

# Request for Proposals

## PUBLIC SAFETY EVALUATION & RESOURCE STUDY

*September 22, 2026*

### PROPOSAL DUE

4:30 P.M. CENTRAL TIME,  
October 20, 2026



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# Project Overview

The City of Rochester ("City") invites proposals from qualified firms to conduct a comprehensive Public Safety Department Evaluation and Resource Allocation Study for the City's public safety operations, including the Rochester Police Department (RPD), Rochester Fire Department (RFD), and Emergency Management.

The purpose of this study is to evaluate current staffing levels, organizational structure, operational effectiveness, facility needs, technology utilization, and future service demands to ensure the City is positioned to provide high-quality, efficient, and sustainable public safety services.

The selected consultant will provide recommendations regarding current and future staffing, deployment models, facility planning, service delivery improvements, technology investments, and organizational efficiencies. Recommendations should support both immediate operational improvements and long-range strategic planning to help the City anticipate future growth, service demands, and long-term public safety needs.

The final study will support decision-making by City Leadership and City Council regarding future investments, organizational alignment, and service delivery strategies.

## Project Timeline

Completion dates for the project milestones in this section are tentative only and are subject to modification by the City.

| <b><i>Estimated Date</i></b> | <b><i>Milestone</i></b>                |
|------------------------------|----------------------------------------|
| 09/22/2026                   | RFP Issuance                           |
| 09/26/2026                   | Newspaper Advertisement                |
| 10/20/2026                   | Proposal Submission Deadline (4:30 PM) |
| 10/30/2026                   | Proposal Evaluation                    |
| 11/04/2026                   | Consultant Interviews (if needed)      |
| 11/26/2026                   | Consultant Selection                   |
| 12/01/2026                   | Contract Execution                     |
| 01/04/2027                   | Project Kickoff                        |
| 05/30/2027                   | Draft/Final Report Delivery            |



# Project Governance & Team Structure

The City's assigned project representative will be Management Analyst Jessica Schuler, who will serve as the consultant's primary point of contact. The assigned representative will provide overall direction, coordinate City review and feedback, and have final authority for project decisions and approval of deliverables.

The project team will provide subject matter expertise, coordinate access to information and stakeholders, review draft deliverables, and provide technical input throughout engagement. The project team is anticipated to include:

1. Management Analyst
  - Two representatives from the Rochester Police Department
  - Two representatives from the Rochester Fire Department
  - One representative from Emergency Management

## Organizational and Facility Background

### City of Rochester Overview

#### Community Profile

The City of Rochester, Minnesota's third-largest city, serves approximately 124,292 residents (2025 estimate) within a 55-square-mile service area. Located in Olmsted County, Rochester serves as the regional center for southeastern Minnesota and is home to Mayo Clinic, a world-renowned healthcare institution. In addition to its resident population, Rochester supports a substantial daily population of patients, visitors, students, commuters, and employees from throughout the region, nation, and world.

#### Growth Trends

Rochester has experienced sustained population and economic growth over the past two decades, increasing from approximately 85,800 residents in 2000 to more than 124,000 residents today. Growth is expected to continue through ongoing investments associated with the Destination Medical Center initiative, expansion within the healthcare and life sciences sectors, and continued residential and commercial development. As Rochester grows, public safety agencies must adapt to changing service demands, increasing development density, evolving transportation needs, and a growing and increasingly diverse community.



## Governance & Organizational Structure

The City operates under a charter form of government. Public safety services are delivered through coordinated efforts among the Police Department, Fire Department, Emergency Management Division, Olmsted County emergency response partners, and other City departments. Effective service delivery requires collaboration across agencies to support emergency response, preparedness, infrastructure planning, community engagement, and long-term growth management.

## Strategic Priorities

The City Council establishes [strategic priorities](#) (*what we seek to achieve*) and foundational principles (*how we approach our work*). Current strategic priorities include Economic Resilience, Housing Access, Inclusive Growth Management, Responsible Environmental Stewardship, and Transformational Capital Projects. Foundational principles include Compassion, Fiscal Responsibility, Inclusive Decision-Making, Public Safety, Quality Services, and Social Equity.



