



# **CITY OF RIVER FALLS, WI**

Dan Toland, Mayor

## **REQUEST FOR QUALIFICATIONS**

### **SAFETY COORDINATOR**

July 24, 2017

**City of River Falls**  
**Safety Coordinator RFQ**  
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## Section 1 – Invitation

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### **CITY OF RIVER FALLS REQUEST FOR QUALIFICATIONS SAFETY COORDINATOR**

*Proposals Due by 2:00 p.m., Tuesday, August 15, 2017*

The City of River Falls is currently seeking to retain a well-qualified firm to provide the City of River Falls Safety Coordinator/Risk Manager services.

The City desires to enter into a professional services agreement with a qualified agent that demonstrates both competency and experience in safety compliance. The City is looking for a firm to help the City maintain a high level of compliance with workplace health and safety standards under state and federal laws and regulations. The contract term is for three (3) years, and the City reserves the right to offer one (1) additional two (2) year renewal option.

The scope of work for the requested services includes, but is not limited to:

1. Safety/risk management administration
2. Coordinate and lead City-wide safety and loss prevention programs
3. Develop and maintain required safety policies
4. Schedule and conduct essential safety training programs
5. Assist with risk management, worker compensation claims, and liability insurance
6. Assure compliance and City safety policies and programs with all current federal, state, and city laws, regulations, policies and procedures

Written proposals will be accepted until 2:00 p.m. on Tuesday, August 15, 2017 at City Hall, 222 Lewis Street, River Falls, WI 54022. Written proposals can be submitted in a sealed envelope marked “Safety Coordinator” and submitted to:

Amy White  
Office of the City Clerk  
City of River Falls  
222 Lewis Street  
River Falls, WI 54022

Questions or request for clarification may be directed to Karen Bergstrom, Director of Human Resources, in writing to:

Karen Bergstrom  
City of River Falls  
222 Lewis Street  
River Falls, WI 54022  
[kbergstrom@rfcity.org](mailto:kbergstrom@rfcity.org)

## **Section 2 – Introduction and General Information**

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### ***A. Government Background***

The City of River Falls is a full service community providing a high level of services to its residents. Services include: Police, Fire, Ambulance, City Administration, Public Works, Utilities, Parks and Recreation, and Library. The City of River Falls is located in two counties, St. Croix and Pierce, and is home to approximately 15,000 residents of which 6,400 are college students. Around half of River Falls' residents commute to the St. Paul-Minneapolis region to work, as the City is located 25-30 miles east of the Twin Cities. The City of River Falls is also home to the University of Wisconsin River Falls (UWRF); an NCAA Division III institution that has been a staple for the River Falls community since 1874.

The City of River Falls is a Municipal Corporation with authority vested in the City Council and the Mayor, who is the Chief Executive Officer (CEO) of the City. River Falls, like many other Wisconsin cities under the Home-Rule Charter of Wisconsin, has the power to govern itself regarding local matters except where the State has specifically prohibited that power. The City is managed under the Council/City Administrator form of government.

The contract term of the Safety Coordinator will be for three (3) years, beginning October 1, 2017, with the option to extend the contract for one (1) additional, two (2) year period under the same terms.

The purpose of requesting proposals is for the City to determine which independent consultant or firm can offer the highest quality of service at the most beneficial cost to the City.

The contract shall provide that the City reserves the right to terminate the contract at any time upon 90 days prior written notice.

### ***B. Timeline for Procurement Process***

The City has made every effort to include enough information in this RFQ for a proposer to develop a responsive proposal. The City encourages proposers to submit the most comprehensive and competitive proposal available. Submission of a proposal indicates acceptance, by the independent consultant or firm, of the conditions contained in the RFQ, unless clearly and specifically noted in the proposal submitted, and confirmed in the contract between the City of River Falls and the safety coordinator selected.

The City reserves the right to reject any and all proposals, cancel all or part of this RFQ, waive any minor irregularities, and request additional information from proposers. The City will not reimburse proposers of this RFQ for any expenses incurred in preparing proposals, or for the attendance at interviews. This RFQ does not obligate the City to accept or contract for any services.

