



## Council Agenda Item

Meeting Date: 02/20/2024

Agenda Item: PD Organizational & Workload Study

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### BACKGROUND

(Enter the who, what when, where, why)

On December 8, 2023, the Police Department publicly posted a request for proposals for the completion of a police department organizational and workload study. A total of three proposals were received by the February, 2, 2024 due date. Proposals were submitted by Fitch & Associates, McMahon Associates, Inc., and Public Administration Associates, LLC. The proposals were reviewed by an evaluation panel that independently scored the proposals, based on a 100-point scale, evaluating each firm's qualifications, experience and technical competence, proposed approach to accomplish the work, knowledge and understanding of law enforcement service delivery, project organization and key personnel, cost, and references. The firms were ranked according to their aggregate score.

\*NOTE: Due to the proprietary nature of the proposals, they are not being provided publicly, and are being summarized below. However, if a Council member wishes to review the proposals in their entirety, they may make an appointment to do so in person at the Police Department.

The firms were ranked in order below based on their aggregate scores. Summaries of the proposals and key differentiators from each are provided below:

#### 1) **Fitch & Associates (Fitch)**

Fitch & Associates submitted a detailed proposal that provided a comprehensive and data-driven approach to the study. Fitch included a project team of eight professionals, with varying specialties including a data analyst, GIS and mapping analyst, as well as public safety specialists. Fitch's estimated timeline for the project totaled six months, and the estimated cost for the study was \$48,000.

#### 2) **McMahon & Associates, Inc. (McMahon)**

McMahon & Associates, Inc. submitted a proposal that included a well-defined approach with multiple steps listed. McMahon included a project team of six professionals, each with a significant amount of consulting and public safety experience. McMahon's estimated timeline for the project totaled five months, and the estimated cost for the study was \$35,000 - \$40,000.

#### 3) **Public Administration Associates, LLC (PAA)**

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Public Administration Associates, LLC provided a succinct project approach with a plan to utilize two well-qualified consultants who have a vast knowledge of the local public safety landscape. PAA's estimated timeline for the project totaled 16 weeks, and the estimated cost for the study was \$70,990.

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PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS
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(Dates, committees, action taken)
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On November 21, 2023, Council approved pre-funding \$50,000 for the completion of a police department organizational and workload study. On December 8, 2023, the attached request for proposals was publicly posted. A total of three proposals were received by the due date of February 2, 2024.
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FINANCIAL IMPACT
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(If none, state N/A)
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\$50,000 was pre-funded for the completion of the study.
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STAFF RECOMMENDATION
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Recommend pursuing a contract with Fitch & Associates based on the results of the proposal evaluation and scoring review.
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ATTACHMENT(S) INCLUDED
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(If none, state N/A)
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| <ol style="list-style-type: none"><li>1. Police Organizational &amp; Workload Study Request for Proposals</li><li>2. Police Organizational &amp; Workload Study Proposal Evaluation and Scoring Matrix</li><li>3. Fitch &amp; Associates Cover Letter</li><li>4. McMahon &amp; Associates, Inc. Cover Letter</li><li>5. Public Administration Associates, LLC Cover Letter</li></ol> |
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