



REQUEST FOR PROPOSAL

RFP 2024-03

DUBREUILVILLE COMMUNITY RISK ASSESSMENT

Issue Date: April 18, 2024

Closing Date: Thursday, May 16, 2024 - 3:00 p.m.

Contact: Patrick Sigouin, Fire Chief
Dubreuilville Volunteer Fire Department
Corporation of the Township of Dubreuilville
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Contact

Questions regarding this RFP should be directed to:

Patrick Sigouin, Fire Chief
Corporation of the Township of Dubreuilville
23 Pins Street, P.O. Box 367
Dubreuilville ON P0S 1B0

Telephone: 705-884-2340 Ext. 132

Cellular: 705-852-0506

Email: firechief@dubreuilville.ca

Questions via email is the **preferred method of contact.**

1. Introduction

The Corporation of the Township of Dubreuilville is a Township of 576 people located in Northeastern Ontario, about 295 kilometers from Sault Ste. Marie.

The Dubreuilville Volunteer Fire Department was established in 1977 and is made up of 18 dedicated and professional volunteer firefighters operating out of a single fire station located in the townsite of Dubreuilville. There is a Fire Chief, no Deputy at present and three Captains.

The Department has the following equipment, three pumpers and one rescue vehicle.

The Department has historically averaged 15 calls per year. Majority of these calls relate to multi-vehicle collisions, auto extrication, medical assistance, and structure fires.

The Department has a Mutual Aid Agreement with the communities of Wawa, White River, Hornepayne, and Chapleau.

2. General Description of Project

The Township of Dubreuilville is issuing this Request for Proposal (RFP) to seek out a perspective proponent to conduct and deliver a strategic planning framework known as a comprehensive community risk assessment for the delivery of fire protection services. Through submission of a Proposal, successful firms will identify their experience and their particular area of expertise that the Township may use for future assignments as deemed appropriate.

3. Scope of Proposal

The Community Risk Assessment (CRA) of the Fire Department will address current and anticipated community fire risks and needs over the next five to ten years. The objective of the CRA is to examine, research and review all aspects of fire department operations, planning, fire prevention, public education, training, communications, apparatus, equipment, maintenance, human resources, station locations, budget, and emergency preparedness.

4. Mandatory Requirements

a) Community Risk Assessment - Scope of Work

- A Community Risk Assessment is a process of identifying, analyzing, evaluating, and prioritizing risks to public safety to inform decisions about the provision of fire protection services.
- A Community Risk Assessment must include consideration of the mandatory profiles listed in Schedule 1 attached to the end of this RFP.
- A Community Risk Assessment must be in the form, if any, that the Fire Marshal provides or approves.

b) Proponent Requirements

The Proponent will be required to work with the Dubreuilville Fire Chief and present all draft reports to the Fire Chief, CAO-Clerk and Administrative Assistant. The final draft report will be presented to the Dubreuilville Municipal Council.

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 Community Risk Assessment to the Fire Chief on a bi-weekly basis or agreed upon schedule.

Phase 1 – Collection of Information – Community Risk Assessment

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;
- Touring the existing fire station and inventory of the Fire Department assets;
- Reviewing provincial legislation and regulations, 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 – Final Community Risk Assessment

This phase consists of:

- Implementing all final changes to Community Risk Assessment reports.

c) Deliverables

After Phase 1 has been completed, the Proponent 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 schedule a meeting with the Fire Chief and his administration team to review the following:

- Draft Community Risk Assessment
- Comments received from Fire Department personnel, administrative team and Council, if required.
- Short, medium, and long-term implementation plans and cost estimates.

Once Phase 3 has been completed, the Proponent will meet with the Fire Chief to ensure agreement with the reports. The Fire Chief and the Consultant will present the Community Risk Assessment to Dubreuilville Municipal Council for approval.

d) Project Timeline

The Project Timeline, the Township expects the project to be completed by September 30, 2024. The Proponent 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.