## Police Department Overview

2. **Population Served:** RPD serves approximately 124,292 residents within the City of Rochester, in addition to the substantial daily population of patients, visitors, students, commuters, and employees.
3. **Staffing levels & structure:** RPD has an authorized strength of 160 sworn officers supported by approximately 70 civilian personnel, for a total workforce of approximately 230 employees. The Police Chief reports to the mayor.
4. **Operations responsibilities:** The Rochester Police Department is responsible for protecting life and property, preserving public safety, enforcing laws and ordinances, investigating crimes, promoting traffic safety, providing emergency medical response, and engaging with the community to reduce crime and improve quality of life. [Services](#) include:
  - Patrol Operations
  - Criminal Investigations
  - Community Services and Crime Prevention
  - School and Hospital Resource Programs
  - Emergency Communications and Dispatch Coordination
  - Records and Evidence Management
  - Training and Professional Standards
  - Specialized Operations, including SWAT, Crisis Negotiation, Drone Operations, Crime Scene Investigation, and Technical Forensic Unit
5. **Service Demand:** In 2025, RPD responded to approximately 65,938 calls for service.
6. **Major service delivery expectations:** No predetermined response-time targets are established for RPD in this RFP. The selected consultant will evaluate the department's current response performance and recommend appropriate service-level goals and performance measures as part of the study.
7. **Facility Overview:** The Police Department operates out of the following facilities:
  - Animal Control Shelter: 2150 Campus Drive SE, Rochester, MN 55904
  - Indoor Firing Range: 5015 Commercial Dr SW, Rochester, MN 55902
  - Law Enforcement Center: 201 4<sup>th</sup> St SE, Rochester, MN 55904
  - Downtown Substation/Coordination Center: 155 1<sup>st</sup> Ave SW, Rochester, MN 55902
  - North Precinct: 4001 West River Parkway NW, Rochester, MN 55901
8. **Fleet Operations:** RPD's fleet has approximately 108 vehicles.
9. **Police Strategic Plan:** The consultant should review and consider existing plans, studies, and initiatives, including but not limited to:
  - [Blueprint for Re-envisioning RPD:](#) Updated in October 2024, the Blueprint serves as a living guide for RPD's continued improvement and organizational development. It was informed by community engagement, national policing principles, and recommendations from the President's Task Force on 21st Century Policing. The Blueprint documents current, in-



progress, and committed actions related to building trust and legitimacy; policy and oversight; technology and social media; community policing and crime reduction; training, education, recruiting, and hiring; and officer wellness and safety. The consultant should consider these existing commitments and evaluate how its recommendations can build upon and support RPD's long-term vision.

- **Dispatch Analysis:**
- **Public Safety Answering Point:** The City and County share costs for the single existing PSAP and have a documented Memorandum of Understanding (MOU). Mayo Clinic Ambulance Service (MCAS) maintains a separate dispatch service that interacts and coordinates with the PSAP for emergency medical response. The evaluation of dispatch operations is outside the scope of this study; however, the consultant should consider relevant dispatch interfaces as they relate to public safety service delivery and interagency coordination.



## Fire Department Overview

1. **Population Served:** RFD serves approximately 124,292 residents within the City of Rochester, in addition to the substantial daily population of patients, visitors, students, commuters, and employees. Through Fire Service Contracts with Cascade Township, Haverhill Township, Marion Township, and Rochester Township, the department also provides fire protection services to approximately 10,900 additional residents, resulting in a total primary service area population of approximately 135,000 residents. Rochester has a total area of 57.2 square miles and our contract coverage is an additional 86.5 square miles.
2. **Staffing levels & structure:** The Rochester Fire Department operates five fire stations and eight suppression units with approximately 115 personnel, including administrative, prevention, training, suppression, fleet, and support staff. The Fire Chief reports to the City Administrator.
3. **Operations responsibilities:** The Rochester Fire Department is an all-hazards emergency response agency responsible for protecting life, property, and the environment through emergency response, prevention, education, and preparedness activities. [Services](#) include:
  - Fire Suppression
4. **Emergency Medical Response:** RFD provides emergency medical first response, while Mayo Clinic Ambulance Service (MCAS) provides ambulance response and patient transport.
  - Hazardous Materials Response
  - Technical Rescue
  - Fire Prevention and Code Enforcement
  - Fire Investigation
  - Public Education and Community Risk Reduction
  - Emergency Preparedness and Response Coordination
5. **Service Demands:** The department responds to approximately 12,000 calls for service annually, with approximately 60 percent of incidents involving emergency medical response. We are currently facing some unique challenges to our service delivery including escalating call volumes, population shifts, and a city that is growing both geographically and vertically through construction.
6. **Major service delivery expectations:**

