

Request for Qualifications

Comprehensive Assessment of Franklin County Emergency Services – EMS Division To include a Strategic and Implementation Plan

Agency: County of Franklin, North Carolina

Project: EMS Study

Contents

I.	Announcement	Page 2
II.	Instructions to Firms	Page 2
III.	Firm Qualifications	Page 3
IV.	Selection of Firm	Page 3
V.	Study Description	Page 3
VI.	Assignability	Page 4
VII.	Study Schedule	Page 5
VIII.	Submission Requirements	Page 5

I. **ANNOUNCEMENT**

Date: July 19th, 2021

Franklin County is requesting Statements of Qualifications in performing a Comprehensive Assessment of Emergency Medical Services in Franklin County for review of current structure and capabilities, development of a strategic plan, and a strategic plan implementation strategy.

II. **INSTRUCTIONS TO FIRMS**

A. Interested and qualified firms can submit their qualifications to:

County of Franklin
Attn: Jim Gusler
113 Market Street
Louisburg, NC 27549

B. An authorized representative of Franklin County will receive qualifications until 2:00 p.m. (local time) August 19th, 2021. **Qualifications received after this date and time will not be accepted.**

C. Qualifications shall be enclosed in sealed envelopes that clearly indicate “Qualifications for EMS Study”.

D. Firms will be required to meet qualifications set out in the Request for Qualifications (RFQ) document to include the following:

- a. Experience designing EMS or related studies for the purpose of strategic planning of EMS systems
- b. Ability to provide experienced staff with a history of working for or with EMS systems in a management or consulting position

E. Preparation of Proposals

- i. Firms are expected to comply with all specifications, terms, conditions, and instructions contained in this RFQ. Failure to do so will result in rejection.
- ii. Qualification packages shall be prepared with brevity, providing a concise description of the firm’s capabilities to satisfy the requirements of this RFQ. Emphasis should be placed on completeness and clarity. Each copy, and all documentation submitted, should be bound in a single volume. The County will not be responsible for any costs incurred by firms preparing or presenting qualifications. The document presented should be no more than 15 pages, front and back (not including tabs).

F. Number of Copies

Firms shall furnish one (1) original bound and seven (7) bound hard copies of the qualification package, as well as one (1) soft copy of the qualification package on a Universal Serial Bus (USB) drive. The qualification package shall not exceed 15 p+-ages front and back (not including tabs).

G. Form of Agreement

Franklin County and the selected firm will execute a mutually agreed upon and appropriate Agreement.

H. Proposed Study Area

The entire area of Franklin County North Carolina including the municipalities of Louisburg, Franklinton, Bunn, Youngsville, and all townships and other areas contained within the geographical boundaries of Franklin County.

III. FIRM QUALIFICATIONS

Firms submitting qualifications shall submit a brief but concise synopsis of the firm's qualification to perform the work listed herein. Preference will be given to firms with comprehensive EMS study experience within the last three years. The following is a list of minimum qualifications:

- A. Be knowledgeable of all current federal, state, and local statues and codes as it relates to EMS systems in the State of North Carolina.
- B. Directly employ all personnel that will be utilized for the study process. If sub-contractors are commonly used in the firm's study development process then the firm will explain the process in which it uses sub-contractors to complete a study process.
- C. Strategic EMS projects are preferable to closely related projects when satisfying this requirement.

IV. SELECTION OF A FIRM

Franklin County reserves the right to reject any and/or all proposals. Franklin County's Review Team will evaluate submitted firms' qualifications package and may conduct interviews with selected firms.

V. STUDY DESCRIPTION

The study will incorporate a current analysis and a future service demand analysis of the Franklin County EMS delivery system to include at a minimum the following:

A. Current Structure and Capability of Franklin County EMS to determine the strengths and areas of potential immediate improvement

- i. Analysis of current response capability and benchmark against common regional and national EMS standards. This analysis should measure the time intervals for the components of an emergency response. This should include common benchmarks such as response times, transport times, total call times, return to service times and unit hour utilization and other benchmarks to identify areas that require immediate review.
- ii. Identify the current geographic and temporal distribution of responses.
- iii. Analysis of current unit placement in regards to optimal response capability based on current population areas, call volume areas, and response times.
- iv. Analysis of current equipment and any immediate needs.

