



Request for Proposal – Master Fire Plan (MFP) & Community Risk Assessment (CRA)

January 10, 2022

Dear Sir or Madam;

Southwest Middlesex Fire Department is planning to conduct a Master Fire Plan (MFP) & Community Risk Assessment (CRA) utilizing a third-party consultant.

Please find attached a “Request for Proposal” (RFP) which describes the objectives and scope of work regarding the outcomes of the MFP and CRA.

Should your company wish to submit a quote or bid on the MFP & CRA, please provide your submission to:

Fire Chief Colin Shewell
Southwest Middlesex Fire Department
153 McKellar St
Glencoe, ON
N0L 1M0

Email: cshewell@southwestmiddlesex.ca

Your submission must be received at the above mention address no later than 12:00 pm (noon) EST on Monday January 31, 2022.

Should you have any questions, please do not hesitate to contact myself at (519) 521-7850.

Sincerely,

Colin Shewell, Fire Chief
Southwest Middlesex Fire Department

Introduction

Southwest Middlesex is a municipality in Middlesex County, Ontario, Canada.

The restructured municipality of Southwest Middlesex was incorporated on January 1, 2001. This amalgamation joined the Village of Glencoe and the Village of Wardsville with the Townships of Ekfrid and Mosa. Southwest Middlesex had a population of 5,723, 2505 private dwellings and a land area of 427.88 sq km as reported in the Canada 2016 Census.

Southwest Middlesex is located in the southwest corner of Middlesex County, about halfway between London and Chatham.

The municipality has a mixture of smaller urban centers, hamlets, agriculture and rural residential, commercial and industrial developments. There is a small to moderate industrial base but most residents commute to work in other cities and municipalities.

Southwest Middlesex Fire Department is made up of 50 dedicated and professional paid-on-call firefighters operating out of 2 stations with a total of 7 pieces of rolling stock. The fire department's annual call volume is approximately 100 calls per year. In addition to fire response, the department responds to all of the standard fire responses one would expect in addition to, shore based ice/water rescue, medical response and a robust training program.

We are planning to conduct a Master Fire Plan (MFP) and Community Risk Assessment (CRA) by utilizing the expertise of a third-party consultant.

Purpose and Objectives

The MFP & CRA for Southwest Middlesex Fire Department will address current and anticipated community fire risks and needs over the next five years. The objective of the MFP & 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 large-scale emergency preparedness.

CRA Scope of Work “See SCHEDULE 1”

The CRA must address the following 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.
- A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

The MFP must address all aspects of delivery of fire prevention services and fire protection including the following scope of work.

MFP Scope of Work

The Scope of Work entails a complete review of the following:

1. **Governance** – review the applicable legislation as it relates to Southwest Middlesex Fire Department including all related By-Laws such as the (E&R) Establishing and Regulating By-Law, Fireworks By-Law, Appointment and Duties By-Law, Open Air Burn By-Law and Emergency Response Plan By-Law, Review Paid Agreements. Consultant to make recommendation where required.
2. **Emergency Response** – examines the fire call volume including types of calls, number of calls, equipment deployment, manpower deployment and safety of personnel. Make recommendations where required.
3. **Fire Prevention** – review program and make recommendations regarding fire prevention, inspections, investigations and public education.
4. **Training, Certification Training and Education** – review program and make recommendations.
5. **Human Resources** – review and make recommendations regarding fire department staffing including full time and volunteer/part-time firefighters. Examine and review firefighter recruitment, retention, promotional process, succession planning and demographics. This includes review applicable job descriptions.
6. **Station Locations** – examine the two (2) station locations and make comment/recommendations relative to providing adequate and reasonable fire protection for the Municipality of Southwest Middlesex.
7. **Apparatus & Equipment** – examine the fire apparatus and major pieces of equipment including types of vehicle, age and effectiveness.
8. **Maintenance Program** – review the program regarding fire apparatus and equipment.
9. **Dispatch & Radio System** – review current dispatch system, paging and radio systems. Make recommendations as required.
10. **Budgets** – review the fire department operating budget, capital budget, reserves (equipment, station and vehicles) and development charges. Examine revenues and potential revenue opportunities.
11. **Emergency Preparedness Program** – review the Emergency Preparedness Program as managed by Fire chief/CEMC

Acceptance and Rejection of Proposals

The Municipality of Southwest Middlesex does not bind itself to accept the lowest or any proposal and reserves the right to reject any or all proposals in its discretion.

Ownership of Material

All proposals and material submitted will become property of the Municipality of Southwest Middlesex and will not be returned.

Evaluation/Selection

1. All proposals will be reviewed by the selection committee to determine suitability to the municipality.
2. The proposal that represents the best overall value to the municipality as selected by the selection committee will be chosen
3. Price will not be the sole factor determining the “best overall value” to the municipality.

<u>Company Profile</u> The selection committee will consider the proponents profile and how it relates to the overall suitability of the bid which may include; -geographical location -number of years in business	10pts
<u>Experience</u> The evaluation will consider the proponents experience in relation to; -the number of MFP’s completed -previous contracts of a similar nature -experience of employees	30pts
<u>References</u> The evaluation shall consider information received from the three (3) references provided. The proponent will supply contact information for the references as part of their submission package.	30pts
<u>Completion Timeline</u> The date the proponent expects to have the completed package delivered	10pts
<u>Financial Proposal</u> The total cost quoted on the proposal.	20pts
<u>Total</u>	<u>/100</u>

Selection Committee

The selection committee may consist of but may not be necessarily limited to, the Fire Chief, Deputy Fire Chiefs, CAO and Treasurer.

References

Consultants are requested to provide at least three references outlining work on Master Fire Plans (MFP) and Community Risk assessments that they have completed in past three (3) years.

Award of Contract

The consultant should be selected by Friday March 4, 2022.

Start Date

Anticipated start date would be March 28, 2022.

Completion Time

It is projected that the MFP & CRA should take approximately three months to complete with an expected completion date of June 30, 2022. With the unpredictability of COVID, an extension will be granted should a request be received no later than 2 weeks prior to the deadline.

Documentation

At the end of the review period, a draft report will be required, which will include all recommendations and relative background material. The draft report shall be received on or prior to the specified completion date. A finalized version will be delivered by the specified date once the draft document has been approved by the Fire Chief and CAO.

Presentation to Council

A presentation of the completed MFP & CRA will be required to council. The date of the presentation will be mutually agreed upon by the Fire Chief, CAO and the consultant.

Payment Schedule

All quotes will be all-inclusive and include all applicable taxes.

payment schedule is as follows:

- 10% on issue of RFP
- 40% on receipt of draft report and all related material
- 50% on receipt of final report

Replies

Please respond with submissions by 12:00 (noon) EST on Monday January 31, 2022

Fire Chief Colin Shewell
Southwest Middlesex Fire Department
153 McKellar Street
Glencoe, Ontario
N0L 1M0

Email: cshewell@southwestmiddlesex.ca

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. Past loss and event history profile: 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.

Note: Each profile is to be interpreted as extending only to matters relevant to fire protection services