



**Salt Spring Island Fire Rescue**  
**105 Lower Ganges Road**  
**Salt Spring Island, B.C.**  
**PH: 250-537-2531**  
**FAX: 250-537-2507**

January 22, 2019

Salt Spring Island Fire Protection District

Request for Proposal: Salt Spring Island Fire Hall Review Project

In 2013 the District undertook a detailed design and costing for a new Fire Hall to replace existing facilities which was not proceeded with; necessary borrowings to build the proposed facility were not approved by the electorate.

The District has decided to again review the adequacy of its fire hall facilities and make recommendations for reimagined fire hall facilities that will meet the existing and future needs of the community. This may include additional tenants related to first responder services. The Fire District is seeking the services of a qualified consultant to lead the District's Advisory Group through this review process. The consultant will provide leadership, direct the work of the Advisory Group, be a resource, and serve as Chair of an Advisory Group formed for this purpose. The consultant will report to the Board of the Salt Spring Island Fire Improvement District and will facilitate and direct the work of the Advisory Group, including a public engagement process to ensure that it achieves its objective within the project schedule.

The scope of the Advisory Group's work will be undertaken in accordance with the Policy and Terms of Reference of the Fire Hall Advisory Group as approved by the Salt Spring Island Fire Protection District's Board of Trustees.

## **SCOPE OF WORK**

### **1. Introduction**

Salt Spring Island is an unincorporated community and the Salt Spring Island Fire Protection District, an improvement district, provides fire protection services for most of the island.

The No. 1 Fire Hall (Ganges) was built in phases – initially circa 1960 and the most recent additions added in the 1970's. An October 11, 2005 study by Herold Engineering Limited stated:

While the building is in reasonable condition for its age, it has reached the end of its lifespan and should be considered for replacement or at a minimum, a seismic upgrade in the next five years.

In the recent past, the District has sought electoral approval for borrowings to replace Fire Hall No. 1 but these efforts were defeated. In revisiting the need for a new fire hall to replace Fire Hall No. 1 and related impact on Fire Halls No 2 and 3, the Board of Trustees is committed to openness and transparency in the decision-making process. Public members will be a majority of members on the Fire Hall Advisory Group and the Chair will be independent.

The consultant will act as a third-party facilitator and Chair of the “Fire Hall Advisory Group” (Advisory Group). The consultant will work with the Board, District staff and technical experts to:

- Confirm the project’s objectives and expected outcomes;
- Develop the Advisory Group’s meeting agendas, protocols and materials;
- Develop processes to engage with a robust and representative cross section of island residents ensuring community input;
- Provide leadership, Chair and facilitate Advisory Group meetings;
- Contribute to Advisory Group meeting documentation;
- Prepare Minutes of all meetings which are to be approved by the Advisory Group;
- Propose additional consultants necessary for the completion of Advisory Group’s work and manage any consultants engaged by the District in this regard; and
- Develop decision making criteria and matrix models to facilitate agreement with the Advisory Group’s recommendation.

## 2. Community Engagement

The success of a Fire Hall Proposal is dependent on building and maintaining public trust by ensuring public input and engagement at all stages of the Advisory Group’s work. Input from and consultation with other local government agencies (including Capital Regional District, Islands Trust) is also required. The successful applicant must have extensive experience with similar types of projects and be willing to work collaboratively with the various project stakeholders.

The Advisory Group will develop and recommend an “Communications & Engagement Plan” (C&E Plan) which will provide direction for communicating and consulting on proposed options for the provision of Fire Hall facilities and associated fire protection services. The C&E Plan will also provide direction for soliciting ideas, insights and potential options from the community for exploration.

## 3. Project Objectives and Deliverables

The SSIFPD owns two parcels of land in the Ganges area – 105 Lower Ganges Road (present location of the Main Fire Hall) and 445 Lower Ganges Road (the Brinkworthy site).