The timing of the proposal is as follows:

<b>TIMELINE</b>	
Distribution of RFQ	July 24, 2017
Proposal submission	August 15, 2017 (2:00 p.m.)
Proposal review	August 16-17, 2017
First notification	August 17, 2017
Interviews with finalists	August 28, 2017
Final selection	August 29, 2017
Notification to proposers	August 29, 2017
City Council Approval	September 12, 2017
Implementation of Contract	October 1, 2017

Proposal Submission

Proposals must be delivered to the City Clerk’s Office no later than 2:00 p.m., August 15, 2017.

Proposal Review

City staff will evaluate all proposals and summarize the findings. It is anticipated that the review process will be completed by August 17, 2017.

Interview with the Finalists

The finalists will be asked to schedule a meeting with City staff August 28, 2017. The meeting should include representatives who will work directly with City staff, and their supervisor, if applicable.

Proposals Accepted

The City Council will make the final selection September 12, 2017, based on the recommendation of City Staff. After the selection is made, the safety coordinator will have thirty (30) days to complete negotiations. If negotiations do not result in the execution of a contract in the allotted time, the City will give notice to the safety coordinator that the City will contact the next most qualified proposer or call for new proposals.

Notification

We anticipate sending notification to all proposers regarding the outcome of the review and contract award process by September 19, 2017.

Implementation of Contract

The safety coordinator to which the contract is awarded will be required to coordinate with City staff all the activities necessary to ensure a smooth transition.

City staff will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFQ. However, the City reserves the right to modify the proposal process and dates as deemed necessary.

### ***C. Conditions of Submittal***

By the act of submitting a response to this Request for Proposals, the proposer certifies that:

- a. The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge no elected official, city employee, officer or person accountable to the City of River Falls has a direct financial interest in the Proposal.
- b. The Proposer has read all parts of the Request for Proposal, including all requirements, terms and conditions, and, if its Proposal is accepted, the Proposer shall accept the contract documents in their entirety.
- c. Proposer meets minimum requirements per Section 4 B(2)(c).

## **Section 3 – Scope of Work**

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### ***A. Introduction***

The City of River Falls invites independent consultants or firms to submit proposals to provide safety coordinator/risk management services for the City of River Falls.

### ***B. Responsibilities***

The City of River Falls is requesting proposals from qualified persons/companies to serve as the safety coordinator/risk manager. Responsibilities of the safety coordinator/risk manager shall include but not be limited to the following all or any of which the selected safety coordinator/risk manager may be asked to perform.

1. Develop, implement, maintain and administer safety related programs, procedures and policies to insure compliance with federal, state/local laws and regulations, industry best practices, and site permit and regulatory requirements in order to ensure safe, legal and efficient City operations.
2. Works with City departments to identify safety training needs. Develops and coordinates training programs and schedules as required by safety policies. Research and provide training and training resources to City departments. Maintains training program records as required and administers the City's compliance of trainings and overall comprehensive safety program.
3. Audits field activities. Conducts facility inspections to identify potential safety hazards. Reports to and advise supervisory staff regarding safety violations, potential hazards, related concerns and recommended corrections or enforcement for compliance. May occasionally supervise field personnel conducting operations

where specific safety concerns exist, where new safety procedures are being implemented, or where safety training is provided during the operation. May stop work when unsafe conditions exist.

4. Develop and direct employee accident/injury prevention program. Provides assistance to supervisors to investigate employee accidents for causes and to recommend future accident preventative measures.
5. Maintains safety equipment vendor library and recommends PPE and other essential safety equipment purchases to departments. Advises departments when budgeting for safety equipment.
6. Develop, coordinate and implement City facility evacuation drills and procedures for employees. Assists with employee evacuation drills.
7. Coordinate and manage all compliance trainings for the City including hearing conservation training, ergonomics, blood borne pathogen training and several others.
8. May assist and participate in risk management and loss control and liability claims.
9. Working with HR Director and Emergency Management Coordinator update the City's Safety Manual.
10. Advise local management on dealing with Environmental Health Services compliance issues.
11. Will assist in department budget preparation in regards to Safety.
12. Co-chair, participates in, advises and makes reports for the City's Safety Committee.
13. Identifies, manages and administers grants for the City relating to the City's safety compliance.
14. Perform related/other duties as required.

