



YORK AREA UNITED FIRE AND RESCUE COMMISSION

50 COMMONS DRIVE
YORK, PENNSYLVANIA 17402

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Request for Proposal For Consulting Services

Purpose

York Area United Fire and Rescue (YAUFR) is soliciting proposals from qualified organizations, or individuals, to provide consulting services for a Comprehensive Study of Fire Department Staffing. The purpose of the study is to evaluate York Area United Fire and Rescue's current, daily, minimum apparatus and shift staffing levels and evaluate efficiency and effectiveness of current staffing practices, as well as future personnel resource needs of the Department. Minimization of risk to fire department personnel and external stakeholders is a priority, as is an implementation process that takes the financial burden of stakeholders into consideration.

The Consultant(s) shall evaluate current staffing levels to determine, based on existing data and community assessment, if current staffing levels are adequate to accomplish incident objectives and satisfy community expectations safely, effectively and efficiently. The study shall include risk(s) associated with any change(s) related to staffing needs, suggested operational changes and recommendation for immediate and future staffing levels. The study shall demonstrate a clear understanding of potential implications and impacts resulting from any proposed changes. YAUFR operates operationally from a cost sharing formula. Capital expenditures are calculated utilizing the same funding formula.

Due Date

Proposals will be accepted until close of business (COB) on May 27, 2022. Proposals will be mailed or delivered in person to YAUFR headquarters at 50 Commons Drive, York, Pa. 17402. No emailed proposals will be accepted.

Questions may be directed to Fire Chief Daniel Hoff at daniel.hoff@yaufr.com or via phone call to 717-718-2383.

Verbal questions and/or answers shall be considered non-binding. York Area United Fire and Rescue reserves the right to amend the RFP based on questions or issues raised at any time prior to the submission deadline.

General Information

York Area United Fire and Rescue (YAUFR), created in 2008, is the first regional, combination, fire department within the Commonwealth of Pennsylvania. Originally designed to serve residents of Spring Garden and Springettsbury Township, YAUFR expanded in 2011 to provide management services to Manchester Township Department of Fire Services. Manchester Township became our third Charter Township in 2018.

YAUFR maintains a strong and active relationship with mutual aid departments in our immediate geographical area and throughout York County. We provide first due response coverage to Penn State's York Campus, York College of Pennsylvania and York Technical Institute. A majority of facilities for York Suburban and Central York School Districts as well as one facility for the York City School District reside within our immediate service area.

Critical infrastructure such as the York County Prison, York County Emergency Operations Center and portions of the privatized, county-wide water company are also located within our primary response district. In addition to our regional fire and rescue approach, YAUFR has also regionalized emergency management for our charter municipalities in order to streamline resource allocation and reduce duplicity of efforts.

Our community is largely suburban and is not immune to the declining interest in volunteering seen elsewhere in the Commonwealth and throughout our nation. This trend creates an increased demand to maintain or improve services provided to external stakeholders. Our staff are some of the most visible, active and professional fire service providers within the county fire service and we take great pride in our dedication to training, aggressive approach to incident responses and providing our personnel with tools necessary for effective problem-solving. Presently, our personnel are working towards initial accreditation through the Center for Public Safety Excellence.

Department demographics include a permanent resident population of approximately 60,256, averaging 1,543.93 citizens per square mile. Average household size for our first due is 2.52 persons per residence, occupying a total of 20,821 households, an increase of 6,687 since 2010's census. Earning information for residents within the first due area is an average, median income of \$75,730 annually. These figures are taken from 2020 census information for our three Charter Townships.

YAUFR is comprised of the following complement of career personnel, along with a small contingent of volunteer support personnel, who are responsible for excellent community service in the areas of fire suppression, vehicular and technical rescue, building pre-planning, first response (QRS) EMS, public education and fire prevention, hazardous materials operations level response and commercial fire safety surveys:

1	Career Fire Chief
2	Non-uniformed Administrative Personnel
5	Battalion Chiefs – Three on Shift Work (24/48) / Two on Day Shift
11	Career FT Company Level Officers - Captains
37	Career FT Firefighters
6	PT Firefighters
1	PT Battalion Chief
63	TOTAL FIRE DEPARTMENT STAFF

Scope of Study

This study shall encompass a comprehensive study of all operations and staffing levels for York Area United Fire and Rescue. Great emphasis will be placed on ensuring YAUFR is meeting external stakeholder needs and expectations for an all-hazard response agency. This study shall review all services provided, resources allocated to each service area, organizational structure and proper staffing levels. Consultant(s) should also consider any impact on mutual aid relationships with other municipalities.

