REQUEST FOR PROPOSALS

RFP-MCC-2108

FIRE SERVICES REVIEW

MUNICIPALITY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS
B4H 3Y4

November 2, 2021

MUNICIPALITY OF CUMBERLAND

REQUEST FOR PROPOSALS

Fire Services Review

INTRODUCTION

The Municipality of Cumberland (Municipality) is requesting proposals from qualified firms, to carry out a complete review of the current fire service in Cumberland County and provide recommendations with respect to what is required to optimize the organization of the fire service.

This Request for Proposal (RFP) and any supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.**

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province's "freedom of information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

SECTION 1 - TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

The following is to be used in the preparation and submission of a proposal to provide the necessary cost estimation and proposal for the Fire Services Review Project.

1. Completed vendor proposals and other correspondence should be submitted to:

   MUNICIPALITY OF CUMBERLAND
   UPPER NAPPAN SERVICE CENTRE
   1395 BLAIR LAKE ROAD
   UPPER NAPPAN, NS
   B4H 3Y4

   ATTENTION: Mr. GREG HERRETT, CPA, CA
   Chief Administrative Officer

   Any proposals submitted by fax or telephone will not be accepted under any circumstances.

   Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

   procurement@cumberlandcounty.ns.ca

   The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

2. Proposals must be submitted as hard copy must be in a sealed envelope clearly marked **"Fire Service Review"**.

3. If submitting a proposal as a hardcopy please provide **three (3) copies** of your proposal.

4. **Closing Time and Date:**

   Proposals are due and will not be accepted any later than **2:00 pm, local time on Tuesday November 23, 2021**.

5. Late proposals will not be accepted and will be returned unopened.

6. Proposals must be submitted on firm letterhead duly signed by an authorized person.

7. Proposals will be opened publicly, on **Tuesday November 23, 2021** at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following closing at 2:00 pm local time. The opening of proposals at that time is to publicly record receipt of them. Details of the submissions will not be publicly disclosed at that time.

8. **Terms and Conditions**

   The terms and conditions of the **"Fire Service Review"** proposal submitted by you are to remain firm and irrevocable from the proposed closing date of **Tuesday November 23, 2021** for a period of 60 days, and if you receive our letter of acceptance, become part of the contract with the Municipality, expiring at the completion of the Fire Services Review project.

PROPOSAL REGULATIONS

1. Submission of a Proposal indicates acceptance by the submitter of all the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

2. **Municipality's Right to Reject**

   The Municipality of Cumberland reserves the right, without prejudice,
   - to accept any Proposal,
   - to reject any or all Proposals,
   - to not be obligated to accept the lowest cost Proposal,
   - to accept any Proposal that it considers to be in its best interests.
   - to waive formality, informality, or technicality in any Proposal.
   - to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

   Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

   Acceptance is subject to the approval of the Municipality of the County of Cumberland Council.

3. No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing date and time.

4. Late proposals will be rejected.

5. The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6. Proposals not completed in permanent, unalterable form of print will be rejected.

7. The Municipality of Cumberland shall pay no fee to any firm for the preparation and delivery of its Proposal in response to the Municipality's RFP. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any proposal.

8. In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct. Information, offers, commitments or instruction obtained by any source other than the Municipality of Cumberland will not be binding on the Municipality.

9. Inquiries regarding this request for proposals can be directed to:

Kellie Seaman
Procurement Officer
Upper Nappan Service Centre
Phone: (902) 664-9243
kseaman@cumberlandcounty.ns.ca

Enquiries and responses given may be recorded and may be distributed to all other Proponents as an Addendum. No responses shall be binding on the Municipality unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Municipality.

10. It is the responsibility of all respondents to check the Municipality of Cumberland web site (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

11. No addendums or other relevant information related to the RFP will be issued within **72 hours** of the RFP closing date and time of **2:00 pm Local Time Tuesday November 23,**

2021.

