



**Request for Proposals**

**For**

**Comprehensive Community Risk Assessment for the  
Township of Cramahe**

Request for Proposals No.: 2023-02

Issued: August 2, 2023

Submission Deadline: August 23, 2023, 2:00pm Local Time

# Table of Contents

---

<b>Part 1 – Invitation and Submission Instructions .....</b>	<b>3</b>
1.1 Invitation to Proponents .....	3
1.2 RFP Contact.....	4
1.3 Contract for Deliverables.....	4
1.4 RFP Timetable .....	5
1.5 Submission Instructions .....	5-6
<b>Part 2 – Evaluation, Negotiation and Award .....</b>	<b>7-9</b>
2.1 Stages of Evaluation and Negotiation.....	7
2.2 Stage I – Mandatory Submission Requirements .....	7
2.3 Stage II – Evaluation .....	7
2.4 Stage III – Pricing.....	7
2.5 Stage IV – Ranking and Contract Negotiations .....	8-9
<b>Part 3 – Terms and Conditions of The RFP Process.....</b>	<b>10-16</b>
3.1 General Information and Instructions.....	10-11
3.2 Communication After Issuance of RFP .....	11
3.3 Notification and Debriefing.....	12
3.4 Conflict of Interest and Prohibited Conduct .....	12-14
3.5 Confidential Information .....	15
3.6 Procurement Process Non-Binding.....	15-16
3.7 Governing Law and Interpretation.....	16
<b>Appendix A – RFP Particulars .....</b>	<b>17-24</b>
A. The Deliverables .....	17-20
B. Material Disclosures.....	20
C. Mandatory Submission Requirements .....	20-21
D. Mandatory Technical Requirements.....	22
E. Pre-Conditions of Award.....	22
F. Evaluation Criteria .....	22-24
G. Price Evaluation Method .....	24

# **Part 1 — Invitation and Submission Instructions**

## **1.1 Invitation to Proponents**

### **1.1.1 Invitation**

This Request for Proposals (the “RFP”) is an invitation by the Corporation of the Township of Cramahe (the “Township”) to prospective proponents to submit proposals for the creation of a Comprehensive Community Risk Assessment, conforming with Ontario Regulation 378/18 for the Township of Cramahe.

Located an hour east of the GTA, and along Highway 401, the Township is in the southeastern portion of Northumberland County and home to two vibrant centers – Castleton and Colborne, each with their own distinct urban core. A current population of 6600 residents, the village of Colborne is experiencing growth with hundreds of new homes planned in subdivisions in the next few years, with an anticipated population increase to more than 6,990 residents by 2031. Small-town charm is balanced with a mix of urban and rural amenities that support the Township’s heritage and make the community a desirable destination to live, work and play. The town’s average annual operating expenditures are more than \$ 9.5 Million, with average annual capital expenditures more than \$ 3.8 Million.

### **1.1.2 Proponent must be Single Entity**

The proponent must be a single legal entity that, if selected, intends to negotiate, and enter into a contract with the Township. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one of those entities as the “proponent”. The proponent will be responsible for the performance of the deliverables.

### **1.1.3 Bidding System Registration**

All proponents must have a vendor account with the Town’s electronic bidding system at: [www.biddingo.com](http://www.biddingo.com) and must be registered as a plan taker for this opportunity. This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.

## **1.2 RFP Contact**

To contact the Township in relation to this RFP, proponents must initiate the communication electronically through the bidding system. The Township will not accept any proponent’s communications by any other means, except as specifically stated in this RFP.

for the purposes of this procurement process, the “RFP Contact” will be:

Cramahe Fire Dept.  
Mark MacDonald, Fire Chief  
[mmacdonald@cramahe.ca](mailto:mmacdonald@cramahe.ca)

Matt Halmasy, Deputy Fire Chief  
[mhalmasy@cramahe.ca](mailto:mhalmasy@cramahe.ca)

Proponents should only contact the RFP Contact where specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the bidding system, as described above.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Township, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent’s proposal.

## **1.3 Contract for Deliverables**

### **1.3.1 Type of Contract**

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Township for the provision of the Deliverables. The terms and conditions found in

the Form of Agreement are to form the basis for commencing negotiations between the Township and the selected proponent.

### 1.3.2 Term of Contract

The term of the Agreement will be in effect until the completion of the Deliverables.

