



**DISTRICT OF METCHOSIN
AGENDA**

FIRE HALL STEERING COMMITTEE MEETING

**May 29, 2024 at 7:00 p.m.
Metchosin Fire Hall**

- 1. Agenda, Additions, Approval**
- 2. Presentations**
- 3. Public Participation**
- 4. Adoption of Minutes**
 - a) Fire Hall Steering Committee Meeting, October 3, 2023 1
- 5. Business Arising from the Minutes**
- 6. Other Business**
 - a) Draft Request for Proposals (RFP), Firehall Feasibility Study 3
- 7. Adjournment and next meeting**

District of Metchosin

Minutes Firehall Steering Committee Meeting Tuesday, October 3, 2023 at 7:00 p.m. Metchosin Firehall

Present: Scott Henning, Mike Hornick, Brent Donaldson, Johnny Carline, Steve Malkow, Bruce McCall, Councillor Sharie Epp, Councillor Shelly Donaldson, Fire Chief Stephanie Dunlop

Regrets: Matt Priestley who has left the Fire Department

The meeting was called to order at 6:59 p.m.

1. Agenda, Additions and Approval

Moved and Seconded by Johnny Carline and Brent Donaldson that the Committee approve the agenda as amended with the addition of discussion regarding Matt Priestley's replacement.

Carried

2. Presentations

A presentation was given on Affordable Housing in conjunction with Firehall by Colin Doyle, Director, Land Development & Acquisitions, BC Indigenous Housing Society

Moved and Seconded by Johnny Carline and Scott Henning that the Committee recommend that Council invite Colin Doyle to make a presentation to Council on the proposal for Affordable Housing in conjunction with a new Firehall.

3. Public Participation: None.

4. Adoption of Minutes

Moved and Seconded by Johnny Carline and Brent Donaldson that the Committee approve the minutes of the Fire Hall Steering Committee meeting held on January 18, 2023.

Carried

5. Business Arising from the Minutes

a) Firehall Feasibility Study

- We have the funds in hand approved for the feasibility study
- Fire Chief and Chief Administrative Officer to work up a Request for Proposal and to circulate it to the committee at earliest opportunity

6. Other Business

a) Matt Priestley's Replacement

Fire Department will decide on replacement representative for Matt Priestley for next meeting.

7. Adjournment and Next Meeting Date

Moved and Seconded by Johnny Carline and Bruce McCall that the Committee adjourn the meeting at 9:00 p.m.

The next meeting will be held at the Call of the Chair.

REQUEST FOR PROPOSAL No. 0002-2024

FIREHALL FEASIBILITY STUDY



DATE ISSUED:

May 20, 2024

CLOSING DATE AND TIME:

Proposals are to be submitted to Reception prior to:

3:00 PM (15:00 hrs) Pacific Time on Jun 30, 2024, to the attention of:

Bob Payette, CAO

District of Metchosin

4440 Happy Valley Road

Victoria BC V9C 3Z3

b.payette@metchosin.ca

**REQUEST FOR PROPOSALS
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1. INTRODUCTION

1.1 Purpose

The District request proposals from experienced and qualified Consultants to conduct a comprehensive scoping study to identify options for building a new structure to replace the existing Fire Hall in Metchosin, BC. It is the intent of the District to use this RFP process to select a single qualified Consultant for the provision of the goods and/or services as described herein.

The District seeks to negotiate with a Proponent and enter into an Agreement for the provision of Fire Hall Feasibility Study services generally in the form of contract as referred to in Schedule “B” ‘Draft Agreement’.

1.2 Definitions

In this RFP the following definitions shall apply:

“ Agreement ”	means the written agreement generally in the form of contract as referred to as Schedule “B” ‘Draft Agreement’, that is intended to be executed by the District and a successful Proponent arising out of this RFP.
“ District ”	means the Corporation of the District of Metchosin.
“ Contractor ”	means the company/person that enters into an Agreement to provide the Goods or Services to the District.
“ Enquiries End Date ”	means the date and time as indicated on the title page of this RFP.
“ Evaluation Committee ”	means the committee selected by the District for the purpose of evaluating Proposals.
“ Evaluation Criteria ”	means the criteria used by the Evaluation Committee to evaluate Proposals.
“ Goods ”	means the items that are intended to be procured from the Contractor, as set out in Schedule A.
“ Non-Mandatory Site Visit ”	has the meaning set out in section 2.1.
“ Preferred Proponent(s) ”	means the Proponent(s) identified by the Evaluation Committee as being eligible to enter into negotiations for an Agreement.
“ Proponent(s) ”	means an entity that submits or attempts to submit a Proposal.
“ Proposal ”	means a written submission in response to this RFP.
“ RFP ”	means this Request for Proposals
“ RFP Closing Date ”	means the date and time as indicated on the title page of this RFP.
“ RFP Contact Person ”	means the person as indicated on the title page of this RFP.
“ Services ”	means the services that are intended to be procured from the Contractor, as set out in Schedule A.
“ Site ”	means the place or places where the Goods are to be delivered or the Services are to be performed.

