

SALT SPRING ISLAND FIRE PROTECTION DISTRICT

Request For Proposals: Master Fire Service Plan

August 2016

Introduction

The Salt Spring Island Fire Protection District (the "*District*") is seeking proposals from suitably qualified consultants with extensive experience in fire service planning. The consultant will be required to examine current documents and operations and develop a Fire Service Plan to assist the *District* to properly plan for the future.

The report is also intended to convey important information to the general public, staff and trustees about what to expect in the *District's* approach to future Fire Service planning, policy and development.

The target date for completion of a final draft of the Master Fire Service Plan is **February 28, 2017**.

This is NOT a tender call. Any proposals submitted pursuant to the Request for Proposal ("*RFP*") shall not be offers to contract for the provision of any of the services outlined herein, but shall only be used to identify a Preferred Proponent with whom the *District* may negotiate a contract for the provision of the services.

A presentation to the Board of Trustees will be required.

Purpose and Objectives

The purpose of the Fire Service Plan is to study the current situation, the Opta Information Intelligence Fire Underwriters Survey (2015) ("*FUS*"), the TallSky Consulting Group report (October 2015) and Walker Resource Group Fire Service Review (January 2015) and develop a 10 Year Master Fire Service Plan.

It is expected that extensive planning information will be available from the *District*. It is expected that the consultant would review and utilize this information in compiling the Plan.

The creation of a new main Fire Hall is a key objective of the *District*, based on numerous prior recommendations. However, the final Plan must respect budget constraints, public expectations, and must wherever possible take advantage of potential cost savings from the disposition of existing Infrastructure and Equipment and operational efficiencies.

Scope of Work

1. Initially meet with the representatives of the Board of Trustees, Fire Chief and Corporate Administrator to review and potentially refine the contemplated scope of work.
2. If needed, an interim report outlining the refined Scope of Work, budget, work plan and schedule. Consultant's access to internal *District* documents and relevant bylaws will be facilitated by the Fire Chief or Corporate Administrator as appropriate.
3. The District's governance and authority, health, and safety and qualifications and standards should be assessed using an appropriate inspection and audit model.
4. Conduct a Comprehensive Risk Assessment (“*CRA*”) of the service area as it pertains to fire risks.
 - 4.1 Arising from the *CRA*, if desirable comment on options to develop alternative water sources for fire flows within the Ganges core service area and outlying service areas.
5. Analyze Salt Spring Island Fire-Rescue (“*SSIFR*”) data on types of incidents; identify trends in types of response and analyze data to identify patterns by month, day of week and time of day.
6. Acknowledging some of the limitations on fire suppression imposed by the rural nature of the *District*, provide recommendations for enhancing fire prevention, specifically as it relates to the *CRA*.
7. Salt Spring Fire-Rescue’s ability to provide timely response to emergency fire, rescue and medical assist events should be quantified and benchmarked against appropriate standards of service (NFPA 1710). Response to incidents should be quantified where possible – turnout time, travel time, and arrival at scene with appropriate resources (equipment and crew). For structure fires and similar high risk incidents, quantify resources on scene against NFPA 1710 minimum staffing and apparatus recommendations. If possible, compare *SSIFR* service standards against a comparable fire service provider.
8. Utilizing the recently completed *FUS*, examine the current apparatus and response profile and make recommendations as to the optimal apparatus and response profile and make recommendation as to the optimal apparatus types, distribution and response utilization that will provide an professional level of service to the community while minimizing costs.

9. Evaluate all services provided by *SSIFR*, including whether the service provided is mandatory (core service) or an optional service (non-core). Each of the mandatory and optional services provided shall be evaluated as to how they might be delivered more efficiently, examine alternative delivery models from other Fire Rescue Services and determine if changes in our current delivery model would reduce costs while maintaining an acceptable level of service.

For non-core services the proponent will recommend whether delivery should be continued. This analysis should quantify the savings associated with discontinuing this service verses any identifiable risks.

