

Request for Proposals
Strategic Planning Facilitation



City of Trotwood

Trotwood Fire and Rescue Department

Montgomery County, Ohio

Richard Haacke, Fire Chief

Requests for Proposals Issued

November 01, 2021

Proposals must be submitted

to: Email:

rhaacke@Trotwood.org

Subject Line

"RFP for Strategic Planning Facilitation Trotwood Fire & Rescue "

Submittal Deadline

Wednesday, December 15, 2021 @ 3:00 p.m.
EST

Trotwood Fire and Rescue

Request for Proposals for Strategic Planning Facilitation

OVERVIEW

Introduction

City of Trotwood, Montgomery County, Ohio, seeks proposals from qualified contractors to facilitate the development of a 2022-2026 organizational strategic plan.

City of Trotwood Background

The City of Trotwood is located in Montgomery County Ohio approximately 6 miles southwest of Dayton. It has a population of 24,430 residents and encompasses 30.53 square miles in area. The city was founded in 1901 and in 1996 merged with Madison Township to become the second largest city area wide in Montgomery County and 4th in population.

Trotwood Fire and Rescue Background

The City of Trotwood Fire and Rescue Division provides Fire Suppression and Emergency Medical Services to residents. Additional services and programs that the department provides includes emergency management, fire inspection/investigation, fire prevention, community outreach, wildfire, technical rescue, hazardous materials, aviation rescue and firefighting program. Trotwood Fire Department was established in 1898. Madison Township Fire Department was established during the same time period. In 1953, The Village of Trotwood and Madison Township began contracting with Trotwood Rescue Inc. to provide emergency medical services (EMS) to the community. On January 1, 1963 the City of Trotwood began contracting with Madison Township's Fire Department for fire services. The City of Trotwood assumed responsibility of fire services again; when the City of Trotwood and Madison Township merged. The City of Trotwood assumed all responsibilities for Trotwood Rescue Inc. in 1999; establishing our current Trotwood Fire and Rescue Department.

Purpose for a Strategic Plan

As committed stewards of taxpayer dollars, the City of Trotwood leadership holds in the highest regard the right of every citizen to expect maximum performance and maximum return from every dollar spent toward accomplishing the mission and objectives of their City. City Leadership desires to establish a Carefully constructed, results-oriented, Strategic Planning process that puts a clear roadmap in place to address both current and long-term needs by guiding the actions and financial commitment aimed at securing a positive future for Trotwood Fire and Rescue.

GENERAL INSTRUCTIONS

Interested firms are invited to submit one digital copy of their proposal in MS Word or PDF format. The proposal shall be submitted in either of the formats requested and the complete proposal, together with any and all additional materials, shall be emailed with a subject line:

"RFP for Strategic Planning Facilitation Trotwood Fire and Rescue"

Proposal must be submitted no later than 3:00pm on Wednesday December 15, 2021 to the following email address: rhaacke@Trotwood.org

It is the contractor's sole responsibility to ensure their response is received prior to the scheduled closing time for receipt of statements of qualifications. No corrected or resubmitted statements will be accepted after the deadline.

This Request for Proposals does not commit the city to award a contract or pay any costs incurred in the preparation of a response to this request. The city reserves the right to accept all or part of any response or to cancel in part, or in its entirety, this Request for Proposals. The city reserves the right to accept or reject any submittal for any reason. The city further reserves the right to accept the response that it considers to be in the best interest of the City of Trotwood.

All requirements must be addressed in the proposal. Non-responsive proposals will not be considered. All responses, whether selected or rejected, shall become the property of the City of Trotwood.

