



# **CUSTER COUNTY**

**REQUEST FOR PROPOSALS  
FOR THE  
2020 CUSTER COUNTY FIRE SERVICE DELIVERY STUDY  
CUSTER COUNTY, SOUTH DAKOTA**

CUSTER COUNTY COMMISSIONERS

Jim Lintz

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# CUSTER COUNTY

## NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Custer County, South Dakota, is requesting formal proposals for the “**2020 Custer County Fire Service Delivery Study**” (the “Project”) for the study of the current situation of fire department service delivery within Custer County with recommendations for strengthening and enhancing the future delivery of such services to Custer County residents and visitors.

Sealed proposals shall be received by Custer County Auditor’s Office, 420 Mount Rushmore Rd., Custer, SD 57730, no later than **4:00 PM (Mountain Time) on Tuesday, February 25, 2020**. Proposals shall be publicly opened on **Wednesday, February 26, 2020**, at the Custer County Commission Meeting held in the Commission Meeting Room on the second floor of the Custer County Courthouse, 420 Mount Rushmore Road, Custer, SD, at **9:00 AM (Mountain Time)** on that same date.

Proposals may be withdrawn up to 24 hours prior to the proposal opening.

All sealed proposals must be responsive to the Project’s specifications and instructions available at the Custer County Auditor’s Office, Custer County Courthouse, 420 Mount Rushmore Road, Custer, SD. Mike Carter, Custer County Emergency Management Director, may also be contacted at 605-673-8176 or 605-440-0709 or [mcarter@custercountysd.com](mailto:mcarter@custercountysd.com).

Custer County reserves the right to reject any or all proposals and to waive any technical irregularities deemed advantageous to the County and make awards as deemed to be in the best interest of the County. Custer County also reserves all other statutory rights.

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Terri Cornelison  
Custer County Auditor

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## 2020 CUSTER COUNTY FIRE SERVICE DELIVERY STUDY

### REQUEST FOR PROPOSAL SPECIFICATIONS AND INSTRUCTIONS

The Custer County Commission (the “Commission”) is soliciting proposals from consulting firms for analysis of current and future delivery of fire department life safety and property protection services within the county.

#### **Project Description (the “Project”):**

The purpose of this Request for Proposal (“RFP”) is to solicit proposals from qualified consulting firms for study of the current situation of fire department service delivery within the county with recommendations for strengthening and enhancing the future delivery of services to Custer County (the “County”) residents and visitors.

#### **Project Location:**

The study area is Custer County, South Dakota, and adjacent mutual aid protection areas. Some of the consultant's work will be conducted in the County offices at the Courthouse located in Custer, SD. The consulting firm will also be expected to visit all fire department locations within and adjacent to the County’s borders.

#### **Project Background:**

Custer County is located in southwestern South Dakota. The County has seen steady population growth above the national average for the past 30 years, and its forecasted population growth trend is expected continue above the national average for the foreseeable future. The County is located in a ruggedly beautiful area of the southern Black Hills and adjacent foothills, which attracts many year-round residents and visitors. However, the County is experiencing the onset of an aging population trend which in turn is severely impacting some local fire departments in their ability to recruit and maintain a staffing level for adequate fire department response to life safety and property protection calls. One bright spot in the current delivery of fire services is that excellent interagency cooperation with state and federal wildland fire agencies allows county fire departments to mount an adequate response to most wildland fire calls in their areas.

#### **The scope of work for the Project includes the following:**

Provide a current situational analysis of fire service delivery within the County, specifically focusing in the three geographical areas of the County; (a) US Hwy 385 Corridor, (b) SD Hwy 79 Corridor, and (c) the perimeter of the County. The rugged mountainous areas and the presence of two large state and federal parks and US Forest Service land necessitate these



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geographical sub-regions within the project area. After the situational analysis is complete, then the outline of various fire service delivery options that would improve fire service delivery within and between the geographical corridors need to be presented as options in the consultant's final written report and presentation before the Commission. The final written report by the consultant will need to meet the following objectives:

- A. Provide a complete and through operating picture of the current fire service delivery model in the County, in comparison to other jurisdictions of the same service size and population across the nation.
- B. Determine and develop several models of fire service delivery options that would enhance and improve the life safety and property protection of residents and visitors.
- C. Assess what types of jurisdictional entities will need to be created to adequately support future fire service delivery models in the County.

The final determination of the scope of work is open for negotiation with the selected consultant in an effort to ensure that the Commission receives the most effective information and useful plan to improve fire service delivery in the County. Any innovative and creative ideas and proposals to the issues at hand will be encouraged and any collaborative approaches between two or more consultant firms will be considered as well.

## **The Consultant will be required to provide the following services:**

Kickoff meeting with Commission representative(s), County Officials, and Fire Advisory Board.

Meetings with local fire department leadership at various locations around the County. (At least nine locations that may be at times up to 70 miles' road distance from the Custer County Courthouse).

Phone calls and/or on-site visits with out-of-county fire departments that provide direct suppression services within Custer County. (County will provide contact list information)

Two to three Project update meetings with County officials, (or more by phone).

Final meeting with the Commission with public presentation of final plan.

## **Project deliverables will include the following:**

Custer County Fire Service Delivery Improvement Plan – 15 copies (Bound).

Final presentation slide or multimedia presentation to the Commission.



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Electronic copies of all deliverables.

