



Request for Proposal (RFP) for Strategic Planning Services

Executive Summary

The Louisville Fire Protection District (LFPD) is seeking proposals from qualified consulting firms to facilitate the development of a comprehensive Strategic Plan to guide the organization over the next five years. This Request for Proposal (RFP) is being issued as a matter of due diligence and fiduciary responsibility on behalf of the Louisville Fire Protection District.

The primary objective of this RFP is to engage a consultant with expertise in strategic planning, organizational assessment, stakeholder engagement, and public sector leadership to assist the District in developing a strategic roadmap that aligns with community expectations, operational needs, and future service demands.

LFPD is a special district organized under Colorado Revised Statute. LFPD is a governmental entity. We will not indemnify service providers or waive our governmental immunity.

Introduction

The Louisville Fire Protection District is seeking proposals from qualified strategic planning consultants or firms to facilitate and develop a comprehensive strategic planning process. The selected consultant will work collaboratively with the Board of Directors, Fire Chief, leadership team, employees, community stakeholders, and partner agencies to assess current conditions, identify future opportunities and challenges, and develop a clear and actionable strategic plan.

The District is seeking a consultant who can provide an inclusive, data-driven, and forward-thinking approach that results in measurable goals, implementation strategies, and performance metrics.

Background

The Louisville Fire Protection District (LFPD) is comprised of three (3) fire stations located in Louisville, Colorado, in beautiful Boulder County. We have roots dating back to 1885 and take pride in serving our community and each other; *Our family serving your family.*

LFPD is committed to fulfilling its Mission, Vision, and Core Values:

Mission

To be a professional organization focusing on the safety and well-being of its community. We are driven by passion, innovation, and serving the needs of all.

Core Values

- Seek Partnerships
- Do Better Every Day
- Serve with Compassion
- Make a Difference

The District recognizes the importance of proactive planning to address evolving community needs, emergency service demands, workforce development, financial sustainability, technology advancements, and regional partnerships. Through this strategic planning process, LFPD seeks to establish priorities and direction for the next five-year planning cycle.

Project Objectives

The strategic planning process should:

- Assess the District's current organizational strengths, challenges, opportunities, and risks.
 - Gather input from key stakeholders, including employees, elected officials, community members, and partner agencies.
 - Validate or refine the District's mission, vision, and values.
 - Identify strategic priorities for the next five years.
 - Develop measurable goals, objectives, and implementation strategies.
 - Establish performance measures and accountability mechanisms.
 - Create an actionable roadmap that supports organizational excellence and community service.
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Scope of Work

The selected consultant will be expected to:

Project Planning and Assessment

- Conduct project kickoff meetings with District leadership.
- Review relevant organizational documents, plans, reports, policies, and performance data.
- Assess current organizational strengths, weaknesses, opportunities, and threats.

Stakeholder Engagement

- Facilitate interviews, workshops, and focus groups with:
 - Board of Directors
 - Executive Leadership Team
 - Employees
 - Labor representatives (if applicable)
 - Community stakeholders
 - Partner agencies and local officials
- Design and administer surveys as appropriate.

Strategic Planning Facilitation

- Facilitate strategic planning sessions and workshops.
- Assist in identifying strategic priorities and desired future outcomes.
- Develop goals, objectives, and key initiatives.

Strategic Plan Development

- Draft and refine the strategic plan based on stakeholder input and District feedback.
 - Develop implementation strategies, timelines, and performance measures.
 - Present draft and final strategic plan documents to District leadership and the Board of Directors.
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Deliverables

The selected consultant shall provide:

- Detailed project work plan and timeline.
 - Stakeholder engagement plan.
 - Summary of findings from interviews, surveys, and workshops.
 - SWOT (Strengths, Weaknesses, Opportunities, and Threats) or comparable assessment.
 - Draft Strategic Plan.
 - Final Strategic Plan document.
 - Implementation roadmap including:
 - Strategic priorities
 - Goals and objectives
 - Recommended timelines
 - Key performance indicators (KPIs)
 - Accountability framework
 - Final presentation to the Board of Directors.
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Proposal Requirements

Interested firms should submit a proposal that includes:

Firm Information

- Company profile and organizational history.
- Description of experience in strategic planning for fire departments, special districts, local governments, or public safety agencies.
- Qualifications of key personnel assigned to the project.

Project Approach

- Description of strategic planning methodology.
- Stakeholder engagement approach.
- Proposed project schedule and milestones.
- Description of anticipated deliverables.

Relevant Experience

- Examples of completed strategic planning projects.
- Case studies or samples of strategic plans developed for similar organizations.

Cost Proposal

- Detailed fee structure.
- Estimated expenses and reimbursable costs.
- Payment schedule and terms.

References

- At least three references from organizations for which similar strategic planning services have been provided.
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Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and expertise in strategic planning.
- Experience working with fire departments, emergency services organizations, special districts, or local governments.
- Quality and comprehensiveness of the proposed methodology.
- Ability to effectively engage stakeholders and facilitate planning discussions.
- Qualifications of assigned project personnel.
- References and demonstrated project success.
- Cost-effectiveness and overall value.
- Ability to collaborate effectively with District Board members and staff.

Anticipated Timeline

Milestone	Date
RFP Issued	7/9/2026
Questions Due	7/24/2026
Responses to questions distributed to all _ +	7/29/2026
Proposals Due	8/7/2026
Consultant Interviews (if necessary)	8/12-14/2026
Consultant Selection	8/17-19/2026
Project Kickoff	9/14-18/2026
Strategic Plan Completion	12/15/2026

Submission Details

Proposals must be submitted electronically by **August 27, 2026** to:

Kevin Milan

Fire Chief

Louisville Fire Protection District

Kmilan@louisvillefire.com

303-666-6595 Ext.201

Questions and Clarifications

When emailing questions, please include "RFP Questions" in the subject line.

Questions regarding this RFP should be directed to:

Kevin Milan

Fire Chief

Louisville Fire Protection District

Kmilan@louisvillefire.com

303-666-6595 Ext.201

Proposals Become the Property of LFPD

Pursuant to the Colorado Open Records Act, C.R.S. §§ 24-72-201 et seq. ("Act"), all information contained in any proposal is subject to public disclosure unless it meets one of the exceptions set forth in the Act.

LFPD neither requests nor encourages the submission of confidential or proprietary information in response to this RFP. To avoid disclosure of trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data ("Confidential Information"), the proposer must clearly mark all Confidential Information as such.

All proposals will remain confidential until a contract is awarded and fully executed. At that time, all proposals and related documents will be open for public inspection except for information properly designated as confidential under applicable law.

Pricing information will not be considered confidential or proprietary.

All materials submitted in response to this RFP become the property of the Louisville Fire Protection District unless otherwise noted herein.

Taxes

The Louisville Fire Protection District is exempt from City, County, State, and Federal Sales and Excise Taxes. Certificates will be provided upon request.

Conclusion

The Louisville Fire Protection District looks forward to receiving proposals from qualified consultants who can assist in developing a comprehensive and actionable strategic plan. Through this collaborative process, LFPD seeks to establish a clear vision, strategic priorities, and a roadmap for continued excellence in service to our community and organization.