2. INSTRUCTIONS TO PROPONENTS

2.1 Non-Mandatory Site Visit

A meeting of Proponents may be hosted by the District to discuss the District’s requirements under this RFP (the “**Non- Mandatory Site Visit**”). At the time of issuance of this RFP a non-mandatory site visit with District Representatives has been scheduled for:

Date: **Monday, June 3rd, 2024**

Time: **10:00 am Pacific time**

Location: **Metchosin Fire Hall 4440 Happy Valley Road, Victoria, BC**

Please allow one hour for the Non-Mandatory Site Visit. No transcript or report of information meeting will be provided.

Additional site visits may be allowed. If required, submit a request to the RFP Contact Person as noted on the cover page of this RFP.

The prospective Proponent assumes full risk for its safety, and the safety of its representatives attending the Information Meeting(s), or any subsequent non-mandatory site visit and the District assumes no liability for injuries or losses incurred by any person attending Information Meeting.

2.2 Contents of Proposal

A Proposal must contain the following parts:

- 1) Proposal Form (see Schedule “C”)
- 2) Response to Questionnaire (see Schedule “C-1”)
- 3) Financial Proposal (see Schedule “C-2”)

While Proponents are encouraged to use the forms provided in Schedules C, C-1, and C-2, it is not mandatory to do so as long as Proposal content is presented in a manner similar to the forms provided. Proponents may attach additional pages as necessary.

2.3 Signature

The Proposal Form in a Proposal should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal.

2.4 Proposal Language

The Proposal must be in English.

2.5 Submission Location/Method

The Proposal must be submitted in writing and delivered to the Metchosin Municipal office at 4450 Happy Valley Road, Victoria, BC V9C 3Z3 as outlined below.

2.6 Format, Number of Copies, and Labeling of Proposal

The Proposal must meet the following requirements.

- i. Must be in PDF format.
- ii. One (1) copy required.
- iii. Documentation should include the following:
 - a. RFP number; and
 - b. Name of the Proponent

2.7 Submission Deadline

A Proposal must be received by the District, regardless of which submission method is chosen by the Proponent, before the RFP Closing Date. Proposals received after the RFP Closing Date will not be considered.

2.8 Amendments to Proposals

A Proposal that is submitted before the RFP Closing Date may be revised by written amendment at any time up to, but not later than, the RFP Closing Date. Such written amendment must be delivered to the RFP Contact Person at the email provided. An amendment should be signed by an authorized signatory of the Proponent. The amendment should indicate the change(s) only and is not a full resubmission.

2.9 Withdrawal of a Proposal

A Proposal can be withdrawn at any time up to the Agreement being entered into by written notification of such withdrawal to the RFP Contact Person.

2.10 No Fax or Email Proposals

Proposal, including amendments to Proposals, received by facsimile or email will not be considered by the District.

2.11 No Public Opening

There will be no public opening of Proposals.

2.12 Enquiries

Any time before the Enquiries End Date, Proponents may request explanation or clarification regarding this RFP by email to the RFP Contact Person. The email should reference the RFP number and title of this RFP in the subject line of the email. Information obtained from any person or source other than the Contact Person identified on the title page of this RFP, must not be relied upon.

Enquiries and responses will be recorded and may be distributed by addendum to this RFP to all Proponents at the District's sole and absolute discretion.

2.13 Questions and Addenda

The District may, in its sole discretion, but is not required to, provide a response to a question or request for an explanation or clarification by a prospective Proponent. Any such response (including additional information) will be provided in the form of an Addendum to be posted on the District Website.

2.14 Examination of RFP and Site

Proponents will be deemed to have carefully examined the RFP, including all attached schedules, and the Site (if applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

3. EVALUATION AND SELECTION

All Proposals received not later than the RFP Closing Date will be subject to evaluation as set out in this section.

3.1 Evaluation Committee

The evaluation of Proposals will be undertaken confidentially on behalf of the District by the Evaluation Committee. The Evaluation Committee may be assisted by other persons as the Evaluation Committee, in its sole discretion, may determine, including technical, financial, legal and other advisors to, or employees of the District.

3.2 Evaluation Criteria

The Evaluation Committee will evaluate each Proposal in accordance with the following Evaluation Criteria.

EVALUATION CRITERIA

	Weighted Criteria	Weight	Minimum Score
a)	Introduction Letter	1	0
b)	Experience, Reputation, Resources, Project Team and Qualifications	35	15
c)	Approach and Methodology	33	0
d)	Environmental Sustainability	2	0
e)	Social Responsibility	2	0
f)	Value Add	2	0
g)	Financial Proposal	25	0

Proponents that do not meet a minimum score within a weighted criterion may not be evaluated further.

The points awarded for each criterion shall be a calculation of the Evaluation Committee member’s score, from ‘0’ to ‘4’ or fraction thereof, divided by the maximum score possible (4) and then multiplied by the relevant weighting factor assigned to each Evaluation Criteria.