In part, the Advisory Group will:

- a) Work with a communications and engagement consultant (to be determined) to develop a plan to provide direction for communicating and engaging with the community on proposed options for Fire Hall facilities to enable Salt Spring Island Fire-Rescue to meet its responsibilities to provide fire protection and related services for our community.
- b) Make recommendations to the Board on the hiring of outside professionals as required to: provide a comprehensive Facility Condition Assessment of the Ganges Fire Hall to include an estimate of the remaining service life; identify Ganges Fire Hall deficiencies that should be addressed based on condition and risk analysis, and estimated cost to remediate;

In addition, the Advisory Group shall make recommendations on the hiring of outside professionals to develop a cost-benefit analysis of continued use of a remediated Fire Hall No. 1 for fire-protection purposes versus using the site for other public or private purposes.

- c) Make recommendations to the Board on the hiring of outside professionals to develop a needs assessment/functional program for the District based on current service levels and projected changes over the next 15 years to identify space and relationship requirements;
- d) Based on the needs/functional program assessment, determine the capacity of a remediated Fire Hall No. 1 to meet service objectives;
- e) If existing facilities are deficient, consider short and long-term solutions and, if recommended, provide a business case for either renewal or replacement of existing facilities including the feasibility of accommodating other tenants in a new building; and

- f) If replacement is the preferred option:

provide an assessment of the suitability of both the existing site and Brinkworthy locations. The Advisory Group's work will:

- a) Review options from experts in each area of interest;
- b) Solicit additional input from the community on ideas or options for solving challenges;
- c) Solicit feedback from the community on proposed options for moving forward;
- d) Provide Options for moving forward which may represent a blend of expert analysis combined with information/feedback provided by the community.

## **EVALUATION**

Evaluation of Proposals will be by the Board of Trustees according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The District reserves the right to contact references to determine the reputation of the Proponent.

## **ANTICIPATED PROJECT SCHEDULE**

March 2019 - RFP, Consultant selection, Contract for Services

March/April 2019 - Project start-up

April/May 2019 - Generate Options

June/July 2019 - Public Consultation and Evaluate Options

August/September 2019 - Draft reporting and Recommendations

October 2019 - Consultation, final reporting and Recommendations

## **SUBMISSION REQUIREMENTS**

For ease of submission preparation and consistent evaluation, proponents are asked to submit the following information;

- company profile including mission and values, services offered, number of years in operation and location of offices;
- personal experience and qualifications related to this assignment including similar project experience and a list of two (2) recently completed and relevant projects. Proponents are also to identify the project lead and, if applicable, consultants and other team members proposed to work on the project and a summary of their relevant project experience. Proponents are to specify the approximate percentage of time allocated to the overall project by any additional team members. SSIFPD is looking for a commitment of the same individual consultant for the duration of the project;
- the proponent's proposed approach to the assignment, a detailed proposed scope of work and proposed project schedule;
- proposed lump sum fixed for completion of the project with separate fee amounts for each proposed phase of the project and hourly rates for individuals;
- a statement of the consultant's capacity to complete the project within the proposed schedule; and
- at least 3 references, including a brief project description and contact information.

Length of Submission: Submissions shall not exceed 10 pages, single-sided (excluding resumes and any RFP Addenda or Amendments that may be issued). Minimum font size 10 pt.

## **CLOSING DATE AND TIME:**

### **PROPOSAL SUBMISSION**

#### 1. Proposal Submission

Responses should be delivered by hand, email or mail to the following location no later than 4:00 pm on February 22, 2019, (Closing), and should be clearly marked "Fire Hall Review Project":

Attention: Per Andrew D. Peat  
Administrator  
Salt Spring Island Fire Protection District  
105 Lower Ganges Road,  
Salt Spring Island,  
BC V8K 2T1  
Email: [corpadmin@saltspringfire.com](mailto:corpadmin@saltspringfire.com)

Proposals shall include the following:

Request for Proposal (RFP) Submission as outlined and specified

PROPOSAL FORM

BID FORM

Proposals may either be emailed with the RFP title clearly indicated in the subject line or submitted in a sealed package with the name and address of the Proponent and the RFP title marked on the outside. Please request confirmation of receipt of any emailed proposals.

Facsimile submissions will not be considered.

Late proposals will not be considered.

Proposals that are conditional, illegible, obscure, or contain irregularities of any kind may, at the discretion of the District, be declared disqualified.

The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to this RFP must sign the Proposal Form and Conflict of Interest Declaration forms. Unsigned Proposals will be declared disqualified.

Submissions will be opened in public with the name and address of the Proponent and the Bid amount declared.

