire Department is a combination fire department comprised of full time career personnel along with part-time/on-call personnel. The department provides fire, rescue and EMS services at the BLS level. The department roster include two full time members and 25 part time/on call members. Of the part-time members, eleven were listed as firefighters, three as EMTs, ten as firefighter/EMTs, and two as drivers. The department operates from a single fire station centrally located in town on Route 2A and constructed in 1998. A second smaller building located about 1,000 feet west of the fire station is used for equipment storage. The major equipment includes Engine 1- 2005 Smeal/HME; Engine 3- 1995 E-One; Tanker 2- 2011 International/E-One; Ambulance 1- 2007 Ford/Horton; Forestry 4- 1985 Chevrolet/D30; Command- 2011 Dodge Durango; Squad- 2019 Ford 550/CET; Utility Truck- 1993 Chevrolet C2509; UTV Mule-Polaris 4010; Boat and Motor-Evinrude; Rescue Alive Sled; Light Tower; ASTI Sign Board; Positive Pressure Fan; Riding Lawn Mower- Husqvarna YTH22V46; Push Mower-Toro Recycle; Honda Pumps-2; and a Centurian 3250 Watt Generator.

4.) Specific Scope of Work

Orientation:

The Consultant will attend an orientation at which they will:

- A. Receive material from the two departments relative to:
 - 1.) Services Provided;
 - 2.) Service Area Mapping;
 - 3.) Service Call History (5 Yr);
 - 4.) Operations Budgets (5 Yrs);
 - 5.) Levels of Staffing & Compensation;
 - 6.) Levels of Inspections and Fee Structures;
 - 7.) Levels of Equipment;
 - 8.) Station Locations;
 - 9.) Mutual Aid Agreements;
 - 10.) Dispatch;
 - 11.) Operations and Billing Software
 - 12.) SOPs

B. Discuss the goals/hopes for the study; and

C. Tour the Station Locations.

Work Product: The Consultant will provide a briefing memo on their observations during this Orientation including any modifications to the scope of work they believe should be considered.

Analysis:

In addition to the above and items deemed advisable in the professional opinion of the Consultant, the Consultant shall review, analyze and comment upon the following:

- 1.) Recruitment and Retention;
- 2.) Pay Scale;
- 3.) Staffing and Scheduling Model;
- 4.) Apparatus Maintenance and Replacement;
- 5.) Software for Record Keeping for the Same;
- 6.) Additional Items for the Fee Schedules (i.e. MVA response, 21E response, etc);
- 7.) Geographic Response Times; and
- 8.) Statutory or Regulatory Challenges to Their Recommendations

Sounding Board:

While the Consultant is the ultimate arbiter of their report and recommendations, it is the intent of the Templeton Town Administrator, as lead for this study, to put together a “Sounding Board” to advise the consultant throughout the process of the study as to the intent of the study; if the Consultant is hearing us; if proposals are problematic and the like. It is intended to be a consensus approach not formal votes nor a recommendation to the two BoS. It is intended to be a forum for open/honest discussion (i.e. things that might not be said in an open forum for parochial reasons). We would anticipate such a meeting at the end of the Orientation session and a session prior to the preparation of the Draft report for a general discussion of where the Consultant thinks they are headed that we might provide some informal observation. We anticipate eight persons from amongst the ranks of the Fire Chiefs, SelectBoards, Town Administrators and Advisory/Finance Committees.

Presentations & Reports:

- A. Prior to finalizing their report, the Consultants shall meeting make a presentation to each of the two departments.
- B. Upon finalizing the report, the Consultant will present to a joint meeting of the two SelectBoards of the two towns.
- C. The Consultant will submit twenty five bound copies of its final report, the original document in word, and the original document in a pdf format for publishing to the web.

5.) Minimum Insurance Standards

Prior to commencing work, and throughout the term of this Contract, the Contractor shall obtain, maintain and provide to the Town a copy of the certificate, in the limits and under the conditions set forth below, insurance coverage for the following types and levels of coverage:

- i. Workers Compensation: Statutory
- ii. Automobile and Equipment: \$1 Million/\$1 Million
- iii. Property Damage: \$1 Million/\$2 Million
- iv. General Liability: \$1 Million/\$2 Million

Each policy of insurance shall be issued by a financially secure insurer, duly licensed to do business in the State of Massachusetts. The Town shall be named as certificate holder and shall be included along with officers, employees and agents as named additional insured. The Town shall be notified no earlier than thirty (30) days before any such policy is cancelled, altered or materially changed. If a subcontractor or sub-consultant is used for any portion of the work, the Contractor will provide to the Town a similar certificate, in similar amounts and under similar conditions, from the Subcontractor.

