

CITY OF LARAMIE, WYOMING, REQUEST FOR PROPOSALS

FACILITATION/MEDIATION SERVICES FOR AD HOC WORKING GROUP FOR POLICE & COMMUNITY

MAY 20, 2021

The City of Laramie is seeking professional services to engage a facilitator to manage an Ad Hoc Working Group for Police and Community(WGPC). The WGPC will review public safety policies and advise municipal leadership regarding community values and priorities related to municipal policing services in accordance with Resolution 2021-18B (**Attachment A**).

The facilitator will schedule and manage meetings, facilitate/mediate community dialogue at all meetings of the WGPC and provide records/minutes of meetings while adhering to timeline proposed in the schedule. The WGPC will host community forums and the facilitator will direct and mediate these meeting as well. Meetings will be held at least monthly, possibly twice per month, and expected to last 2-3 hours each. Monthly reports must be provided to City Council by the facilitator.

Laramie experienced unprecedented public concern and interest in policing matters in 2020, coinciding with other national movements and demonstrations. At times, community dialogue has been heated between advocacy groups alternately in support, or critical, of municipal police services. The WGPC must serve as a forum for creating a knowledgeable group of stakeholders whom may engage effectively in constructive and meaningful dialogue about Laramie's specific values and needs with respect to municipal policing.

BACKGROUND:

Laramie is the county seat of Albany County, Wyoming, United States. The population was 30,815 at the 2010 census. Located on the Laramie River in southeastern Wyoming, the city is north west of Cheyenne, at the junction of Interstate 80 and U.S. Route 287. Laramie was settled in the mid-19th century along the Union Pacific Railroad line, which crosses the Laramie River at Laramie. It is home to the University of Wyoming, Wyoming Technical Institute, and a branch of Laramie County Community College.

The City of Laramie has a full-service Police Department of 47 sworn officers, and another 29.75 staff consisting of administrative staff, E911, dispatch, records, and community policing services including animal and parking control. The Fact Sheet attached provides more background information.

1.00 INFORMATION

1.01 CONTACT INFORMATION

Prospective firms or individuals may make inquiries concerning this Request for Proposals (RFP) to the contacts below. All communication related to this RFP shall be directed to the contact listed below. The consultant should understand that verbal comments may be subject to misinterpretation and are in no way binding on the individual or the City. If questions arise concerning any aspect of this proposal, the

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consultant should request clarification in writing. A copy of this request, as well as the written response, shall be provided to all firms receiving requests for proposals on the project.

City Contact

Malea Brown, Chief Operating Officer

City of Laramie

406 Ivinson Ave.

Laramie, WY 82070

(physical address)

P. O. Box C

Laramie, WY 82073

(postal address)

Telephone: (307)721-5223; Email: mbrown@cityoflaramie.org

1.02 ANTICIPATED AD HOC WORKING GROUP SCHEDULE

Application Period for Community Members	April 12–30, 2021
Nominating Committee Convenes	April 8–May 14, 2021
City Council Confirmation of Community Participants	May 18, 2021
Appoint Period for Sworn & Institutional Participants	April 1–May 14, 2021
Initial Meeting of WGPC	May 15 - June 30, 2021
WGPC Recommendations due to City Leadership	December 31, 2021

1.03 SUBMITTAL INFORMATION

- A. Prospective firms or individuals will provide comprehensive strategies and solutions for facilitation and mediation necessary to complete the WGPC's objectives outlined in Resolution 2021-18B in a manner that achieves the mission statement and core principles of Laramie's municipal government:

Building Community with Respect, Integrity, Teamwork and Stewardship.

- B. Prospective firms or individuals will provide the qualifications and experience of all key personnel providing the specified services.
- C. One price proposal shall be submitted outlining the scope of services as specified including hourly billing rates, reimbursable expenses and price schedule for each firm/sub-consultant involved.

