

LEGAL NOTICE

HOLLEY NAVARRE FIRE DISTRICT, MIDWAY FIRE DISTRICT AND NAVARRE BEACH FIRE DEPARTMENT ARE SEEKING PROPOSALS FOR THE PROFESSIONAL CONSULTANT SERVICES TO DEVELOP A FEASIBILITY STUDY TO DETERMINE MERGER EFFORTS.

Notice is hereby given that the HOLLEY NAVARRE FIRE DISTRICT, MIDWAY FIRE DISTRICT AND NAVARRE BEACH FIRE DEPARTMENT are seeking proposals from qualified companies for the proposal of Professional Consultant Services to develop a feasibility study to determine merger efforts. Interested proposers may obtain information regarding the proposal and selection process by viewing the website www.southsantarosafireconsolidation.com. The proposal will be posted to the website on December 1, 2017. Obtaining the proposal is the sole responsibility of the proposer. Proposals must be received no later than 2:00 p.m. on Monday, January 15, 2018.

Debarment: Submission of a signed proposal in response to this solicitation is certification that your firm (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

REQUEST FOR PROPOSAL

Fire Department Consolidation Feasibility Study

Holley Navarre Fire District
Midway Fire District
Navarre Beach Fire Department

A. Purpose

Pursuant to Florida Statutes Chapter 287, the Holley Navarre Fire District, Midway Fire District and Navarre Beach Fire Department are soliciting proposals from qualified firms interested in providing professional consultant services to develop a Cooperative Study to determine if merger efforts are operationally and financially beneficial to the taxpayers of all fire districts.

B. Background

The Holley Navarre Fire District (HNFD) is a political subdivision of the State of Florida responsible for fire rescue and emergency medical services in southern Santa Rosa County operating pursuant to Chapter 2004-463, Laws of Florida 2004, Chapters 189 and 191, Florida Statutes. HNFD operates and maintains fire and rescue facilities in the Navarre, Florida area. It is governed by a five (5) member Board of Fire Commissioners which is elected by Navarre registered voters. Under the Board's direction, a Fire Chief manages HNFD's four (4) stations within a 56-square mile area and 31 total employees. HNFD has both bargaining and non-bargaining unit employees.

The Midway Fire District (MFD) is a political subdivision of the State of Florida responsible for fire rescue and emergency medical services in southern Santa Rosa County operating pursuant to Chapter 2003-364, Laws of Florida 2003, Chapters 189 and 191, Florida Statutes. MFD operates and maintains fire and rescue facilities in the unincorporated area of Gulf Breeze, Florida. It is governed by a five (5) member Board of Fire Commissioners which is elected by registered voters in the 32563-zip code of the unincorporated Gulf Breeze Florida. Under the Board's direction, a Fire Chief manages MFD's two (2) stations within a 42-square mile area and 30 total employees. MFD has both bargaining and non-bargaining unit employees.

The Navarre Beach Fire Department is a Florida non-profit corporation funded by a Santa Rosa County Municipal Service Benefit Unit (MSBU) responsible for fire rescue and emergency medical services in southern Santa Rosa County operating pursuant to Santa Rosa County Code of Ordinances Article XLV, Santa Rosa County Fire/Rescue Municipal Service Benefit Unit, Ordinance 2007-36, Chapters 125 and 197, Florida Statutes. Nbfd operates and maintains fire and rescue facilities in the Navarre Beach, Florida area. The Nbfd Bi-laws reflect a seven (7) member Board of Home Owners elected by parcel owners in the Navarre Beach Florida area. Under the Board's direction, a Fire Chief manages Nbfd's one (1) station within a 33-square mile area and 10 total employees. Nbfd has both bargaining and non-bargaining unit employees.

COOPERATIVE SERVICES FEASIBILITY STUDY

Scope of Work

The proposed methods, procedures, and anticipated deliverable items of this project have been organized into objectives. Each objective is described below.

