



**City of Hammond
Purchasing Department**

RFP 27-14

ARCHITECTURAL ASSESSMENT AND STRATEGIC PLAN DEVELOPMENT

**Proposals Shall Be Received by the Purchasing Department, City of
Hammond**

**310 East Charles Street
P.O. Box 2788
Hammond, Louisiana 70404-2788
Until**

10:00 A.M. October 07, 2026

**Advertisement in the Official Journal, Daily Star, to be Published
(2) Two Times**

September 17 & 24, 2026

Specifications / Technical Questions: Daniel Folks, Fire Chief
folks_dt@hammond.org | 985-277-5801

Purchasing / RFP Questions: Jana Thurman, Purchasing Director
purchasing@hammond.org | 985-277-5633

This is the Proposal of:

Date: _____

Company: _____

Section 3 Business/WBE/SBE/MBE/DBE: _____

Address: _____

City: _____ **State:** _____ **ZIP Code:** _____

Person to Contact: _____

Phone: _____ **Fax:** _____

Email: _____

Your Proposal is important to us.

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

Section 3 Business/WBE/SBE/MBE/DBE

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

Nondiscrimination Requirements

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

1. PROJECT OVERVIEW

The City of Hammond Fire Department (HFD) is seeking proposals from qualified architectural and planning firms to provide a comprehensive Architectural Assessment and Strategic Plan Development. The goal of this initiative is to assess the strategic use, physical condition, and geographic placement of current fire department facilities and to develop a roadmap for facility optimization. The resulting plan should support the HFD's ability to maintain superior response times and service delivery as the community grows, including recommendations concerning the replacement and/or expansion of current facilities and services.

2. SCOPE OF SERVICES AND DELIVERABLES

The selected Proposer will partner with the Hammond Fire Department to lead a Comprehensive Needs Assessment and Strategic Planning process. The work shall combine operational data, stakeholder input, facility information, and future growth projections to develop a practical roadmap supporting readiness, resilience, and responsible investment. The Proposer shall also complete a full assessment of existing facilities.

2.1 Primary Objectives

- Assess existing service delivery, staffing, apparatus, and facility locations.
- Analyze population growth, development trends, and response-time performance.
- Facilitate inclusive stakeholder engagement to build shared understanding and ownership.
- Develop prioritized recommendations for capital investment, staffing, and facility distribution.
- Produce a Strategic Plan document that guides leadership, supports funding pursuits, and strengthens community communication.

2.2 Data Collection and Analysis

- Review response data, incident types, and call-volume distribution.
- Evaluate facilities for location and usage, as well as apparatus, staffing, and City growth patterns.
- Conduct initial stakeholder interviews with internal and external audiences to gather insights and expectations.

2.3 Needs Assessment

- Benchmark operations and service delivery against NFPA 1710 and applicable industry best practices.
- Identify operational deficiencies and opportunities for improvement.
- Develop service-area and response-time maps.
- Summarize identified needs by function, including staffing, facility location, apparatus, and technology.
- Host a Stakeholder Workshop to validate data findings and identify priorities.

2.4 Strategic Planning

- Facilitate a Stakeholder Workshop to define mission, vision, and strategic priorities.
- Conduct targeted focus sessions with subject-specific internal groups.
- Develop achievable goals for 5-year, 10-year, and 20-year planning horizons.

- Align strategies with City development plans, funding mechanisms, and community expectations.

2.5 Draft and Final Report

- Prepare draft Needs Assessment and Strategic Plan documents.
- Conduct a Stakeholder Workshop to review recommendations and gather feedback.
- Revise and finalize the plan based on stakeholder feedback.
- Present the final report to City leadership and/or designated stakeholders.

2.6 Required Deliverables

- Stakeholder Interview and Meeting Summaries.
- Response-Time and Service-Area Maps.
- Facility Location Assessment and Gap Analysis.
- Draft Needs Assessment Report.
- Final Strategic Plan Document.
- Implementation Roadmap with phased priorities.

2.7 Existing Facility Evaluation

- Work with City of Hammond Fire Department stakeholders to develop a condition assessment of existing facilities.
- Review the existing building envelope and facility performance, including heating/cooling and energy efficiency.
- Review existing mechanical, electrical, and plumbing systems.
- Evaluate facilities based on the current International Building Code, applicable NFPA requirements, and current accepted practices within the State of Louisiana.
- Evaluate facilities based upon applicable NFPA and ADA requirements.

