

REQUEST FOR PROPOSAL

Fire Master Plan & Community Risk Assessment

Quote No.

2023-030

Bid Closing: January 26, 2024 11:00 a.m.

Joie de vivre



www.westnipissingouest.ca

REQUEST FOR PROPOSALS

The Municipality of West Nipissing is seeking proposals from qualified Proponents to develop a strategic planning framework for the delivery of fire protection services over the next 10 years. The contract includes two key deliverables: a Fire Master Plan, and a comprehensive Community Risk Assessment.

Owner: Municipality of West Nipissing
101-225, Holditch Street
Sturgeon Falls, ON P2B 1T1
Phone: 705-753-2250
Fax: 705-753-3950

NOMENCLATURE

Owner: refers to the Corporation who initiates the Request for Proposal and ensuing contract.
Proponent: refers to consultants, companies or qualified individuals who respond to the Request for Proposal.

BID SUBMISSION

- 1.0) Electronic bid in the form of a password protected pdf document to bids@westnipissing.ca before 11:00am (local time) on January 26, 2024. Subject line should include the Bid reference number. After the official closing time, respondents will be requested to submit the password.
- 1.1) It is the respondent's responsibility to ensure submissions are received by the Municipality by the submission deadline. The Municipality assumes no obligation for issues caused by electronic or telecommunications issues affecting the delivery of the submission, even if originating from the Municipality's IT systems.
- 1.2) Proposals submitted after the official closing time will not be considered.
- 1.3) All pages contained in the Request for Proposal form an integral part of this process.
- 1.4) The lowest or any proposal will not necessarily be accepted. The Owner may decide, at its sole discretion, that no proposal submitted will be accepted and no contract will be awarded pursuant to this procurement process. If the Owner elects to reject all proposals, all proponents will be notified and the Owner will not be liable to any tenderer in preparing the proposal, damages, loss of anticipated profit in connection with the work, or any matter whatsoever.
- 1.5) Proponents are advised that the Municipality functions through its Policy No. 2006-332 "Validity of Tenders" and by its By-Law No 2016-89 (including the most current amendments), "By-law to Establish Purchasing Policies and Procedures for the Municipality of West Nipissing" (Purchasing By-Law).
- 1.6) Proponents are required to check the Municipality of West Nipissing website for addenda issued before the closing date and time. If the contract administrator determines that an amendment is required to the tender documents, the contract administrator will prepare an addendum and post it to the Municipality of West Nipissing website.
- 1.7) Partial or incomplete proposals will not be considered.
- 1.8) Pricing must include all incidental costs and the Proponent must be satisfied as to the full requirements of the RFP. No claims for extra work will be entertained and any additional works must be authorized in writing prior to commencement. Should the Proponent require more information or clarification on any point, it must be obtained in writing prior to the submission of the proposal, as indicated in the Questions & Clarifications section below.
- 1.9) Submissions shall include, but not be limited to, the following information:

- i) **Contact information** – business or individual’s full name, complete address telephone number, fax number, contact person’s full name and email address.
- ii) **A Brief Description of the Firm** – clients, history, projects, staff.
- iii) **Relevant Experience** – at least two (2) examples.
- iv) **The Work Plan** – including an outline of the services to be provided, data collection methods, outreach and consultation process/timing, and approximate timeline and milestones of project phases.
- v) **Proposal Cost** – rates and fees associated with each component of the project.
- vi) **References** – minimum of three (3), including contact name and number.
- vii) **Appendices** – any other supporting information you may wish to include with your submission.

- 1.10) Failure to complete and include information as required may result in the submission not being considered. Point by point response is requested. Proponents shall address each and every required item as indicated above.

QUESTIONS & CLARIFICATIONS

- 1.0) Enquiries, request for explanation, interpretations or clarifications must be submitted by email to Frank Loeffen, Fire Chief and CEMC at floeffen@wnfs.ca.
- 1.1) Only enquiries submitted by email will be considered. Enquiries must include the tender title and tender reference number. Responses to clarification requests will be provided to all proponents in writing. Enquiries must be submitted to the individual mentioned above and must not be directed to other municipal employees or elected official.
- 1.2) Enquiries will be received until noon, local time on January 22, 2024. Enquiries received after this date and time will not receive a response.

