



District of Metchosin

Request for Proposals No. 2026-01

for

**EMERGENCY MANAGEMENT PROGRAM REVIEW,
HAZARD RISK AND VULNERABILITY ASSESSMENT
(HRVA), and EMERGENCY MANAGEMENT FRAMEWORK**

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1 GENERAL

1.1 Introduction

The District of Metchosin invites qualified consulting firms to submit proposals to undertake a comprehensive review of the District's emergency management program and develop a modern, legislatively compliant Emergency Management Framework.

The successful proponent will conduct a comprehensive Hazard Risk and Vulnerability Assessment (HRVA), review the District's current emergency management capabilities, and provide Council with a strategic framework and prioritized implementation plan that aligns with British Columbia's Emergency and Disaster Management Act (EDMA), the Emergency and Disaster Management Regulation, and the Declaration on the Rights of Indigenous Peoples Act (DRIPA).

The resulting work will establish a roadmap for the continued development of emergency management within the District over the next five to ten years.

1.2 BACKGROUND

The District of Metchosin is a rural municipality located within the Capital Regional District on southern Vancouver Island. The community consists of approximately 5,000 residents and encompasses a diverse landscape including agricultural lands, forests, coastal environments, parks, and critical transportation and utility infrastructure.

The District faces a variety of natural and human-caused hazards including:

- Wildland Urban Interface (WUI)
wildfire
- Earthquake
- Tsunami (regional impacts)
- Severe weather
- Windstorm
- Flooding
- Hazardous materials incidents
- Extended utility outages
- Drought
- Climate change impacts
- Transportation incidents
- Public health emergencies
- Marine incidents
- Cyber threats affecting municipal services

The District seeks to establish a comprehensive emergency management program consistent with provincial legislative requirements and recognized best practices.

1.3 RFP Terminology

In this RFP, the following definitions will apply:

- a) **"Addenda"** means written changes to this RFP issued by the District;
- b) **"Closing Date and Time"** means the date and time indicated as such in section 1.4;
- c) **"District"** means the District of Metchosin;
- d) **"Contract"** means a written agreement for provision of some or all of the Services entered into by the District and a Proponent;
- e) **"Conflict of Interest"** means, with respect to a Proponent, either of the following two situations or any other situations having a similar effect:
 - (i) a person who holds a position of trust (**"Trustee"**) with the District with respect to this RFP process (e.g., staff or consultant) has a financial, professional or personal relationship with a Proponent and such interest would make it difficult, whether actual or reasonably perceived, for the Trustee to fulfill their duty to the District; or
 - (ii) the Proponent has a financial, professional and/or personal interest that competes with the District's interests and would make it difficult, whether actual or reasonably perceived, for the Proponent to effectively perform the Contract;
- f) **"Proponent"** means an entity that submits, or intends to submit, a Proposal;
- g) **"Proposal"** means a written submission that is intended to be delivered by Proponents in response to this RFP;
- h) **"RFP"** means this Request for Proposal including all appendices, schedules and Addenda; and
- i) **"Services"** means the goods, services, and activities to be performed or provided by or under a Proponent pursuant to this RFP as further described in Schedule 1.

1.4 Closing Date and Time

The Closing Date and Time is 3:00 PM Pacific time on Thursday, August 27, 2026. A Proposal must be received before the Closing Date and Time to be valid.

1.5 How to Submit Proposals

Proposals must be submitted by post, courier or hand-delivery to the attention of:

Bob Payette, Chief Administrative Officer
 District of Metchosin
 4450 Happy Valley Road
 Victoria BC, V9C 3Z3

The submission must consist of two (2) hard copies plus one (1) digital copy of the Proposal in sealed envelopes or packages marked with the Proponent's name and marked "Emergency Management Program Review, Hazard Risk and Vulnerability Assessment (HRVA), and Emergency management Framework".

1.6 Contents of Proposals

Proposals should contain the following information:

- a) Overview: Provide brief information about the Proponent and subcontractors including full legal name, nature of business, contact information, and available in-house resources (personnel, equipment, etc.).
- b) Methodology and approach: Include in this section:
 - (i) Proponent's understanding of the objectives and outcomes of the Services;
 - (ii) Proponent's proposed technical and management approach to performing the Services;
 - (iii) Proponent's strategy to complete the Services ahead of the desired completion date; and
 - (iv) a proposed schedule for the Services.
- c) Technical capabilities and personnel qualifications: Proponent's technical capabilities that would demonstrate its suitability to carry out the Services and biographies/resumes of key personnel.
- d) Experience and reputation: Describe past or ongoing projects of similar scope and nature and provide three (3) references who can attest to Proponent's experience.
- e) Proposed price: State price proposed to perform the Services.