Should the Contractor fail to maintain such Workers’ Compensation insurance, and should the Town be found liable to principals, officers, employees and agents of the Contractor, the Town may recover from the Contractor the amount of any medical costs and compensation paid to or on behalf of the principals, officers, employees and agents of the Contractor and any expenses relating to claims filed under the provisions of Workers’ Compensation.

6) Status of Contractor & Support by Town

The Contractor shall be compensated as an independent contractor and shall be responsible for providing FICA, Workmen’s Compensation, Unemployment Compensation & Liability to all employees assigned to the Town of Moultonborough and providing proof thereof. It is not anticipated the Town will provide any staff support beyond arranging meetings and meeting space.

7) Pricing To Be All Inclusive

The Contractor’s pricing shall be inclusive of all costs of personnel, mailing, office support, reproduction, communications, mileage, travel per diems, profit and overhead and the like.

8) Pre-Proposal Briefing and Submission Due Date

N/A

9) Proposal Withdrawal

No proposal may be withdrawn after it is filed unless the contractor makes a request in writing to the Town prior to the time and date set for the opening of proposals or unless the Town fails to

award or issue a notice of intent to award a Contract within sixty (60) days after the date and time set for opening proposals.

10) Evaluation of Proposals

Evaluation of the responses will be based on the extent to which the response meets the requirements of the solicitation and the Town’s determination as to the extent to which the respondent is likely to be able to achieve the desired results and fulfill the purposes of the solicitation. Proposers are welcome to submit supporting information or references, demonstrating how they have shown their performance to be in terms of quality and timeliness in tasks performed for other clients or the Town of Templeton and how responsive they will be in terms of cost efficiency to the Town of Templeton.

Upon the initial evaluation of the proposals, **if needed**, the Town **may** call upon up to three firms to make a formal presentation to the Town. We cannot guarantee you will be called upon but we can tell you the date and time for this have been set in the anticipated timeline section of this RFP. Upon the completion of this process, the Town shall make a final ranking of firms for submission to the SelectBoard for their review and action.

11) Contract Negotiations

Upon authorization by the SelectBoard the preferred contractor will be notified of their status and the Town shall endeavor to negotiate a contract. If such negotiations are not successful, the Town shall proceed to the next firm and so forth until the Town has agreed a contract with a firm.

12) Anticipated Timeline

Mailings & Web Postings	April 18, 2019
1st Advertising	April 19, 2019
2nd Advertising	N/A
Pre-Proposal Conference	N/A
Final Date to Submit Questions in Writing	Per Advertisement
Addendums Posted on Web Site	Per Advertisement
Proposals Due	May 16, 2019
Review & Analysis	May 20, 2019
Advice to Consultant Re: Interview - Call or email by Noon	
Interviews of Preferred Firms	May 22, 2019
05/23 at (9:00a, 10:00a, and 11:00a)	

To BoS for Review and Action

May 29, 2019

Notice of Intent to Award Contract

May 30, 2019

Commence Services

June 19, 2019

14.) Submission Requirements:

Sealed proposals for a review of the Fire/EMS services of the two towns will be received until 2:00 p.m. on May 16, 2019 in the Offices of the SelectBoard, 160 Patriots Road, P.O. Box 620, East Templeton, MA, 01438 at which time they will be opened and publicly read aloud. Your proposal must be marked with the project, item or service being sought, and the date the proposals are due. If you send your proposal by mail you should put it into a separate sealed envelope, marked as required, inside the mailing envelope to safeguard against it being opened in error. Any proposals received after the specified date will be rejected and returned unopened.

You will use the following forms in making your submission:

- 1.) Proposal/Bid Form Contact Information;
- 2.) Town of Templeton Tax & Non-Collusion Affidavit;
- 3.) MA Certificate of Tax Compliance
- 4.) Clerk's Certificate

Behind these you will provide the following in the following order:

- 1.) **General History of the Firm:** Please describe how long you have been in business, your general staffing and typical projects of this nature that you engage in. Provide evidence of your financial stability and ability to complete the project once commenced.
- 2.) **Similar Studies:** Kindly identify the following for each study you want to bring to our attention:
 - Name of Client;
 - General Description of Study;
 - Internet Address where Study is posted for our review;
 - Date of Completion and Cost;
 - Changes – if any – adopted by the client as a result thereof;
 - Name of Project Manager;
 - Telephone and email contacts for the same.

