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| **Lake Havasu City**  **Notice of Request for Proposals (RFP)**      **RFP# P22-LHCFD-500195**  **Fire, Rescue, and Emergency Medical Services**  **Comprehensive Operational Study**        **RFP CLOSING DATE: October 13, 2021**  **TIME: 3:00 p.m., Arizona Time**  **Pre-Proposal Conference: None**  RFP Packets may be downloaded at:  [https://www.lhcaz.gov/budget-and-finance/bids-rfps](about:blank)  or through Onvia DemandStar at https://www.demandstar.com/app/buyers/bids/390551/details  Lake Havasu City Hall  2330 McCulloch Blvd. N  Lake Havasu City, Arizona 86403  Issue Date: 09/09/2021 |

RFP NO.: RFP#P22-LHCFD-500195

**Fire, Emergency and Medical Services Comprehensive Operational Study**

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**EXHIBIT A – 2020 Annual Fire Department Report**

# SECTION A – PUBLIC NOTICE

**Lake Havasu City, Arizona**

**RFP NO.: P22-LHCFD-500195 RFP CLOSING DATE: October 31, 2021**

**RFP TITLE: Fire, Emergency and Medical Services Comprehensive Operational Study**

**RFP NOTICE:** Notice is hereby given that sealed proposals shall be received by the **City Clerk's Office, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403** until **3:00 p.m. Arizona Time on October 13, 2021** All proposals received in proper form shall be publicly opened and read aloud on the same day at 3:00 p.m., Room 109, City Hall, 2330 McCulloch Boulevard N., Lake Havasu City, Arizona, 86403. Public openings may be attended in-person or virtually by accessing the following video conferencing system:

To join the meeting on a computer or mobile phone:

[https://bluejeans.com/2330864044?src=calendarLink](about:blank)

Phone Dial-in

+1.408.740.7256 (US (San Jose))

+1.888.240.2560 (US Toll Free)

Meeting ID: [233 086 4044](about:blank)

Lake Havasu City may reject any proposal not in compliance with all prescribed public competitive procurement procedures and requirements, and may reject for good cause any or all proposals if Lake Havasu City finds it is in the public interest to do so.

**RFP DESCRIPTION:** Lake Havasu City seeks to procure a consulting firm experienced in Fire, Rescue and Emergency Medical services to analyze the overall operations of the Lake Havasu City Fire Department and to analyze the feasibility of the expansion of emergency medical service (EMS) delivery model to include Advanced Life Support (ALS) 911 transport (project).

**Pre-Proposal Conference (Non-Mandatory): None**

There is not an expressed or implied obligation for Lake Havasu City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

RFP documents, specifications, and addenda may be obtained in the following locations:

Lake Havasu City Website: [https://www.lhcaz.gov/budget-and-finance/bids-rfps](about:blank)

Onvia DemandStar: [http://www.demandstar.com/supplier/bids/agency\_inc/bid\_list.asp?f=search&mi=745081](about:blank)

*Pursuant to the Americans with Disabilities Act (ADA), Lake Havasu City endeavors to ensure the accessibility of all of its programs, facilities and services to all persons with disabilities. If you need an accommodation for this meeting, please contact the City Clerk's office at (928) 453-4142 at least 24 hours prior to the meeting so that an accommodation may be arranged.*

**Publish: September 09, 2021 and September 23, 2021**

**Arizona Business Gazette and Havasu News Herald**

# SECTION B – INTENT TO RESPOND NOTIFICATION

# (Non-mandatory)

**RFP NO.: P22-LHCFD-500195**

**RFP TITLE: Fire, Rescue and Emergency Medical Services Comprehensive Operational Study**

**CLOSING DATE & TIME: October 13, 2021 at 3:00 p.m. Arizona Time**

**LETTER OF INTENT TO RESPOND (Non-Mandatory)**

This is to notify that it is our present intent to submit a proposal in response to the above referenced RFP.

The individual to whom all information regarding this RFP should be transmitted is:

Company Name:

Contact Name:

Street Address:

City, State, & Zip:

Phone Number: Fax Number:

E-Mail Address:

Submit this Non-Mandatory Letter of Intent by the deadline for requests for clarification and protests which is to be electronically received by **September 22, 2021 4:00 p.m., Arizona Time**.