1.7 Addenda

Addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The District will post all Addenda through the same medium that this RFP is posted. Once issued, all Addenda will form part of this RFP.

1.8 Enquiries

All enquiries or requests for clarification of issues related to this RFP should be transmitted in writing by email before August 20, 2026 to:

Dan Verdun, ECFO
 Fire Chief
 Metchosin Fire Department
 Email: firechief@metchosin.ca

The District will respond to all RFP enquiries through the Addenda process, subject to privacy and confidentiality concerns. If a Proponent's enquiry pertains to sensitive personal or

commercial information, the Proponent should so advise the District at the time of making the enquiry.

1.9 Withdrawal and Amendment

At any time before the Closing Date and Time, a Proponent may withdraw a submitted Proposal by written notice to the District.

Proponents may not amend a Proposal that has already been received by the District. However, if a Proponent has withdrawn a submitted Proposal (as provided above), then it may submit a replacement Proposal prior to the Closing Date and Time.

1.10 Evaluation of Proposals

1.10.1 Opening

The District intends to open Proposals in private but reserves the right to open Proposals in public at its sole discretion.

1.10.2 Clarification

The District may request clarification from Proponents regarding the pertinent Proposal and the information so collected may be used by the District in evaluating the Proposal.

2.1.1 References

In evaluating Proposals, the District may, at its discretion, contact references provided by Proponents or any other third parties who may have knowledge of the Proponent's past performance or conduct. For clarity, if a Proponent has previously provided goods or services to the District, the evaluation team may seek and rely on knowledge about the Proponent's past performance or conduct held by the District's staff or representatives. The evaluation team may consider the responses received from the references in evaluating Proposals.

1.10.3 Evaluation criteria

Each Proposal will be evaluated and scored as indicated below.

Criteria	Maximum possible score	Assigned score
Methodology and approach (understanding of service objectives and outcomes)	20	
Technical capabilities and personnel qualifications	20	
Experience and reputation	25	
Price (see note below)	35	

TOTAL	100	
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Note: The score for price shall be determined as follows. The lowest-priced valid Proposal will receive a score of 40. Scores for other Proposals will be calculated as follows:

$$\text{Score} = 35 \times \frac{\text{Lowest valid price submitted in response to RFP}}{\text{Price proposed by particular Proponent}}$$

1.10.4 Ranking of Proponents

Each Proponent will be ranked based on the scores received by their respective Proposals, with the top rank being assigned to the Proponent whose Proposal receives the highest score. If two or more Proponents receive equal scores or receive scores that are substantially similar, the District may (but is not obligated to) do any of the following:

- a) invite the said Proponents to provide further information or attend an interview, based on which the evaluation team may adjust the previously-assigned scores;
- b) invite the said Proponents to a separate solicitation process for which the District may define new evaluation criteria and require fresh submissions; or
- c) invite all such Proponents to enter into Contract negotiations with the intent of entering into multiple Contracts for different parts of the Services.

1.11 Contract Execution

Upon completion of ranking of Proponents, the District may invite (subject to the District's rights and reservations) the highest-ranked Proponent to enter into a Contract for the Services.

As a prerequisite to Contract execution, the District may request that the Proponent provide it with the following within ten (10) working days of the said request:

- a) a clearance letter indicating that the Proponent is in "active and in good standing" with WorkSafeBC;
- b) a copy of the insurance policies;
- c) a copy of a valid business license issued by the District; and
- d) any other documentation reasonably required by the District in relation to the Contract.

If the Proponent fails to provide the requested documents within ten (10) working days of being requested or fails to promptly enter into the Contract upon being invited to, the District may withdraw its invitation to the said Proponent to enter into the Contract and invite the next-ranked Proponent to enter into the Contract.

1.12 Notification of Results

The District shall notify all Proponents of the result of this RFP process after the Contract has been entered into. At the District's discretion, the result may be notified to Proponents before the Contract has been entered into. Upon request by an unsuccessful Proponent, the District shall provide reasons to the Proponent why the District did not invite that Proponent to enter into a Contract. Such reasons may be provided in writing, by phone, online meeting, or in-person meeting, at the District's discretion.

