

CITY OF

PLATTEVILLE



PLATTEVILLE

FIRE DEPARTMENT

Scope of Services

Fire Department
Comprehensive Analysis

April 20, 2020

City of Platteville
75 N. Bonson St.
Platteville, WI 53818

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Fire Department Comprehensive Analysis

INTRODUCTION

The city of Platteville is in the southeast portion of Grant County amongst the rolling hills of southwestern Wisconsin. The current population of Platteville is 12,569. Platteville is home to 14 parks, the Mining and Rollo Jamison Museums, the Stone Cottage, the University of Wisconsin-Platteville campus, the Big M, and the historic downtown Main Street area. The city is serviced by WI State Highways 80 and 81 and US Highway 151, as well as the Platteville Municipal Airport. The city of Platteville has 80+ permanent employees supplemented by seasonal and intern employees. The city's primary departments include administration, community development, fire, library, museum, parks and recreation, police, and public works. The 2017-2019 Strategic Plan, 2020 City Budget and 2018 Audit are available online at: <http://www.platteville.org>

Platteville's first organized fire protection came about in 1874. After a disastrous fire on the night of April 15, 1874, a paper was circulated and signed by some 60 businessmen of the village to meet and form an organization to protect the village against fire. On May 6, 1874, a committee met in the town clerk's office and drew up an application to the village board for the organization of the Hook & Ladder No. 1. On May 18, 1874, the organization was formed and adopted bylaws, elected officers, and established that the first Wednesday of September would be their annual meeting.

On November 6, 1874, another meeting took place to form an additional fire company. Using the Constitution and bylaws from Galena, Illinois as a guide, the Mound City Engine Company No. 1 was formed. By December of that year, a fire engine or pumper was purchased. The first "truck" or wagon for the Hook and Ladder Co. was built in April 1875 by Alexander Butler of Platteville for a cost of \$300. It came complete with ladders, grappling hooks, water buckets, axes, and chains.

The two fire companies would drill together. Both the ladder wagon and the pumper wagon were housed in the first "Engine House". In 1883, the second fire station was constructed. It was an addition to the south end of City Hall. On February 8, 1919, the Forehand Block fire occurred. Eight people, including four Platteville firefighters lost their lives in that fire. On December 13, 1926, a fire destroyed City Hall. In 1927, a new City Hall was constructed with the north side of the building home to Platteville's third fire station. This building is still in use as City Hall. On June 13, 1944, the first merger attempt of the two fire companies lost on a 19 to 11 vote. Also discussed at that meeting was pay for the firefighters. In the fall of 1951, the Hook and Ladder Company and the Mound City Engine Company consolidated to form the Platteville Fire Department.

In 1964, the fourth fire station was built. This station, on the corner of East Main Street and Ellen Street, is still in use today as the fire department.

SCOPE OF SERVICES

The City has been studying certain facility improvements necessary for service delivery by its Fire Department. One of the objectives in determining space needs revolves around the future of our Fire Department and the challenges surrounding their ability to provide service to the community within the spaces presently provided. Several questions have arisen regarding the way Fire Safety Services are delivered warranting further study prior to conducting future facility designs. The Common Council desires to engage a Consultant to work with the council, departments, and the public on the following issues/challenges regarding ongoing service delivery of our Fire Department.

1. Future Service Delivery – The Study should review the current means by which service is provided by our Fire Department and project what the future entails for the delivery of service. This item should also address the format by which service is provided in order to consider various options such as full-time staffing, regional district creation, higher license threshold of emergency care, shared/joint department, etc. as applicable to the service listed. The Study should consider projects not fewer than 3 years nor more than 20 years into the future based upon the recommendation of the consultant.

2. Operational Alternatives – This item should review current services to make suggestions on the current operational delivery of service alternatives. Essentially, what are possible changes that could be made to current operations that help streamline service delivery, align services with best practices, and make suggestions that help with Fire Safety delivery.

