



TOWN OF SULLIVAN'S ISLAND REQUEST FOR PROPOSALS (RFP)

EXTERNAL OPERATIONAL REVIEW:
SULLIVAN'S ISLAND FIRE DEPARTMENT

REQUESTOR: Town of Sullivan's Island
2056 Middle Street
Sullivan's Island SC 29482

CONTACT: Joe Henderson
(843) 883-5731
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PROJECT: External Operational Review: Sullivan's Island Fire Department
2050 Middle Street, Sullivan's Island SC 29482

DATE ADVERTISED: May 20, 2026

DUE: Friday, June 26, 2026, 1:00 PM

The Town of Sullivan's Island reserves the right to accept or reject any or all submittals received as a result of this solicitation, to negotiate with all qualified offerors, or cancel in part or in whole this solicitation, if in the best interests of the Town of Sullivan's Island.

General Information

The Town of Sullivan’s Island is soliciting proposals from qualified independent fire service consulting firms or accreditation bodies to conduct an independent operational review of the Sullivan’s Island Fire Department (SIFD). The purpose of this review is to obtain an objective, professional assessment of the department’s overall health and readiness — its people, its equipment, its training, its operations, and its organizational structure — and to receive professional recommendations for any improvements that would strengthen the department’s ability to protect the community it serves.

The selected consultant shall evaluate the incident response, operational performance, command structure, staffing, deployment, equipment utilization, communications, training, policies, and related organizational factors associated with the incident(s). Based upon this review, the consultant shall identify the highest priority operational, organizational, staffing, training, equipment, deployment, and administrative needs of the fire department and provide practical recommendations for improvement.

This solicitation is intended to comply with applicable provisions of the South Carolina Consolidated Procurement Code and the procurement policies of the Town of Sullivan’s Island governing qualifications-based procurement of professional services. The selected firm must have no prior or current professional relationship with the Sullivan’s Island Fire Department, the Town Administrator, or the Town Attorney. The Town Council shall make the final selection of the reviewing firm. Both the preliminary and final reports shall be presented directly to the full Town Council in open public session without prior review by Town staff or administration.

Background

Sullivan’s Island is a barrier island community in Charleston County, South Carolina. While the island’s year-round residential population of approximately 1,900 to 2,100 is relatively stable, the structural character of the community continues to evolve significantly. Older residential structures are increasingly being replaced by larger, more complex, and higher-value buildings with greater square footage, more intricate construction, and substantially higher fuel loads.

This evolution in the island’s building stock has direct implications for the fire suppression demands placed on the department, requiring more water, more personnel, and more sophisticated operational capability than earlier decades required. The Sullivan’s Island Fire Department serves this community with a combination career and volunteer staffing model and holds an ISO Public Protection Classification of Class 1. The department also maintains a water rescue capability serving the island’s Atlantic Ocean, Intracoastal Waterway, and tidal creek environment.

The Town expects the selected consultant to provide objective and experience-based recommendations designed to improve operational readiness, organizational effectiveness, firefighter safety, incident management, emergency response capabilities, and long-term service delivery sustainability. Experience serving coastal, historic, tourism-based, or geographically constrained municipalities is preferred.

II-A. Community Context and Geographic Considerations

Sullivan’s Island presents a set of geographic, environmental, and seasonal conditions that are material to any evaluation of its fire department’s preparedness and response capability. A complete operational review must account for these conditions, as they directly affect response times, staffing requirements, apparatus

deployment, and the types of emergencies the department may be called upon to manage.

Access and Response Time — The Ben Sawyer Bridge and Beach Traffic

Sullivan’s Island is accessible by two vehicular routes. The primary route crosses the Ben Sawyer Bridge, a federally regulated swing bridge over the Intracoastal Waterway, connecting the island to Mount Pleasant. Under 33 CFR 117.911(c), the bridge is required to open for boat traffic on demand during weekday hours, and on weekends and federal holidays open on a scheduled hourly basis between 9 a.m. and 7 p.m., with approximately twenty boat transits documented per day during peak summer season. A separate federal provision, 33 CFR 117.31, requires bridge tenders to prioritize emergency vehicles and to make reasonable efforts to close the bridge span for responding emergency apparatus. The department has an established coordination protocol with the bridge tender consistent with this requirement.

