



REQUEST FOR PROPOSAL

**RFP #5260 RFP DEVELOPMENT FOR ORANGE
COUNTY TRAINING FACILITY**

ISSUED: October 17, 2019

DUE DATE: 3:00pm – November 12, 2019

Attn: Mr. David Cannell, Purchasing Agent

200 S. Cameron Street

PO Box 8181

Hillsborough, NC 27278

Tel: (919) 245-2651

Email: dcannell@orangecountync.gov

RFP Development for Orange County Training Facility

Background

Nestled in the hills of the North Carolina Piedmont, Orange County is located between the Research Triangle Park and the Triad cities of Greensboro, Winston-Salem and High Point. With more than 140,000 residents, Orange County includes historic Hillsborough, the county seat; Chapel Hill, home of the University of North Carolina; and Carrboro and Mebane, former railroad and mill towns. The County encompasses 400 square miles of rolling farms and forest, vital urban centers and small towns. The County is governed by an elected seven (7) member Board of Commissioners who appoints a County Manager. Orange County, like many communities, has witnessed steady growth over the past two decades, from 118,227 in 2000 to 133,801 in 2010. The current estimated population is 141,796.

Orange County lies on the western edge of the Research Triangle. This area includes several institutions of higher learning, such as UNC-Chapel Hill, NC State University, NC Central University, Duke University, and Durham Technical Community College. At the region's center is Research Triangle Park, home to leading technological companies and federal research institutions, including IBM, GlaxoSmithKline, Cisco, RTI International, the U.S. Environmental Protection Agency and the National Institute of Environmental Health Sciences. Orange County is also home to the University of North Carolina at Chapel Hill with total enrollment of 29,911 students plus 12,652 staff and faculty in 2017. UNC Hospitals, consisting of the N.C. Cancer Hospital, N.C. Children's Hospital, N.C. Memorial Hospital, N.C. Neurosciences Hospital and N.C. Women's Hospital in Chapel Hill and UNC Hospitals Hillsborough Campus, located in Hillsborough. With a staff of more than 7,100 employees, the UNC Medical Center is an 803 (both Chapel Hill and Hillsborough Campus combined) bed facility which serves more than 37,000 people each year. Durham Technical Community College has a satellite campus in Hillsborough just across the street from UNC Hospitals Hillsborough Campus where approximately 854 curriculum students are enrolled. There are forty public schools in Orange County serving 22,900 students.

Four main travel corridors provide access to a complex network of secondary roads: 1) Interstates 40 and 85 bisect the county from East to West; 2) NC Highway 86 travels through the County from northwest Danville, Va. southward that junctions with US 15-501 in southern Orange County; 3) US 15 and 501 are the main corridor for the southernmost communities in the County running from Durham County to Chatham County; and, 4) US Route 70 (US 70) crosses the Eno River and passes along the northern edge of Hillsborough, while US 70 Business goes through its downtown area. Crossing the Eno River again, it borders along the Eno River State Park, while traveling through another area of the Duke Forest. At Eno, US 70 merges onto I-85 (exit 170), while US 70 Business continues along its former alignment to Bennett Place.

Seven (7) combination, two (2) municipal, and one (1) volunteer fire department are contracted to provide fire, rescue and EMS first response service, The municipal areas of Carrboro, Chapel Hill, and Hillsborough provide fire/life safety education, code enforcement, and fire investigations. Two (2) combination departments in bordering counties are also contracted to provide fire and EMS first responder protection to Orange County (Mebane and North Chatham Fire Departments). Each fire

department has representation on the Chief’s Association. There are a total of 585 fire department responders. (Table 1)

Six agencies provide law enforcement across Orange County: three (3) municipal LE agencies, the Sheriff’s Office, NC State Highway Patrol for response on interstates and secondary state roads, and, the University of North Carolina at Chapel Hill Department of Public Safety. (Table 1)

One (1) volunteer rescue squad, South Orange Rescue Squad (SORS), provides technical rescue services (High Angle, Swift Water, and Confined Space rescue) to Orange County. SORS provides Basic Life Support (BLS) service for special events across the County as well as supplements the 9-1-1 EMS System. SORS has representation on the Chief’s Association. There are a total of 105 rescue squad volunteers. (Table 1)

Orange County Emergency Services is made up of four divisions lead by a director. (Table 1)

E9-1-1 Communications: The Orange County E9-1-1 Communications Center dispatches calls for ten (10) fire departments, one (1) rescue squad, four (4) Law Enforcement agencies, and all medical calls in the County. The County provides Emergency Medical Dispatch (EMD), Emergency Police Dispatch (EPD) and Emergency Fire Dispatch (EFD) programs through the Communications Center. The University Department of Public Safety Communications Center dispatches police and coordinates with Orange County Communications Center for Fire and EMS resources. Led by a 9-1-1 Operations Manager who supervises the 9-1-1 Systems Administrator 9-1-1 Systems Coordinator, 9-1-1 Training Coordinator and 9-1-1 Quality Assurance Coordinator.