PHASE I: PROJECT INITIATION

Objective 1: Development of Project Action Plan

The consultant will meet with and refine the proposed work plan with the District and management teams of the organizations to gain a comprehensive understanding of the project's background, goals, and expectations. This action plan shall be developed identifying:

1. Primary tasks to be performed
2. Person(s) responsible for each task
3. Time table for each objective to be complete
4. Method of evaluating results
5. Resources to be utilized
6. Possible obstacles or problem areas associated with the accomplishment of each task

This meeting will also help to establish working relationships, make logistical arrangements, determine lines of communication, and finalize contractual arrangements. Other agenda items that may be discussed includes data collection approach, interview plan and tentative schedule, interim milestones, meetings, deliverables, and to obtain pertinent reports and background material.

Objective 2: Review of Background Information

Review and evaluate documents and information relevant to this project including, but not limited to:

1. The recommendations from previous studies, if applicable
2. Applicable state and local laws, district enabling acts, resolutions, ordinances, applicable tax information, regulations, contracts, and other applicable documents
3. Existing missions, goals, and objectives
4. Current and previous year annual reports, operating budgets, budget history, budget projections and any current financial plans
5. Service demand and response time data
6. Policy and Procedure manuals, employee handbooks and collective bargaining agreement(s)
7. Revenue analysis
8. Station location maps
9. Jurisdiction boundaries
10. Current demographics, land use, and growth plans
11. Relevant contractual agreement(s), such as interlocal agreements with counties, cities or other districts
12. All available reports on emergency service operations
13. Relevant community planning documents
14. G.I.S. historical incident data on service calls in a Word document
15. An inventory of facilities, apparatus, and major equipment and current Five-Year Plans

Completion of this objective will generate the initial background information to provide a strong foundation and basis for the cooperative study to determine if merger efforts are operationally and financially beneficial to the taxpayers of all fire districts. Resulting recommendations and options for change will be contained in the final report.

PHASE II: EMERGENCY SERVICES AGENCY EVALUATIONS

The project study and analysis begin with a full and complete agency evaluation of each fire district included in the study. This establishes a baseline of full disclosure as to the condition, capabilities, financial status, and organizational effectiveness of each fire district included in the study.

Once these areas are documented, reviewed, and analyzed, a Five-Year Facilities and Operations Plan will be prepared for the merged district ensuring compliance with all requirements of Florida Statutes 189.08.

Objective 1: Organizational Overview

An overview of the participating fire districts shall be developed outlining:

1. Responsibilities and line of authority
2. Attributes of successful organizations
3. History, formation, and general description of the organization today
4. Chain of command
5. Organizational structure
6. Operating budget, funding, fees, taxation, and financial resources
7. ALS resources and operating authority
8. Current description of the fire suppression infrastructure
9. Current description of fire prevention and code enforcement division
10. Current description of training division
11. Projected community development – demographics, growth patterns and trends

Objective 2: Staffing

Review the staffing levels of the agencies. Areas to be considered include:

1. Administration and support staff
2. Suppression, ALS, special operations, fire prevention, public information, public education and training operations
3. Utilization of career personnel
4. Responsibilities and activity levels of personnel
5. All existing employee positions should be utilized in future recommendations

Critical staffing areas for fire service organizations will be identified and defined. Administrative and support functions will be reviewed and analyzed and recommendations for improvements will be offered. In addition, existing versus future staffing for no more than five (5) years of suppression and ALS personnel will be provided. Requirements and the effects of merger on existing staffing levels, based on federal, state and local mandates in addition to I.S.O. and fire service standards such as NFPA 1500, 1710, and 1720 will be considered during this process. Department of Labor and OSHA staffing standards (“two in and two out rule”) are a factor in staffing issues as well. Regional staffing issues, analysis and recommendations will be provided.

