

**RFP2019-43 OPERATIONS, RESPONSE AND FISCAL MANAGEMENT ANALYSIS EXPERT FOR THE CITY OF TRENTON, DEPARTMENT OF FIRE PROPOSAL OPENING AUGUST 15, 2019 AT 11:00AM**

RFP2019-43 OPERATIONS, RESPONSE AND FISCAL MANAGEMENT ANALYSIS EXPERT FOR THE CITY OF TRENTON, DEPARTMENT OF FIRE				
NUMBER OF RESPONDENTS:	4			
NAME OF BIDDER	FIRST RESPONSE ENTERPRISES, LLC	CENTER FOR PUBLIC SAFETY MANAGEMENT	MATRIX CONSULTING GROUP	AER CONSULTING SERVICES, LLC
ADDRESS	166 MONMOUTH ROAD	475 K STREET, SUITE 702	1650 S. AMPHLETT BOULEVARD SUITE 213	77 MILLTOWN ROAD, SUITE A5
CITY, STATE, ZIP	ELIZABETH, NJ 07208	WASHINGTON, DC 2001	SAN MATEO, CA 94402	EAST BRUNSWICK, NJ 08816
CONTACT NAME	DAVID BIALAS	LEONARD MATARESE	RICHARD BRADY	ANDREW E. REID
TELEPHONE	716-402-1393	716-969-1360	650-858-0507	732-851-3672
FAX	N/A	N/A	650-397-4050	732-704-4811
E-MAIL	<a href="mailto:INFO@FIRSTRESPONSE.COM">INFO@FIRSTRESPONSE.COM</a>	<a href="mailto:LMATARESE@CPSM.US">LMATARESE@CPSM.US</a>	<a href="mailto:RBRADY@MATRIXCG.NET">RBRADY@MATRIXCG.NET</a>	<a href="mailto:ANDEW.REID@AERCONSULTINGLLC.COM">ANDEW.REID@AERCONSULTINGLLC.COM</a>
STOCKHOLDER DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED	INCLUDED
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY	INCLUDED	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONAIRE	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A	N/A	N/A	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	REQUIRED FROM AWARDED VENDOR	INCLUDED	REQUIRED FROM AWARDED VENDOR	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED	INCLUDED
EIC	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	CERT.#58343 EXP. 11/15/2024
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED	INCLUDED
60-DAY EXTENSION COMPLIANCE WILLING TO PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES	N/A
REFERENCES	N/A	N/A	N/A	N/A
EXCEPTIONS (IF ANY)	NONE	NONE	N/A	NONE
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
GRAND TOTAL	\$66,800.00 (SEE ATTACHED BREAKDOWN OF HOURLY RATES)	\$72,030.00 (OPTION A:\$15,000.00 + \$14,500.00) SEE ATTACHED BREAKDOWN OF HOURLY RATES	\$76,000.00 (SEE ATTACHED BREAKDOWN OF HOURLY RATES)	\$199,984.00 (5 PAYMENTS) OR \$159,984.00(PREPAYMENT IN FULL)
FATAL FLAW	NONE	NONE	NONE	NONE

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August 15, 2019

Isabel Garcia, QPA  
Purchasing Agent  
Division of Purchasing - 1st Floor  
319 East State Street  
Trenton, NJ 08608

Dear Ms. Garcia:

On behalf of First In Response Enterprises, LLC I would like to express our appreciation for the opportunity to bid on the Operations, Response, and Fiscal Management Analysis for the City of Trenton Department of Fire. Pursuant to the RFP, below are the cost details including the hourly rates of the individuals who will perform services:

Service	Project Manager (\$175/hr)	Senior Manager (\$150/hr)	Analysts (\$125/hr)	Total Hours	Total Cost
Community Needs/Expectations	15	4	40	59	\$8,225
Potential Service Delivery Models	18	4	40	62	\$8,750
Dispatch Services	4	20	0	24	\$7,400
Training and Performance Improvement	10	10	0	20	\$3,250
Records and Data Management	8	0	0	8	\$1,400
Organizational Structure	6	8	0	14	\$2,250
Community Relations	15	0	0	15	\$2,625
Fire Code Enforcement	12	8	0	20	\$3,300
Fleet	6	8	16	30	\$4,250
Data Collection/Metrics	8	8	24	40	\$5,600
ISO Considerations	8	12	18	38	\$5,450

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CFAI Accreditation	10	16	24	50	\$7,150
Master Plan	14	12	20	46	\$6,750
<b>TOTAL</b>				<b>442</b>	<b>\$66,400</b>

Also pursuant to the RFP is the request for separate pricing for Option A: Regional Study:

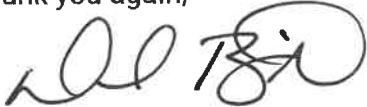
Service	Project Manager (\$175/hr)	Senior Manager (\$150/hr)	Analysts (\$125/hr)	Total Hours	Total Cost
Regional Study	24	10	68	<b>102</b>	<b>\$14,200</b>

All other anticipated costs are included in the hourly rate with the exception of travel, which is estimated at **\$400** due to our office's close proximity to Trenton. The total cost for services and travel is **\$66,800**. The total project cost including services, Option A, and travel is **\$81,000**.