When evaluating the proposals, the members of the Evaluation Committee will mark using the following legend:

SCORE	RELEVANCE
Pass/Fail	Mandatory requirements – proponents must clearly demonstrate that they meet the mandatory requirements set out in this document.
0	no answer or none of the requirements/expectations* met
1	unsatisfactory or few of the requirements/expectations met

2	satisfactory or minimum requirements/expectations met
3	good or requirements/expectations exceeded
4	excellent or far exceeds requirements/expectation

* Requirements/expectations refers to the scope set out in Schedule A

3.3 Reference Checks

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, conduct reference checks with any or all of the references stated in a Proposal, and conduct any background investigations that it considers desirable to seek to verify information provided by, or relating to, a Proponent, whether contained in the Proposal or not, and the Evaluation Committee may consider and rely on any relevant information it considers in its sole and unfettered discretion incidental or relating to the Evaluation Criteria whether obtained from a Proponent’s references or background investigations, or otherwise. By submitting a Proposal, the Proponent authorizes and agrees to the release of information by references to the Evaluation Committee and those persons assisting the Evaluation Committee in respect of this RFP.

3.4 Clarifications and Additional Information

To assist in the evaluation of the Proposals, the Evaluation Committee may, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal and may consider and rely on such information in an evaluation of a Proposal.

3.5 Interviews, Samples and Demonstrations

To assist in the evaluation of the Proposals, the Evaluation Committee may, but is not required to, request an interview and/or sample and/or demonstration, from some or all Proponents to the Evaluation Committee and those assisting the Evaluation Committee and may consider and rely on any clarification or supplementary information received from the interview and/or sample and/or demonstration in the evaluation of Proposals. The District is not required to give any Proponent an opportunity to make an interview and/or sample and/or demonstration or provide any clarification or supplementary information.

Samples, if so requested, are to be provided at no cost to the District and if not destroyed in testing or review, the Proponent may request the samples be returned at their expense. The Evaluation Committee may consider and rely on any review of samples provided in the evaluation of Proposals.

3.6 Evaluation Criteria and Ranking of Proponents

Upon the evaluation of a Proposal, supplementary information and information obtained from references, interviews, demonstrations and samples, the Evaluation Committee may adjust points to the Proponent based upon the application of the Evaluation Criteria.

The total points awarded for all criteria in one proposal, will be compared to the total points achieved by the other proposals. This comparison will produce a ranking order of each Proponent and its Proposal relative to all other Proposals evaluated. The higher the total points awarded, the higher the ranking of the Proponent. The District will designate the highest-ranked Proponent as the Preferred Proponent.

3.7 Negotiation and Execution of Agreement

Subject to the District’s reservations set out in Section 4, The District will invite the Preferred Proponent to enter into the Agreement substantially in the form provided in Schedule B.

The District and the Preferred Proponent may, but neither is obligated to, negotiate the terms of the Agreement including scope and price of the Goods or Services being provided.

If the District and the Preferred Proponent cannot agree upon changes to the terms of the Agreement in a reasonable amount of time or if the Proponent refuses to execute the Agreement, the District may remove that Proponent’s designation as Preferred Proponent and assign that designation to the next-ranked Proponent.

3.8 Public Notice of Agreement

In keeping with the District’s commitment to a process of openness and transparency, details of the notice of the Agreement may be posted publicly, including the name of the Contractor as well as the contract value. If and when the District provides public notice of an Agreement, it will be posted on BC Bid or any other medium that the District deems appropriate.

4. TERMS AND CONDITIONS OF THIS RFP

4.1 Proponents’ Representation

Each Proponent, by submitting a Proposal, represents that it has read the RFP and terms and conditions contained herein, and agrees to be bound by such terms and conditions.

4.2 Not a Tender

This procurement process is not intended to create and will not create a formal legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. Submission of a Proposal will not give rise to any ‘Contract A’-based tendering law duties. Notwithstanding anything in the RFP, this RFP does not commit the District in any way to enter any contract with a Proponent.

4.3 Proponents’ Release and Waiver of Claims

Each Proponent, by submitting a Proposal, releases the District or any of its employees, advisors, agents or elected representatives (the “**Released Parties**”) from any claim or claims by the Proponent including, but not limited to, claims for the costs of preparation of a Proposal, cost of participation in the process described in this RFP, loss of anticipated profits, loss of opportunity for any other matter. Without limiting the foregoing, the Proponent specifically agrees that it will have absolutely no claim for damages, losses, expenses or relief of any kind whatsoever and however arising against the Released Parties whether arising directly or indirectly as a result of the breach by the Released Parties of any duty in law or in equity and, without limitation, a duty of fairness or good faith, any express or implied contractual duty or any equitable duty owed by Released Parties to a Proponent in relation to this RFP.

4.4 District’s Reservations

The District may:

- 1) cancel the RFP process at any time and for any reason;
- 2) waive defects in Proposals if they are not material to evaluation;
- 3) negotiate the terms of the Agreement, including the scope of work and price for the Goods or Services to be provided, with the Preferred Proponent;
- 4) refuse to enter into a contract with a Preferred Proponent regardless of the outcome of negotiations between that Proponent and the District;

- 5) notwithstanding the original intention to identify one Preferred Proponent and enter into one Agreement, identify two or more Proponents as Preferred Proponents and enter into two or more separate Agreements based on a scope of work divided or reduced solely at the District’s discretion; and
- 6) if the District is unable to identify a Preferred Proponent on basis of the Evaluation Criteria, create a shortlist of two or more highest-ranked Proponents and commence a secondary procurement process wherein only the shortlisted Proponents are allowed to participate.