3. SUBMISSION REQUIREMENTS

Proposals must include, at a minimum, the following sections in the order listed:

- Signed RFP: The RFP must be signed by an authorized representative of the firm.
- Firm Qualifications: Provide an overview of the firm's experience with municipal and emergency-service architecture and planning.
- Project Team: Provide resumes and relevant qualifications of key personnel assigned to the project.
- Methodology: Provide a detailed description of the firm's approach to facility assessment, needs assessment, strategic planning, and strategic placement modeling.
- Schedule: Provide a proposed timeline from contract award through completion and delivery of the final report.
- References: Provide contact information for at least three (3) municipal clients for whom similar work has been performed. Examples of completed work may be included or hyperlinked for reference.
- Examples of Previous Work: Provide examples of prior work performed for similar agencies, preferably including municipal fire departments or other emergency-service organizations.

- Cost Proposal: Provide a detailed cost proposal in accordance with Section 7 of this RFP.
- Sample Contract: Include a sample contract form used by the Proposer, if applicable.

4. EVALUATION OF PROPOSALS AND EVALUATION CRITERIA

Evaluation Committee. Proposals will be reviewed by an evaluation committee comprised of the following:

- City of Hammond Fire Chief
- City of Hammond Assistant Fire Chief
- City of Hammond Purchasing Director
- City of Hammond Director of Administration

Proposals will be evaluated using the following criteria:

Evaluation Criterion	Weight	Description
Technical Expertise	25%	Experience specifically related to fire station design, emergency response logistics, facility planning, and related municipal work.
Project Approach	25%	Clarity, completeness, practicality, and innovation of the proposed assessment and strategic planning methodology.
Past Performance	25%	Quality, reliability, and relevance of prior work as evidenced by references and examples of previous work.
Cost Proposal	25%	Overall value and transparency of the proposed fee structure and associated costs.

5. INSTRUCTIONS TO PROPOSERS

Proposers are urged to promptly review the requirements of all specifications and submit questions for resolution as early as possible during the submittal period.

Questions or concerns regarding the specifications must be submitted to the Purchasing Department during the proposal period and shall become part of the Proposal package, as applicable. Otherwise, this will be construed as acceptance by the Proposer that the intent of the specifications is clear and that competitive proposals may be obtained as specified herein. Protests with regard to the specification documents will not be considered after proposals are opened. RFP packages are mailed only as a courtesy.

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements

in the local newspaper, City Website www.hammond.org, online at www.bidexpress.com or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

These specifications are written in a manner intended to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP specifically states that only the brand name will be considered for reasons of compatibility or other stated requirements. The RFP number, Proposer's name, address, Louisiana Contractor License number (if applicable), and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed.

Only one (1) Proposal shall be accepted from each Proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals may be delivered or mailed. The method of delivery is the responsibility of the Proposer. All proposals must be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street, Hammond, Louisiana, on or before the specified RFP opening date and time. Normally, bid bonds will not be required on proposals for materials, supplies, annual contracts, or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications.

All proposals must be signed by an authorized representative. Failure to sign the Proposal shall cause the Proposal to be rejected as non-responsive. Where one or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Director, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If proposing equivalent products or services, specifications, illustrative literature, and any deviations shall be submitted with the Proposal. Representative samples shall be submitted upon request, if appropriate.

Rejection of a Proposal: The City reserves its right under law to reject any and all Proposals for just cause.

6. INDEMNIFICATION

The Contractor shall indemnify and save harmless the City of Hammond from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description made, brought, or recovered against the City by reason of any act or omission of the Contractor, its agents, or employees in the execution of its work.

7. COST PROPOSAL

Provide a detailed list of potential procedures, services, and associated costs necessary to fulfill the Scope of Services. Under each applicable category, identify each procedure or service that will be included and the associated cost. If a service offered under a category will be provided at no cost to the City of Hammond, indicate "N/A" for the cost.

The Cost Proposal shall clearly identify, as applicable, professional fees, reimbursable expenses, travel, meetings/workshops, facility assessments, data analysis, mapping, report preparation, presentations, and any other anticipated costs necessary to complete the Scope of Services.

Include a sample contract form, if applicable, and the signature of the individual authorized to bind the Proposer contractually.

8. PROPOSER CERTIFICATION AND SIGNATURE

The undersigned certifies that the Proposer has carefully examined the instructions to Proposers, terms, conditions, and specifications applicable to and made a part of this Proposal. The Proposer further certifies that the prices shown are in full compliance with the conditions, terms, and specifications of this RFP.

Signature_____Company_____