



TOWN OF SIMSBURY, CONNECTICUT

Request for Qualifications (RFQ)
Police Staffing and Workload Study

SUBMISSION DEADLINE: August 25, 2022, 4:30 pm

SUBMISSION CONTACT AND ADDRESS:

Ms. Maria Capriola
Town Manager
Town of Simsbury
933 Hopmeadow Street
Simsbury, Connecticut 06070
(860) 658-3230
tmintern@simsbury-ct.gov

Submissions will be accepted in electronic format only.

1. Purpose

The Town of Simsbury, Connecticut (hereafter referred to as “the Town” or “Town”) is soliciting a statement of qualifications from qualified companies or individuals (hereafter referred to as “Consultant”) with expertise in police staffing studies to perform a police staffing and workload study and analysis of the Simsbury Police Department and to provide a comprehensive report detailing the methodology, data, findings, and recommendations.

The Town of Simsbury reserves the right to accept or reject, without prejudice, any or all submissions or to waive any irregularities therein, or to accept the submission deemed to be in the best interest of the Town of Simsbury.

Questions regarding this RFQ should be directed to Chief Nicholas Boulter at nboulter@pd.simsbury-ct.gov. To receive consideration, all questions must be submitted by **4:30 pm on August 16, 2022**. A response to all relevant questions will be provided before the close of business on **August 19, 2022**, via an addendum that will be posted on the Town website at: www.simsbury-ct.gov.

2. Submission and Deadline

Statement of qualifications must be received by **4:30 pm on Thursday, August 25, 2022**. Complete electronic statement of qualifications, clearly marked “Police Staffing Study RFQ” shall be sent to tmintern@simsbury-ct.gov. Only electronic copies will be accepted. Hard copies will not be considered. No statement of qualifications will be accepted after the date and time specified.

3. Background

The Town of Simsbury was incorporated as Connecticut’s twenty-first town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 24,407. Centrally located in the heart of the New York - Boston corridor, Simsbury is a suburban community. Simsbury is located 20 minutes northwest of Hartford and 20 minutes southwest of Bradley International Airport. It is bordered by five municipalities: Avon, Bloomfield, Canton, East Granby, and Granby. The Town is traversed by State Route 10 and US Route 202, US Route 44, and State Routes 167, 185, 189, 309, and 315 and is bisected by the Farmington River.

Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town. The Simsbury Board of Police Commissioners was created and is empowered by the Charter of the Town of Simsbury, town ordinance, and state statute. The Commission is comprised of five appointed officials. Created by the Charter in 1992, the Commission has direct responsibility for citizen matters, budgetary concerns, personnel matters, and collective bargaining matters. The Commission serves as the final authority for all personnel and disciplinary matters within the Police Department. The Commission is also charged with the responsibility of investigating all citizen complaints against members of the Police Department.

The Police Department is a national (Commission on the Accreditation of Law Enforcement Agencies) and State of Connecticut accredited department. Forty-one sworn officers, seven public safety dispatchers, five non-sworn administrative staff members, and an animal control officer collectively provide twenty-four hours a day, seven days a week service.

4. Scope of Services

Services to be provided by the consultant are the following and should consider, but should not be limited to, department mission and value statement, professional standards, and best practices, accreditation, community policing style, reactive and proactive policing, span of control, unity of command, overtime, calls for service, response times, special events, emergency preparedness, training, statutory obligations and regulations, collective bargaining agreements, community expectations:

- A. Review and Evaluate Current Staffing Levels and Allocation/Deployment Across the Department
 - Data relevant to staffing levels, allocation, and deployment
 - Availability, vacancy, and leave rates/data
 - Meeting service demands
 - Efficacy
 - Police staffing compared to other departments
 - Internal stakeholder interviews as needed
- B. Recommendations for Staffing Levels and Allocation/Deployment Across the Department
 - Allocation by and within each division (e.g. Patrol and squads, Investigations, Dispatch, etc.)
 - Projection of future workload and service demands, from such factors as community growth and historic trends in crime/service complexity
- C. Detailed Report to Include Methodology, Review, and Recommendations with an Executive Summary
 - Draft in advance of the final report for review and comments
- D. Presentation of Findings to the Simsbury Board of Selectmen and Simsbury Police Commission

5. Qualifications

Consultants responding to this RFQ must demonstrate expertise in the following areas:

- A. Police staffing and management analysis experience
- B. Contemporary policing issues and strategies
- C. Connecticut policing requirements
- D. Working with departments similar in size to Simsbury
- E. Credibility
- F. Resource depth

6. Statement of Qualifications

The Town of Simsbury will not be liable for costs incurred in the preparation of the response to this RFQ or in connection with any presentation before the Town. Consultants shall submit the following as their statement of qualifications:

- **Letter of Transmittal** – A letter addressed to Maria Capriola, Town Manager, which includes a statement by the respondent accepting all terms and conditions contained in this RFQ. The letter should also include a brief discussion of the consultant's background, experience, and ability to perform this contract in accordance with the Scope of Services. The letter must be signed by an authorized official. The letter must also provide the name, title, address, and telephone number of the person who may be contacted to clarify any information provided in the submission.
- **Project Understanding** – Statement regarding the consultant's qualifications related to this project and detail on the consultant's understanding of the requirements presented in this RFQ, including a proposed project timeline that is a realistic expectation of the firm's capacity and ability to complete the work.
- **Service and Staffing Plan** – Description of project approach/methodology, anticipated schedule with project milestones, and resumes of key personnel assigned to the project.
- **References** – Provide a minimum of three (3) references for which work of a similar scope was conducted. Include the names, titles, addresses, and telephone numbers of individuals that the Town may contact.
- **Fee Proposal** – One cost proposal to include all elements of the work to be performed. Please include the name, title, address, and telephone number of the individual with the authority to negotiate and contractually bind the consultant. The Town reserves the right to negotiate the fees and payment schedules with the selected consultant.

7. Selection Criteria, Evaluation, and Award

The Town will evaluate submissions based on factors such as background and experience in providing similar services; the specific background, education, qualifications, and relevant experience of key personnel to be assigned to the project; references; technical understanding of the scope of services to be provided; proposed schedule for project completion; proposed fees; and, other relevant criteria. The Town reserves the right to award the work to a consultant other than that with the lowest cost if it is in the best interests of the Town.

The Town reserves the right to reject any or all submissions or parts thereof for any reason and to waive any informalities or minor inconsistencies with this RFQ. The Town may invite the consultants with the most responsive submissions for an interview and detailed presentation before

representatives from the Town. Following the interview process, the Town will award the contract to the consultant it determines best qualified to perform the required services.

8. Timeline

The anticipated RFQ schedule is as follows:

RFQ Issued	July 29, 2022
Questions Due	August 16, 2022
Response to Questions Posted	August 19, 2022
Statement of Qualifications Due	August 25, 2022
Select Respondent(s)	By September 1, 2022
Interviews	September 12, 2022
Final Selection	September 14, 2022
Commencement of Services	Around September 16, 2022
Completion of Preliminary Report	November 30, 2022
Staff & Consultant Meetings To Review Draft	December 13, 2022
Completion of Final Report	December 31, 2022

The Town reserves the right to modify this timeline following receipt of RFQ responses.

9. Insurance and Indemnification

The selected consultant will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000
<u>Worker's Compensation:</u>	Statutory
<u>Employer's Liability:</u>	\$1,000,000

Contractor coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability, and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury and its agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.