Traffic engineering guidelines indicate that for every minute vehicular traffic is stopped, recovery takes approximately four times that duration. During peak summer beach season, traffic approaching Sullivan’s Island from Mount Pleasant has been documented backing up island-wide, with multiple bridge openings in a single afternoon compounding the effect. Sullivan’s Island also maintains a secondary vehicular connection via a fixed bridge to Isle of Palms, which provides an alternative access route not subject to drawbridge delays; however, this route traverses Isle of Palms, which faces its own significant peak season traffic constraints on the Isle of Palms Connector, and represents a materially longer response path for mutual aid units originating in Mount Pleasant. IOPFD leadership has publicly acknowledged that peak season traffic conditions can prevent reliable mutual aid response from neighboring jurisdictions during high-demand periods.

The practical consequence is that the response time assumptions embedded in the automatic aid agreement may not reflect actual mutual aid response times during the summer months — precisely the period when island population and visitor volume are at their peak and fire risk is correspondingly elevated.

Natural Vegetation — The Maritime Forest

Sullivan’s Island is home to a 190-acre maritime forest — a deed-restricted natural area held in a community land trust since 1991 and a valued ecological and community resource. The forest canopy includes live oak, loblolly pine, and cabbage palm, with a dense understory of wax myrtle, yaupon, red bay, and other native coastal species. The forest is located near the western end of the island, in the vicinity of fire stations serving that area. South Carolina is currently experiencing elevated wildfire conditions driven by prolonged drought, with nearly 86% of the state in moderate to severe drought as of spring 2026 and a statewide burn ban in effect as recently as late March of this year.

Emergency Medical Services — Community Demographics and Response Capability

Medical emergencies account for between 64 and 80 percent of emergency calls nationally, and local mutual aid data consistently reflect that pattern on Sullivan’s Island. The island’s year-round population has a demographic profile that elevates this demand further. Sullivan’s Island’s median age is 52.5 years — more than thirteen years older than the Charleston County median of 39.0 years — and residents aged 65 and older account for an estimated 25 to 28 percent of the year-round population, more than double the countywide share. Older residents generate statistically higher rates of cardiac, stroke, and acute medical emergencies, and medical outcomes in those events are acutely time-sensitive.

Primary ambulance transport to Sullivan’s Island is provided by Charleston County EMS. Charleston County

took a positive step in 2024 by stationing a dedicated weekend ambulance on the island during peak season. However, peak beach season traffic conditions, combined with Ben Sawyer Bridge operations, can extend response times for mainland-based units significantly beyond baseline. Whether Sullivan’s Island’s current first-responder EMS capability is consistent with professional standards for communities with constrained access and an older demographic profile is a question this review should examine.

Objectives and Goals

The purpose of this evaluation is straightforward: to obtain an objective, professional assessment of the department’s current capabilities, to identify any areas where investment or improvement would strengthen the department’s ability to protect life and property, and to ensure that the department is appropriately organized, trained, equipped, and staffed to meet the demands of a community whose structural complexity continues to grow. This review is not predicated on any finding of wrongdoing. It is a professional investment in the long-term safety and readiness of the Sullivan’s Island Fire Department.

Specific objectives include:

- **Assess Operational Effectiveness:** Review current operations, deployment, and service delivery against national standards (e.g. NFPA, CFAI accreditation) and community expectations.
- **Evaluate Resources and Readiness:** Determine if staffing levels, training, apparatus, facilities, and budgets are adequate for current and projected demands.
- **Benchmark to Best Practices:** Compare policies, procedures, and performance to industry best practices and accreditation models.
- **Engage Stakeholders:** Solicit input from key stakeholders (Fire Department personnel, Town Council, community organizations and residents) to identify needs and concerns.
- **Enhance Accountability and Planning:** Ensure the Department has clear mission/vision statements, performance metrics, and alignment with the Town’s strategic goals.
- **Provide Recommendations:** Offer actionable short- and long-term recommendations for improving effectiveness, efficiency, equity, and community safety.