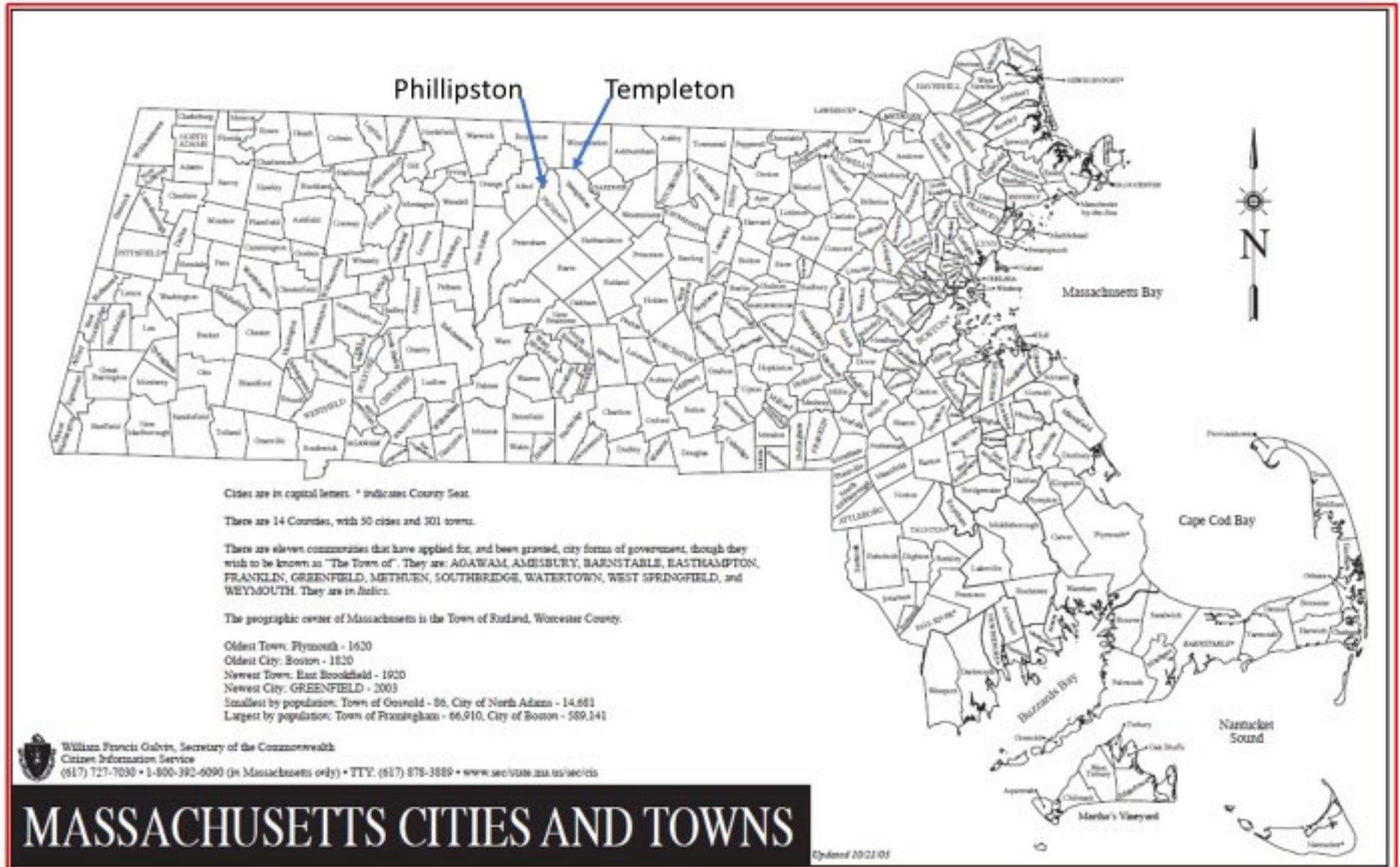
Preference will be given to firms that have completed at least three similar such studies in the past five years.

- 3.) **Work Plan:** How will you work your way through the tasks outlined in the Scope of Work.

- 4.) **Timeline:** You should assume that your start date is that found in the Anticipated Town Timeline section of this RFP. Address when will you hit which target points to be able to present a completed study within eight months **inclusive of reasonable town review time**.
- 5.) **Personnel:** Please identify the specific personnel you will assign to the project, what their roles will be, and what their qualifications will be.
- 6.) **Supplemental Materials:** If any, that you believe will help us understand your potential for assisting us in this effort.
- 7.) **Fee Proposal:** In a separate sealed envelope identified as such with your name, the name of the project and the due date of submissions.

