



**REQUEST FOR PROPOSALS**

**RFP # PD-2015-11-04**

**CONTRACT FOR SERVICES**

**Police Consulting Services**

RFP Issuance Date: November 4, 2015

Proposal Submission Deadline: 12:00 p.m., Friday, December 4, 2015

For technical information, please contact:

Richard Bowers  
City of Takoma Park  
7500 Maple Avenue, Takoma Park, MD 20912  
Phone: 301-891-7144  
E-mail: [RichardB@takomaparkmd.gov](mailto:RichardB@takomaparkmd.gov)

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**NOTICE TO POTENTIAL RESPONDENTS**

**REQUEST FOR PROPOSALS  
RFP# PD-2015-11-04**

**CONTRACT FOR SERVICES  
POLICE/COMMUNITY RELATIONS CONSULTING SERVICES**

- Proposals For:** Police/community relations consulting services
- Publication Date:** November 4, 2015
- Deadline:** Proposals are due no later than 12:00 p.m. on Friday, December 4, 2015
- Scope of Work:** The City of Takoma Park is seeking consulting services to review the way our Police Department interacts and engages with the community and to provide recommendations to improve those interactions to enhance trust and public safety within the Takoma Park community.
- Contact:** Richard Bowers, Captain  
Takoma Park Police Department  
City of Takoma Park, Maryland  
7500 Maple Avenue, Takoma Park, MD 20912
- Phone 301-891-7144  
Fax 301-270-1230  
Email [RichardB@takomaparkmd.gov](mailto:RichardB@takomaparkmd.gov)

## SCOPE OF SERVICES

### Purpose & Background

The City of Takoma Park is seeking a qualified firm or individual to review and evaluate the way our Police Department interacts and engages with the community and to provide recommendations to improve those interactions to enhance trust, legitimacy and public safety within the Takoma Park community. This initiative is in part inspired by increased scrutiny of police procedures and police/community relations at the national level as a result of specific incidents in Ferguson, MO, Baltimore, MD and other cities. These events highlighted the importance of strong, collaborative relationships between local police and the communities they protect. As the nation has observed, trust between law enforcement agencies and the people they protect and serve is essential to the stability of our communities, the integrity of our criminal justice system, and the safe and effective delivery of policing services.

The City of Takoma Park is a municipality of 17,000 in 2.3 square miles in Montgomery County, Maryland on the border of Washington, DC and Prince George's County, MD. No one racial group or ethnicity represents a majority of the residents and many residents were born outside of the United States. About half of the City's households live in multi-family buildings and half live in single-family homes. Although primarily a residential community, there are two colleges, a hospital and two main commercial areas in Takoma Park. The community is well-served with good schools, public transportation and parkland.

The Takoma Park Police Department is a full-service police department of 42 sworn officers and 21 civilian staff. We are proud to note that, according to the 2014 Takoma Park Residents Survey, the overall perception of the Takoma Park Police Department is positive. While official complaints are low, there is a perception held by some individuals in the community that some residents are stopped by the police without adequate justification. Whether substantiated or not, we believe these perceptions, coupled with the national attention on these issues, make the time ripe for a review of our Police Department operations as they relate to community relationship building. In addition, we know that taking the steps to ensure a strong community-police partnership will enhance public safety and community pride.

The focus of the outreach effort should include, but not be limited to, reaching persons who are:

- People of color
- Immigrants or refugees
- Lower-income residents
- Youth and young adults
- People with a chemical dependence or mental illness
- Residents of apartment buildings

## **Scope of Services & Deliverables**

Consultant will be tasked with assessing:

- How the Police Department interacts with the community's diverse population, including those groups most contacted by officers, and how those interactions are received;
- The police officer evaluation process and its ability to capture the extent and quality of the officer's community interactions;
- The department's recruiting process for diversity;
- The police department's community outreach programs.

Within 14 days of award of the contract, the consultant will deliver a project plan and survey plan for the project for approval by the City Manager.