4.5 No District Representation or Warranty

By submitting a Proposal, a Proponent acknowledges and agrees that the District makes no representation or warranty regarding the correctness, sufficiency or representativeness of any information furnished or made available to the Proponent, including without limitation, information relating to the current conditions affecting, or which could affect, the provision of goods or services, and that the District shall not be responsible for any interpretation, conclusion or deduction made or drawn by a Proponent from any information furnished or made available by the District to the Proponent.

4.6 Conflict of Interest

Each Proponent, and in the case of a partnership each partner, must fully disclose all relationships they, including its officers, directors and employees, have or have had with any employees, elected officials or Representatives of the District which creates or has the potential to create a real or perceived conflict of interest with the District or provide an unfair advantage to the Proponent by written notice to the District after becoming aware of any such relationship.

If a Proponent discloses a relationship or declare a conflict of interest, the District may take measures to mitigate the conflict and/or request the Proponent to take measures. If mitigation is not practical, the District may disqualify the Proponent if the District determines that the relationship or conflict of interest results in an unfair advantage for the Proponent.

If the Proponent fails to disclose a relationship or declare a conflict of interest that the District becomes aware of through other means, the District may disqualify that Proponent without further inquiry.

4.7 No Lobbying

Subject to communications and dealings with the RFP Contact Person and the Evaluation Committee as expressly provided for in this RFP, Proponents must not communicate directly or indirectly with any employee or representative of the District, including the Evaluation Committee and any elected officials of the District about this RFP other than as expressly directed or permitted by the District.

4.8 No Collusion

Each Proponent, by submitting a Proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

4.9 Freedom of Information and Protection of Privacy Act

The District is subject to the Freedom of Information and Protection of Privacy Act (British Columbia) and associated Regulations (collectively, “FOIPPA”).

4.10 Ownership of Proposals

All Proposals, including any documents submitted to the District by a Proponent in accordance with the requirements of the RFP Documents, shall become the property of the District and will not be returned to the Proponents. Documents and information received by the District will be held in confidence by the District, subject to the provisions of FOIPPA and other legal or regulatory requirements, subject to its disclosure and use for purposes relating to this Request for Proposals and competitive procurement process.

4.11 Indemnification

Each Proponent will indemnify and save harmless the District, and their respective officers, directors, consultants, employees and agents (the “**Indemnified Parties**”), from and against any and all losses, claims, damages, actions, causes of action, costs and expenses that the District and, or alternatively, may sustain, incur, suffer or be put at any time either before or after the acceptance, expiration or rejection of this Proposal, arising out of or in any way connected with, directly or indirectly, an act or omission of the Proponent or any of its agents, employees, officers, directors or subcontractors except to the proportionate extent that such losses, claims, damages, actions, causes of action, costs and expenses were caused by the Indemnified Parties, or any of them.

4.12 Governing Law

The laws of the Province of British Columbia shall govern any and all disputes concerning the interpretation, application or implementation of this RFP and any resulting Agreement executed by the District.

4.13 Trade Agreements

This RFP is covered by the following trade agreement(s):

- a) New West Partnership Trade Agreement

5. PURCHASING OPPORTUNITIES

5.1 Co-Operative Purchasing

The Lower Mainland Purchasing Group (the **LMPG**) is a group of local government entities around the lower mainland, who from time to time combine their like requirements in a co-operative procurement. Members of the LMPG or other public entities may wish to purchase similar Goods and Services from a successful Proponent. Proponents should identify in the Proposal if they are willing to extend their offering to other public entities (under a separate agreement).

END OF MAIN BODY OF RFP

SCHEDULES FOLLOW

SCHEDULE A – SCOPE OF GOODS OR SERVICES

1. INTRODUCTION

- 1.1. The District of Metchosin is located on South Vancouver Island, British Columbia, Canada. This oceanside community has over 5,000 residents. Metchosin is rural farming community.
- 1.2. The municipality is supported by one fire station that provide emergency support through six response apparatus and has a complement of 40 POC firefighters.
- 1.3. The intention of this Request for Proposal is to receive submissions from experienced fire service firms to provide the District with a feasibility study for replacing the single fire hall which is currently located at 4440 Happy Valley Road in Metchosin.
- 1.4. The study deliverables are:
 - 1.4.1. assist the District in long-term infrastructure planning, long term growth projection requirements, and consider the impact of future densification on the fire department resources and response coverage.
 - 1.4.2. aid in analyzing the communities need for a municipal public safety building vs a stand-alone fire station including the option to embed a District Emergency Operations Center
 - 1.4.3. evaluate the potential for integrating housing units within the proposed replacement fire hall, addressing affordable housing challenges within the district.
 - 1.4.4. provide reasonable options and alternatives for renovating / replacing portions of the existing structure based on current codes and post-disaster requirements.
 - 1.4.5. take into consideration the existing building location and municipal land use regulations.
 - 1.4.6. explore various methods of construction for the replacement fire hall, considering factors such as sustainability, resilience, cost-effectiveness, and construction timelines. Special consideration and analysis should be given to mass timber construction techniques, which align with British Columbia's commitment to promoting the use of renewable and low-carbon building materials. The feasibility and suitability of mass timber construction in the context of fire safety, structural integrity, and architectural design should be thoroughly assessed to determine its viability as a potential construction method for the project.

