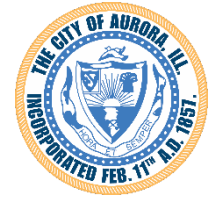


City of Aurora



Finance Department | Purchasing Division

44 E Downer Place | Aurora, Illinois & 60507

Phone: (630) 256-3550 | Fax: (630) 256-3559 | Web: www.aurora-il.org

DATE: March 18, 2024
TO: Prospective Bidders
FROM: Jolene Coulter, Director of Purchasing
RE: **CITY OF AURORA RFQ 24-032 – Addendum #1**
POLICE DEPARTMENT STAFFING STUDY

This notice forms a part of the Request for Qualifications 24-032: Police Department Staffing Study. All other information pertaining to this Request for Qualifications shall remain the same.

Proposals will be received in a pdf format via email to PurchasingDL@aurora.il.us until **2:00 pm, CST, Friday, March 29, 2024. Responses must be submitted electronically.** No late submittals will be accepted. There will not be a Public Opening.

1. Has the City of Aurora established a budget ceiling for this project?

The City of Aurora has budgeted \$40,000 for 2024. The City understands that proposals may exceed the budgeted amount and can amend the budgeted allocation for this project if determined it's in the best interest of the City.

2. For the comparative effort, are there cities in Illinois or elsewhere that the City regularly compares itself to for compensation or other purposes?

Naperville, Elgin, Joliet, Rockford and other similar agencies.

3. For projections, are there major developments forecasted in the projection period that we should be aware of?

Casino is relocating within the city and will be adding hotel and convention space. We hope to host more events in our downtown and River Edge Park. Several multi-family housing structures are being built in different locations across the city.

4. Does the scope of the intended study include the communication center? If yes, to what degree?

Yes, it's a complete agency study. Every asset at the police department works in conjunction with one another. We'll be assessing its effectiveness and determining what assets, to include personnel, they need. Additionally, we will want their perspective on overall operations of the department.

5. Does the scope of the intended study include the jailing function? If yes, to what degree? And is the City's jailing function only for pre-charging / pre-custody?

Yes, it's a complete agency study. Every asset at the police department works in conjunction with one another. We'll be assessing its effectiveness and determining what assets, to include personnel, they need. Additionally, we will want their perspective on overall operations of the department.

6. What are the catalysts for this study? Why has the City chosen to commission this study at this time?

To our knowledge, a study like this hasn't been done for Aurora Police before. As the city grows, so does the need for police. Additionally, our community outreach (my90) has uncovered that the most requested thing by our citizens is officer presence. The evolution of policing is demanding more services by law enforcement. We've created a Crisis Intervention Unit to deal with the ever-increasing calls for service involving mental health problems. We've created a real time crime center that we aren't yet staffing 24 hours a day. This study will not only tell us where we are right now, it will act as a road map for future development of the department.

7. The City's RFP states that the final deliverable should be complete by August 2024. This is an exceptionally fast timeline for a project of this breadth and depth. Can the City please expand upon the reasoning for this timeframe? Are there internal or external pressures that require this level of expedition?

It aligns with our 2025 budgetary request and approval timeline.

8. To achieve the project's end in August, heavy involvement/commitment will be required by staff over the summer. We have found that this can be particularly challenging with our Midwest clients due to heavy leave use during the summer. Has the City prepared its staff for this level of involvement/commitment, and/or checked its leave schedule to ensure it won't be heavily impacted this year?

We have redundancy in all areas of responsibility. Additionally, we communicate with vendors and other agencies when we're doing business with them to work out timelines to avoid these problems or at least minimize them.

9. Will the City consider longer proposed project timelines?

Our preferred delivery date aligns with our 2025 budget timeframe.

10. The City's RFP on page 10 requires a copy of a previous staffing analysis study report. However, it has placed a 15-page limit on this requirement. We've never seen a report of this breadth and depth with less than 15 pages. Will the City strike its page limitation for sample reports so that sample reports can be provided?

Yes, the City will strike its page limitation for sample reports.

11. Is the City requiring resumes as an appendix to proposals, or is it only requesting the brief descriptions requested for Section 2 of proposals?

Resumes are not required, however can be included and will NOT count towards the page limitation.

12. What is the approved budget for this project?

See the answer to question 1.