



CITY OF KENTWOOD

REQUEST FOR QUALIFICATIONS (RFQ)

REQUEST

Request Number	26-008-301
Request Description	Physical Therapy Services for the Kentwood Police Department
Date of Issue	Wednesday, October 7, 2026
Questions Due Date & Time	Thursday, October 15, 2026 @ 2:00 PM
Submission Due Date & Time	Thursday, October 22, 2026 @ 10:00 AM

The above schedule is for information purposes only and is subject to change at the City's discretion.

Contact Information
City of Kentwood
City Hall
4900 Breton Ave SE
Kentwood, MI 49508
Attn: Cori Derengowski, Buyer
616-554-0760
derengowskic@kentwood.us

This request, along with any attachments, may be downloaded from the Michigan Intergovernmental Trade Network (MITN) website at www.mitn.info or requested via email from the City Contact listed above. Any addenda issued by the City of Kentwood shall be available at <https://www.bidnetdirect.com/mitn/cityofkentwood>. It is solely the responsibility of the responding companies (Respondents) to verify all information related to this request. The City shall not be responsible for any incomplete submissions as a result of missing addenda, attachments, or other information regarding this solicitation.

1 INTRODUCTION

The City of Kentwood (City) is soliciting Statements of Qualifications (SOQs) from licensed physical therapy providers to deliver on-site physical therapy, injury prevention, wellness, and physical readiness services (Services) for the Kentwood Police Department.

The City intends to establish a professional services agreement with a qualified provider to support employee health, reduce work-related injuries, and improve operational readiness.

The selected provider shall deliver services as outlined in this Request for Qualifications (RFQ).

2 BACKGROUND

The Kentwood Police Department (KPD) employs approximately seventy-three (73) sworn officers and thirty (30) civilian employees. Personnel routinely perform physically demanding duties including:

- Running and sprinting
- Lifting and carrying equipment
- Defensive tactics
- Vehicle operations
- Prolonged sitting and standing
- Repetitive movement activities
- Emergency response functions

These physical demands create an ongoing need for proactive injury prevention, timely rehabilitation, wellness programming, and return-to-duty support.

3 SERVICE OBJECTIVES

The objectives of Services are to:

- Promote employee health, wellness, and physical readiness.
- Reduce work-related injuries, lost work time, and associated costs.
- Provide timely access to physical therapy and rehabilitation services.
- Support safe and efficient return-to-work efforts.
- Offer injury prevention education and wellness initiatives.

4 SCOPE OF SERVICES

The provider shall furnish physical therapy services tailored to the unique physical demands of law enforcement personnel. Services shall be delivered by licensed clinicians experienced in treating tactical athletes and familiar with the occupational movement patterns, physical demands, and physiological stressors associated with police work. The scope of services includes, but is not limited to, the following:

4.1 Injury Prevention & Assessments

- Movement screenings
- Functional mobility assessments
- Postural evaluations
- Ergonomic assessments
- Injury-risk identification

4.2 Physical Therapy

- Evaluation and treatment
- Manual therapy
- Therapeutic exercise

- Rehabilitation planning
- Return-to-duty conditioning & functional testing

4.3 Wellness Programming

- Individualized exercise programs
- Strength and conditioning guidance
- Stretching and mobility programs
- Wellness education
- Injury prevention workshops

4.4 On-Site Services

- Office hours
- Injury consultations
- Wellness clinics
- Training sessions
- Return-to-duty consultations

4.5 Service Delivery Approach

- Frequency of visits
- Staffing model
- Hours of availability
- Scheduling approach

5 STAFFING AND QUALIFICATIONS

The provider shall assign qualified clinicians to perform the services described in this RFQ. At a minimum, clinicians shall possess a Doctor of Physical Therapy (DPT) degree, maintain an active, unrestricted license to practice physical therapy in the State of Michigan, and comply with all applicable professional standards throughout the term of the agreement. Providers shall demonstrate experience serving law enforcement personnel, emergency responders, tactical athletes, or other physically demanding occupations.

The provider shall ensure that assigned personnel:

- Hold an active, unrestricted Michigan physical therapy license.
- Maintain all required professional licenses, certifications, and continuing education requirements.
- Maintain professional liability insurance.
- Have a minimum of three (3) years of relevant clinical experience.
- Demonstrate experience serving law enforcement, public safety, municipal, industrial, occupational, military, tactical athlete, or similar populations.

