



REQUEST FOR PROPOSAL

MASTER FIRE PLAN AND COMMUNITY RISK ASSESSMENT FOR DRUMMOND/NORTH ELMSLEY TAY VALLEY FIRE RESCUE

CONTRACT #2020-FD-001

RFP'S RECEIVED BY:

Drummond/North Elmsley Tay Valley Fire
Rescue
14 Sherbrooke Street East
Perth, Ontario K7H 1A2

Attention: Megan Moore, Administrative
Assistant/Treasurer

Telephone: 613-267-2596 ext. 4

Fax: 613-264-8561

E-mail: admin@dnetv.ca

Website: www.tayvalleytwp.ca
www.dnetownship.ca

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1. Proposal Timing

The schedule for the proposal anticipates the following milestones:

- Last Day for Addenda: April 8, 2020 at 10:00 a.m.
- RFP Submission (proposals due): April 17, 2020 at 11:00 a.m.

2. RFP Closing

Submissions, sealed in an envelope, clearly marked with the RFP Label, Appendix "E", will be received by the undersigned or his/her designated representative, at the Fire Department Administration Office, 14 Sherbrooke Street East, Perth, Ontario, until **11:00 a.m.**, local time, as determined by the clock located on the computer in the Fire Chief's Office, on **Friday, April 17th, 2020**.

Submissions received after closing time will not be considered.

Drummond/North Elmsley Tay Valley Fire Rescue
14 Sherbrooke Street East,
Perth, Ontario K7H 1A2

Attention: Megan Moore, Administrative Assistant/Treasurer
Drummond/North Elmsley Tay Valley Fire Rescue
Telephone: 613-267-2596 ext. 4
Fax: 613-264-8561
E-mail: admin@dnetv.ca

3. RFP Submission

One copy of the **completed Declaration**, Appendix "A", shall be submitted. The Declaration must be properly signed and witnessed, or signed, witnessed and sealed if the bidder is a Corporation.

RFP's must be submitted, using the RFP Label, Appendix "E" (to be affixed on your RFP Envelope).

The RFP must be legible, written in ink or typewritten. RFP's which are incomplete, conditional or obscure or which contain erasures or alterations not properly initialed, or irregularities of any kind, may be rejected.

Submissions received by fax or email will not be accepted.

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4. Proposal Validity

Proposals shall remain valid and open for acceptance by the Fire Department for a period of sixty (60) calendar days, following the closing date for receipt of Proposals.

5. Clarification of Documents

Any clarification of the Fire Department's documents required by the Bidder, prior to submission, shall be directed to the Administrative Assistant/Treasurer. Any such clarifications so given shall not, in any way, alter the Fire Department's documents and the Bidder and the Fire Department agree that in no case shall oral arrangements be considered.

No officer, agent or employee of the Fire Department is authorized to alter, orally, any portion of these documents. During the period prior to submissions, alterations will be issued to Bidders as written Addenda. In the submission, the Bidder shall list all Addenda that were issued and considered in the submission.

All questions shall be directed, in writing (by email) to the Administrative Assistant/Treasurer.

All questions/discrepancies identified must be sent to the Fire Department no later than Tuesday, April 7, 2020 at 4:00 p.m.

Copies of all questions and answers and any addenda will be posted on the website no later than Wednesday, April 8, 2020 at 10:00 a.m.

6. Contract Documents and Order of Precedence

The Contract documents shall consist of all the pages of the RFP documents, issued by the Fire Department, and the Bidders submission. Do not remove any pages from the Fire Department's Forms.

These documents, and portions thereof, take precedence in the order in which they are named, notwithstanding the chronological order in which they are issued or executed.

The intent of the Contract is that the Company shall supply equipment and materials or services complete and suitable for the Fire Departments' intended use.

7. Addenda

Bidders may be advised of addenda, of required additions, deletions or alterations in the requirements of the Request for Proposal documents. All such changes shall

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become an integral part of the RFP documents and shall be allowed for in arriving at the total submission price.

8. Price and Taxes

The price submitted shall be FIRM and shall include, without limitation, all required labour, materials, tools, supplies, equipment and other services as described herein and elsewhere in this document.

The quoted prices must clearly show the Harmonized Sales Tax (HST) as a separate item.

The price shown on the price submission form, Appendix "B", must be fixed. All costs incurred by the Company in carrying out research, investigation or otherwise as may be necessary for the preparation of a response to this Request for Proposals, shall be borne by the Consultant and will not be chargeable in any way to Drummond/North Elmsley Tay Valley Fire Rescue.

9. Health and Safety

The Bidder assumes full responsibility for conforming to all legislation regarding the safety of his/her employees and the public on this Contract and all notices required to comply with the legislation.