Letter of Intent to Respond (Non-Mandatory)

RFP No.: P22-LHCFD-500195

Lake Havasu City

Administrative Services Department, Procurement Division

Attn: Lynette Singleton, Procurement Official

Email to: [purchasing@lhcaz.gov](about:blank)

# SECTION C – INSTRUCTIONS TO PROPOSER

## 1.0 IMPORTANT DATES SUMMARY

|  |  |
| --- | --- |
| **IMPORTANT DATES**  **(Dates may be subject to change.)** | |
| **ACTIVITY (All times are in Arizona time.)** | **DATE** |
| RFP Release/Advertisement | August 30, 2021 |
| Submittal of Written Questions (4:00 p.m. AZ time) | September 22, 2021 |
| Proposal Must Be Submitted by (3:00 p.m. local AZ time) | October 13, 2021 |
| Interviews with Short Listed Firms | No Later than November 19, 2021 |
| City Council Award | No Later than December 14, 2021 |

## 2.0 SOLICITATION

Lake Havasu City (City) seeks to procure Fire, Rescue and Emergency Medical Services Comprehensive Operational Study. The City is soliciting proposals from qualified and responsible Offerors, experienced in Fire, Emergency and Medical services to analyze the overall operations of the Lake Havasu City Fire Department and to analyze the feasibility of the expansion of emergency medical service (EMS) delivery model to include Advanced Life Support (ALS) 911 transport (project).

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## 3.0 BACKGROUND INFORMATION

### 3.1 Lake Havasu City, “Home of the London Bridge,” is situated on the eastern shore of Lake Havasu on the Colorado River border of California and Arizona. Lake Havasu City is located in Mohave County, Arizona, situated off Arizona Highway 95. An 18-mile drive north leads to Interstate 40, and a 65-mile drive south leads to Interstate 10. Lake Havasu City has 46.3 square miles of land area and a 2020 estimated population of 58,000.

### The Lake Havasu City Fire Department (Department) is an all-hazard department, responsible for responding to and mitigating incidents involving fire, medical emergencies, hazardous materials, aircraft emergencies, and technical, water, and desert rescues. The Department consists of seven divisions, which includes Fire Administration, Fire Operations, Fire Prevention/Community Risk Reduction, Support Services, Emergency Medical Service, Training, and Special Operations.

### The Department consists of 85 full-time personnel: 73 line staff, 12 administration/support staff, and 2 part-time positions. The Department operates six fire stations from which it deploys one Battalion Chief, five paramedic engine companies, one paramedic engine/truck company, and one paramedic medic unit. The Department also has specialized equipment consisting of two desert rescue units, two rescue units for technical rescue, one fireboat, one unmanned aerial vehicle, one hazardous material unit, and one aircraft rescue and firefighting unit. Engine and Truck companies are staffed with a minimum of three personnel.

### The Department is self-sufficient and has limited availability to mutual-aid Fire Departments in Mohave County due to its remote location. The closet mutual aid is Desert Hills Fire District which can provide two engines, depending on its staffing levels. More information regarding the LHCFD is available on the City’s website https://www.lhcaz.gov/fire-department.

3.2 The Department takes great pride in providing life-saving services at the highest level for over 50 years. As trends in the fire service have seen emergency medical service (EMS) workloads increase, the Department wants to ensure it is providing the appropriate level of medical services to the community. EMS response accounts for roughly 70% of the call volume for the Department, with over 5,000 EMS calls responded to annually. River Medical Inc. holds the certificate of necessity to provide the EMS transport within the City.

### The Department provides ALS non-transport service from five fire engines, one cross-staffed engine/ladder truck, and one medic unit (transport capable) with service delivery from six strategically located fire stations. Under the medical direction of Havasu Regional Medical Center, the Department’s paramedics provide ALS services to the community. As with every other service provided to Lake Havasu City, the City takes pride in offering the highest level of services to the citizens and visitors.

## 4.0 MINIMUM QUALIFICATIONS

Proposers are expected to have a minimum of 10 years of relevant and documented experience in fire, emergency and medical services operations analysis similar to the requirements identified in this RFP.

Documentation provided by the proposer to demonstrate the required years of experience in fire, emergency and medical services operations analysis must clearly identify the last ten customers consulted, list the outcome of the past study verses the general recommendation made by the proposer. If a proposer fails to meet these minimum qualifications in their proposal, the proposal shall be disqualified and will not be evaluated.