Within 90 days from approval of the project plan and survey plan, the consultant will deliver a draft report including:

- Findings of the assessments identified above;
- Recommendations on how to improve community interaction and relations between police and citizens, such as specific training, procedural/policy changes or staffing adjustments;
- List of best practices in law enforcement in regard to Community Policing;
- Recommendations on officer evaluation process to increase focus on community interaction.

The consultant will submit the draft report to the City Manager and present the report at a meeting of the Takoma Park City Council. After the presentation, the consultant will finalize the report within 14 days.

### **Available funding**

The City Council has budgeted \$10,000.00 for this effort.

*Applicants are encouraged to provide an itemized list of services and the associated costs for those services should the proposal exceed the City's budgeted amount.*

## **SUBMISSION REQUIREMENTS**

The respondent shall submit one original proposal. All proposals submitted must provide complete information as indicated in this request. The submission may also include any other information that the proposer wishes to include for evaluation and consideration by the City as part of the proposal.

Questions regarding this request for proposals should be directed to Captain Richard Bowers

Proposals shall be emailed to [RichardB@takomaparkmd.gov](mailto:RichardB@takomaparkmd.gov) The email subject line shall read "RFP # PD 2015-11-04." The proposal document shall be a PDF attachment. (A confirmation email will be sent within 24 hours of the receipt of a proposal email. If no confirmation is received within that time frame or before the deadline date and time, please contact Captain Bowers at 301-891-7144 to confirm that the proposal was received.)

All submissions must include the following information to be considered complete. The City reserves the right to disregard any incomplete bid responses.

1. Cover Letter. A transmittal letter from a principal officer of the firm offering the proposal and certifying that the proposal and fee schedule will remain in effect for ninety (90) days after the due date. The letter should include the RFP number, and provide the name and address of the firm, and contact information for the officer.
2. Experience. Describe any consulting work with police departments in the area of community relations and task performance. Demonstrate knowledge of police authority issues.
3. Staff. Describe experience of staff in working with police and various community groups.
4. References. Provide a reference list of three recent (within five years) municipal clients. If municipal clients are not available, other major clients may be submitted.
5. Certification of Non-Involvement in the Nuclear Weapons Industry – Form Attached
6. Living Wage Requirements Certification – Form Attached
7. Metropolitan Council of Governments Rider Clause – Form Attached
8. Qualification and Certification Statement – Form Attached

Prior to the execution of the anticipated Contract for Services, the selected organization shall provide a Certificate of Insurance naming the City of Takoma Park, Maryland as additionally insured. Failure to provide such certification will result in the cancellation of any contract.

### **EVALUATION CRITERIA**

The award will be made on the basis of a recommendation made by an evaluation panel comprised of City staff and authorized by formal action of the Takoma Park City Council. The panel will evaluate proposals in accordance with the requirements provided in this Request for Proposals. Personal interviews and negotiations may be conducted with one or more bidders, at the discretion of the City.

The proposals will be evaluated based on the following criteria:

1. Project understanding, approach and methodology utilized in performing the scope of services for this project.
2. Demonstration of a history of completing projects similar in size and scale on time and on budget.
3. Qualifications and experience of key personnel assigned to this project.
4. Proposed costs.

While cost is a factor in evaluation the proposals, it is not the sole deciding factor as the City is seeking to entire into a contract with the most capable organization at the best value.

## **GENERAL CONDITIONS**

The General Conditions set out below apply to all formal solicitations for the City of Takoma Park, Maryland. Proposers are responsible for informing themselves of these requirements prior to submission of proposals. The term “bid” and “bidder” as used in these General Conditions shall include the term “proposal” and “offeror” or “respondent.”

### Receipt of Proposals

Proposals or amendments received after the time specified below for Opening will not be considered.

Properly marked proposals attached as a PDF, that are received prior to the specified time of the Opening will be kept unopened until the bid Opening date and time.

No liability shall be attached to the City or appointed City representative for the premature opening of an improperly addressed or improperly identified bid.