Accordingly, the Bidder shall:

- a) Provide a copy of your Company's Health and Safety Policy Statement, dated not later than **2020**, to be submitted with the RFP.
- b) **Provide a copy of the applicable WSIB Certificate of Clearance** or equivalent (if the Company is from outside Ontario), ensuring that all employees are fully covered by WSIB and its regulations, to be submitted with the RFP.

10. Accessibility

The Bidder shall provide a declaration with the RFP that they are compliant with the Accessibility for Ontarians with Disabilities Act and its Regulations. An example of a declaration is attached in Appendix "F".

11. Bidder's Checklist

To assist Bidders with completing a response to this RFP, a RFP Checklist is included in Appendix "C".

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12. Withdrawal

A Submission may be withdrawn at any time prior to the closing date and time at the Bidder's discretion. Withdrawal notification must be in written form, signed, and must be submitted to the Clerk. No Facsimile, telephone calls or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

13. Public Opening

All submissions will be opened at the Fire Department Administration Office, 14 Sherbrooke Street East, Perth, Ontario, on the same day and time as the closing date.

14. RFP Results

Only the names of the Bidders will be made available at the RFP Opening. After the RFP Opening, requests may be submitted to Drummond/North Elmsley Tay Valley Fire Rescue for the results and only the names of the Bidders, as read out at the RFP Opening, will be given in the reply.

15. Submission Acceptance

The Fire Department follows the procurement policy of Tay Valley Township for any procurement of goods, services, facilities or construction invitations. In order for the Fire Department to hire a company to complete a Master Fire Plan and Community Risk Assessment an RFP must be issued and proposals must be submitted to the Fire Department. The Fire Department reserves the right to reject an offer to supply goods and/or services or RFP's presented in response to the procurement processes where the Fire Department determines, in its sole and unfettered discretion, that the entity making the offer has performed poorly on any Fire Department contract during the previous five-year period. The Fire Department may remove a Bidder's name from consideration for a contract under this Policy, for a period of up to five (5) years, on the basis of documented poor performance or non-performance on a Fire Department Contract.

The Bidder may be required to show, in terms of experience and facilities, evidence of its ability, as well as that of any proposed subcontractor, to perform the work by the specified delivery date.

The acceptance of any Submission is subject to appropriate funding acceptable to the Fire Department.

The lowest, or any RFP, is not necessarily accepted.

The placing in the mail or delivery of a notice of award to the Bidder address, given the Submission, shall constitute notice of acceptance of the Contract.

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16. References

The Company shall complete the references form, Appendix "H".

17. Insurance

Commercial General Liability

The Consultant shall, at their expense obtain and keep in force during the term of the Agreement, Commercial General Liability Insurance satisfactory to Drummond/North Elmsley Tay Valley Fire Rescue and underwritten by an insurer licensed to conduct business in the Province of Ontario. The policy shall provide coverage for Bodily Injury, Property Damage and Personal Injury and shall include but not be limited to:

- a) A limit of liability of not less than \$5,000,000/occurrence with an aggregate of not less than \$5,000,000
- b) Add Drummond/North Elmsley Tay Valley Fire Rescue, The Corporation of Tay Valley Township, The Corporation of Drummond/North Elmsley Township as an additional insured with respect to the operations of the Named Insured
- c) The policy shall contain a provision for cross liability and severability of interest in respect of the Named Insured
- d) Non-owned automobile coverage with a limit not less than \$5,000,000 and shall include contractual non-owned coverage (SEF 96)
- e) Products and completed operations coverage
- f) Broad Form Property Damage
- g) Contractual Liability
- h) Owners and Contractors Protective
- i) The policy shall provide 30 days prior notice of cancellation

Professional Liability Insurance

The Consultant shall take out and keep in force Professional Liability insurance in the amount of \$2,000,000 providing coverage for acts, errors and omissions arising from their professional services performed under this Agreement. The policy SIR/deductible shall not exceed \$100,000 per claim and if the policy has an aggregate limit, the amount of the aggregate shall be double the required per claim limit. The policy shall be underwritten by an insurer licensed to conduct business in the Province of Ontario and acceptable to Drummond/North Elmsley Tay Valley Fire Rescue. The policy shall be renewed for 3 years after contract termination. A certificate of insurance evidencing renewal is to be provided each and every year. If the policy is to be cancelled or non-renewed for any reason, 90 day notice of said cancellation or non-renewal must be provided to Drummond/North Elmsley Tay Valley Fire Rescue. Drummond/North Elmsley Tay Valley Fire Rescue has the right to request that an

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Extended Reporting Endorsement be purchased by the Consultant at the Consultant's sole expense.

Professional Liability Coverage

The Consultant's insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to Drummond/North Elmsley Tay Valley Fire Rescue.