If we are awarded this bid, First In Response Enterprises anticipates billing monthly for services rendered. In the event that this is not the standard practice of the City of Trenton we are willing to discuss alternate arrangements.

If you have any questions or concerns please contact me at 716.402.1393 or david@firstinresponse.com.

Thank you again,



David Bialas, *President and CEO*  
First In Response Enterprises, LLC

**BID PROPOSAL FORM  
RESPONDENT MUST COMPLETE**

We the undersigned propose to furnish and deliver the above services pursuant to the scope of services and requirements and made part hereof:

**TOTAL AMOUNT FOR THE SERVICES FOR TWELVE MONTHS**

\$72,030.00      OPTION A \$15,000 + \$14,500

**(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)**

The undersigned is a Corporation, Partnership or Individual under the laws of the State of District of Columbia having its principal office at 475 K Street, Suite 702, Washington DC 20001

**COMPANY**  
Center for Public Safety Management, LLC

**ADDRESS**  
475 K Street, Suite 702

**ADDRESS**  
Washington, DC 20001

**FED. ID #**  
.

**NAME**  
Leonard Matarese

**TELEPHONE**  
(716) 969-1360

**FAX**

**EMAIL** lmatarese@cpsm.us

**DATE** August 12, 2019

**SIGNATURE** 

## 2. Price

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Our proposal remains valid for 60 days after receipt of proposals.

### 2.1. Base Scope of Services

CPSM will conduct the base scope of services for Operations, Response and Fiscal Management Analysis Expert for the City of Trenton Fire Department for \$72,030.00, exclusive of travel costs.

All travel costs will be billed separately from the price for our services with no mark-up added.

### 2.2. Price for Option A

Our price to perform the Option A regional study of surrounding municipalities and/or Mercer County combined fire service is \$15,000.00 for each additional fire department plus an additional \$14,500 for the consolidation portion to complete Option A.

### 2.3. Schedule of Fully Burdened Hourly Labor Rates for Other Specialized Services

CPSM's schedule of fully burdened hourly labor rates for other specialized services is provided in Table 1. These rates are inclusive of clerical and other overhead costs.

**Table 1. Fee Schedule—Fully Burdened Hourly Labor Rates**

Labor Category/Name	Fully Burdened Hourly Labor Rate
Project Manager (Wieczorek and Chelst)	\$250.00
Fire/EMS Subject Matter Experts (Johnson, Hoetmer, Finley, Pozzo, Zavadsky)	\$195.00
GIS Analyst (Martin)	\$125.00
Data Analysts (Vasudevan, Zhou, and Li)	\$100.00

CPSM proposes to bill for the base scope of services in three installments: 40% upon signing the contract; 40% with delivery of the draft data analysis; and the remaining 20% with delivery of the final report.

Travel expenses will be billed as incurred, with no administrative fee or overhead charges.

August 13, 2019

Isabel Garcia, QPA  
Purchasing Agent  
City of Trenton  
319 East State Street, 1<sup>st</sup> Floor  
Trenton, NJ 08608

Dear Ms. Garcia:

The Matrix Consulting Group's fee for conducting this Fire Department analysis for Trenton is proposed a not-to-exceed price of **\$76,000**, including all time and expenses.

Task	Project Manager	Senior Manager	Analysts	Total Hours	Total Cost
1. Introductory Meetings	16	16	0	32	\$6,800
2. Employee Input	8	0	16	24	\$3,800
3. Current Conditions	8	32	40	80	\$13,200
4. Perf. Objectives	8	12	24	44	\$7,200
5. Administration	4	16	16	36	\$6,100
6. Prevention Staffing	4	16	8	28	\$5,100
7. Fleet Services	4	32	0	36	\$7,300
7. Future Staffing	8	24	24	56	\$9,600
8. Draft / Final Report	8	4	32	44	\$6,600
<b>Total Hours</b>	<b>68</b>	<b>172</b>	<b>160</b>	<b>400</b>	
<b>Rate Per Hour</b>	<b>\$225</b>	<b>\$200</b>	<b>\$125</b>		
<b>Total Time Cost</b>	<b>\$15,300</b>	<b>\$34,400</b>	<b>\$20,000</b>	<b>\$69,700</b>	
<b>Travel Related Expense</b>					<b>\$6,300</b>
<b>Total Project Cost</b>					<b>\$76,000</b>

Our usual practice is to invoice our clients monthly for time and materials, up to the total project amount. We are also amenable to alternative invoicing arrangements.