### Opening of Proposals

Bid opening will be held at 12:00 p.m. on Friday, December 4, 2015 in the offices of the City of Takoma Park’s Police Department.

Unless otherwise specified by the City, all proposals submitted shall be binding for City acceptance for 90 calendar days from the date of the opening of proposals.

### Award or Rejection of Proposals

A contract shall be awarded to a responsive and responsible firm or individual. The City reserves the right, in its sole discretion, to: 1) accept a proposal in part or as a whole; 2) reject

any or all proposals; 3) re-advertise the Request for Proposals; 4) waive any required information set forth in this Request for Proposals; 5) select a bid and make a contract award which best serves the most effective and efficient performance of the contract services and the interests of the City; and/or 6) reject any and all proposals that comply with these Request for Proposals specifications, or to accept a higher bid proposal that complies, provided that, in the judgment of the City, the services or items offered under the higher bid proposal have additional values or functions justifying the difference in price.

The City reserves the right to personally interview bidders and to inspect the bidder's place of business, inventory, vehicles, supplies and equipment, contact references and inspect past projects prior to making a bid award.

The City also reserves the right, in its sole discretion, to reject the proposal of a bidder who has previously failed to satisfactorily perform or to timely complete a contract of a similar nature (whether for the City or for a different jurisdiction or entity) or a proposal of a bidder who, upon investigation, is not in position to perform the contract.

A written notice of the award (or acceptance of the bid) will be provided to the successful bidder within the specified acceptance period.

#### Changes in Specifications

The City may, during the proposal period, advise prospective respondents by bulletin or addenda of changes in information contained in the Request for Proposals. All such changes shall be deemed a part of the RFP, and shall become part of the information contained in the RFP as originally issued.

#### Subcontractors

Bidders may not assign or sublet the contract services or any part thereof without the prior written consent of the City Manager, or his or her duly appointed representative. Bidders must request approval in writing for any such assignment or subcontracting, including the name of such assignee or subcontractor(s) he or she intends to use, the specific services or materials to be furnished by such assignee or subcontractor, the assignee or subcontractor's place of business, and other information as the City Manager may require.

#### Compliance with Specifications

Bidders shall abide by and comply with the true intent of the Scope of Service detailed in the Request for Proposals and not take advantage of any unintentional error or omission.

#### Payment



Invoice for payment must be submitted in duplicate. An original and one copy shall be forwarded to the City, payment for which will be made only upon acceptance of the services or items represented by the invoice. Payment terms are net 30 unless special arrangements have been established.

Bidders shall not legally or equitably assign any of the monies payable under the contract, or its claim thereto, unless by and with the written consent of the City Manager.

Indemnification and Insurance

The bidder is responsible for any loss, personal injury, death, property damages, and any other damages of every name and description that may be done or suffered by reason of bidder's negligence or failure to perform any contractual obligations. The bidder shall indemnify and save harmless the City of Takoma Park, its employees, officials, and agents, from and against all losses, liabilities, claims, demands, damages, suits, costs and expenses of any kind, including attorney's fees and litigation expenses, suffered or incurred due to the bidder's negligence, tortuous act or omission, or failure to perform any of its contractual obligations.

The bidder must obtain at its own cost and expense, and keep in force and effect during the term of the contract with the City for the contract work, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Takoma Park must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

<u>Coverage</u>	<u>Amount or Limits</u>
Workers Compensation (for bidders with employees)	
Bodily injury Accident (each)	\$100,000
Disease (policy limits)	\$500,000
Disease (each employee)	\$100,000
Commercial General Liability	\$1,000,000
(Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)	
Minimum Automobile Liability	

(Including owned, hired and non-owned automobiles.)

