



Municipality of Middlesex Centre

**Middlesex Centre Fire Department
Request for Proposal
Fire Services Master Plan**

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Request for Proposal

1. General

The Municipality of Middlesex Centre is issuing a Request for Proposal (RFP) for a Consultant to develop a comprehensive Fire Services Master Plan as outlined in the document. All inquiries should be directed to Fire Chief Wayne Shipley or by email to shipley@middlesexcentre.on.ca prior to **April 22, 2013 at 4:00 p.m.**, in order to receive a reply prior to the closing date of submissions.

2. Scope of Work

The scope of work for the plan is twofold:

1. To review the current operations within the Fire Services Department to develop tactics to be pursued by staff that are in line with the Corporate Strategic Plan (see strategic objectives contained within the attached checklist);
2. To review the present Fire (and EMS) station locations and determine the future requirements as they relate to predicted growth and service delivery expectations. The study is expected to analyze station locations; equipment required for each station; growth patterns; call volumes and response times in order to make recommendations regarding the number of stations to effectively deliver the service while keeping financial constraints in mind; make recommendations regarding where the stations should be located and also the replacement of the Coldstream Station; and to make recommendations regarding the potential cost effectiveness of considering station closures, downsizing of stations (i.e. manpower and/or equipment) or amalgamations.

Note:

The scope of work as described in this RFP is intended to provide sufficient information for the preparation of the proposal. We encourage the proponents to include all other types of options that might contribute to/and enhance this project. Please identify these options separately with this proposal. Include recommendations and approximate financial implications and implementation plans including timetables.

3. Requirements

1. The successful consultant will meet with the Project Team at the onset of the project to establish specific project requirements. Beyond that, the consultant should propose other meetings with the Project Team and with other departments and Municipal staff as necessary to carry out the study.

2. At a minimum, the scope of work must include an initial meeting with the Project Team to review the scope of work required, a review of the Draft Fire Master Plan and a presentation to the Senior Management Team and Council of the final Fire Services Master Plan.
3. PDF copies of the draft report and the final report are to be provided to the Project Team. In addition, one camera-ready unbound original of the Final Report must be provided at the end of the study along with an electronic version of the report in Word 2003 and PDF format.
4. A number of reports and other information will be made available to the selected consultant. This includes the Simplified Risk Assessment, MFPIIS, Middlesex Centre Strategic Plan, BMA Study and the most recent the Long Term Finance Plan. These are available for viewing during the RFP process. In addition, the Municipality will provide available maps, plans and other fire department statistics as available.
5. The consultant as part of the study will need to give regard and consideration to the municipality's Fire Services Establishing & Regulating By-Law, Ontario Fire Marshal Office Guidelines/Publications, The Fire Protection and Prevention Act, NFPA Guidelines and Automatic & Mutual Agreements.

4. Overview & Background:

The Municipality of Middlesex Centre, hereinafter referred to as the Municipality, formed on January 1, 1998 with the amalgamation of the former Townships of Delaware, Lobo, and London, is a predominantly rural municipality in Middlesex County, with a population of approximately 16,000 over an area of 587.22 sq. kilometres. The Municipality is situated at the north, northwest and westerly limits of the City of London. The municipal offices are located in the Hamlet of Coldstream, approximately 15 km northwest of the City of London.

The Municipality of Middlesex Centre works proactively to deliver services to our citizens and businesses to ensure long term prosperity and success for our municipality. This innovative approach is fundamental to Middlesex Centre's future.

With the adoption of the Municipal Strategic Plan, we feel it is important to ensure that the delivery of this service is in line with those strategic objectives and themes as set by Council.

5. Middlesex Centre Fire Department – Service

The Middlesex Centre Fire Department is a volunteer fire department consisting of 5 fire stations with 1 part time Chief, 1 full time assistant/public educator, and 115 volunteer firefighters in varying positions.

Station locations:

- Arva Station 14352 Medway Road, Arva
- Bryanston Station 15321 Plover Mills Road, Bryanston
- Coldstream Station 10284 Ilderton Road, Coldstream
- Delaware Station 11563 Longwoods Road, Delaware
- Ilderton Station 22531 Hyde Park Road, Ilderton

6. Department Activities:

Fire Suppression, fire prevention, public education, training, tiered response with AED defibrillators, county heavy rescue unit and water rescue team.

7. Submission Requirements:

The proposal submission shall be typewritten and spiral bound on the left side, contents shall be divided into parts as itemized in this section. One type written copy is to be provided and additional copies are to be supplied in PDF format. Please also include a completed copy of the document contained in `Schedule A_.