PROPOSAL OPENING

- 2.0) Proposals will be opened privately.

ADJUSTMENT OR WITHDRAWAL OF BIDS

- 3.0) Adjustment by telephone, facsimile or letter for a proposal already received will not be considered. A Proponent desiring to make adjustment to a bid must withdraw the submission and/or supersede it with another offer.
- 3.1) Proponents may withdraw its proposal at any time prior to closing provided the withdrawal:

- i) is in the form of a letter;
- ii) states the name of the bidder and clearly identifies the bid that is being withdrawn;
- iii) is signed by the proponent's duly authorized signing officer.

3.2) Proposals may not be withdrawn after the closing time.

RESPONSE MATERIAL OWNERSHIP

4.0) All material submitted regarding this RFP becomes the property of the Municipality and will only be returned to the Proponent at the Municipality's discretion. Disqualification of a Proponent does not eliminate this right.

ACCEPTANCE OF PROPOSAL CONTENT

5.0) The contents of the proposal of the successful Proponent may become contractual obligations if the Municipality wishes to execute a contract based on the submitted proposal. Failure of the successful Proponent to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Proponent may be removed from future solicitations.

INSURANCE

6.0) The successful Proponent shall, within (7) calendar days after receipt of the Owner's notice of award, deliver to the Owner one (1) copy of certificates attesting to the fact that the required policies of insurance as outlined in the contract documents have been obtained by the Proponent.

PRE-QUALIFICATION OF CONTRACTOR

7.0) Contractor or all sub-contractors working for the Proponent must pre-qualify with the Municipality of West Nipissing Health and Safety officer before starting work.

BACKGROUND

West Nipissing is a Northeastern Ontario community with a population of 14,583. The Municipality spans over a large geographic area (1,992 km²) and regroups several former townships including Cache Bay, Crystal Falls, Desaulniers, Field, Kipling, Lavigne, North Monetville, River Valley, Sturgeon Falls, Verner, and others. West Nipissing is located between North Bay and Sudbury along Trans-Canada Highway 17.

The West Nipissing Fire and Emergency Service manages 9 stations which are served by a compliment of 95 paid on-call firefighters. Through the three lines of defense – Public Education, Fire Safety Standards and Enforcement, and Emergency Response – the team teaches community members how to be fire safe, ensures its facilities are meeting minimum Code requirements, and responds to Fire and Emergency calls.

INTENT

- 1.0) The Municipality is seeking to enter into an agreement with a qualified and experienced consultant for the development of a Fire Master Plan and comprehensive Community Risk Assessment. These deliverables will serve to:
 - i. Examine the possible alignment of services and resources;
 - ii. Proactively respond to current and anticipated community needs;
 - iii. Protect firefighters by ensuring access to appropriate equipment and adequate staffing;
 - iv. Explore opportunities to adjust and revise the Fire Department's structure;
 - v. Share services to improve effectiveness;
 - vi. Implement cost efficiencies and cost avoidance.
- 1.1) The purpose of completing a **Community Risk Assessment** is to identify significant risks and hazards within the 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. As per the [Ontario Regulation 378/18](#), made under the Fire Protection and Prevention Act, 1997 (FPPA), municipalities and fire departments have until July 1, 2024 to complete their Community Risk Assessment. The Municipality will review this plan independently on a yearly basis.
- 1.2) 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 over a 10-year horizon. The Fire Master Plan provides a strategic framework for the delivery of fire protection services by the West Nipissing Fire and Emergency Service within the Municipality and within the mutual aid agreement for the Nipissing East Parry Sound District.

- 1.3) A 10-year growth projection exercise was carried out in the recent [Housing Study](#) of West Nipissing. The Municipality and Fire department aim to have appropriate fire and emergency strategies in place to align with the expected growth in population, housing, and housing needs.

