

**AGREEMENT BETWEEN THE CITY OF MOUNT PLEASANT, TEXAS AND TITUS COUNTY, TEXAS FOR THE  
MUTUAL EMPLOYMENT OF THE HIRING OF A CONSULTANT TO STUDY CITY AND COUNTY FIRE  
SERVICES**

This agreement made and entered into on this 23 day of November, 2015, by and between the **CITY OF MOUNT PLEASANT, TEXAS** (hereinafter called "City") and the **COUNTY OF TITUS, TEXAS** (hereinafter called "County"), said agreement concerning the employment of a consultant to study the effectiveness and organizational structure of firefighting services provided in the City and County, each acting herein by and through its duly authorized officials.

**WITNESSETH:**

**WHEREAS**, the City of Mount Pleasant operates a professional full time fire department employing career firefighters; and

**WHEREAS**, various volunteer fire departments exist in Titus County supported, at least in part, by public funds of Titus County; and

**WHEREAS**, a contract exists between the City and the County which provides for mutual aid and support and includes an annual fee paid by the County to the City; and

**WHEREAS**, the City and the County desire to study the interrelationship and effectiveness of the Mount Pleasant Fire Department and the various Titus County volunteer fire departments and evaluate the staffing and funding relationship between the City and the County; and

**WHEREAS**, funding has been budgeted out of current funds by each entity for the employment of a consultant.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the hiring of such a consultant by the City of Mount Pleasant:

1. The City of Mount Pleasant agrees to pay for one-half the cost of hiring said consultant up to a maximum budgeted amount of \$15,000; and
2. Titus County agrees to pay to the City one-half the cost of hiring said consultant up to a maximum budgeted amount of \$15,000; and
3. The City of Mount Pleasant will act as the agent and contact for the hiring, guidance and reporting of said consultant; and
4. Any expenses over and above the above described \$30,000 expenditure will be approved by each entity through its duly authorized representatives.

Dated this the 23 day of November, 2015.

CITY OF MOUNT PLEASANT, TEXAS

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Dr. Paul O. Meriwether, Mayor

ATTEST:


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Darleen Denman, City Secretary

COUNTY OF TITUS

  
\_\_\_\_\_  
Brian Lee, County Judge

ATTEST:

  
\_\_\_\_\_  
Joan Newman, County Clerk



## **REQUEST FOR PROPOSAL CITY OF MOUNT PLEASANT, TEXAS REVIEW OF CITY/ COUNTY FIRE DEPARTMENTS**

### **PURPOSE:**

The City of Mt. Pleasant (City) and Titus County (County) are seeking a qualified consulting firm to conduct a comprehensive evaluation and analysis of the fire protection services of the various Titus County volunteer fire departments and the City of Mt. Pleasant Fire Department (MPFD) to provide fire protection services county-wide. The purpose of this evaluation and analysis is to provide a thorough examination of the community's inherent risk factors. An audit of the organizations' readiness capabilities and current operations shall be conducted so as to clearly define the current demand/need for fire and rescue services relative to current fire and rescue response operations. At a minimum, this evaluation is designed to determine and achieve the following benefits:

- a. Enhanced firefighter safety
- b. Increased efficiency
- c. Increased effectiveness
- d. Identification of the optimal staffing level to meet community needs
- e. Standardization of services and programs offered to the community with appropriate supporting capacity

### **INTENT:**

The primary intent and goal of this request for proposal (RFP) is to retain a consultant that can conduct a study to assess whether existing levels of staffing, facilities, equipment and funding are adequate to provide a level of service within the County and the City that is in line with generally accepted standards and benchmarks for safety used by comparable fire departments in comparable communities and based on standards and "best practices" for modern day fire services currently in practice in Texas.

### **OVERVIEW:**

The MPFD provides full fire protection and prevention services within the city limits of Mount Pleasant. In addition, Titus County contracts with the City of Mount Pleasant to respond to calls for service within the unincorporated areas of Titus County as follows:

1. All structure fires with a minimum response of 2 trucks and 2 men.
2. All emergency situations including missing persons, hazardous chemicals, drowning, and search and rescue operations.
3. Vehicle accidents involving extrication.

4. Assist county volunteer departments with emergency incidents upon request.
5. Respond to all emergency calls if the applicable volunteer department is unable to respond within three (3) minutes of notification.
6. Provide all 911 and dispatch services to volunteer departments.