## 1.4 RFP Timetable

### 1.4.1 Key Dates

Activity	Date / Time
Issue Date of RFP	August 2, 2023
Deadline for Questions	August 18, 2023, 2:00:00pm local time
Deadline for Issuing Addendums	August 21, 2023, 2:00:00pm local time
Submission Deadline	August 23, 2023, 2:00:00pm local time
Rectification Period	3 Business Days
Anticipated Ranking of Proponents	August 2023
Contract Negotiation Period	14 Calendar Days
Anticipated Execution of Agreement	September 2023

The RFP timetable is tentative only and may be changed by the Township at any time. For greater clarity, business days means all days that the Township is open for business.

### 1.4.2 Site Visit / Pre-Bid Meeting (if applicable)

A Site/Pre-Bid Meeting will not be held for this procurement. It will be the responsibility of the proponent to complete any necessary site visits and investigations in addition to review of RFP document and background information to understand the nature and extent of work involved prior to submitting an RFP.

## 1.5 Submission Instructions

### 1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at: [Biddingo](#)

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support.

The bidding system host has published an on-line file submission demonstration at: [YouTube](#).

### 1.5.2 Proposals to be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system

web clock. In the event of a discrepancy between local time and the bidding system web clock, the bidding system web clock will prevail. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.

The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

### **1.5.3 Proposals to be Submitted in Prescribed Format**

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

### **1.5.4 Amendment of Proposals**

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

### **1.5.5 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]

## **Part 2 — Evaluation, Negotiation and Award**

### **2.1 Stages of Evaluation and Negotiation**

The Township will conduct the evaluation of proposals and negotiations in the following stages:

### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all mandatory submission requirements. If a proposal fails to satisfy the mandatory submission requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Township issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP (Appendix A).

### **2.3 Stage II – Evaluation**

Stage II will consist of the following two sub-stages:

#### **2.3.1 Mandatory Technical Requirements**

The Township will review the proposals to determine whether the mandatory technical requirements as set out in the RFP Particulars have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the Township will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

#### **2.3.2 Non-Price Rated Criteria**

The Township will evaluate each qualified proposal based on the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFP (Appendix A).

### **2.4 Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section G of the RFP Particulars (Appendix A). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Township may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables have been considered. If the proponent is unable to account for the abnormally low pricing, the Township may reject the proposal. The Township may also reject any

proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, “front-loaded” pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

## **2.5 Stage IV – Ranking and Contract Negotiations**

### **2.5.1 Ranking of Proponents**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter direct contract negotiations to finalize the agreement with the Township. In the event of a tie, the selected proponent will be the proponent with the highest score on the non-price rated criteria.

### **2.5.2 Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Township or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement are to form the basis for commencing negotiations between the Township and the selected proponent. Negotiations may include requests by the Township for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Township for improved pricing or performance terms from the proponent.

### **2.5.3 Time Period for Negotiations**

The Township intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Township invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix A), provide requested information in a timely fashion and conduct its negotiations expeditiously.

### **2.5.4 Failure to Enter into Agreement**

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix A) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Township may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more



proponents remaining that are eligible for negotiations, or until the Township elects to cancel the RFP process.

### **2.5.5 Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

## **Part 3 — Terms and Conditions of the RFP Process**

### **3.1 General Information and Instructions**

#### **3.1.1 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements either as part of its proposal or after receiving notice of selection, may be disqualified.

#### **3.1.2 Proposals in English**

All proposals are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

#### **3.1.4 Past Performance**

In the evaluation process, the Township may consider the proponent's past performance or conduct on previous contracts with the Township or other institutions.

#### **3.1.5 Information in RFP Only an Estimate**

The Township and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **3.1.6 Proponents to Bear Their Own Costs**

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **3.1.7 Proposal to be Retained by the Town**

The Township will not return the proposal, or any accompanying documentation submitted by a proponent.

### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Township makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Township may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

## **3.2 Communication after Issuance of RFP**

### **3.2.1 Proponents to Review RFP**

Proponents should promptly examine all the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Township is under no obligation to provide additional information, and the Township is not responsible for any information provided by or obtained from any source other than the RFP Contact or the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Township is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### **3.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Township, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Town.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Township determines that it is necessary to issue an addendum after the Deadline for Issuing Addendums, the Township may extend the Submission Deadline for a reasonable period of time.

### **3.2.4 Verify, Clarify, and Supplement**

When evaluating proposals, the Township may request further information from the proponent or third parties to verify, clarify or supplement the information provided in the proponent's proposal. The Township may revisit, re-evaluate, and rescore the proponent's response or ranking based on any such information.