| Metric           | Description                                             | Industry Standard | Performance Goal                                                                                                                                |
|------------------|---------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Alarm Processing | Time between a call being answered and units dispatched | NFPA 1225, 1710   | <ul style="list-style-type: none"><li>• 64 seconds for 90% of the alarms and not more than 106 seconds for at least 95% of the alarms</li></ul> |
| Turnout Time     | Time between units dispatched and leaving the stations  | NFPA 1710         | <ul style="list-style-type: none"><li>• 60 seconds for EMS calls; 80 seconds for Fire and Special Operations</li></ul>                          |



| Metric      | Description                                                      | Industry Standard | Performance Goal                                                                                                                                                                                                                                                                                                        |
|-------------|------------------------------------------------------------------|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Travel Time | Time between apparatus leaving the station and arriving on scene | NFPA 1710         | <ul style="list-style-type: none"> <li>90% of first response arriving within 4 minutes (Fire and EMS calls)</li> <li>90% of full alarm response for EMS and low/medium hazard structures arriving within 8 minutes</li> <li>90% of full alarm response for high hazard structures arriving within 10 minutes</li> </ul> |

7. **Facility Overview:** The Fire Department has Fire Administration/Fire Marshal's Office at City Hall, and 5 Fire Stations.
  - Fire Administration/Fire Marshal's Office (City Hall): 201 4th St. SE, Room 110, Rochester, MN 55904
  - Fire Station 1: 521 S. Broadway, Rochester, MN 55904, 21,145 sq. Ft.
  - Fire Station 2: 2185 Wheelock Dr. NE, Rochester, MN 55906, 30,000 sq. Ft.
  - Fire Station 3: 2755 2nd Street SW, Rochester, MN 55902, 10,427 sq. Ft.
  - Fire Station 4: 1875 41st Street NW, Rochester, MN 55901, 16,80 sq. Ft.
  - Fire Station 5: 305 28th Street SE, Rochester, MN 55904, 10,997 sq. Ft.
  - Regional Public Safety Training Center: Regional Public Safety Training Center, Rochester, MN 55904
8. **Fleet Operations:** The Rochester Fire Department operates a fleet of 15 fire apparatus, consisting of 10 frontline response apparatus and five reserve apparatus. In addition, RFD maintains a small vehicle fleet of approximately 15 vehicles. These include light trucks assigned to the Fire Marshal's Division, along with other staff and support vehicles used throughout the department. The department's fleet operations are currently overseen by one Emergency Vehicle Technician (EVT), who reports to the Deputy Fire Chief. Most maintenance and repair work involving large fire apparatus is performed at the City's Public Works Center. Maintenance and repairs for smaller department vehicles are generally contracted to local repair shops.
9. **Recent Planning Efforts:** The consultant should review and consider existing plans, studies, and initiatives, including but not limited to:
  - **Fire Station Location Analysis:** This analysis identified the future need for an additional fire station in northwest Rochester. Land was purchased in February, and initial site review and conceptual layouts have been completed.
  - **Facility Condition Assessment:** The City recently completed a facility condition assessment that included Rochester fire stations. The consultant should review relevant findings and incorporate them where applicable. The study should not duplicate the detailed condition assessment but



should evaluate how facility capacity, location, configuration, and identified needs may affect current and future service delivery.

- **Fire Protection Agreement:** Authorizes the City of Rochester to provide protection services to Cascade, Haverhill, Marion, and Rochester Townships. These services have been provided since 2005 and the current contract covers services from 2026 through 2035.
- **Strategic Plan:** In 2024, the Rochester Fire Department adopted an updated Strategic Operating Plan to guide department priorities through 2030. The plan identified increasing call volume, continued geographic growth, and the need to strengthen organizational capacity as key challenges. Major strategies included improving EMS response and dispatch practices, expanding leadership capacity, evaluating alternative service delivery models, planning for a future fire station in northwest Rochester, and strengthening employee wellness, recruitment, fleet sustainability, and community engagement. The plan established a phased approach to addressing these needs while emphasizing that future staffing, deployment, and infrastructure decisions should be driven by service demand, response performance, and the continued growth of the community. Several initiatives identified in the plan have since advanced or evolved, creating a need to reassess current and future fire and emergency service needs as part of the broader public safety evaluation.
- **Fitch Standards of Cover:** Rochester Fire Department is currently working with Fitch & Associates on a Standards of Cover analysis. The work examines emergency response demand, deployment and station locations, response performance, staffing and apparatus needs, and the effects of continued community growth. A final report is anticipated before this study begins and will be provided to the selected consultant when available. The consultant should use the Fitch analysis as a foundational source, build upon its findings, and avoid duplicating completed work. The consultant should identify any material gaps, changed conditions, or broader public-safety implications that warrant additional analysis as part of this study.



