

REQUEST FOR PROPOSALS

POLICE CONSULTING SERVICES



Borough of Conshohocken | 400 Fayette Street, Suite 200 | Conshohocken, PA 19428  
Ph: (610) 828-1092 | Fax: (610) 828-0920

Issue Date: March 22, 2019

***Responses Due by:*** April 12, 2019

## **Borough of Conshohocken | RFP for Police Consulting Services**

### **SECTION I: INTRODUCTION**

The Borough of Conshohocken (the “Borough”), with offices located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, is seeking proposals from qualified consulting companies to perform analyses and offer advice to the Borough with respect to the Borough’s Police Department (the “Department”). As more specifically set forth below, the Borough is seeking expert advice regarding the operation and staffing of its police department, including specifically aid in the Borough’s current search for a new Police Chief.

The Borough operates under an eight member form of government with seven Councilmembers and a Mayor. The Borough Manager is the Chief Administrative Officer of the Borough. The Borough provides relatively extensive services to the community. These services include: police and fire protection; emergency medical aid; building safety regulations and inspection; street lighting; land use planning and zoning; housing and community development; maintenance and improvement of streets and related structures; traffic safety; and a full range of recreational programs.

The Department is comprised of 20 police officers, including 4 sergeants, 2 detectives, an acting chief of police, and administrative personnel. The Department’s annual budget for 2018 was approximately \$5.4 million.

The Borough is a unique community, not easily comparable to any other municipality in the Commonwealth. The Borough measures approximately one square mile, located in Montgomery County on the East bank of the Schuylkill River, approximately 15 miles northwest of Center City, Philadelphia. The Borough shares borders with the townships of Plymouth and Whitmarsh. Across the Schuylkill River are the municipalities of West Conshohocken and Lower Merion.

In addition to traditional residential neighborhoods, Conshohocken has a significant downtown area with a mix of residential and commercial uses. The Borough is wedged between Route 76 (the Schuylkill Expressway) and Route 476 (the Blue Route) and is served by both train and bus service by the Southeastern Pennsylvania Transportation Authority (SEPTA). Primary access to the Borough is by way of the Fayette Street Bridge, a 4-lane bridge, causing significant traffic congestion during rush hours. Fayette Street, a state road, runs through the Borough and, in essence, cuts the Borough in half.

The Borough is known for its exceptional parks and recreation system that has grown into a regional attraction. Local civic and cultural events, such as the various seasonal events, are popular and well attended.

All of these characteristics make Conshohocken a vibrant municipality, and in turn one that, in addition to its approximately 8,000 residents, receives thousands of visitors daily, including those working in the Borough’s many office buildings, retail stores, etc. The Borough is unique in that, although not a city, it sees what amounts to two populations—those residing in the Borough and those working in the Borough. This results in significant ingress and egress into and out of the Borough at peak hours, resulting in significant traffic issues.

### **SECTION II: SCOPE OF SERVICES**

The successful firm will be responsible for the evaluation of Police Department’s current staffing and service levels, to make recommendations to Borough Council regarding improving the functionality of the Department and to assist the Borough in its search for a new Chief of Police. Examples of duties may include but are not limited to the following:

1. Evaluate the Department’s current staffing levels, to determine whether the Borough is properly covered in terms of police coverage—whether over or under-covered—including an analysis based on Borough crime statistics.
2. Evaluate the Department’s current staffing levels in comparison to comparable municipalities in the surrounding areas and/or in other counties or states.
3. Evaluate the Borough’s police service needs, in terms of focus areas (*e.g.* traffic violations, alcohol violations, etc.) and the current service level for those needs.

## Borough of Conshohocken | RFP for Police Consulting Services

4. Evaluate the Department's budget, including an analysis of that budget when viewed as part of the entire Borough budget, and the competing needs of the Borough in other areas of Borough administration.
5. Evaluate the Department's budget in comparison to comparable municipalities in the surrounding areas and/or in other counties or states.
6. Consult with members of Borough Council, the Mayor, existing Borough police officers, and members of the community to determine the needs of the Community in terms of police coverage.
7. Consult with members of Borough Council, the Mayor, existing Borough police officers, and members of the community to determine the needs of the Community and the Department in terms of the next Chief of Police.
8. Advise Borough Council and the Mayor on the needs of the Borough in terms of police coverage, police staffing, and the next Chief of Police, including the creation of a candidate profile for the Chief of Police.
9. Based on consultation with members of Borough Council, the Mayor, existing Borough police officers, and members of the community, prepare a job description for the next Chief of Police.
10. Advise Borough Council and the Mayor on the employment "package" to be offered to the next Chief of Police, based on comparable departments and the Firm's experience.
11. Assist the Borough in its search for the next Chief of Police, including recommending job posting mediums.
12. Assist the Borough in analyzing, when requested, applications for the next Chief of Police.
13. Assist the Borough in performing the requisite background checks for the next Chief of Police.
14. Assist the Borough in the interview and hiring process for the next Chief of Police.

