Public Safety RFP Q&A

1. **Has the City established a budget or not-to-exceed amount for this engagement? If so, would the City be willing to share it with proposers?**

   There is not an established budget or not-to-exceed amount for this engagement.

2. **Will the City share the composition of the selection committee by role (for example, Administration, Finance, Police, Fire, Emergency Management)?**

   The selection committee will include representatives from each department involved in the evaluation. The City is not providing additional details regarding the committee's composition.

3. **Are there page limits, formatting requirements, or required City forms beyond those listed in the Proposal Requirements section? Should the cost proposal be included in the same PDF as the technical proposal or submitted as a separate file?**

   There are no additional page limits, formatting requirements, or required City forms beyond those identified in the Proposal Requirements section. The cost proposal may be included in the same PDF as the technical proposal or submitted as a separate PDF file.

4. **Could the City specify its minimum insurance coverage requirements? Will a certificate of insurance at the time of submission satisfy the proof-of-coverage requirement?**

   The City's minimum insurance coverage requirements are outlined in Insurance Requirements for Contractors and Insurance Specifications for City Contracts. A Certificate of Insurance is not required at the time of proposal submission. After selection, the consultant must provide insurance documentation meeting the requirements of the final contract or agreement, including documentation identifying the City of Rochester as an additional insured.

5. **Is the City's standard professional services agreement available for review in advance?**

   An example professional services agreement is provided with this Q&A. The City is open to using the selected consultant's agreement as a starting point, subject to City review and approval.

6. **The project timeline lists May 30, 2027, for "Draft/Final Report Delivery." Could the City clarify whether this date refers to the draft report, the final report, or both? If the City has flexibility, would it consider a schedule with a draft report in May 2027 and a final report following City review?**

   The draft schedule provides general guidelines, and the City has some flexibility regarding timing. Proposers may recommend an alternative schedule and should explain the reasons for any proposed deviations, including how their schedule accommodates City review and incorporation of feedback.

7. **The RFP notes that the Fitch & Associates Standards of Cover is anticipated to be complete before the study begins. Could the City share the expected completion date? Will the underlying data and analysis, in addition to the final report, be made available to the selected consultant?**

> The Fitch & Associates Standards of Cover is currently in draft form, with minor final edits pending. Completion is anticipated by the end of October 2026. The City anticipates making the final report available to the selected consultant.

8. **Please clarify the blank sections: "Dispatch Analysis," EM service delivery expectations, and "EOC Dispatch Area."**

> A detailed evaluation of dispatch operations is outside the scope of this study. Dispatch-related coordination described elsewhere in the RFP remains applicable. The blank headings for Emergency Management service delivery expectations and the EOC dispatch area may be disregarded.

9. **Are the Fire Station Location Analysis, the Facility Condition Assessment, and other referenced plans available for proposers to review before the submission deadline?**

> A public base report of the Facility Condition Assessment is available at https://d2kbkoa27fdvtw.cloudfront.net/rochestermn/9d72ac6504cd27751f2f209aed3629ae0.pdf
>
> Other referenced plans and supporting materials not linked in the RFP or this Q&A will be provided to the selected consultant after selection.

10. Does the City have expectations regarding the scale of community engagement (for example, number of sessions, use of a community survey, or language access needs)? Are there existing City engagement channels or partners the consultant would be expected to use?

> The City has not established a minimum number of community engagement activities or prescribed specific engagement methods. Proposers should recommend an approach appropriate to the study's objectives, including the anticipated scale, accessibility and language access considerations, and associated costs. The selected consultant will coordinate with City staff to identify appropriate engagement channels and community partners.

11. **Could the City describe the data expected to be available to the selected consultant, including:**

    a. **Police and fire computer-aided dispatch (CAD) data, and the number of years available**

> RPD can provide five years of calls-for-service data, including call types and details, categorized by priority.
>
> Fire can provide three years of call-detail data. Access to earlier records is limited due to a records management system transition approximately three years ago.

b. Records management system data, including the Axon Records Management System

Available RPD data sources include Axon RMS, Tyler New World RMS, and Tyler New World CAD.

Available Fire data sources include First Due RMS and Tyler New World CAD. Fire RMS records use NERIS for 2026 records and NFIRS for records before 2026.

c. Call-processing timestamps from the Public Safety Answering Point

Call-processing timestamps for Public Safety Answering Point calls will be made available to the selected consultant.

d. Scheduling, timekeeping, overtime, and leave data for each department

We will coordinate this information with the selected consultant.

12. The Fire Station and Facilities Condition studies are mentioned. Who did those studies? And when were they started and completed?

The Facilities Condition Assessment was performed by Kraus Anderson, generally in 2025.

The Fire Station Study is being performed by Fitch & Associates and is currently being reviewed.

13. Are we as consultants tied to any data from those studies, or can we generate our own data?

The consultant should review and consider relevant data and findings from the existing studies. Proposers may recommend supplemental data collection or analysis where needed to address the RFP's objectives and should explain the purpose, approach, and associated costs in their proposals.

14. Are we expected to critique the work of the other consultants' studies?

The City is not requesting a separate critique of the prior consultants' work. The consultant should consider relevant findings in developing recommendations and identify any material limitations, gaps, or changed conditions that affect their applicability to this evaluation.

15. Could we bid just the police analysis, or is it a complete package bid?

The City prefers proposals for the complete scope of work, including Police, Fire, and Emergency Management. Firms that do not provide evaluations for all services are encouraged to partner with other consultants or subcontractors to provide the full scope of services. However, the City will consider individual scopes if they best meet the evaluation objectives.