Interviews may be conducted to assist in the evaluation of submissions. The Interview will be held only with short-listed proponents and will be scheduled at a mutually convenient time at the offices of the District.

## 2. Enquiries

All enquiries related to this RFP shall be directed to:

Andrew D. Peat  
Administrator  
Salt Spring Island Fire Protection District  
Telephone: 250-537-2531  
Email: [corpadmin@saltspringfire.com](mailto:corpadmin@saltspringfire.com)

## 3. Addenda

Any questions that are received by the District that affects the RFP will be issue as addenda by the District.

Addenda will be published at the District's website and copied to prospective proponents who have given written indication of their intention to submit a proposal. It is the responsibility of prospective proponents to monitor the District's website to check for updates. All addenda become part of the Contract document and must be considered when responding to this RFP.

Verbal answers are binding only when confirmed by a written addendum.

## REQUEST FOR PROPOSAL: SALT SPRING ISLAND FIRE HALL REVIEW PROJECT

### ADMINISTRATIVE REQUIREMENTS

#### 1. Terms and Conditions

Submission of a Proposal in response to this RFP indicates acceptance of all the terms that follow and that are included in any addenda issued by the District.

#### 2. Changes to Proposals

A Proponent may amend or withdraw its Proposal prior to the closing date and time. Upon Closing, all Proposals become irrevocable and no changes may be made unless requested by the District for clarification.

#### 3. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a Proposal. If the District elects to reject any or all Proposals, the District will not be liable to any Proponent for any claims for costs or damages incurred by the Proponent in preparing the Proposal, loss of anticipated profit in connection with a final Contract, costs for returning unopened Proposals, or any matter whatsoever.

#### 4. Firm Pricing

Prices will be firm for the entire Contract period unless the written Contract for Services states otherwise.

#### 5. Currency and Taxes

Prices quotes will be in Canadian Dollars and inclusive of all charges, and exclusive of GST and other taxes which shall be shown separately as applicable.

#### 6. Proponent Location

In light of the anticipated number of meetings and duration of the project, Proponents should reside within the Capital Regional District, preferably on Salt Spring Island.

#### 7. Privilege or Right to Cancel

This RFP must not be construed as an agreement to purchase goods or services. The District is not bound to accept the lowest priced or any Proposal submitted.

The District reserves the right to reject any and all Proposals and to accept any Proposal notwithstanding any non-compliance with this RFP. The District may select any Proposal for acceptance or negotiation with the Proponent by selecting the Proposal which the District, in its sole unrestricted discretion and based on such criteria as it considers appropriate, deems to be in the best interests of the District.

If a proposal contains a defect or fails to comply with the requirements of the proposal document, which in the sole discretion of the District is not material, the District may waive the defect and accept the proposal.

The District reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all Proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of such cancellation.

The District reserves the right to enter negotiations with one or more Proponents concerning the terms and conditions of the services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any Proposals received.

The District reserves the right to select one or more Proponents for further considerations following the initial proposal evaluation process. The District may require in-person presentations or interview with Proponents selected for final consideration prior to negotiating a Contract.

#### 8. Definition of Contract

Notice in writing to a Proponent of the acceptance of its Proposal by the District and the subsequent execution of a written Contract will constitute a Contract for the Services and no Proponent will acquire any legal or equitable rights or privileges until a written Contract has been signed by both parties.

It is anticipated that the Advisory Working Group will be constituted in January 2019 and work completed by late summer to allow the District to seek elector approval for borrowings in the Fall of 2019.

#### 9. Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

#### 10. Modification of Terms

The District reserves the right to modify the terms of the RFP at any time at its sole discretion. Such modifications will be communicated to all Proponents through formal addenda.

#### 11. Ownership of Proposals and Freedom of Information

All documents including Proposals, submitted to the District become the property of the District. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

The District is subject to the provision of the Freedom of Information and Protection of Privacy Act. While the Act does offer some protection for confidential third party business information, the District cannot guarantee that any such information provided to the District will remain confidential if a request for access is made under the Act.

## 12. Confidentiality of Information

**Information pertaining to the District obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the District.**

## 13. Commitment by the District

The District will make available, upon request and at no cost to the successful Proponent, any existing District plans, reports, studies and copies of relevant background information.

