



**TOWN OF MANSFIELD, CONNECTICUT  
REQUEST FOR QUALIFICATIONS (RFQ)**

**Police Service Delivery Analysis and Study**

**SUBMISSION DEADLINE:** Friday, April 21, 2017 at 11:00am

**SUBMISSION CONTACT AND ADDRESS:**

Maria Capriola, Assistant Town Manager  
Town of Mansfield  
4 South Eagleville Road  
Mansfield, Connecticut 06268-2599  
[HR@mansfieldct.org](mailto:HR@mansfieldct.org)  
860-429-3336 x5

*Proposals will be accepted in electronic format only.*

**PURPOSE**

The Town of Mansfield is seeking submittals from consultants to provide technical assistance to research, analyze and recommend police staffing and scheduling models in the Town of Mansfield.

**BACKGROUND**

The Town of Mansfield, Connecticut has a population of 26,043 (approximately 14,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. The Town operates under the council-manager form of government. A nine-member elected town council functions as the legislative and policymaking body and an appointed town manager serves as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

Home to the University of Connecticut, Mansfield offers the unique blend of rural and suburban living in a university setting. Storrs Center, construction of a new mixed-use urban center, is underway and nearing completion. Mansfield has a variety of cultural and educational offerings, as well as an abundance of natural resources ideal for activities such as hiking, cycling, and kayaking.

Mansfield currently does not have its own municipal police department. The Town contracts with the Connecticut State Police for resident troopers to provide police services to Mansfield. Mansfield currently has 7 resident troopers and one resident trooper sergeant. The Mansfield resident troopers work collaboratively with the University of Connecticut Police Department, an independent accredited police department providing service to the university campus; both departments provide mutual aid to one another.

The Town of Mansfield extensively reviewed police service delivery options during 2011, with the final report being issued in January, 2012:

[http://www.mansfieldct.gov/filestorage/1904/5335/7482/20120126\\_police\\_study\\_final.pdf](http://www.mansfieldct.gov/filestorage/1904/5335/7482/20120126_police_study_final.pdf).

Following completion of that study the Town Council endorsed the service delivery option to enhance the Resident Trooper Program by increasing the number of Troopers assigned to Mansfield. The current contingent of 8 resident troopers is a decrease from a high of 10 resident troopers in early 2015; the decrease in resident troopers is due to increased costs associated with the Resident Trooper Program over the last few years.

As of July 1, 2015 the Town is now responsible for 85% of the cost of the first two troopers and 100% of the cost for all troopers above and beyond the first two. The Town is responsible for 100% of all overtime costs (for Mansfield work) for all troopers assigned to Mansfield. When the Police Services Study was conducted in 2011-2012, the Town was initially responsible for 70% of the base costs of all troopers and 70% of overtime costs. Beginning July 1, 2011, the Town became responsible for 100% of the cost for Trooper overtime, which remains in effect today. The fringe rate for Troopers is approximately 97%+/- of salary. The Governor's proposed budget for FY 17/18 would make the Town's responsible for 100% of the costs of all troopers assigned to Mansfield. Additionally, a \$750 charge per municipal officer supervised by a Resident Trooper sergeant will be assessed in this proposal.

At its March 23, 2015 Town Council meeting, the Town Council established the ad hoc Committee to review police coverage options in response to increases in cost of the Resident Trooper Program. The Committee has continued to meet since that time, reviewing service delivery options at a high level. Various options discussed have included: retaining the Resident Trooper Program to provide police services to a jurisdiction within part of or the entire Town; partnering with the University of Connecticut to provide police services to a jurisdiction within part of or the entire Town; contracting with a neighboring community with a municipal police department to provide police services to a jurisdiction within part of or the entire Town.

Mansfield is a full-service municipality providing the following services: animal control; building and housing inspection; fire and emergency services; human services; library; parks and recreation; planning and development; police; public works; and a number of administrative functions such as finance, human resources, information technology, and facilities management. The Town has approximately 135 regular employees, an additional 240-265 part-time non-regular employees, for a total of 375-400 employees.

The *Mansfield Tomorrow* planning initiative is now complete and serves as the Town's over-arching policy document, both as its strategic plan and as its plan of conservation and development. The Plan can be reviewed at:

[http://www.mansfieldct.gov/filestorage/1904/1932/2043/mansfield\\_tomorrow\\_pocd.pdf](http://www.mansfieldct.gov/filestorage/1904/1932/2043/mansfield_tomorrow_pocd.pdf)

## **PROJECT DESCRIPTION**

The selected firm will assist the Town in evaluating our needs for staffing levels and scheduling of officers. A recent analysis of calls for service is available and is expected to assist in the evaluation of our staffing and scheduling needs. The study will review call volume, response time, staffing, scheduling models and associated costs for municipal officers to both replace Troopers over time

and to increase the overall number of officers in Mansfield. A potential service district in areas of town closest to the UCONN campus may also be reviewed.

## **SUMMARY**

The firm should submit by email: a letter of interest containing general information on the firm; the firm's brochure; resume for key personnel and information regarding the consultant's experience conducting similar business; references; and rates for work performed. Electronic submissions should be directed to Maria Capriola, Assistant Town Manager no later than 11:00am on Friday, April 21, 2017 at [HR@mansfieldct.org](mailto:HR@mansfieldct.org).

The Town intends to "short-list" firms responding to this RFQ and to interview one or more firms to accurately assess their qualifications. The Town will negotiate a scope of services and a fee proposal with the selected firm. The Town will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

The Town does not expressly state or imply any obligation to reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The Town reserves the right to reject any or all submission, to select a firm in a manner that is advantageous to the town and to waive all formalities in the bidding.

The Town of Mansfield is proud to be an equal opportunity employer.

Please address any questions related to this RFQ to Maria Capriola, Assistant Town Manager, 860-429-3336 x5 or [HR@mansfieldct.org](mailto:HR@mansfieldct.org).