5. Submission Requirements

a) Firm's Experience with Similar Municipal Projects

Outline the qualifications of contractors/team members and firm's experience with similar work. Must provide references of similar work that has been completed within the last three years. A summary of the work should be included, as well as the size and scope of the organization in which the work was completed for.

b) Approach, Implementation and Timeline - Workplan

Outline the firm's implementation process and the proposed work plan, with timelines for each milestone.

c) Fee (Price)

The total cost to complete the scope of work excluding HST. The Proponent must submit a pricing model which itemizes the costs required to:

1. Undertake the Community Risk Assessment
2. Separate applicable taxes

Proponents must propose a payment schedule. For example: 50% payment upon commencement of work and remaining outstanding payment upon completion of the work.

6. Ownership of Material

At all times, all files used to create documents, web pages, templates, images, or other elements associated with this project, and all copyrights will belong to the Municipality.

7. Questions and Addenda

In the event any proponent has clarification questions on the requirements for the submission of a proposal based on this RFP, such questions must be submitted to Patrick Sigouin via email before May 7, 2024, at 3:00 p.m.

Answers to all clarification questions with respect to the submission of a proposal will be provided in an addendum.

8. Evaluation

All Proposals will be reviewed by the Evaluation Committee to ensure Proposals have met the mandatory requirements outlined in Section 3 – Mandatory Requirements. If a Proposal does not meet the Mandatory Requirements, the Evaluation Committee reserves the right to reject it.

a) Evaluation Committee

The Evaluation Committee will be comprised of various municipal team members of the Township of Dubreuilville. All proposals must receive final approval by the Municipal Council.

b) Acceptance and Rejection of Proposals

The Corporation of the Township of Dubreuilville reserves the right to accept or reject any and or all proposals should such be determined to be in the Municipality's best interest. Should only one proposal be received, the Township of Dubreuilville reserves the right to reject it. The Township of Dubreuilville does not guarantee that any proposal will produce a recommendation by the evaluation committee to Municipal Council or that any contract for services will ultimately be endorsed by the Township of Dubreuilville. In the event there is a successful Proponent to this RFP, the Award to a successful Proponent is a recommendation by the evaluation committee for the successful Proponent to discuss a potential contract with the Municipality.

c) Evaluation of Proposals

Proposals will be evaluated based on the below evaluation matrix. Please note, the lowest cost, or any proposal at all, will not necessarily be accepted by the Township of Dubreuilville. The basis for selection of a proposal will be based on the best overall value as determined by the evaluation exercise.

| | |
|--|------|
| <u>Mandatory Requirements</u> Proposal provides for all services as requested under Section 3 of this RFP. | /20 |
| <u>Experience and Qualifications</u> Proposals will be evaluated based on the Proponents' experience and qualifications as provided for under Section 3 of this RFP. | /25 |
| <u>References</u> Proposals will be evaluated based on the Proponents references as provided for under Section 3 of this RFP. | /10 |
| <u>Timeline for Completion</u> Proposals will be evaluated based on the proposed timeliness of the works to be completed as requested by this RFP. | /20 |
| <u>Price</u> Proposals will be evaluated based on the cost of the project as requested by this RFP. | /25 |
| <u>Total Points</u> | /100 |

9. Submission of Proposals

All Proposals must:

1. Include the name and contact particulars of the Proponent
2. Address all Mandatory Requirements (Section 3 of this RFP)
3. Provide proof of insurance for the work as requested through this RFP
4. Include a copy of WSIB Clearance Certificate
5. Be submitted to Patrick Sigouin via email (firechief@dubreuilville.ca) by May 16, 2024, by 3:00 p.m.

All proposals must be received on or before Thursday, May 16, 2024, by 3:00 p.m., in order for a proposal to be received it must be delivered by e-mail received by Patrick Sigouin, Fire Chief, at the indicated address and clearly marked.

Late proposals shall be rejected and returned to the respective Proponent.

A proposal may be altered by submitting another proposal at any time up to the specified time and date for proposal closing. The last proposal received shall supersede and invalidate all proposals previously received by the proponent for the contract.

A proposal may be withdrawn at any time up to the specified time and date for the proposal closing by submitting an e-mail bearing the proponents signature and delivered to firechief@dubreuilville.ca. Such a submission must be received in sufficient time to be marked with the time and date of the receipt.

