

Emergency Program Review & Plan Update

Request for Proposals

Issue Date: Friday, September 19, 2014

Proposals marked "*Emergency Program Review & Plan Update*" will be received at the City of Fernie, City Hall, 501-3rd Avenue, Fernie BC up to 5:00PM local time, Tuesday, October 14, 2014 for the review of the City of Fernie's Emergency Program and update of associated plans.

Please submit your inquiries to Ted Ruiter, Director of Fire & Emergency Services, 692-3rd Avenue, Box 190, Fernie BC V0B 1M0, by telephone to 250.423.4226, by fax to 250.423.3034 or by email to ted.ruiter@fernie.ca.

Closing Date: 5:00PM local time, Tuesday, October 14, 2014

NOTE: It is the Proponent's responsibility to check the City's website for any addendums.

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1. INVITATION

1.1. Statement of Request for Proposal

The City of Fernie (the “City”) is seeking proposals from suitably qualified consultants to review the City’s existing emergency management function, associated plans and bylaws and recommend changes to increase program efficiency and effectiveness to ensure it meets or exceeds the requirements of the British Columbia Emergency Response Management System (BCERMS). Additionally the proponent will be required to assist the City of Fernie to develop or update the Emergency Management Plan, hazard specific plans (ie. flood, fire, etc.), and function specific plans (ie. emergency operations centre procedure guide, emergency social services plan, etc.). The purpose of the review and program update is to examine the emergency management function for effectiveness in delivering emergency management services to the municipality while ensuring that legislated requirements as set out under the [Emergency Program Act](#) and [Local Authority Emergency Management Regulation](#) are being met in manner that is cost effective and provides a valuable service to the public.

1.2. Request for Proposal Documents

Copies of the Request for Proposal may be obtained from the City of Fernie:

City Hall	Front Counter 501-3 rd Avenue, Fernie BC V0B 1M0 Telephone: 250.423.6817
Fire Hall	692-3 rd Avenue, Fernie BC V0B 1M0 Telephone: 250.423.4226
Website	http://www.fernie.ca/EN/main/business/bid-opportunities.html

1.3. City Representative

The City’s Representative will be:

Ted Ruitter (Fire Chief), Director of Fire & Emergency Services
City of Fernie, Fire Hall
692-3rd Avenue, PO Box 190, Fernie BC V0B 1M0
Telephone: 250.423.4226
Fax: 250.423.3034
Email: ted.ruitter@fernie.ca

All inquiries relating to the RFP shall be directed to the Representative.

1.4. Closing Date and Time

- RFP Closing Date: October 14, 2014
- RFP Closing Time: 5:00 PM (local time)
- Project will be awarded within approximately 3 weeks after the closing date.

2. INTRODUCTION & BACKGROUND

The City of Fernie is a community of approximately 5,000 residents and is geographically located in the Elk Valley in southeastern British Columbia, near the Alberta border. Fernie is located in Area A of the Regional District of East Kootenay (the “RDEK”) on Highway #3 (The Crow’s Nest Pass Highway), Canada’s southernmost east-west transportation corridor through the Rockies that crosses the range via the

Crowsnest Pass, 40 kilometres to the east. As the largest and longest-established community between Cranbrook and Lethbridge, Fernie serves as a minor regional centre, particularly for its fellow Elk Valley communities.

Fernie is a resort municipality renowned for its world class recreation and outstanding mountain environment with a population swells drastically during the winter months. Its population may expand even further if elector approval is obtained to expand the municipal boundaries to incorporate an additional 233 properties from West Fernie. An Alternate Approval Process (the “AAP”) is currently underway and will close on September 30, 2014. Please visit the City’s website at www.fernie.ca for more information on the Proposed West Fernie Boundary Extension AAP.

Fernie has deep roots in the coal mining industry and was incorporated as a municipality more than 100 years ago. It is a community shaped by tragedy and triumph, being devastated by fire on two occasions in the early 1900’s and suffering several major mining disasters where many lives were lost. The City also suffered major damage to its road and park infrastructure as a result of the Elk River freshet event in June 2013.