- EM: Emergency Management is responsible for coordinating Orange County's preparation for and response to emergency situations. To adequately address these potential threats, whether manmade or natural, the Emergency Services Department maintains the County's emergency management framework, which outlines emergency response functions. The division is led by an Emergency Management Coordinator who supervises an EM Planner, ES systems tech, logistics manager and a logistics specialist.
- FM Division: Charged with providing fire/ life safety education, code enforcement and fire investigation in the non incorporated areas of the county. The Fire Marshal’s Division is led by the Fire Marshal and two(2) Assistant Fire Marshals.
- EMS Division: This Emergency Medical Services Division provides Advanced Life Support 9-1-1 Emergency Medical Service response and transport in all four hundred and twenty square miles of Orange County. This division is led by an EMS Operations Manager who supervises the Deputy Operations Manager, Training Coordinator, and Quality Assurance Coordinator.

Fire Departments (includes all)	Emergency Services (911/EMS/EM/FM)	Law Enforcement (includes County & municipalities)	EMS/Rescue/Technical Volunteers (1 volunteer service)
585	133	286	105

Table 1 Total Count of Orange County Responders

Statement of Need

Orange County is seeking proposals from candidate(s) with demonstrated experience in 9-1-1 Telecommunications, Law Enforcement, Fire, Rescue, Emergency Management and EMS training facilities needs assessments, and should be well acquainted with regulations, standards and trends related to those areas. The candidate(s) should have successful experience in performing financial analysis as well as experience in project management guidance. Qualifications are necessary for assistance in the development of a request for proposal for development architect.

Phase 1 – Setting priorities, developing remaining project phases with consensus, developing a thorough public safety training facilities needs assessment, development of forward looking data driven model to ensure future growth and technology advancement is considered.

What is the scheduled time for Phase I? Six months.

Scope of Work:

- Evaluate and document the use of existing facilities, structural deficiencies, and deferred maintenance compared to NFPA 1402 standards for fire tower, academic building, search and rescue house training grounds and North Carolina Sheriffs' Education and Training Standards, North Carolina Criminal Justice Education & Training Standards, League of Municipalities/Insurance, OSHA, and EPA for gun range and driving pad. Physical Fitness training equipment needs for basic academy or certification courses.
- In depth analysis of each agencies training needs
- Determine the cost of not having adequate training facilities for agencies, i.e. travel, overtime, etc. costs. Develop a model that finds all costs.
- Determine four levels of facility feasibility model, i.e. will one facility meet our needs or must there be three in order to meet every agency's need?
 - A) Facilities with room for long term growth of population county wide and related service provider growth, with the ability of multiple agencies to train in the county on the same day
 - B) Ideal facilities for travel and multiple agency use on the same day given current population numbers and service provider locations
 - C) Minimum recommended facilities to have successful well rounded "one stop shop" training location with only occasional scheduling issues
 - D) Minimum required facilities to maintain certifications for service providers in county at current size and without consideration of impact from travel and scheduling conflict issues
 - E) Feasibility of Driving Pad, Burn Tower, Classrooms, Simulation Laboratories, and Indoor Shooting Range.
- Conceptual Planning – Firm would be responsible for guiding us through each step of the process.

- Develop a concept plan for the public safety training facility based on the requested feasibility model options.
- Develop and seek approval for milestones
- Proposals should include an estimated time frame to complete the study and project milestones.
- Provide guidance on the size of land needed to accommodate the different public safety disciplines.
- Development of Cost and Funding Model – Tracking solicitation, identifying and tracking outreach for potential private partnership
- Develop cost estimates and phased timelines for project
- Recommend other agencies that could use the facilities, including, but not limited to, federal, state, and county, and potential revenue sources.
- Identify opportunities to generate revenue at the training center when possible