Past Experience shall include a statement of prior experience of key individuals with study descriptions similar in size and nature. It is preferred the proposer have knowledge of Arizona laws and regulations with experience relative to fire, emergency and medical service delivery. Examples of completed studies that are similar to the requirements identified in this RFP should be included.

Reference Contact persons and phone numbers should be provided on at least three prior studies similar to the scope of this RFP. References from involved fire agency senior staff, city and/or district management, and other public officials are desirable.

## 5.0 CONTRACT TERMS AND CONTRACTUAL RELATIONSHIP

The successful proposer will be required to enter into a contract with the City to provide for the Fire, Emergency and Medical Services Comprehensive Operational Study. The terms of that contract shall be commercially reasonable and will be negotiated in connection with the agreement once a decision has been reached on the winning proposal.

## 6.0 QUESTIONS

All questions that arise relating to this RFP shall be directed in writing to [**purchasing@lhcaz.gov**](about:blank). To be considered, written inquiries shall be received at the above-referenced email address by **September 22, 2021, 4:00 p.m.**, Arizona time. Inquiries received will then be answered in an Addendum to the RFP. **Verbal Requests for clarifications or interpretations will not be accepted.** The City may not address questions received after this deadline.

## 7.0 PROPOSAL FORMAT

The Proposal shall be a maximum of **fifty (50)** pages to address the Proposal criteria (excluding resumes, report examples and any required Forms, but including the materials necessary to address project understanding, general information, organizational chart, photos, tables, graphs and diagrams). Each page side (maximum 8 1/2" x 11") with criteria information shall be counted. A cover, a back, a table of contents and tabs may be used and shall not be included in the page count, unless they include additional project-specific information or Proposal criteria responses. The minimum allowable font for the Proposal is 11 pt. although tables, charts, graphs and other diagrams may be smaller if legible.Failure to adhere to the page limit and font size may result in the Proposal being considered non-responsive.

Each proposal submitted to this request shall be organized and contain the following information.

7.1 Experience of key individuals assigned to the contract:

* List all individuals that will be assigned to the project. One principal proposer shall be designated as responsible for the project work. If the proposer intends to subcontract or work jointly with another individual or firm, such arrangement must be described in detail, including the length of time in working with the proposer in such capacity.
* Names of lead professional personnel, their titles and a brief description of the individual’s experience including qualifications, experience and other supporting information.
* Include a résumé for each individual listed and a sample list of prior projects in which each key individual has participated.

7.2 Experience of firm in performing the analysis and report similar to the scope in this RFP:

* Business organization: State full name and address of Proposer including a brief description of the firm including qualifications, experience and other supporting information.

7.3 Approach and process to be used in performing the RFP scope. Understanding of the project objective, methodology to be used and results that are desired from the project:

* Detailed information on how the firm meets the qualifications and Scope of Work requirements as requested herein.
* A detailed description of the proposer’s approach for managing the project. The description should include at a minimum all tasks listed in the “Scope”.
* The proposer should provide an estimated outline of the project, the proposed phases to prepare the project Study, and the time frame by project phase.
* A list of the data awarded Proposer will need the City to provide to produce the data-driven analysis identified in this RFP.
* Special features, or issues Proposer thinks would materially affect the quality of the project.

7.4 References from clients for whom similar studies/reports have been performed for government agencies with similar services and size to the City:

* All references should be for projects completed within the last five (5) years.
* Client (corporation, public agency, etc.)
* Special features, accomplishments or problems
* Specific services provided
* Dates of service
* Approximate contract value
* At least two contacts and contact information including email address.

7.5 Examples of a least three prior studies similar to the scope of this RFP:

* Example of final reports recently completed closely related to this specific project.

7.6 Total project cost and compensation:

* The Proposer shall provide a financial proposal, which shall be in the form of a lump sum amount. Provide a total “not to exceed” amount for the project.
* A project price structure must accompany the proposal detailing specific itemized menu of services broken down by project components and cost. Costs must be unbundled and listed separately.
* List the hourly rates for any applicable position which may work on the project, and the hours to be spent on the project. Include any other additional expenses (travel, or probable out of pocket expenses).
* The number of travel trips and individuals traveling shall be identified.
* Additional expenses will not be allowed unless specified in the proposal. There shall be no additional reimbursement for disbursements, such as copying or binding, travel time, or travel expenses. All project costs shall be identified in the detail specifics.
* The actual contract amount will be negotiated after the Proposer has been selected and the scope of work finalized.
* Multi-term contract hourly rate and compensation schedule shall be provided by the Proposer for inclusion in the multi-term contract for additional services or future smaller projects as requested by the City.

