



---

## Guilford County Purchasing Department Request for Proposals For Fire Master Plan Event #502

### **General Specifications**

#### **General Information and Purpose**

Guilford County is soliciting Requests for Proposals from qualified firms to provide a Fire Master Plan to serve the Guilford County Board of Commissioners with short term and long term goals for fire protection in the County, including fiscal analysis for financial independence of the contracted fire services. The County contracted with Emergency Services Consulting International (ESCI) in 2010 and 2011 to develop a fire master plan. That study is available for review by all prospective applicants, and will serve as the basis for this project. The purpose of this event is, therefore, to obtain competitive qualifications in accordance with the North Carolina General Statutes and the Guilford County Purchasing Policies.

The County contracted with Emergency Services Consulting International (ESCI) in 2010 and 2011 to develop a fire master plan. That study is available for review by all prospective applicants, and will serve as the basis for this project.

There will be a Non-Mandatory Pre-Bid Teleconference on Tuesday, January 13, 2016 at 10:00 am EST. The teleconference number is 336-641-4201.

#### **Submission of Proposals**

Submittal of your proposal: Hard copy form: one (1) original + 1 digital copy must be sealed, and delivered no later than the close date and time **Wednesday, January 20, 2016 at 2:00 PM**. Guilford County Purchasing Department utilizes the date/time clock stamp machine located at the receptionist desk in the Purchasing Department. Late responses will **not** be accepted or considered. **No** electronic responses will be considered. Deliver your responses to:

Guilford County Purchasing Department,  
Attention: Shayla Parker  
Old Courthouse, 301 West Market Street, Suite B32,  
Greensboro, NC 27401.

All qualifications will then be forwarded to the appropriate department for review and consideration.

Responses will **not** be accepted via email or fax.



# Guilford County

STATE of NORTH CAROLINA

Neither a bid deposit nor a performance bond will be required for this service.

The Non-Collusion Affidavit must be fully completed, signed and returned with your proposal. The affidavit can be found in the "Attachment Section" of the event in Strategic Sourcing.

Guilford County reserves the right to reject any or all proposals at its sole discretion or to waive any specific irregularities or formalities in order to accept a proposal deemed to be in the best interest of the County.

**All questions must be submitted electronically by means of the Q & A feature within RFP Event 502** in Strategic Sourcing. NO QUESTIONS will be answered by telephone, email, written correspondence or other means except as described herein. Answers to electronic questions properly submitted will be sent out electronically by means of the above described Q & A feature to all properly registered suppliers. There shall be no communication with any Guilford County employee other than by means of the Q & A feature – violation of this requirement may invalidate your proposal. All question(s) responses will be answered as an addendum to this Event #502.

### **Specific Specifications**

Supplier(s) may be required to make an oral presentation of their proposal and qualifications to Guilford County after the RFP Event 502 close. Such presentations will provide an opportunity for the supplier(s) to clarify their proposals and to insure a thorough and mutual understanding. A representative from the Guilford County Facility Department will schedule the date, time and location for any/all oral presentations.

Guilford County's selection of a firm and/or individual(s) for the preparation of a Fire Master Plan shall be based upon the demonstrated competence and qualifications of the firm(s) and/or individual(s) to provide the type of service required. Consideration shall also be given to:

#### **Qualifications**

- Multi-person project team.... submittals from project teams without at least three members will not be accepted.
- Curriculum Vitae for project team members is required for submission
- Completed a minimum of three studies in calendar year 2015.... must list studies and a point of contact with each entity
- Extensive Fire Service Background to include: Chief Officer, Nonprofit work, GIS, Budget
- Minimum references – 5 including synopsis of studies and contextual reference to the nature of the study
- Extensive public speaking experience to include presentations to Elected Officials
- Must be willing to sign a confidentiality Statement



# Guilford County

STATE of NORTH CAROLINA

- Extensive experience in interviewing Fire Department Chief Officers. Questions should be unique to GUILFORD County and based on objectives
- Combination Department experience required, as well as knowledge of NC Fire Protection law
- Preference to NC and County based experience
- Familiarity with NC Fire Ratings system and ISO requirements required
- 911 Communications background, as related to the dispatch of county and city fire resources
- Experience in presentations to Governmental entities and Fire Departments
- Ability to perform GIS analysis of data provided from common data sets generated from Computer Aided Dispatch systems, to include road network analysis for response distances
- The following type of information could be solicited and kept for each firm:
  - Name, address, and telephone number of the firm
  - Types of services for which the firm is qualified
  - Year the firm was established, as well as former firm names
  - Names of principals and key personnel of the firm and their experience and qualifications
  - Size of staff
  - An illustrative list of recent projects completed for purposes of referral

**Award:** This will be a single award to the most qualified and responsive supplier meeting all the criteria and qualifications of this RFP.