



Request for Proposals
FD-2025-02
Master Fire Plan

Issued: April 1, 2025

Closing: April 24, 2025

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1.0 Overview

Located in the heart of eastern Ontario within the United Counties of Leeds and Grenville, the Township of Edwardsburgh Cardinal spans 312 km², and is home to 7,500 residents.

The municipality borders the majestic St. Lawrence Seaway to the south and is located at the intersection of provincial Highways 401 and 416. Edwardsburgh Cardinal is less than an hour's drive from the Ontario cities of Kingston, Cornwall and our nation's capital, Ottawa.

The Edwardsburgh Cardinal Fire Department is comprised of a full-time Fire Chief, part-time Fire Prevention Officer and administrator. The Deputy Chief, six Captains and 38 firefighters are all dedicated volunteers. The department responds to approximately 200 emergency calls for service annually.

The municipality is served by two fire stations located in Cardinal and Spencerville housing a fleet of 9 emergency vehicles. An automatic aid agreement with the Town of Prescott provides initial response for Johnstown residents and the industrial park. Automatic aid agreements are also in place to respond to Augusta, South Dundas and North Grenville areas bordering the township.

2.0 Project Description

We are inviting proposals from qualified individuals and professional firms to conduct a comprehensive Master Fire Plan.

The goal of this project is to review the fire service, determine its current suitability and future requirements as they relate to predicted growth and service delivery expectations over the next 10 years.

2.1 Scope of Work and Deliverables

The Master Fire Plan process will include:

- Governance — reviewing and making recommendations regarding applicable provincial legislation and regulations, and municipal By-Laws relative to the fire department.
- Service Delivery — reviewing and making recommendations regarding the level and range of services and programs delivered currently, and future requirements taking into account predicted growth and service delivery expectations.
- Emergency Response — reviewing and making recommendations regarding the emergency response practices based on call volume and trends, including types of calls, apparatus deployment, response staffing, resource deployment, automatic and mutual aid agreements, special operations (e.g. HazMat, high angle rescue, confined space,

marine, ice/water rescue), and safety.

- Fire Prevention – reviewing and making recommendations regarding the fire prevention and education program, including plan reviews, public education programs, inspections, investigations, etc.
- Training — reviewing and making recommendations regarding the firefighter training program, including recruit training, and officer training.
- Apparatus and Equipment — reviewing and making recommendations regarding the fire department fleet of vehicles, fire apparatus and major pieces of equipment including the types of vehicles, age, replacement cycles, utilization and suitability.
- Facilities — examining the existing fire stations, administration and dispatch facilities and making recommendations regarding the appropriate number, location and configuration of fire department facilities relative to long-term service delivery.
- Administration — reviewing and making recommendations regarding the administration of the fire department, including organization, staffing, policies and procedures, administrative support, record keeping, information management, current and future “information technology” (I.T.) usage/requirements, purchasing, inventory control, public and media relations, and customer service.
- Finance — reviewing and making recommendations regarding fire department budgeting, reserves, and current and potential revenue opportunities.
- Human Resources — reviewing and making recommendations regarding fire department staffing including full-time positions and part time on-call positions, organizational structure, recruitment and retention, job descriptions, staff promotional policy, succession planning, and health and safety.

2.2 Township Involvement

The Fire Chief/Project Team will provide the successful consultant with the following:

- Background information, as available, including Simplified Risk Assessment, Master Fire Plan, maps, business plans, budgets, policies and standard operating procedures, by-laws, reports and fire department records and statistics.
- Provide meeting locations and coordination with key departments.
- Arrange entry to or onto locations deemed necessary as part of the study.

2.3 Project Tasks

At a minimum, the project tasks will include:

- Initial meeting with the Project Team to review the scope of the work required.
- Collecting and reviewing available and pertinent background information, data and

statistics.

- Touring the fire stations.
- A survey and follow-up meeting to seek input and comments from the firefighters.
- Public survey.
- Meetings to seek input and comments from key Township staff.
- Preparation of a draft Report and presentation to the Project Team.
- Preparation of a final Report and presentation to Council.

The individual/consultant will provide status reports to the Project Team on the Project on a regular basis.

2.4 Deliverables

- Electronic copy in Microsoft Word format and one (1) electronic copy in PDF format of the Draft Report.
- Presentation of the Draft Report to the Project Team, which will include findings of the comprehensive review, proposed recommendations, alternative options for consideration and anticipated implementation issues and financial implications.
- Electronic copy in Microsoft Word format and one (1) electronic copy in PDF of the Final Report.
- Presentation of the Final Report to Council.

2.5 Project Schedule

The anticipated schedule of this project is as follows:

| Item | Timeline |
|---|------------------------------------|
| RFP Publishing Date | April 1, 2025 |
| Clarification Questions Close | April 17, 2025 |
| RFP Closing Date | April 24, 2025 (2:00pm local time) |
| Award of Contract/Project Start Up | May 8, 2025 |
| Draft Report | September |
| Draft Fire Report presented to Project Team | October |
| Final Report | November |
| Final Fire Report presented to Council | November 24, 2025 |

3.0 Proposal Requirements

3.1 Proposal Submission

The proponent will supply three (3) paper copies and 1 electronic copy of the proposal to be submitted in a sealed envelope clearly labelled with proponent name and marked "Master Fire Plan FD-2025-02". **Submissions must be received no later than 2:00 p.m. local time on Thursday April 24, 2025 submitted to:**

Jessica Crawford
Treasurer
Township of Edwardsburgh Cardinal
18 Centre Street, P.O. Box 129
Spencerville, ON
K0E 1X0

Proposals received after the closing date and time will not be accepted and will be returned unopened. Faxed or emailed proposals will be rejected. The proposal shall remain open for acceptance for a period of 60 days.

