



## SCOPE OF WORK

### 1.0 INTENT

The intent of this request for proposal is to establish an annual requirements contract for a medical provider with in-depth knowledge regarding fire-service specific medical assessments in accordance with NFPA 1582 standards to provide consolidated medical assessment, possible immunizations, and data record-keeping services of all incumbent uniformed personnel.

The City reserves the right to make an award to either one vendor whose proposal is the best value for the City, or to multiple vendors, at the City's discretion.

### 2.0 PROGRAM GOALS

Currently the Arlington Fire Department has an on-duty strength of approximately 410 uniformed personnel who responded to over 64,615 (unit) responses for service in 2021.

These uniformed personnel must undergo rigorous testing in order to qualify for employment and must maintain a high level of physical and mental fitness.

The Arlington Fire Department utilizes the essential job tasks provided by NFPA 1582 Chapter 9.1.3(1-14), 2022 Ed., to cover professional fire suppression, ALS life support emergency medical services, vehicle extrication, swift water rescue, high angle rescue, confined space rescue, trench rescue, ARFF response, HAZMAT response, and wildland fire response.

The Baseline medical evaluation is designed to accomplish the following services:

- Provide a cost-effective investment in the early detection, disease prevention, and health promotion for City of Arlington employees.
- Create baseline data to monitor future effects of exposure to specific biological, physical, or chemical agents.
- Detect changes in an individual's health that may be related to harmful working conditions
- Provide the uniformed personnel with information about the individual's occupational hazards and current health.
- Comply with federal, state, and local requirements.
- Limit out-of-service time through preventative early intervention of potential problems.
- Recommend types of case-management/rehabilitation for injuries to decrease re-injury rates

**Facilities:**



- Facilities to perform Annual medical evaluations will be provided by the City of Arlington in coordination with the Arlington Fire Department.
- Facilities for Non-Annual assessments will be provided by the contractor

### **3.0 PROJECT WORKLOAD**

Annual evaluations completed every 12 months (+-3 months) will be performed on approximately 410 uniformed personnel of the Arlington Fire Department.

**Non-Annual evaluations will vary, these consist of:**

- 40- Return to work Medical and Fitness exams (approx.10% of Uniformed personnel)
- 10- Promotional exams
- 25- Baseline recruit onboarding exams
- 131 – Communications Personnel – Hearing and Vision Testing only.

### **4.0 MEDICAL INFORMATION SYSTEM/ CONFIDENTIALITY**

Medical information must be collected in a database that can provide both aggregate reports as well as specific individual information, that is electronically secure to only pre-authorized medical providers. The medical provider will identify and retain medical records in accordance with the requirements of 29 CFR 1910.1020, so that they can be secured as Fire Fighter personal medical records.

Requests for authorization to transfer or destroy any, or all, of the medical information must be made in writing to The Arlington Fire Department at least 30 days in advance.

Aggregate data may be provided to look at general trends, if data from the report cannot lead to the identity of a specific individual. The Arlington Fire Department will define content and process for dissemination of any information.

### **5.0 DEPARTMENT OVERVIEW AND STATEMENT OF NEED**

In addition to the essential job tasks specified in NFPA 1582 Chapter 9.1.3(1-14), 2022 Ed., members of the SCUBA, Prevention Inspectors/ Investigators, and EOD/ Explosive ordnance disposal are evaluated for their ability to perform specific job tasks with specialized PPE related to their duties. The Arlington Fire Department will provide a definition to those specialized job tasks and provide the physician performing the assessment with a description of the risks associated that are not enumerated in the NFPA standard.

#### **Scuba**

- **Swim Test**
  - 300-meter swim, not timed, any stroke works
  - Tread water for 15 minutes
  - Swim 25 yards under water



- Move 10 lb. brick 15 feet under water and then surface with brick. (deep end).
- **Prevention Inspectors. Investigators Daily Duties**
  - Working in extremely hot or cold environments for prolonged time periods while performing inspections of very large or high rise structures and events.
  - Climbing at least six flights of stairs or walking a similarly strenuous distance and incline within sports complexes and stadiums.
  - Climbing and using ladders for inspecting items in construction environments that may have unsafe working conditions.
  - Working in shifts, including nighttime that can extend beyond 12 hours to detect hazards or violations of fire codes.

## EOD

- **Explosive Ordnance Disposal Test**

While wearing 85 lb. bomb disposal suit, SCBA and mask

- Walk 300 feet while carrying 50 lbs.
- Walk up 3 flights of stairs with 50 lbs., down a flight, and then up a flight
- Crawl 15 ft.
- Perform cognitive assessments (hole-in-box, Monkey board)
- Retrieve tools and walk downstairs
- Walk 300 feet