2. BACKGROUND

- 2.1. The District of Metchosin currently has one fire hall providing emergency service response to the citizens, businesses, and visitors of Metchosin. The Fire Hall, is located at 4440 Happy Valley Road, was built in three different portions 1950, 1960, 1996 and is approximately 4,000 sq. ft in size on a 4 ½ Acre lot. Fire Hall #2.

Metchosin Fire Hall – Apparatus Bay:

- 2.2. Metchosin Fire Hall Apparatus Bay is a two-story above grade building constructed of pre-case construction . The structure was built to the 1996 B.C. Building code and seismic standards. The structure has not undergone any substantial renovations or upgrades; however, preventative maintenance and routine repairs are current and ongoing.
- 2.3. The ground level of the hall contains the following amenities:
 - 2.3.1. Fire apparatus bays:
 - 2.3.1.1. 3 double ended drive through bays
 - 2.3.2. SCBA room with filling station
 - 2.3.3. Backup generator room

- 2.3.4. Mezzanine area for maintenance and workshop
- 2.3.5. Radio Room
- 2.3.6. Entry Room / Gear Dryer
- 2.3.7. Hose tower

- 2.4. Attached to the apparatus bays are the Administration building which contains the following amenities:
 - 2.4.1. Large common space / room
 - 2.4.2. Two washrooms
 - 2.4.3. Janitors closet
 - 2.4.4. Gym / Workout area
 - 2.4.5. Kitchen and storage space
 - 2.4.6. Large storage room
 - 2.4.7. Three offices (Chief, Officers and Library)

- 2.5. Old Hose Tower contains the following amenities:
 - 2.5.1. Three partitioned rooms for sleeping
 - 2.5.2. Small storage closet

- 2.6. Metchosin Fire Hall is staffed 5 days a week with two fulltime staff – a maintenance support/firefighter, and fire chief. Response apparatus from this hall consists of two (2) Type 1 engines (frontline / back up), one (1) box FR/rescue truck, one (1) 1500 gal tender, (1) small quick response engine (250gal), (1) Tech trailer for rope & water rescue, (1) ATV Rescue / Trailer and one (1) duty vehicle pickup. Located outside the hall is parking, and minor training props and two shipping containers for storage.

3. OBJECTIVES

- 3.1. The primary objective of this project is to conduct a fire hall feasibility study to clearly define the scope of the new fire hall project, provide options and costs for various build options, review the technical merits of the project concept, provide order of magnitude cost estimates (Class 'D'), review the financial impacts of the project concept including identification of potential financing strategies, review the District's financial capacity to undertake the project, establish probable project start and completion dates, provide conceptual sketches, and identify all available options for managing the conceptual project through to completion.
- 3.2. Additional objectives should also include but are not limited to:
 - 3.2.1. Identifying the emergency service and emergency preparedness needs for the community in relation to the replacement of the fire hall.
 - 3.2.2. Identifying which services/resources are best provided for in the new structure.
 - 3.2.3. Analyzing the value and community need for a public safety building vs stand-alone fire hall replacement.
 - 3.2.4. Review the potential impacts and benefits of use for the new structure with a focus on imbedding a District Emergency Operations Center, and integrating housing units that may offset the overall capital cost of the new fire hall project and provide access to new funding sources.
 - 3.2.5. Explore innovative construction solutions with a focus on achieving NetZero and Green initiatives. Consideration should be given to sustainable building materials and methods, including but not limited to mass timber construction, which align with environmental goals and promote energy efficiency. Evaluate the feasibility and benefits of incorporating such solutions into the redevelopment project to minimize environmental impact and enhance the overall sustainability of the new fire hall and adjacent facilities.
 - 3.2.6. Site impacts and constraints.

4. SCOPE OF WORK

- 4.1. To complete this project, the District of Metchosin requires the services of a qualified representative or organization to compile a report and present to Council in-person which includes, but is not limited to the following tasks:
 - 4.1.1. Gather all relevant District and third-party data that is pertinent for the project.

- 4.1.2. Collaborate with all stakeholders, including District staff and Metchosin Fire & Emergency Services, to gather information required to evaluate current and future needs as it pertains to fire emergency service delivery and personnel/apparatus deployment.
- 4.1.3. Identify and recommend a build phasing plan for structure development/construction based on, but not limited to:
 - 4.1.3.1. Land use
 - 4.1.3.2. Population
 - 4.1.3.3. Density
 - 4.1.3.4. Road networks
 - 4.1.3.5. Identify physical or other barriers including key risk areas
 - 4.1.3.6. Existing and future residential, commercial, and infrastructure development
 - 4.1.3.7. Neighbourhood implication concerns
 - 4.1.3.8. Transportation infrastructure and impact on response times
 - 4.1.3.9. Apparatus and equipment deployment
 - 4.1.3.10. Synergies to integrate other various community emergency servicing needs (i.e. emergency operations centre, fire fighter training, bylaw, public works, etc.) to provide superior municipal service
 - 4.1.3.11. Delivery of quality services in an efficient and economical manner that enables development and growth
- 4.1.4. Include a Class ‘D’ costing estimate identifying all related aspects for the project scope, including breakout categories that clearly separate and identify the cost of incorporating NetZero and Green construction methods, such as mass timber, into the redevelopment project. This detailed costing analysis should encompass all aspects of the project, including the addition of value-add services such as the Emergency Operations Center and affordable housing, providing a comprehensive overview of the financial implications associated with each component.
- 4.1.5. Review the current legislation, empowering bylaws and recognized industry standards and identify gaps, issues, and non-compliance related factors when considering the relation of Metchosin Fire Hall and associated emergency services.
- 4.1.6. Recommend revisions, additions and implementation for by-laws and documented levels of service criteria.
- 4.1.7. Preparation of draft report for review and comments by the District, Steering Committee and Metchosin Fire & Emergency Services leadership before preparing the final report and presenting to Council in-person.
- 4.1.8. Deliver to the District all outstanding project resources including, but not limited to, background research, data acquired to complete assessments and analysis, and any other document or tasks related to completing the project as identified within this Scope of Goods or Services.
- 4.1.9. Conduct comprehensive research and reporting on all available funding sources for the redevelopment of the fire hall and the potential integration of housing. This task includes but is not limited to:
 - 4.1.9.1. Identifying federal, provincial, and municipal grants or subsidies specifically earmarked for fire hall infrastructure projects or reasonable housing initiatives.
 - 4.1.9.2. Exploring public-private partnerships and other innovative financing mechanisms to support the development of the fire hall project.
 - 4.1.9.3. Assessing eligibility criteria, application processes, and timelines for accessing