#### **BACKGROUND:**

Titus County is located in Northeast Texas with a population 32,581. The largest city, and county seat, is Mount Pleasant with a population of 16,400. Major highways I-30, US 271, US 67, and State Highway 49 run through both the City and the County. A major railroad line, operated by Union Pacific, also runs through the City and County. Pilgrim's Pride, the nation's second largest poultry producer, has a processing plant inside the City employing in excess of 3,000 workers. A petroleum loading terminal with storage tanks is located inside the City. Numerous pipelines carrying a variety of products crisscross the County and some come through the City. An oil production field is located in the north part of the County with numerous oil wells, some with sour gas. Two coal fired power plants are located in the County along with strip mining operations. A junior college campus is located in the County. There are thousands of acres of open land as well as numerous acres of pine plantations and stands of hardwood trees across the County. A significant Wildland/Urban Interface exists in the County. There are three major lakes used for recreation, two of which provide cooling water for the power plants. A general aviation airport is located inside the City. Five multi story (4 stories) hotels are located inside the City along with a multi-story hospital and numerous multi story apartments. There are three "big box" businesses in town - Lowes, Home Depot and Wal-Mart, a "Main Street" type downtown business district and numerous strip malls. Several nursing homes and assisted living facilities are located in the City. Big Tex Trailers, one of the nation's largest producers of trailers has its headquarters in the County. There are numerous other trailer manufacturing operations in the City and the County. Priefert Manufacturing, one of the nation's top manufacturers of farm, ranch and rodeo equipment, is located in the City. The MPFD provides EMS 1<sup>st</sup> Responder to the southern half of the City. MPFD averages about 1300 calls per year.

The MPFD is contracted to provide fire protection services to all unincorporated areas of the County with the assistance of 6 volunteer fire departments. MPFD is a combination fire department operating out of 2 fire stations with 21 full-time, 15 part-time and 10 volunteer firefighters. Part-time firefighters are used to maintain a staffing level of at least seven paid firefighters on duty at all times. MPFD has two Type 1 engines, one rescue pumper, one 75' Quint truck and four Type 6 engines. In the last 3-5 years the City has annexed enough property to increase the size of the City by 25% with more annexation planned for the future. Some of the areas annexed contain high hazard occupancies like trailer manufacturers as well as areas with little to no water supply.

The six volunteer fire departments have numerous personnel listed on their rosters, however each department has only about 6-8 volunteers that would be considered active. In the past 3-5 years, the six volunteer fire departments' ability to provide service has diminished due to a declining number of active volunteers. In addition, the majority of calls for service occur during daytime hours when volunteers are less available. Together, the six (6) volunteer fire departments in Titus County have five (5) tanker/pumpers, four (4) Type 2 engines and fourteen (14) Type 6 engines available.

#### **STUDY COMMITTEE:**

A committee has been formed by Titus County in order to study the delivery of fire protection services in Titus County and Mt. Pleasant. The committee is made up of county and city elected officials, Mt. Pleasant and county volunteer fire department officials, the Texas Forest Service Regional Fire Coordinator, an industrial firefighter and members of the public.

The committee has recognized that;

1. The recruitment and retention of volunteer firefighters has become increasingly difficult and the active membership in volunteer departments is declining;
2. The majority of active volunteer firefighters are unavailable during the day when the majority of calls occur;
3. The Mt. Pleasant Fire Department has routinely exceeded the requirements of its contract with Titus County for many years due to increased service demands;
4. Growth within the City, along with past and future annexations, have increased the workload and call volume for the Mount Pleasant Fire Department;
5. Titus County and the City of Mount Pleasant desire to continue to work together to provide fire response service throughout the County;
6. Additional resources for the Mount Pleasant Fire Department appear to be the best means to provide additional fire protection service for the City and the County;
7. There is little political desire to adopt an Emergency Services District (ESD) or similar taxing district to provide funding for county-wide fire protection services;

**BIDDER QUALIFICATIONS:**

Eligible bidders will be those individual consultants, companies and institutions that have the following qualifications:

1. Experience and expertise in regard to the operations, structure, staffing and other issues critical to the effective operation of a modern fire department with a focus on volunteer, combination and/ or paid departments.
2. Bidder must be actively or previously engaged in the administration or operation of a combined volunteer/ paid fire department(s) and/ or engaged in the type of work called for in the RFP.
3. Bidder must possess a proven track record of reviewing fire department management and operations and making "attainable" recommendations that are legal, ethical, take into consideration existing operations and budgets and that can actually result in improving operations.
4. Knowledge of state and local laws and regulations and generally accepted standards for similarly sized communities and fire departments.
5. No proposals will be accepted unless the bidder is known to be skilled and has been regularly engaged in work of a character similar to that covered by the specifications for at least three (3) years prior to the date of the work subject to this RFP. Bidder shall provide, in writing, evidence of their experience and familiarity with the work specified and the financial ability to undertake the proposed work, including the following:
  - a. Bidder's performance record by a listing of work of a similar character, including the name of contracted entity with contact information and a summary of the work performed for each entity.
  - b. Experience in the State of Texas and a demonstrated knowledge of Texas laws and practices is highly desired.