Important Note Re: Progress Payments: The Town of Templeton does not make progress payments on the basis of percentage of work completed. We pay a lump sum for products completed. So if your work plan consists of an Orientation Memo; Preliminary Findings; Draft Report, Final Report and Presentations (or however you structure your work) we would pay a set sum for each work product upon completion and submission

Locus Map of Templeton & Phillipston





Town of Templeton
Fire/EMS Services
Proposal Form
(Please Print in Ink or Type)

Proposer Name: _____

Address: _____

Contact Person: _____

Telephone Fax

Email

ATTENTION: Mr. Carter Terenzini
Town Administrator
PO Box 620
East Templeton, MA 01438

Dear Mr. Terenzini:

Having examined the documentation provided with the subject Request for Proposals the undersigned proposes to furnish the requested item or materials as requested in accordance with the subject documents.

The undersigned acknowledges Addenda # _____
(If none, write none).

If I am notified my proposal is accepted within sixty (60) days of the submissions having been opened, I will execute a contract for the work within fourteen (14) days thereafter.

I propose to perform the specified work for the following pricing:

Attach Sealed Fee Proposal

Within your sealed fee proposal, attach your hourly and cost item schedule for any additional Fire/EMS consulting services!

Proposal Form
Fire/EMS Services
Page 2

I understand that the town reserves the right to reject any and all bids, and waive any minor or non-material informalities, if deemed to be in its best interests. I understand that the Town may hold my submission for sixty (60) days prior to awarding a contract. In order to be considered responsive each bidder must submit the items identified in the submission section as well as the various certificates following this form.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full bid package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this bid, (3) I have not engaged in discussions, negotiations, or collusion with any person to determine what my bid will be and (4) that I, to the best of my knowledge and belief, have paid all taxes, fees, assessments, betterments or other municipal charges that I owe to the Town of Templeton or have payment agreement in place or have filed an appeal over the same.

Signature of Authorized Agent

Corporate

Title of Proposer

Seal

Signed this _____ day of _____, _____

CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of

held on _____ it was VOTED that:
(Date) (Name of Corporation)

(Name) (Officer)
of this corporation, be and he/she hereby is authorized to submit bids and bids, execute contracts, deeds and bonds in the name and on behalf of said corporation, and affix its corporate seal hereto; and such execution of any contract, deed or obligation in this corporation's name on its behalf by such _____ under seal of the company, shall be valid and (Officer) binding upon this corporation.

A True Copy,

ATTEST: _____

TITLE: _____

PLACE OF BUSINESS: _____

DATE OF THIS CERTIFICATE: _____

I hereby certify that I am the clerk of the _____
(Corporation)

that _____ is duly elected _____ of
(Name) (Office)

said company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

CORPORATE SEAL: _____
(Clerk)

CERTIFICATION OF NON COLLUSION & GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this Contract has been obtained in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

The Contractor by:

Printed name, Title _____

Name of Business _____

Signature _____

Date _____

CERTIFICATE OF TAX COMPLIANCE

(Corporate)

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,
_____, authorized signatory for _____
printed name name of consultant/business

do hereby certify under the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal ID # _____

Signature _____ Name _____

Title _____ Date _____

OR

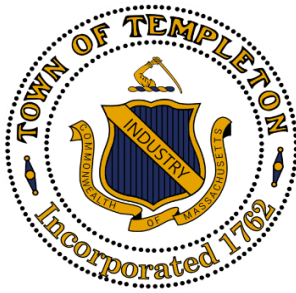
CERTIFICATE OF TAX COMPLIANCE

(Individual)

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,
_____ do hereby certify under the pains and penalties of
perjury that said contractor has complied with all laws of the Commonwealth of Massachusetts
relating to taxes.

(Signature of person signing bid or bid)

(Date)



TOWN OF TEMPLETON

CERTIFICATE OF TAX COMPLIANCE

I, _____, do hereby certify that I am the authorized signatory for
Name (Printed)

_____ and that said business is paid current
Business Name Printed

on all Local taxes, fees, assessments, betterments and other municipal charges, for personal and/or business property, up to and including the date this document is signed; and further that neither I, individually, nor the business listed owes the Town of Templeton any fees to date.

Signature _____

Name _____

Title _____

Date _____