The successful Proponent may be required to sign non-disclosure, confidentiality or other agreements when access is provided to District information.

## EVALUATION

**Evaluations of Proposals will be conducted by the Salt Spring Island Fire Protection District's Board of Trustees according to the criteria identified below. During the evaluation process, Proponents may be required to provide clarification to statements made in their Proposals. The District will contact references to determine the reputation of the Proponents.**

### 1. Mandatory Criteria

- Proposal Form completed and signed by a person authorized to bind the Proponent to statements made in the submission.
- Bid Form completed and signed by a person(s) authorized to bind the Proponent.
- Proposal must be received at the closing location by the specified Closing date and time.

### 2. Proposal are to include the following sections:

#### a. Firm Profile

- i. References from a minimum of two (2) projects undertaken recently along with contact information.

#### b. Related Experience

- i. Describes directly related, current experience of the firm. Provide a brief description of each of the two (2) projects.

#### c. Proposed Personnel

- i. Describe experience of key member(s)/personnel. If appropriate outline roles and responsibilities of key members and their availability to undertake their work within the proposed timeline.

- d. Methodology and Philosophy
  - i. Describe your project methodology for this project and demonstrate your understanding of working with a small local government entity with a limited budget; describe your strategies to manage the project schedule and overcome delays and obstacles.
- e. Innovation, Value and Quality Assurance
  - i. Give example(s) where your firm provided insight or innovation to the design of a similar project which reduced costs.
  - ii. Demonstrate your commitment to the project.
  - iii. Provide evidence of liability insurance.
- f. Three References
  - i. Include a brief project description and contact information

## **REMUNERATION**

Remuneration for services, up to the agreed upon contract amount will be paid monthly against invoices within thirty (30) days after receipt. Claims for reasonable reimbursable expenses permitted by the contract will be paid upon presentation with appropriate documentation.

Expenses for third-party professionals engaged by the District to enable to Advisory Group to meet its objectives would normally be billed to the District and not to the consultant.

## **AVAILABLE INFORMATION**

Proponents wishing to submit a proposal are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.

Additional information is available on the District's website under the "About Us" tab then "Opportunities". Weblink [www.saltspringfire.com/job-opportunities](http://www.saltspringfire.com/job-opportunities)

**PROPOSAL FORM**

Salt Spring Island Fire Protection District  
Chair Fire Hall Advisory Working Group

Closing: 4:00 PM Pacific Standard Time on February 22, 2019

**This form must be completed, signed and included with the submission**

The undersigned confirms that their submission is in response to the Request for Proposal for the Salt Spring Island Fire Protection District "Chair Fire Hall Advisory Working Group" and the Proponent acknowledges receipt of Addenda # \_\_\_\_ through Addenda # \_\_\_\_.

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date

**BID FORM**

Salt Spring Island Fire Protection District  
Chair Fire Hall Advisory Working Group  
Closing: 4:00 PM Pacific Standard Time on February 22, 2019

**This form must be completed, signed and included with the submission**

Date: \_\_\_\_\_  
To: Salt Spring Island Fire Protection District  
For: Chair Fire Hall Advisory Group  
Submitted By: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

We have examined the Request for Proposal (RFP) documents carefully and have a clear and comprehensive knowledge of the SCOPE OF WORK required under the RFP. By submitting a proposal, we agree and consent to the terms, conditions and provisions of this RFP, and offer to provide the SCOPE OF WORK in accordance with the terms and conditions set out in the RFP for the fees and rates set out in this BID FORM.

The following fees (Canadian \$) are net costs exclusive of taxes (GST and PST if applicable).

TASK: Project start-up	FEE:	\$ _____
TASK: Generate Options	FEE:	\$ _____
TASK: Public Consultation and Evaluate Options	FEE:	\$ _____
TASK: Draft reporting and Recommendations	FEE:	\$ _____
TASK: Consultation, final reporting	FEE:	\$ _____
	TOTAL FEE:	\$ _____

State any additional fees or costs not stated in this REI that may be charged by your company to the project.

Signature and Name of Authorized Representative(s)

\_\_\_\_\_ (signature) \_\_\_\_\_ (print)

\_\_\_\_\_ (signature) \_\_\_\_\_ (print)