

6 September 2017

Request for Expressions of Interest

No. 2017 0906

Evaluation of Salt Spring Island Fire Rescue Performance against National Fire Protection Association 1720 Standard for the “*Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments*”

Through this *Request for Expressions of Interest*, the Salt Spring Island Fire Protection District (the “District”) is seeking Expressions of Interest and ideas from qualified and experienced firms or individuals. The purpose is to analyse and evaluate Salt Spring Island Fire Rescue (SSIFR) to the standards of the National Fire Protection Association (NFPA), Standard 1720.

Specifically, the eventual selected consultant will be asked to:

- Evaluate properties within the geographic boundaries of the *District* and delineate demand zones per NFPA 1720 – urban, suburban, rural and remote;
- Using 5 years of data, evaluate *SSIFR*’s Fire Suppression Operations against the standard of NFPA 1720;
- Based on an evaluation of *SSIFR* staffing and deployment data provided for Fire Suppressions Operations, Emergency Medical Operations, and Special Operations recommend changes to the existing staffing model or alternative model(s) to increase the probability of meeting or exceeding the standards of Table 4.3.2 “Staffing and Response Time” of NFPA 1720;
- Evaluate the suitability of existing front line fire fighting apparatus and if appropriate suggest changes to increase the probability of meeting or exceeding NFPA 1720 standards;
- Evaluate the impact of Fire Hall No. 1 re-location to the Brinkworthy site on delineation of demand zones (specifically changes of zones from rural to remote) and impact of any on probability of meeting or exceeding NFPA 1720 standards;

- Evaluate the impact of consolidating existing Fire Hall No. 1 and No. 3 to the Brinkworthy site on delineation of demand zones (specifically changes of zones from rural to remote) and impact if any on meeting or exceeding NFPA 1720 standards;
- Provide GIS mapping of data demonstrating distance from responding fire hall(s) and response times as per Table 4.3.2 “Staffing and Response Time” for all types of demand zones;
- Provide GIS mapping of data demonstrating 10 minutes response times of Fire Suppressions Operations as per *BC Building Code* (references NFPA 1710); and
- Review *SSIFR* Operational Guidelines that pertain to NFPA 1720 and recommend changes to improve operational effectiveness and response times.

Target completion date is 31 December 2017

INSTRUCTIONS TO RESPONDENTS

Closing Date and Time

Submissions clearly marked “Expression of Interest NFPA 1720 Study” will be received on or before 4:00pm September 29, 2017 at:

Salt Spring Island Fire Protection District
 105 Lower Ganges Road
 Salt Spring Island BC V8K 2T1
 Attention: Chief Arjuna George

An electronic copy (Adobe Acrobat format) should be sent to:

ageorge@saltspringfire.com
 Subject: Expression of Interest NFPA 1720 Study

Interested firms and individuals shall provide a printed and electronic (PDF) copy of their Expressions of Interest which shall not exceed 5 pages (excluding C.V.s) and which shall include:

1. Letter of Interest;
2. Specific point of contact;
3. C.V.s of key individuals proposed to lead and work directly on the project;
4. Statement of qualifications including at minimum:
 - a. Professional qualifications
 - b. Training
 - c. Experience with similar projects of the same type
 - d. Relevant skills
5. Three references from related projects.

Enquiries

All enquiries regarding this *Request for Expression of Interest* should be submitted by email to:

ageorge@saltspringfire.com

Addenda

Respondents are requested to check the *District's* website for any updated information at the following website address:

www.saltspringfire.com

Freedom of Information and Protection of Privacy Act

Information received by the District will be held in confidence and will become the property of the *District*. The *District* is, however bound by the provisions of the *Freedom of Information and Protection of Privacy Act*. All parties are advised that submissions will be treated as public documents and their contents may be disclosed, pursuant to the *Act*.

Respondents agree that by submitting a response to this *Request for Expressions of Interest*, the *District* may disclose the name of their company.

Acceptance of Submissions

The *District* reserves the right to reject any or all submissions or to accept any submission received in response to this *Request for Expressions of Interest*, should the *District* judge it to be in the its best interests to do so. The *District* reserves the right to waive any irregularities in any submissions.

The *District* is under no obligation to select a consultant, or to proceed to negotiations to enter into an agreement, and the *District* reserves the complete right to at any time to reject all submissions and to terminate this Expressions of Interest process.

Following an evaluation of submissions, and selection of a short list of preferred, qualified proponents, the *District* may issue a formal Request for Proposals only to the short list of preferred proponents, or may opt to negotiate a project scope and fee with only the top ranked proponent.

Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing submissions and for any meeting, negotiations or discussions with the *District* or its representatives, relating to, or arising from this *Request for Expressions of Interest*.

Not a Tender or Request for Proposal

This *Request for Expressions of Interest* is not a tender process and is not intended to create a contractual relationship between the *District* and the Respondent.