



Lake Zurich Rural Fire Protection District
21970 W. Field Parkway
Deer Park, IL 60010

REQUEST FOR PROPOSALS

Notice is hereby given that sealed proposals will be received by the Lake Zurich Rural Fire District for the following:

PROFESSIONAL SERVICES FOR FIRE AND EMS SERVICES TRANSITION AND CONSOLIDATION FEASIBILITY STUDY

UNTIL: _____

The intent of this request for proposals (“RFP”) is to retain a consultant to provide the Lake Zurich Rural Fire Protection District (“District”) with appropriate information on which to make determinations regarding the potential termination of its fire and EMS services with the Village of Lake Zurich (“Lake Zurich”) and transition of District fire and EMS services to another fire protection district or fire department or consolidation with another fire district.

Sealed envelopes marked with the designation “Professional Services for Fire and EMS Services Transition and Consolidation Feasibility Study” must be received by:

President Julie Novak
Lake Zurich Rural Fire Protection District
P.O. Box 346 Lake Zurich, IL 60047

Proposals submitted after that time and date or proposals that are non-responsive to the requirements of this RFP will not be considered.

The District affirms that it will not discriminate against or grant preferential treatment to any individual or group on the basis of race, sex, color, ethnicity, or national origin in the operation of public employment, public education or public contracting. The District encourage disadvantaged, minority and women owned consultant firms to respond.

The District reserves the right to reject any and all proposals and to waive any irregularities.

BACKGROUND

The District seeks proposals from qualified professionals to conduct a feasibility study of transitioning fire and EMS services from Lake Zurich to another fire department or fire protection district and consolidation with another fire protection district..

The District is responsible for protecting portions of Deer Park, Kildeer, Hawthorn Woods, North Barrington, Lake Barrington and unincorporated areas in the Lake Zurich area. The District and Lake Zurich have operated under the terms of an Intergovernmental Agreement for fire and EMS services since at least 1989 (“IGA”).

The District owns and maintains three firehouses located in North Barrington, Lake Zurich and Deer Park. Under the terms of the IGA, the District reimburses Lake Zurich for its costs associated with fire and EMS services by an agreed upon calculation that combines the average costs incurred by parties by (1) the most current equalized assessed valuation, (2) latest census population and (3) the number of calls from within Lake Zurich and the District. Lake Zurich is responsible for the maintenance and operation of one firehouse, currently located at 321 S. Buesching Road, Lake Zurich.

The District and Lake Zurich have had differences related to the IGA and the terms of a new intergovernmental agreement. As a result, the District desires to conduct a feasibility study related to terminating the IGA with Lake Zurich and transitioning fire and EMS services to another fire protection district or fire department or consolidation with another fire protection district.

PURPOSE

This independent feasibility study will review the following issues related to termination of services with Lake Zurich and the transition of fire and EMS services to another fire protection district or fire department and consolidation with another fire protection district.

SCOPE OF WORK

The feasibility study shall specifically investigate the transition of fire and EMS services to another fire protection district or fire department and consolidation with another fire protection district.

Specifically, the District seeks a feasibility study to address the following parameters, some of which may be applicable to the transition of fire and EMS services to another fire department or fire district, consolidation, or both.

1. Legal and Governance.

Objective: Determine the legal framework and governance model under Illinois law.

Parameters to Identify:

- Identifying the applicable statutes (e.g., Intergovernmental Cooperation Act, Fire Protection District Act, Illinois Municipal Code).
- Legal process for forming a fire authority (e.g., ordinance, resolution, referendum requirements).
- Powers and limitation of the authority (taxing power, bonding authority, property ownership)
- Governance structure:
 - Composition of governing board (equal representation, weighted voting, etc.).
 - Appointment process and terms lengths.
 - Decision-making authority (budget adoption, hiring, labor agreements).
- Liability, insurance, and indemnification considerations.
- Labor and union implications (collective bargaining agreements, seniority, pensions)
- Dissolution or withdrawal procedures.

2. Operational Parameters

Objective: Evaluate how terminating fire and EMS services with Lake Zurich and transitioning fire and EMS services to another fire district or fire department and consolidation with another fire district will affect day-to-day operations.

Parameters to Identify:

- Existing service delivery models and response standards.
- Call volume and incident types (EMS vs. fire, overlapping response areas).
- ISO ratings and response time benchmarks
- Deployment models and run cards (station locations, apparatus distribution).
- Training programs, certifications, and compliance standards.
- Special operations capabilities (hazmat, technical rescues, dive, etc.).
- Communication systems (dispatch, CAD, radio channels).
- Mutual/automatic aid impacts and potential reconfiguration.

3. Staffing and Human Resources Parameters

Objective: Identify personnel structures and implications of consolidation.

Parameters to Identify:

- Staffing levels, schedules, and shift configurations.
- Rank structure alignment (titles, pay grades, responsibilities).
- Compensation, benefits and pension systems.
- Collective bargaining agreements (contract expiration dates, bargaining units).
- Recruitment, promotion, and testing processes.
- Policies (leave, discipline, fitness-for-duty, residency).
- Command and administrative staffing needs for authority.

4. Financial Parameters

Objective: Establish the financial sustainability of a joint authority.

Parameters to Identify:

- Current budgets for each entity (revenues, expenses, fund balances).

