



## **REQUEST FOR PROPOSALS**

### **Update Policies and Procedures for the Unalaska Department of Public Safety**

Proposal Deadline: 08/20/2024

#### **1.0 INTRODUCTION AND PURPOSE**

The City of Unalaska, Alaska ("City") is requesting proposals for consulting services to conduct a Policy and Procedure update across all divisions within the Unalaska Department of Public Safety. The Scope of Work is outlined in section 3.0.

The Scope of Work includes a review of the current policies and procedures, re-writing the policies to bring them in line with current Alaska laws and rules and industry best practices to provide policies and procedures that reflect additional issues not currently covered.

Goal: The goal of the City is to update the current policies and procedures and ensure they are in accordance with applicable federal and state laws, and best practices. In doing so, the objectives of the City are:

- To attract and retain qualified employees;
- To provide current and understandable policies and procedures to all employees of the Unalaska Department of Public Safety;
- To enable the City to maintain a Public Safety Department that supports and assists citizens and private companies within the area, through a professional organization; and
- To establish policies and procedures that can be reviewed and updated, under the guide of best practices, to continue to meet the objectives in future years.

#### **2.0 BACKGROUND INFORMATION**

Located just 50 miles from the North Pacific Great Circle Route, the City of Unalaska is 800 miles southwest of Anchorage in the heart of the North Pacific and the Bering Sea fisheries. Our community is a vibrant mix of industry and history connected by 40 miles of roads linking our port, harbors, and private docks with local businesses and our thriving residential community, population 4,195. The City is located on the coast of Unalaska and Amaknak Islands and is home to one of the busiest and most prosperous stretches of coastline in Alaska

Unalaska is the anchor for commercial fishing activity in the Bering Sea and the Aleutian Islands. Unalaska's Port of Dutch Harbor is the #1 Commercial Fishing Port in the U.S. with the greatest quantity of fish and shellfish harvested, a designation held for more than 25 years. Unalaska's economy is based on commercial fishing, seafood processing, fleet services, and

marine transportation. The Port of Dutch Harbor is the only deep draft, year-round ice-free port from Unimak Pass west to Adak and north to the Bering Strait. Our port has been designated a Potential Port of Refuge by the Coast Guard and provides protection and repair for disabled or distressed vessels as well as ground and warehouse storage and transshipment opportunities for the thousands of vessels that fish or transit the waters surrounding the Aleutian Islands daily. Unalaska is also the home of the western-most container terminal in the United States and is one of the most productive ports for the transshipment of cargo in Alaska. In addition to products shipped domestically to and from this regional hub, the product is shipped to ports around the world with weekly shipments headed to Europe and Asia by container ship and freighter.

The City is a full-service City, with a Mayor and six-member City Council operating under the Council-Manager form of government, with a strong City Manager). City departments and divisions include Public Safety, comprised of Police, Corrections and Communications; Fire & EMS; Parks Culture and Recreation; Planning; City Manager; City Clerk; Administration, providing HR and Risk Management; Public Works (Engineering, Roads, Vehicle Maintenance, Facilities Maintenance and Supply); Public Utilities (Water, Wastewater, Electric Production and Distribution and Solid Waste); Ports & Harbors; and Finance and Information Systems.

The Unalaska Department of Public Safety, comprised of Administration, Police, Corrections and Communications, also provides animal control services; a branch of the Alaska DMV; dispatch and emergency communications for Police, Fire and EMS; and Corrections (jail and housing prisoners). The Department is headed up by the Police Chief, and the following positions are authorized:

**POLICE**

Deputy Chief (1)  
Sergeants (3)  
Investigator (1)  
Officers (9)  
Animal Control Officer (1)

**COMMUNICATIONS**

Sergeant (1)  
Communication Officers (4)

**COMMUNICATIONS**

Sergeant (1)  
Corrections Officers (4)

**ADMINISTRATION**

Office Manager  
Department of Motor Vehicles agent

The use of centralized control of all of the Department of Public Safety's Policies and Procedures was adopted several years ago into PowerDMS, the City's designated online repository. At the time, the policies and procedures were scanned into PowerDMS instead of creating the policies inside the program. This resulted in the inability to use the program as intended to make changes to the documents. The documents have to be recreated, the old document archived, and the new document scanned into the program. This repeats the process of not being able to review, revise, replace, or create documents as intended. This has resulted

in old, outdated policies and procedures. Additionally, there has not been regular review and updating of these documents. Some of these documents date back to 2010 and earlier.

