



## **Request for Proposal Fire Services Study**

**Issued: July 13, 2020 / Reissued: July 22, 2020  
Proposals Due: August 7, 2020**

### **Description**

The Town of Rolesville (Town) and Rolesville Rural Fire Department (RRFD) are seeking proposals from established vendors who have been in the business of evaluating North Carolina fire services for a minimum of five years.

### **Background**

The Town of Rolesville, North Carolina is a municipality of 8,500 people located in northeastern Wake County, within the Raleigh metropolitan area. The non-profit Rolesville Rural Fire Department provides fire protection services within the Rolesville corporate Town limits as well as a wide area in the unincorporated County.

The RRFD receives its funding from two primary sources: 1) a portion of the property taxes paid by Town of Rolesville residents and 2) an allocation from the consolidated fire tax district in unincorporated areas of Wake County. The department currently has 12 full-time personnel, 2 part-time management personnel, and several volunteers.

As a result of recent mergers between municipalities in Wake County and other local rural fire departments, the RRFD has asked the Town to convert its employees into Town employees. Those Town employees would then be assigned to work for the RRFD. The Town is interested in reviewing this request in a comprehensive fashion, including the ultimate conversion off fire services from the RRFD to the Town.

### **Scope of Services**

The vendor should perform a review of the current fire services environment in Rolesville and make recommendations regarding the proposed personnel reassignment and ultimate service consolidation.

Should the Town and RRFD agree to unification of the fire service, vendor would provide guidance on all issues related to this merger, including issues related to finances, human resources, capital equipment, and policy changes.

The Town and RRFD are interested in a short timeframe for this study, with a potential for staff transition effective as soon as July 1, 2021.

### **Proposal**

Submitted proposals should contain the information outlined below:

**Letter of Intent** to include:

- 1) Signature of an officer of the company authorized to bind the vendor to the proposal.
- 2) Company name, address, telephone number, and website.
- 3) Background of company and relevant work experience of the staff assigned to the project
- 4) References of at least two recent local government clients.

**Implementation Plan** with recommendations for any proposed phased implementation of the study, including timelines and pricing for each phase.

## **Timeline & Submission**

Date of advertisement: July 13, 2020  
Reissued: July 22, 2020  
Proposal due date: August 7, 2020

Responses may be submitted by mail, in person, or via email to:

Kelly Arnold, Town Manager  
Town of Rolesville  
PO Box 250  
502 Southtown Circle  
Rolesville, NC 27571  
kelly.arnold@rolesville.nc.gov

## **Selection Process**

Proposals will be evaluated based on:

1. Experience in similar consulting services and familiarity with Wake County NC
2. Qualification of project staff
3. Cost of services
4. Performance history per references

Vendors may be requested to participate in an oral interview subsequent to proposal submission.

## **General Requirements**

- This solicitation and any subsequent contract shall be awarded consistent with and governed by the laws of the State of North Carolina.
- Proposals submitted shall not be subject to public inspection until a contract is awarded.
- The Town reserves the right to reject any or all proposals and to waive any informalities as may be permitted by law.
- The Town reserves the right to request oral interviews or request additional information from any or all vendors.
- The Town reserves the right to award a contract based on proposals received without further discussion or negotiation.
- All proposals shall be signed by an authorized officer or employee of the submitting organization. The name of the company, contract person, telephone number, fax number, and address shall be included.
- The RFP does not commit the Town to award, nor does it commit the Town to pay any cost incurred in the submission of a proposal, or in making necessary studies or designs for the preparation thereof, no procure or contract for service or supplies. Further, no reimbursable cost may be incurred in anticipation of a contract or award.