



**Request for Proposal**  
**Fairfield Police Department**  
**Organizational Study**

**Proposal Release Date: August 25<sup>th</sup>, 2022**  
**Proposal Due Date: October 7<sup>th</sup>, 2022 (Noon)**

**SUBMIT PROPOSAL TO:**

City of Fairfield  
City Administrator's Office  
118 S. Main St  
Fairfield, Iowa 52556  
Cityadmin@fairfieldiowa.gov

**I. REQUEST FOR PROPOSALS FOR A POLICE ORGANIZATIONAL STUDY**

The City Of Fairfield (hereinafter "City") hereby requests proposals for an executive consultant to implement a police organizational workload study for the Fairfield Police Department. The City will receive proposals by mail, fax or email:

City of Fairfield  
City Administrator's Office  
118 S. Main St  
Fairfield, Iowa 52556  
(614) 472-0698  
Cityadmin@fairfieldiowa.gov

**Proposals must be received not later than 12:00 p.m. (Noon), on Friday, October 7<sup>th</sup>, 2022.**



## **Project Description**

The Fairfield Police Department is seeking proposals from qualified and responsible consultants to conduct a Police Organizational Workload study to assess whether our organizational structure, resource allocation, and schedule are adequate to provide the highest level of services within the City. The study shall include goals in regard to staffing/retention, workload, and state of the art policing philosophy.

The study shall be done in line with generally accepted standards and benchmarks for safety used by comparable police departments in comparable communities and based on standards and “best practices” for modern day police services currently in practice in the United States. The recommendations provided by the successful Proposer will allow the City to improve and enhance the overall safety, security, and satisfaction of Fairfield residents.

## **Instructions for Interested Consultants**

Interested firms are strongly encouraged to submit qualifications which are as comprehensive and complete as possible, as to ensure a proper evaluation of the firm’s capabilities. The statement of qualifications shall contain the following items:

- Date of proposal
- Company name, owners, and brief history of firm
- Company representative proposed for this project, including a listing of his/her past seven years of experience with Police organization. The geographic location of this individual should be indicated as well as major current assignments and availability for this project. Key personnel should not be proposed unless they are available to complete the project.
- Reference: Please provide references that have had organizational studies completed within the last 5 years.
- Detailed description of services offered
- Other information the firm wishes the City to consider
- Anticipated schedule
- Terms
- Breakdown of fees



Materials must be submitted via mail, fax or email by 12:00 p.m. (Noon) Friday, October 7<sup>th</sup>, 2022.

Aaron Kooiker  
City Administrator  
118 S. Main St  
Fairfield, Iowa 52556  
[Cityadmin@fairfieldiowa.gov](mailto:Cityadmin@fairfieldiowa.gov)  
641-472-6193  
641-472-0698 (Fax)

The City will evaluate the submittals on the firms' experience and qualifications in public sector organizational studies, particularly police department organizations, as well as price. The City will negotiate a final, detailed scope of services with a selected provider. In the event the negotiations between the selected firm and the City cannot be completed as a result of an inability to reach an agreement on the fee for services or the scope of services to be performed, the negotiations will proceed to another firm. A final written contract will be required.

#### **Rights Reserved by the City**

The rights reserved by the City include, but are not limited to, the following:

- The City reserves the right to select, and subsequently recommend for award, the firm which best meets its required needs, quality levels and budget constraints
- The City reserves the right to reject any or all submittals. The City further reserves the right to waive technicalities and formalities in submittals, as well as to accept in whole or in part such submittals where it is deemed advisable in protection of the best interests of the City.
- The City reserves the right to enter into a discussion with firms regarding their qualifications and associated monetary offers. Any such discussions shall not obligate the City in any manner
- The City reserves the right to rescind its acceptance of a submittal at any time in the event the scope of services and work products furnished do not meet the prescribed service quality standards or the firm fails to properly fulfill its service and delivery obligations. All such determinations shall be made solely at the discretion of the City and shall be without penalty to the City.