Objective 3: Capital Assets and Capital Improvements Programs

Review status of current major capital assets (facilities and apparatus) and analyze future needs for no more than five (5) years relative to the service demand and growth plans of the merged district and make recommendations necessary capital improvements items including:

1. Facilities – make recommendations relative to current and future station location considerations. Items to be contained in the report include:
 - Location
 - Age, condition, serviceability
 - Staffing needs
 - Land use criteria
2. Apparatus/Vehicles – make recommendations regarding inventory of apparatus and equipment. Items to be contained in the report include:
 - Age, condition and serviceability
 - Distribution and deployment
 - Regulations compliance
 - Future needs broken down by replacement needs and growth driven additional needs.
3. Support Equipment

Objective 4: Delivery System

Review, analyze and make recommendations for effective rollout of ALS service level throughout merged district and beach safety service in Navarre Beach area. All areas to be included:

1. Current response time and performance capabilities, analyzed through G.I.S.
2. Current workload analysis
3. Facility deployment strategies, analyzed through G.I.S.
4. Resource deployment strategies, analyzed through G.I.S.
5. Fire and ALS integration, including Certificate of Public Convenience and Necessity, Medical Director issues, and ALS non-transport.
6. Suppression, rescue, ALS, fire prevention, public information, public education, training, structural, special operations and all other specialized programs scope of delivery.
7. Incident control and management
8. Standard response practices

PHASE III: FUTURE OPPORTUNITIES FOR COOPERATIVE EFFORTS

The study will give five years financial forecast regarding cost implications to each jurisdiction presented as independent jurisdictions are present day and presented as the newly formed consolidated department.

Objective 1: General Partnering Strategies

The various partnering strategies will be described, beginning with a do-nothing approach and ending with a complete merger of the fire districts into a new emergency service provider.

Objective 2: Critical Issues

The study will consider the differences in the current funding mechanisms of each jurisdiction, the current non-government status of the Nbfd MSBU department and how the variances in funding and legislative creation affect the effort to construct a combined district model for efficient service. Specific recommendations will be offered related to the funding of the merger department and the legislative process of consolidating the three jurisdictions into one combined department.

Objective 3: Options for Shared Fire Protection Services

The report will offer various organizational options combining the three (3) fire districts. The options will provide policy makers with a tool to compare the operational and financial outcomes of each option with the known conditions of the present.

Objective 4: Fiscal Analysis

The consultant may use computer driven model budgets for each fire district to allow a comparative examination of the actual public costs for each fire district and is a tool for analyzing the financial effects of any type of merger. Budget modeling may also be utilized to measure the effects of the proposed changes(s). Funding mechanisms will be identified and comprehensive financial outcomes will be provided for each merger strategy offered. It is understood that budgeting for independent special districts in the State of Florida differs in general than budgeting.

Review and analyze department budgets and revenues to project future financial needs:

1. Review separate budgets
2. Develop projected merger budgets
3. Identify financial issues of consideration
4. Identify areas of short and long-term savings and costs

All recommendations will be consistent with the districts' current and future financial ability and capability to provide adequate, cost effective services to its citizenry.

Objective 5: Financial Outcomes of Merger Options

The predicted costs and/or savings of each merger option will be presented in detail for each district.

PHASE IV: FINDINGS AND RECOMMENDATIONS FOR ACTION

Any cooperative venture among the agencies presents the organizational leaders with a series of challenges. Successful implementation of this proposal will require that significant matters be addressed regardless of which form the merger is chosen.

Objective 1: Findings

Feasibility of each option will be presented.

Objective 2: Preferred Options

The preferred option or options will be presented and discussed.

The consultant will develop and produce a draft version of the written report for review by the agencies to discuss recommendations and revisions. An adequate opportunity will be provided for review and discussion of the draft feasibility report prior to Phase V by meeting with the staff of all agencies a minimum of 1 time. The consultant will meet the elected bodies in joint special meetings as necessary. The consultant will meet once with all boards in a combined Board meeting.