1.13 Proponent Must Be Distinct Legal Entity

A Proposal may only have one Proponent associated with it, and such Proponent must be a distinct legal entity (e.g., natural person, partnership, corporation, etc.). If two or more parties intend to act as a team, the Proponent on record must be one of the parties or a duly incorporated joint venture corporation. For all contractual and legal purposes, the District will only recognize the legal entity under whose name the Proposal is submitted as the Proponent.

1.14 No Solicitation

Proponents must not attempt to contact any elected representatives or employees of the District with the intent of influencing the result of this RFP process. Any contact between a Proponent (which includes its employees, owners, representatives, or agents) and the District in relation to this RFP must strictly be through the enquiry process provided in this RFP.

1.15 Conflict of Interest

If a Proponent is aware of a Conflict of Interest, the Proponent must disclose such Conflict of Interest in its Proposal. The Proponent may propose measures to mitigate or reduce the effects of such Conflict of Interest. A Conflict of Interest involving a proposed subcontractor of a Proponent will be deemed to involve the said Proponent itself.

2 RFP TERMS AND CONDITIONS

The following terms and conditions apply to this RFP process. By submitting a Proposal, each Proponent agrees to be bound by the terms and conditions contained in this RFP.

2.2 This RFP Is Not An Invitation to Tender

This RFP is not an invitation to tender or a request for offers. The District is not bound to enter into a Contract with the Proponent with the highest score or lowest price, or with any other Proponent.

2.3 Rights Reserved by the District

The District reserves the rights, to be exercised in the District's sole discretion, to:

- a) waive noncompliance of a Proposal with requirements set out in this RFP if such noncompliance:
 - (i) is not in relation to an essential or important requirement set out in this RFP; and
 - (ii) is not significant with respect to evaluation of the Proposal;
- b) cancel this RFP at any time before a Contract is entered into, including at the following stages:
 - (i) before the Closing Date and Time; and
 - (ii) after the Closing Date and Time but before a Contract is entered into;
- c) if this RFP is cancelled:
 - (i) issue another solicitation on the same or different terms; or
 - (ii) do nothing further;
- d) rely on information from credible third parties to assess a Proponent with respect to evaluation criteria, even if such third parties have not been nominated as references by the Proponent;
- e) disqualify a Proponent in the following circumstances:
 - (i) the Proponent attempts to influence the outcome of this RFP process in a manner prohibited in this RFP;
 - (ii) a Conflict of Interest exists that the Proponent knows about or should know about, but has failed to disclose in its Proposal;
 - (iii) the Proponent or its proposed subcontractor is currently, or was within the past three (3) years, engaged in litigation with the District; or
 - (iv) it is known to the District with reasonable certainty through its own experience or through that of credible third parties that the Proponent has acted in a commercially unreasonable manner or unlawful manner within the last five (5) years or that the Proponent does not have financial resources to perform the Contract;

- f) negotiate the terms of a Contract (including the scope of the Services to be provided) with one or more Proponents who are not ranked the highest in the evaluation process and enter into a Contract with any such Proponent; and
- g) enter into a Contract for only a part of the Services.

2.4 Ownership of Proposals

All documents, including Proposals, submitted to the District in connection with this RFP shall become the property of the District. These documents will be received and held in confidence by the District, except as otherwise required by law (including the *Freedom of Information and Protection of Privacy Act*), or by order of a court or tribunal. Proponents are advised that their Proposals will, as necessary, be disclosed, on a confidential basis, to advisors retained by the District to advise or assist with this RFP process, including the evaluation of Proposals.

2.5 Proponents' Expenses

Proponents are solely responsible for their own costs and expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the District or its representatives and consultants, relating to or arising from this RFP process.

2.6 Law

This RFP and the process related to it shall be governed by and construed in accordance with the laws of the Province of British Columbia, Canada, which shall be deemed the proper law hereof.

2.7 Confidentiality of the District's Information

Information pertaining to the District obtained by a Proponent as a result of participation in this RFP process is confidential and should not be disclosed without prior written authorization from the District.

2.8 Limitation of Damages

The District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of preparing and/or submitting a Proposal, the evaluation process, participating or not participating in negotiations for a Contract, or any other activity related to or arising out of this RFP or this RFP process.

3. SCHEDULE 1: SCOPE OF SERVICES

3.1 Phase 1 – Project Initiation

The successful consultant shall provide, at a minimum, the following services:

- Project kickoff meeting.
- Review project objectives.
- Develop detailed work plan.
- Establish communication protocols.
- Identify stakeholders.