3.2 Proposal Format

To facilitate the review and evaluation of the proposals, each copy of the proposal should include the following information:

- **Description of the Firm:** A brief description of the firm's history highlighting the services related to this RFP. This should include the name, address and telephone number of the firm and all sub-consultants (if any).
- **Description of the Team:** An outline of the qualifications and experience of the Project Manager and team members to be assigned to the project, including all sub-consultants (if any).
- **Project Experience:** Provide a brief outline of significant similar projects completed by members of the project team.
- **Understanding of the Project:** A brief description of your understanding of the project and general approach to conduct the study.
- **Work Plan:** A detailed work plan that contains the tasks/activities to be undertaken in order to meet the project requirements.
- **Project Schedule:** A description of the project schedule by task/activity and indicating the approximate timing of key meetings.
- **Project Costs:** Provide the total upset limit cost to complete the project, including disbursements.
- **Reference Contacts:** Provide three (3) clients for which projects of comparable size and complexity were completed.

3.3 Clarification

All inquiries regarding this RFP are to be directed to the individual identified below. Inquiries must be received in writing or email no later than **April 17, 2025**. All inquiries received and the responses provided will be communicated by way of written addendum(s), no later than April 18, 2025, without naming the source of the inquiry.

Attention: Brian Moore
Title: Fire Chief
bmoore@twpec.ca

4.0 Proposal Selection

The lowest compliant bid or any quotation or tender bid may not necessarily be accepted. The Township reserves the right to:

- Invite one or more proponents to attend a formal interview with the Project Team to provide clarification on their proposal
- Select any or none of the proposals as submitted
- Accept the proposal that it considers to be in its best interest
- Change the scope of work subject to negotiation with the successful proponent

4.1 Evaluation Criteria

Proponents are advised that any and all decisions made on behalf of the Township relating to this RFP and any submissions by Proponents are within the Township's sole and absolute discretion and are final and binding without appeal whatsoever.

Proposals will first be evaluated based on technical merit, prior to review of the financial component.

| Evaluation Criteria | Weight |
|--|---------------|
| Qualifications and experience of firm | 15 |
| Qualifications and fire service experience of project team | 20 |
| Understanding of objectives | 15 |
| Opportunities for volunteer firefighter participation | 10 |
| Quality of approach and methodology | 10 |
| Proposed work plan and schedule | 10 |
| Subtotal: | 80 |
| Fees and disbursements including sub-consultants | 20 |
| Total: | 100 |

Financial points will only be awarded to submissions that have achieved a minimum score of 60 out of 80 points on the technical evaluation criteria. Proposals that do not meet this minimum score will be deemed non-compliant and will be given no further consideration.

The lowest cost compliant submission will be awarded 20 points, and the other proposals will be awarded points based upon the percentage difference between the Proponent's proposal cost and the lowest proposal cost, e.g. $\text{Points} = 20 \times (1 - ((\text{Proposal cost} - \text{Lowest}) / \text{Lowest}))$

5.0 General Terms and Conditions

The following terms and conditions are deemed acceptable by all proponents in response to this RFP and are deemed incorporated into every contract resulting from this RFP.

5.1 Applicable Legislation and Standards

The successful proponent shall ensure all services and products provided in respect to this proposal are in accordance with all applicable authorities, Municipal, Provincial and/or Federal legislation and Standards.

5.2 Contract Acceptance

Submissions made in response to this RFP do not constitute the acceptance of a contract with the Township. Submissions constitute offers which the Township may or may not accept on its sole discretion. The Township also reserves the right to waive irregularities and technicalities and to do so in its sole discretion.

Each submission of a proposal is deemed an irrevocable offer which may be accepted, at the sole discretion of the Township, only by entering into a formal contract upon such acceptance of the terms, responsibilities, and specifications as required by the Township.

5.3 Liability

Unless otherwise agreed, should the Township enter into a contract relating to the Project, the other contracting party shall agree to hold the Township harmless from any and all liability, claim, loss, expense, action or suit arising from the Project.

5.4 No Assignment

Unless otherwise agreed, should the Township enter into a contract relating to the Project, the successful proponent shall not, without the written consent of the Township, assign or subcontract any aspect of the Project or the deliverables.

5.5 Indemnification

The selected proponent shall indemnify and save harmless the Township, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind arising out of negligence, errors, omissions, fraud or willful misconduct of the successful proponent, its officers, employees, agents and subcontractors, or any of them, attributable or in connection with the delivery of performance of the goods and service contemplated in the RFP, except to the extent that the same is attributable or caused by the negligence of the Township, its officers, employees and agent, or any of them. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the successful proponent in accordance with the RFP.

5.6 Intellectual Property

All information and data in any form, including but not limited to drawings, documents and reports, which are prepared by the proponent pursuant to this work, together with all designs or materials capable of intellectual property protection, prepared, developed or created by the proponent, its employees or agents during the performance of the services involved in this work shall become the property of the Township unless specifically noted otherwise in the written agreement for this work. The proponent shall not be liable for subsequent changes to or alterations of such drawings and documents.

5.7 Insurance

The contractor and all subcontractors shall purchase and maintain, at all times during the term of this work, the coverage listed below:

- Comprehensive General Liability Insurance - \$5 million
- Errors or Omissions - \$2 million

Certificates of insurance naming the Township are required upon award of the contract.

5.8 Conflict of Interest

Proponents making a submission shall disclose to the Township prior to award of the contract, any potential conflict of interest. If such a conflict of interest does exist, the Township may, at its sole discretion, withhold the award.

5.9 Pricing

Prices contained in a proponent's submission are to be in Canadian Funds, (excluding HST) and to include all necessary labour, material and equipment required for execution of the work, and are to remain firm for acceptance for a period of ninety (90) days after the RFP closing date.