

CITY OF JOPLIN COUNCIL AGENDA ITEM

ITEM

Council Bill 2021-507 – Approving a contract with Canfield Jenkins & Associates, LLC. to complete a Fire Department Resource Allocation study.

MEETING DATE

March 15, 2021

ORIGINATING DEPT

Finance

ATTACHMENTS

CB 2021-507 Ordinance; Exhibit “A” Canfield Jenkins & Associates, LLC. Contract; Canfield Jenkins & Associates, LLC. Bid Response; City of Joplin RFP; Summary of Final Scores

REVIEWED BY

Department Head: Leslie Haase; Fire Chief: Jimmy Furgerson; City Attorney: Peter Edwards; City Manager: Nick Edwards

SUMMARY

This Council Bill approves a contract with Canfield Jenkins & Associates, LLC. to complete a Fire Department Resource Allocation study.

BACKGROUND

City Council recently established their updated vision and goals for the City. One of the six goals set by Council is to reduce crime and increase safety. As one step in that goal and related strategic plans, the Fire Department released a request for bid proposals to complete a resource allocation study. The study will provide an external review of various components of the current operations of the fire department, as well as review the impact of growth of the community to the level of services provided. Broadly, the request requires the consultant to:

- Recommend optimal staffing levels in the Fire Department
- Assess the current locations of the fire stations
- Recommend any improvements to fire department operations to be as efficient and effective as possible for the community

The RFP was issued on January 22, 2021 with a due date of February 19th. City staff recently completed its assessments of the bids, along with interviews of the finalists. This is a summary of the bid evaluation process.

Summary of Bid Process:

The following four bids were received in response to the Fire Resource Allocation Study RFP:

- Beacon GIS
- AP Triton
- Canfield Jenkins & Associates, LLC.
- Business Information Services

A city staff team was assembled to assess the bids as set forth in the RFP. The team was comprised of Jimmy Furgerson, Andy Nimmo, Dale Brooks, Mark Cannon, Dustin Lunow and Leslie Haase. The bids were assessed as follows:

- 25% Methodology - that the vendor will use to conduct work outlined in RFP and evidence of ability to perform the work described herein.
- 25% Experience – previous experience performing related projects of complex nature, including, but not limited to, similar size and type of organization.
- 10% References – will be based on references submitted as part of RFP but can include clients not submitted.
- 30% Cost of proposal – must contain a cost for the requested scope of work in a “not to exceed” amount.
- 10% Staff - capability and availability of professional staff to serve the City of Joplin in a competent and timely manner.

Each staff member independently evaluated the bid responses and scored them based on the above criteria. A summary of the preliminary scores is attached for your review. From the total preliminary scores, the three finalists were chosen for finalist interviews as described in the RFP. Interviews were held with Beacon GIS, Canfield Jenkins & Associates, LLC., and AP Triton.

Finalist Process Summary:

Finalist interviews for the Fire Resource Allocation Study was held on Thursday, March 4th with the same city staff team. Finalists were given 30 minutes to detail how they would complete the requested scope of work, with 15 minutes for questions. The presentations occurred as virtual meetings. The presentation teams represented the staff that would be assigned to work on the project.

City staff scored the finalist presentations on a 50-point basis with 20 points for methodology, 15 points for experience and 15 points for staff. Each staff member independently scored each finalist. A summary of the final scores is attached for your review. Canfield Jenkins & Associates, LLC. had the highest final score of 291 for the Fire Resource Allocation Study and has submitted the best overall bid. The next score was 175 by AP Triton. Canfield Jenkins will complete the study at a total cost of \$37,500.00. The timeline estimates the study will be complete after June of 2021.

FUNDING SOURCE

This council bill includes a budget amendment to the general fund in the amount of \$37,500.00 to complete this study.

RECOMMENDATION

Staff recommends approval of this council bill on an emergency basis in order to continue progress towards the City Council goals and vision.