funding opportunities, and providing recommendations for maximizing financial resources to achieve project objectives.

- 4.1.9.4. 4.1.12.4. Collaborating with relevant government agencies, non-profit organizations, and community stakeholders to leverage existing funding streams and identify potential new sources of financing tailored to the unique needs of the project.
- 4.1.9.5. The findings of this research will be documented in the final report and presented to Council, providing transparent and actionable insights to inform decision-making on the fire hall redevelopment and possible housing integration.

5. DELIVERABLES

- 5.1. The Consultant shall submit the deliverables which will satisfy all aspects of the Terms of Reference of this RFP, including but not limited to:
 - 5.1.1. The Consultant will be expected to compile and provide copies of all meeting notes with all parties.
 - 5.1.2. Complete this Scoping study with a Class 'D' cost estimate that satisfies the scope of work.
 - 5.1.3. Collect all necessary data, information, details, etc.
 - 5.1.4. Consult with all necessary parties to complete the work.
 - 5.1.5. Provide 4 hardcopies of the final report (along with an electronic version reproducible in both WORD and .PDF formats).
 - 5.1.6. Present to Metchosin Fire Dept (MFD), District senior leadership team, and council, outcomes and recommendations. Note: presentation(s) to Council must be in-person.
- 5.2. All project deliverables including, but not limited to, hardcopy, digital documentation, analysis and research, mapping become exclusive property of the District of Metchosin.
- 5.3. Meetings: The Consultant will be expected to:
 - 5.3.1. Conduct a project kickoff meeting with District staff and MFD leadership to review scope of work allowing all parties the opportunity to present data and information requests;
 - 5.3.2. Facilitate meetings with District staff as required to familiarize themselves with the existing project list, policy direction, and relevant input;
 - 5.3.3. Consult with relevant key groups required to complete the work as outlined within this RFP.
 - 5.3.4. Meet with District staff during the key points of the process. Submissions should specify these key touch points; and
 - 5.3.5. Present preliminary report to the MFD leadership, District senior staff and Council and conduct follow-up meeting(s), if required, prior to submitting the completed report. Note: presentation(s) to Council must be in-person.
- 5.4. Meetings may be required be conducted on location within the District of Metchosin.

6. ANTICIPATED TIMELINE

- 6.1.1. It is expected that this project will start late Early Spring 2024 and last approximately up to four months in duration from project launch through to completion. Final deliverables, responsibilities, and timeline will be agreed upon between Metchosin Staff and the Consultant. It is the District's intent to have the final report completed before September 30th, 2024 with presentation to Council in October 2024. Follow up questions directed to the Successful Proponent may be required after presentation to Council.

END OF SCHEDULE 'A'

SCHEDULE B – DRAFT AGREEMENT

REFER to the attached web link

DRAFT

SCHEDULE C – FORM OF PROPOSAL

Submitted to: Corporation of the District of Metchosis

RFP No.: 002-2024

SUBMISSION CHECKLIST AND FORMAT

This section is intended as a checklist for proponents assembling their proposal. If your response requires more space than provided, enclose a supplementary page(s) and reference the page(s) in the space provided. For all enclosures, indicate the part and section to which they correspond.

- Schedule 'C' – Form of Proposal
- Schedule 'C1' – Questionnaire
- Schedule 'C2' – Financial Proposal
- Other attachments as required

PROPONENT INFORMATION

Legal Name of Proponent: _____
Business Address: _____
Phone Number: _____
Email Address: _____
Contact Person and Title: _____
Business Website: _____

Identify Business Structure:

If a Company

Incorporated under the laws of what jurisdiction: _____

Incorporation number: _____

If a Partnership

Partner Name(s): _____

Partner Address(es): _____

If an Individual

Operating Name: _____

CONFLICT OF INTEREST DISCLOSURE

In this Part, the Proponent must declare that neither it, nor any of its officers, directors, principals, or employees, have or have had any relationship with any employees, representatives or elected officials of the District which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage. Individually, for each such relationship, identify the following:

Name of Party or Individual from the Proponent Involved: _____

Nature of the Relationship: _____

Measures Implemented to Mitigate the Conflict (if any): _____

PROPONENT DECLARATION AND SIGNATURE

The Proponent declares the information provided in this Proposal is true and accurate. Submission of a Proposal is a representation that the Proponent has obtained a complete copy of the RFP Documents, including any and all Addenda which may be issued. The Proponent also agrees that it agrees with all the terms and conditions of this RFP as stated therein.