### **3.3 Notification and Debriefing**

#### **3.3.1 Notification to Other Proponents**

Once an agreement is executed by the Township and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

#### **3.3.2 Debriefing**

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The RFP Contact will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at the Township's location or by way of conference call or other remote meeting format as prescribed by the Township.

#### **3.3.3 Procurement Protest Procedure**

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the proponent wishes to challenge.
- (b) a clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the proponent's contact details, including name, telephone number and email address.

The Township will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the Town will provide the proponent with a formal response.

### **3.4 Conflict of Interest and Prohibited Conduct**

#### **3.4.1 Conflict of Interest**

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to:
  - (i) having or having access to confidential information of the Township in the preparation of its proposal that is not available to other proponents.

- (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP.
  - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP.
  - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process); or
  - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair.
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
- (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

The Township may disqualify a proponent for any conduct, situation, or circumstances, determined by the Township, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Township may be precluded from participating in the RFP process in instances where the Township has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

### **3.4.3 Disqualification for Prohibited Conduct**

The Township may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered if the Township determines that the proponent has engaged in any conduct prohibited by this RFP.

#### **3.4.4 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict-of-Interest declaration set out in the Submission Form in the bid system.

#### **3.4.5 Proponent Not to Communicate with Media**

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

#### **3.4.6 No Lobbying**

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

#### **3.4.7 Illegal or Unethical Conduct**

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Township; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

#### **3.4.8 Supplier Suspension**

The Township may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above.
- (b) the refusal of the supplier to honour its submitted pricing or other commitments.
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Client's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Township, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Township will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will

be considered by the Township in making its final decision.

### **3.5 Confidential Information**

#### **3.5.1 Confidential Information of the Township**

All information provided by or obtained from the Township in any form in connection with this RFP either before or after the issuance of this RFP.

- (a) is the sole property of the Township and must be treated as confidential.
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables.
- (c) must not be disclosed without prior written authorization from the Township; and
- (d) must be returned by the proponent to the Township immediately upon the request of the Township.

#### **3.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Township. The confidentiality of such information will be maintained by the Township, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Township to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Township will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

### **3.6.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Township by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Township to enter into an agreement for the Deliverables.

### **3.6.4 Cancellation**

The Township may cancel or amend the RFP process without liability at any time.

### **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision).
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 3]



# Appendix A – RFP Particulars

## A. The Deliverables

### Scope of Work

We are seeking a consultant to provide a Comprehensive Community Risk Assessment for the Township of Cramahe, that aligns with the requirements of Ontario F.P.P.A Regulation 378/18 (Community Risk Assessments) and related guidelines as well as the Municipal Council's Strategic and Official Plans, Federal and Provincial directions.

This RFP shall be comprised of the following main assignments:

### Comprehensive Risk Assessment to include:

- **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.
- **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.
- **Critical infrastructure profile:** The capabilities and limitations of critical infrastructure, including electricity distribution, water distribution, telecommunications, hospitals, and airports.
- **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.
- **Hazard profile:** The hazards in the community, including natural hazards, hazards caused by humans, and technological hazards.
- **Public safety response profile:** The types of incidents responded to by other entities in the community, and those entities' response capabilities.
- **Community services profile:** The types of services provided by other entities in the community, and those entities' service capabilities.
- **Economic profile:** The economic sectors affecting the community that are critical to its financial sustainability.
- **Past loss and event history profile:** The community's past emergency response experience, including the following analysis:
  - a) The number and types of emergency responses, injuries, deaths, and dollar losses.
  - b) Comparison of the community's fire loss statistics with provincial fire loss statistics.
  - c) Identifying treatment options for the top risks in the community.
- **Emergency Management Program** - Review and make recommendations regarding Community Emergency Management Programs.

### The project will be broken down into the four phases noted below:

Phase 1 – Project Initiation, Data Gathering and Analysis

Phase 2 – Stakeholder Engagement

Phase 3 – Develop Action Plan and Priorities

This approach is very broad, and the Township will accept alternative solutions for phasing of work.

The tasks associated with the Plan are listed below.

### **Phase 1 – Project Initiation, Data Gathering and Analysis**

Upon award of the contract, the Consultant will setup and host a project initiation meeting. This meeting will clearly identify the project milestones, timeline expectations and points of contact with the project team.