Bodily injury, each occurrence	\$1,000,000
Bodily injury, each person	\$500,000
Property damage, each occurrence	\$300,000

Professional Liability (for professional services contracts) \$1,000,000.00  
(For errors, omission, and negligent acts, per claim and Aggregate, with one year discovery period and maximum deductible of \$25,000)

#### Bidder's Certification of Noninvolvement in the Nuclear Weapons Industry

In order to comply with the provisions of Takoma Park Code Chapter 14.04, Nuclear-Free Zone, section 14.04.060.C, bidders must certify, by a notarized statement, that the bidder is not knowingly or intentionally a nuclear weapons producer.

#### Living Wage Requirement

This Request for Proposals is subject to the City of Takoma Park's living wage requirement for service contracts. The "Living Wage Requirements Certification" must be completed and submitted with your proposal. If you fail to submit and complete the required material information on the Living Wage Requirements Certification, then your proposal is unacceptable under City of Takoma Park law and will be rejected.

The current mandatory living wage rate, payable by a contractor and any subcontractor to employees under the City's living wage law, is \$14.35 per hour through June 30, 2016. The living wage rate is adjusted as of July 1 of each year to reflect the most current Montgomery County living wage rate and shall be applicable to any contract awarded thereafter until the date of the next adjustment. Notice of adjustments to the living wage rate can be found on the City's website ([www.takomaparkmd.gov](http://www.takomaparkmd.gov)). Also, the City's living wage law—Takoma Park Code § 7.08.180 et. seq. (Ordinance No. 2013-26) is available at the same website.

#### Rejection of Proposals

The City of Takoma Park has the right, in its sole and absolute discretion, to reject any and all proposals in the best interests of the City, to accept or reject any part of any proposal, to waive any technical or formal defect therein, and to elect not to proceed with the process set forth in this Request for Proposals.

#### Conflict of Interest

No employee or officer of the City, or his or her immediate family member, shall be permitted to any share or part of this contract or to any benefit that may arise from this contract.



## QUALIFICATION AND CERTIFICATION STATEMENT

<b>NAME OF ENTITY</b>	
Business Address	
Telephone Number	Fax
Web Site	
<b>AUTHORIZED REPRESENTATIVE</b>	
Name	Title
Telephone Number (Office)	(Cell)
E-Mail	

### ORGANIZATIONAL STRUCTURE

Identify the legal structure of the entity responding to the Request for Proposals and include requested information with this submission.

- A.1. A corporation incorporated under the laws of the State of Maryland, and in good standing to do business in the State of Maryland.
- A.2. List the name of the corporation and the names and titles of the corporation's directors and officers:
- B.1. A corporation incorporated under the laws of (insert jurisdiction)  
\_\_\_\_\_
- B.2. The foreign corporation is registered or qualified and in good standing to do business in the State of Maryland.
- B.3. List the name of the corporation and the names and titles of the corporation's directors and officers:
- C. A sole proprietor doing business under his/her individual name. Individual name:  
\_\_\_\_\_
- D. A sole proprietor doing business under a trade or business name (for example, John Doe t/a Doe Masonry). List individual name and the trade or business name:
- E. A partnership. List the type of partnership and the names of all general partners:
- F.1. A limited liability company organized under the laws of the State of Maryland and authorized and in good standing to do business in the State of Maryland.
- F.2 List the limited liability company name and the names of all members:
- G.1 A limited liability company organized under the laws of \_\_\_\_\_  
(insert jurisdiction name).
- G.2. The foreign limited liability company is authorized and in good standing to do business in the State of Maryland.
- G.3. List the foreign limited liability company name and the names of all members:
- H. Other (explain):

**CERTIFICATION**

The undersigned proposes to furnish and deliver all labor, supplies, material, equipment, or services in accordance with specifications and stipulations contained in the Invitation for Bids or the Request for Proposals for the prices listed on the enclosed Price Proposal Sheet, if any, and/or upon the terms and conditions set forth in the proposal.

The undersigned certifies that this bid/proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation submitting a bid or proposal for the same labor, supplies, material, equipment, or services and is, in all respects fair and without collusion or fraud. The undersigned further certifies that he/she is authorized to sign for the Respondent.