The City of Fernie is a corporation and is the legislative body that represents the citizens of Fernie. It is governed by a council comprised of a mayor and six councillors who provide leadership and who establish policies & priorities for the municipal government. City Administration is headed by the Chief Administrative Officer (CAO), whose powers, duties, and functions include overall management of the operations of the municipality, ensuring that the policies, programs and other directions of the Council are implemented, and advising and informing Council on the operation and affairs of the municipality.

The following information is available via the City of Fernie’s website (www.fernie.ca);

- i. [Mayor & Council](#)
- ii. [Agendas, Meetings](#), and [Bylaws](#)
- iii. [Departments & Services](#)
- iv. [Corporate Strategic Plan](#)
- v. [Financial Plan & City Budget](#)
- vi. [Annual Municipal Report](#)

The City’s website (www.fernie.ca) provides additional information concerning its services.

In 2009 the City joined the RDEK and the Districts of Sparwood and Elkford to establish an emergency management program service within the Elk Valley and South Country (the “EVSC”) area through the adoption of RDEK Bylaws No. 2124 and 2163. Approximately \$35K to \$40K (\$0.04/\$1,000 assessed value) is requisitioned annually from the RDEK for the provision of this service.

The City has since identified a need to improve our own ability to prepare for, respond to and recover from an emergency or disaster that is not a joint/regional response. The project focuses on building capacity within City staff and the community to respond and provide emergency social services, as well as a focus on liaison and joint training with the RDEK and stakeholders.

3. PURPOSE & SCOPE OF WORK

3.1. Budget

A maximum budget of \$ 30,000 (not including GST) is available for the consultant’s work described in this RFP.

3.2. Purpose

The purpose of the project is to review the City's existing emergency management function, associated plans and bylaws and recommend changes to increase program efficiency and effectiveness ensuring that legislated requirements as set out under the *Emergency Program Act* and *Local Authority Emergency Management Regulation* are being met in manner that is cost effective and provides a valuable service to the public. Additionally the proponent shall work with the City to review existing capacity, assist with/or develop various components consistent with section 3.4 below.

3.3. Definitions

Throughout this Request for Proposal, the following definitions will be used:

"Capacity" means the City of Fernie's ability to adequately fulfil the roles and perform the required duties in response to a disaster or emergency.

"Contract" means any written contract duly executed by the City and the Proponent as a result of an RFP who enters into a Contract with the City;

"must" or **"shall"** means a requirement that must be met in order for a Proposal to receive consideration;

"City" means the City of Fernie located in the Province of British Columbia;

"Evaluation Team" means a team appointed by the City of Fernie Emergency Planning Committee;

"Qualified Proponent" means a Proponent possessing the qualifications described in this RFP;

"Proponent" means an individual, firm or a company that submits, or intends to submit, a proposal in response to this RFP;

"Proposal" means a Qualified Proponents submission in response to this RFP statement of qualifications submitted in reply to this RFP;

"RFP" means a Request for Proposal for provision of the services described herein;

"should" or **"desirable"** means a requirement having a significant degree of importance to the objectives of this RFP.