## 8.0 PROPOSAL DELIVERY

At least one (1) signed original proposal, together with one (1) electronic copy (in PDF format on a CD or USB drive) of the proposal, must be submitted. Submittals must be clearly addressed to the City Clerk's Office, 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403, and received no later than **October 13, 2021, 3:00 p.m., Arizona time**. Late submittals will not be considered under any circumstances. Submittals must be in a sealed envelope with the RFP Number and the Proposer's name and address clearly indicated on the envelope. RFP documents are available on Lake Havasu City’s website at [www.lhcaz.gov](about:blank).

Proposals will be opened immediately after **3:00 p.m. (Arizona time) on October 13, 2021** at Lake Havasu City Hall, Room 109, located at 2330 McCulloch Blvd. N, Lake Havasu City, Arizona, 86403.

## 9.0 SCOPE

The selected consulting firm will provide a report containing the findings and recommendations resulting from the analysis of the overall operations of the Lake Havasu City Fire Department (Department) and feasibility of the expansion of emergency medical service (EMS) delivery model to include Advanced Life Support (ALS) 911 transport, as follows:

**Fire Department Operations**

For this part of the project, the consulting firm is expected to analyze the overall operations of the Department with emphasis on its future design and direction and proper consideration for the organizational climate to ensure that the Department is meeting community fire, rescue, and emergency medical needs and expectations, while recognizing opportunities for innovation, improved efficiency, and effective operations. This includes a review of all services provided, resources allocated to each service area, organizational structure, communication, adequate staffing levels, and managerial structure and personnel.

The consultant firm will:

9.1 Conduct a comprehensive risk assessment and hazard vulnerability analysis of Lake Havasu City that includes all elements of fire, rescue, and emergency medical services, which includes current and future trends. To include a historical review of response data, as approximately 70% of all incidents are related to EMS.

9.2 Provide an analysis of fire station locations and make recommendations for ideal station locations, response areas, and deployment of equipment, personnel, and other resources.

Recommendations on Fire Station Locations should include:

* Any relocations of existing fire stations
* Analysis of the two current proposed new fire station locations
* Determine need for future fire stations, potential locations and potential timelines based on population growth and service-demands projections, operational performance and any other relevant factors.
* GIS images of existing and future fire station locations.

Develop recommended short-term, mid-term, and long-term option(s) for operations to improve the Department’s level of service in regards to fire station locations and other operations. This may include, but not limited to, specific recommendations regarding:

* Operations and deployment options of apparatus by type
* Operational staffing needs
* Deployment of special units or resources
* Development of operational performance standards and targets

9.3 Conduct a standard of cover study concerning both deployment and non-deployment components for the Department with identification of the right-sized organization to meet City needs while considering national standards, benchmarks, specific community needs and requirements, costs, best practices, and accepted and proven methodologies.

9.4 Review current and future demand for fire-rescue services and assess potential to provide response in vehicles other than with engine and ladder companies while maintaining effective fire protection coverages.

9.5 Conduct an analysis of response times and impacts of simultaneous calls for service, assessment of the communications center in reference to call taking, dispatching, response time, CAD system, fire station alerting systems, and Records Management System (RMS) efficiency and effectiveness.

9.6 Assess training programs and identify any deficiencies regarding current and future capabilities based on identified associated risks in Lake Havasu City.

9.7 Review and evaluate the current organizational and management systems, present structure, and effectiveness of the chain of command.

9.8 Evaluate personnel management issues, including recruitment, selection, promotion, health and safety programs, and performance evaluations.

9.9 Identify and report on any impediments for the effective use of personnel and service delivery.

9.10 Provide proposed staffing plan scenarios that includes a review of best practices applicable for staffing allocation, deployment, scheduling, and civilian positions.