12. It is mandatory that all submitted proposals comply with **Section 3 - PROPOSAL REQUIREMENTS**.

SECTION 2 – SCOPE OF WORK

1. Background

The Municipality provides fire services by directly supporting sixteen volunteer fire departments located in Cumberland County and through agreements with the Town of Amherst, Town of Oxford, and the Five Islands and District Volunteer Fire Brigade.

In 2005 the position of Fire Protection Services Coordinator was created and staffed. In 2016 the Municipality hired a licensed mechanic to maintain the fleet of vehicles and equipment used by the fire service. The Municipality supports the volunteer fire departments by funding their operation and capital expenses, providing training to membership, supporting third party funding applications, and providing administrative or organizational supports (coordination of mutual aid, accounting support, assistance in budget preparation).

In 2005/06 Council made the decision to eliminate area rates for fire services and fund 100% of the fire services budget from the general tax rate. The support of the fire service is a major annual expense for the Municipality, a summary of fire services operating and capital expenditures from 2005/06 to 2020/21 is included in Appendix A.

2. Project Area

A map of the current fire districts and the location of firehalls is included in Appendix A.

3. Proposal Scope and Deliverables

The consultant is expected to include within their proposals the estimated costs and time to:

- Engage Council, Senior Municipal Staff, Fire Chiefs and Officers.
    - An engagement and stakeholder communication plan and schedule will be submitted within two weeks of the project kick-off meeting.
    - The proposal should detail estimated level of effort to engage with Fire Chiefs one-on-one and to also engage rank and file firefighters in an appropriate forum. Costing shall allow for these meetings to be conducted in person and after hours. Staff and Council engagement can be a combination of in person and virtual.
- Gain a clear understanding of current fire protection services provided.
- Review by-laws, policies of the Municipality and the standard operating procedures of the Municipality and fire departments. Review fire department codes of conduct, and rules and regulations.
- Review current service boundaries.

- Review existing standards for operations, facilities, apparatus, equipment, and training.
- Review current funding arrangements.
- Review the need for firefighter honoraria.
- Conduct a jurisdictional scan on the above issues, additional issues emerging form engagement sessions may arise.
- Prepare a report containing:
    - Complete analysis of the current fire service in Cumberland County.
    - Recommendations respecting what is required to organize the provision of fire services most effectively. Recommendations to be provided shall include, but not be limited to:
        - Municipal by-laws, policies, and standard operating procedures.
        - Service boundaries.
        - Standards for operations, facilities, apparatus, equipment, and training.
        - Funding arrangements.
        - Firefighter honoraria.
- Present report findings and recommendations to Council and to stakeholders.
- Prepare materials to support the Municipality's public relations staff in communicating results of the study and recommendations to the public.

4. Information Available

The following information will be provided to the successful proponent:

- Fire service operating and capital budgets from 2005/05-2021/22.
- Details of training programs hosted or directly provided by the Municipality (resources, practical training, course syllabus).
- Fire call data by department.
- Five Year (2014-2019) Strategic Plan.

5. **PROJECT SCHEDULE**

The Proponent should provide a project schedule as part of their proposal. This would include the consultant's stakeholder engagement, information gathering, report preparation, submission, and receipt and review time periods. The final report shall be completed by February 15, 2022.

6. COST ESTIMATE:

The Proponent is permitted to present their anticipated costs to complete the work identified in this RFP in whatever fashion they wish to address the proposal requirements.

Please indicate on your proposal cost estimate if any administration, travel, or other costs are subject to a mark-up, and if so, what the mark-up percentage is.

SECTION 3 – PROPOSAL REQUIREMENTS

Please provide the information requested below in the proposal submission. Please be brief and concise in your response.

1. **The Consulting Team and References**

    - Provide a general description of your firm.
    - Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized.
    - Detail the extent of the team's relevant experience.
    - Please list your major municipal clients and references that would relate to this project.

2. **Methodology and Approach**

    - Outline the methodology and approach to this study and the general steps in the review process.
    - Explain how you would plan to produce each of the key deliverables in the study.