The Township shall not be liable for any cost of preparation or presentation of proposals, and all proposals and accompanying documents submitted by the Proponent become the property of the Township and will not be returned. There will be no payment to the Proponents for work related to, and materials supplied in preparation, presentation, and evaluation of any proposal, nor for the contract negotiations whether they are successful or unsuccessful.

The Township of Dubreuilville, its elected officials, employees and agents shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by any Proponent, prior or subsequent to, or by reason of any delay in the acceptance of any proposal.

10. Timeline of RFP Events

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|--------------------------------------|-----------------------------------|
| RFP Issued | Wednesday, April 17, 2024 |
| Deadline for submission of proposals | Thursday, May 16, 2024, 3:00 p.m. |
| Opening of Proposals | Tuesday, May 21, 2024 |
| Awarding of Proposal | Thursday, May 23, 2024 |
| Completion of report | Monday, September 30, 2024 |

11. Termination of Contract

Either the proponent or Municipality may terminate the contract, once awarded, at any time upon giving notice in writing at least thirty days prior to the date of termination without penalty or recourse. In the event of such termination, the Contractor will be paid for services up to and including the date of termination.

12. Indemnification, Hold Harmless and Insurance Requirements

In addition to other standard contractual terms, the Municipality will require the selected vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

The Consultant shall indemnify and hold harmless the Municipality (including any of its bodies, agencies, councils and associations and their servants, agents, officers, directors, elected officials, successors, assigns, employees, and personal representatives and each of them) from and against any loss resulting from negligence, claim, demand, damages, liability, and costs and permitted assigns. This provision shall survive termination of any agreement resulting from this RFP.

The Consultant shall procure and maintain, for the duration of this contract, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his/her agents, representatives, employees, or sub consultant. The cost of such insurance shall be paid by the Consultant. Insurance shall meet or exceed the following unless otherwise approved by the Municipality.

13. Insurance Requirements

The successful Proponent must carry:

- a) Professional Liability Errors and Omissions: \$2,000,000.
- b) Automobile Liability: \$2,000,000 combined single limit per accident for bodily injury and property damage.

14. Equal Opportunity

The Municipality is an equal opportunity employer and requires all Respondents to comply with policies and regulations concerning equal opportunity. The Respondent, in the performance of this contract, agrees not to discriminate in its employment due to an employee's or applicant's race, religion, national origin, ancestry, gender, sexual preference, age, physical handicap or any other characteristic protected by law.

15. Accessibility

The Municipality is committed to and working toward ensuring municipal services are accessible to all. We strive to meet or exceed the standards set by the Accessibility for Ontarians with Disabilities Act ("AODA") which are rules established by the Province to help businesses and organizations identify, remove and prevent barriers to accessibility. The AODA requires accessibility of goods, services, facilities, accommodations, employment as well as information and communication.

16. Health and Safety and Municipal Policies

The Proponent shall be required to comply with the Township's policies regarding Human Rights, Harassment in the Workplace and Occupational Health and Safety.

SCHEDULE 1

COMMUNITY RISK ASSESSMENT (CRA) MANDATORY PROFILES

1. Geographic profile: The physical features of the community, including the nature and placement of features such as highways, waterways, railways, canyons, bridges, landforms, and wildland-urban interfaces.
2. Building stock profile: The types of buildings in the community, the uses of the buildings in the community, the number of buildings of each type, the number of buildings of each use and any building-related risks known to the fire department.
3. Critical infrastructure profile: The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals, and airports.
4. Demographic profile: The composition of the community's population, respecting matters relevant to the community, such as population size and dispersion, age, gender, cultural background, level of education, socioeconomic make-up, and transient population.
5. Hazard profile: The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
6. Public safety response profile: The types of incidents responded to by other entities in the community, and those entities' response capabilities.
7. Community services profile: The types of services provided by other entities in the community, and those entities' service capabilities.
8. Economic profile: The economic sectors affecting the community that are critical to its financial sustainability.
9. The community's past emergency response experience, including the following analysis:
 - The number and types of emergency responses, injuries, deaths, and dollar losses.
 - Comparison of the community's fire loss statistics with provincial fire loss statistics.