

**CITY OF KEMAH
REQUEST FOR PROPOSALS**

FOR

**AN ORGANIZATIONAL EFFECTIVENESS AND
EFFICIENCY STUDY OF THE KEMAH POLICE
DEPARTMENT**

SECTION 1

REQUEST FOR PROPOSALS

Notice is hereby given that City of Kemah will receive proposals until **10:00 A.M., November 10, 2017** in the City Secretary's Office, 1401 Hwy 146, Kemah, TX 77565 for completing an Organizational Effectiveness and Efficiency Study of the Kemah Police Department. No proposals will be accepted or considered after that time.

The City of Kemah invites firms to submit proposals for conducting the work as described in the RFP. To obtain a copy of the RFP, contact City Secretary, Melissa Chilcote, phone: 281-334-5910 or email: mchilcote@kemah-tx.com or on the City's website at: www.kemah-tx.gov.

Proposals are to be sent to the City of Kemah, Attention: City Secretary, 1401 Hwy 146, Kemah, TX 77565.

The City of Kemah reserves the right to reject any and all responses not in compliance with all prescribed public bidding procedures and requirements, reject for good cause any and all responses upon the finding that it is in the public interest to do so and waive any and all informalities.

DATED this **12th** day of **October, 2017**

SECTION 2

GENERAL

2.1 INTRODUCTION:

The City of Kemah invites qualified firms or individuals to submit responses to this request for proposals for an Organizational Effectiveness and Efficiency Study of the Kemah Police Department as described in the scope of work set forth in Section 3 of this request for proposals (RFP).

2.2 BACKGROUND:

The City of Kemah has been examining ways to provide Police Services in the most cost effective way at the desired level of services and to manage the transition to a new Chief of Police to fill that vacant position. This study is sought to help in determining the best use of the City's limited resources to provide those services to the community. The results will be used to guide actions that improve the effectiveness and efficiency of the Police Department.

The City of Kemah is a community with a population of approximately 1,800 residents and is a tourist destination that hosts millions of visitors annually. Kemah is a General Law City with five City Council members and a Mayor elected at large operating under a strong Mayor form of government. The Mayor appoints the City Administrator, City Attorney, City Judges and members of the City boards, commissions and committees, with the consent of City Council. Kemah encompasses approximately 1.8 square miles and is bounded by the City of Seabrook, City of Clear Lake Shores, and the City of League City. Kemah is in Galveston County and is adjacent to the Galveston Bay and Gulf of Mexico.

The Kemah Police Department is composed of 17 sworn officers and 5 support and dispatch staff.

More information about the City can be found on the City of Kemah's website: www.kemah-tx.gov.

2.3 RFP SCHEDULE:

The tentative schedule for this RFP process is provided below. These dates are subject to change to accommodate changes in meeting schedules and holidays.

<u>Date</u>	<u>Activity</u>
October 18, 2017	The City Council approves the RFP
October 19, 2017	City issues the RFP
November 10, 2017 10:00 a.m.	Deadline for submission of responses
November 15, 2017 (tentative)	Award of Contract

2.4 PRIMARY CONTACT:

The name, address, and contact information for the City's Primary Contact for this RFP are as follows:

Wendy Ellis, City Administrator
City of Kemah
1401 Hwy 146
Kemah, TX 77565
281-334-1611
wellis@kemah-tx.com

No oral response by any employee, consultant or agent of the City shall be binding on the City, or shall in any way constitute a commitment by the City. If a Respondent finds any inconsistency or ambiguity in the RFP, the Respondent is requested to notify the City.

2.5 DELIVERY OF RESPONSE:

Responses must be received by 10:00 a.m. on November 10, 2017. Responses may be delivered in person and left at City Secretary's Office or mailed to the address below.

All responses must be submitted in a sealed envelope bearing on the outside the name and address of the contractor, the name of the project for which the response is submitted.

Applicants shall submit ten (10) copies of their proposal.

