

Request for Proposal
For
Advanced Rope Rescue Class
Fargo Fire Department

The Fargo Fire Department requests proposals from qualified Contractor to conduct technician level Advanced Rope Rescue training for members of the Fargo Fire Department and other North Dakota fire departments. The training is to be delivered in the fall of 2020, at a time mutually agreed upon by the Fargo Fire Department and the Contractor.

The Fargo Fire Department will be the awarding authority. A contract will be awarded to the responsible and responsive eligible Contractor's whose proposal is deemed by Fargo Fire Department to best align with this RFP.

To obtain the entire RFP, contact Bruce Anderson by email at bjanderson@fargond.gov between Monday May 18, 2020 and Friday May 29, 2020. Questions can be answered by contacting Bruce Anderson at 701-212-2742 or Craig Nelson at 701-241-8132.

Proposals must be received by Friday, June 12, 2020 at 3:30 PM (CST) at City of Fargo Auditors Office, 225 4 St North, Fargo ND 58102.

Due to the 2020 Emergency Declaration Related to COVID-19, we encourage the public to deliver Requests for Proposals in the manner of one of the preferred methods listed below, by the due date:

1. Mail to City of Fargo, Auditor's Office, 225 4th St N, Fargo ND 58102 (Write your project name on the outside of your envelope)
2. Deposit your envelope in the Drop Box located at the entrance of the City Hall employee parking ramp, on 3rd Ave N. (Write your project name on the outside of your envelope)

Project Overview, Scope of Work, and Deliverables

A. Background

The State of North Dakota is divided into four regional emergency response areas, with each area having a designated technical rescue regional response team. The North Dakota Department of Emergency Services provides coordination and funding for the support of these teams. The Fargo Fire Department provides the designated technical rescue response team for the Southeast region, which is one of the four designated regional response areas. To date, the State has supported confined space, trench, and rope technical rescue training for its regional teams.

B. Project Description

Provide approved technician level Advanced Rope Rescue training for up to 32 members of the state regional response teams.

C. Project Need

Providing Rope Rescue response skills to these team members will allow the teams to better respond in the event of a natural disaster, terrorist attack, or man-made disaster involving a rescue in the region or in neighboring jurisdictions.

The regional teams will select appropriate members from their respective departments to receive this training.

D. Course Requirements

1. The focus shall be on an Advanced Rope Rescue level of training.
 - The training must meet or exceed Chapter 5 Rope Rescue Operations Level of NFPA *1006 Standard for Technical Rescuer Professional Qualifications*, 2017 edition.
 - The training must be of an advanced level geared towards new equipment and rescue techniques. Ex: Tower and bridge rescue.
 - Each contractor must deliver this training in a *minimum* of 40 hours, with each day's instruction not to exceed 8 hours.
 - Contractor must provide a minimum of one (1) certified Rope Rescue Technician as the Lead instructor and three (3) certified Rope Rescue Technician assistant instructors.
 - Additionally, the course hours specified by the contractor shall include time needed to conduct written examinations and/or documented practical skill evaluations.
2. The training shall be provided to a maximum of 32 students.

3. The training is to be delivered in the fall of 2020 on the date as mutually determined and agreed upon by the Fargo Fire Department and the Contractor. Training dates are subject to change due to the COVID-19 pandemic to be mutually addressed at the time of contract signing.
4. Contractor to provide:
 - All necessary instructional equipment to provide the training.
 - Student manuals for each participant.
 - Certificates of completion for all participants.
 - Ropes, harnesses, and hardware needed to provide training for attendees.
5. Fargo Fire Department to provide:
 - Classroom facility and AV equipment.
 - Areas suitable to deliver the hands on portion of training.
 - Restroom facilities.
 - Rope rescue equipment (an inventory of current rope rescue equipment will be provided, upon request, to the selected contractor).

E. Proposal Requirement

The proposal shall include the following:

- Written responses to “Preparation of Proposal” requirements found on page 4 in Section I.
- Price Proposal Page (provided).
- Detail of deliverables and payment schedule.
- Detail of pay rates and estimated hours.
- Provide copy of insurance.
- Certifications, CV’s, resume’ of assigned instructors.
- A list of three references, with primary point of contact, address, email and phone number of POC.

Contractor must submit **three** copies of their complete proposal in a sealed envelope marked in the lower left corner with the words:

“Fargo Fire Department - Advanced Rope Rescue Training Proposal”

to the address listed above.

F. Payment for Services Rendered

The payment schedule for this project will be on a reimbursement basis according to a deliverables schedule consistent with the Contractor's price proposal and as negotiated at the time a fixed price contract is signed. The price proposal should include the Contractor's proposed payment schedule based on the project deliverables. Payments will not be made until deliverables are received and approved by the Fargo Fire Department.