### **SCOPE OF SERVICES:**

Titus County and the City of Mt. Pleasant are requesting a comprehensive study of fire protection services to include but not be limited to:

1. Complete a review of the current deployment capabilities of all fire departments:
  - a. Description of the community served.
  - b. Assess the current services provided by the departments and compare against accepted standards of the industry.
  - c. Review of community expectations.
2. Complete a risk assessment of the areas served including analysis of community risk including special hazards of high density residential units, high-rise, "big box" occupancies, rail, freeway, hazardous materials, wildland fires and wildland urban interface fires.
3. Measure MPFD and all volunteer departments' performance using historical data.
4. Develop draft performance measures.
5. Develop or validate a methodology for complying with the performance measures.
6. Complete an overall evaluation of the fire departments including any recommendations for changes to staffing, apparatus, stations, deployment or policies within the organizations.
7. Evaluate the advantages/ disadvantages of:
  - a. The City and County continuing to work together under the current staffing, equipment and contract model to provide fire protection services to the City of Mt. Pleasant and Titus County.
  - b. The City and County continuing to work together under an enhanced and expanded contract model to enhance the level of fire protection services provided to the City of Mount Pleasant and Titus County.
  - c. The City and County only providing fire protection services for their respective jurisdictions.
8. Evaluate the effectiveness of command functions on multi-unit and complex incidents.
9. Evaluate the staffing level and adequacy analysis of all fire departments.
  - a. Evaluate the effectiveness of all fire departments to provide fire protection services, and EMS 1<sup>st</sup> Responder for departments providing that service based on call volume, types of calls, number of staff, availability of staff, leadership, training, response, apparatus, area covered, etc.
  - b. Evaluate volunteer fire departments ability to recruit, retain, train, and have personnel available to provide effective fire protection services for the types of incidents they are most likely to respond to at all times of the day and night.
10. Conduct a salary/compensation survey for Mt. Pleasant Fire Department Personnel.
  - a. The following Texas cities will be used in the survey - Lufkin, Nacogdoches, Greenville, Paris, Marshall, Sulphur Springs, Jacksonville, Kilgore, Athens, Terrell, Sherman, Rockwall.

- b. Consultant will include in the survey the average hours worked per week for cities used for comparison.
  - c. Consultant to conduct salary survey by comparing monthly maximum base salary for each existing classification.
  - d. Consultant to recommended appropriate salary range for each existing or proposed position based on the Classification Plan on the compensation survey results, and internal relationships and equity.
  - e. In addition to above, consultant to recommend salary range for each position based on median and mean salary for the compared cities. In addition, consultant to prepare new salary step plan using existing City of Mt. Pleasant salary/step plan.
  - f. Consultant to conduct incentive/certification pay programs survey of compared cities and recommend any changes/additions that should be included for the Mt. Pleasant Fire Department.
11. Conduct an incident analysis with response times and impacts of simultaneous calls for service for all fire departments.
  12. Assessment of use and effectiveness of mutual aid.
  13. Review the current contract between Titus County and the City of Mt. Pleasant and make recommendations for any changes that would be needed to improve fiscal equity, response effectiveness, provisions required of the city and/or county, conflicts with other fire protection service contracts, etc.
  14. Evaluate the impact that growth, as well as past annexation and future annexations of property into the city limits, has had and/or will have on the Mt. Pleasant Fire Department's ability to provide adequate fire protections services and what effect it has or will have on the ISO 3 rating inside the city limits and the ISO 6 rating for the areas within 5 miles of a Mt. Pleasant fire station.
  15. Develop a multi-year plan and estimated cost for implementing recommendations.
  16. At a minimum, input should be solicited from the following individuals either through conference calls or personal interviews:
    - a. Elected/appointed officials
    - b. Fire department officers/firefighters
    - c. Committee members

**REPORT:**

1. A preliminary report shall be submitted for review and critique.
2. Six (6) bound and organized final reports and electronic copies should be delivered in person to the City of Mount Pleasant in conjunction with an on-site Power Point presentation that reviews the key findings of the report.
3. All data, photographs and related information gathered during the review shall be surrendered to and be deemed the property of the City of Mount Pleasant upon payment of the final invoice.