The lists of services to be evaluated shall include:

- Inspections: building occupancy, regular fire, life safety hazard, fire-smart home assessment
 - Permits: campfire, garden debris, exemptions, special occasion
 - Development Review: building, planning
 - Public Education: daycare, schools, business, community programming
 - Fire Investigations and reporting
 - Emergency Response: suppression, motor vehicle rescue, medical first responder technical rescue, hazardous material, public service, response outside boundaries.
10. Review age and experience profiles of career members. In view of *SSIFR* practice of promoting from within and the ten year time frame of the report, comment on succession planning and ability of career members to be promoted to higher level positions of authority and perform these functions competently and effectively.
 11. Comment on existing staffing model and scheduling practices and present options that extend manning of the central fire hall beyond 5:00pm in a cost effective manner.
 12. Address Specific Infrastructure Issues relating to provide the *District* with options for optimum Capital allocation:
 - 12.1 Conduct an independent needs analysis for new a Main Fire Hall in the Ganges Area from both a building code and functionality perspective.
 - 12.2 Comment on the present (and proposed) location of the central fire hall and advise whether a location outside the downtown core impacts response time.
 - 12.3 If the new central fire hall is located outside the downtown core, comment on the feasibility of reducing the number of or relocating auxiliary fire halls, the impact on equipment needs, associated risks and incident response times.

13. Submit a draft report for review and consultation with the Board of Trustees, Fire Chief and Administrator. Consider input and make any appropriate changes to the report.
14. Present the final comprehensive report to the Board of Trustees and respond to questions from the trustees regarding the report.

Proposal Requirements

Proponents who wish to undertake this work must submit a proposal containing the following:

- A letter indicating preparation to undertake the work outlined in this *RFP*
- A description of the relevant company and personnel experience and qualifications including description of work of a similar nature and related references.
- A description of proposed methodology to conduct the review.
- The total proposed cost of the project shall include a total all-encompassing fee showing a breakdown of Proponent fees, any and all disbursements (with applicable taxes listed separately), sub-consultants' fee (if applicable) and other expenses.
- Work Schedule to show cost of each major part and key tasks to complete the project and overall timeline required.

General Terms, Instructions and Conditions

All Proposals must be received by the Salt Spring Island Fire Protection District on or before **5:00 pm on September 30, 2016** addressed to:

Confidential Fire Services Plan Proposal
Salt Spring Island Fire Protection District
105 Lower Ganges Road
Salt Spring Island
BC V8K 2T1
Attention: Andrew Peat Corporate Administrator

It is the consultant's responsibility to confirm receipt by the Salt Spring Island Fire Protection District.

Proposals received after the time and date specified will be rejected as being invalid and will be returned unopened to the Proponent courier collect.

RFP 2016 Master Fire Plan RECOMMENDED

All proposals and subsequent information or material received shall become the property of the District and shall not be returned. The District reserves the right to make extra copies of the proposals for use during the selection process only.

Proposals will be opened in public.

Price is an important factor but not necessarily the determining factor.

SUBMISSION FORMAT

Proponents shall submit one (1) hard copy and one (1) electronic PDF copy of the proposal. All shipping materials are to clearly identify the Proponent and their contents. The PDF copy of the proposal may be sent by email to: corpadmin@saltspringfire.com

Proposals (save and except for title page, tables of contents, and appendices) shall not exceed thirty (30) pages in length.

Proposals will not be accepted by fax.

NO AMENDMENTS TO PROPOSALS AFTER SUBMISSION

A Proponent shall not be permitted to change the wording or contents of a proposal after submission to the District, unless requested to do so by the District for the purpose of clarification.

WITHDRAWAL OF PROPOSALS

Any Proponent may withdraw their proposal, either personally or by written request to the District Representative, at any time prior to the scheduled closing date and time noted in this RFP.

DISTRICT'S REPRESENTATIVES

Only the Administrative Officer or Fire Chief are authorized to communicate and otherwise deal with Proponents. The District's Representative will answer all questions in writing and will provide a copy of all questions and their answers to each Proponent who has returned a Receipt Confirmation Form.