## **The physician and/ or contractor shall fulfill the following responsibilities:**

- Understand the physiological, psychological, and environmental demands placed on firefighters.
- Evaluate fire department candidates and members to identify medical conditions that could affect their ability to safely respond to and participate in emergency operations
- Utilize the essential job task descriptions supplied by the Arlington Fire Department to determine a candidate's or a member's medical certification.
- Identify and report the presence of Category A, or disqualifying Category B, medical conditions if present in candidates.
- Evaluate the fire department candidate's ability to reach a workload of at least 12 METs.
- Inform the Health and Safety Officer of whether the candidate or current member is medically certified to safely perform the essential job tasks.
- Report the results of the medical evaluation to the candidate or current member, including any medical condition(s) identified during the medical evaluation, and the recommendation as to whether the candidate or current member is medically certified to safely perform the essential job tasks.
- Forward copies of any abnormal results along with patient instructions regarding primary care follow-up to candidates or current members who were instructed to seek (as appropriate) medical follow-up to address any medical conditions or lab abnormalities identified during the medical evaluation.
- Review results of the annual occupational fitness evaluation as described in NFPA 1582, Chapter 8.



- Provide or arrange for a prescriptive nutritional and fitness improvement program when indicated to aid a member's aerobic fitness and/ or enhance his/ her ability to safely perform essential job tasks.
- Provide injury prevention and health promotion information for firefighters.

## **6.0 GENERAL OVERVIEW OF TASK TO BE PREPARED**

- Medical and Occupational/Environmental History questionnaire to be completed by employee & reviewed by Physician.
- Behavioral Health screening to be reviewed by Physician with the employee
- General Physical and Neurological Examination
- Complete Blood Count/Differential/Platelet Count
- Urinalysis (Routine and Microscopic)
- Blood Chemistry Profile
- Electrocardiogram (resting and stress exams)
- Cancer Screenings
- Chest X-ray (PA) one view
- Audiology
- Spirometry/Pulmonary Function Test (FVC, FEV1, (FEV1/FVC%))
- Visual Acuity
- Immunization and infectious disease screening
- Fitness evaluation conducted with appropriate maximal or submaximal protocol.
- Fitness and Nutrition prescription for members

## **7.0 PRICE QUOTATIONS AND PROTOCOLS**

The proposal shall include a cost for providing each component of the comprehensive baseline medical evaluation. Provide detailed descriptions of services and costs outlined. See Bid Sheet for specific procedures. Price quotations shall be provided in each of the provided spaces (\$\_\_\_\_\_).

Any packaged price proposal for baseline medical evaluations shall include, without exception, each of the items outlined.

Price quotations must be provided for optional items, as well. The decision to implement any listed items rests with the Arlington Fire Department and not the provider of these services.

## **8.0 FIRE SERVICE SPECIFIC PHYSICIAN**

Ideally, this professional should be board certified in occupational medicine, internal medicine specializing in fields relevant to the fire service such as occupational toxicology, industrial hygiene, epidemiology, infectious disease, pulmonary, cardiology, critical care, orthopedics, and/or emergency medicine. Understandably, no single person can be a specialist in all fields; however, the ability for consultation is



required for the practicing physician from another for an advisory opinion. The physician must have a thorough knowledge of job-related activities, physical demands of the occupation and stresses associated with firefighting. The individual must understand the various Fire Service job analyses, remain current on medical literature pertaining to fire service-related issues, and conduct ongoing research related to fire fighter's health, safety, and fitness. Additionally, the physician must have knowledge of local, state, and federal laws as well as the roles of labor and management relating to occupational medicine, health, and safety.

## **9.0 PROJECT STAFF**

The Proposer will identify the staff (including any subcontractors) that will provide the services defined in this RFP. For each proposed staff member, please provide the following information:

Identify a Project Manager as a primary contact with The City of Arlington for the duration of the contract, and a consistent point of contact for scheduling exams and other work scope matters. Also, identify the location of the Proposer's office that will serve this contract, and the clinic sites where the exams will be performed.

For each member of the team, describe the role that s/he will serve. Indicate those members of the team who will work closely with The Arlington Fire Department.

Please indicate the members of your project team who are sub-contractors (if any) to your organization. What is the ratio of staff to subcontractors in your proposed project team?

Provide a resume for each of the key medical and management project staff members and medical providers as appendices. Resumes should be no longer than three (3) pages and should contain the following information about each project member:

- Position with the Company and work location
- Years with the Company
- Education, Licenses, and Certifications
- Work experience related to purpose of contract

## **10.0 FOLLOW-UP OR REFERRAL TO PERSONAL PHYSICIAN, SPECIALIST(S) OR OTHER HEALTHCARE PRACTITIONER(S)**

The Arlington Fire Department recognizes the importance of consultation and/or referral to outside health care providers and/or specialists. Only possible life threatening abnormal cardiac findings will become automatic referrals. The Wellness/Fitness provider will provide specific instructions for those referrals to a licensed Cardiologist. General follow-up care is not supported by this RFP; uniformed personnel have the right to choose who provides follow-up care. Therefore, it becomes the individual uniformed personnel's responsibility for his/her medical provider selection and payment of any follow-up visits and or procedures. When appropriate, and within the scope of practice, uniformed personnel, at their own expense, may choose the contracted Cardiologist of the Wellness/ Fitness provider to provide follow-up services.