

**VILLAGE OF WATKINS GLEN
REQUEST FOR PROPOSAL
WATKINS GLEN POLICE RESTRUCTURING STUDY**

ISSUED: October 26, 2012

PROPOSAL SUBMITTAL DUE DATE:

November 16, 2012 - 4:30 PM

AWARD DATE: December 3, 2012

MAIL OR DELIVER PROPOSALS TO:

Donna J. Beardsley, Village Clerk
Village of Watkins Glen
303 N. Franklin Street
Watkins Glen, NY 14891
607.535.2736

PURPOSE:

The Village of Watkins Glen is seeking proposals from qualified consultants to conduct a Restructuring/Consolidation Study of the Village Police Department with the Schuyler County Sheriff's Department. The purpose of the study would be to reduce municipal costs and improve the efficiency of police services for the municipalities; along with identifying alternate police services structures, including shared services or functional consolidation with the Schuyler County Sheriff's Department that will result in a sustainable, recurring reduction in the Village's annual tax levy; and to also explore the "no action" option.

SUBMITTAL INSTRUCTIONS:

All questions must be submitted only to Donna Beardsley in writing via fax or email (villageclerk@watkinsglen.us).

All proposals must include:

1. A statement of the firm's qualifications and experience performing similar Restructuring/Consolidation studies.
2. A list of the proposed staff members who will perform the services and description of their individual qualifications and experience.
3. A list of references from at least three (3) municipalities for whom the firm has provided similar services.
4. A project plan, listing the tasks and timeline for delivering the study.
5. A cost sheet showing any and all charges for performing the services, including hourly billing rates, additional costs, total hours and cost estimated to complete the study.
6. Proposal shall be signed and dated by an authorized officer of the firm.

SCOPE OF WORK:

The project tasks shall include but are not limited to the following. The consultant may add additional tasks as deemed appropriate to complete the study.

1. Project initiation
2. Data Collection and Assessment
3. Analysis of Restructuring/Consolidation Options
4. Recommendations and Implementation Planning
5. Project Close Out

COMPLETION OF STUDY:

The Village of Watkins Glen requests that the study be completed and submitted to the Village Clerk on or before May 31, 2013. It is required that two (2) hard copies be submitted along with an electronic copy.