



Ludlow, Vermont

A Better Place To Live, Work & Play

REQUEST FOR PROPOSALS TOWN OF LUDLOW, VERMONT

Emergency Medical Consulting Services

The Town of Ludlow has identified the need to conduct an organizational and operational assessment of the Ludlow Ambulance Service (LAS). The Town of Ludlow has been concerned that the current paid, on-call, and volunteer staff model will not continue to provide sufficient staffing to meet the needs of the community and will not be financially sustainable.

The services requested will include but are not limited to the following:

1. THE SCOPE OF SERVICES:

- Identify the level of services expected by the community
- Determine what level of staffing is needed (paid, on-call, volunteer)
- Operational set-up and ideal management structure
- Emergency Medical staffing needs
- Equipment evaluation
- Financial analysis
- Determine if regionalization is a viable option.
- Summary and Recommendations.

Criteria for selection will be based on the following:

- The firm's experience with similar projects.
- The qualifications and experience of the personnel assigned to the Project.
- The methodology used to evaluate the Ludlow Ambulance Service.
- Project timeline.
- Project Cost.

Representatives from the Town of Ludlow will review qualifications and make a recommendation to the Municipal Manager. The final contract will be subject to the approval of the Ludlow Select Board.

2. PROPOSAL SUBMISSION REQUIREMENTS:

- a. Submit a letter of interest addressing the Scope of Services and include the resumes of the key personnel in your firm who would be working on this project, and the experience of these individuals on projects of similar nature.

- b. A copy of the firm's resume and company brochure, including descriptions of relevant completed projects. Please include three references for recently completed projects.
- c. Please provide proof of insurance. A valid Certificate of Insurance showing proof of the contractor's liability & WC coverage and naming the Town as an additional insured is required with the bid proposal.
- d. Include a Schedule of Services. Indicate your firm's availability for commencement and completion dates.
- e. State a fixed fee for services and include a schedule of reimbursable expenses.

3. SCHEDULE:

Bids are due in the Municipal Office no later than 10:00 am on May 29, 2019. Bids will be opened at 10:00 am the Town Hall Conference Room. The Ludlow Select Board will review and possibly award the bid at their regular meeting scheduled on June 3, 2019.

Please submit two original proposals to: Scott Murphy, Municipal Manager, Town of Ludlow, PO Box 359, Ludlow, VT 05149. Responses may also be emailed to tmanager@tds.net.

The Town of Ludlow reserves the right to reject any or all proposals. This solicitation in no way obligates the Town of Ludlow to award a contract.

Contact Scott Murphy, Ludlow Municipal Manager at (802) 228-2841 for additional information and to schedule a site visit.