Independence Requirement

The selected firm must have no prior or current professional relationship with the Sullivan’s Island Fire Department, the Town Administrator, or the Town Attorney. Respondents must disclose any prior relationship with these parties in their submission. Any submission from a firm with an undisclosed relationship will be disqualified. The Town Council, not the Town Administrator, will make the final selection of the reviewing firm.

Scope of Work

The purpose of this section is to define the areas the Town Council wishes the reviewer to examine and to provide the context necessary for a qualified consultant to understand the community’s specific circumstances. The Council is not prescribing methodology. A qualified fire service consultant is expected to bring their professional judgment to bear on each area, determine what records and interviews are necessary, apply the standards appropriate to a combination career-and-volunteer department serving a barrier island community of this size and character, and tell the Council what they find.

The review period shall cover a minimum of the thirty-six months preceding the date of this RFP unless the

consultant determines a different period is more appropriate for a specific area of inquiry. The reviewer shall have full and unrestricted access to all records, personnel, apparatus, and systems necessary to complete the review.

The following statement of purpose should guide the reviewer's overall approach:

Assess the overall health of the Sullivan's Island Fire Department — its people, its training, its equipment, its operations, and its organizational structure — determine whether it is appropriately prepared to protect the community it serves, account for the specific geographic and demographic conditions described in Section II-A, and provide the Town Council with professional recommendations for any improvements that would strengthen the department's capability and safety.

1. Training and Education

The reviewer shall evaluate the training and education of all department members — career and volunteer alike — to determine whether they meet the appropriate requirements and professional expectations for a fire department protecting this type of community. This evaluation should address both the formal certification status of all personnel against applicable South Carolina statutory requirements and the ongoing operational training currency of members in the roles to which they are assigned. The reviewer should assess whether the department's training program, budget, and recruit progression pathway are adequate to develop and maintain a fully qualified workforce, and whether the department's training practices are consistent with those of comparable fire departments in the region. The reviewer should pay particular attention to the qualifications of personnel assigned to apparatus operation, interior structural firefighting, and command roles.

2. Response and Operational Capabilities

The reviewer shall evaluate the department's response and operational capabilities for structure fires, water rescue, medical emergencies, and other incident types to which it responds. This should include a review of the department's documented operational performance at significant incidents during the review period, drawing on all available records including dispatch data, incident reports, and the records of responding mutual aid agencies. This assessment should include interviews with command leadership of MPFD and IOPFD regarding their observations at joint incidents during the review period, as those agencies responded to significant structure fires on Sullivan's Island and their professional perspective on SIFD's operational performance is a relevant and independent source of information. The reviewer should assess whether the department's incident command capability is consistent with its first-due role, whether water supply operations have been reliable and consistent, and whether the department's overall operational performance reflects a level of capability appropriate to the community it serves.

The reviewer should also evaluate the department's water rescue program against the specific maritime and coastal rescue demands of Sullivan's Island, including whether personnel hold appropriate certifications, whether equipment is maintained and deployable under all tidal and seasonal conditions, and whether response protocols are coordinated with the Sullivan's Island Police Department (SIPD), Charleston County EMS, and the United States Coast Guard.

With respect to emergency medical services, the reviewer should evaluate whether the department's current first-responder EMS certification levels are appropriate for the community's demographic profile and the access constraints described in Section II-A, whether the Charleston County EMS dedicated weekend ambulance

deployment remains in place and adequately addresses the response time gap during all periods of elevated demand, and whether the reviewer recommends a formal EMS capability assessment in conjunction with Charleston County EMS and the South Carolina DHEC EMS office.

3. Automatic Aid and Mutual Aid Agreements

The reviewer shall evaluate the department's automatic aid agreement with MPFD and IOPFD and any other mutual aid arrangements to determine whether they provide appropriate backup coverage for Sullivan's Island. This should include an assessment of whether the agreement's assumptions about response times and operational roles remain valid given the seasonal traffic conditions described in Section II-A, and whether SIFD's operational capability is consistent with its first-due role under the agreement. The reviewer should conduct interviews with command leadership of MPFD and IOPFD as a standard component of this assessment, covering the operational relationship between the agencies, joint training history and participation, and interoperability at joint incidents.