5.1 Experience

Preference will be given to providers with demonstrated experience supporting law enforcement and first responder organizations through services such as:

- Treatment of defensive tactics and other occupation-specific injuries.
- Workers' compensation case management.
- Functional Capacity Evaluations (FCEs).
- Mechanical Diagnosis and Therapy (MDT)
- Return-to-duty assessments and conditioning.
- Tactical athlete performance and conditioning.
- First responder wellness and injury prevention programs.
- Dry Needling

6 STATEMENT OF QUALIFICATIONS REQUIREMENTS

Submittals shall include the following information:

6.1 Provider Overview

- Company name and address.
- Primary contact person.
- Years in business.
- Description of services offered.

6.2 Qualifications and Experience

- Relevant experience providing physical therapy services.
- Experience working with law enforcement agencies, fire departments, municipalities, military personnel, or tactical athletes.
- Description of similar engagements.

6.3 Project Team

- Resumes and qualifications of key personnel.
- Professional licenses and certifications.
- Description of staff availability.

6.4 Service Approach

Describe the approach to:

- Injury prevention.
- Rehabilitation and treatment.
- Employee wellness.
- Return-to-work evaluations.
- On-site service delivery.
- Assessment methodology
- Treatment philosophy
- Wellness programming approach
- On-site service capabilities
- Return-to-duty support process

6.5 References

Provide a minimum of three (3) references for comparable services performed within the past five (5) years. Including company name, contact name, email, phone, dates of service, and description of services.

7 CONTRACT TERM AND COMPENSATION

The City anticipates entering into a professional services agreement for an initial one-year term, with the option to renew the agreement annually, subject to the parties' mutual agreement, satisfactory performance, and available funding.

The City anticipates utilizing the selected provider for approximately two (2) hours of on-site services twice per month. Additional services may be requested by the City on an as-needed basis.

Respondents shall provide a fee schedule identifying hourly rates and applicable fees for the services described in this RFQ. The City does not guarantee a minimum quantity of services or expenditures under the resulting agreement.

Compensation shall be based upon actual services authorized and performed in accordance with the resulting agreement.

8 EVALUATION CRITERIA

Statements of Qualifications will be evaluated using the following criteria:

- Qualifications and Experience – 35 Points
- Relevant Public Safety Experience – 25 Points
- Personnel Qualifications – 20 Points
- Service Approach and Methodology – 15 Points
- References – 5 Points
- Total – 100 Points

The City reserves the right to interview providers as part of the evaluation.

9 SUBMITTAL INFORMATION

- 9.1 Submissions shall be submitted no later than the due date and time specified on the cover page of this RFQ.
- 9.2 Submissions can be submitted electronically through the City's solicitation platform, MITN, OR emailed to Cori Derengowski, Buyer, at derengowskic.kentwood.us (email size must not exceed 35MB).
 - Respondents are responsible for ensuring that their submission is successfully uploaded and/or received by the deadline.
- 9.3 Submissions shall include all statements as specified in Section 6 and a Fee Schedule (see Section 7).
- 9.4 The City reserves the right to accept or reject any proposal, or to reject all proposals, to waive any formalities, to elect not to enter into any contract as a result of this RFQ, and/or to award the contract in any manner deemed to be in the best interests of the City.
- 9.5 Respondents are hereby notified that their proposal, once opened, becomes a public document that is the property of the City of Kentwood, and, as such, may be subject to public disclosure under the Freedom of Information Act (FOIA).
- 9.6 The City reserves the right, at its sole option, to request of any submitter financial information which will allow the City to determine if that submitter has sufficient financial strength to complete the Services. The City may be able to conduct such review in a manner which will not subject submitter's financial information to disclosure under FOIA.
- 9.7 A procedure for addressing questions that Respondents may wish to ask of the City has been established as follows:
 - Questions regarding this request shall be emailed to derengowskic@kentwood.us.
 - The City may issue an addendum for each or combined questions from Respondents. It is the Respondent's responsibility to confirm any addenda.
- 9.8 Respondents are encouraged to submit only those materials that contribute directly to the demonstration of relevant qualifications. No consideration will be given to submittal size, photographs, marketing materials, nor narrative not specifically solicited. This does not relieve a Respondent from the responsibility to provide a legible and coherent submittal.
- 9.9 For further information about this RFQ or the City procurement process, please contact Cori Derengowski, Buyer, at derengowskic@kentwood.us