SCOPE

- 2.0) The deliverables must offer a clear action plan pertaining to current and future needs of the community. Proponents are encouraged to recommend the most effective and efficient methods of engaging stakeholders and the public when necessary. The work is to be completed in the 2024 calendar year.

- 2.1) The successful Proponent will be responsible for providing professional services in areas including:
- i. **Project Coordination** – regular meetings and status reports to keep the project on schedule and keep identified stakeholders apprised of the process;
 - ii. **Orientation of Participants** – regarding the process, requirements, and technical information of each deliverable;
 - iii. **Stakeholder Input** – defining a consultation strategy which provides updates to the draft plan for Council; gathering of stakeholder information and input to incorporate into a final draft;
 - iv. **Needs Assessment and Environmental Scan** – reviewing the existing protocols and background information pertinent to the Community Risk Assessment and Fire Master Plan, identifying trends and patterns that are applicable, analyzing strengths, weaknesses, opportunities and threats;
 - v. **Process and Meeting Facilitation** – leading and facilitating discussion; ensuring that conversations are strategic, action-oriented and move the participants towards creating a shared future with clear priorities; and
 - vi. **Plan Documentation** – producing and sharing key documents, drafts and reports; handling the creation and delivery of the final documents, executive summary, and implementation plan for public review and presentation. Support the Fire Chief in delivering updates and final plans to Council.

QUALIFICATIONS OF PROPONENT

- 3.0) Before preparing a proposal, Proponents are advised to ensure that they can meet the following mandatory eligibility criteria:
- i. Experience in evaluating and preparing of Fire Master Plans;
 - ii. Experience in evaluating and preparing of Community Risk Assessments;
 - iii. And/or experience leading similar research and producing comparable deliverables.

EVALUATION CRITERIA

	EVALUATION CRITERIA	WEIGHT FACTOR
1.	<p>Relevant Experience – Qualifications in Planning and Development</p> <p>Proponents are to give at least two (2) examples which demonstrate how their previous experience aligns with this project through:</p> <ul style="list-style-type: none"> · Planning and development of corporate strategic plans · Expertise and capacity to perform public consultations · Knowledge and experience related to municipal government and/or public safety planning and development process · Data-driven risk assessments leading to actionable recommendations 	25%
2.	<p>Work Plan – Proposed Methodology and Timeline</p> <p>Proponents shall provide at least one (1) detailed Work Plan which demonstrates:</p> <ul style="list-style-type: none"> · Services to be provided and components of the project. · How components will be undertaken: data collection methods, reporting format and communication approach, outreach and consultation process. · Timeline and milestones: phases of each component, decision-making points and client responsibilities, timing of public consultations, estimated schedule up to completion. 	30%
3.	<p>Proposal Cost – Pricing and Financial Implications</p> <ul style="list-style-type: none"> · Overall cost of the project · Rate and fee allocation: for services or components, and related expenses 	30%
4.	<p>Value Added – Public Relations</p> <p>Proponents should provide examples which demonstrate past experiences where they have successfully handled enquiries or criticism from elected officials, the media and the public.</p>	15%
	TOTAL	100 %

- 4.0) In making a proposal, the Proponent hereby certifies that they have reviewed this RFP and are familiar with all conditions contained therein.

HEALTH & SAFETY

- 1.0) **General:** Proponent must comply with the Occupational Health and Safety Act (OHSA) and the Municipality of West Nipissing safety policy.
- 1.1) **Competent person:** Proponent is responsible for using their training, knowledge and experience to protect the health and safety of their workers and others, reporting to their supervisor the absence of, or defect in any protective equipment or device, and reporting to their supervisor, any circumstances or conditions that may limit their ability to comply with the requirements of the OHSA and the Municipality of West Nipissing Safety policy.
- 1.2) **Equipment & tools:** All equipment and tools used by the Proponent shall conform to Canadian Standards Association (CSA) or manufacturer specifications. The Municipality of West Nipissing reserves the right to prohibit the use of any equipment and methods or practices that do not conform to acceptable standards. Defective equipment and tools shall be removed from the work site premises immediately.
- 1.3) **PPE:** All workers must wear appropriate CSA approved eye protection, hearing protection, CSA approved hard hats, CSA approved foot protection and CSA approved gloves at all time while working in prescribed areas.
- 1.4) **Reporting:** Proponent must report immediately to the contract administrator all workplace incidents, near misses, injuries and illnesses and environmental damages. Proponent shall also report accidents/incidents to the Ministry of Labour or any other appropriate authority required by legislation.
- 1.5) **Supervision:** Proponent shall comply with OHSA regulations.
- 1.6) **WSIB:** Proponent shall provide the Municipality with a current WSIB Clearance Certificate within five (5) days of contract award.

