



TOWNSHIP OF  
**Adelaide Metcalfe**

Request for Proposal (RFP)  
RFP No. AM-09-2022

Fire Services Review and  
Community Risk Assessment

October 4, 2022

Deadline for Receipt of Proposals: October 31, 2022 by 4:00pm EST

Proposals to be submitted by email to Morgan Calvert

([mcavert@adelaidemetcalfce.on.ca](mailto:mcavert@adelaidemetcalfce.on.ca))

Adelaide Metcalfe  
2340 Egremont Drive  
Strathroy, ON  
N7G 3H6

## **1. Introduction**

Adelaide Metcalfe is a duly incorporated lower-tier municipality in the province of Ontario, within the meaning of the Municipal Act, 2001, as amended. Adelaide Metcalfe was formed on January 1, 2001 through the amalgamation of the former Township of Adelaide and the former Township of Metcalfe.

The township is primarily rural with pockets of small urban and contains the communities of Adelaide, Crathie, Dejong, Kerwood, Keyser, Mullifarry, Napier, Napperton, Springfield, Walkers and Wrightmans Corners. The administrative office is located within the community of Adelaide.

Adelaide Metcalfe has a population of about 3,100 people living in about 1,015 private residences.

The Adelaide Metcalfe Fire Department is made up of 27 dedicated and professional volunteer firefighters operating out of a single fire station located in the community of Kerwood. Adelaide Metcalfe FD consists of Rescue Truck 2021, Engine 1 2010, Car 1 2016, Engine 2 Pumper/Tanker 2014 and a Tanker 2000. Adelaide Metcalfe has historically had 75-90 calls per year. Majority of these calls relate to multi-vehicle collisions, auto extrication, medical assistance, farm accidents and structure fires.

Adelaide Metcalfe is planning to conduct a Fire Services Review and Community Risk Assessment by utilizing the expertise of a third-party consultant.

## **2. Purpose and Objectives**

The Fire Services Review (FSR) and Community Risk Assessment (CRA) of the Adelaide Metcalfe Fire Department will address current and anticipated community fire risks and needs over the next five years. The objective of the FSR and 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.

## **3. Mandatory Requirements**

### **a. Fire Services Review Scope of Work**

1. Governance – review the applicable legislation as it relates to Adelaide Metcalfe Fire Department including all related By-Laws and to make recommendation where required.
2. Emergency Response – examine 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 of applicable job descriptions.
6. Station Locations – examine the station location and make comment/recommendations relative to providing adequate and reasonable fire protection for the Township of Adelaide Metcalfe
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.

#### **b. Community Risk Assessment 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 attached to the end of this RFP.
- A community risk assessment must be in the form, if any, that the Fire Marshal provides or approves.

#### **c. Pricing Model**

Proponent must submit a Pricing Model which itemizes the costs required to:

1. Undertake the Fire Services Review
2. Undertake the Community Risk Assessment
3. Separates applicable taxes

Proponents are to propose a payment schedule. For example: 50% payment upon commencement of work, and remaining outstanding payment upon completion of the work.

#### **d. Experience and Qualification**

Proponent must provide a short description of their experience and qualifications with regard to completing the work outlined in this RFP.

#### **e. References**

Please provide three (3) references of similar work that has been completed within the last three years. A summary of the work should be included, as well as the size and scope of the organization in which the work was completed for.

#### **f. Presentation to Council**

A presentation to Township Council of the completed FSR and CRA will be required. The date of which can be mutually agreed upon by the Fire Chief, CAO and consultant.

#### **4. Ownership of Material**

At all times, all files used to create documents, web pages, templates, images or other elements associated with this project, and all copyrights will belong to Adelaide Metcalfe.

#### **5. Question Period and Addenda**

In the event any proponent has clarification questions on the requirements for the submission of a proposal based on this RFP, such questions must be submitted to Morgan Calvert via email ([mcavert@adelaidemetcalfecanada.ca](mailto:mcavert@adelaidemetcalfecanada.ca)) on or before October 17, 2022 by 4:00PM EST.