This has created a problem using outdated or unreviewed policies and procedures to train new officers, or to give guidance and stability to current officers when the policies and procedures indicate something that has changed due to laws, statutes, or best practices.

### **3.0 SCOPE OF WORK**

Working with Staff from the Unalaska Department of Public Safety, the successful consultant will conduct a professional review of all the Department's Policies and Procedures, including all divisions of the Department. The Consultant will identify the "best practices," and any State of Alaska requirements that must be met in relation to specific policies, and update the policies and procedures in PowerDMS, the on-line repository the city uses to store these documents. The documents will be entered in a format which will allow review and editing, which is already designed into the PowerDMS program. The City will provide appropriate access to PowerDMS for the successful consultant.

The successful consultant would be expected to complete the project within 4 months of being awarded the contract.

The City of Unalaska will provide the following information to the successful consultant:

- Current Staffing levels of the all divisions
- Departmental organizational charts
- Electronic access to existing policies of the Department of Public Safety

### **4.0 EVALUATION OF PROPOSALS: SELECTION FACTORS**

This section sets forth criteria which will be used in the evaluation of proposals and selection of the successful consultant. Each responsive proposal will be evaluated and selection will be made on the basis of the criteria listed below:

<b>Factor</b>	<b>Available Points</b>
Demonstrated understanding of City's needs with respect to the Policies and Procedures, quality of the consultant's described approach, and the ability to meet or exceed the criteria set forth in Scope of Work	25
Experience of the consultant and proposed project team in regard to Public Safety Policies and Procedures, particularly with government agencies	25
Compliance with contract terms, conditions and overall quality and completeness of proposal submission	10
References	15
Cost of services	25

The City may conduct interviews and have discussions with one or more consultants. Once these interviews and discussions are completed, the award will be made to the top-ranked consultant, and other consultants will be advised of the decision. Proposals will remain confidential until a consultant has been selected.

## **5.0 REQUIRED CONTENT OF PROPOSAL**

Consultants must submit written proposals that present their qualifications and an understanding of the work to be performed. Proposals must address each of the specific topics listed below as a minimum. Failure to include all of the requested information may be cause for the proposal to be considered non-responsive and rejected.

### **General Requirements:**

The City has limited funding allocated for the completion of this project. Consultants are encouraged to be creative and resourceful in proposing the most cost-effective and efficient solutions for the needs outlined in this RFP. All costs incurred in the preparation and presentation of this proposal are the responsibility of the consultant.

### **Required Documents for RFP Submittal:**

Cover Letter: This letter confirms consultant's interest in performing the subject study and indicates agreement with, or specific exceptions to, any of the objectives, requirements, terms or conditions contained in this request for proposal document. It must also list the official name, address, phone number, fax number, email address of the consultant, as well as the name of the principal contact person and the name of the person authorized to execute the contract.

### **Consultant's Qualifications:**

- A description of the experience and qualifications of the proposed staff member(s) who will be performing the services. This information must include at a minimum: number of years with the consultant; education; major projects worked on or completed within the past five years, and any experience relevant to this RFP. Individuals identified in the response to this RFP cannot be removed from the project team for the duration of the contract without the express written permission of the City of Unalaska.
- Experience with public entities is preferred. Include a description of the organization and experience the consultant has had in writing policies and procedures for public safety departments, and any other related experience.
- A list of municipalities for which the consultant has provided similar services as set out in the scope of work, in the last five (5) years, including a description of the particular work done, or being done for each municipality.
- A list of three (3) recent public sector client references, including contact person, telephone, email and mailing address.
- Provide details of any instances in which the proposed individual consultants or firms have had to legally defend themselves relative to services provided.

