



CITY OF
URBANA

**Request for Qualifications: Community Safety Review
Through the Lens of Racial Equity and Social Justice**

(Solicitation #2122-45)

City of Urbana
400 S Vine St
Urbana, IL 61801

Issue Date: February 23, 2022
Responses Due: March 31, 2022

Submittal Instructions

- Due Date:** Responses are due by Friday March 31, 2022, at 5:00 p.m.
- Submission:** Responses should be submitted via email (PDF) to Will Kolschowsky at wakolschowsky@urbanaininois.us .
- Submission Requirements:** **Page Limit:** Responses shall be 30 pages or less.
There is no required format, but responses should include:
Response to Scope of Work: Responses to this Request for Qualifications (RFQ) should address how the Scope of Work will be met.
Draft Contract / Service Agreement: Responses should include a draft contract or service agreement that includes all requirements in this request, all elements of a proposal, and contains a full and valid complement of standard warranties. This does not count towards 30-page limit.
References: Responses should include a list of three references for similar work.
EEO Form: Responses should include a completed form. [\[Link\]](#). This form does not count towards 30-page limit.
- Communications:** Once the RFQ is issued, two-way communication will be limited. Responses to non-routine questions or changes to the RFQ will be issued via an addendum to the RFQ. Respondents who wish to be notified of any addendum should email the address above as early in the submission timeline as reasonable. Substantive questions for the City should be submitted no later than ten business days prior to the due date. The City may require clarification of a response once submitted either via telephone, electronic meeting, or in writing. The City reserves the right to impose deadlines on clarifications.
- Response Validity:** All responses to this RFQ shall be irrevocable for a period of 90 days after the due date and may not be withdrawn by the Respondent during this period without the written consent of the City.
- Assumption of Risks:** The City is not responsible for any pre-contract costs incurred by a vendor participating in this process. Responses to this request become the property of the City. Proprietary and confidential material should clearly be marked as such; however, the City shall only be able to comply to the extent allowed by law. The City reserves the right to

terminate the selection process at any time, to reject any or all submittals, and to pursue a contract in the best interest of the City.

General Information

Summary Information

The City of Urbana is seeking proposals from qualified firms to provide a detailed review of the methods for providing services related to community safety. The intent is to reconsider the traditional roles of public safety departments (specifically, police and fire) as well as other City departments, as appropriate. The goal is to promote community safety and well-being in ways that minimize harm related to race, poverty, and other social factors.

The selected respondent team will have the qualifications and staff resources necessary to perform an analysis of existing conditions, research alternative models, prepare a cost analysis, and develop a transition plan. The successful team will provide services for City of Urbana as outlined under *Scope of Work*. The City is looking for a team that has expertise in both traditional public safety reviews as well as innovative approaches to assist the City in developing locally-tailored recommendations given operational needs, financial constraints, and multi-jurisdictional collaboration.¹

General Requirements

1. The project team, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFQ. It is understood that the primary firm may not have expertise in all required areas; there should be a clear relationship between the project team and any sub-consultants.
2. It is understood that all reports, information, or data prepared or assembled by the project team shall be confidential in nature and shall not be made available by the vendor to any individual or organization, except the City of Urbana, without the prior written approval of the City.
3. The primary firm shall be financially solvent.
4. The primary firm shall be responsible for complying with local, State, and Federal codes, legislation procedures, regulations, and professional standards.

Selection Process and Agreement

City staff will select a consulting firm utilizing a Qualifications Based Selection (QBS) process. Critical factors in this selection will include responsiveness of the proposal to this RFQ; description of approach to the services; project management, relevant project experience, qualifications of the firm

¹It is understood that other jurisdictions and agencies also impact community safety and well-being (e.g., Cunningham Township, Urbana Park District, CU Public Health District, Champaign County Mental Health Board, and many others). A full examination of how all of these jurisdictions and agencies interact and provide services is beyond the scope of this review. However, to the extent that other local jurisdictions/agencies interface directly with the provision of services by the Urbana Police and/or Fire Departments (e.g., METCAD, UIPD, Champaign County Sheriff, etc), the role of those entities should be considered.

and assigned staff; readiness; ability to execute an acceptable contract; and client references. The City reserves the right to request written clarification of proposals and supporting materials. Interviews may be conducted in-person with one or more respondents in order to clarify certain elements. The City reserves the right to pursue a contract as deemed most favorable to the project. The City reserves the right to reject any or all submittals.