Automobile Insurance

Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than \$5,000,000 per occurrence for Third Party Liability, in respect of the use or operation of vehicles owned, operated or leased by the Proponent.

The policies shown above shall not be cancelled unless the Insurer notifies all of the Organizations in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to all of the organizations involved.

Certificate of Insurance

The Consultant shall provide a Certificate of Insurance evidencing coverage in force at least 10 days prior to contract commencement.

18. Indemnification and Hold Harmless Clause

The Consultant shall defend, indemnify and save harmless Drummond/North Elmsley Tay Valley Fire Rescue; Corporation of the Township of Drummond/North Elmsley and Corporation of the Township of Tay Valley, their elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Consultant, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Consultant in accordance with this Contract, and shall survive this Contract.

The Consultant agrees to defend, indemnify and save harmless Drummond/North Elmsley Tay Valley Fire Rescue, the Corporation of the Township of Drummond/North
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Elmsley and the Corporation of the Township of Tay Valley, from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Consultant's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Consultant in accordance with this Contract and shall survive this Contract.

19. Failure to Enter into an Agreement

In addition to all of the Fire Department's other remedies, if a selected Bidder fails to execute the accepted agreement or satisfy any other applicable conditions within ten (10) days of notice of selection, the Fire Department may, in their sole and absolute discretion and without incurring any liability, approve an extension (*should agreement changes be requested*), rescind the selection of that Bidder and proceed with the selection of another Bidder.

20. Assignment

The Company shall not assign the Contract, or any portion thereof, without the prior consent of the Fire Department.

If the Fire Department agrees to the assignment of the Contract, all Assignment Agreements will be prepared, at the sole cost of the Company, and under no circumstances will the Fire Department be responsible for these costs.

21. Laws and Regulations

The Company shall comply with relevant federal, provincial and municipal statutes, regulations and by-laws pertaining to the work and its performance. The Company shall be responsible for ensuring similar compliance by its suppliers and sub-contractors.

The Company shall be governed and interpreted in accordance with the laws of the Province of Ontario.

22. Warranty

The Company shall correct at their own expense, any defects in the service. Further, the Company shall provide a name, cell phone number and email address of the assigned personnel that will affect this warranty.

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23. Default by Company

If the Company commits any act of bankruptcy or if a receiver is appointed on account of its insolvency or in respect of any of its property or if the Company makes a general assignment for the benefit of its creditor, then, in any such case, the Fire Department may, without notice, terminate the Contract.

If the Company fails to comply with any request, instruction or order of the Fire Department or fails to pay its accounts or fails to comply with or persistently disregard statutes, regulations, by-laws or directives or relevant authorities relating to the work or fails to prosecute the work with skill and diligence or assigns or sublets the Contract without the Fire Department's written consent or refuses to correct defective work or is otherwise in default in carrying out its part of any of the terms, conditions and obligations of the Contract, then, in any such case, the Fire Department may, upon expiration of ten (10) days from the date of written notice to the Company, terminate the Contract.

Any termination of the Contract by the Fire Department, as aforesaid, shall be without prejudice to any other rights or remedies the Fire Department may have.

If the Fire Department terminates the Contract, they are entitled to:

- Take possession of all of the work in progress and finish the work by whatever means the Fire Department may deem appropriate under the circumstances.
- Withhold any further payments to the Company until its liability to the Fire Department can be ascertained.
- Recover from the Company loss, damage and expense incurred by the Fire Department by reason of the Company's default (which may be deducted from any monies due or becoming due to the Company, any balance to be paid by the Company to the Fire Department).

24. Contract Cancellation

The Fire Department shall have the right, which may be exercised from time to time, to cancel any uncompleted or unperformed portion of the work or part thereof. In the event of such cancellation, the Fire Department and the Company shall negotiate a settlement.

The Fire Department shall not be liable to the Company for loss of anticipated profit on the cancelled portions of the work.

25. Responsibility

The Fire Department shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any Company prior to, subsequent to, or

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by reason of the acceptance or the non-acceptance of an RFP save as provided in the Contract. The Fire Department reserves the right to reject any or all RFP's and to waive formalities as the interest of the Fire Department may require without stating reasons, therefore, and the lowest or any RFP will not necessarily be accepted.

26. Payments

The Company shall invoice the Fire Department for services and materials provided. The Fire Department shall pay said invoice within thirty (30) days of receipt of the invoice.

The Fire Department shall have the right to withhold, any sum otherwise payable to the Company, such amount as may be sufficient to remedy any defect or deficiency in the work, pending correction of the same.