3.4. Scope & Objectives

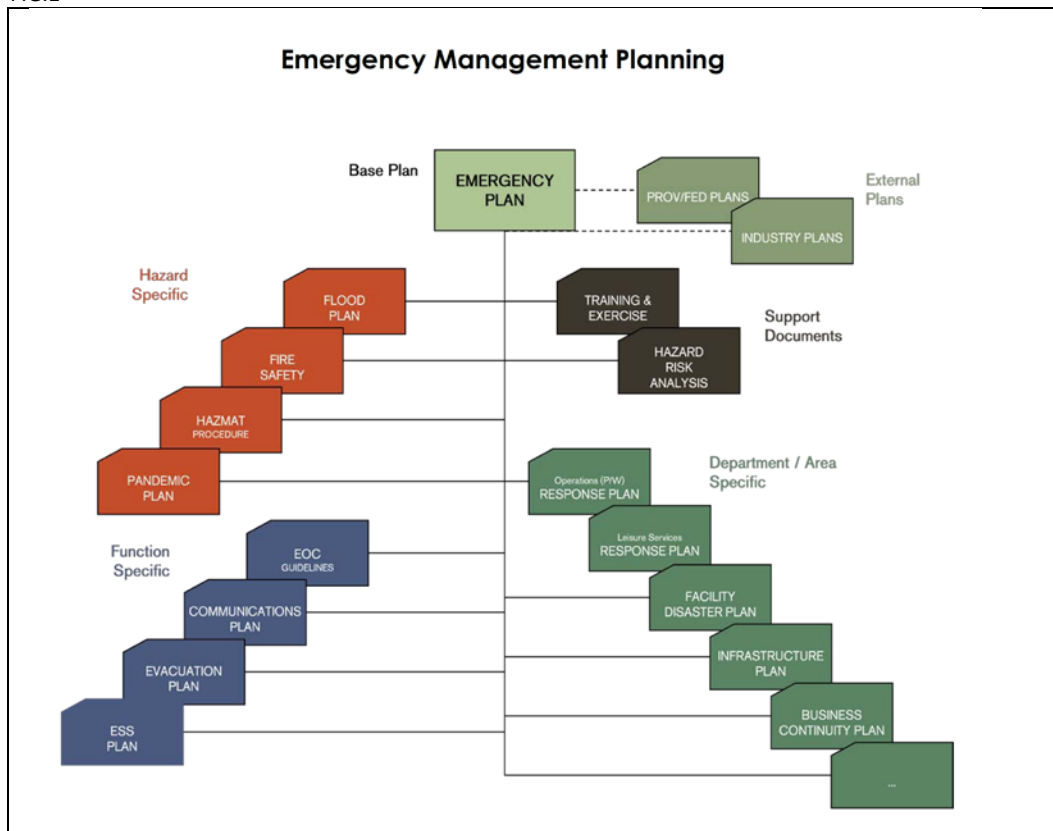
Part 1: Review & Make Recommendations on the City Emergency Program Function & Plans

- Evaluate and assess the City's emergency service function, applicable bylaws and existing emergency plan.
- Evaluate and assess existing documentation which may contribute to the City's emergency program.
- Review the City's roles and responsibilities with respect to preparedness, response and recovery for the following hazards:
 - avalanches;
 - floods;
 - hazmat spills;
 - pandemic outbreaks (human and/or animals);
 - transportation of dangerous goods on rail or highways; and
 - wildfires and interface fires; and
 - Any other deemed relevant.
- Identify industry standards, best practices and legislated requirements.
- Make recommendations which include scope, quality of work, performance standards, workload, capacity and budget requirements in order to increase program efficiency and effectiveness.
- Review relationships with local, regional and provincial bodies.

Part 2: Update the City’s Emergency Management Plan

- Prepare an Emergency Management Plan guiding the development of the City’s capacity consistent with the four pillars of emergency management in Canada and as required under the *Emergency Program Act* and the *Local Authority Emergency Management Regulation* and that this in harmony with the provincial and RDEK Emergency Management Plan.
- Review and make recommendations (if necessary) on existing enabling bylaws.
- Review and update the Hazard, Risk and Vulnerability Assessment (HRVA). An internal update was begun in 2013.
- Develop a core plan consistent with EMBC, including operational procedural guides consistent with Figure 1.
- Make recommendations to assist the City with the development of a 5-Year Emergency Program Strategic Plan.
- Consult with stakeholders and partner agencies on their roles and responsibilities, the City’s roles and responsibilities with respect to emergency management, identify any gaps and make recommendations as necessary.

FIG.1



The above plans, strategies and procedural guides must be "Fernie" specific as the City of Fernie has unique hazards and vulnerabilities which need to be captured.

3.5. Supporting Documentation

The following information can be found on the City’s website for review by potential proponents until the closing of this RFP. The successful proponent will receive copies of these documents as well as others not listed here:

- <http://www.fern timer.ca/EN/main/business/bid-opportunities/emergency-program-review-plan-update.html>
 - City of Fernie Emergency Response Plan (2000)
 - EVSC Subregion Evacuation Plan (2008)