Authorized Signatory(ies):

Signature

Email

SCHEDULE C-1 – QUESTIONNAIRE

Proponents should respond to the questions under each heading clearly and concisely.

The tables below are expandable.

Through the information provided in your Proposal, the District of Metchosin expects to gain an in-depth understanding of a Proponent’s experience, capabilities, capacity to provide the Goods and/or Services outlined in Schedule A - Scope of Goods or Services.

The Evaluation Committee will evaluate the Form of Proposal based on the Evaluation Criteria outlined in Section 3 of this RFP.

A detailed, clear and concise response from Proponents is required in order to facilitate the evaluation process. “Yes” or “No” responses will not be acceptable unless the District has requested only a “Yes” or “No” response to the specific item. Any requirement with no response will be presumed to mean it is either not included or not available.

INTRODUCTION LETTER (1%)

Provide an introduction letter, which should consist of no more than one (1) page introducing your company, and identifying the company name, corporate history, and general description of the company, customer base and approach to environmental and social sustainability.

Describe any features and benefits that may distinguish your Proposal. Provide detailed information regarding any sub Proponent relationships, partnerships, or associations of any kind that have been or will be made regarding this opportunity and/or any future contract extension periods.

The introduction letter should be, clearly identified and enclosed with the proposal form.

<p>EXPERIENCE, REFERENCES, RESOURCES, PROJECT TEAM AND QUALIFICATIONS (35%): <i>Responses will receive higher marks for this section that identifies.</i></p> <ul style="list-style-type: none"> - <i>Experience similar to those services required by the RFP.</i> - <i>Stability and capacity of the proponent</i> - <i>References that identify experience similar to those required by the RFP.</i> - <i>Personnel whose qualifications and experience with the services required by the RFP.</i> - <i>Examples of similar projects or work completed</i> 		
1	4%	<p>Provide an executive summary describing the Proponent’s relevant experience and qualifications in delivering the Goods or Services similar to those required by the RFP. Include any sub-contractors the proponent intends to utilize in the performance of the work.</p>
Answer		

2	0%	Identify the location of the Proponents office
Answer		

3	4%	Provide a background of the Proponent relevant to the services required by the RFP
Answer		

4	2%	Describe the history and profile of your company including length of time in business, and growth.
Answer		

5	2%	Indicate the number of employees in your company and detail the number of employees who will be servicing the Contract.
Answer		

6	9%	References: Describe three (3) specific examples of recent work completed by the Proponent that required the performance of services similar to the Goods or Services described in this RFP (to the extent possible). Identify each contact person who can provide details and feedback regarding the services performed by the Proponent. The District of Metchosis may contact these references.
Reference No. 1 (3%)		
(a)	Project and Client name	
(b)	Contact Persons name, phone and email	
(c)	Scope of services provided	
(d)	Project start and completion date	
(e)	Names of key personnel involved that will perform services under this resulting agreement	
(f)	Project value	
(g)	Key success factors	

Reference No. 2 (3%)		
(a)	Project and Client name	

(b)	Contact Persons name, phone and email	
(c)	Scope of services provided	
(d)	Project start and completion date	
(e)	Names of key personnel involved that will perform services under this resulting agreement	
(f)	Project value	
(g)	Key success factors	

	Reference No. 3 (3%)	
(a)	Project and Client name	
(b)	Contact Persons name, phone and email	
(c)	Scope of services provided	
(d)	Project start and completion date	
(e)	Names of key personnel involved that will perform services under this resulting agreement	
(f)	Project value	
(g)	Key success factors	

7	7%	Provide details on the background, qualifications and experience of all key personnel proposed to undertake the Goods or Services including any subcontractors
Answer		

8	7%	Discuss your company's level of knowledge and understanding of Fire service operations including service levels to the community, related NFPA guidelines, and response data outcomes.
Answer		

<p>APPROACH AND METHODOLOGY (33%): <i>Responses will receive higher marks or this section that identifies;</i></p> <ul style="list-style-type: none"> - an approach and methodology that meets or exceeds the requirements of the District - a commitment to in-person site visits 		
9	10%	<p>Provide a description of the general approach and methodology that the Proponent would take in performing and managing the District’s requirements for providing the Goods or Services. Outline the complete approach including items such as the type of phases, activities, roles, and nature of the sessions or workshops that would be involved. Include details for specific frameworks or processes that would inform the Proponent’s approach.</p> <p>Include aspects of the following:</p> <ul style="list-style-type: none"> - In-person availability of your team to assess operations using site visits - Communication mechanisms - Planning - Costing - Schedule Control - Quality Assurance
Answer		

10	4%	<p>Provide a detailed project task schedule, indicating a commitment to perform a contract within the time specified in Scope of Goods or Services, Section 6 Anticipated Timeline or propose a timeline to complete the work outlined. Include a detailed listing of project tasks, key deliverables with timeframes, and milestone dates, including a project completion date.</p>
Answer:		