- Funding mechanisms (property tax, ambulance billing, impact fees, grants).
- Equalization or proportional cost-sharing models.
- Short- and long-term capital needs (apparatus replacement, facilities).
- Pension obligations and unfunded liabilities.
- Cost-benefit analysis of authority formation:
 - Redundancy reduction (admin, apparatus, facilities).
 - Cost savings potential.
 - Transitional or implementation costs.
- Financial management structure (budget cycle, audits, procurement policy)

5. Facilities and Apparatus Parameters

Objective: Evaluate physical and needed resources.

Parameters to Identify:

- Station locations, condition, and coverage mapping.
- Apparatus needs.
- Vehicle maintenance and practice costs.
- Facility ownership and maintenance.
- Required apparatus and equipment for District.

6. Service Coverage and Community Risk Parameters

Objective: Ensure equitable and effective service coverage.

Parameters to Identify:

- Current and projected population and land use data.
- Call distribution and geographic coverage analysis (GIA-based).
- Risk assessment (commercial, residential, wildland interface).
- Insurance Service Office (ISO) implications
- Alignment of service levels with NFPA 1710/1720 standards.
- Impact of authority formation on boundaries and service contracts.

7. Administrative and Support Systems Parameters

Objective: Identify organizational integration requirements.

Parameters to Identify:

- Record management systems (fire/EMS reporting software).
- Training record integration and LMS systems.
- IT and technology platforms (email domains, cybersecurity, data sharing).
- Administrative staffing (HR, payroll, finance).
- Policy harmonization (SOPs, SOGs, administrative rules).
- Public education and prevention program alignment.

8. Community and Political Parameters

Objective: Gauge community, political, and stakeholder support.

Parameters to Identify:

- Stakeholder mapping (elected officials, union leadership).
- Community expectations and perception surveys.
- Public communication and transparency plans.

- Political feasibility.
- Impact on identity, branding and public trust.

9. Implementation and Transition Planning Parameters

Objective: Outline the path from study to operational authority.

Parameters to Identify:

- Phased implementation schedule (e.g., administrative merger → operation consolidation → legal authority).
- Transition costs (legal, consultant, technology, rebranding).
- Benchmarking with other Illinois fire authorities (e.g., Fox River & Countryside, Quad City Joint Fire Authority).
- Metrics for success (response time, costs per capita, personnel retention).
- Governance transition milestones.

PROFESSIONAL QUALIFICATIONS

Contractor will have demonstrated experience with the following:

- Comprehensive understanding of the structures and systems for fire and EMS service and delivery
- Comprehensive understanding of the place of area of the Village of Lake Zurich and areas served by the Lake Zurich Rural Fire Protection District
- Evaluation of management and services provided by fire and EMS agencies
- Evaluating budgets and financial documents
- Identifying efficiencies in service delivery
- Compliance with local, state and federal laws related to fire and EMS services

PROPOSAL REQUIREMENTS

Cover Letter A cover letter addressed to:

President Julie Novak
 Lake Zurich Rural Fire Protection District
 P.O. Box 346
 Lake Zurich, IL 60047

This letter must state the proposer’s ability to complete the requirements of this RFP and should point to the proposer’s particular strengths and why they should be selected. If there are areas in which the proposer cannot or may not comply, the letter must specify and explain them.

The letter must be signed by a person legally able to commit the firm/consultant to the project.

History & Experience

Provide a brief history of the firm/consultant.

Provide examples of similar work performed, including brief descriptions of relevant projects and links to samples of written reports and additional information.

Qualifications/Staff

Provide names and qualifications of those persons that will be assigned to this project, detailing their background and experience.

References

Provide at least three (3) professional references, including listing projects worked on and/or services provided.

Project Approach

Provide a description of your firm’s approach to this project, including a proposed project scope, methods for stakeholder engagements, key project milestones, and schedule.

Cost Proposal

Provide the proposed compensation to complete this project.

SELECTION PROCESS

All interested parties are requested to provide a response containing all required elements herein to the District by the given deadline. The District’s Board of Trustees will evaluate the proposals, with the intention of selecting a consultant who provides a proposal that, in the opinion of the Board, proves the best value. If the Board of Trustees so chooses, respondents may be invited for an interview to supplement their submission.

Consultant submittal will first be scored for pass/fail for completeness, determining if the consultant submitted a response that met the requirements listed in the Proposal Requirement section of this RFP. Next, the proposal will be scored using the criteria below:

Evaluation Criteria	Weight
1. Proposed Fees/Costs and overall project approach	30
2. Understanding and ability to perform work as outlined in the Scope of Work	30
3. Experience and Team Member Capabilities and demonstration of Industry experience project management and plan development expertise	30
4. References	10
TOTAL POINTS	100

The professional selected by the District must execute a contract for the performance of the services in a form acceptable to the District, which will incorporate the terms of this RFP.

The District may (1) accept the proposal that is, in its judgement and sole discretion, the best and most favorable to the interests of the District and the public, regardless of costs; (2) reject any proposal including the lower priced proposal; (3) reject any and all proposals; or (4) waive irregularities and informalities in any proposal submitted or in the request for proposals process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Professionals should not rely on, or anticipate, any waivers in submitting their proposal.