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- D. References of Firm/Consultant: List projects that demonstrate the firm's knowledge, experience and capabilities in facilitating, mediating or consulting that are similar in scope to this project that the firm has served as the Consultant/Project facilitator. Please provide the City with a summary of your experience with similar projects within Wyoming and the nearby Rocky Mountain region, with references names and phone numbers.
- E. The following information must be stated on the outside of the submittal.
Name of Firm/Consultant
RFP: Facilitation/Mediation Services —Ad Hoc Working Group for Police & Community
- Electronic submittals should be emailed to mbrown@cityoflaramie.org and also contain information within the submittal.
- F. Submittals are now being done of first come first serve basis until filled with proposal end date of June 30, 2021.
- G. The City is not liable for any cost incurred by firms in preparing or submitting a response to this RFP.
- H. All materials submitted regarding this RFP becomes the property of the City and will only be returned to the participants at the City's option. Disqualification of a Proposer does not eliminate this right.
- I. The City reserves the right to modify or delete the project. Firms responding to this proposal do so at their own risk and option.
- J. The City of Laramie reserves the right to reject any or all proposals, waive informalities and minor irregularities in the proposals received if deemed to be in the best interest of the City.
- K. To be considered for selection, the submittal must bear the signature of the consultant or their authorized representative.
- L. The City may conduct interviews with representatives before final selection.

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M. After the successful consultant is selected, the City will negotiate a final agreement for professional services, scope of services, and a contract price which will be based upon, but not limited to, the contents of the consultant's proposal.

1.04 PROPOSED UPDATED SCHEDULE

RFP Available & Advertised	April 23, 2021
RFP Second Week Advertised	April 30, 2021
RFP Initial Submission Deadline	May 7, 2021 – 5:00 PM, MDT
Extended Deadline (Until filled)	30 days (end of June) or until filled
Project Completion	January 1, 2022

(note: Interviews, selection and award dates are subject to change)

1.05 GENERAL INFORMATION

- A. The successful Firm or Individual Proposer shall be fully insured as to hold the City harmless from any claims involving the employees or equipment used by the consultant and sub-consultants while executing this service.
- B. The successful consultant shall furnish all materials, equipment, testing, and labor necessary to complete the required work.
- C. The successful consultant will be required to sign a professional services agreement with the City. The agreement will include this request for qualifications, consultant's submittals and the consultant's scope of work.
- D. Final selection of a consultant and issuance of a work contract for any phase of work will be done in accordance with the City's purchasing policy.

2.00

2.03 SCOPE OF WORK

See Attachment A, Authorizing Resolution 2021-18B, for additional detail concerning the scope of work.

3.00 EVALUATION FOR THE PROPOSALS

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The selection committee shall evaluate each proposal based upon information provided in the proposal and information collected from references. Discussion may be held with each firm which, in the sole opinion of the city's selection committee, most closely meets the requirements and needs of the city with respect to this RFP. These discussions will be for the purpose of clarifying the proposal and obtaining any additional information the City determines would be useful in evaluating the firm.

4.00 AGREEMENT

The selected firm will be required to abide by all provisions contained in the sample agreement. **(Attachment B).**

5.00 MEETING PLATFORM

Meetings of the WGPC may be conducted in either a remote attendance/audio-visual platform (Zoom, Teams, etc) and/or as in-person meetings at the discretion of the WGPC and the City. (Current Wyoming Public Health Orders allow for in-person gatherings with social distancing and, of course, are subject to change depending upon future conditions.) The City will require all WGPC meetings be conducted in compliance with State Public Health Orders and best practices recommended by the Centers for Disease Control for mitigating the spread of COVID19. Proposing individuals or firms are asked to articulate their preferred meeting platform, as well as their willingness and ability for provide these facilitation and mediation services within both in-person meetings and remote attendance platforms.

REQUEST FOR PROPOSAL

The City of Laramie (hereafter “City” or “COL”) will accept written proposals for professional facilitation and mediation services :

FACILITATION/MEDIATION SERVICES —AD HOC WORKING GROUP FOR POLICE & COMMUNITY

The City is seeking professional facilitation and mediation services to manage the Ad Hoc Working Group for Police & Community (WGPC). The WGPC will be comprised of individual and institutional community stakeholders and will review city policies and procedures and advise municipal leadership regarding community values and priorities related to municipal policing services in accordance with authorizing Resolution 2021-18B.

Written, sealed proposal must be submitted to the City of Laramie, Attn: Malea Brown, COO, P.O. Box C, Laramie WY, 82073 (street address: 406 Iverson Avenue, Laramie WY 82070) no later than 5:00 p.m. local time on Friday, May 7, 2021. The Request for Proposal is <https://www.cityoflaramie.org/rfp> or by contacting the City Manager’s Office at 307-721-5226.

The City reserves the right to award this individual or firm that best fits the requirements outlined in the Request for Proposal at its sole right and determination. The City reserves the right to waive any informality in any proposal submitted and/or reject all submittals, and to accept the submittal that is in the best interest of the City.

/S/ JANINE JORDAN, CITY MANAGER

Publication Dates: April 23, 2021 & April 30, 2018