



## **CITY OF WEST COLUMBIA - West Columbia Fire Department Agency Evaluation REQUEST FOR QUALIFICATIONS**

### **1. Introduction**

The City of West Columbia, South Carolina, is seeking qualified consulting firms (Respondents) to conduct a comprehensive agency evaluation and assessment of its Fire Department. This assessment is in direct support of City Council Goals for 2025 to assess current staffing, equipment, aid agreements, and station coverage of the Fire Department.

The selected Respondent will provide an objective, data-driven analysis of the Fire Department's current operations, identify areas for improvement, and develop recommendations for future planning and resource allocation.

### **2. Scope of Services**

**The scope of this engagement includes, but is not limited to, the following key areas:**

#### **2.1 Staffing Analysis, Including Recruitment and Retention:**

- Evaluate current staffing levels, deployment models, and workload distribution.
- Forecast future staffing needs based on population growth, call volume, and community risk.
- Analyze recruitment and retention strategies, including compensation, benefits, career development, and work environment.
- Provide recommendations for optimizing staffing levels and improving recruitment and retention.

#### **2.2 Equipment and Apparatus Evaluation:**

- Assess the condition, adequacy, and deployment of apparatus and equipment.
- Identify gaps or areas requiring upgrades, replacements, or additional resources.
- Develop a prioritized plan for equipment and apparatus improvements.

#### **2.3 Aid Agreements:**

- Review the scope and effectiveness of existing aid agreements.
- Evaluate response reliability and opportunities for improved collaboration with partner agencies.
- Recommend strategies for optimizing automatic/mutual aid relationships.

#### **2.4 Station Coverage and Response Analysis:**

- Assess geographic distribution and coverage of the existing fire station.
- Analyze response times and service areas to identify gaps or redundancies.
- Evaluate the adequacy of the current station location in meeting community needs.
- Provide recommendations for optimizing station coverage and response times.

#### **2.5 Current and Future Facilities Needs:**

- Evaluate the condition, functionality, and capacity of existing fire department facilities.

- Assess the ability of current facilities to meet operational needs and accommodate future growth.
- Conduct a needs assessment for fire department expansion, considering projected population and service demands.
- Provide recommendations for improvements, renovations, or replacements of existing facilities.
- Identify potential locations and requirements for new facilities to support long-term planning.
- Evaluate potential locations, staffing, and resource requirements for new stations or facilities.

### **3. Qualifications of Respondents**

**Qualified Respondents must demonstrate expertise in the following areas:**

- Municipal fire department operations and management.
- Staffing analysis and resource allocation.
- Fire apparatus and equipment assessment.
- Emergency response planning and analysis.
- Facilities planning and development.

**Respondents should provide detailed information demonstrating their qualifications and experience in these areas, including:**

- Company profile and history.
- Resumes of key personnel who will be involved in the project.
- Descriptions of similar projects completed, including client references.
- Demonstrated understanding of current trends and best practices in fire service management.

### **4. Submission Requirements**

**Respondents are requested to submit the following:**

- A cover letter summarizing the firm's interest and qualifications.
- A detailed proposal outlining the firm's approach to the project, including a project timeline and proposed methodology.
- Resumes of key personnel.
- Examples of similar projects completed.
- A fee schedule.
- 10-page maximum submission length, which can be 20 pages front and back.

### **5. Evaluation Criteria**

**Proposals will be evaluated based on the following criteria:**

- Qualifications and experience of the firm and key personnel (40%)
- Proposed approach, methodology and timeline (30%)
- References and past performance (20%)
- Cost-effectiveness (10%)

## **6. Selection Process**

The City of West Columbia will review all submitted qualifications and may invite shortlisted firms for interviews. The City will then select the firm that is deemed to be the most qualified and best suited to meet the needs of the project.

## **7. Submission Deadline: 4:00 PM (EST) March 14, 2025.**

Four (4) copies of the RFQ must be submitted in a sealed envelope marked "West Columbia Fire Department: Agency Evaluation – RFQ" to:

**City of West Columbia**

**Attn: Katherine Call, Director of Community Development**

**200 N. 12<sup>th</sup> Street**

**West Columbia, SC 29169**

**The submittal deadline is 4:00 PM (EST) on March 14, 2025.**

## **8. Contact Information**

For questions regarding this RFQ, please contact:

**Katherine Call**

**Director of Community Development**

**200 N. 12<sup>th</sup> Street,**

**West Columbia, SC 29169**

**[kcall@westcolumbiasc.gov](mailto:kcall@westcolumbiasc.gov)**

**(803)939.3181**

The contract award shall be at the sole discretion of the City. The award(s) shall be based on evaluating all information the City may request. The City reserves the right to accept or reject any or all qualifications in whole or part and waive any informalities in the RFQ. Further, the City reserves the right to enter into a contract deemed to be in its best interest. From the time the RFQ is first advertised to the time a contract is signed, all Offerors and contents of any qualification shall be kept confidential. The City intends to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all Qualifications. Issuance of this Request for Qualifications does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparing an RFQ, or to procure related services or supplies.