4. Incident Command, Occupational Health, and Firefighter Safety

The reviewer shall evaluate the department's incident command and management capability, including whether current officers hold the training and qualifications required for the command roles they are assigned, whether written standard operating guidelines exist and are followed, and whether the department's accountability and safety systems are consistent with NFPA 1500 requirements.

The reviewer shall also evaluate the department's firefighter occupational health and safety program, including whether personnel are subject to periodic medical evaluations and fitness standards appropriate to the physical demands of their duties, whether self-contained breathing apparatus and personal protective equipment — for both career and volunteer members — are maintained, inspected, and replaced consistent with applicable NFPA standards, and whether the department maintains a behavioral health and critical incident stress management program for personnel.

5. Recruiting, Retention, and Staffing

The reviewer shall evaluate the department's recruiting and retention efforts for both career and volunteer personnel, and the ongoing viability of the volunteer staffing model. This should include an assessment of whether minimum staffing levels are consistently maintained across all shifts and seasons, whether the department's recruit training program provides a clear and documented pathway to full certification, and whether the staffing model accounts for the seasonal increase in demand during peak beach season when mutual aid response times may be constrained.

The reviewer should also evaluate whether alternative staffing models employed by comparable barrier island fire departments — including the use of qualified off-duty personnel from neighboring career departments to augment on-duty coverage — warrant consideration for Sullivan's Island. The reviewer should assess the roles and operational integration of volunteer members and provide recommendations for strengthening the volunteer program in a manner that supports both career and volunteer personnel.

6. Apparatus, Equipment, and Facilities

The reviewer shall evaluate the department's apparatus fleet, equipment, and fire station facilities. With respect to apparatus, the reviewer should assess whether the current complement — in type, number, and capability

— is appropriate for the community’s building stock, call volume, and geographic constraints, and whether each piece of apparatus can be reliably staffed to the minimum levels required for safe operation. The reviewer should evaluate whether apparatus maintenance and inspection programs meet applicable NFPA standards and whether maintenance records support the department’s operational readiness claims.

The reviewer should evaluate all SCBA units and personal protective equipment — including equipment issued to volunteer members — for compliance with current NFPA standards, service life, and inspection currency. The reviewer should assess whether fire station facilities are adequate for the department’s apparatus, personnel, and mission, including whether decontamination, PPE storage, and maintenance capabilities meet current occupational health standards.

Given the maritime forest described in Section II-A, the reviewer should assess whether the department’s apparatus complement and personnel training are adequate for wildland-urban interface fire scenarios in addition to structural firefighting.

7. Community Risk Reduction

The reviewer shall evaluate the department’s community risk reduction programs, including fire code inspection of commercial and multi-family occupancies, public fire safety education appropriate to the community’s demographics and seasonal visitor population, and fire investigation capability. The reviewer should assess whether the department conducts proactive residential fire safety visits and whether it maintains a current and accessible system for capturing property-specific information relevant to emergency response.

The reviewer should also assess whether the department has conducted a formal Community Risk Assessment and developed Standards of Cover that define target response times, staffing, and apparatus deployment calibrated to the actual risk profile of Sullivan’s Island, and whether the department has a current strategic plan that defines its mission, goals, and improvement priorities.

8. Governance, Financial Resources, and Oversight

The reviewer shall evaluate whether the department’s overall budget is adequate to support its mission and the level of service the community expects, including whether training, apparatus maintenance, equipment replacement, and personnel development are funded at levels consistent with the department’s operational demands.

The reviewer shall assess whether the Town’s administrative oversight mechanisms ensure that the Town Council receives accurate and timely information about the department’s operational status, and whether the department’s internal reporting and escalation protocols are adequate.