Submitting the Proposal

- The proposal shall include:
 - a. an overview of the proposed methodology to complete assessment
 - b. names of the key personnel to be assigned with resumes outlining qualifications and experience
 - c. relevant experience of key personnel who will be conducting the assessment
 - d. names and contact information for a minimum of three (3) references who can attest to the consultant's performance on similar assignments
 - e. project schedule with relevant milestone dates identified
- The deadline for questions in November 5, 2019 at 3:00 pm. Questions shall be submitted via email to dcannell@orangecountync.gov The subject line of the email should include RFP #5260 Rfp Development For Orange County Training Facility
- Proposers must submit and original and five (5) copies of all materials required as well as their proposal in a single .pdf file on a thumb drive or CD for acceptance of their proposal by November 12, 2019 at 3:00pm to:

Mr. David Cannell, Purchasing Agent

200 S. Cameron Street

PO Box 8181

Hillsborough, NC 27278

Email: dcannell@orangecountync.gov

Phone: 919 245-2651

Proposals must be received in the above office by the specified time stated above. All proposals must be time-stamped in by the County Purchasing Agent by the stated time. Proposals not so stamped will not be accepted.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- ✓ Proposers name and address
- ✓ Request for proposal title as shown on this RPF
- ✓ Request for proposal number as shown on this RFP
- ✓ Proposal due date as shown on this RFP

COST PROPOSAL

General Instructions on Submitting Cost Proposals

The cost proposal should show the lump sum cost to conduct the personnel classifications including sub-contractors, hourly wage, and anticipated hours on the project. A summary of personnel costs should accompany the cost proposal. Other Direct Costs (ODC) should include travel, lodging, and meals, printing, postage, and other non-personnel/sub-contract costs associated with completing this project. A summary of ODC costs should accompany the cost proposal.

Two (2) copies of the cost proposal should be submitted in a separate envelope with the written proposal. The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 180 days starting on the due date for proposals.

General Requirements

HB786 imposes E-Verify requirements on contractors who enter into certain contracts with state agencies and local governments. The legislation specifically prohibits governmental units from entering into certain contracts “unless the contractor and the contractor’s subcontractors comply with the requirements of Article 2 of Chapter 64 of the General Statutes.” (Article 2 of Chapter 64 establishes North Carolina’s E-Verify requirements for private employers). It is important to note that the verification requirement applies to subcontractors as well as contractors. The new laws specifically prohibit governmental units from entering into contracts with contractors who have not (or their subs

have not) complied with E-Verify requirements. Complete the attached affidavit, and include it with your submittal.

Living Wage. Orange County is committed to providing its employees with a living wage and encourages agencies it funds to pursue the same goal. A copy of Orange County's Living Wage Contractor Policy is included with this bid

Attachment

COST SUMMARY SHEET (Submit only one copy, in separate envelope with Original copy of submittal)

Personnel Costs	\$
ODC Costs	\$
TOTAL COSTS	\$

STATE OF NORTH CAROLINA

AFFIDAVIT

ORANGE COUNTY

I, _____ (the individual attesting below), being duly authorized by and on behalf of _____ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

- 1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
- 2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
- 3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
 - a. YES _____, or
 - b. NO _____
- 4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

This ____ day of _____, 201_.

Signature of Affiant
Print or Type Name: _____

State of North Carolina, _____ County

Signed and sworn to (or affirmed) before me, this the ____
day of _____, 20__.

My Commission Expires:

Notary Public

(Affix Official/Notarial Seal)

Section I:	General Government and Administration
Policy 10.0:	Living Wage Contractor Policy
Reviewed by:	County Attorney/County Manager
Approved by:	County Manager
Original Effective Date:	July 1, 2017
Revisions:	

Policy Statement

It is the policy of Orange County to ensure its employees, and all individuals who provide services for Orange County, are paid a living wage.

Purpose

To encourage all vendors and contractors to pay a living wage to all employees who perform work pursuant to a contract with Orange County.

Applicability

Applies to all Orange County contracts and purchases.

Policy

10.1 Living Wage

10.1.1 Orange County is committed to providing its employees with a living wage and encourages all contractors and vendors doing business with Orange County to pursue the same goal. Orange County's living wage is \$14.95 per hour. To the extent possible, Orange County recommends that contractors and vendors seeking to do business with Orange County provide a living wage to their employees.

10.1.2 Prior to final execution of a contract with Orange County all contractors and vendors seeking to do business with Orange County shall submit to the County's representative a statement indicating whether those employees who will perform work on the Orange County contract are paid at least the living wage amount set out above. If such employees do not make at least the living wage amount set out above the contractor or vendor shall indicate in the statement the actual amount paid to such employees. For bid projects this statement should be submitted as part of the bid packet.

This policy may be reviewed annually and updated as needed by the Manager's Office