



October 29, 2019

Council Meeting of November 4, 2019

Subject: Staffing Study Proposals –  
Police and Fire Departments

The Honorable Mayor  
and  
Members of the City Council

Ladies and Gentlemen:

In August the City solicited RFP's for a staffing study for the Police and Fire Departments. Six proposals from qualified firms were received and are as follows:

Company	Location	Bid
Gov HR USA	Illinois	\$27,750
ESCI	Oregon	\$40,875
Novak Group	Ohio	\$62,000
CPSM	D.C.	\$81,500
FITC	Missouri	\$94,100
Berry Dunn	Maine	\$128,760

Staff has reviewed the proposals and is recommending Gov HR USA. The proposal received from Gov HR USA satisfies the requirements of the RFP and offers the lowest cost for the services requested.

Attached is a resolution for City Council's consideration to approve the proposal from Gov HR USA to conduct a staffing study.

Respectfully submitted,

Mark C. Meyers  
City Administrator

MCM/ad  
Attachment

Administration/City Clerk (231) 798-4391	Assessing Division (231) 799-6806	Building Division (231) 799-6801	Finance/Treasurer (231) 799-6805	Fire Prevention (231) 799-6809	Fire Department (231) 798-2255
Parks/Recreation (231) 799-6802	Planning/Zoning (231) 799-6800	Police Department (231) 733-2691	Public Works (231) 799-6803	Streets Division (231) 798-2156	Water/Sewer (231) 799-6804

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED, that the Proposal to conduct a Staffing Study for the Police and Fire Departments is hereby awarded to Gov HR of Chicago, IL in the not-to-exceed amount of \$27,750.

At a rescheduled meeting of the City Council of the City of Norton Shores, held at the Norton Shores Branch Library, 705 Seminole Road, on the 4th day of November 2019, the foregoing resolution was moved for adoption by Council Member\_\_\_\_\_. The motion was supported by Council Member\_\_\_\_\_.

Ayes:

Cnn

Nays:

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Shelly Stibitz, City Clerk



## Internal Memo

October 28, 2019

TO: Mark C. Meyers, City Administrator

FROM: Anthony Chandler, Director of Administrative Services *AC*

SUBJECT: Request for Proposals/Qualifications – Staffing Study

In March of 2019, Chief Gale received an initial estimate from the Center for Public Safety Management (CPSM) for a Police/Fire staffing study. The proposal provided by CPSM was titled the “Comprehensive Analysis of Fire, Rescue, and Law Enforcement Services” with an estimated cost of \$81,500. This estimated amount prompted staff to seek authorization from City Council to solicit a request for proposal (RFP) as required by the purchasing ordinance.

Staff initiated the RFP process and received six proposals from qualified firms. The proposals were then reviewed by staff in the Police, Fire, and Administrative Services departments. The proposal from Gov HR USA was the lowest in cost and also provides us with an option to “request additional services for additional charges to be mutually agreed upon by both parties”. The recommendation is to accept the proposal for a Police and Fire staffing study from Gov HR USA for the not to exceed amount of \$27,750.

Following the completion of the Police and Fire study, the City may consider the services of Gov HR USA to provide us with a proposal for the Administration staffing study. Staffing studies are an objective in the strategic plan. It should be noted that a mid-year budget adjustment will be required to fund the study. The FY 2019 audit is concluding and we will see a significant addition to the general fund balance which may be utilized for this purpose.

I am requesting that this item be included on the agenda for the November 4, 2019 City Council meeting.

<u>Firm Name and Location</u>	<u>PD and FD</u>	<u>ADMIN</u>
GOV HR - Illinois	\$27,750	\$125 per hour
ESCI - Oregon	\$40,875	Not Included
Novak Group - Ohio	\$62,000	Not Included
CPSM - Washington D.C.	\$81,500	Not Included
FITCH - Missouri	\$94,100	Not Included
Berry Dunn - Maine	\$128,760	\$11,290

Does not include travel expenses