Request For Proposals (RFP) Process and Policies

Submittal of Statements of Proposals

The Town of Sullivan’s Island is hereby issuing this Request for Proposals (RFP) to firms that have the capability and interest in undertaking and performing the scope of work described in this RFP. The RFP will be publicly advertised in accordance with the Town’s procurement guidelines.

The OFFICIAL CONTACT for this solicitation is:

Joe Henderson

Town Administrator

(843) 883-5731

jhenderson@sullivansisland.sc.gov

Each firm responding to this solicitation is officially a RESPONDENT. Each respondent must submit a sealed package containing one (1) hard copy plus one (1) digital (emailed) copy of its statement of Proposals to the address above no later than **Friday, June 26, 2026 at 1:00 pm**. Statements of Proposals may be submitted in person, by messenger, or by regular mail. All submissions will be logged in and date and time stamped.

Any Proposals package that is received after the date and time specified will be logged and date and time stamped as "late" and returned unopened to the respondent.

Proposed Procurement Timeline

Release date for RFP	May 20, 2026
Final Date to Receive Written Questions/Clarifications	June 1, 2026
RFP Closing Date	June 26, 2026, 1:00 PM
Selection of Bid	TBD
Execution of Contract with Consultant	TBD

Labeling of Submissions

All submissions must be submitted in a sealed envelope or package plainly marked "**External Operational Review: Sullivan's Island Fire Department, RFP , Attn: Joe Henderson**" with the name and address of the respondent in the upper left-hand corner. No responsibility will attach to the Town of Sullivan's Island or any official or employee thereof, for the pre-opening, post opening, or failure to open a submission not properly addressed and identified.

Proprietary/Confidential Information

All materials and written Proposals submitted pursuant to this RFP shall become the property of the Town of Sullivan's Island and will not be returned. All respondents must visibly mark as "CONFIDENTIAL" each part of their submission that they consider to contain proprietary information the release of which would constitute an unreasonable invasion of privacy. All unmarked pages will be subject to release in accordance with law. Marked pages will not be disclosed if they are deemed to meet the requirements under the South Carolina Freedom of Information Act, S.C. Code Section 30-4-10, *et seq.* Respondents should be prepared, upon request, to provide justification of why such materials should not be disclosed in accordance with the South Carolina Freedom of Information Act.

Questions/Requests for Clarification

All questions and/or requests for clarification regarding this RFP should be provided in writing to Joe Henderson via email at jhenderson@sullivansisland.sc.gov no later than June 1, 2026, at 5:00 p.m. All questions submitted

and their answers will be posted on the Town of Sullivan’s Island website as an addendum to this RFP. No telephone inquiries will be accepted.

Addenda

If it becomes necessary to revise any part of this RFP, a written addendum will be issued. All addenda issued by Town of Sullivan’s Island will become part of the official RFP and will be posted on the Town of Sullivan’s Island website [link](#). Receipt of all addenda must be acknowledged in the response to this RFP.

Contact Policy

No direct or indirect contact regarding this solicitation may be made with any representatives of the Town of Sullivan’s Island other than the official contact identified in this RFP. If such contact is made, the Town of Sullivan’s Island reserves the right to reject a submission by that respondent. All questions and/or requests for clarification must be provided in accordance with the Questions/Requests for Clarification section. This contact policy applies to site visits and requests for technical information. Any technical information needed from the Town of Sullivan’s Island to prepare a submission should be coordinated through the Questions/Requests for Clarification process outlined above.

Acceptance and Rejection of Submissions

Any submissions that do not conform to the essential requirements of the RFP shall be rejected. The Town of Sullivan’s Island reserves the right to waive informalities and minor irregularities in submittals and reserves the sole right to determine what constitutes informalities and minor irregularities. The Town of Sullivan’s Island also reserves the right to accept or reject any or all submissions received in response to this RFP. The Town of Sullivan’s Island is not obligated to enter into any contract on the basis of any submittal in response to this RFP. The Town of Sullivan’s Island reserves the right to request additional information from any firm submitting under this RFP if such information is necessary to clarify the submission.