PHASE V: PRESENTATION OF FINAL PROJECT REPORT

The consultant will complete any necessary revisions of the draft and produce three (3) bound final versions and one (1) electronic final version emailed to the Chairman of the Consolidation Committee. A formal presentation of the project report will be made by the consultant project manager at a joint special meeting of the fire districts. The final report will include the following:

1. An Executive Summary describing the nature of the report, the methods of analysis, findings, and critical recommendations
2. Supportive audio-visual presentation.
3. Review and explanation of primary charts, graphs, diagrams, and maps

Proposal Requirements

A. Format

All proposals submitted shall include a statement by the officer of the firm signing the proposal indicating that the response is valid for 180 days and that the officer is legally able to contractually bind the firm.

B. Firm Qualifications

1. The name and address of the proposer must be provided.
2. If the proposer is a business entity, evidence of good standing to conduct business in the State of Florida in the form of a current certificate from the FL Department of State and the name of a responsible officer, partner or member of the entity must be provided.
3. A list of up to five (5) representative governmental clients and a list of up to five (5) representative private sector references in Florida whom the District may contact for a reference.
4. An overview of the proposer including, if applicable, the number of business offices, partners, members, shareholders and professionals employed by the proposer.
5. It is assumed that this study will require an interdisciplinary approach requiring several professional disciplines including but not limited to economics, government, engineering and law. The consultant proposing to perform this study shall also provide background information contained within this section b. for a sub-consultant included in the proposal.
6. The number and type (city, county, district) of governmental clients served and the number and type of private sector clients served.
7. A description of any disciplinary actions or lawsuits that have been instituted or proposed against the proposer during the last three (3) years, and any pending disciplinary matters or lawsuits of which the proposer is aware (these disclosure requirements pertain to all officers, directors, shareholders, partners, members and other licensed professionals employed by the proposer).
8. Evidence of General Commercial Liability insurance coverage of not less than three million dollars (3,000,000.00); Automobile liability coverage of not less than one million dollars (1,000,000.00); Professional liability coverage of not less than one million (1,000,000.00); and Worker's Compensation Insurance coverage of not less than the Florida minimum statutory requirements.
9. Provide brief resumes of the individuals that will be involved with the upcoming engagement.

10. Statement of willingness to work within the District's time requirements as well as its budget requirement of no more than \$34,000.

C. Submittal Requirements

Each firm's sealed proposal shall be submitted to the Committee Chairperson no later than 2:00 P.M. on Monday, January 15, 2018. **Proposals received after the stated date and time shall not be considered.**

ATTENTION: SEALED PROPOSAL

**Midway Fire District
1322 College Parkway
Gulf Breeze, FL 32563
850-932-4771**

Proposal Evaluations

Proposals shall be evaluated according to the following factors:

- Firms proven ability with similar projects.
- Expertise of key personnel assigned to the project.
- Firm's proven ability to provide innovative, cost-effective solutions.
- Firm's track record in meeting timeline requirements.
- References.
- Cost

D. Miscellaneous

HNFD, MFD and NBFD reserve the right to reject any and all proposals in their discretion. HNFD, MFD and NBFD also reserve the right to waive irregularities and technicalities and to re-advertise for additional proposals. All costs and expenses related to preparation and submission of a proposal are the responsibility of the proposer. The successful bidder will not begin any work reflected in this proposal until after April 1, 2018.

All firms are hereby placed on notice that the Board of Fire Commissioners, the Fire Chiefs, nor any employees from HNFD, MFD or NBFD wish to be lobbied either individually or collectively about this project. Firms and their agents are hereby placed on notice that they are not to contact members of the Board of Fire Commissioners or staff members for such purpose as holding meetings of introduction, dinners, etc to influence the outcome of the selection process, if they intend to, or have submitted a proposal or Letter of Interest for this project. All proposers may submit questions through the website www.southsantarosafireconsolidation.com. Answers to questions received through the website will be posted to the website. It is the responsibility of all proposers to check the website before submitting a final bid to ensure they have all pertinent information.

HNFD, MFD and NBFD does not discriminate on the basis of age, race, color, sex, religion, national origin, disability or marital status.