

Request for Proposals (RFP)

Consulting Services for City Shop Needs Assessment



**Administrative
Offices**

Introduction/Background

The City of Hermiston, home to approximately 20,000 residents and serves a greater community of nearly 40,000 people within a 10-mile radius. Over the past 30 years, the population has almost doubled, resulting in significant growth across city departments. This has led to an increased demand for fleet services, encompassing a wide range of vehicles from street sweepers and backhoes to police cruisers and lawn mowers.

Currently, the city supports a workforce of roughly 140 full-time employees, with numbers swelling to more than 200 during peak summer operations. Historically, fleet maintenance has been managed by a single mechanic within the City Shop, overseen by the Street Department. With the recent addition of a second mechanic, the City continues to outsource specialized maintenance and repair services to private shops. The City believes that existing staff can expand the services provided through the City Shop but is unsure about cost benefit when considering the scope of tools, equipment, and facilities required to do so effectively.

The City administration recognizes the need for expert consulting assistance due to limited internal knowledge about the specific mechanical requirements of various departments and the barriers to handling them in-house. Additionally, there is uncertainty about the costs and availability of outsourced services, making it challenging to decide whether to continue outsourcing or to bring these services in-house.

Scope of Work

The selected consultant will be expected to:

- Meet in-person on-site with staff from the following departments to assess their equipment maintenance needs:
 - Parks Maintenance
 - Police
 - Street Maintenance
 - Water
 - Sewer
 - Administration (all other)

- Assess the current capabilities and capacity of the City Shop's equipment, facilities, and personnel.
- Evaluate the types of mechanical services currently performed in-house versus those outsourced.
- Analyze the local market for outsourced services, focusing on both financial costs and the operational opportunity costs due to equipment downtime.
- Provide budget-level estimates for outfitting the City Shop with the necessary tools, facilities, and personnel to manage all maintenance needs internally.

Expected Deliverables

- A written report summarizing findings and recommendations.

Timeline

- Start Date: Immediately upon contract award.
- Completion Date: Three months from the Notice to Proceed.

Submission Requirements

Consultants must submit the following:

- Qualifications of key personnel.
- Relevant work samples demonstrating similar consulting services.
- Estimated cost for services.

Submission Deadline: 5:00 PM (PST) on October 25, 2024, to:

Mark Morgan, Assistant City Manager

Email: mmorgan@hermiston.gov

Evaluation Criteria

Proposals will be evaluated based on the following:

- Relevant experience and expertise.
- Cost of services.
- Demonstrated understanding of the project scope and goals.

Contact Information

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