* Conduct an analysis on the current 48/96 work schedule compared to the 24/48 schedule related to unscheduled leave, overtime, staffing levels, PTO, and FLSA 14-day work cycle. Is there any cost saving to modify the FLSA work cycle to 28 days.
* Assess the IAFF MOU with the City related to PTO and staffing levels.
* Review the PTO accrual rate and pay out for the Department. Compare these rates to other Fire Departments of similar size in Arizona. Identify any cost savings to modify the current system to separate vacation time and sick time. Examine the PTO payout OPP.
* Examine the current scheduling matrix.

9.11 Perform a detailed analysis of all overtime expenditures and causation. Recommend a formula to identify the total number of personnel required for each staffing scenario proposed, considering time off for training, vacation, sick leave, family medical leave, vacancies, and on the job injuries. Propose ways, if any exist, to reduce overtime costs while still maintaining adequate service levels.

9.12. Evaluation of all Department staffing levels to determine if the City is making the most effective and efficient use of its resources and assess whether the current staffing levels are adequate

9.13 Evaluate airport rescue unit, fire prevention, fire investigation, technical rescue, hazardous materials response capability, and other types of support services within the context of the current operations.

9.14 Assess capital improvement funding for fleet and equipment condition, maintenance, acquisition, facilities and replacement programs.

**ALS Transport**

For this part of the project, the consulting firm is expected evaluate the feasibility of the expansion of the Department’s emergency medical service (EMS) delivery model to include Advanced Life Support (ALS) 911 transport. This evaluation should also analyze the current EMS service model the Department provides to the community and evaluate the Department’s current abilities and limitations to its service. The evaluation will weigh the current ALS non-transport service delivery against fire service industry standards for EMS delivery including medical ground transport.

The consultant firm will:

* 1. Evaluate current Department EMS level of service: ALS non-transport vs ALS transport.
  2. Evaluate EMS Service-Demand including:
* Analysis and GIS display of current service demand by incident type
* Analysis and GIS display of current service demand by temporal variation
* GIS display of historical incident-density locations
* Projected demand due to growth.
  1. Evaluate EMS Resource Distribution including:
* Overview of current *facility* deployment strategy, analyzed through GIS software as appropriate, with identification of service gaps and redundancies.
* Overview of current *apparatus* deployment strategy, analyzed through GIS software as appropriate, with identification of service gaps and redundancies

9.18 Evaluate Response Reliability including:

* Analysis of current workload, including unit hour utilization (UHU) of individual companies (to the extent data is complete)
* Analysis of call concurrency and impact on EMS system effectiveness.
  1. Evaluate Response-Performance Analysis including:
* Analysis of actual system turnout-time performance analyzed by individual components (to the extent data is available)
* Analysis of other components in the response time continuum, including call-processing times.
  1. Evaluate historical hospital emergency department patient admissions by ambulance.
  2. Evaluate population growth projections.
  3. Evaluate service-demand projections.
  4. Examine current level of service to determine if needs are being met by:
* Community expectation of services
* Response times
* Dispatching- closest available unit
* Standard level of care
* Projected patient outcome
* Industry standards
* Needed transport unit within City limits.
  1. Assess of the current River Medical Inc. EMS deployment model and call distribution including:
* River Medical Inc. revenue generated by EMS transports conducted within City limits
* River Medical Inc. average response times to calls within City limits
* River Medical Inc. delays to 911 calls within City limits.
  1. Feasibility of expanding Department level of service to include EMS ALS 911 transport including:
* Determine if patient outcomes would be improved by Department transport capabilities or remain the equal to current service model
* Examine the cost vs. benefit of Department providing ALS transport compared to current service model:
* Cost of staffing, deployment, and administration of adding ALS EMS transport to service model
* Cost and number of transport units (ambulances) needed based on EMS call volume/workload
* Using GIS and other analyses and methodologies, identify deployment locations of ambulances to achieve the most efficiencies and operational performance
* Recommend ambulance scheduling options and potential necessity of peak-demand ambulances
* Any other areas related to operations and deployment.
  1. Analyze revenue Lake Havasu City should expect to see by providing ALS EMS transport including:
* Revenue from emergency transports
* Current transport rates and fees
* Medicare, Medicaid, other
* Approximate percentage of non-payers being transported.
  1. If ALS transport is indicated, recommended operational and administrative staffing to provide the service including:
* Recommend minimum ambulance staffing and required firefighter certification levels
* Staff scheduling methodologies
* Changes in the Department organizational structure
* Management and administrative support necessary for ambulance operations
* Initial staff training requirements for ambulance operations
* Staff scheduling.
  1. If ALS transport is indicated, the cost of equipment and training necessary to provide and maintain level of service.
  2. If ALS transport is indicated, a realistic timeline to begin providing service.
  3. If ALS transport is indicated, an overall projection of expected revenue.
  4. Determine the governance and necessary steps in the application process for a certificate of necessity (CON) through the Arizona Department of Health Services (ADOH) including:
* Option: Create a partnership with River Medical, Inc. to be able to obtain a separate CON for the city limits.
* Ability to determine a need and necessity to provide ALS EMS ground transport
* Review of application by the ADOH
* Support from City Manager and Council to pursue the CON process for transport