# Emergency Management Team Overview

1. **Population Served:** The City's Emergency Management operations serve approximately 124,292 residents within the City of Rochester, in addition to the substantial daily population of patients, visitors, students, commuters, and employees.
2. **Staffing levels & structure:** The Emergency Management function is staffed by an Emergency Management Director (currently an Assistant Fire Chief position) and a Deputy Emergency Management Director from the Fire Department. RPD also provides logistical EM support. The Emergency Management Director reports to the City Administrator and the Fire Chief.
3. **Operations responsibilities:** Emergency Management coordinates preparedness, response, recovery, and mitigation activities across City departments and external partners to support community resilience and continuity of government operations. The City is also a member of Minnesota Homeland Security and Emergency Management Region 1, which includes 15 counties in southeastern Minnesota, providing regional support for preparedness, response, and recovery activities. Services include:
  - Emergency Operations Planning
  - Emergency Operations Center Coordination
  - Continuity of Operations Planning (COOP)
  - Hazard Mitigation Planning
  - Emergency Preparedness Training and Exercises
  - Public Warning and Information Coordination
  - Disaster Recovery Planning
  - Interagency Coordination and Regional Partnerships
  - Grant Management and Regulatory Compliance
4. **Major service delivery expectations:**
5. **Facility Overview:** The City's Emergency Operations Center (EOC) is located at Fire Station 2 (2185 Wheelock Drive NE, Rochester, MN 55906). The EOC serves as the primary coordination facility for multi-agency incident management, emergency response coordination, continuity of operations activities, planned events, training exercises, and disaster recovery efforts.
6. **Fleet Operations:** Fleet operations are integrated with Fire
7. **Relevant Plans and Prior Analyses:** The consultant should review and consider existing plans, studies, and initiatives, including but not limited to:
  - **Emergency Operations Center (EOC) Dispatch Area:**
8. **Emergency Operations Plan:** The Emergency Operations Plan outlines how the City will prepare for, respond to, and recover from disasters or emergencies. The plan is typically updated every 5 years and was last updated on June 1, 2026.



9. **Hazard Mitigation Plan:** The 2024 Olmsted County Hazard Mitigation Plan identifies natural hazards affecting the community, assesses associated risks, and outlines strategies to reduce impacts to people, property, and critical infrastructure. The plan guides local mitigation and preparedness efforts and supports long-term community resilience.



# Scope of Work & Deliverables

The consultant will conduct a comprehensive evaluation of the City's public safety operations in accordance with the scope, requirements, and deliverables described in this Request for Proposals.

The City has completed various strategic plans, facility studies, operational assessments, and planning initiatives related to public safety services. The intent of this study is not to duplicate prior analyses, but to build upon existing work, validate previous findings where appropriate, identify gaps, and develop actionable recommendations that support future service demands, organizational effectiveness, and long-term sustainability.

The information included in the Organizational and Facility Background section is intended to provide context for the study. The consultant is expected to conduct detailed analysis only where expressly identified in the Core Evaluation Areas, Department-Specific Evaluation Criteria, or Required Deliverables. Existing plans, assessments, performance standards, and operational information should inform the consultant's work but do not independently expand the scope unless specifically stated.

Consultants will review and incorporate relevant existing plans, studies, operational data, strategic plans, facility assessments, staffing analyses, performance metrics, and other supporting documentation provided by the City.

## Core Evaluation Areas

The following evaluation areas apply across the Rochester Police Department, Rochester Fire Department, and Emergency Management, as applicable to each function.