2.6 RECEIPT AND OPENING:

Proposals shall be submitted prior to the time fixed in the advertisement. Responses received after the time so designated will be considered late and will be returned unopened.

No responsibility will be attached to any official of the City for the failure to open a response not properly addressed and identified.

2.7 PUBLIC RECORDS ACT:

Responses to this RFP become the exclusive property of the City and subject to the Texas Public Information Act. Those elements in each submittal which are trade secrets as that term is defined in Government Code section 552 Subchapter C or otherwise exempt by law from disclosure and which are prominently marked as "TRADE SECRET," "CONFIDENTIAL," OR "PROPRIETARY" will be presumed to be exempt from disclosure. However the City shall not in any way be liable or responsible for the disclosure of any such records. Respondents who indiscriminately identify all or most of their submittal as exempt from disclosure without justification may be deemed non-responsive. In the event the City is served with a request or a legal action on a Public Information Act request for any of the contents of a submittal marked "confidential," "proprietary," or "trade secret," Respondent agrees to defend and indemnify the City from all costs and expenses, including attorneys' fees, in any action or liability arising under the Public Information Act. City reserves the right to approve the defense counsel.

2.8 RESPONSIBILITY FOR SUBMISSION COSTS:

The Respondent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, and submission of any material in response to this RFP.

The City assumes no contractual or other obligations as a result of the issuance of this RFP or the preparation or submission of materials by a Respondent. There may be no claims whatsoever for reimbursement from the City or any of its consultants or agents for such costs.

SECTION 3

SCOPE OF WORK

3.1 SERVICES TO BE PROVIDED:

The study will provide the City with an independent assessment of the effectiveness and efficiency of the provision of Police Services. The consultant will be expected to identify implementation recommendations that are effective and achievable in the context of an overall strategy.

The following components are considered essential to the study:

- Analyze service levels, workloads and staffing
- Evaluate programs and services in terms of necessity, efficiency, staffing, funding and responsiveness to citizen needs
- Identify policies, procedures or other factors that impede productivity and effectiveness
- Recommend alternatives that will enable the City to deliver services in the most efficient and effective manner possible
- Project whether implementation of recommendations will generate budget savings or reveal need for additional resources.
- Conduct a search and hiring process for a new Chief of Police.

Conducting the study will be done in consultation with the Mayor, City Council, and City Administrator, and Police Department staff.

SECTION 4

RESPONSE FORM AND CONTENT

4.1 **PROPOSAL SUBMITTAL:**

All pages of the response must be numbered consecutively. The response shall not exceed twenty (20) pages in length. Resumes shall not count against this page limit.

A. **Proposed Approach**

The consultant should provide a concise narrative on their approach or alternative approaches to conducting the scope of work as outlined in this RFP.

B. **Budget Recommendations**

Provide a budget estimate for conducting the project. The responder should provide a detailed budget outlining the cost for all elements of the project

C. **Timeframe Recommendation**

Provide an estimate of the time it should take to complete the project. You may provide a range with an explanation of what major variables relate to the short and long ends of the range.

D. **Experience/Qualifications**

Describe your firm's current experience providing Police Department plan consulting services and executive searches to government clients. Include project examples (up to three) of projects similar to the work outlined in this RFP, preferably completed within the past five years.

E. **References**

Provide names, titles and phone numbers for three references where the firm provided master plan consulting services to government clients.

SECTION 5

EVALUATION AND SELECTION CRITERIA

5.1 PROPOSAL REVIEW:

Proposals will be reviewed based on the criteria below. The top two or three firms may be invited to an interview before a final selection.

5.2 AWARD CRITERIA:

The following criteria will be considered in evaluating all proposals.

1. Proposed Approach/Methodology	0-35 points
2. Project Schedule	0-10 points
3. Budget Proposal	0-20 points
4. Experience/Qualifications	0-35 points
TOTAL POINTS	0-100