Cancellation/Rejection

The Town of Sullivan’s Island may cancel this RFP in whole or in part at any time if it is determined to be in the best interest of the Town of Sullivan’s Island. The Town of Sullivan’s Island may reject any or all submissions in whole or in part if it is determined to be in the best interest of the Town of Sullivan’s Island.

Conflict of Interest

Respondents shall promptly notify the Town of Sullivan’s Island in writing of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the respondent's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest, or circumstance, the nature of work that such a person may undertake, and request an opinion of the Town of Sullivan’s Island as to whether the association, interest, or circumstance would, in the opinion of the Town of Sullivan’s Island, constitute a conflict of interest. By responding to this solicitation, the respondent certifies that it has no conflict of interest with any employee, agent, elected official or officer of the Town of Sullivan’s Island or any other conflict as may be set forth herein.

Collusion

More than one submission from an individual, firm partnership, corporation, association or related parties under the same or different names will not be considered. If the Town of Sullivan’s Island believes that collusion exists among respondents, all submissions from the suspected firms will be rejected. "Related

parties" means respondents or the principals thereof, which have a direct or indirect relationship or profit-sharing interest in another respondent.

Respondents shall comply with all local, state, and federal directives, orders, and laws applicable to this RFP and any resulting contract.

By responding to this RFP, respondents certify that the response is made without previous understanding, agreement, or connection with any person, firm or corporation making a submission for the same item, and they certify the knowledge that this would constitute an illegal action.

Statement Of Proposals Contents

Respondents interested in providing the services outlined in this RFP must prepare and submit a statement of Proposals that must not be more than the equivalent of ten (10) single sided 8 ½ by 11-inch pages in length (not counting the front and back covers, section dividers that contain no information, and any required forms).

The submission must include the following, in the order listed:

Cover Letter

The response should contain a cover letter signed by a person who is authorized to commit the respondent to perform the work described in this RFP and should identify all subcontractors, materials, and enclosures being forwarded in response to the RFP. A cover letter signed by a person authorized to commit the respondent, including a statement confirming no prior or current professional relationship with the Sullivan's Island Fire Department, the Town Administrator, or the Town Attorney.

Relevant Experience

At a minimum, successful submittals shall demonstrate experience and technical competence with the requirements outlined in the above scope of work. Provide descriptions of similar projects that your organization and/or key personnel have completed, including tasks involved, timeframes, and outcomes. Also include any relevant work performed in a nearby jurisdiction and how this experience relates to the development of the Scope of Work outlined in Section III.

Firm Qualifications

- Substantial experience conducting independent operational reviews of combination career-and-volunteer fire departments, preferably in the southeastern United States or comparable coastal barrier island environments
- Demonstrated expertise in applicable NFPA standards, state fire service statutes, and the professional evaluation of fire department operations, training, apparatus, and occupational safety programs
- Familiarity with South Carolina fire service statutory requirements, including SC Code Title 40, Chapter 80 and the South Carolina Fire Academy certification framework
- Experience evaluating water rescue programs and coastal or maritime fire department operations
- Credentialing or demonstrated experience with the Center for Public Safety Excellence (CPSE) accreditation framework or the Commission on Fire Accreditation International (CFAI) self-assessment process is preferred but not required
- Professional liability insurance adequate to the scope of the engagement

Relevant Experience

Descriptions of at least three (3) similar independent operational reviews completed within the past seven (7)

years, including the jurisdiction, scope of work, key findings, and client contact information for reference verification.

Proposed Approach and Work Plan

A description of the firm’s proposed methodology for conducting this review, including what records the firm intends to examine, what interviews it proposes to conduct, how it will account for the specific geographic and demographic conditions described in Section II-A, and how it will ensure that the areas of concern identified in Section III are fully addressed. The proposal should demonstrate that the firm understands the specific character of a combination career-and-volunteer department serving a barrier island community and can apply appropriate professional standards accordingly.

Key Personnel

All key personnel assigned to the engagement, their professional certifications, relevant experience, and assigned role. The lead reviewer must hold a minimum of Fire Officer II certification or equivalent and must have prior experience conducting independent fire department operational reviews.