Invoices shall contain a breakdown of names of employees, sub-contractor hours and rates, hours of work, position, and expenses. The Company shall provide a financial report with each invoice which shall include the following headings: budget (billings), fees (previous billings), expenses, total contract billing approved amount and percent complete.

27. Disbursements

All reasonable and proper expenses incurred by the Company shall be reimbursed without any allowance for overhead and/or profit.

The following costs shall not be reimbursed:

- communication expenses including facsimile, local phone and cellular charges
- standard PC or computer aided design and drafting equipment (excludes specialized equipment or software as identified in the Company's proposal)

28. Municipal Freedom of Information and Protection of Privacy Act

Any personal information collected by or on behalf of the Fire Department under this Request for Proposal is subject to the *Municipal Freedom of Information and Protection of Privacy Act*. The information provided to the Fire Department may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the Fire Department decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Administrative Assistant/Treasurer.

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PART "B" – PROJECT INFORMATION**

1. Project Overview

Drummond/North Elmsley Tay Valley Fire Rescue is seeking proposals from consultants for the development of a Master Fire Plan and a Community Risk Assessment (Ontario Regulation 378/18). The Fire Department is situated within the Town of Perth and provides services to two surrounding municipalities (Drummond/North Elmsley Township and Tay Valley Township). Both municipalities are in Lanark County which is a part of Eastern Ontario.

This RFP will provide a breakdown of the project tasks and scope of work. Prospective Consultants must familiarize themselves with all aspects of the work needed for this RFP.

Drummond/North Elmsley Tay Valley Fire Rescue is managed by a joint municipal service board known as the "Drummond/North Elmsley Tay Valley Fire Board" (hereafter referenced as the "Fire Board"). The Fire Board is composed of three (3) elected members from the Council of the Township of Drummond/North Elmsley and three (3) elected members from the Council of Tay Valley Township.

Drummond/North Elmsley Tay Valley Fire Rescue covers a geographic area of more than 872 square kilometres and serves more than 18,000 permanent and seasonal residents.

Drummond/North Elmsley Tay Valley Fire Rescue operates two (2) fire stations: BBD&E Station and South Sherbrooke Station. The fire department consists of one (1) full-time Fire Chief, one (1) full-time Administrative Assistant/Treasurer, two (2) volunteer Stations Chief's, ten (10) volunteer Captains and more than forty (40) volunteer firefighters. In 2019 Drummond/North Elmsley Tay Valley Fire Rescue responded to 182 emergency calls.

Services provided by the Fire Department includes fire prevention and public safety education, training and education for all fire service personnel, fire administration, maintenance and support services, and emergency response.

2. General Scope of Work

Purpose

The purpose of the Master Fire Plan is to review the existing services and facilities and to provide an action plan that directs future development in a fiscally responsible and sustainable manner.

The purpose of completing a Community Risk Assessment is to identify significant risks and hazards within a community. The data is collected, analyzed and then distributed to community leaders who then make decisions regarding the planning and implementation of risk reduction measures.

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Overall Objectives

Master Fire Plan

The Master Fire Plan for Drummond/North Elmsley Tay Valley Fire Rescue will set the foundation for strategic decision making for the provision of fire and rescue services in the Township's of Drummond/North Elmsley and Tay Valley for the next ten (10) years.

The Master Fire Plan will address applicable legislation and standards, risk versus resource rationalization, existing and potential partnerships, shared services and assistance plans, policies, procedures, and best practices, benchmarking with other similar municipalities, and optimizing service delivery.

The Master Fire Plan will include the identification and evaluation of present and future fire-related risks, prioritization of risks by probability, consequence and impact, and present options and recommendations for Council to consider in order to mitigate those risks to the community.

The plan will analyze and provide comments and recommendations for enhancement in the following key areas:

- Governance – including applicable provincial legislation and regulations, and municipal By-Laws relative to the Fire Department (for example: Organizational and E&R by-laws)
- Service Delivery – including the current level and range of services and programs delivered, as well as future requirements (taking into consideration predicted growth and service delivery expectations).
- Fire Prevention – including fire prevention programs and events, fire inspections, investigations, and code enforcement.
- Public Fire Safety Education – including public education programs/events, website and social media opportunities.
- Emergency Response – including the emergency response call volume and response staffing, firefighter deployment and safety.
- Firefighter Training – including recruit training, firefighter training, officer training, routine training and specialized training.
- Administration – the administration procedures of the Fire Department, including organization, policies and procedures, administrative support, record keeping, information management, purchasing, inventory control, public and media relations, and customer service.
- Human Resources – regarding Fire Department staffing, organizational structure, ratio of officers to firefighters relative to effective span of control, firefighter

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recruitment and retention, promotional policy, succession planning, and health and safety.