B. Strategic Plan (5-7 years)

Franklin County EMS is looking for the development of a 5-7 year comprehensive plan for EMS based on predictable future growth, population changes, population area changes, changes in the mean population age and other significant potential impacts on system demand. The plan should address at a minimum the following:

- i. Future staffing needs for Franklin County EMS.
- ii. Identify the projected geographic and temporal distribution of responses in Franklin County.
- iii. A placement plan of stations and other resources to best optimize response in Franklin County. This plan should prioritize the order of station placement based on the projected geographic and temporal distribution of EMS response.
- iv. Future capital needs for Franklin County EMS.

C. Implementation Strategy

A multi-year implementation strategy with financial and any other concerns outlined.

VI. **ASSIGNABILITY**

The firm shall not assign, transfer, convey, sub-contract, sublet or otherwise dispose of all or portions of the contract; and/or work to be performed as a result of the contract; or its right, title or interest therein, or its power to execute such contract, or its responsibility therein to any other person, company or corporation, without the prior written consent of the County of Franklin.

VII. **STUDY SCHEDULE**

A tentative and aggressive schedule has been developed for the project. Adherence to the schedule is a primary goal of this RFQ. The proposed study schedule is as follows:

- A. RFQ Issued: July 19, 2021
- B. Qualifications Packages Due: August 19, 2021
- C. Interviews, if necessary, will be held in early September (appointments to be announced)
- D. Award to be announced on or before September 17, 2021, following approval of the Franklin County Board of Commissioners.
- E. Completion and approval of all required pre-study design, documents, and other planning needs to be completed by October 1, 2021, including kick-off meeting.
- F. Study will begin on or before October 15, 2021
- G. Firms will supply an expected study completion time. Preference will be given to those that are able to provide a completed study by March 1, 2022.**

VIII. **SUBMISSION REQUIREMENTS**

Firms are required to provide clear and concise answers to the RFQ requirements described below, each with a tabbed section in the bound proposal document previously described. Proposal content requirements are as follows:

- A. Firm Identification:
Please provide the following information about your firm:

Firm Name
Address of the office where work will be conducted
Phone Number
Fax Number
Designated Project Contact
Contact E-Mail address
Number of years the firm has been in business
- B. Firm Overview

Please provide a brief description of your firm. Please describe the firms operating philosophy. Please include a statement describing your firms' work with EMS Systems as it relates to strategic planning and studies such as the one here.
- C. Sub-consultants

If any outside consultants will be utilized what services will they provide. Please provide a brief description and the same information as required in Item A above.

D. Team Organization and Member Information

Please provide an organizational chart with the role of the key team members will play in this study. Please include bio's on each of the key team members that will be associated with this study.

E. Firm Experience

Provide the information below for at least one (1) comprehensive/strategic EMS or closely related study completed in the last three (3) years to include references for the project presented. It is preferable to provide information on three (3) studies. Strategic EMS projects are preferable to closely related projects when satisfying this requirement.

Name of the Study
Location of the Study
Study Contact Information
Year Study Completed
Length of time from study start to finish

F. Litigation and Claims

Please provide any claims filed by or anticipated to be filed by a previous contractee against your firm for which you provided similar professional services over the last five (5) years. Please provide the name of the plaintiff, a brief description of the claim, and the outcome (if resolved) or current status.

G. Insurance Coverage

Each firm shall provide a declaration of insurance with limits for general commercial liability, professional liability, and other insurance coverages as appropriate

H. Compliance

All firms shall comply with all federal, state, and local ordinances and laws applicable during this study.

I. Summary Statement

Please provide a summary statement, of not more than one (1) page, which summarizes the reasons your firm is best suited for completing this study.