The City's intent is to retain a consulting firm with the qualifications and staff resources necessary to perform the services outlined in this document for the duration of the project within the specified timeline.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule with a maximum compensation limit for each phase of work.

The City reserves the right to approve additional components of work and may use additional firms for said work.

It is the City's goal for there to be a minimum of 10% MBE/WBE² participation on City projects; this can be achieved directly or with sub-consultants.

It is the City's current expectation that this review will be an extensive and iterative process. It is the City's hope for this project to be completed within 18 months after starting. However, this timeline will be reassessed based on the proposals received.

Scope of Work

The following scope of services is included as a guide. It is designed to identify the minimum service level expected from the successful firm and, as such, should be modified and augmented, based upon the experience of the firm, as necessary to complete the project.

General:

The consulting firm selected through this RFQ process will enter into an agreement with the City of Urbana to provide consulting services, project management, and analysis related to the project for multiple phases. The level of service requested may vary based on the final scope of the project.

Based on the requirements of the City of Urbana, the selected firm shall provide consulting services for the following phases:

1. Understanding of Existing Conditions
2. Review of Alternative Community Safety Models and Options
3. Impact analysis of Implementing Alternative Options

² Minority Business Enterprise/Women Business Enterprise

4. Transition and Implementation

Each phase will have separate deliverables. Responsive proposals should indicate the level of effort contemplated in order to provide meaningful public engagement during each phase of work. Responsive proposals should indicate how the consultant team will gather input specifically from diverse community members and key stakeholder organizations.

Detail/Phases:

The City shall deliver a written notice to commence with each phase. The City reserves the right to cease all of or part of the project after or during any phase.

1. Understanding of Existing Conditions

This phase will undertake an analysis of Urbana's existing public safety model, including the resources dedicated to public safety, the ways the resources are allocated, and the types of services provided by the City to ensure and promote public safety. This will include a detailed understanding of the level of staffing and services provided by Urbana Police and Fire Departments and how these compare with similar communities and industry best practices. In addition, the satisfaction with the existing level of services by residents will be measured and quantified using a statistically significant survey or comparable tool. This phase should elucidate the complexities of the local situation, including factors driving violent crime, community relationships, and other relevant factors. In addition, the relationship of the multi-jurisdictional local public safety agencies and how their roles interface must be explained and understood as part of the analysis of existing conditions. In order to properly review alternative models, it is essential that the quantitative and qualitative features of the current public safety model in Urbana is understood; this should include costs, benefits, strengths, and weaknesses.

The respondents should describe their experience in performing staffing studies for other jurisdictions and the scope of what those studies entailed.

2. Review of Alternative Community Safety Models and Options

This phase will result in the presentation of multiple options from other jurisdictions with practices that differ from the Urbana (either in staffing assignments, levels of resources, departmental responsibility, and so on) in ways that are explicitly intended to mitigate harm to vulnerable populations (based on race, income level, etc.). These options will be culled based on input from the public, Mayor, Council, and City staff. This narrowed set of options will be explored in greater detail to determine affordability and applicability to Urbana.

3. Impact Analysis of Implementing Alternative Options

The results of this phase will be a cost analysis for each of the recommended alternative options from Phase 2 above. The cost analysis, inclusive of start-up and ongoing operations, should be sufficiently detailed to allow for a realistic examination of the feasibility of each option for the City. At a minimum, this should include a staffing impact analysis (cost) and safety impact analysis (benefit).

Public input on the cost and benefits of potential alternative options should be gathered. This phase will conclude with the City selecting one or more recommendations or proposals to move forward to implementation.

4. Transition and Implementation

For each recommendation that is adopted and funded, the consultant shall collaborate with City staff to develop an implementation plan and monitor and support the transition process. Evaluation criteria that are relevant and measurable should be identified for any new programs, practices, or staffing models.

Tentative Selection Process

Below is the tentative selection process. The City reserves the right to modify the selection process as needed.