3. Right Size – The Study should bring together necessary data and demographics to objectively demonstrate the facility needs to support Fire Safety Services. Types of data to be reviewed would include but not limited to personnel, equipment, consideration of adjacent communities, population, geographic growth, height of buildings, and our service responsibilities in relationship to other jurisdictions both municipal, county, and state.

4. Operating Costs – Based on what the future may hold for these services, the study should review, and project operating costs based upon the future staffing projections considered.

5. Location – This item would assist in trying to figure out what is the best and most ideal location in order to locate a Fire Safety Facility, regardless of current land uses and property ownership. The intent is to create a radius around this point based upon certain distances to assist in finding suitable sites to locate such a facility. The desire would be to consider response times, volunteer response ability, ISO minute coverage maps as available, and all other information as might be applicable. This should also review locations based on the idea that the Fire Safety facility would be a joint facility as well as a

standalone fire station. This item should also account for the city's growth pattern as it expands through new development and annexations.

6. Fire Station Conversion – The current fire station was constructed in 1964 and due to updates in technology, equipment and truck modifications increased space needs have become more challenging. Numerous discussions have occurred regarding the potential for future expansion of the current facility. Given the needs of Fire Safety Services and their future projections, this item would review whether that idea remains feasible.

7. Garage Space – This item would review the vehicle and equipment needs for fire services over the course of the next 50 years. This item should further study how these needs coincide with current space availability and possible options for expansion.

8. Shared Facility – This item should review the feasibility of a shared Fire Safety Facility that houses Fire, Training Center, and potential retail/commercial space. Obviously, each of the three has different needs regarding their facilities and the study should consider whether it is realistic of the city to consider all three within one facility.

DELIVERABLES

The consultant will be required to attend two public meetings in order to make a presentation regarding a draft and final report to the Common Council. Additional meetings whether in person or otherwise to be coordinated by staff as needed. Both versions of the study will be submitted electronically to thoroughly address each of the seven points raised above in the Scope of Services. Both presentations regarding the study will be provided to the Common Council, Department Heads, and General Public upon the conclusion of the study.

PROJECT COMMUNICATION

This project will require an approach that supports a philosophy of shared information, openness, and collaboration between many different interests. The proposal should describe specifically how your team will support and sustain a high level of communication and collaboration. Further, it should demonstrate your ability to clearly and concisely communicate the protective service terminology into easy to understand public communications. The main point of contact for this RFP and the study shall be Adam Ruechel, City Manager, in association with Ryan Simmons, Fire Chief. They can be reached as follows:

Adam Ruechel, City Manager – citymanager@platteville.org, Phone – (608)-348-1821

Ryan Simmons, Fire Chief – firechief@platteville.org, Phone – (608)-348-7826

PROJECT TIMELINE

Please note the following All-In schedule:

Issue Scope of Services	April 20, 2020
Responses Due	May 15, 2020
Interviews (As Needed)	Week of May 18th
Council Review	May 26, 2020
Council Determination	June 9, 2020
Project Begin	June 15, 2020
Draft Report Transmittal	July 28, 2020
Draft Report Presentation	August 11, 2020
Final Report Transmittal	September 8, 2020
Final Report Presentation	September 22, 2020
Project End	October 13, 2020

***Schedules for a phased approach will be considered based on the consultant's recommendation to the Common Council. ***

PROPOSAL

Consultants shall review this Scope of Services and prepare a proposal for submittal to the Common Council for consideration. The proposal submitted should reflect the consultant's professional expertise and experience regarding their approach to complete this work to the sole satisfaction of the Common Council.

The proposal should include an all-in cost to complete Scope of Service items 1-8 as well as cost for breaking up the study into Phase 1 (Scope Items 1-4) and Phase 2 (Scope Items 5-8).

The consultant shall include a project approach and detailed timeline for completion of their work in comparison to the timeline requested by the City. The proposal should also be inclusive of the associated fees for service as is applicable. The Common Council will consider and select the proposal it feels in its sole discretion best meets the needs of the city in order to fully address the Scope of Services requested.