- Facilities – fire station locations and amenities.
- Communications – Fire Department communications including dispatch, paging, telephone, and radio systems.
- Mutual Aid-Automatic Aid – Agreements that are written, historic and understood/assumed with neighbouring municipalities.
- Firefighting Apparatus/Equipment – Review of firefighting equipment, apparatus replacement plan and current legislative requirements.
- Emergency Management - Review the fire departments role with regards to the Emergency Management Program (Ontario Regulation 380/04).

Community Risk Assessment

The project will include a completed Community Risk Assessment that meets the requirements of Ontario Regulation 378/18. This assessment will allow the Fire Department and both Township's to make informed decisions about the types and levels of fire protection services provided based on the risks identified within the community.

The project will be conducted using best practices, current industry standards and applicable legislation.

The project will use both quantitative and qualitative research methodologies to develop a strong understanding of current and future needs and circumstances of the community, and customer service demands of the public.

A Community Risk Assessment guideline produced by the Office of the Fire Marshal and Emergency management is available at the following link:

<https://www.mcscs.jus.gov.on.ca/english/OfficeFireMarshal/LegislationDirectivesandTechnicalGuidelines/TechnicalGuidelinesandReports/TG022019CommunityRiskAssessmentGuideline.html>

The guideline can be used as a reference when completing the Community Risk Assessment.

3. Approach

Companies shall present a synopsis of the company's response to the RFP. The synopsis should describe how the company plans to approach to the various aspects of the work (Appendix "D").

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The phases listed below outline the scope of tasks and deliverables anticipated for the fulfilment of the projects purpose and objectives. Other tasks and deliverables may be required beyond those listed in order to fulfill the project objectives, and as such the list should not be viewed as complete or limiting.

The consultant will provide status reports regarding the Master Fire Plan and Community Risk Assessment to the Fire Chief on a bi-weekly basis.

Phase 1 – Collection of Information

This phase consists of:

- Initial meeting with the Fire Chief to review the scope of work required and to collect and review any pertinent background information in relation to the Fire Department;
- Collecting and analyzing data on local demographics and how they relate to services provided by the Fire Department;
- Collecting and analyzing data on local risks and hazards identified within the Township's of Drummond/North Elmsley and Tay Valley and neighbouring municipalities;
- Touring the existing fire stations and recording inventory of all Fire Department assets;
- Reviewing provincial legislation and regulations, and municipal By-Laws and agreements relative to the Fire Department;
- Understanding the current delivery of services and reviewing the Fire Departments capacity to implement improvements while considering budget constraints.
- Identifying gaps and opportunities for the provision of facilities, programs and services

Phase 2 – Creation of Implementation Plan

This phase consists of:

- Drafting the Master Fire Plan and Community Risk Assessment while considering Phase 1 data and all of the Overall Objectives, (members of the Fire Board have requested that any recommendations arising from the completion of these projects be separated into legislative requirements and all other recommendations)
- Developing short, medium and long-term implementation plans and cost estimates
- Scheduling consultations/meetings, creating surveys and/or other methods to seek input and comments from Fire Department full-time staff and volunteers as well as other Township Staff who work closely with the Fire Department.
- Scheduling consultations/meetings with members of the Fire Board
- Soliciting public input

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Phase 3 – Final Approved Master Fire Plan and Community Risk Assessment

This phase consists of:

- Implementing all final changes to the draft Master Fire Plan and Community Risk Assessment.

4. Deliverables

After Phase 1 has been completed the Consultant will schedule a meeting with the Fire Chief to review and provide an analysis of all the data and information collected. After Phase 2 has been completed the Consultant will once again schedule a meeting with the Fire Chief to review the following:

- Draft Master Fire Plan (the draft will include findings of the comprehensive fire service review, proposed recommendations, alternative options for consideration, and anticipated implementation issues and financial implications).
- Draft Community Risk Assessment
- Comments received from Fire Department personnel, Fire Board members and Township staff.
- short, medium and long term implementation plans and cost estimates.

Once Phase 3 has been completed the Consultant will meet with the Fire Chief one last time to ensure they are completely satisfied with the Final Master Fire Plan and Community Risk Assessment. The Fire Chief and the Consultant will present the Master Fire Plan and Community Risk Assessment to the Fire Board, Council Members from Drummond/North Elmsley and Tay Valley Townships and the Fire Chief will recommend the approval and implementation of the Master Fire Plan and Community Risk Assessment for Drummond/North Elmsley Tay Valley Fire Recue, Drummond/North Elmsley Township and Tay Valley Township.

Three (3) paper copies of the Master Fire Plan, one (1) electronic copy in Microsoft Word format, and one (1) electronic copy in PDF format are required.