### SECTION III: CONTENTS OF PROPOSAL

1. **Executive Summary:** Provide an Executive Summary of not more than two (2) pages detailing and substantiating why the firm should be considered most qualified and be selected by the Borough to provide the above-outlined services. Include your methods to perform those services.
2. **Contact Information:** Provide general information for the firm including: name, address, office telephone number, office fax number, and email address of the principal individual contact responsible for the RFP response.
3. **Firm Overview:** Provide general information about the history of the firm, overview of qualifications pertinent to this RFP and demonstration of comparable services for other municipalities in Pennsylvania and Montgomery County. Include a listing of the municipalities in which you have previously performed work.
4. **Understanding of the Scope of work:** Provide the firm's understanding of the scope of work as described herein. Include a description of the firm's experience working in municipalities and police departments similar in size, types of work done for other municipalities, and other information relevant to the services sought herein.

## **Borough of Conshohocken | RFP for Police Consulting Services**

5. **Schedule of Fees:** Provide a schedule of fees including hourly rates for all personnel related to the requested services, including any third-party fees. The Borough also requests a “not to exceed” flat fee, to the extent the candidate offers same. If the candidate does not offer a flat fee, please indicate so in the response.
6. **Personnel:** Provide a list of personnel available to provide services to the Borough. Include designations for the primary project representative and those who will provide both redundant and supplemental services during the project. Include an up-to-date resume for all personnel along with a list of active professional certifications. The personnel section of the proposal shall include an organizational chart to highlight which individuals will be provided to cover all the disciplines required to perform the full scope of work described herein.
7. **References:** Provide at least five (5) references for clients for which the firm has provided brokerage services within the last five (5) years. Include contact names, titles, phone numbers and email addresses.
8. **Previous Municipal Work.** Provide a list of all municipalities you have worked with over the last 5 years, including the County in which the municipality is located, and explain specifically the work that you performed for the municipalities.

### **SECTION IV: timeline and submission procedures**

The Borough anticipates the following general timeline for this RFP. The anticipated schedule may be changed if it is the Borough’s best interest to do so.

RFP Advertised: March 22, 2019  
Proposal Due Date: April 12, 2019  
Evaluate Proposals: April 26, 2019  
Proposer Interviews: May 1, 2019  
Notice of Intent to Award Contract: May 15, 2019  
Commencement of Contract: May 15, 2019

Copies of the request for proposals are available at Conshohocken Borough Hall located at 400 Fayette Street, Suite 200, Conshohocken, PA 19428, and the office hours are 8:30 AM to 4:30 PM Monday through Friday. The RFP is also available on the Borough website ([www.conshohockenpa.gov](http://www.conshohockenpa.gov)).

Qualified applicants shall submit one (1) original copy of the proposal in a sealed envelope and one (1) electronic copy via email or flash drive to:

Borough of Conshohocken  
Attn: Stephanie Cecco, Borough Manager (c/o Brittany Rogers)  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
Email: [scecco@conshohockenpa.gov](mailto:scecco@conshohockenpa.gov) ([brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov))

**Proposals shall be stamped received no later than 4:00 PM on April 12, 2019.**

### **SECTION V: Evaluation Criteria & Selection Process**

Proposals submitted by the deadline and deemed complete will be evaluated by the Borough Council Members. Any firms submitting a proposal may be required to provide additional detailed information. Borough Council will interview the most qualified firms. The award of contract will be at the sole discretion of the Council Members. Proposals will be evaluated on a variety of factors including, but not limited to, the following:

- Relevant experience and firm qualifications.

## **Borough of Conshohocken | RFP for Police Consulting Services**

- Relevant experience and qualifications of key personnel.
- Satisfactorily completed similar services
- Cost

### **SECTION VI: ADDITIONAL REQUIREMENTS**

#### **Indemnification**

The selected firm shall defend, indemnify and hold harmless the Borough, its officers, agents and employees and all claims and costs of any nature whether for personal injury, property damage or any other liability arising out of or in any way connected with the negligent acts or omissions perpetrated by employees of the firm.

#### **Insurance**

Provide a description of the firm's insurance coverage applicable to the services described herein. Such coverage must be adequate to sufficiently cover the services described herein and must include at a minimum, general liability insurance coverage and professional liability insurance coverage. Include insurance certificates summarizing such insurance coverage.

#### **Right of Refusal**

The Borough reserves the right to reject any and all proposals without qualifications. Proposals will be considered only in their entirety. The Borough reserves the right to add or deduct any specific requirements and associated costs from the selected proposal.

#### **Questions**

Questions may be addressed to:

Brittany Rogers, Executive Assistant to the Borough Manager  
Borough of Conshohocken  
400 Fayette Street, Suite 200  
Conshohocken, PA 19428  
[brogers@conshohockenpa.gov](mailto:brogers@conshohockenpa.gov)