Proposals shall 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). This should include the respective roles and responsibilities of each team member in the development of the Fire Master Plan.

Project Experience: Brief documentation of significant similar projects completed by members of the project team. Include three client references, including contact name, address and phone numbers.

Understanding of the Project: A brief description of your understanding of the project and general approach to the conduct of 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. This shall include a breakdown of hourly rates, time and fees, by staff assigned and activity.

8. Anticipated Schedule:

The anticipated schedule for the selection of the successful consultant and the conduct of the study is as follows:

- RFP Closing Date: April 22nd, 2013
- Consultant Evaluation: Week of April 22nd, 2013
- Award of Contract/Project Start-Up: May 8th, 2013
- Initial Meeting: To be determined
- Draft Report: To be determined
- Fire Services Master Plan
Final Report to Council: To be determined

9. Evaluation & Award:

The proposals submitted in response to this solicitation will be evaluated based on the criteria listed below. The objective of the evaluation is to determine which proposal offers the best prospect for attainment of the project goals.

10. Selection Criteria:

The Project Team will review all proposals received and score the proposals in relation to the criteria and points which are identified. An award may be made solely on the basis of the proposal submission, without requesting any clarification from the proponent. However, one or more proponents may be invited to attend a formal presentation with the Project Team to provide clarification of their proposal.

The award of this contract is not based solely on cost but will take into consideration the best value to the Municipality including:

- Experience and Qualification of Firm
- Approach and Methodology
- Times to Complete Report
- Uniqueness of Proposal
- Reference and consideration of the following documents: Establishing & Regulating By-law, OFM Operational Planning Guide and Automatic & Mutual Aid Agreements.

11. Award of Contract

Submitted proposals shall be valid and subject to acceptance by the Municipality of Middlesex Centre on the basis of the proposal amount for a period of up to and including ninety (90) days from the date of closing of this Request for Proposal.

This Request for Proposal should not be construed as a contract to purchase goods or services. The Municipality of Middlesex Centre reserves the right to reject any and all proposals.

Any purchase as a result of this RFP is conditional on full project approval by Municipal Council.

The successful proponent will be required to execute a contract in a form satisfactory to the Municipality of Middlesex Centre. The Municipality of Middlesex Centre, without prejudice, reserves the right to cancel the resulting contract at no cost to the Municipality of Middlesex Centre with thirty (30) days written notification in the event the successful proponent fails to perform in accordance with the Terms, Time Schedules of the contract. This will be in the sole opinion of the Municipality of Middlesex Centre.

12. Project Team:

To be determined.

13. Terms and Conditions:

- a) The proposal must remain in effect for 90 days after the due date for submission for the proposal.
- b) Payment terms for the proposal must be indicated.
- c) A matrix covering the selection criteria will be developed and reviewed by the selection management team.
- d) Unless otherwise stated, the prices quoted in Canadian funds. HST must be clearly listed separately.
- e) Companies will be allowed to withdraw their proposal, unopened after it has been deposited, if such a request is made to the Fire chief in writing and it is before the closing date of the proposal.
- f) Proposals, which are not filled out in their entirety, may be refused by the Municipality of Middlesex Centre.
- g) The supplier offering the lowest priced proposal may not necessarily be awarded the project, as the proposals will be evaluated based on the criteria set out in Section 10 of this RFP.
- h) The proposal requires Council budgetary approval and may be cancelled if the proper funding is not available.

**Schedule A
(To be submitted with proposal)**

Municipality of Middlesex Centre
10227 Ilderton Road RR2
Ilderton, Ontario N0M 2A0

Dated - April 15, 2013

1. PROPOSAL SUBMISSION SUBMITTED TO: The Corporation of the Municipality of Middlesex Centre

1.1 PROPONENT'S LEGAL NAME: _____

1.2 THE SUBMISSION: Fire Services Master Plan

Having examined the proposal documents for the Request for Proposal, Fire Services Master Plan for Middlesex Centre dated April 15th, 2013 during the tender period we, the undersigned contractor submit to the Municipality of Middlesex Centre a complete Proposal as called for by the said documents in the time specified.

We, the undersigned general contractor, by this proposal, offer to complete the contract in accordance with the terms contained herein.

Dated in _____ this _____ day of _____, 2013.

Witness _____ Authorized Person _____
Signature *Signature*

Print Name: _____ Print Name: _____

Corporate Name of Proponent

Contact Name

Address of Proponent

Telephone Number

Fax Number

Email
