

**Township of Edwardsburgh Cardinal**

**Request for Proposals**

**Fire Station Feasibility Study  
EC-FD-24-01**

**Issue Date: May 21, 2024**

**Closing Date & Time: Tuesday June 18, 2024 2:00 PM**

**Closing Location:**

Township of Edwardsburgh Cardinal  
18 Centre Street, PO Box 129  
Spencerville, ON. K0E 1X0

**Contact:**

Brian Moore  
Fire Chief

[bmoore@twpec.ca](mailto:bmoore@twpec.ca)

613-658-3001 x1

## **Background**

Through this invitation for Request for Proposal (RFP), the Township of Edwardsburgh Cardinal is seeking the professional services of a qualified firm to provide a detailed feasibility study for a new fire station within the Village of Cardinal.

The Municipality of Edwardsburgh Cardinal volunteer fire department is dedicated to public education and fire prevention, ensuring the safety of human life and property conservation through fire suppression and rescue operations. Our full-service volunteer fire department operates out of 2 fire stations, each containing a pumper, tanker, rescue and utility vehicle. A reserve pumper tanker is utilized as needed to maintain response capacity.

The Township is developing a new facility to replace the existing fire station located at 4035 Dishaw Street in Cardinal. The new fire station is to be located just south of the existing facility on a vacant property previously containing an arena.

Firefighter health and safety along with functionality are priorities for this project. Consideration of the Ministry of Labour, Firefighter's Cancer Prevention Checklist is mandatory.

## **Objective**

Create building and site plans of sufficient quality, ready to develop into construction/tender issue documents should council proceed to the tendering phase.

## **Scope of Work**

- Conduct a review of the previously completed Fire Station 2 Building Audit & Needs Study, as part of their background for the project planning.
- Complete geotechnical study for the selected site.
- Using industry standards, project experience, and input from the steering committee, confirm space programming for the building including basic information such as sizes, space requirements, workflows, activities, and special uses.
- Facilitate meetings with the steering committee as needed to confirm basic components and planning of the building program, including building systems, equipment, materials, and code compliance to support service needs.
- Make recommendations regarding sustainable options such as a net-zero energy ready building design.
- Create and provide schematic site plan, elevations, renderings, cost estimates, and project schedules as necessary to create the schematic project design.

## RFP EC-FD-24-01 Fire Station Feasibility Study

- The schematic design should include preliminary scope information on structural systems, interior finishes, MEP systems, and any other relevant building components or systems related to the scopes of work listed above.
- Make recommendations regarding alternative materials, or design features that offer potential cost savings, while meeting desired quality standards.
- Present the Fire Station 2 Feasibility Report to municipal council.

### Clarifications

All inquiries regarding this RFP are to be directed to Brian Moore, Fire Chief at [bmoore@twpec.ca](mailto:bmoore@twpec.ca). All inquiries are to be in writing and received prior to 4:00pm on **Thursday June 6, 2024**. If required, an addendum will be issued by 4:00pm on **June 11<sup>th</sup>** to all consultants by email without naming the source or firm.

### Proposal Submission

Your proposal must be signed by an authorized official and submitted to the Municipal Contact noted below by email, mail, or personal delivery no later than **2:00 p.m. on Tuesday June 18, 2024**. Under no circumstances will proposals received after the due date be considered.

For clarity, if a proposal is submitted by email, a confirmation reply will be sent as soon as possible prior to the closing of the tender.

Attn: Brian Moore, Fire Chief  
Township of Edwardsburgh Cardinal  
18 Centre Street  
P.O. Box 129  
Spencerville, ON  
K0E 1X0

[bmoore@twpec.ca](mailto:bmoore@twpec.ca)

### Proposal Format and Requirements

The main body of the proposal submission must not exceed ten (10) single sided pages, using a minimum of 11-point font (Arial). Tables can be submitted in 11" x 17" format and will count as one (1) page. All other supporting information (e.g. corporate information, resumes, projects, profiles) can be attached to the submission as appendices. Any main body proposals exceeding ten (10) page limit will not be considered in the evaluation process.

