

PUBLIC NOTICE
SOQ 22-039

Providing a Consolidation Plan for Certain Fire Protection Districts

The Parish of Jefferson, authorized by **Resolution No. 139888** is hereby soliciting Statements of Qualifications (General Professional Services Questionnaire) from persons or firms qualified and interested in providing a consolidation plan for certain fire protection districts located on the West Bank of Jefferson Parish.

Deadline for Submissions: 3:30 p.m., August 5, 2022

The objective of this solicitation is to obtain a comprehensive consolidation plan that presents effective, cost-efficient ways to deliver fire protection and prevention services throughout the area presently served by six (6) separate fire protection districts. The persons or firms selected for these projects will be responsible for working with the Office of Fire Services and other parish departments as appropriate.

The consultant will be tasked with conducting a review of the current delivery of fire protection and prevention services across the six (6) existing fire protection districts on the West Bank of Jefferson Parish, and with creating a plan to transition to a consolidated fire protection district.

The plan must, at a minimum, include the following:

1. Recommended placements and quantities of fire stations, apparatus, and equipment with consideration given to the reuse or repurposing of existing assets and facilities whenever possible.
2. Recommended employee position classes, staffing levels, and compensation ranges.
3. An analysis of how current Property Insurance Association of Louisiana (P.I.A.L.) ratings may be impacted by the plan.
4. Best practices and options as well as a detailed cost analysis for any recommendations.
5. A detailed transition plan along with a critical path timeline.

The consultant will also be expected to: (1.) provide implementation assistance for the proposed plan, which includes implementation options and the fiscal impact of these options along with follow-up assistance; and (2.) present findings and recommendations as appropriate to Jefferson Parish administrators and the Jefferson Parish Council.

Evaluation Criteria:

The following criteria will be used to evaluate each firm submitting a Statement of Qualifications:

Evaluation Criteria, total maximum 100 points: All proposals shall be evaluated with respect to the completeness of data provided, support for all claims made, and the overall approach taken. The following criteria shall be utilized in the technical evaluation of the consultant's proposal:

- 1) Experience with similar projects involving local governments/government agencies and/or non-profit agencies. (20 points possible)
- 2) Demonstrated knowledge regarding the consolidation of fire protection districts and fire departments. (20 points possible)
- 3) Experience with: designing and implementing fire protection district and fire department consolidation plans; determining the optimal placement and quantities of fire protection and prevention assets; and establishing fire employee position classes, staffing levels, and compensation. (20 points possible)
- 4) Proposed fees. (20 points possible)
- 5) Qualifications of key personnel. (5 points possible)

- 6) Ability to manage and coordinate projects, including the ability to train the staff in administering a program. (5 points possible)
- 7) Thoroughness of material submitted, including any work plans and types of services provided in the past. (10 points possible)

Minimum Criteria:

That the person or firm submitting a proposal shall have the following minimum qualifications:

- 1) Proposer must have at least five (5) years of experience in providing the type of services requested in this SOQ.
- 2) Proposer must have experience in providing these types of services to similarly sized fire protection districts, governmental entities, or non-profit organizations.
- 3) Proposer must provide a minimum of three (3) references for projects of similar scope of work from agencies of similar size to Jefferson Parish Government.

The person or firm submitting a Statement of Qualification (General Professional Services Questionnaire) must identify all subcontractors who will assist in providing professional services for the project, in the professional services questionnaire. Each subcontractor shall be required to submit a General Professional Service Questionnaire and all documents and information included in the questionnaire. (Refer to Jefferson Parish Code Ordinance, Section 2-928)

All persons or firms (including subcontractors) must submit a Statement of Qualifications (General Professional Services Questionnaire) by the deadline. The latest professional services questionnaire may be obtained by contacting the Purchasing Department at (504) 364-2678 or via the Jefferson Parish website at www.jeffparish.net. This questionnaire can be accessed by hovering over "Business and Development" on the website and clicking on the Professional Services Questionnaires option under "Doing Business in Jefferson Parish".

Submissions will only be accepted electronically via Jefferson Parish's e-Procurement site, Central Bidding at www.centralauctionhouse.com or www.jeffparishbids.net. Registration is required and free for Jefferson Parish vendors by accessing the following link: www.centralauctionhouse.com/registration.php.

No submittals will be accepted after the deadline.

Affidavits are not required to be submitted with the Statement of Qualifications, but shall be submitted prior to contract approval.

Disputes/protests relating to the decisions by the evaluation committee or by the Jefferson Parish Council shall be brought before the 24th Judicial Court.

ADV: The New Orleans Advocate: July 13, 20, 27 and August 3, 2022.