11	5%	<p>List and describe the deliverables that will be created during the provision of the Services. Please include names, roles and tasks of each Key Personnel and any other dedicated staff resources, with all allocated hours to each proposed task activity. Proponents may utilize the table below or submit their own table as part of the proposal.</p>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">Role Description</th> <th style="width: 35%;">Staff Names and Tasks</th> <th style="width: 30%;">Estimated Number of Total Hours to complete the Services</th> </tr> </thead> <tbody> <tr> <td>Principals</td> <td></td> <td></td> </tr> <tr> <td>Senior Staff</td> <td></td> <td></td> </tr> <tr> <td>Intermediate Staff</td> <td></td> <td></td> </tr> <tr> <td>Junior Staff</td> <td></td> <td></td> </tr> <tr> <td>Clerical</td> <td></td> <td></td> </tr> </tbody> </table>			Role Description	Staff Names and Tasks	Estimated Number of Total Hours to complete the Services	Principals			Senior Staff			Intermediate Staff			Junior Staff			Clerical		
Role Description	Staff Names and Tasks	Estimated Number of Total Hours to complete the Services																		
Principals																				
Senior Staff																				
Intermediate Staff																				
Junior Staff																				
Clerical																				

Other disbursements: <i>Please describe below</i>		
TOTAL		

12	3%	Acknowledge if Proponent can start work immediately upon contract award. If Proponent is unable to start immediately, please advise earliest start date.
Answer		

13	2%	Identify major issues, challenges and risks associated with the deliverables.
Answer		

14	2%	Outline your expectations with regards to the District’s resources required for this engagement, namely: a) Number, role and commitment level of District personnel required b) Physical workspace and equipment requirements (if applicable) c) Approximate time frames when District personnel is required.
Answer		

15	3%	Describe the project team’s group presentation skills including previous experience presenting to local government stakeholders.
Answer		

16	4%	Discuss your company’s level of experience of report writing in a local government setting. Include examples.
Answer		

ENVIRONMENTAL SUSTAINABILITY (2%):		
<i>Responses will receive higher marks for this section that identifies;</i>		
- Practices, reports, policies, or plans related to environmental sustainable business practices		
17	2%	Provide details the Respondent will take to minimize adverse impact to the environment during the provision of the services outlined in this RFP, including but not limited to steps taken to minimize greenhouse gas emissions
Answer		

SOCIAL RESPONSIBILITY (2%):		
<i>Responses will receive higher marks for this section that identifies;</i>		
- Practices, reports, policies, or plans related to socially responsible business practices		
18	2%	What policies and or practices does your consulting team have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities?
Answer		

VALUE ADD (2%):		
<i>Responses will receive higher marks for this section that identifies;</i>		
- other value-added items not considered in this RFP that will provide benefit to the District		
19	2%	Provide a description of any value added services the Proponent can provide that are not identified in the proponents' submission that may or may not relate to the service but provide value to the District of Metchosin. Unless otherwise stated, it is understood that there are no extra costs for these services.
Answer		

SCHEDULE C-2 – FINANCIAL PROPOSAL

FEE PROPOSAL (25%)

Responses will receive higher marks for this section that identifies:

- **a lower financial cost**
- **efficiencies to reduce overall project costs**

1. Proposals should include a pricing spreadsheet that provides a breakdown of costs by major project activity/phase, including effort, relevant charge out rates/consulting fees, and total costs such as, but not limited to: software or hardware expense, travel costs, accommodations, optional services or components, etc.
2. Note: All pricing provided should be in Canadian funds and exclusive of Taxes
3. Commencing one month after project initiation, invoices shall be submitted monthly according to the percentage of work which has been completed. The final invoice shall not be submitted until project sign off by the client.
4. The Proponent offers to supply to the District of Metchosin the Goods and/or Services for the prices as follows for the project. At minimum, the Proponent’s Financial Proposal should include the following:
 - a breakdown of costs by project component for each deliverable or phase
 - the number of hours of each person and hourly rate of each person
 - details on taxes and fees not included in the proposed budget

Quantity	Description	Price (before taxes)
		\$
		\$
		\$
		\$
TOTAL PROJECT VALUE (before taxes)		\$
		GST
		\$
		PST
		\$

- As part of the Proponent’s response to Question 7 and 11 in Schedule C-1 - Questionnaire, proposals should include a breakdown of hourly rates and expected hours for all key personnel included in the project.

Role Description	Expected Hours per Project Phase	Hourly Rate (before taxes)
Principals		\$
Senior Staff		\$
Intermediate Staff		\$
Junior Staff		\$
Clerical		\$
Other disbursements: <i>Please describe below</i>		\$

OTHER:

- The following Question A not to be included in the “TOTAL PROJECT VALUE” and may only be used by the District to adjust the Contract Price at the District’s discretion.

a) Provide a list of additional <u>recommended study options, areas, or items</u> not contemplated in Schedule A – Scope of Goods or Services and costs for completing those options that would be beneficial to the District.		
Quantity	Description	Price (before taxes)
		\$
		\$
		\$
		\$

END OF SCHEDULE ‘C-2’