Meetings unless otherwise specified shall be at the Drummond/North Elmsley Tay Valley Fire Rescue Administration Office located at 14 Sherbrooke Street East, Perth, Ontario.

5. Project Timeline

The Project Timeline, Appendix "G", should detail the various tasks and deliverables of the project and relate them to a project timeline. A listing of the steps to complete the work described above should be included along with the timeline.

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6. Project Management

The Company is expected to actively manage the project and is responsible to ensure the project is completed in accordance with the Agreement in a timely manner and within budget. Any costs incurred related to project management must be specifically identified and distributed across the various tasks in the project. A summary of the activities to be undertaken in this task is, but not limited to, the following:

- Coordinating the work of the Company and any Sub-Contractor(s);
- Provide regular and as-requested updates to the Fire Department on the status of the project; and
- Prepare, and submit together, invoices, progress reports and Monthly Status Reports to the Fire Department's satisfaction.

7. Project Reporting

Greg Saunders, Fire Chief, will be the key contact person for this project, once the Contract has been awarded:

Mailing Address: 14 Sherbrooke Street East
Perth, Ontario K7H 1A2
Telephone: (613) 267-2596 ext. 3
Email: firechief@dnetv.ca

8. Major Stakeholders

The following are major stakeholders for this project:

- Drummond/North Elmsley Tay Valley Fire Rescue;
- The Corporation of Tay Valley Township; and
- The Corporation of the Township of Drummond/North Elmsley

Additional stakeholders may be identified during the course of this project.

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PART "C" – PROPOSAL EVALUATION**

1. Submission Instructions

This RFP is to be divided into two components - Proposal and Financial.

The Bidder shall submit, in one sealed package, two (2) hard copies of each component in separate documents. The submissions shall also include one electronic copy, in PDF format, of both components saved as separate files.

Bidders are required to prepare their submission as follows:

Component 1 – Proposal

Shall be a response to Part “B” – Project Information including any appendices, a cover letter and a table of contents. Component 1 shall include the following as appendices:

1. Appendix “A” – Declaration
2. Appendix “C” – Bidders Checklist
3. Appendix “D” – Approach
4. Appendix “F” – Accessibility Declaration
5. Appendix “G” – Project Timeline
6. Appendix “H” – References
7. Health and Safety Policy Statement – 2020
8. WSIB Clearance

Component 2 - Financial

This section shall include the Bidder’s financial offer and shall provide a breakdown of costs for the Master Fire Plan and Community Risk Assessment. Component 2 shall include the following appendices:

1. Appendix “B” – Price Submission

It is requested that pricing information not be included within Component 1 of the submission.

2. Evaluation and Selection Methodology

Proposals will be evaluated in accordance with the steps identified below. Bidders are required to address each requirement in sufficient depth in their submission to permit a full evaluation of their Proposal. The onus is on the Bidder to demonstrate that it meets the requirements specified in this RFP.

The Fire Department will evaluate the submission solely on the documentation provided as part of the Proposal. References in the submission to additional information not submitted as part of the Proposal, such as a website address where

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PART "C" – PROPOSAL EVALUATION**

additional information can be found, will not be considered in the evaluation of the Proposal.

Assessment of the Proposal submissions will commence after the RFP closing date.

3. Conduct of Evaluation

In conducting its evaluation of Proposals, the Fire Department may, but will not be obligated to do the following:

- Seek clarification or verification from the Bidder regarding any or all information provided by them with respect to this RFP;
- Contact any or all references supplied by the Bidder to verify and validate any information provided by them;
- Request specific information with respect to the Bidder's legal status;
- Conduct a survey of the Bidder's financial capabilities to determine if they are adequate to meet the requirements of this RFP.

Bidders will be given a specific number of days by the Fire Department to comply with any request related to any of the above items. Failure to comply with the request may result in the Proposal being declared non-responsive.

4. Evaluation Team and Process

An evaluation team comprised of Fire Department/Township staff will review all Proposals received and score the Proposals using a consensus approach in relation to the requirements and points that are identified herein. The Fire Department reserves the right to engage professional external or subject matter experts to assist with the evaluation process.

By submitting a Proposal, the Bidder agrees to be bound by the process set out in this RFP regarding the evaluation of Proposals.