NEGOTIATION

If the Salt Spring Island Fire Protection District selects a Preferred Proponent, the Salt Spring Island Fire Protection District will enter into negotiations with the Preferred Proponent in an attempt to reach an agreement necessary to implement the services generally described in this RFP. Proponents must commit to negotiate in good faith with the District if chosen as a Preferred Proponent. If the District is unable to reach an agreement with the Preferred Proponent despite having negotiated with the Preferred Proponent for at least fourteen (14) days after selection of the Preferred Proponent, the Salt Spring Island Fire Protection District is entitled to cease negotiations with the Preferred Proponent and to begin negotiations with another Proponent.

CONTRACT FOR SERVICES

The District may, at its sole discretion, enter into a written contract (Appendix B) with any one of the Proponents for the provision of the services generally described in this RFP. There shall be no agreement, and no Proponent shall acquire any legal or equitable rights or privileges with respect to this RFP or the services in question, until a written contract has been duly executed by the signing authorities of the Proponent and of the District.

Any response to this RFP may become part of any contract entered into with a successful proponent.

RFP 2016 Master Fire Plan RECOMMENDED

COMPLIANCE WITH LAWS

Proponents are solely responsible for complying with all applicable Federal and Provincial legal requirements including requirement of or for any permits, licenses, fees, taxes or other legal requirements that would ordinarily be required for the implementation or operation of the service.

MISCELLANEOUS

The Salt Spring Island Fire Protection District is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

This RFP is solely a request for expressions of interest and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Salt Spring Island Fire Protection District and any other person can or will be created except in a written contract executed by two authorized signatories of the Salt Spring Island Fire Protection District under the authority of an express resolution of the Board of Trustees of the Salt Spring Island Fire Protection District.

In considering any submissions delivered in response to this RFP, the Salt Spring Island Fire Protection District reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
- assess proposals as it sees fit, without in any way being obliged to select any proposal or Proponents;
- assess and select proposals as it sees fit without being obliged in any way to select the proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted;
- communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the project;
- reject any or all proposals with or without cause, whether according to the selection criteria set out above or otherwise.

Each Proponent is solely responsible for the risk and cost of preparing and submitting their proposal in response to this RFP and neither the Salt Spring Island Fire Protection District nor its officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the Salt Spring Island Fire Protection District, each Proponent represents and warrants to the Salt Spring Island Fire Protection District that the information in its proposal is accurate and complete.

The RFP does not impose on the Salt Spring Island Fire Protection District any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the Salt Spring Island Fire Protection District is expressly permitted or required by this RFP to "act reasonably" the Salt Spring Island Fire Protection District is entitled to act in its sole, absolute and unfettered discretion.

RFP 2016 Master Fire Plan RECOMMENDED

WAIVER OF LIABILITY FOR ERRORS

While the Salt Spring Island Fire Protection District has made an effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Salt Spring Island Fire Protection District will assume no responsibility for any oral information or suggestion(s).

NO CLAIM FOR COMPENSATION

Except as expressly and specifically permitted in these instructions to proponents, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

CONFIDENTIALITY OF PROPOSALS

The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of section 21 of the "Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165 The District cannot and does not guarantee that information contained in any proposal(s) will remain confidential if a request for access to proposals is made under the Act.

If a Proponent considers that any part of its proposal is proprietary, including by reason of protection by copyright, the proposal must clearly identify those portions considered proprietary.

CONFIDENTIALITY OF DISTRICT INFORMATION

Any information acquired about the District by a Proponent during this process must not be disclosed unless authorized by the District, and this obligation will survive the termination of this RFP process. The awarding of any contract or the reaching of any agreement for the provision of services to the District will not permit any Proponent to advertise a relationship with the District without the District's prior authorization.

Enquiries

Enquires during the proposal period should be directed via email to:

Andrew Peat Corporate Administrator

e-mail: corpadmin@saltspringfire.com