



STAFF REPORT

MEMO DATE:	April 2, 2021
TO:	Village Board
FROM:	Matt Giese – Village Administrator
RE:	Fire – EMS Study RFP Draft

Attached in the packet you will see a draft RFP that incorporates the previously discussed scope of study. The draft RFP was submitted for review and feedback to both joint Chiefs on March 26th. I have continued to copy our Municipal Partners' Chief Elected Officials on correspondence regarding the scope of study and RFP.

The Town of Cottage Grove is planning to discuss the studies at their Monday meeting. The Village of Deerfield will be discussing the EMS portion of the study on April 12th.

The following is the draft timeline that I've outlined in the RFP.

- April 6th: RFPs released to consultants
- April 30th: Proposals due
- April 30th – May 14: Proposals reviewed
- May 18th: Finalists are notified
- May 24th: Interviews and possible selection

Assuming participation from our Municipal Partners, it may be worthwhile for the Board to begin discussion on how you would like to proceed with topics such as: Who reviews and determines the finalists? How will interviews be handled? How will the vote work to select the consultant?