

**CITY OF WINSTON-SALEM
FIRE SERVICES STUDY
REQUEST FOR LETTERS OF INTEREST
AND STATEMENT OF QUALIFICATIONS
FOR PROFESSIONAL SERVICES**

INTRODUCTION

The City of Winston-Salem is seeking Letters of Interest and Statements of Qualifications (LOI/SOQs) from qualified firms for the purpose of conducting a fire protection study to evaluate the location of current stations, the need for additional fire stations, and the potential for collocating or contracting with volunteer fire departments for service.

LOI/SOQ SUBMITTAL REQUIREMENTS

Letters of interest and statements of qualifications should be submitted via standard mail or email (preferably in PDF format) to the respective addresses below prior to 5:00 PM on Tuesday, November 22, 2011. The submittal should be clearly marked as “Statement of Qualifications – Winston-Salem Fire Services Study.”

Scott Tesh
Budget and Evaluation Office
PO Box 2511
Winston-Salem, NC 27102
josepht@cityofws.org

The contents of each submittal shall conform to the following requirements:

1. Cover letter, project specific firm qualifications and office location(s) (maximum two pages) - The letter should address the firm(s) interest, project specific experience and expertise, as well as why the firm should be selected to provide these services. This letter should identify location of the project manager and the location of where the bulk of the professional service work to be performed will take place.
2. A detailed project approach and anticipated project schedule (maximum three pages). - This section shall specifically outline the procedures each firm or team envisions taking to provide these services. This schedule will identify milestone dates and time spans, including, but not limited to those shown below. Time shall also be accounted for in the project schedule to allow for City staff to review preliminary and final reports/recommendations:
 - a. Preliminary scope refinement
 - b. Information collection
 - c. Information analysis and report preparation
 - d. Preliminary submittal to City staff
 - e. Review by City staff
 - f. Submittal of final report to City staff
 - g. Presentation to City Council (if deemed appropriate)

3. A project team/organizational chart (maximum one page) - This section should include all individuals who may be working on the project and any administrative staff involved in project coordination.
4. Brief resumes of specific project experience for key project team members (maximum four pages)- These resumes should emphasize specific project experience and expertise in the areas of fire response data analysis and public safety facilities needs assessments.
5. References to demonstrate that the firm and key project members have comprehensive experience in performing this type of study (two page maximum)- References for individuals working on the project may be included on resumes; however, the firm must provide a list of municipalities they have worked with in the past five years.

WORK TO BE PERFORMED BY CITY

The city will set up an initial meeting between the consultants, representatives of the Budget Office, the Fire Department, and other affected departments. The city will review the work plan submitted by the consultants to ensure that all requirements of the study will be met. The city will provide all available documentation and data necessary to perform the required analysis. The city will review a draft of the final report and submit findings that may require editing or adjustment.

CITY STAFF CONSULTANT INTERACTION

City staff from affected departments will be available for meetings with consultants as needed to discuss any issues that might arise. The Budget Office is responsible for contract administration and supervision; therefore, all inquiries related to the scope and deliverables associated with the project should be directed first to a representative in the Budget Office.

SELECTION CRITERIA/ ADDITIONAL PROJECTS OR TASKS

Price will NOT be considered in the selection process, however, the City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should fee negotiations fail. Selection of firm will be based on the entirety of the information submitted. Special emphasis shall be given to project team experience particularly in the emphasized areas listed above, specific project experience, as well as ability to work within schedule. The City reserves the right to award this work in a manner that is in the best interest of the City. The City may elect to negotiate with the selected firm(s) to perform additional services on these or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work.

SCOPE OF SERVICES

The project consists of evaluating current fire response data and station locations to determine the need for new stations and increased services. The study will include an assessment of multiple strategies for providing service and will take into account both current needs and a projection for future needs based on anticipated growth. The goal of this study is to provide guidance to the City in developing plans to meet fire service goals.

The final scope of this study will be created with the selected consultant and service providers, but at a minimum, it will include the following:

- Review and analysis of response data by incident type
- Creation of drive time maps
- Brief analysis of current station locations and potential to move current station locations to better meet service demands
- Potential for adding companies to current stations
- Analysis of future station location needs
- Potential for collocating with volunteer fire departments
- Potential for contracting with volunteer fire departments
- Determining the basis for contracting with volunteer fire departments, if appropriate
- Review and analysis of the types of companies needed (pumper, ladder, etc.)
- Discussion of the most cost effective strategies to meet current and future needs
**Methodology must include hazard and risk evaluations to determine existing community hazards and loss potential.*

COMMUNICATION

All questions and concerns can be addressed by contacting one of people listed below.

Terry Carter
Assistant Fire Chief
josephc@cityofwsfire.org
336-773-7961

Scott Tesh
Budget and Evaluation Analyst
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