Requests for Information

Firms interested in making a submittal are directed not to make personal contact with anyone associated with the city. Any contact will constitute grounds for disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing to the submittal email address: rhaacke@Trotwood.org

SCOPE OF SERVICES

Successful applicants will submit a proposal designed to address the following as part of Trotwood's strategic planning process. Please compose the proposal by identifying each bulleted service. Trotwood's strategic plan facilitator must:

- Identify no more than 5 to 7 high-leverage strategic goals.
- Ensure equitable inclusion of all strategic planning participants (elected officials, legal department, administration and staff) and ensure all have an opportunity to provide structured input.
- Facilitate conversations with participants.
- Support the strategic planning participants by facilitating the internal and external environmental assessments.
- Help communicate the work of the strategic planning participants and the results of their work.
- Keep the process on track, on time and on budget.
- Ensure the implementation and evaluation of the plan is complete with measureable indicators/metrics. Is the approach realistic, can it be achieved? Risk/Risk Mitigation plan.
- Describe the process for renewal of the vision, mission and core values.

The Proposal must identify the following:

- The consultant's experience with fire and EMS entities, including facilitating strategic planning processes.
- How the contractor proposes to facilitate the city's strategic planning process.
- Costs must be total and inclusive.
- The lead consultant's profile and resume.
- A sample agenda utilizing an 8-hour time frame.

Deliverables will include:

- Methodology
- Assessment of the strategic planning participant's input and perspectives
- Preliminary report and recommendations
- Final Report and five-year strategic plan
- Integrated Master Plan to include a timeline of proposed scope with milestones

CONTENTS FOR PROPOSALS

In order to be considered, proposals must be clear, concise, complete, well organized and demonstrate respondent's qualifications and ability to follow instructions. The quality of answers, not length of responses or visual exhibits is important.

The proposals shall be organized in the format listed below and shall be limited to 15 pages (excluding attachments and appendices) on an 8 W" x 11" form with tabs separating each section. Respondents shall read each item carefully and answer accurately to ensure compliance with the Trotwood's requirements. Failure to provide all requested information or deviation from the required format may result in disqualification.

A. Submittal Letter

Include the RFP's title and submittal due date, the name, address and telephone number of the responding firm. _ Include a contact person and corresponding e-mail address. The letter shall state that the Proposal is valid for a 90-day period. The person authorized by the firm to negotiate a contract with the city shall sign the cover letter.

B. Description of Firm

This section should provide information regarding the firm's size, location and nature of work performed, years in business and the approach that will be used in meeting the needs of the department.

C. Organizational Structure

Describe your firm's organizational structure. Provide the names of the professionals who will be responsible for this project. Please provide brief resumes for these individuals as attachments.

D. References and Description of Experience

This section should identify similar projects the firm has completed as outlined in the RFP.

E. Project Overview

This section should clearly convey the firm's understanding of the nature of the work related to strategic planning and the general approach that will be used to facilitate the strategic planning. This section should include, but not be limited to, a discussion of the organization of the project and a summary of the proposed approach.

F. Cost

This section must provide a full description of the expected expenditures for the work described in this RFP. Cost proposed must include all consultant fees., preparation of deliverables, travel expenses per trip to the City of Trotwood (if applicable), printing, staffing, etc.

SELECTION CRITERIA

Firms submitting proposals are advised that all proposals will be evaluated to determine the firm deemed most qualified to meet the needs of the Trotwood Fire & Rescue Department. The selection criteria will include, but not be limited to, the following items:

- A. Demonstrated understanding and responsiveness to the Request for Proposals.
- B. Proposals and experience of firm and personnel named in the proposal.
- C. Past experience assisting public entities in implementing strategic plans.
- D. Project understanding and approach including an understanding of the City of Trotwood.
- E. Satisfaction of previous clients. As noted in Section III. D above, please provide at least three references that reflect similar facilitation of projects similar to the work contemplated in this RFP.
- F. Interview
- G. Completeness and quality of the proposal.
- H. Cost

PROCESS FOR SELECTING FIRM

The leadership of the City of Trotwood will evaluate and select those firms deemed to be the most highly qualified to perform the required services. The leadership of the city will conduct interviews all qualified respondents. When interviews are scheduled, selected firms will be notified as to place, time, date and purpose of the interview. The names of all firms submitting proposals and the names, if any, selected for interview shall be public information. At the conclusion of the RFP process, the contents of all proposals become public information. Firms that have not been selected will be notified via email after the conclusion of the selection process.