Review of submittals

Responses to the RFQ will be reviewed based on the following: description of the approach to the services, project management, relevant project experience, qualifications of the firm and assigned staff, readiness, and client references. The City may request more information as needed.

Pending the initial review, at least two qualified teams will be selected for in-depth interviews (either in person or via Zoom). Additional firms may be interviewed at the City's discretion.

After interviews, the City will pursue a contract with the preferred respondent. If the preferred respondent is unable to execute a contract with acceptable terms to the City, the City will begin contract negotiations with the next best respondent.

General Timeline

The dates below reflect the desired pace that the City wishes for the process. However, depending on the City's operational capacity, these dates may change.

RFQ Issue Date:	February 23, 2022
RFQ Close:	March 31, 2022
Initial Review:	Ending April 22, 2022
Interviews:	Beginning May 2, 2022
Selection & Contract Negotiation:	Contract Signed by June 1, 2022
Phase 1 Complete:	December 1, 2022
Phase 4 Complete:	December 1, 2023



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Addendum #1

ADDENDUM DATE: 03/09/2022

This Addendum has been issued to clarify questions concerning Solicitation #2122-45.

This addendum, along with any and all other addendums, must be acknowledged in your submittal.

Final questions and comments pertaining to this request for qualifications shall be submitted to the City no later than 5:00 p.m. on Thursday March 24th, and the final addendum, if necessary, will be issued no later than 5:00 p.m. on Tuesday March 29th. Additional questions and comments received after that time will not be answered.

Important Dates:

RFQ Issue Date: 2/23/2022
Addendum #1: 3/09/2022
Last Day for Questions: 03/24/2022
Last Addendum: 3/29/2022 (if needed)
Responses Due: 3/31/2022 (unchanged)

Contact

William Kolschowsky
Management Analyst
wakolschowsky@urbanaillinois.us | (217) 384-2442

Items of Clarification

1) What is the project budget?

The City's FY 2021-2022 Budget allocated \$186,758 for this project. The allocation was made based on available funding, and any surplus will be used for implementation. This amount reflects currently available funds.



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Addendum #2

ADDENDUM DATE: 03/17/2022

This Addendum has been issued to clarify questions concerning Solicitation #2122-45.

This addendum, along with any and all other addenda, must be acknowledged in your submittal.

Final questions and comments pertaining to this Request for Qualifications shall be submitted to the City no later than 5:00 p.m. on Thursday March 24th, and the final addendum, if necessary, will be issued no later than 5:00 p.m. on Tuesday March 29th. Additional questions and comments received after that time will not be answered.

Important Dates:

RFQ Issue Date: 2/23/2022
Addendum #1: 3/09/2022
Addendum #2: 3/17/2022
Last Day for Questions: 03/24/2022
Last Addendum: 3/29/2022 (if needed)
Responses Due: 3/31/2022 (unchanged)

Contact

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Management Analyst
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Items of Clarification

1) What is included in the 30-page limit?

The 30-page limit is inclusive of all items that address the scope of work including: the description to the approach to services, project management, relevant project experience, qualifications of the firm and assigned staff, readiness, and contact information for client references. A cover letter and an overview of the costs are included in this limit.

The following documents do not count towards the 30-page limit:

- Draft Contract/Service Agreement
- EEO Form
- Vendor Representation and Additional Duties (VRAD) Form
- Addenda Acknowledgement Form

2) Are the VRAD, W-9, and Addenda Acknowledgement forms required in a response submittal?

Vendors doing business with the City are required to complete a VRAD and a W-9 form prior to the signing of a final contract. Neither form is required in the submittal, but Vendors are encouraged to submit the VRAD along with their submittal.

Submittals should acknowledge the receipt of all addenda. A vendor may use the Addenda Acknowledgement Form to acknowledge receipt of addenda.

These documents do not count towards the 30-page limit and are available at:
<http://www.urbanaininois.us/Purchasing-Forms>

3) Does the City maintain a MBE/WBE list?

The City of Urbana does not have a list of its own, but supports the City of Champaign's 'Champaign Diversity Advancement Program' (CDAP) and utilizes its vendor list. Information about the program and list are available at: <https://champaignil.gov/city-managers-office/office-of-equity-community-and-human-rights/services/equal-opportunity-purchasing-ordinance/>