Step	Evaluation Stage Description	Weighting
1	Evaluation against Rated Requirements	70
2	Evaluation of Financial Offers	30
	Total Points Available	100

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PART "C" – PROPOSAL EVALUATION**

The following must be provided in the Proposal for Consideration:

<u>Project Schedule</u>	<u>Pass/Fail</u>
Completed Declaration (Appendix "A")	Pass/Fail
Health and Safety Policy Statement (Part "A" - #9)	Pass/Fail
WSIB Certificate of Clearance (Part "A" - #9)	Pass/Fail
Accessibility Declaration (Appendix "F")	Pass/Fail
Price Submission (Appendix "B")	Pass/Fail
Approach (Appendix "D")	Pass/Fail
Project Timeline (Appendix "G")	Pass/Fail
References (Appendix "H")	Pass/Fail

Step 1 – Evaluation Against Rated Requirements (70 points)

Proposals will be evaluated and scored in accordance with the rated requirements of this RFP and the following Scoring Guide:

Detailed Work Plan Evaluation	Point Allocation
Firm's Qualifications and Experience on Similar Assignments.	5
Project Team's Experience	10
Project Understanding	10
Approach, Methodology and Quality Assurance Plan	35
Project Timeline	10
TOTAL:	70

Bidders are required to achieve a minimum of 49.0 (70%) on the overall rated requirements. Failure to achieve the minimum score will render a Proposal non-responsive and will be given no further consideration.

Step 2 – Evaluation of Financial Proposals (30 points)

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Only Proposals meeting all the requirements detailed in Step 1 will be considered at this point.

Proposals will be evaluated for the "Proposal Fee" portion based on the following:

The lowest fee proposed shall be awarded the full amount of points available for the fee portion of the evaluation (30). All higher fees proposed shall be awarded points, rounded to the closest full point for the portion of the evaluation by the following:

$$\text{Awarded Price Points} = \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)}$$

For example: if the low fee is \$100,000, 2nd low fee is \$120,000 and 3rd low fee is \$200,000 their respective scoring would be as follows:

- a) The Bidder with the low fee of \$100,000 would be awarded 30 Points.
- b) The Bidder with the 2nd low fee of \$120,000 would be awarded points as follows:

$$\begin{aligned} \text{Awarded Price Points} &= \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)} \\ &= \left(\frac{\$100,000}{\$120,000} \right) \times 30 \\ &= 25 \end{aligned}$$

- c) The Bidder with the 3rd low fee of \$200,000 would be awarded points as follows:

$$\begin{aligned} \text{Awarded Price Points} &= \left(\frac{\text{Lowest Proposal}}{\text{Evaluated Proposal}} \right) \times \text{MAX POINTS (30)} \\ &= \left(\frac{\$100,000}{\$200,000} \right) \times 30 \\ &= 15 \end{aligned}$$

- d) This formula would be applied to the balance of proposals received.

Step 3 – Due Diligence

The Fire Department, at its sole discretion, may conduct a due diligence phase to review the certainty, reasonableness and comprehensiveness of a Proposal. The Fire Department may seek clarification of any of the elements contained in the Proposal and contact the project references in order to confirm the information provided. Bidders are expected to cooperate in providing clarification on any of the components of their Proposal. Proposals that fail to satisfy the due diligence phase shall not be given any further consideration.

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Bidders may be required and shall diligently do so if requested by the Fire Department, to furnish supplemental information concerning their Proposals. Generally, diligently shall mean within 48 hours of such notice given by the Fire Department.

Step 4 – Selection of Successful Bidder

The evaluation team intends to recommend Proposals for authorization on the basis of “best value” to the Fire Board, as determined by Proposals having met and passed all the preceding steps, meaning:

- achieves an overall evaluation score which meets or exceeds the Rated Requirements threshold, as outlined in Step 1;
- have passed the Financial Offer evaluation, as outlined in Step 2;
- scored the highest awarded points after adding the points awarded in Step 1 to the points awarded in Step 2 and,
- have passed the Due Diligence evaluation, as outlined in Step 3.

Step 5 – Award

Following the selection of a Successful Company, authorization of the Contract will be made in accordance with the provisions of the procurement policy.

Step 6 – Debriefing

Bidders are entitled to request a debriefing from the Fire Department of how their submission was evaluated. Debriefing sessions will be scheduled by the Project Manager following Step 5 of the evaluation process. Debriefing sessions shall be conducted for the sole purpose of providing constructive and instructive feedback to a Bidder. A debriefing session will only involve a review of how the Fire Department considered and evaluated a particular Bidder’s Proposal and will not include disclosure of any aspects of the Fire Department evaluation of other Proposals received from other Bidders.