## **Section 4 – Proposal and Proposer Requirements**

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### ***A. Submission Process***

All sealed proposals from interested agents/brokers must be received on or before 2:00 p.m. on August 15, 2017, and addressed to:

Amy White  
Office of the City Clerk  
City of River Falls  
222 Lewis Street  
River Falls, WI 54022

Proposals will be held in a secure place until the established due date. Proposals will not be opened publicly or disclosed to unauthorized persons, but will be opened in the presence of two or more City officials. Proposals submitted by facsimile or via email will not be considered. Submittal of a Proposal in response to this RFQ constitutes an offer by the proposer.

### ***B. Proposal Submittal Format***

For proposals to be considered, one (1) original marked “Original” and four (2) copies of the proposal must be received by the City of River Falls. The proposal shall be no more than 50 pages. The following outline represents the desired proposal submittal format:

1. Title Page - The first page shall be the title page. The proposer should identify the RFQ subject, the name of the independent agent or firm, local and corporate address, telephone number, name and title of contact person, and date of submission.
2. Introduction - Immediately following the title page shall begin the following sections:
  - a) Table of Contents – Provide clear identification of the material by section and by page number.
  - b) Letter of Transmittal – (limited to one page) - Should be brief and introductory in nature.
  - c) Mandatory Proposer Requirements – Provide in the order delineated below. List any exceptions taken to these requirements.
    - i. **List local office location** - The proposer is expected to have an office in the Western Wisconsin or Minneapolis/St. Paul area. If not, the proposer should describe how they will provide the necessary services to the City from other locations.
    - ii. **Local Government Experience** - The proposer must have acted as a full-service safety coordinator/risk manager for a Wisconsin or Minnesota local government for at least two (2) consecutive years within the past five (5) years.
    - iii. **Provider Eligibility** - The proposer must be willing and able to directly place business with all of the City’s existing providers.
    - iv. **Proposer Schedule of Fees** – Please fully complete a copy of the “Proposer Schedule of Fees” and include in the proposal packet (Appendix A)

- v. **Proposer Warranty** – Execute and include a copy of the Proposer’s Warranty (Appendix B).
- vi. **Independent Agent/Firm Profile** – Please fully complete a copy of the “Independent Agent/Firm Profile” and include in the proposal packet (Appendix C).

### ***C. Minimum Proposal Content and Evaluation Criteria***

All proposals submitted for evaluation must include the following minimum information. Provide in the order listed below. Please detail any exceptions taken to these requirements:

1. **Independent Consultant or Firm Qualifications** (max 20%) – Each proposer must complete a copy of the “Independent Consultant or Firm Profile” and include it within their proposal packet. Please refer to Appendix C for a copy of the Independent Consultant/Firm Profile.
2. **Understanding of Scope of Work** (max 15%) - Provide a written statement (limited to two pages) demonstrating the proposer’s understanding, responsiveness and approach to the safety coordinator/risk manager services requested in Section 3(B).
3. **Staff Qualifications** (max 20%) – Refer to Appendix C, Independent Consultant/Firm Profile.
4. **References** (max 5%) – Refer to Appendix C, Independent Consultant/Firm Profile.
5. **Proposed Cost** (max 40%) - Complete and include the fee for each of the services proposed in Appendix A – Schedule of Fees as well as any additional costs related to implementation of any proposed service delivery alternatives.

Proposals will be evaluated by City staff based on the criteria set forth above. City staff will make a recommendation to River Falls City Council. All proposals submitted will be the primary document upon which each proposal will be evaluated. All proposals will first be screened to determine minimum institution qualifications as outlined in this RFQ.