Answers to all clarification questions with respect to the submission of a proposal will be provided in an addendum which will be posted on Adelaide Metcalfe's website (<https://www.adelaidemetcalfecanada.ca/doing-business-0>) ONLY by October 21, 2022 by 12:00PM EST.

#### **6. RFP Evaluation and Potential Award**

All Proposals will be reviewed by the Evaluation Committee to ensure Proposals have met the mandatory requirements as requested in Section 3 – Mandatory Requirements. If a Proposal does not meet the Mandatory Requirements as outlined in Section 3, the Evaluation Committee reserves the right to reject it.

##### **a. Evaluation Committee**

The Evaluation Committee will be comprised of three (3) members of Adelaide Metcalfe.

##### **b. Acceptance and Rejection of Proposals**

Adelaide Metcalfe reserves the right to accept or reject any and or all proposals should such be determined by Adelaide Metcalfe to be in Adelaide Metcalfe's best interest. Should only one proposal be received, Adelaide Metcalfe reserves the right to reject it. Adelaide Metcalfe does not guarantee that any proposal will produce a recommendation by the evaluation committee to Adelaide Metcalfe or that any contract for services will ultimately be endorsed by Adelaide Metcalfe. In the event there is a successful Proponent to this RFP, the Award to a successful Proponent is a recommendation by the evaluation committee for the successful Proponent to discuss a potential contract with Adelaide Metcalfe.

### **c. Evaluation of Proposals**

Proposals will be evaluated based on the below evaluation matrix. Please note, the lowest cost, or any proposal at all, will not necessarily be accepted by Adelaide Metcalfe. The basis for selection of a proposal will be based on the best overall value as determined by the evaluation exercise.

In the event a proposal is selected by the Evaluation Committee, the award by the committee is a recommendation for the proponent to be able to formalize a potential contract for services with Adelaide Metcalfe.

<u>Mandatory Requirements</u>  Proposal provides for all services as requested under Section 3 of this RFP.	/10
<u>Experience and Qualifications</u>  Proposals will be evaluated based on the Proponents experience and qualifications as provided for under Section 3(d) of this RFP.	/30
<u>References</u>  Proposals will be evaluated based on the Proponents references as provided for under Section 3(e) of this RFP.	/30
<u>Timeline for Completion</u>  Proposals will be evaluated based on the proposed timeliness of the works to be completed as requested by this RFP.	/10
<u>Cost Model</u>  Proposals will be evaluated based on the cost of the project as requested by this RFP.	/20
<u>Total</u>	/100

### **7. Submission of Proposals**

Please ensure your Proposal:

1. Includes the name and contact particulars of the Proponent
2. Follows the flow of this RFP document, including numbering and structure
3. Provide for and address all Mandatory Requirements (Section 3 of this RFP)

4. Provide appropriate proof of insurance for the work as requested through this RFP
5. Include a copy of their WSIB Clearance Certificate
6. Is submitted to Morgan Calvert via email ([mcalvert@adelaidemetcalfecan.ca](mailto:mcalvert@adelaidemetcalfecan.ca)) by October 31, 2022 by 4:00PM EST.

## 8. Timeline of RFP Events

Event	Date
Posting of RFP  Adelaide Metcalfe Website: <a href="https://www.adelaidemetcalfecan.ca/doing-business-0">https://www.adelaidemetcalfecan.ca/doing-business-0</a>	October 4, 2022
Final date for submission of clarification questions	October 17, 2022 by 4:00PM EST
Posting of answers to clarification questions  Adelaide Metcalfe Website: <a href="https://www.adelaidemetcalfecan.ca/doing-business-0">https://www.adelaidemetcalfecan.ca/doing-business-0</a>	October 21, 2022 by 12:00PM EST
Deadline for receipt of proposals	October 31, 2022 by 4:00PM EST
Evaluation of proposals and potential award of RFP	Between November 1, 2022 and November 11, 2022

# **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