## **Custer County will provide the Consultant with:**

Access to public information on current financial information on local fire departments as updated in the County Auditor's Office,

Access to aggregate totals of call volume by kind and type for fire and EMS related calls from area dispatch centers for County fire departments,

Access to public property tax valuations for property in the County,

Access to GIS data that is needed by Consultant for mapping or analysis.

Reasonable requests from Custer County GIS for maps of existing fire district response areas or existing fire district boundaries or future fire district or response boundaries.

## **Project deadlines include the following:**

Sealed proposals shall be received by Custer County Auditor's Office, 420 Mount Rushmore Rd., Custer, SD 57730, no later than **4:00 PM (Mountain Time) on Tuesday, February 25, 2020**. Proposals shall be publicly opened on **Wednesday, February 26, 2020**, at the Custer County Commission Meeting held in the Commission Meeting Room on the second floor of the Custer County Courthouse, 420 Mount Rushmore Road, Custer, SD, **at 9:00 AM (Mountain Time)** on that same date.

Anticipated Completion of Project and Presentation: August 2020

## **RFP Response Delivery Instructions:**

Each proposal shall be submitted in a sealed envelope with **Sealed RFP Proposal for the 2020 Custer County Fire Service Delivery Study** clearly printed on the front. When sent by mail, the sealed proposal shall be addressed as follows:

Custer County Auditor's Office  
Custer County Courthouse  
420 Mount Rushmore Rd.  
Custer, SD 57730  
RFP Proposal Documents Enclosed

Proposals shall be filed prior to the time and at the place specified by the Notice of Request for Proposals. Proposals received after the time for opening of bids will be returned unopened.



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Sealed proposals shall be received by Custer County Auditor's Office, 420 Mount Rushmore Rd., Custer, SD 57730, **no later than 4:00 PM (Mountain Time) on Tuesday, February 25, 2020**. Bids received after 4:00 PM or at a location other than the Custer County Auditor's Office, will NOT be accepted. Proposals shall be publicly opened on **Wednesday, February 26, 2020**, at the Custer County Commission Meeting held in the Commission Meeting Room on the second floor of the Custer County Courthouse, 420 Mount Rushmore Road, Custer, SD, **at 9:00 AM (Mountain Time)** on that same date. Proposals must be delivered by hand-delivery, United States Mail, or by a courier service, such as Federal Express or UPS, and will be receipted as they arrive in the Auditor's Office. Except as otherwise provided by law, the record of each proposal shall be open to public inspection. (SDCL 5-18A-5(4))

## **Withdrawal or Modification of RFP Responses:**

Proposals may be withdrawn up to 24 hours prior to the proposal opening by written correspondence delivered in-person, or via United States Mail, or via private courier service to the Custer County Auditor's Office at the address listed herein before the time specified in the RFP. No proposal shall be withdrawn for a period of thirty (30) days after the proposal opening. The County may allow modification of proposals in writing and delivered in-person, via United States Mail, or via private courier service, and received at the place designated in the RFP not later than the time set for the deadline for submission of proposals. A modification may not be withdrawn after the time set for the opening of proposals. Each modification shall be confirmed in writing by the successful proposer before award of the contract. No proposal may be changed or altered by telephone. Custer County may waive technical irregularities in the proposal. Any decision to permit the correction or withdrawal of a proposal, or to cancel an award or a contract based on a mistake, shall be supported by a written determination made by Custer County, and included in the file. (SDCL 5-18A-5(6))

## **RFP Response Results:**

Results of proposal opening will be available at the Custer County Auditor's Office. At that time, the Custer County Commission,

- a. May award the contract to the most responsible and responsive proposal that meets the requirements and criteria set forth herein; or
- b. May appoint a committee to review the proposals; or
- c. May reject any and all proposals and re-advertise if none of the proposals are satisfactory.

After an award had been made and signed by the Commission, all responses and related information will be on file at the Custer County Auditor's Office for public review. The Custer County Auditor's Office will do all formal and informal notifications.



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## **Method of Award:**

This RFP will be evaluated and a contract award made within thirty (30) days of the proposal opening by written notice to the best responsive and responsible proposal and which is deemed by the Commission to be in the best interest of Custer County.

After advertising for proposals, if no qualifying proposals are received, the County may negotiate a contract that is responsive the specifications of the original RFP. These negotiations will be documented within the Commission meeting minutes (SDCL 5-18A-5(9)).

## **Notice to RFP Proposers:**

- A. This RFP is not a contract and does not in any way bind Custer County to any obligations
- B. Custer County is not responsible for costs incurred by anyone responding to the RFP.
- C. Upon submission, all proposals become the property of Custer County, which retains the right to use any concept or idea presented in any proposal submitted, whether or not that proposal is accepted.
- D. Custer County expressly reserves the right to amend or withdraw this RFP at any time. It further expressly reserves the right to reject any or all proposals.
- E. Custer County is not bound to accept the lowest cost proposal.
- F. Proposers are held legally responsible for their proposals and proposal budgets.
- G. Custer County reserves the right to negotiate contract terms contemporaneously and/or subsequently with any number of proposers as the County deems to be in its best interest.
- H. Custer County reserves the right to negotiate any aspect of the proposal with any proposer and to negotiate with more than one proposer at the same time.
- I. Custer County reserves the right to request any additional information at any point in the RFP process.
- J. Custer County reserves the right to waive any minor irregularities in the RFP process.