4. Confidentiality during the project shall be expected and no comments to the media or individuals not directly connected to or involved in the study shall be made without the express consent of the City of Mount Pleasant.

**PROJECT TIME FRAME:**

The City is seeking to have a final report and recommendations within 120 days following execution of the contract for these services.

**PROPOSAL CONTENT:**

Bidder's proposal shall be organized as to provide the following information:

1. Business organization: State full name and address of Bidder including names of lead professional personnel, their titles and experience for all personnel assigned to this project. Provide a brief description of the individual or firm including qualifications, experience and other supporting information.
2. Include a resume and a sample list of prior projects in which the Bidder has participated and, if applicable, also provide a listing of published articles, lectures or state/ national activities Bidder or personnel of Bidder has participated in or has been recognized. Also, list any special awards or acknowledgements received as well.
3. Provide example or sample pages from previous report narratives for similar types of studies.
4. Include any topics not covered in the RFP which bidder wishes to present to the City which further describes bidder's level of expertise for this project.
5. Provide a list of references, including contact information, from other entities which have engaged the services of bidder. References from Texas entities are highly desired.
6. Proposal shall include cost for the services of the Bidder broken out as follows:
  - a. Cost of study of entire scope, excluding item #10 (salary study).
  - b. Cost of salary study (item #10) only.
  - c. Total of "a" plus "b" above.

**SELECTION CRITERIA:**

1. This study is a joint project of the City of Mount Pleasant and Titus County. The City of Mount Pleasant will manage this project and be the primary point of contact for selection, contractual and financial considerations
2. Bids must be received by the City of Mount Pleasant, Texas at 501 N Madison Avenue, Mount Pleasant, Texas 75455 on or before 10:00am, local prevailing time, on \_\_\_\_\_(date). At that time all bids will be opened and publicly read aloud.
3. All bids must be prepared in accordance with the requirements of this Request for Proposals (RFP). An original and six (6) copies of each bid shall be submitted in a sealed envelope that is clearly labeled to show the following:
  - a. The name and address of the Bidder;
  - b. The title: "Proposal – Fire Department Study";



- c. The name and address:

Mr. Mike Ahrens, City Manager  
City of Mount Pleasant  
501 N Madison  
Mount Pleasant, Texas 75455

- d. One complete electronic copy of the proposal on CD or DVD shall be included in the submission.
- e. Bids must be delivered in person, via overnight delivery or via U.S. Mail. No facsimile or electronic transmissions will be accepted.
- f. The issuance of this Request for Proposals (RFP) constitutes only an invitation to submit responsive bids to the City. Notwithstanding any other provisions of this RFP, the City reserves the right to determine, at its sole discretion, whether any aspect of the bids satisfactorily meets the criteria established in this RFP, to request additional information from any Bidder, to waive immaterial defects in any bid, to reject any or all bids with or without cause, and to take any action that the City deems appropriate. The City intends to select that Bid which, in the sole opinion of the City, is most favorable to the convenience of the City and shall not give rise to any rights in any person. In the event that a Contract is not awarded for any reason or that this RFP is withdrawn for any reason, the City shall have no responsibility and/or liability to pay any Bidder for any cost or expenses incurred in connection with this RFP or the bids or transactions contemplated by this RFP or otherwise.

**AWARD:**

1. Proposals received will be reviewed and scored by the City based on, at a minimum, the following criteria:
  - a. Price
  - b. Responsiveness to RFP
  - c. Experience of the Bidder
  - d. Ability to fulfill the requirements of the RFP
2. The City of Mount Pleasant reserves the right to accept or reject any proposal to best serve its interests and to hold the proposals for ninety (90) days before rendering any decision. Acceptance of any bid does not place the City of Mount Pleasant or Titus County under any obligation to award the lowest priced response.

**COMPENSATION:**

Bidders shall agree to provide a firm lump sum fee bid for work covered under this proposal and shall not list their bid as hourly or open ended. ALL additional fees such as travel, mileage, meals, accommodations, rental cars, office supplies, printing, copying, postage and mailing shall be detailed and included in the proposal. Upon acceptance of bid/ proposal, Bidder agrees to submit invoices and W-9 forms based on agreed fees.

**TERMINATION:**

Following implementation, should the City find that the Bidder has failed in any material respect to perform its agreed upon obligation under the agreement, the City shall have the right to cancel the agreement as being in the best interest of the City subject to 30 days written notice.