The City reserves the right to reject any and all proposals, to waive any information or irregularities in any proposal, and to use any idea in a proposal regardless of whether that proposal is selected.

## Section 5 – Other Attachments

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### APPENDIX A – SCHEDULE OF FEES

#### SAFETY COORDINATOR/RISK MANAGER

The City of River Falls is requesting the safety coordinator/risk manager compensation be on a flat fee basis. The structure of the fee and payment of the fee will be part of the proposal. The fee stated below is all inclusive for performance of the services specified, including labor, materials, transportation, etc. No other charges shall be allowed.

All Inclusive Fee:

Estimated Number of Hours Per Week:

FY 2017 \$ \_\_\_\_\_

\_\_\_\_\_

FY 2018 \$ \_\_\_\_\_

\_\_\_\_\_

FY 2019 \$ \_\_\_\_\_

\_\_\_\_\_

Authorized Signature	Address
Printed Name & Title	City, State, Zip
Company	Telephone Number
Date	Fax Number
Email Address	

**APPENDIX B – PROPOSER’S WARRANTY**

**SAFETY COORDINATOR/RISK MANAGER SERVICES**

TO: CITY OF RIVER FALLS, WISCONSIN

PROPOSAL OF: \_\_\_\_\_

an individual;  a partnership;  a corporation (please mark the appropriate box) organized under the laws of the State of \_\_\_\_\_.

The undersigned, having carefully read and considered the Request for Qualifications to provide Safety Coordinator services for the City of River Falls, Wisconsin, does hereby offer to perform such services on behalf of the City, in the manner described and subject to the terms and conditions set forth in the attached proposal.

OFFEROR \_\_\_\_\_  
Company Name

BY \_\_\_\_\_  
Signature of Authorized Representative

BY \_\_\_\_\_  
Please Print Name

**PRINCIPAL OFFICE ADDRESS:**

<b>Street Address</b>	
<b>City</b>	
<b>State</b>	
<b>Zip Code</b>	
<b>Telephone</b>	
<b>Facsimile</b>	
<b>Email Address</b>	

# APPENDIX C – INDEPENDENT CONSULTANT/FIRM PROFILE

## INDEPENDENT CONSULTANT/FIRM PROFILE

AS OF \_\_\_\_\_

Date

1. Name of Authorized Proposer \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Physical Address \_\_\_\_\_

Firm Mailing Address \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

2. For firms, how many years has your firm been in business? For independent consultants, how many years have you worked as a safety coordinator/risk manager? (Please choose one category and check the appropriate response)

Firm Data		Independent Consultant's Data	
	< 5 years		< 5 years
	5 – 14 years		5 – 14 years
	> 15 years		> 15 years

3. How many public entities (municipal governments, schools, Universities, Technical Colleges) does your firm currently work with? (Please choose one category and check the appropriate response)

Firm Data		Independent Consultant's Data	
	0 to 9		0 to 9
	10 to 49		10 to 49
	50+		50+

4. How many years of experience does your firm, or you as an independent consultant, currently have working with public entities?

Firm Data		Independent Consultant's Data	
	< 5 years		< 5 years
	5 – 14 years		5 – 14 years
	> 15 years		> 15 years

5. How many firm personnel do you have at the branch that will work with the City?

- 1 to 4
- 5 to 10
- 11 to 20
- More than 20

6. Please list the personnel who will handle our account. Please attach personnel resumes to this form.

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7. Please list two references of public entities that have similar exposures as the City of River Falls:

Name \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

Contact Information \_\_\_\_\_

Name \_\_\_\_\_

Mailing  
Address \_\_\_\_\_

Contact Information \_\_\_\_\_

8. Please provide work samples from other organizations that are pertinent to the City of River Falls.

9. What does your firm do to stay current with the ever changing municipal environment?

10. Describe trainings that your firm is certified, licensed, and/or trained to conduct.

11. What additional special services do you offer that would be of value to us?