TOWN OF CHARLOTTE

Request for Proposals for Consultant
To Assist with Transition of Fire & Rescue Services
from a Private Not-For-Profit Organization
to a Municipal Department

August 22, 2022

Overview
The Town of Charlotte Selectboard is seeking the services of a consultant to assist with transitioning fire and rescue services currently provided by Charlotte Volunteer Fire and Rescue Services, Inc. (“CVFRS”) to a municipal department reporting to the Selectboard. The consultant will be expected to undertake tasks described below, in accordance with the following provisions:

Deadline for Proposal Submission
Monday September 12, 2022 @ 4:00 PM. Please see Bid Form for submission information.

Proposal Opening
Monday September 12, 2022 @ 6:45 PM at the Charlotte Town Hall

Proposal Selection
• The Selectboard intends to select a consultant at its meeting on September 26, 2022.
• The town reserves the right to select any proposal for any reason, and to reject any or all proposals for any reason.

To submit a proposal, please submit the following:
A completed Bid Form (see below)
A resumé or c.v.
Work product from other similar projects

Contract Period
The contract period is anticipated to start immediately upon approval by the Selectboard, and will be in effect until such time as the objectives and tasks described below are attained; the Selectboard anticipates this will be between 6 to 12 months.

Reporting Schedule
Consultant will provide a written report and meet with the Selectboard every two weeks during evening meetings to provide an update on the status of tasks.

Payment Schedule
Consultant will invoice monthly, and document hours worked, tasks addressed, and objectives obtained.
Insurance
Prior to starting work the selected bidder will be required to provide a Certificate of Liability Insurance with commercial liability coverage and professional liability coverage of no less than $1,000,000 per occurrence and $2,000,000 per aggregate, naming the Town of Charlotte as an additional insured for the commercial general liability coverage. The Certificate must also include Workers Compensation Insurance, unless the selected bidder has no employees, in which case a Non-Employee Work Agreement will need to be signed.

Tasks
- Research other municipalities, primarily within the State of Vermont but also within the greater northeast if applicable, that have transitioned from private services to municipal departments; interview personnel to identify relevant “lessons learned”
- Generate proposed organizational chart for a municipal service
- Review existing job descriptions for CVFRS personnel; suggest edits to content and/or format to reflect the planned organizational change, and in consideration of the format of the Town’s job descriptions
- Review existing pay ranges and pay rates; suggest possible changes
- Communicate with appropriate agencies and departments within the State of Vermont regarding the planned change, to include at least the following:
  - Vermont EMS District 3
  - State of Vermont for Ambulance License
  - Mutual Aid Organizations
  - Vermont Fire Academy
  - Any other organizations or agencies for which certifications are needed
- When authorized by the Selectboard, submit applications to state agencies for license approvals
- Research options for liability insurance coverage
- Research options for workers’ compensation coverage
- Become familiar with CVFRS’ and Town’s payroll, billing, purchasing and other financial procedures, and identify and recommend how to integrate such procedures into the Town’s existing systems and procedures
- Review current health insurance, dental insurance, vision-care insurance, disability insurance and leave benefits offered by the Town and CVFRS, and identify options and costs for such coverage for CVFRS within the Town’s insurance and leave benefits framework
- Identify possibilities and make suggestions for addressing human resource needs and concerns among fire and rescue personnel
- Review CVFRS policies, including those for payment of membership incentives and inventory management and control, and make recommendations regarding any revisions and adoption by the Selectboard
- Suggestions for tasks not identified herein: (please add additional sheets if needed).
BID FORM

Proposed starting date for the job: ________________________________

Estimated date to complete the job: ________________________________

Proposed fee: ________________________________________________

Please provide the name, address and phone number for three references:

1._________________________________________________________________

2._________________________________________________________________

3._________________________________________________________________

Signature of Bidder

By signing this Bid Form, you are certifying that the bid/proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that you are competing solely on your own behalf without connection with or obligation to any person or firm.

Signature: ________________________________  Date: ______________________

Proposal Submission: Proposals are to be sealed and marked “Fire and Rescue Consultant Proposal” and mailed to: Charlotte Town Administrator, P.O. Box 119, Charlotte, VT 05445 or delivered by hand to the Town Administrator, Charlotte Town Office, 159 Ferry Road, Charlotte.

Town Contact
Questions may be directed to Dean Bloch, Town Administrator at 425-3071 ext. 5 or dean@townofcharlotte.com.