## **Proposal Validity**

Proposals shall remain valid and open for acceptance by the Township for a period of sixty (60) calendar days following the due date for receipt of submissions.

## **Proposal Award**

The anticipated award date of the assignment is June 25, 2024.

## **Terms of Payment**

The successful consultant shall be reimbursed on a monthly basis for actual work completed and time spent on the project. Monthly invoices are to include supporting documentation for all disbursements and received by the 15<sup>th</sup> day of the month.

## **Rights Reserved by the Township**

The Township will not be responsible for any costs incurred in the preparation and submission of proposals or selection interviews.

Neither the lowest cost nor any proposal shall necessarily be accepted and the decision of the Township is final. Clarification/additional information may be requested on any bid.

The Township also reserves the right to cancel this Request for Proposal at any time either before, during or after receipt of bids, without penalty or cost to the Township.

This Request for Proposal and resulting proposals should not be considered a commitment by the Township to enter into any contract.

The Township also reserves the right to award subsequent phases of the project to the successful bidder, and additional fees subject to negotiation and agreement by both parties.

## **Contract**

The Township will prepare a contract in consultation with the successful firm. The successful firm will not have the right to assign the contract nor any interest therein nor subcontract the performance of any service or the supply of any product without the express written consent of the Township.

The respondent agrees to protect, defend, indemnify, and hold harmless the Township, its elected officials, agents and employees from and against any liability, damages, claims, suits, liens and judgments, of whatever nature, including claims for contribution and/or

indemnification, for injuries to any person or persons, or damage to the property or other rights of any person or persons, caused by the respondent's submittals. Respondent's obligation to protect, defend, indemnify and hold harmless, as set forth above, shall include any matter arising out of the actual or alleged unfair competition, disparagement of service, or other business tort of any type whatsoever, or any actual or alleged violation of professional regulations.

All documents and material prepared pursuant to this RFP are the property of the Township. The Township shall have the unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, or other materials prepared under this process.

### **Terms and Conditions**

If a contract is to be awarded as a result of the RFP, it will be awarded to the proponent whose proposal, in the Township's opinion, provides the best potential value to the Township and who is capable in all respects to fully perform the contract requirements and the integrity to assure performance of the contract obligations.

If the Township decides to award a contract based on a submission received in response to this RFP, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the RFP and the contract, the contract shall govern.

The Township reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

Proponents may not amend or withdraw their proposals after the closing date or time.

Proposals will be evaluated as soon as practical after the closing time.

### **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

The Township of Edwardsburgh/Cardinal is subject to the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990, c.M.56, as amended (MFIPPA) with respect to, and protection of, information under its custody and control. Accordingly, all documents provided to the Township in response to this Request for Proposal may be available to the public.

**Evaluation Section**

RFP's will be evaluated based on the following matrix to determine the most suitable bidder.

**Matrix**

Description	Total Weight %	Score Range	Score x Weight Factor
Understanding of Objective and Innovation	30	(0-10)	3
Experience/Qualifications	30	(0-10)	3
Work Plan/Schedule	15	(0-10)	1.5
Financial	25	(0-10)	2.5
<b>Total</b>	<b>100%</b>		<b>/100</b>

**Understanding of Objectives:** Describe your understanding of the project, including overall scope and objectives, noting any particular issues that may require specific attention and any innovative approaches to climate change.

**Qualifications and Experience:** Provide a brief company profile, and recent project team related experience in table format. Provide three (3) similar projects completed by your firm and/or project team members. Provide client references for each of the projects submitted. Project team references should be included in an appendix.

**Work Plan and Schedule:** Provide a work plan and schedule to illustrate the breakdown of the major tasks and the level of effort of the individual team members in sufficient detail to allow a complete understanding as to how and by whom the work is to be carried out.

**Financial:** Provide either combined with the above schedule or in a separate chart, a detailed task by task breakdown of the costs and total upset limit price, including all engineering fees, disbursements, exclusive of HST, to complete this assignment.

**\*\*End of RFP Request Document\*\***