The study will include:

1. Review of current staffing levels and deployment models
2. Organizational structure and span of control analysis
3. Evaluation of operational effectiveness and service delivery models
4. High-level evaluation of future facility and training infrastructure needs as they relate to service demand, deployment, staffing, and community growth. The study is not intended to duplicate recently completed facility condition assessments or provide architectural, engineering, or detailed building-condition analysis.
5. Review of technology systems, equipment, and operational support tools
6. Analysis of future service demands tied to projected population growth and development, with recommendations to support long-term planning
7. Identification of opportunities for efficiency improvements, shared services, interdepartmental collaboration, regional coordination, and service enhancements



8. Benchmarking against industry best practices and comparable regional and national municipalities with similar service demands, growth patterns, and public safety responsibilities
9. Alignment with existing strategic plans and the City Council's Strategic Priorities and Foundational Principles

The consultant should consider collective bargaining agreements, applicable labor considerations, succession planning, recruitment and retention challenges, training and promotion pathways, overtime and staffing pressures, and long-term workforce sustainability.

## Department-Specific Evaluation Criteria

In addition to the Core Evaluation Areas above, the study will include the following department-specific considerations.

### Rochester Police Department

The study will include but not be limited to:

1. Review of sworn staffing levels and deployment effectiveness
2. Patrol staffing analysis, including analysis of historical trends in proactive and reactive service demands and projections of how those demands may change based on population growth, development, call patterns, community expectations, and other relevant factors. The analysis should evaluate whether current staffing and deployment models provide officers with adequate discretionary time to conduct meaningful community policing, problem-oriented policing, crime prevention, and other proactive work.
3. Analysis of response times by call priority and evaluation of the department's current response performance, with recommendations for appropriate service-level goals and performance measures.
4. Review of civilian staffing including records, dispatch support, administrative services, and other support functions
5. Assessment of RPD's current use of technology and emerging public-safety technology needs, including unmanned aircraft systems, Axon Records Management System, interoperability with Olmsted County systems and other criminal justice partners, systems integration, and associated training and staffing needs. The consultant should provide recommendations to ensure RPD can operate effectively as a modern policing agency.

### Rochester Fire Department

The study will include but not be limited to:

1. Evaluation of staffing levels in relation to applicable National Fire Protection Association (NFPA) standards and service expectations
2. Suppression and operations staffing analysis
3. Administrative, prevention, training, and support staffing review



4. Review of response times and service coverage goals
5. Review of existing fire station locations and service coverage, including the proposed future station in northwest Rochester. The review should incorporate the City's recent facility condition assessment without duplicating its detailed building-condition analysis.
6. Evaluation of fire apparatus and support-vehicle needs, with recommendations for sustainable fleet-management strategies that account for replacement costs, maintenance and reliability, operational readiness, and procurement lead times. Recommendations should include objective replacement criteria and feasible alternatives to traditional replacement where appropriate.
7. EMS coordination and future service delivery planning
8. Review of existing and developing performance measures, with recommendations for additional operational, service-level, workload, deployment, and outcome measures that would support ongoing performance management

## Emergency Management Team

The study will include but not be limited to:

1. Emergency preparedness and resilience planning
2. Continuity of operations planning evaluation
3. Emergency Operations Center readiness and coordination
4. Interdepartmental and regional response coordination
5. Training, exercises, and preparedness planning

## Required Deliverables

The consultant will provide:

1. Community engagement and public feedback plan that builds upon the proposed strategy submitted with the consultant's proposal and outlines engagement methods, timeline, key milestones, and the approach for incorporating feedback into the evaluation.
2. Draft findings report for City review
3. Final comprehensive written report
4. Executive summary for leadership review
5. Prioritized recommendation matrix
6. Implementation roadmap with recommended sequencing
7. Estimated staffing, fiscal, and resource impacts where applicable
8. Strategic decision points for Leadership Team and City Council
9. Recommended performance dashboard framework for ongoing monitoring
10. Leadership Team presentation
11. Up to two presentations to the City Council, including presentation materials.



# Accessibility Requirements

All digital deliverables, reports, presentations, dashboards, and supporting materials provided as part of this project must comply with Web Content Accessibility Guidelines (WCAG) 2.1 AA standards.

This includes, but is not limited to:

- Accessible PDF and Word documents with proper heading structure and tagged content
- Accessible PowerPoint presentations with appropriate reading order, alt text, and color contrast
- Accessible tables, charts, and visualizations with clear labels and alternative text where applicable
- Accessible dashboards or reporting tools that meet usability and accessibility expectations for all users
- Plain language formatting and document structure that supports readability and comprehension

Consultants will demonstrate experience producing accessible deliverables and may be asked to provide examples of prior work that meets accessibility standards.

Failure to provide accessible deliverables may be considered non-compliance with contract requirements.



