



REQUEST FOR PROPOSALS

Public Safety Strategic Plan

1. Summary

The Town of Hinesburg, Vermont is seeking proposals from professionals for the development of a community derived “public safety” vision and strategic plan. The term “public safety” includes but is not limited to traditional police and fire services. Broadly, it includes any aspect that makes a community member, regardless of race, color, religion, gender identity, familial status, national origin, disability, age, genetic information, sexual orientation, or military or veteran status, feel comfortable, secure and welcome in Hinesburg.

2. Background

The Town of Hinesburg, Vermont has a population of 4,700 and is located 15 miles south of Burlington, the State’s most populous city. Hinesburg is a small full-service community that is posed to add hundreds of housing units over the next 10 years that will add to the demands on traditional public safety services. Faced with this growth, an aging population, concerns about taxes, declining volunteerism, and evolving perspectives, the community is struggling with identifying the services it needs/wants and how to provide them.

Hinesburg has had a Fire Department since 1943. The department was all volunteer until 2021 when two full-time Firefighter/EMT positions were added. At the start of FY23, the Chief position became a paid part-time position. In 2019 residents, in a non-binding vote, were in favor of beginning a town run ambulance transport service. After many delays the service was slated to begin in July 2022. However, due to staffing concerns, the service was cancelled before it could begin in the spring of 2022. Questions regarding if and when to try again linger in the community.

The Police Department has existed since 1987. A strategic plan for police services was completed in 2008. A major focus of that plan was staffing levels based on an average number of annual calls per officer. Starting in 2009, the department operated with five full-time officers, including a working chief, who were augmented with per diem officers that would fill shifts. The department patrolled 7:00 am – 11:00 pm and covered 11:00 pm – 7:00 am with an officer on call. In 2020 the department was awarded a COPS grant to hire a 6th full-time officer, with the purpose of reducing the number of single-officer shifts. While the first police budget (FY22) that included the COPS grant passed overwhelmingly, the original FY23 police budget failed. In the lead up to the first budget vote, there were questions about the need for a 6th full-time officer and even some questions about the need for a police



department at all. Some thought the police budget should be directed to other uses such as an ambulance service, mental health services, and an unarmed police department to name a few. A slightly revised budget passed three months later by a large majority.

Given the community discussions around both departments and the age of the 2008 Strategic Plan, the Selectboard committed to embarking on a strategic planning process for both departments.

3. Scope of Work to be Provided

- 1) The consultant(s) will propose a public engagement strategy designed to provide broad public input on “public safety” values and develop a “public safety” vision for Hinesburg.
- 2) The consultant(s) will propose a method for gathering reports of any harms, experiences, perceptions, or concerns related to “public safety.”
- 3) The consultant(s) will propose a method to collect, gather and analyze data relevant to determining department services, staffing levels and service delivery methods consistent with the community’s public safety values and vision.
- 4) The consultant(s) will propose department specific and other relevant goals that reflect the community’s public safety values and vision.
- 5) The consultant(s) will prepare a draft 10-year strategic plan for achieving the goals identified in step 4 and will solicit public input on the draft.
- 6) The consultant(s) will prepare a final strategic plan taking into account the public input on the draft plan.

4. Example (not exhaustive) list of questions to be answered

- How do we determine the number of employees in each department?
- What hours should the departments be staffed and how should they be covered?
- Should services beyond traditional services be considered? (ambulance, mental health)
- How are the departments viewed by various segments of the town?
- What might regionalization of services look like?

5. Proposal Content and Submission Requirements

- 1) The proposer’s name, address, telephone number and email address;
- 2) A description of general skills, including a description of the proposer’s familiarity with projects of similar scope. A description should include any qualifications that could be deemed as relevant to the study;
- 3) Resumes of the team members who will be providing services under this contract, including the number of hours each principal is expected to devote to the project;



- 4) A Plan of Services describing the manner in which the consultant will fulfill the scope of work outlined in this request for proposals and a proposed timeline for project completion.
- 5) A list of projects similar in nature and scale performed in the last four years.
- 6) A clear breakdown of expenses and identify personnel, and their qualifications, who will carry out specific tasks.
- 7) Proposals must be submitted no later than 2:00 pm on Monday October 31, 2022.

1) Proposed scope of work –	30 points
2) Qualifications of proposed staff -	20 points
3) Experience with similar projects -	20 points
4) Reasonableness of project schedule -	15 points
5) Project Budget -	15 points

6. Deliverables

The following items should be delivered to the Hinesburg Selectboard (via the Town Manager):

- All documents should be provided in both hard copy (paper) and digital format (MS Word and PDF). Data should be provided in MS compatible formats (Excel). All copies of draft and final plan shall be double-sided.
- All data, databases, and reports, in digital and hard copy format created under this project shall be transferred to the Town of Hinesburg upon completion of the project.
- The consultant will provide seven (7) paper copies of the draft and final documents. Draft plan must be submitted a minimum of one full week prior to public meeting at which it will be discussed.

7. Schedule:

Proposals Due – October 31, 2022 no later than 2:00 pm

Consultant Selection – By November 30, 2022

Project Start – Approximately January, 2023

Project Completion – By August, 2023

Submissions are due at the Hinesburg Town Office by 2:00 pm on October 31, 2022.

Submissions may be mailed, e-mailed (MS Word or Adobe PDF documents), or delivered. Mailed or delivered submissions must include a PDF version on a thumb-drive.



Physical and Mail address:

Town of Hinesburg
Todd Odit, Town Manager
10632 Route 116
Hinesburg, VT 05461

E-mail submissions should be sent to Todd Odit at todit@hinesburg.org.