Objectives

Consultant(s) will review current Fire Department operations for consideration in future decision-making in a written report. Final submission should address the following:

- A. Review current and projected demand for Fire and EMS services, including calls for service, workload, and utilization of staff. Analysis should include frequency of overlapping incidents and mutual aid utilization required to respond to those incidents.
- B. Evaluate fire and non-fire risks within YAUFR’s service area with emphasis placed on emergency response and mitigation.
- C. Evaluate deployment and utilization of YAUFR staff resources with the goal of recommending the safest, most operationally efficient use of resources with the greatest cost-benefit to the community.
- D. Assist York Area United Fire and Rescue with future planning to provide safe and professional service to the YAUFR community.
- E. Include a practical evaluation of expected services to be provided by YAUFR to our stakeholders based upon community demographics and risk analysis.
- F. Present a financial analysis, funding options and implementation schedule associated with project recommendations.
- G. Establishment of a baseline of YAUFR’s current performance from which to measure current operations and project future needs.
- H. Establish operational benchmarks triggered by increases in population, development, incident volume and business growth affecting the entire response area and service delivery.
- I. Provide realistic and practical recommendations for increasing organizational effectiveness and efficiency. Recommendations must be supported by applicable data and recognized industry standards and be fiscally responsible.

Submission Requirements

Minimum requirements for submitted proposals include:

1. Cover Letter containing:
 - A. Consultant(s) name, address, telephone number and email address.
 - B. Brief summary of consultant's understanding of analysis requested.
 - C. Consultant's qualifications to complete requested analysis.
 - D. Consultant's methodology for analysis completion.
 - E. Timeline for completion of analysis. Target completion date is October 31, 2022.
2. Financial Proposal - Please submit a fixed price proposal covering all services described in this RFP.
3. References - Please submit up to three professional references that can speak to work quality and professional relationship with contracting agency(s).

Submission Deadline

Submissions will be mailed or delivered in person to YAUFRR headquarters at 50 Commons Drive, York, Pa. 17402. No emailed proposals will be accepted. Deadline for submission is 3:00 PM on May 27, 2022. Late submissions will not be accepted.

Selection Criteria

York Area United Fire and Rescue will conduct an evaluation of qualifications and will consider the following criteria:

1. Cost for services
2. Professional expertise to conduct this analysis
3. Understanding of services to be provided
4. Approach to providing services
5. Satisfaction of clients
6. Quality of proposal

Proposed cost for services will be a significant factor in the selection process; however, other factors listed will also be considered. York Area United Fire and Rescue reserves the right to base selection on all factors and not just proposed cost.

Contracting

Prior to beginning any work, the Consultant(s) shall provide proof of adequate Insurance Coverage. The certificate of insurance coverage shall be documented on forms acceptable to the York Area United Fire and Rescue Commission.

If the award of the contract aggrieves any firms, they must appeal in writing to York Area United Fire and Rescue. The appeal must be post-marked within seven (7) calendar days following the date of written notice to award the contract.

Agreement Requirements

The selected Consultant(s) will be required to execute a contract with York Area United Fire and Rescue on terms and conditions required by YAUFRR.

Limitation of Liability

York Area United Fire and Rescue assumes no responsibility or liability for costs incurred by parties responding to this Request for Proposal, or responding to any further requests for interviews, additional data, etc., prior to issuance of a contract.

Costs Associated with Proposal

Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. York Area United Fire and Rescue will not reimburse any person or entity for any costs incurred.

Indemnification

Any party responding to this Request for Proposals is acting in an independent capacity and not as an officer or employee of YAUFRR. Any party responding to this Request for Proposals will be required to indemnify, defend, and hold harmless York Area United Fire and Rescue, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in or related to submission of the response.

Rejection of Proposals

York Area United Fire and Rescue reserves the right to reject any or all proposals, to negotiate with one or more parties, or to award the contract to the proposal which YAUFRR deems will meet its best interests, even if that proposal is not the lowest bid. YAUFRR reserves the right to re-advertise for additional proposals and to extend the deadline for submission of proposals. This Request for Proposal in no way obligates YAUFRR to award a contract.

Ownership of Documents

Any materials submitted to York Area United Fire and Rescue in response to this Request for Proposal shall become property of York Area United Fire and Rescue unless another arrangement is made by written agreement between YAUFRR and the responding party. The responding party may retain copies of original documents.

Public Records

Any and all records submitted to York Area United Fire and Rescue, whether electronic, paper, or otherwise recorded, are subject to Pennsylvania Right to Know Laws. Determination of how records must be handled is solely within the purview of YAUFRR.