

SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

5 Connecticut Avenue, Norwich, Connecticut 06360
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REQUEST FOR QUALIFICATIONS/PROPOSALS

SHARED SERVICES STUDY

The Southeastern Connecticut Council of Governments (SCCOG) is seeking qualifications and proposals from firms to prepare a Comprehensive Plan and Model for Shared Services, Staff, and Equipment by SCCOG member municipalities. Interested firms must demonstrate knowledge and experience in municipal government, services, and operations.

PROJECT BACKGROUND

Southeastern Connecticut is a 616 square mile region with a resident population of more than 286,000 people. SCCOG is comprised of twenty-two towns, cities, and boroughs, and is governed by the chief elected officials of those municipalities. The SCCOG has received a Regional Performance Incentive Program (RPIP) grant from the CT Office of Policy and Management for the purpose of preparing this Shared Services Study.

SUBMISSION REQUIREMENTS

- 1) Background statement describing the firm, its discipline capabilities, principals, staff availability, location, and financial stability.
- 2) Qualifications and position with the firm of those individuals who will be assigned to the project. Include resumes of key personnel.
- 3) Statement of experience with similar projects. Identify location of the work, clients, contact information, dates of completion, and deliverables provided.
- 4) A proposal describing the firm's approach to this project, responding the draft scope of services included herein, including a schedule and proposed budget/fee for project completion.
- 5) Organizational structure under which your firm is proposing to conduct this project. Identify any sub-consultants with their principal contact listed.
- 6) Concluding statement as to why your firm is best qualified to meet the needs of SCCOG and why your firm should be selected.
- 7) Five (5) copies of the Statement of Qualifications/Proposal should be submitted to James S. Butler, AICP, Executive Director, Southeastern Connecticut Council of Governments, 5 Connecticut Avenue, Norwich, CT, 06360.

Member Municipalities:

Bozrah * Colchester * East Lyme * Franklin * Griswold * Borough of Jewett City * City of Groton * Town of Groton * Lebanon * Ledyard * Lisbon * Montville * New London * North Stonington * Norwich * Preston * Salem * Sprague * Stonington * Stonington Borough * Waterford * Windham

Si necesita asistencia de language, por favor comuniquese a: 860-889-2324

The selected firm or team must demonstrate that they have sufficient and appropriately qualified staff and experience to carry out the project. Consultants must indicate who the project manager and key staff will be and the location of their office(s). Preference will be given to consultants with a willingness to establish a regional presence. The selected firm or team must meet SCCOG, State and Federal affirmative action and equal opportunity employment practices.

SELECTION PROCESS

A selection committee of SCCOG staff and board members will evaluate qualifications. The firm selected shall be based on qualifications; however, it is requested that all firms include proposed project fees and how these have been developed.

After selection of the most qualified firm, SCCOG will negotiate a final fee for the project based on a detailed scope of service developed by SCCOG and the selected consultant. If SCCOG and that firm are unable to negotiate a contract, negotiations will be terminated with that firm and the next most qualified firm will be selected until a contract has been negotiated with a qualified firm.

SUBMISSION DEADLINE

Statements of Qualifications and Project Proposals must be received by SCCOG no later than **Friday, March 3, 2017 at 4:00 p.m. EST**. Statements received after this deadline will not be considered.

ADDITIONAL INFORMATION

A preliminary project scope is attached.

PRELIMINARY PROJECT SCOPE

The Southeastern Connecticut Council of Governments (SCCOG) proposes to prepare a study and plan which could be used as a model by other regions in the state, that examines current examples of shared services, equipment, and staff by its twenty-two member municipalities, analyzes the effectiveness of these shared services, develops metrics for evaluation of these shared efforts, estimates the cost savings accrued to participating municipalities, and explores additional opportunities for future sharing of services, equipment, and staff by SCCOG member municipalities including projected cost savings for municipalities. The plan would outline the steps necessary to implement the shared services, including any required local or state legislative action. It is envisioned that one of the outgrowths of this plan would be the identification of future SCCOG applications for RPIP funding, as well as guidance which could be useful to other regions and municipalities in the state as to how to develop their own future shared service projects/grant applications for RPIP funding.

The document will be prepared with three goals in mind: 1) to identify potential shared services, staff, and equipment that southeastern Connecticut could readily implement with little or no upfront costs to save tax dollars while providing better service to their constituents; 2) to identify other future shared services, staff, and equipment that southeastern Connecticut could apply in future RPIP grant funding rounds to save tax dollars while providing better service to their constituents; and 3) to provide a model to other regions and municipalities in the state as to how to evaluate the potential for and to implement the sharing of services, staff, and equipment in their respective jurisdictions.

Presently, some municipalities in the SCCOG region share services, staff, and equipment, sometimes formally and oftentimes on an informal basis. Mutual aid for fire protection is a longstanding example of the sharing of resources between municipalities in the southeastern region as well as throughout Connecticut. One current example of a regional service provided by the SCCOG is its online Geographic Information System (GIS), which was funded through a grant received in the previous round of RPIP funding. Regional revaluation by a single vendor is an example of a shared service in another COG region.

There is no current inventory of where municipalities in the southeastern Connecticut region are sharing services, nor is there a plan in place to do so in the future should funding become available or should the budgetary and political will arise to do so. This project proposes to fill that void, and is intended to be both objective and comprehensive in its evaluation of current and possible future shared service efforts. It will examine traditional service and equipment sharing opportunities including public works, animal control and pounds, regional transfer stations, etc. It also will study and evaluate opportunities for shared services that may now be viewed as having obstacles to their implementation or which to date have not been regarded by municipalities as something they wish to share with other towns. These might include regional recreation and senior citizen programs, refuse collection, legal services, town management functions like finance and human resources, back office services such as IT and records management, and others. The study will identify reasons specific services have not been implemented across towns, and will propose solutions to these barriers whether they are real or perceived. *Note: This study will not include Fire, Police, and other Emergency Services in the inventory and evaluation of services for possible municipal sharing.*

The selected consultant will prepare a detailed step by step scope for the work to be performed. Once the scope is agreed upon, the consultant will contact the SCCOG's 22 member municipalities to identify all current instances of shared services, staff, and equipment. The consultant will collect details about each shared program including costs, how funded, how many participating towns, and will develop metrics for measuring how efficiently and how cost effectively the service is being delivered.

The consultant will next develop a matrix of all other services and where staff and equipment can be shared between southeastern Connecticut municipalities. Where the consultant does not believe that a program or service is a good fit for multi-town provision, the reasons why will be enunciated. Historical obstacles to the provision of shared services (i.e. school busing) will be discussed and recommendations for overcoming reasons not to provide the service regionally will be provided.

Each service recommended for regional provision or shared staff and equipment will have total costs of implementation provided, and detailed calculations on the cost savings per municipality will be performed. In addition, mill rate reductions will be calculated on a town by town basis, which could be used in the submission of future RPIP grant applications.

The consultant will be tasked with outlining the steps towns would need to take to implement the recommended shared services, including the formulation of model language for legislation and ordinances should any be required. Meetings will then be held with SCCOG CEOs, other municipal officials and at least one public meeting to share the results of the study and plan.

The deadline for the study and plan completion is December 31, 2017.