



*City of Brooklyn Center*  
*Minnesota*

**Request for Proposals**  
**Safety Program Support Services and**  
**Training**

September 15, 2017



## **TABLE OF CONTENTS**

- I. INTRODUCTION AND GENERAL INFORMATION**
- II. BACKGROUND INFORMATION**
- III. SCOPE OF SERVICES**
- IV. PROPOSAL REQUIREMENTS**
- V. EVALUATION CRITERIA**
- VI. EVALUATION PROCEDURES**
- VII. CONTRACT EXECUTION**

## **I. Introduction and General Information**

The City of Brooklyn Center has safety programs developed for employees to address situations encountered during routine operations that may be otherwise unsafe if not properly trained. Various federal, state, local laws and Federal and State OSHA regulations also mandate or recommend that certain personnel be adequately trained in a variety of areas.

There are separate safety programs for various groups of City employees. City employees fall into the following groups:

- Administration
- Public Works personnel
- Fire personnel

Each group has unique safety programs and each group will have different training requirements. There will be occasions when trainings for these groups are combined.

## **II. Background Information**

The City of Brooklyn Center is a north metropolitan area suburb community located in Hennepin County, Minnesota. The City encompasses an area of approximately 8.5 square miles, with the most recent population estimate to be 30,569 by Metropolitan Council. The City was established as a village in 1911 and incorporated as a charter city 1966 by referendum vote of its citizens. The City operates with a Council-Manager form of government.

A full range of public services is provided, including police and fire protection, construction and maintenance of streets and infrastructure, cultural and recreational activities and general administration. The City's Public Utility activities include water, sanitary sewer, street lighting, storm drainage and recycling. The City also operates two liquor stores, an executive golf course, and the Earle Brown Heritage Center, a meeting and conference facility.

The City is organized into the following departments accounted for in the General Fund: Mayor and City Council, Administration, Police, Fire and Emergency Services, Building and Community Standards, Business and Development, Community Activities, Recreation and Services (CARS) and Public Works (Engineering, Streets, Central Garage and Parks).

## **III. Scope of Services**

The scope of work for this contract will vary as the need arises and will be at the discretion of the City. The main categories of work will include:

- i. Development of Written Safety Programs
- ii. Written Safety Program Review and Update
- iii. Safety Training Program Review and Update
- iv. Assist Public Works Safety Committee
- v. Safety Training Presentations
- vi. Annual Facility Inspections
- vii. On-Call Safety Consultation
- viii. On-Line MSDS Database

The safety program should remain compliant with current and changing regulations.

The City reserves the right to discontinue or postpone services at any time.

#### Development of Written Safety Programs

Any written programs required to be developed should follow the same format as existing written programs. Consultant shall periodically review safety programs to ensure compliance with all federal, state and local laws and regulations.

#### Safety Program Review and Update

Consultant will be provided copies of all written programs and shall review the City's written safety programs and identify any item that will require updates due to changes in regulation or any missing elements of a successful, sustainable safety program.

#### Assist Public Works Safety Committee

The Public Works Safety Committee meetings monthly, the consultant would be asked to attend quarterly to provide input. Public Works reviews accidents and discusses issues and related to safety on the job.

#### Training

All training shall meet all of the applicable requirements of the laws, rules, and Federal and MN OSHA regulations or guidelines. This includes requirements for the training professional to be licensed and/or certified to provide specific training, if applicable.

Training subject matter may include but is not limited to:

- |                             |                        |
|-----------------------------|------------------------|
| AWAIR/General Safety        | Employee Right to Know |
| Emergency Action Plan (EAP) | Bloodborne Pathogens   |
| Ergonomics/Proper Lifting   | Fire Extinguisher      |
| Ladders                     | Workplace Violence     |
| Trenching                   | Earth/Moving Equipment |
| Skid Steers                 | Severe Weather         |

Tree Trimming Operations/Chippers  
 Traffic Control  
 Personal Protection Equipment (PPE)  
 Cranes/Chains/Slings  
 OSHA Inspections  
 Lockout Tagout (LOTO)  
 Drivers Safety  
 Basic Electrical Safety  
 Aerial Lifts  
 Cutting/Welding  
 Portable Power Tools

Machine Guarding  
 Summer Related Injuries  
 Hearing Conservation  
 Confined Space  
 Defensive Driving  
 Winter Injuries  
 CPR/First Aid/AED  
 Fall Protection  
 Rim Wheels  
 Highway Work Zone

The City has on site locations that the Consultant can use for trainings, typically these trainings will be held at the City’s West Fire Station or at the City Hall Council Chambers. Trainings shall be coordinated with the City to create a one year training schedule. To accommodate work shifts trainings are often scheduled beginning at 7am.

