

PUBLIC NOTICE  
REQUEST FOR PROPOSALS

Long Hill Township in Morris County, New Jersey is requesting proposals for Fire Department Study/Review Consultant Services. Proposals must be submitted by November 10, 2017 to the Municipal Clerk's Office, Long Hill Township Municipal Building, 915 Valley Road, Gillette, New Jersey 07933. For copies of request for proposal, contact the Municipal Clerk's Office at (908) 647-8000 ext. 215 or [municipalclerk@longhillnj.us](mailto:municipalclerk@longhillnj.us). Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et seq.

Dated: October 12, 2017

**LONG HILL TOWNSHIP**  
**REQUEST FOR PROPOSALS**  
**FIRE DEPARTMENT STUDY/REVIEW CONSULTANT SERVICES**

**General**

The Township desires to obtain proposals for a Fire Department Study/Review Consultant experienced in the management and operation of a suburban volunteer fire department through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, et seq.

**Background**

Long Hill Township is a 12 square mile suburban community with a population of approximately 8,800 residents. Located in the most southern part of Morris County, New Jersey, it is bounded by the Passaic River on the south and west, and by the Great Swamp National Wildlife Refuge on the north. It borders both Union and Somerset Counties and is comprised of five communities: Gillette, Millington, Stirling, Meyersville and Homestead Park.

The Long Hill Township Fire Department was established in 1913 and consists of two volunteer companies - Millington with 43 members and Stirling with 46 members. There are two fire stations: Millington Fire House located at 1891 Long Hill Road and Stirling Fire house located at 321 Somerset Street. The Department responds to approximately 300 fire calls per year.

The Township endeavors to review the departmental operations, with a focus on the interaction and interrelationship between the two fire companies in order to ultimately achieve a more unified, effective and efficient department that continues to provide for the safety and security of the residents and first responders.

**Scope of Work**

**1. General**

- a. Conduct a comprehensive study of the organizational and management structure of the fire department and make recommendations as to whether both companies should continue to be dispatched to all fire calls in the Township or whether each company should be assigned a particular area within the Township. If the current system of having both companies dispatched to all fire calls is recommended, the Township is seeking recommendations as to Incident Command procedures.
- b. Review all operations, including but not limited to Standard Operating Procedures/Guidelines, application of the Resource Deployment Act, and execution of the Incident Command System to determine compliance and effectiveness; suggest revisions to processes if necessary.
- c. Perform after action analysis and critique of a response to July 20, 2017 fire call.
- d. Attend meetings of governing body as requested.

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**Proposal Content Requirements**

Firms submitting a proposal should submit the following:

1. Experience and expertise in regard to the operations, structure, staffing and other issues critical to the effective operation of a volunteer fire department.
2. Statement of qualifications and experience of person including a resume.
3. Fee proposal.
4. A copy of your New Jersey Business Registration.
5. A copy of your Employee Information Certificate
6. An executed Affidavit of Compliance (copy enclosed).
7. An executed Affirmative Action (copy enclosed).

**Proposal Submission Requirements**

Seven (7) copies of the proposal should be submitted by November 10, 2017. Proposals should be mailed or delivered to:

Municipal Clerk's Office  
Long Hill Township  
915 Valley Road  
Gillette, NJ 07933

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**Evaluation of Proposals**

The evaluation of proposals will be based on the following factors:

1. Experience and reputation of the company and the individual(s) who will be involved in the study.
2. Knowledge of federal and state laws and regulations governing municipal fire departments as well as knowledge of public safety operations, including NFPA standards.
3. Experience analyzing and making/implementing recommendations in departments whose operations are heavily influenced by volunteer agreements.
4. Availability to attend required meetings and conferences with fire personnel and/or the Mayor and Council.
5. Knowledge of the municipality.
6. Fee proposal for services.
7. References from communities where the individual has performed a similar scope of work.
8. Responsiveness to the Request for Proposal.
9. Other factors if demonstrated to be in the interest of the Township as determined in the discretion of the Mayor and Township Committee.

**Award of Contract**

The Mayor and Township Committee shall award the professional service contract for Fire Department Study/Review Consultant Services based upon the most advantageous proposal, price and other factors considered, at a public meeting of the governing body.



**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**AFFIRMATIVE ACTION**

**(N.J.S.A. 10.5-31 et seq)**

**(N.J.A.C. 17:27)**

**GOODS, SERVICES AND PROFESSIONAL CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.

The contractor or subcontractor, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c.27, as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Division of Contract Compliance & EEO pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c.127, as amended and supplemented from time to time.

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**  
**AFFIRMATIVE ACTION**  
**(N.J.S.A. 10.5-31 et seq) (N.J.A.C. 17:27)**  
**GOODS, SERVICES AND PROFESSIONAL CONTRACTS**

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The contractor or subcontractor agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code (N.J.A.C. 17:27)**.

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_