GENERAL LIABILITY INSURANCE

- 2.0) The successful Proponent's General Liability Insurance policy shall not be less than \$5,000,000 (five million dollars) per occurrence. The successful Proponent agrees to provide proof of a General Liability insurance policy in the amount of not less than \$5,000,000, (five million dollars) per occurrence, to indemnify the Corporation of the Municipality of West Nipissing against any damages occasioned through any act, omission or neglect of the successful Proponent while carrying out the service under this Proposal.

- 2.1) The Municipality shall be included as an “additional insured” on the successful Proponent’s insurance policy.

PROTECTION OF WORK & PROPERTY

- 3.0) The successful Proponent shall provide continuous and adequate protection of all work from damage and shall protect the Municipality’s property from injury or damage arising from or in connection with this work. The successful Proponent shall make good any such damage or injury.

PERFORMANCE

- 4.0) Any undue delays in the execution of the work and/or costs incurred by the Municipality due to inefficiencies in performance on behalf of the successful Proponent shall be deemed to be the responsibility of that Proponent and as such, any and all costs, as deemed appropriate and reasonable compensation for the Municipality, will be assessed to the successful Proponent.

CONFIDENTIALITY

- 5.0) Proponents shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the Proponent or disclosed by the Municipality.

CHARACTER AND EMPLOYMENT OF STAFF

- 6.0) The successful Proponent shall employ only orderly, competent and skilful employees to ensure that the services are carried out in a respectable manner.
- 6.1) In the event that any person employed by the successful Proponent in connection with the service arising out of this Proposal gives, in the opinion of the Municipality, just cause for complaint, the successful Proponent upon notification by the Municipality in writing, shall not permit such person to continue in any future service arising out of this Proposal.

ASSIGNMENT OF CONTRACT

- 7.0) The successful Proponent shall not assign transfer, convey, sublet or otherwise dispose of this contract or his/her right, title or interest therein, or his power to execute such contract, to any other person, company or corporation, without the previous consent, in writing, of the Municipality’s officials, which consent shall not be unreasonably withheld.

SUB-CONTRACTORS

- 8.0) No portion of the work under this award may be sub-contracted without the written authorization of the Municipality. The Proponent is fully responsible to the Municipality for the acts and omissions of sub-contractors and/or persons directly or indirectly engaged by the Proponent in respect to this work. Sub-contractors will be required to abide by all the requirements of the Proposal document

as though the primary successful Proponent (Insurance, WSIB, Health & Safety Policy, etc.). The Proponent agrees to bind every sub-contractor by the terms of the Proposal documents as far as it is applicable to their work.

PRICING & AGREEMENT

- 9.0) Any pricing changes, addition or deletion of items, and/or changes in service for any extension period will be negotiated between the Proponent and the Municipality of West Nipissing.
- 9.1) The Proposal documents, the RFP and other documents such as amendments agreed between the parties, comprise the “Contract Documents” and shall form the contract entered into between the Proponent and the Municipality of West Nipissing.
- 9.2) The Municipality of West Nipissing may, by notice of default to the Proponent, immediately terminate part or all of this contract if the Proponent fails to make delivery of the services with the time specified, or fails to perform any other provisions, terms or conditions of this contract, as determined by the Municipality of West Nipissing.
- 9.3) The parties to the contract agree to attempt to resolve disputes arising out of or in connection with this contract. The cost of mediation, should such be required, shall be shared equally by the parties hereto.