An approximate schedule of required trainings is provided in the table below:

Training	Target Schedule	Attending Groups		
		Administration	Public Works	Fire
AWAIR/General Safety Employee Right to Know Emergency Action Plan Bloodborne Pathogens Ergonomics/Proper Lifting Fire Extinguishers	January, April, July, September (quarterly)	X	X	X
First Aid/CPR Training	March		X	
Trenching Earthmoving Equipment Skid Steers Severe Weather	April		X	
Tree Trimming Operations/Chippers Traffic Control Summer Related Illness	May		X	
Personal Protection Equipment Hearing Confined Space Cranes/Chains/Slings (Inspections)	June		X	
Trenching Competent Person Training	September		X	
Defensive Driving Review (Plowing)	October		X	
OSHA Inspections Winter Injuries Lockout Tagout	November		X	

### Annual Facility Inspections

Annual inspections will be conducted at the City Hall, Community Center, Centerbrook Golf Course, BC Liquor Stores (2), Earle Brown Heritage Center, Water Treatment Plant, Central Garage, Fire Stations (2), and Police Building. The inspection results will be photo documented and submitted as a report to the City's Safety Coordinator.

### On-Call Safety Consultation

The Consultant will provide consultation by meeting or teleconference to the City on an as needed basis.

Provide representation to the City in the case of a major accident where OSHA would be involved or during OSHA inspections.

### On-Line MSDS Database

The Consultant will provide access to an on-line MSDS Database for employee use.

## **IV. Proposal requirements**

The City requests that the Consultant submit a concise proposal clearly addressing all of the requirements outlined in the RFP. The intent of the RFP is to encourage responses that clearly communicate the Consultant's understanding of the City's requirements and its approach to successfully provide the products and/or services on time and within budget.

**Consultant shall submit three (3) hard copies and one (1) electronic (PDF) version of its proposal to the Finance Department of the City no later than 3:00pm on Friday, October 13, 2017.**

The proposal must include, at a minimum, the following information:

1. A summary of the Consultant's understanding of the contract requirements as a whole and the unique capabilities to perform the services required
2. The Consultant's experience and history in providing safety consulting services and trainings, or other relevant or similar projects/programs. Include references of persons or organizations that the City may contact to verify the experience of the consultant.
3. A brief description of the Consultant's firm (firm size, financial stability, capacity and resources) as well as the proposed local organization structure shall be included. Key team members shall be identified by name, title and specific responsibilities.
4. A statement of qualifications and experience for each licenses or certified individual proposed to perform work on this contract.

5. Consultant fee schedule for the duration of the project, including rates for key staff, proposed level of effort (in hours and cost) for each major task and total cost. The fee schedule will also contain an example of the Consultants billing structure with information including training rate schedules, fixed rate training, reimbursable expenses, mileage rates, stand by rates, telephone conference rates, etc.
6. Proposals shall remain effective for ninety (90) days beyond the submittal date.

Submittals shall be addressed to:

Nathan Reinhardt, Finance Director  
City of Brooklyn Center  
6301 Shingle Creek Parkway  
Brooklyn Center, MN 55430

Nathan Reinhardt, Finance Director  
[nreinhardt@ci.brooklyn-center.mn.us](mailto:nreinhardt@ci.brooklyn-center.mn.us)

All responses, questions, and correspondence should be directed to Nathan Reinhardt, Finance Director at [nreinhardt@ci.brooklyn-center.mn.us](mailto:nreinhardt@ci.brooklyn-center.mn.us) or (763) 569-3345.

#### Terms of Engagement

A three-year contract is contemplated with an additional three one-year options to renew, subject to review by the Brooklyn Center City Council and the annual availability of an appropriation.

#### Subcontracting

No subcontracting will be allowed without the express prior written consent of the City.

#### Rights of Review

The City of Brooklyn Center reserves the right to reject any or all proposals, to request additional information from any or all applicants as determined to be in the best interest of the City.

### **V. Evaluation Criteria**

Proposals received by the City will be reviewed by the Selection Committee, which will make the final selection based on the following factors:

1. Quality of Proposal; Proposal is concise, well written, and organized. The proposal addresses the items specified in Section IV, "Proposal Requirements".

2. Firm Qualifications: Technical experience in performing work of a close similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessment by client references.
3. Staff and Project Organization: Qualifications of project staff, key personnel's level of involvement in performing related work, logic of project organization, adequacy of labor commitment; concurrence in restriction on changes in key personnel.

## **VI. Evaluation Procedure**

An oral interview with one or more firms submitting proposals may be requested after written proposals have been received by the City if deemed necessary to clarify proposal or qualifications. The City will schedule the time and place for the interview if determined necessary. The selection committee may include, but not limited to the City Manager, Finance Director, Public Works Director and Fire Chief. The selection committee will review the proposals submitted, interview the finalists as needed, and provide a recommendation to City Council.

### **A. Schedule**

The City has developed the following schedule of events for this process:

1. City Council authorizes Request for Proposal ..... September 11, 2017
2. Request for Proposals issued ..... September 15, 2017
3. Proposal due date ..... October 13, 2017
5. Selection of Finalists ..... October 20, 2017
6. Interviews (as necessary) completed by ..... October 27, 2017
7. Final decision/contract negotiation completed by ..... November 3, 2017
8. Contract consideration by the City Council ..... November 13, 2017

## **VII. Contract Execution**

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and Consultant be unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another Consultant, or reject all of the proposals. Upon completion of negotiations agreeable to the City and the Consultant a contract shall be executed.