Respondent Name (print): \_\_\_\_\_

Title:

By: \_\_\_\_\_

(Signature)

(Date)

**CERTIFICATION OF NON-INVOLVEMENT IN THE NUCLEAR WEAPONS INDUSTRY**

**KNOW ALL PERSONS BY THESE PRESENTS:**

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per section 14.04.090:

A “nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed knowingly and intentionally to contribute to the operation, launch guidance, delivery or detonation of a nuclear weapon.

**IN WITNESS WHEREOF**, the undersigned has signed and sealed this instrument this day of \_\_\_\_\_, 2015.

Name of Firm \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_

Print Name and Title

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this day of \_\_\_\_\_, 2015.

Notary Public \_\_\_\_\_

My commission expires

**Failure to complete this Certification will cause your bid to be considered non-responsive.**

**LIVING WAGE REQUIREMENTS CERTIFICATION**  
**(Takoma Park Code, section 7.08.200.B)**

Business Name:	
Street Address	
City, State, Zip	
Phone Number	Fax Number
E-Mail	
Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City's living wage requirements, unless exempt under Section 7.08.190 ( <i>see</i> item B below):	
Contact Name	
Title	
Phone Number	Fax Number
E-Mail	

**CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A CONTRACTOR.**

**Living Wage Requirements Compliance**

This Contractor is a covered employer will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq. - Ordinance No. 2007-55, amended 2013-26*). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

**Exemption Status (if applicable)**

**This Contractor is exempt from the living wage requirements because:**

- The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.
- It is a public entity.
- It is a nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c(3) of the Internal Revenue Code.

A contractor who is prohibited from complying with the City's living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. (Must specify the law and/or furnish a copy of the contract or grant.)

**Living Wage Requirements Reduction**

This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer's share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer's share of the premium for that health insurance is \$\_\_\_\_\_.

(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer's share of the monthly health insurance premium.)

**Contractor Certification and Signature**

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.200.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park, will comply with all applicable requirements of the City's living wage law.

Authorized corporate, partner, member or proprietor signature
Print name
Title of authorized person



## METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

### USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS COMMITTEE

- A. If authorized by the Bidder(s), resultant contract(s) will be extended to any or all of the listed members as designated by the Bidder to purchase at contract prices in accordance with contract terms.
- B. Any member utilizing such contracts) will place its own order(s) directly with the successful Contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of our bid/proposal.
- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with-the awardee. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a- jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction
- F. The issuing jurisdiction shall not be held liable for any costs or damages, incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardee.
- G. In pricing section of contract:

#### BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

YES	NO	JURISDICTION
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Alexandria Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Arlington County, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Arlington County Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	Bowie, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	College Park, Maryland
<input type="checkbox"/>	<input type="checkbox"/>	Culpepper County, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia Public Schools
<input type="checkbox"/>	<input type="checkbox"/>	District of Columbia Water & Sewer Authority
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax, Virginia
<input type="checkbox"/>	<input type="checkbox"/>	Fairfax County, Virginia

- Fairfax County Water Authority
- Falls Church, Virginia
- Fauquier County Schools & Government, Virginia
- Frederick County, Maryland
- Frederick County Public Schools
- Gaithersburg, Maryland
- Greenbelt, Maryland
- Herndon, Virginia
- Loudoun County, Virginia
- Manassas, Virginia
- Maryland-National Capital Park & Planning Commission
- Metropolitan Washington Airports Authority
- Metropolitan Washington Council of Governments
- Montgomery College
- Montgomery County, Maryland
- Montgomery County Public Schools
- Prince George's County, Maryland
- Prince George's County Public Schools
- Prince William County, Virginia
- Prince William County Public Schools
- Prince William County Service Authority
- Rockville, Maryland
- Stafford County, Virginia
- Takoma Park, Maryland
- Vienna, Virginia
- Washington Metropolitan Area Transit Authority
- Washington Suburban Sanitary Commission