As President of the firm, I am authorized to negotiate, bind the firm, and execute the contract for the study.

For the Option A portion of the study to examine regional opportunities to enhance the effectiveness and efficiency of services through examination of opportunities to improve the economies of scale in providing services, we propose a not-to-exceed fixed price of \$27,500, including all time and expenses. The cost for Option A is illustrated in the following table.

<b>Task</b>	<b>Project Manager</b>	<b>Senior Manager</b>	<b>Analysts</b>	<b>Total Hours</b>	<b>Total Cost</b>
1. Regional Meetings	8	16	16	<b>40</b>	\$7,000
2. Regional Analysis	8	32	24	<b>64</b>	\$11,200
3. Regional Report	4	16	24	<b>44</b>	\$7,100
<b>Total Hours</b>	<b>20</b>	<b>64</b>	<b>64</b>	<b>148</b>	
<b>Rate Per Hour</b>	<b>\$225</b>	<b>\$200</b>	<b>\$125</b>		
<b>Total Time Cost</b>	<b>\$4,500</b>	<b>\$12,800</b>	<b>\$8,000</b>	<b>\$25,300</b>	
<b>Travel Related Expense</b>					<b>\$2,200</b>
<b>Total Project Cost</b>					<b>\$27,500</b>

We look forward to the opportunity to discuss this project further. If you have any questions, please contact me at 650-858-0507 or by e-mail at [rbrady@matrixcg.net](mailto:rbrady@matrixcg.net).

  
**Matrix Consulting Group**

Richard Brady  
 President



**AER Consulting Services, LLC**  
*Tomorrow Could Be The Easier Day*

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**Payment Schedule/Pricing Options:**

Pricing for the above project has two options we would like to extend to the City of Trenton:

**Schedule of Services to be Performed:**


<b>RFP Point:</b>	<b>Title:</b>	<b>SME Assignment:</b>	<b>Hours/SME:</b>	<b>Total Hours/Point:</b>	<b>Total Cost Flat Rate:</b>
1+7	Community Needs and Expectations/Community Relations	4	32	128	\$ 32,320.00
2+6	Service Delivery Models/Organizational Structure	4	24	96	\$ 24,240.00
3	Dispatch Services/CAD/EMD	2	8	16	\$ 4,040.00
4	Training and Performance Improvement	2	24	48	\$ 12,120.00
5+10	Records and Data Management/Data Collection + Performance Metrics	3	24	72	\$ 18,180.00
8	Fire Code Enforcement	2	24	48	\$ 12,120.00
9	Fleet Requirements/Logistics	2	16	32	\$ 8,080.00
11+12	ISO Considerations/Accreditation	4	48	192	\$ 48,480.00
13	Master Plan for Trenton FD	10	16	160	\$ 40,400.00
<b>TOTAL:</b>					<b>\$ 199,980.00</b>

The above schedule of services reflects the following payment terms based on a 9/15/19 start date:

<b>Payment Over Time:</b>	
Due at Start (9/15/19):	\$ 39,996.00
Due at 90 Days (12/15/19):	\$ 39,996.00
Due at 180 Days (3/15/20):	\$ 39,996.00
Due at 270 Days (6/15/20):	\$ 39,996.00
Due at 360 Days (9/15/20):	\$ 39,996.00
<b>Total Payment:</b>	<b>\$ 199,980.00</b>

**As an additional Payment Option, we would like to extend to the City of Trenton a 20% discount for Pre-Payment of the contract: **(Discounted total \$159,984.00)****

**Approved by:**



Andrew E. Reid, President/CEO  
A.E.R. Consulting Services, LLC





**AER Consulting Services, LLC**  
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**OPTION A:**

Payment Schedule/Pricing Option:

Pricing for the above project OPTION A, we would like to extend to the City of Trenton:

Schedule of Services to be Performed:

<b>RFP Point:</b>	<b>Title:</b>	<b>SME Assignment:</b>	<b>Hours/SME:</b>	<b>Total Hours/Point:</b>	<b>Total Cost Flat Rate:</b>
A	Study for Regionalization of Mercer County Fire Response/Assets	4	36	144	\$ 36,360.00
<b>TOTAL:</b>					<b>\$ 36,360.00</b>

The above schedule of services reflects the following payment terms based on a 9/15/19 start date:

Payment Over Time:	
Due at 90 Days (12/15/19):	\$ 36,360.00
<b>Total Payment:</b>	<b>\$ 36,360.00</b>

Approved by:

Andrew E. Reid, President/CEO  
A.E.R. Consulting Services, LLC