Proposed Schedule

A proposed project timeline identifying anticipated milestones from contract execution through delivery of the preliminary and final reports to the Town Council.

Fee Proposal

A detailed fee proposal including all anticipated costs broken down by phase, including all travel, lodging, and incidental costs, with hourly rates for all key personnel. Submit as a separate sealed document within the submission package.

Evaluation and Award Process

Selection Committee

The Town Council reserves the right to contact references and request written clarification from any respondent prior to making its selection.

Selection Committee

The Town Council will serve as the selection authority for this engagement. Town staff may assist in the administrative review of submissions but the final ranking and selection decision rests with the Town Council.

Notice of Intent to Award

The Town Council’s selection will be announced at a public council meeting. A notice of Intent to Award will be posted on the Town of Sullivan’s Island website and emailed to all respondents.

Protested Solicitations and Awards

Any respondent who is aggrieved in connection with the solicitation or award of a contract may protest according to the procedures in the Town of Sullivan’s Island’s procurement policy, Section 37.06.

Contract Negotiations / Award of Contract

The highest-rated respondent selected by the Town Council will be invited to enter contract negotiations with the Town of Sullivan’s Island. If an agreement cannot be reached with the top-ranked firm, the Town Council will select the next highest-ranked firm. Any contract awarded will be between the respondent and the Town of Sullivan’s Island.

VII. Selection Criteria

The selection criteria and their relative importance are:

Independence and Absence of Conflict (Pass/Fail)

The firm must demonstrate no prior or current professional relationship with the Sullivan's Island Fire Department, the Town Administrator, or the Town Attorney. Failure disqualifies the submission.

Relevant Qualifications and Experience (30 points)

Depth and relevance of experience conducting independent fire department operational reviews, with particular weight given to combination career-and-volunteer departments, coastal and barrier island communities, and departments with water rescue programs.

Technical Approach and Methodology (30 points)

Quality and appropriateness of the proposed methodology, including demonstrated understanding of the specific character of Sullivan's Island's fire department and community, and a credible plan for addressing each area identified in Section III.

Key Personnel Qualifications (20 points)

Professional certifications, relevant experience, and operational background of the individuals who will actually conduct the review. Designation of the lead member of the consulting team and their experience as a lead.

Proposed Schedule and Fee (20 points)

Reasonableness of the proposed timeline and competitiveness and transparency of the fee proposal relative to the scope of work.

Reporting Requirements

The consultant shall present a preliminary report of findings directly to the full Town Council in open public session prior to finalizing any conclusions. The final written report shall likewise be presented directly to the full Town Council in open public session. Neither report shall be reviewed, edited, summarized, or transmitted to any Town official, elected or appointed, prior to its presentation to the Council.

Findings regarding the professional qualifications, performance, or conduct of individual department personnel shall be delivered to the Town Council in executive session consistent with applicable South Carolina law governing personnel matters. The consultant shall advise the Council whether any personnel finding warrants separate action and how that finding should be handled. Public reports should address organizational and operational findings without identifying individual personnel by name.

Document and System Access

The Town of Sullivan's Island shall direct all relevant departments and officials to provide the consultant with full and unrestricted access to all records, personnel, apparatus, and systems necessary to complete the review, including all personnel and certification records, apparatus maintenance and inspection records, apparatus electronic data, incident reports, budget and expenditure records. Consultants shall also be provided with reports from the fire chief to the Town Administrator and Public Safety Committee in any media format.

Licenses and Compliance

The consultant shall maintain all licenses necessary to operate in the Town of Sullivan’s Island and shall comply with all applicable federal, state, and local laws, ordinances, and regulations.

Indemnification

The consultant shall indemnify and hold the Town of Sullivan’s Island harmless for any and all claims arising out of its performance of duties under this contract.