# Proposal Requirements

To ensure a complete and well-structured proposal submission, proposals will include:

1. Cover Letter:
  - a. A brief introduction of the contractor, including the company's name, address, and contact information.
  - b. A summary of the contractor's qualifications and experience relevant to the project.
  - c. A statement of the contractor's understanding of the project requirements and their commitment to meeting them.
2. Executive Summary: An overview of the project, highlighting the key points and benefits of the contractor's approach to the project.
3. Project Approach & Methodology:
  - a. A detailed description of the contractor's approach to completing the project, including the assessment, stakeholder engagement, analysis, and implementation planning.
  - b. A description of the data collection methods, benchmarking approach, and stakeholder management process, and how they will meet the project's requirements.
  - c. A description of how your proposed approach will leverage and build upon the City's existing studies, plans, and assessments.
  - d. A high-level strategy describing the consultant's proposed approach to community engagement and public feedback during the evaluation, including anticipated engagement methods and how feedback will be considered in developing findings and recommendations.
  - e. Examples of previous accessible reports, dashboards, or presentations
4. Project Team:
  - a. A list of the key personnel who will be involved in the project, including their roles, qualifications, and experience.
  - b. Resumes or bios of the project team members.
5. Project Schedule:
  - a. A detailed project timeline, including key milestones and estimated completion dates.
  - b. A description of how the contractor will manage the project schedule to ensure timely completion.
6. Budget and Cost Proposal:
  - a. A detailed cost breakdown for the project, including all materials, labor, and other expenses.
  - b. A description of any cost-saving measures or efficiencies the contractor can offer.
7. References and Past Projects:



- a. References from previous clients who can attest to the contractor's quality of work, reliability, and professionalism.
  - b. Case studies or examples of similar projects completed successfully.
- 8. Insurance:
  - a. Proof of adequate insurance coverage, including general liability, workers' compensation, and any other relevant insurance.

## Pre-Proposal Inquiries

Pre-Proposal Inquiries can be sent to:

Jessica Schuler  
Management Analyst  
Administration  
201 4<sup>th</sup> St SE, Room 266  
507-328-2018  
[jschuler@rochestermn.gov](mailto:jschuler@rochestermn.gov)



# Proposal Submission Instructions

1. Format: A PDF submitted digitally
2. Deadline: Tuesday, October 20, 2026, 4:30 PM Central Time
3. Proposals must be submitted via email to [bidding@rochestermn.gov](mailto:bidding@rochestermn.gov) with the project name (Public Safety RFP) included in the subject line.
4. All proposals become the property of the City of Rochester and will not be returned.
5. The City of Rochester reserves the right to reject any and all proposals or portions of proposals and to negotiate changes with the selected bidder.
6. The City of Rochester is not liable for any cost incurred by any bidder prior to the execution of an agreement or contract, nor will the City be liable for any costs incurred by the consultant that are not specified in any contract
7. Data Practices Language: If a Proposer submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Data Practices Act, Minnesota Statutes §13.37, the Proposer must:
  - a. Clearly mark all trade secret materials in its Proposal at the time the Proposal is submitted;
  - b. Include a statement with its Proposal justifying the trade secret designation for each item; and
  - c. Defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the City from any judgments or damages awarded against the City in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the City's award of a Contract. In submitting a Proposal in response to this RFP, the Proposer agrees that this indemnification survives as long as the trade secret materials are in possession of the City. The City is required to keep all the basic documents related to its contracts, including responses to RFP for a minimum of six years, and longer for vehicles in service.
  - d. The City will not consider prices submitted by the Proposer to be proprietary or trade secret materials.



# Proposal Evaluation & Consultant Selection

Proposals will be screened to ensure that they meet the minimum requirements of the proposal format. A selection committee will evaluate qualifying proposals. Factors to be considered by the committee include the following:

| <b><i>Evaluation Criteria</i></b>                                   | <b><i>Weight</i></b> |
|---------------------------------------------------------------------|----------------------|
| <b>Relevant Experience Performing Similar Public Safety Studies</b> | 25%                  |
| <b>Project Approach and Methodology</b>                             | 25%                  |
| <b>Qualifications of Project Team</b>                               | 15%                  |
| <b>Cost Proposal and Overall Value</b>                              | 15%                  |
| <b>References and Past Performance</b>                              | 15%                  |
| <b>Accessibility Experience and Deliverable Quality</b>             | 5%                   |