3. **Project Work Plan and Schedule**

    - Provide a detailed plan for conducting the study, with a schedule that will meet the reporting date identified above.
    - Identify any key progress meetings or conference calls required during the study process.
    - Identify activities by consultant and time spent on each major component of the work plan.

4. **Project Fees**

    The proposal should provide a breakdown of consulting fees and estimated expenses that will conform to the Work Plan. The Proponent will identify the level of effort for each team member to be broken down by tasks. **The Proponent shall provide lump sum pricing.**

    Hourly rates for each team member shall be provided.

    The Proponent will provide a lump sum price to attend additional in person meeting. The price shall include staff time, travel, and all other disbursements. Assume meeting time will be three hours.

In addition, please provide any specific invoicing conditions or requirements that impact the overall costing for the study.

5. **Evaluation Criteria**

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	**Weighting**
Qualifications, References of the Consulting team	**30%**
Methodology and Approach	**20%**
Work Plan and Schedule	**30%**
Cost	**20%**

6. **Termination**

In the event that the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Respondent has not complied with same, to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

7. **General**

Provide any other information and/or comments which you feel are appropriate for the Municipality to consider in making its decision.

……End of Request for Proposal ……

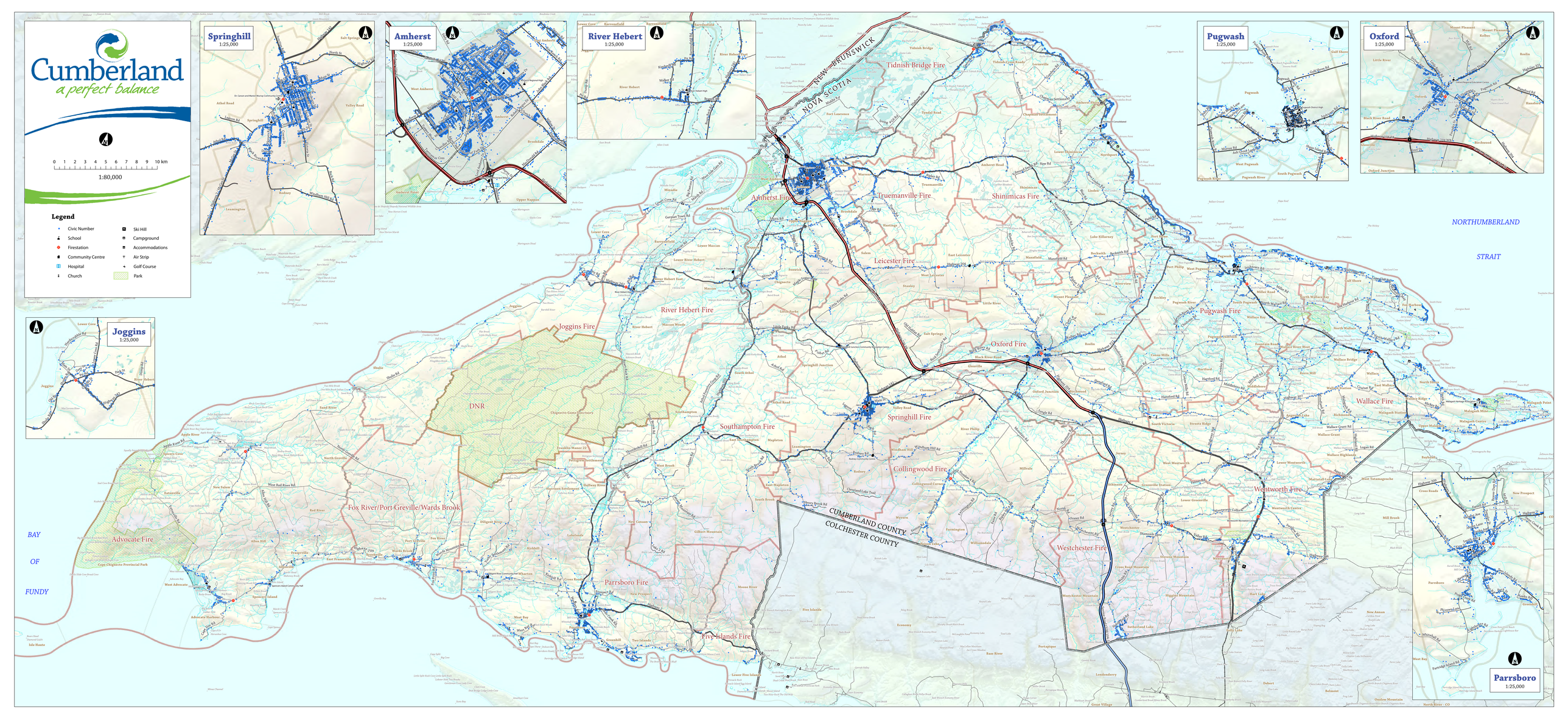
Municipality of the County of Cumberland
Fire Protection Services - Operating and Capital Expenditures
2005/06 to 2020/21