The result shall be a detailed and thorough report to Lake Havasu City customized to the City's specific needs and explaining the above points and other points deemed important by the consultant. It is imperative that the study be an objective, unbiased assessment that is a data-driven analysis on all items and shall rely on evidence-based principles/practices and emergency response theory of the organization as it is now, coupled with a future vision due to the rapid growth the City is experiencing.

# SECTION D – TERMS AND CONDITIONS

## 1.0 PROPOSAL TERMS

The terms of the proposal shall be commercially reasonable and will be negotiated in connection with the agreement. Proposals must include the following terms:

* 1. **Terms of Payment.** Proposer shall indicate terms of payment where indicated in the RFP documents and any discounts proposed for early payment. For purposes of comparing discounts in RFPs, the City shall only consider discounts that allow a minimum of fifteen (15) days for payment. Discount period will start from the date of receipt of current invoice, to the date the City’s payment is mailed or transmitted. Any discount provided will be taken on full amount of invoice. Payments shall comply with the requirements of A.R.S. § 35-342.

Discount terms of payment are \_\_\_\_\_% \_\_\_\_\_\_ days / net \_\_\_\_ days.

* 1. City shall pay the awarded Proposer monthly, based upon work performed and completed to date, and upon submission and approval of invoices and progress reports. All invoices shall document and itemize all work completed to date. Each invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment. Work schedule updates must be included in the monthly progress reports.

The City reserves the right to incorporate a multi-term with annual renewals when negotiating the agreement. The term of the negotiated agreement shall commence upon approval and continue for a twelve-month term, with the option to renew annually for four additional one-year terms, unless earlier terminated as provided within.

## 2.0 EVALUATION

Lake Havasu City will review and score the proposals based on the following criteria:

|  |  |
| --- | --- |
| **Evaluation Criteria** | **Points** |
| Experience and resume of key individual(s) assigned to the contract. | 25 |
| Experience of firm in performing the analysis and report similar to the scope in this RFP. | 20 |
| Approach and process to be used in performing the RFP scope. Understanding of the project objective, methodology to be used and results that are desired from the project | 15 |
| References from clients for whom similar studies/reports have been performed for government agencies with similar services and size to the City. | 10 |
| Examples of at least three prior studies similar to the scope of this RFP. | 10 |
| Total project cost and compensation | 20 |
| **TOTAL EVALUATION POINT:** | **100** |

Selected Proposal will have the highest score averaged from the scores of the reviewers, with 100 points being the maximum possible individual score.

## 3.0 ORAL INTERVIEWS: SCORING

Proposing firms selected for oral interviews will be invited to participate in discussions with the Selection Committee at such date as announced by the City and awarded points based upon the same criteria as outlined above. Proposing firms may be given additional information for these oral interviews. These discussions will relate less to the past experience and qualifications already detailed in the Proposals and more to (i) identifying the Proposing firms' program approach and to an appraisal of the people who would be directly involved in this Services for this RFP, and (ii) exploring with the Proposer the scope and nature of the project, the Proposer's proposed method of performance and the relative utility of alternate methods of approach.

Virtual Interviews may be requested in lieu of on-site interviews and will be arranged by the City with the Selection Committee on such date and time as announced.

## 4.0 AWARD

Award Recommendations will be posted on the Lake Havasu City Website at [https://www.lhcaz.gov/community-investment/bids](about:blank). A file will be available for all proposers and the public for review, consisting of this RFP, all accepted proposals, scoring document, memorandum to the City Council, advertising documents, and Conference attendance sheets. City Staff will present the recommendations to the City Council at a regularly held meeting. The City Council will take action to accept or reject the recommended proposal at that time, and to direct Staff to negotiate the final business terms with the successful Proposer, substantially conforming to the chosen proposal. The resulting contract will then be taken to the City Council for final approval and execution.