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APPENDIX "A" – DECLARATION**

1. I, _____, of _____,
DECLARE that no person, firm or Corporation, other than the one whose signature or the signature of whose proper officers and seal is or are attached below, has any interest in this submission or in the Contract proposed to be taken.
2. **I FURTHER DECLARE** that this proposal is made without any connections, knowledge, comparison of figures or arrangement with any other company, firm or person making a submission for the same project and is in all respects fair and without collusion or fraud.
3. **I FURTHER DECLARE** that no member of the Fire Board, Township Council, or any officer/employee of the Drummond/North Elmsley Tay Valley Fire Rescue is or will become interested, directly or indirectly, as a contracting party or otherwise, in the performance of the Contract, or in the supplies, work or business to which it relates or any portion of the profits thereof, or any such supplies to be used therein or in any of the monies to be derived therefrom.
4. **I FURTHER DECLARE** that several matters stated in the said proposal are in all respects true.
5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposal document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services for the prices stated.
6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.
7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Company for the said project OR for a period of sixty (60) days after the closing date, whichever first occurs and that the Fire Department may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.
8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposal by the Fire Department shall be an acceptance of this Proposal.
9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Fire Department shall be at liberty to advertise for new Requests for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Fire Department the difference between this Request for Proposal and any greater sum which the said Fire Department may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Fire Department and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.
10. **I FURTHER DECLARE** that Addendum/Addenda No. _____, inclusive, has/have been received, and that all changes specified in the Addendum/Addenda have been included in the prices submitted.

Witness

Signature

Date

Name of Company

E-mail Address

Address

Name of Signing Authority for
Contract (Please print)

Telephone

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 APPENDIX “B” – PRICE SUBMISSION**

The Bidder offers to provide the services noted within this Proposal package and identified tasks, and as further detailed in the Company’s proposal, to the acceptance of the Fire Department for the following Upset Cost Limit.

Part A – MASTER FIRE PLAN			
ITEM	PRICE	HST	Total Cost
Master Fire Plan	\$ _____	\$ _____	\$ _____
SUBTOTAL (A)			\$ _____
PART B – COMMUNITY RISK ASSESSMENT			
ITEM	PRICE	HST	Total Cost
Community Risk Assessment	\$ _____	\$ _____	\$ _____
SUBTOTAL (B)			\$ _____
TOTAL PROPOSAL PRICE (A+B)			\$ _____

In addition to this summary, the Bidder is required to provide a detailed price breakdown by major tasks with the Proposal. The breakdown should include the specific activities planned, the timing and associated level of effort by individual or classifications.

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APPENDIX “C” – BIDDERS CHECKLIST

To be submitted as part of the RFP.

Component 1

- 1. Completed Declaration (Appendix “A”)
- 2. 2020 Health and Safety Policy Statement – Part “A” (#9)
- 3. WSIB Certificate of Clearance – Part “A” (#9)
- 4. Approach (Appendix “D”)
- 5. Accessibility Declaration – Part “A”/Appendix “F” (#10)
- 6. Project Timeline (Appendix “G”)
- 7. References (Appendix “H”)

Component 2

- 1. Price Submission (Appendix “B”)

To be submitted upon Contract award.

- 1. Insurance Requirements – Part “A” (#16)

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APPENDIX "E" – RFP LABEL

To help identify your RFP, please cut out the label below and affix this label to the outside of your RFP Envelope:

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Drummond/North Elmsley Tay Valley Fire Rescue 14 Sherbrooke Street East, Perth, Ontario K7H 1A2	
Attention:	Megan Moore, Administrative Assistant/Treasurer
Telephone:	613-267-2596 ext. 4
Fax:	613-264-8561
E-mail:	admin@dnetv.ca
CONTRACT NUMBER:	CLOSING TIME/DATE:
2020-FD-001	11:00 AM April 17th, 2020
YOUR COMPANY'S NAME AND ADDRESS:	



Use the above label for your envelope when you submit your RFP Document.

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APPENDIX “F” – ACCESIBILITY DECLARATION

[COMPANY LETTERHEAD]

To: Drummond/North Elmsley Tay Valley Fire Rescue

From: [Company Name]

[DATE]

[CONTRACT NUMBER, CONTRACT TITLE]

Re: Declaration of Compliance – Accessibility of Ontarians with Disabilities Act (AODA)

Please accept this letter as confirmation [COMPANY NAME] is in compliance with the Accessibility of Ontarians with Disabilities Act and its regulations

[SIGNATURE]

[NAME]

[POSITION]

[CONTACT INFORMATION]

[COMPANY]

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APPENDIX “G” – PROJECT TIMELINE

Project Task	Start Date	Completion Date	Comments

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APPENDIX "H" - REFERENCES

Name of Company: _____

Please provide at minimum, three (3) references of similar service completed in the last five (5) years. The references must be, at minimum, equal in size, complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the Fire Department. The Fire Department reserves the right, at its sole discretion; to investigate other than listed references.

NAME OF CLIENT	CONTACT NAME & PHONE NUMBER	DESCRIPTION OF PROJECT INCLUDING EXAMPLE OF FINAL REPORT

Note: The Company may provide additional information relevant to their experience and past projects.

These references have been submitted by:

(NAME)

(SIGNATURE)

(TITLE)