	Actuals																
	2005/06	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	Totals
Total Fire Protection Before Amortization	970,165	994,675	1,293,508	1,489,323	1,713,296	1,417,196	1,556,052	1,534,898	1,604,517	1,584,480	1,967,526	2,144,367	2,283,225	2,477,361	2,340,818	2,311,527	27,682,933
Amortization of Tangible Capital Assets	-	-	136,356	147,045	169,839	230,554	245,899	245,899	470,774	523,320	552,683	604,966	528,818	538,667	533,880	513,720	5,442,419
Total Including amortization	970,165	994,675	1,429,864	1,636,368	1,883,135	1,647,750	1,801,951	1,780,796	2,075,291	2,107,800	2,520,209	2,749,333	2,812,043	3,016,028	2,874,698	2,825,247	33,125,353
Capital																	
Vehicles	-	1,363,564	96,068	155,740	243,904	135,000	-	2,248,752	516,257	-	68,102	447,856	122,260	128,429	-	-	5,525,933
Equipment	-	-	-	-	-	-	-	-	24,536	-	35,101	-	-	-	76,668	134,276	270,581
Facilities	-	-	43,282	288,801	1,452,975	73,780	-	-	36,813	432,362	1,085,336	270,194	436,005	187,160	-	53,529	4,360,236
Total Capital	-	1,363,564	139,351	444,541	1,696,879	208,780	-	2,248,752	577,606	432,362	1,188,539	718,049	558,265	315,589	76,668	187,805	10,156,750

In 2005/06 the new position of Fire Protection Services Coordinator was created and staffed.
Decision made in 2005/06 to eliminate fire area rates and fund 100% of the fire protection budget through general tax rate

Total Cost includes, Fire Protection Coordinator, Volunteeer Fire Deprtments and Contracts with Towns

Town of Springhill Dissolved and became part of County on April 1st 2015
Town of Parrsboro Dissolved and became part of County on November 1st 2016


Cumberland
a perfect balance
0 1 2 3 4 5 6 7 8 9 10 km
1:80,000
Legend
Civic Number
School
Firestation
Community Centre
Hospital
Church
Ski Hill
Campground
Accommodations
Air Strip
Golf Course
Park
Springhill
1:25,000
Amherst
1:25,000
River Hebert
1:25,000
Pugwash
1:25,000
Oxford
1:25,000
Joggins
1:25,000
Parrsboro
1:25,000
NEW BRUNSWICK
NOVA SCOTIA
CUMBERLAND COUNTY
COLCHESTER COUNTY
Tidnish Bridge Fire
Amherst Fire
Truemanville Fire
Shinimicas Fire
Leicester Fire
River Hebert Fire
Joggins Fire
DNR
Oxford Fire
Pugwash Fire
Wallace Fire
Springhill Fire
Southampton Fire
Collingwood Fire
Westworth Fire
Westchester Fire
Fox River/Port Greville/Wards Brook
Advocate Fire
Parrsboro Fire
Five Islands Fire
NORTHUMBERLAND
STRAIT
BAY
OF
FUNDY