3.2 Phase 2 – Legislative and Program Review

Review existing documentation including:

- Emergency Plans
- Emergency Management Bylaws
- Emergency Operations Centre procedures
- Mutual Aid Agreements
- Service Agreements
- ESS documentation
- FireSmart Program
- Wildfire planning
- Recovery planning
- Public notification systems
- Business Continuity documentation
- Critical Infrastructure documentation
- Existing emergency management policies and procedures

Review compliance with:

- Emergency and Disaster Management Act
- Emergency and Disaster Management Regulation
- DRIPA
- Local Government Act
- Community Charter
- Provincial Emergency Management System

3.3 Phase 3 – Hazard Risk and Vulnerability Assessment (HRVA)

Complete an all-hazards HRVA using recognized provincial methodology. The HRVA shall include:

Natural Hazards

- Wildfire
- Earthquake
- Tsunami
- Flooding
- Windstorm
- Drought
- Extreme heat
- Severe winter weather
- Landslides
- Coastal erosion

Technological Hazards

- Hazardous materials
- Utility failures
- Water system failures
- Telecommunications failures
- Transportation incidents

Human-caused Hazards

- Civil disorder
- Active threat incidents
- Terrorism
- Cybersecurity

- Supply chain disruption
- Public health emergencies

- Institutional escapes

Climate Change Considerations

- Future hazard projections
- Infrastructure impacts

Deliverables include:

- Risk rankings
- Vulnerability analysis
- Consequence analysis

- Community resilience

- Likelihood assessment
- GIS mapping where appropriate

3.4 Phase 4 – Capability Assessment

Assess current municipal capability for:

Prevention

- Land use planning
- FireSmart

- Public education
- Risk reduction

Mitigation

- Infrastructure resilience
- Critical infrastructure protection

- Hazard mitigation planning

Preparedness

- Emergency planning
- EOC readiness
- Training
- Exercises

- ESS
- Volunteer management
- Communications

Response

- Incident management
- EOC operations
- Resource coordination

- Mutual aid
- Public information
- Emergency communications

Recovery

- Recovery planning
- Financial recovery
- Community recovery
- Infrastructure restoration
- Business continuity

3.5 Phase 4A – Emergency Management Facilities and Space Needs Assessment

The consultant shall assess the District's existing and future emergency management facilities and infrastructure to ensure they adequately support emergency preparedness, response, recovery, and business continuity requirements.

Recognizing that the District is currently undertaking the planning and conceptual design of a new fire hall, the consultant shall review the proposed facility layout and identify any emergency management space and infrastructure requirements necessary to support the long-term Emergency Management Framework.

The assessment shall include, at a minimum:

Emergency Operations Centre (EOC)

- Assessment of the proposed EOC location, size, functionality, and scalability.
- Staffing capacity and Incident Command System (ICS) operational requirements.
- Technology, communications, and redundancy requirements.
- Accessibility, security, and continuity of operations considerations.

Training and Emergency Management Facilities

- Dedicated emergency management training space.
- Multi-purpose meeting and briefing rooms.
- Emergency coordination and planning facilities.
- Space to support exercises, training, and community preparedness activities.

Emergency Support Services (ESS)

- Temporary reception and registration capabilities.
- Storage requirements for ESS equipment and supplies.
- Coordination space for volunteers and partner agencies.

Emergency Communications

- Communications equipment rooms.
- Radio interoperability requirements.
- Information technology infrastructure.
- Backup power and redundant communications systems.

Logistics and Emergency Resource Storage

- Emergency cache and equipment storage.
- Mobile command resources.
- Emergency fuel and generator requirements.
- Fleet and trailer storage associated with emergency operations.

Business Continuity

- Municipal continuity of operations requirements.
- Protection of critical records and information systems.
- Alternate workspaces for essential municipal services.

Future Growth

- Population growth projections.
- Increasing emergency management obligations under the Emergency and Disaster Management Act.
- Climate adaptation considerations.
- Expansion capability for future staffing and emergency management functions.

3.6 Deliverables

The consultant shall provide:

- A comprehensive Emergency Management Space Needs Assessment.
- Functional programming recommendations for emergency management spaces.
- Recommendations for EOC design, technology, and operational requirements.
- Identification of any deficiencies or opportunities within the current conceptual fire hall design.
- A prioritized list of recommended modifications to ensure the proposed facility supports the District's emergency management program over the next 30–50 years.
- Conceptual space requirements (including recommended square footage and functional adjacencies) for emergency management, training, and emergency support functions.