For Phase 1 the consultant should review, summarize, and provide key findings of the following background areas:

#### **Comprehensive Risk Assessment**

- Geographic profile
- Building stock profile
- Critical infrastructure profile
- Demographic profile
- Hazard profile
- Public safety response profile
- Community services profile
- Economic profile
- Past loss and event history profile
- Emergency Management Program

The Consultant shall provide a list of data/materials that will be required from each Township and shall allow three weeks for delivery. Following the completion of Phase 1, a discussion paper will be required to outline the findings of the background review and analysis. The Consultant will also provide a summary of how each Township's policies interact, overlap, and work together to achieve Township, Provincial and Federal goals.

The Consultant will be required to visit each Township's facilities to inform their data collection as well as attend site tours with the Project Leaders (Chief and/or Clerk of the Municipality)

### **Phase 2 – Stakeholder Engagement**

The Consultant will undertake a comprehensive and innovative stakeholder consultation process that is targeted and focused on its approach, and which would gather input to determine needs, preferences, emerging trends, and finalize the vision, mission, and mandate without raising unrealistic expectations.

The initial meetings of the project team and internal stakeholders shall establish project framework and planning principles. Additional meetings may be required to discuss preliminary findings to guide direction for the final recommendations prior to presentation to each Council. The Consultant shall formulate a reasonable agenda to discuss with stakeholders, take attendance, and record minutes. Feedback from stakeholder consultation is to be incorporated in the review and assessment. Stakeholder engagement shall involve three separate groups:

**Internal stakeholders** – representation from Township Administration, Fire and Emergency Services staff, and Council

**External stakeholders** - may include not for-profit organizations, area municipalities, private industry, Ontario Fire Marshals Office, professional associations, or any other entity deemed appropriate by the consultant.

**General public** – those remaining not involved in one of the other groups listed above.

After completion of the stakeholder engagement, the Consultant will be required to summarize their findings for review by the Project Leaders. The Project Leaders will have the opportunity to respond to and correct any factual data provided during this phase.

The Consultant will be required to attend meetings in person, remote meetings acceptable if unable to meet in person.

### **Phase 3 – Develop Action Plan and Priorities**

Phase 3 will focus on developing action plans and priorities based on the information obtained through data analysis and stakeholder engagement. This phase will be the foundation for future decision-making and a reference point in achieving goals related to services. The action plans shall address the expected outcomes of the Plan. Phase 3 includes, but is not limited to, the following tasks:

- Prepare action plans and recommendations.
- Prepare order of magnitude costs for recommendations to help prioritize Township funding.
- Provide recommendation for when the next update to the Critical Risk Assessment and Master Fire Plan should take place.
- Prepare frameworks and policy directions based on the recommendations.
- Prepare a framework for monitoring and implementation.
- Prepare draft plan documents.

### **Phase 4 – Community Risk Assessment**

Phase 4 will focus on finalizing the Community Risk Assessment, completing the action plans, and presenting the final master plan to Committee and Council. The consultant will be responsible for preparing the final report that includes all key deliverables, recommendations, strategies, policy directions and action plans. The municipality will have council meetings held on specific days; it is the responsibility of the consultant to schedule these presentations.

After completion of the public engagement, the Consultant will be required to summarize their findings for review by the Project Leaders. The Project Leaders will have the opportunity to respond to and correct any factual data provided during these engagements.

The Consultant should note that while public consultation and input is of importance to the Township, input from working groups, staff, customers, council and senior management, our partners and stakeholders' comparison municipalities is of equal importance in development of the Plan.

The successful consultant will be required to provide:

- Five (5) original bound copies of the final report
- Electronic copies of all draft and final reports in Microsoft Office and PDF files
- Copies of any communication items such as media releases, public meeting agendas, website updates

- Copies of any questionnaires or input tools, used in the reporting of results.
  - Complete an evaluation of existing and projected population trends for each municipality and the anticipated impact on facility and assets, programming, and staff training needs.
  - Provide an assessment of gaps in existing programs, services and facilities based on each Township's current inventory, emerging fire service trends/needs, and relevant based standards.
  - Provide a prioritized suite of actions with costs for alternative paths to ensure the successful implementation of recommendations for the future.
  - Provide an implementation plan which identifies priorities in terms of capital expenditures/investment in infrastructure.
  - Make recommendations for the potential of savings and efficiencies within the departments.
  - Make recommendations for potential opportunities for increased cost recovery, increased return on investment and savings and efficiencies within the Departments.
- The Township retains the rights to all original text, maps, display materials, reports or other communication elements associated with the study. No materials, data or information may be released to the public without consent from the Township. The Township retains the rights to the complete reports and all drafts, materials and information collected during the project.

**B. Material Disclosures**

Not Applicable.

**C. Mandatory Submission Requirements**

**1. Submission Form**

The proponent shall complete in the bid system a Submission Form completed and signed by an authorized representative of the proponent.