### **Proposed Methodology and Related Information:**

Provide a detailed description of the services and methods by which the work will be performed, including the following:

- Consultant's understanding of the services to be provided as set forth in the Scope of Work.
- Description of how the consultant proposes to conduct the scope of work, including descriptions and documentation of proposed methodology. Describe and outline the tasks that the consultant believes are necessary to complete the scope of work.
- Estimated time the project will take from beginning to completion, including a proposed timeline, dates, and milestones, i.e. the project schedule for review and feedback by the City's review team.
- Explanation of what work, if any, City staff will be required to perform.
- In light of the consultant's other business obligations, indicate the extent of the consultant and project manager's availability to perform the scope of work.
- Recommendations for annual or ongoing review of the work product, either by consultant or City staff over the next ten years.

#### **Proposed Cost of the Project:**

Provide a detailed project budget. The associated costs must be identified for each phase, providing alternative costs, if available. Any incidental expenses, such as copying, mailing, and travel charges must be clearly stated in the proposal. Costs quoted shall be firm and not subject to increases during the term of any contract that the consultant and City may enter into as a result of the proposal. The proposal must clearly specify the expiration date of the quoted cost.

### **6.0 SUBMITTAL INSTRUCTIONS**

The City of Unalaska reserves the right to reject any or all proposals, to waive any defects in the proposals received, and to select the consultant considered the most advantageous to the City.

Proposal responses must be delivered via email to the City Clerk and the Deputy City Clerk, with the email subject line stating (Name of Consultant) – RFP DPS Policies & Procedures:

City Clerk Estkarlen Magdaong: [emagdaong@ci.unalaska.ak.us](mailto:emagdaong@ci.unalaska.ak.us)

Deputy City Clerk Alicia Aguilar: [aaquilar@ci.unalaska.ak.us](mailto:aaquilar@ci.unalaska.ak.us)

Subject Line: Name of Consultant – RFP DPS Policies & Procedures

Proposals must be submitted by email, and received on or before August 20, 2024 at 5:00 p.m. local time. Proposals received after the deadline will not be accepted.

All proposals, responses, inquiries, correspondence or other documents relating to this RFP will become the property of the City when received. The City reserves the right to use any or all ideas presented in any proposal, whether amended or not; selection or rejection of a proposal does not affect this right.

### **7.0 TERMS AND CONDITIONS**

The City reserves the right to reject any or all proposals, to waive technicalities, or to accept the

proposal deemed to serve the City's best interest.

All costs associated with preparation, submittal and presentation of proposals are the responsibility of the consultant.

The selected consultant will be required to sign a contract with the City, the form and substance of which must be acceptable to the City.

Termination: If for any reason, the consultant selected fails to fulfill the obligations agreed to in a timely manner, the City has the right to terminate the contract by specifying the date of termination in a written notice to the consultant at least seven (7) days before the termination date. In that event, the consultant would be entitled to just and equitable compensation for the work satisfactorily completed.

The contract to be signed between the City and the contractor may include the following terms and conditions:

- The consultant selected must be an independent contractor.
- All work products become the City's property.
- A timeline for performance objectives.
- Provisions for termination in the event of non-performance, force majeure, or by either party upon ten (10) days written notice prior to cancellation.
- Prohibition against assigning or transferring the awarded contract without prior written consent of the City.
- Requirement that the contractor abide by the City's Ethics Code to the extent it is applicable.
- Consultant will be required to carry, maintain and furnish proof of insurance coverage, including worker's compensation coverage.
- An indemnity provision by the consultant to the City covering damages, losses, expenses, attorney's fees, etc. against the City for claims involving patent, copyright infringement or related claims, negligent performance, or any tortuous conduct by contractor, its employees, agents, representatives, or anyone else associated with contractor.
- Final work product will be due from contractor by deadline established in the contract.
- Any and all other provisions deemed necessary by the City.