3.7 Phase 5 Stakeholder Engagement

The consultant shall engage:

- | | |
|-----------------------------|-----------------------------------|
| • Mayor and Council | • BCEHS |
| • CAO | • BC Wildfire Service |
| • Fire Chief | • Local utility providers |
| • Public Works | • Community organizations |
| • Finance | • Volunteer groups |
| • Corporate Services | • Emergency Support Services |
| • Capital Regional District | • School District representatives |
| • RCMP | • Local businesses |

Indigenous Consultation

Consistent with DRIPA, the consultant shall engage with the Scia'new First Nation and identify opportunities for collaborative emergency management planning, information sharing, emergency communications, evacuation planning, recovery, and mutual support. The consultant is expected to work collaboratively with District staff to ensure consultation is respectful, meaningful, and proportionate to the project.

3.8 Phase 6 Emergency Management Framework

Develop a comprehensive framework that addresses:

Governance

- | | |
|-----------------------|---------------------------|
| • Committee structure | • Reporting relationships |
| • Program oversight | |

Program Administration

- Roles and responsibilities
- Staffing recommendations

Emergency Operations Centre

- Governance
- Staffing

Emergency Support Services

Emergency Communications

Public Education

Volunteer Management

Training and Exercise Program

Recovery Planning

Business Continuity

Climate Adaptation

Critical Infrastructure Resilience

Mutual Aid

Indigenous Partnerships

Continuous Improvement

Performance Measurement

- Emergency Program Coordinator function

- Activation
- Training

3.9 Phase 7 Implementation Strategy

Develop a phased implementation roadmap.

The roadmap shall include:

Short-term priorities (0–12 months)

Medium-term priorities (1–3 years)

Long-term priorities (3–5 years)

For each recommendation identify:

- Priority
- Legislative driver
- Estimated cost
- Resource requirements
- Responsible department
- Funding opportunities
- Timeline
- Performance measures

3.10 Deliverables

The successful consultant shall provide:

- Project Work Plan
- Legislative Review
- Hazard Risk and Vulnerability Assessment
- Capability Assessment
- Gap Analysis
- Stakeholder Engagement Summary
- Emergency Management Framework
- Five-Year Implementation Strategy
- Executive Summary
- Council Presentation
- Final Digital Documents (editable and PDF)

3.11 Project Schedule

Milestone	Target
RFP Issued	TBD
Proposal Closing	TBD
Award	TBD
Kickoff Meeting	TBD
Draft Report	TBD
Final Report	TBD
Council Presentation	TBD

The District anticipates project completion within approximately six months of contract award.

3.12 Proposal Requirements

Proposals shall include:

- Executive Summary
- Understanding of the Project
- Proposed Methodology
- Work Plan
- Project Schedule
- Team Members and Qualifications
- Relevant Municipal Experience
- Experience with EDMA implementation
- Experience conducting HRVAs
- Experience working with rural municipalities
- Experience engaging Indigenous governments
- References (minimum three)
- Detailed Fee Proposal
- Optional Services

3.13 Budget

Proponents shall submit a fixed-fee proposal that includes:

- Professional fees
- Travel
- Meetings
- Workshops
- Consultation
- Report preparation
- Presentation to Council
- All disbursements

The District reserves the right to negotiate scope and pricing with the preferred proponent.

3.14 District Responsibilities

The District will provide:

- Existing emergency management documents
- Mapping and GIS data (where available)
- Access to municipal staff
- Meeting facilities
- Coordination of stakeholder meetings
- Introduction to partner agencies and Indigenous governments where appropriate

3.15 Desired Outcomes

At the conclusion of the project, the District expects to receive:

- A current and comprehensive understanding of its emergency risks.
- A legislatively compliant emergency management framework.
- Clearly defined governance, roles, and responsibilities.
- Practical recommendations for prevention, mitigation, preparedness, response, and recovery.
- An actionable five-year implementation plan with priorities, timelines, estimated costs, and funding opportunities.
- Recommendations to strengthen partnerships with neighbouring jurisdictions, emergency response agencies, and Indigenous governments.
- A sustainable roadmap that enhances community resilience and positions the District to meet both current and future emergency management obligations under provincial legislation.
- Validation that the proposed new fire hall will provide appropriate facilities to support the District's long-term emergency management program, including Emergency Operations Centre functions, training, business continuity, Emergency Support Services, and future organizational growth.