Fargo Fire Department reserves the right to cancel all or part of this solicitation. The issuance of this solicitation does not imply any commitment to purchase any product or services from any contractor.

The City of Fargo Fire Department is the awarding entity that will issue and sign the contract, and is the agency to whom the invoices are to be delivered.

G. Selection Process

Only those contractors who submit all forms and materials will be considered responsive and responsible.

The Fargo Fire Department has determined that the selection of the most *Highly Advantageous* offer for these services requires comparative judgment of factors in addition to cost.

In addition to cost, the contractor's qualifications, experience, project action plan, and expertise in conducting similar work shall be the determining factors in contractor selection. See attached appendix for written copy evaluation process.

H. Rule for Award

The Fargo Fire Department shall evaluate all proposals and select a contractor based on the criteria provided in Attachment 1.

All prices quoted shall be exclusive of North Dakota sales tax, use tax, and federal excise tax from which the Fargo Fire Department is exempt.

The Fargo Fire Department shall award the contract within sixty (14) days after the date established for receiving the proposals. All proposals shall remain valid and acceptable for 180 days from the proposal due date. This time may be extended by mutual consent of selected proposers and the Fargo Fire Department.

As federal grant funds will be expended for this training, the contract, provided by the selected contractor, will include provisions to satisfy requirements of 2 C.F.R. §200.326.

I. Preparation of Proposal

The proposal shall detail the individual or firm's qualifications, experience and expertise. Proposal evaluation will include an examination of the proposer's qualifications, experience, project action plan, and expertise in conducting similar work.

1. Contractor shall provide a brief written summary of their experience or that of their firm or organization; (no more than three pages).
2. Contractor shall provide a list of specific qualifications the proposer has in supplying the services listed in this proposal, including professional designations, affiliations, certifications and/or licenses; (no more than one page)
3. Contractor shall submit the names, certifications, and level of involvement with the project of any staff that will be assigned to this engagement and their respective experience in these types of engagements;
4. Contractor shall provide a reference list of current and/or former clients for the past three years. List shall include client contact name, agency, address and phone number.

PRICE PROPOSAL PAGE

Complete this page and submit with any attachments in a separate sealed envelope from non-price proposal.

Advanced Rope Rescue Training RFP

The undersigned proposes to provide services to the Fargo Fire Department in accordance with the response to its Request for Proposals (RFP). This price includes all services and out of pocket expenses as per the terms and specifications.

Price includes but is not limited to all deliverables listed in the RFP.

\$ _____

All-inclusive fees

On a separate page or pages, please provide details of proposed deliverables and schedule of associated payments. Please also provide a detailed breakdown of the labor rates and estimated labor hours for each staff member in the proposal.

Signature

Printed Name

Title

Date

Company Name

Email

Street

Phone

City, State, Zip

Fax

ATTACHMENT 1

PROPOSAL EVALUATION FORM

All proposals will be reviewed for responsiveness and then evaluated using the criteria set out herein.

INSTRUCTIONS FOR EVALUATORS

Each evaluation criterion has been assigned a specific number of points. The questions under each evaluated area help you measure the quality of the contractor's response. Do not assign points to individual questions, instead, award a total score for each evaluation criterion.

RATING SCALE FOR ASSESSING CONTRACTOR RESPONSES

This rating scale is intended to establish guidelines within that range to ensure members of the RFP evaluation committee perform their evaluation with consistency. You may assign any value for a given criteria from 0 to the maximum number of points. A zero value typically constitutes no response or an inability of the contractor to meet the criterion. In contrast, the maximum value should constitute a high standard of meeting the criterion. If a specific criterion would only yield a yes or no response (e.g., contractor can submit an electronic report in required format by noon Friday), the evaluator should award either the maximum points or a zero.

For Example: "Experience and Qualifications" is an evaluation criteria receiving a weighting of 25% of the total possible points. Using a 100 Point Scale, a maximum of 25 points can be awarded. The rating scale would be:

Rating Scale (25 POINT Maximum)	
Point Value	Explanation
0	None. Not addressed or response of no value
1-5	Fair. Limited applicability
6-12	Good. Some applicability
13-18	Very Good. Substantial applicability
19-25	Excellent. Total applicability

COST PROPOSAL

If contractor were required to place cost proposals in a separate sealed envelope, do not open the cost proposal until the technical proposals have been evaluated.

Not all members of the evaluation committee need to evaluate the cost proposal. The cost proposals may be evaluated by selected members of the evaluation committee, reviewed by group, and recorded on the evaluation summary sheets.

Any prompt payment discounts terms offered by the contractor are not taken into consideration in evaluating cost. However, the cost proposals of nonresident contractor may be adjusted by the application of preference laws, if applicable. Contact the State Procurement Office at 701-328-2740 for assistance in applying preference laws.