**2. Pricing**

Each proposal must include pricing information that complies with the instructions set out below in Section G of this Appendix A.

- A breakdown of costing for the municipality is required for approved budget purposes.

**3. Other Mandatory Submission Requirements**

(a) List of References.

The proponent shall complete in the bidding system three references comprised of other **owners** for projects it has completed within the last five years with a scope and nature similar to the project described in this RFP. Where the proponent has previously completed work for the Township, the proponent must include the Township as a fourth reference. Information to be submitted includes:

- (i) Owner name.
  - (ii) Description of the project.
  - (iii) Project value.
  - (iv) Project start date.
  - (v) Project completion date.
  - (vi) Owner's contact name.
  - (vii) Owner's contact phone number
- (b) Resume of each member of the project team to be assigned to this project (maximum 2 pages per person)
- (i) Full Name
  - (ii) Current and past roles and responsibilities
  - (iii) Years of experience (with firm/total)
  - (iv) Professional designations, as applicable
- (c) Proposal Evaluation Submissions – As described in detail below – Section F
- (i) Team Experience
  - (ii) Understanding of Assignment
  - (iii) Work Plan

**D. Mandatory Technical Requirements**

Not Applicable.

**E. Pre-Conditions of Award**

- (a) Agreement – one signed copy of the agreement signed by the vendor and the Township, in substantially the form as identified.
- (b) Current certificate(s) of insurance in the types and limits outlined in the Agreement.
- (c) A current copy of the Workplace Safety and Insurance Board Certificate of Clearance.

**F. Evaluation Criteria**

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<b>Non-Price Rated Criteria Category</b>	<b>Weighting (Points)</b>	<b>Minimum Threshold</b>
i. Experience and Qualifications	25 Points	N/A
ii. Approach and Methodology	25 Points	N/A
iii. Work Plan	25 Points	N/A
<b>Pricing</b> (see section G below)	25 Points	N/A
<b>Total Points</b>	100 Points	N/A

**The following should be provided for evaluation:**

i. Experience and Qualifications – 25 points

- (a) a brief description of the proponent. For example, company profile, and overview of the firm's experience in providing services to the public sector and fire services, and any other relevant information about the firm.
- (b) a summary of its understanding of the project, project objectives and the services to be provided as well as willingness to comply with the terms and conditions of RFP.
- (c) key personnel assigned to the project.
- (d) a description of its knowledge, skills, and experience relevant to the Deliverables, including the background and achievements of the firm(s) with a listing of previous projects of a similar nature, including a minimum of three (3) references with name of client organization, contact name, address and telephone numbers, size and total cost of the project, and total duration of project.
- (e) Organizational chart showing the names, roles and responsibilities of the key team members who will be assigned to perform the work.
- (f) Overview of the firm's relevant experience and technical ability as it relates to the scope of work.

ii. Approach and Methodology – 25 points

The Proposal shall include a detailed study approach and methodology, which shall include at a minimum.

- (a) Description of the Proponent's understanding of the scope of work contained in this RFP, including an explanation of the proposed approach.
- (b) A study approach and methodology to successfully complete each task.
- (c) Overview of how the deliverables will be produced.
- (d) Description of any aspect of the Proponent's methodology, tools and techniques that will enable the work to be carried out more effectively and efficiently.
- (e) Proponent shall outline the measures that it has in place to ensure the quality of the deliverables and that the proposed solutions will meet the unique/specific requirements of the three (3) Municipalities/Townships.
- (f) Identify any other products or services, not listed within this Document, which would help to achieve the purpose and objectives of this project.

iii. Work Plan – 25 points.

- (a) Expectations and time commitment of Town resources.
- (b) Overall project schedule – start to final delivery, with milestones.
- (c) Proposals will be evaluated based upon the extent to which the workplan demonstrates the above requirements to achieve a successful project.

## **G. Price Evaluation Method**

Pricing is worth 25 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{Lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

The method for determining the lowest price is the unit prices multiplied by the estimated volumes to obtain a total price. Provisional bid items, if any, are excluded for the purposes of the evaluation.

### **Instructions on How to Provide Pricing**

- (a) Proponents should submit their pricing information electronically within the bidding system.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for HST, which should be itemized separately.
- (c) Unless otherwise indicated in the requested pricing information, rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### **Required Pricing Information**

Proponents should submit their pricing information electronically within the bidding system.

- **Costing** - A breakdown of costing for each municipality/township is required as each entity has their own approved budgets for these documents.