## 5.0 RIGHT TO DISQUALIFY

The City reserves the right to disqualify any Proposer who fails to provide information or data requested herein or who provides materially inaccurate or misleading information or data. The City reserves the right to disqualify any Proposer on the basis of any real or apparent conflict of interest that is disclosed by the proposals submitted or any other data available to the City.

## 6.0 CITY’S RESERVATION OF RIGHTS

In connection with the issuance of this RFP, the City reserves and may, in its sole discretion, exercise any one or more of the following rights and options that Proposers hereby agree to by submitting a Proposal to the RFP:

1. To reject any and all Proposals and to reissue this RFP at any time;
2. To issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP;
3. To issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional Proposals or for any other reason the City determines to be in the best interest of the City;
4. To extend this RFP in order to allow for time to obtain additional Proposals prior to the RFP’s Proposal deadline, or for any other reason the City determines to be in the best interest of the City;
5. To supplement, amend, substitute or otherwise modify or amend this RFP at any time;
6. To cancel this RFP at any time;
7. To wave any defect of deficiency in any proposal;
8. To enter into negotiations with any one or more Proposers regarding the terms of their proposals; and
9. To enter into simultaneous, competitive negotiations with multiple Proposers.

## 7.0 PREPARATION COSTS

Under no circumstances will the City be responsible for any costs incurred by anyone in: 1) responding to this RFP; 2) in any subsequent follow up to the proposal; or 3) in any subsequent negotiations of a contract.

## 8.0 PROPOSER CERTIFICATION

By submitting a proposal, each Proposer certifies it has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the City. Any Proposer unable to comply with any required certifications may be disqualified.

In compliance with A.R.S. §§ 1-501 and 1-502, the City shall require any successful Proposer that submits its proposal as a sole proprietorship or as an individual to complete the Affidavit of Lawful Presence prior to the award of any contract resulting from this process.

## 9.0 COVENANT AGAINST CONTINGENT FEES PAID TO PROPOSER

By submitting a proposal, the Proposer and each member of the development team certifies that they have not employed nor retained any person or company, other than a member of the development team or a bona fide employee working solely for the Proposer or any member of the development team, to solicit or secure the contract described in this RFP, and that no agreement has been made to pay the Proposer or any member of its development team any fee, commission, percentage, brokerage fee, gift or any other consideration, contingent upon or resulting from the award or execution of such contract. The Proposer certifies submission of the Proposal did not involve collusion or other anti-competitive practices.

## 10.0 NO GRATUITY

Proposer certifies it has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a City employee, officer or agent in connection with the submitted Proposal. It (including the Proposer's employees, representatives, agents, lobbyists, attorneys and subcontractors) has refrained, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the Selection Committee, elected officials, the Mayor, City Council, City Manager, Department Heads and other City staff. All contact must be addressed to the City Representative listed on the cover of this RFP. Any attempt to influence the selection process by any means shall void the submitted Proposal and any resulting Agreement.

## 11.0 APPLICABLE LAW

Any and all disputes arising under this RFP and any resulting contract shall be governed according to the laws of the State of Arizona, and the Proposer shall agree that the venue for any such action brought to enforce provisions of the contract shall be in the State of Arizona.

## 12.0 COMPLIANCE WITH LAWS

Proposers agree to fully observe and comply with all applicable Federal, State and local laws, regulations, standards, codes and ordinances.

## 13.0 ADDITIONAL TERMS AND CONDITIONS

By issuing this RFP, the City shall not create any contractual rights or obligations by and between the City and any person or entity responding hereto.

## 14.0 FAIR TRADE CERTIFICATIONS

By submitting a Proposal, the Proposer certifies 1) Independent Prices. The prices have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with anyone. 2) No Disclosure. Unless otherwise required by law, the prices which have been quoted in its Proposal have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by Proposer prior to opening. 3) Influence on Competition. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.

**EXHIBIT A**

**2020 Annual Fire Department Report**

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**The 2020 Annual Fire Department Report can also be downloaded via below link:**

<https://www.lhcaz.gov/docs/default-source/department-documents/annualreport.pdf?sfvrsn=ba6e2a7c_24>