

Below are the questions that were submitted by the deadline relating to the *Request for Proposals: Consultant Services to Evaluate Multijurisdictional Provision of Police and Public Safety Services (phased approach)* that was issued by the Public Safety Workgroup that consists of representatives from City of New Buffalo, Township of Three Oaks, Three Oaks Village, Chikaming Township in Berrien County, Michigan (originally released on January 2, 2024), along with the Workgroup's responses.

1. Is the contracting agency for this study the Pokagon Fund?
 - a. Will the selected consultant report to the Pokagon Fund or to the Workgroup?
 - b. How will the project be managed from the client side (project manager, point of contact, payments, initial review of findings, etc.)?

RESPONSE: [response to all subparts of this question] The selected consultant will not report to The Pokagon Fund. The workgroup's current charge includes the solicitation of proposals from qualified firms (see the draft resolution template – Attachment B of the RFP - for more details). The governing bodies of the Participating Jurisdictions will need to consider the proposals that are submitted and then determine (1) whether they want to be a part of a multi-party contract for the services and (2) whether to expand the expectations of the workgroup to include the coordination of phase 1 and phase 2 (if needed) or develop a different project management mechanism. The members of the workgroup are willing to continue to serve in that capacity.

2. The RFP's stated lack of commitment beyond Phase 1 creates a logistical challenge for a consultant team. The RFP, as written, would require the consultant to reserve time in their schedule for the chance that Phase 2 might happen, which is problematic. The uncertainty of the Phase 2 scope makes it extremely difficult to fairly estimate a cost before the project even begins. Would the Pokagon Fund consider:
 - a. Modifying the RFP, limiting the scope to only Phase 1?
 - b. Modifying the RFP to commit to the Phase 2 work?
 - c. Requiring only hourly rates for Phase 2, with no estimate of hours for this phase?

RESPONSE: [response to all subparts of this question] A proposal will be incomplete and nonresponsive if it offers services under only one phase. The workgroup cannot commit to the phase 2 work as the information that is to be gathered and analyzed under phase 1 is critical in determining if phase the communities are ready to consider a different police model than what currently exists (phase 2). An hourly rate for phase 2 will be considered.

3. How many firms have been solicited to respond to the RFP? Who were the firms solicited?

RESPONSE: The RFP was released publicly; any qualified firm may respond.

4. Budgets help inform the expected effort and depth of contracted work. Has a budget been allocated for this project? If so, what is the total budget, or the expected budget for Phase 1 and Phase 2?

RESPONSE: No budget has been developed for this project by the Workgroup nor any of the Participating Jurisdictions. See section 3.04 of the RFP for information on how the proposals will be evaluated, including the weight that will be given to each evaluation category.

5. Section 2.02 states "The Workgroup expects that the services procured under this RFP will focus on police services in the Participating Jurisdictions, but it also recognizes that the 'police' and 'fire' discussions - currently on separate tracks - may merge into a discussion about a public safety model in the future (including during the timeframe in which the services under this RFP are being provided)."
 - a. Given the above, what guidance can the Pokagon Fund and Participating Jurisdictions offer on how to scope this potential, as it would have a significant impact on the scope and the experience needed for the consultant team?
 - b. Would the Pokagon Fund and Participating Jurisdictions consider expanding the initial scope of Phase 1 to include fire services and a potential public safety model?
 - i. Engaging the community on these topics during Phase 1 would make more practical sense and be more efficient than trying to inject these issues late in the process of this study.
 - a. If the scope of work remains as currently written in the RFP, when will the decision be made regarding the inclusion or exclusion of fire services and public safety model in this study's scope?

RESPONSE: [response to all subparts of this question] Even since the RFP was developed, the local conversation amongst certain fire departments has gained momentum. This effort is being led by a separate group of community leaders and involves a different set of municipalities. The inclusion of fire or public safety services appears to be too complicated to include in the services being sought through this RFP. The services under this RFP can focus on police services; in the unlikely event that the opportunity to "merge" the two conversations to include fire or public safety services presents itself, then the contract will need to be renegotiated if the Participating Jurisdictions choose to use the contractor selected through this RFP. A proposal that does not include public safety services will NOT be considered nonresponsive.

6. Mention of the Sheriff's Office and Michigan State Police is very limited in the RFP.
 - a. Are these two entities "at the table?"
 - b. What additional context can the Pokagon Fund or Participating Jurisdictions offer?

RESPONSE: [response to all subparts of this question] The four jurisdictions that are represented within the Workgroup are Chikaming

Township, Three Oaks Township, the Village of Three Oaks, and the City of New Buffalo. Neither the Berrien County Sheriff's Department nor the Michigan State Police are involved with the activities of the Workgroup. These two agencies provide general, nondedicated, police coverage in each of the four Participating Jurisdictions.

7. It appears New Buffalo Township has opted out of the Public Safety Workgroup, despite being in the middle of the Participating Jurisdictions.
 - a. How are public safety services currently delivered in this township?
 - b. Might the Township join the regional conversation at a future point in time?

RESPONSE: [response to all subparts of this question] New Buffalo Township operates its own fire department and contracts with the Berrien County Sheriff's Department for dedicated police coverage. Its leaders have expressed that the township is satisfied with the services that it is receiving from the Sheriff's Department for police coverage.

8. Section 3.04 states "After reviewing the proposals, if the Participating Jurisdictions decide not to enter into a contract, the Workgroup will notify all firms that submitted a proposal."
 - a. Resolutions were adopted by each Participating Jurisdiction, but this statement infers the will to proceed is in question. What would keep the Pokagon Fund and Participating Jurisdictions from proceeding?

RESPONSE: The Resolutions that were adopted do not give the Workgroup the authority to select nor enter into a contract with a contractor. The governing body of each Participating Jurisdiction will need to take action to enter into a contract with one another and the firm that is selected, if they choose to do so.

9. Section 2.01 discusses "substantial seasonal populations."
 - a. Are there any available estimates on the seasonal populations of Participating Jurisdictions?
 - b. What impact does the increase in seasonal populations have on police services in the Participating Jurisdictions?

RESPONSE: [response to all subparts of this question] There are no available estimates of the seasonal populations that the Workgroup feels comfortable sharing out of concerns with accuracy. See the table titled "Number of police calls in each of the following quarters, years 2022 and 2023**" in attachment C of the RFP for a breakdown of the number of police calls in the Participating Jurisdictions over the past two years.