IX. Terms and Conditions for Professional Services Contracts

The following terms and conditions will be incorporated into the contract for this work:

Termination for Cause and Convenience

- By the Town, if the consultant fails to comply with the terms and conditions of the contract
- By the Town, to the greatest extent authorized by law, if the engagement no longer effectuates the program goals or Council priorities
- By the Town with the consent of the consultant, upon agreed termination conditions including effective date
- By the Town upon written notification setting forth the reasons for such termination and the effective date

Administrative, Contractual, and Legal Remedies

If the consultant materially fails to comply with the terms of this contract, the Town may:

- Temporarily withhold payments pending correction of the deficiency
- Disallow all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate the contract
- Take other remedies that may be legally available

Equal Opportunity Clause

During the performance of this contract, the consultant agrees it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin, and will comply with all applicable federal and state equal opportunity laws and regulations.

Other Requirements of Consultant if Contract Awarded

If awarded a contract, the winning bidder should be prepared to comply with the following:

- A. Insurance: No work shall commence until the contractor/ consultant obtains, at his own expense, insurance protecting both the Town and the contractor/ consultant from any and all claims for personal injury, death, property damage, workers compensation or other claims arising from performance of the contract. Certificates of insurance from insurance carrier(s) suitable to the Town, stating the amount and nature of the consultant's insurance coverage shall be delivered to the Town prior to the commencement of work on the project.
- B. Commercial General Liability Insurance on an occurrence basis in an amount equal to \$1,000,000 for each occurrence and must include the following coverages: (i) completed operations coverage

and (ii) personal injury coverage. Policy must name the Town of Sullivan’s Island as an additional insured.

- a. Workers' Compensation Insurance in the amounts as follows:
 1. Bodily Injury by accident, \$500,000 each accident.
 2. Bodily Injury by disease, \$500,000 policy limit.
 3. Bodily Injury by disease, \$500,000 each employee.
- b. Commercial motor vehicle liability Insurance in the amount of \$500,000 if the company owns automobiles. No endorsement limiting or excluding a required coverage is permitted. Policy must name the Town of Sullivan’s Island as an additional insured.
- c. Maintenance of state and local licenses necessary to operate a business in the Town of Sullivan’s Island. These costs are not to be paid in whole or in part by the Town.
- d. Indemnify and hold the Town of Sullivan’s Island harmless for any and all claims arising out of its performance of its duties under this contract.
- e. Comply with all applicable federal, state and local laws, ordinances and regulations.

C. Imposition of Indemnification: No contract may impose or create any obligation for the State and/or its political subdivisions (i.e., Town of Sullivan’s Island) to hold harmless, indemnify or defend any contractor against legal claims. The Town shall be responsible for its employees and agents’ negligence that results in any loss or damage to any property or injury to any person arising out of, or connected with, the use of premises or operation of an agreement.

1. Administrative, Contractual, and Legal Remedies

In addition to any of the remedies described elsewhere in the contract, if the contractor materially fails to comply with the terms and conditions of this contract, including any federal or state statutes, rules or regulations, applicable to this contract, the Grantee may take one or more of the following actions:

- i. Temporarily withhold payments pending correction of the deficiency by the contractor;
- ii. Disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- iii. Wholly or partly suspend or terminate this Contract; and
- iv. Take other remedies that may be legally available.

2. Equal Opportunity Clause

During the performance of this contract, the contractor agrees as follows:

- i. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
 - a. Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- ii. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or

disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- iii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts.



Attachment A

TOWN OF SULLIVAN'S ISLAND NON-COLLUSION OATH

Vendor Name: _____

Before me, the Undersigned, a Notary Public, for and in the County and State aforesaid, personally appeared _____ and made oath that the Bidder herein, his agents, servants, and/or employees, to be best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder, or themselves, to obtain information that would give the Bidder an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of the Contract herein.

Authorized Signature for Vendor

Sworn to and Subscribed before me

this _____ day of _____, 2026

Notary Public in and for South Carolina My
Commission Expires:



Attachment B

UNDERSTANDING OF RFP PROCEDURE, TERMS AND CONDITIONS

This page to be returned with Proposals submission

I acknowledge that I have read and understand all procedures and requirements of the above reference RFP and have complied fully with the general terms and conditions outlined in the RFP.

Consultant Team: _____

Representative's Printed Name: _____

Representative's Signature: _____

Date: _____