- RDEK EVSC Emergency Management Procedures
- RDEK EVSCEP Implementation Bylaw No. 2163, 2009
- RDEK EVSCEP Service Establishment Bylaw No. 2124, 2008
- RDEK Farmed Animal Mass Carcass Disposal Emergency Plan (2011)
- <https://fernie.civicweb.net/Documents/DocumentList.aspx?ID=14493>
- RDEK Emergency Management Plan (2007)
- <https://fernie.civicweb.net/Documents/DocumentDisplay.aspx?Id=14492>
- RDEK Hazard, Risk & Vulnerability Assessment (2011)
- <https://fernie.civicweb.net/Documents/DocumentList.aspx?ID=476>
- Elk River Flood Hazard Assessment Report
- <https://fernie.civicweb.net/Documents/DocumentList.aspx?ID=409>
- Community Wildfire Protection Plan
- <https://fernie.civicweb.net/Documents/DocumentDisplay.aspx?Id=13155>
- Emergency Measures Bylaw No. 2222 (2013)

3.6. Stakeholder Consultation

The Proponent is required to consult with (at minimum) the organizations currently listed in the 2000 Emergency Plan as well as the RDEK Emergency Services Coordinator and the RDEK EVSC Emergency Program Coordinator, in order to confirm roles and responsibilities, identify gaps, and strengths and weaknesses in emergency planning and response.

3.7. Summary of Deliverables

The successful proponent will be required to provide:

- a report summarizing findings including recommendations, completed plans, operational guidelines, budget considerations and suggested timelines for implementation of the recommendations;
- a preliminary presentation to the Emergency Planning Committee and City directors to review findings and recommendations; and
- a final presentation to Council for adoption of plans.

3.8. Project Completion

It is expected that the final report and relevant plans will be delivered to the Emergency Planning Committee, City Council and City directors by June 2015.

4. FORMAT OF PROPOSALS

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the City asks that Proponents provide detailed information for the itemized list below, and follow the same format and numbering system.

Proponents are asked to provide a reply to each point throughout the RFP and the Proponent must identify any specific provisions with which it is unwilling or unable to comply.

A Proposal response submitted should be in enough detail to allow the City to determine the Proponent's position from the documents received. Every effort should be made to include complete details of services you or your company would provide.

4.1. Proposal Overview

The proposal shall include a cover page referencing the RFP title, a table of contents, and a cover letter.

The cover letter:

- Shall be signed by an authorized person to legally bind the Proponent to the statements made in the Response to this RFP;
- Provides a summary of the services to be provided;
- Provides a general overview of the company, its structure, size and capability to perform the work required;
- Includes the name, telephone, fax and email address of the contact person for the Proposal, the contact person should have the authority to answer questions regarding the Proposal; and
- Includes the name and phone number of a contact person to be notified regarding contractual issues.

4.2. Proponent Experience

This section should specifically highlight recent and relevant project experience that demonstrates the company's suitability to undertake the scope of work. This section should be no more than three (3) pages in length. A minimum of three references relating to relevant project experience should be provided, including contact name and details for the projects.

4.3. Project Team & Experience

The proposal shall clearly identify the proposed team members that will perform the work, and indicate the level of involvement of each team member in the proposed work. This section should address team structure and organization, and also demonstrate how the team members identified have the requisite experience to perform the work. Resumes of all team members should be included in an Appendix to the proposal.

4.4. Proposed Methodology

The proposal shall clearly describe in detail the proposed methodology, taking into account all requirements of the RFP. This section should address the work effort and team member participation and role in delivering the work. The proposed methodology should also identify any potential options, or changes to the outlined approach that could be advantageous to the City. Any such optional work should be identified specifically, or outlined in a separate section.

4.5. Work Schedule and Fee

The total proposed cost of the project shall include:

- An all-encompassing fee showing a breakdown of Proponent fees, any and all disbursements, with applicable taxes listed separately, sub-consultants' fee (if applicable), billable rates for staff assigned to this project, or other expenses as required under Scope of Work.
- Work schedule to show cost of each major part and key tasks to complete the project and overall timeline required.

4.6. Projected Deliverables

- The Proponent will clearly identify in the proposal, specific project milestones and deliverables.
- The City requires one (1) digital copy and at least one (1) hard copy of the deliverable document.

5. GENERAL INSTRUCTIONS

5.1. Review and Interpretation of Proposals

Each Proponent will be solely responsible for examining all the RFP documents, including any Addenda and issues during the RFP period and for independently informing itself with respect to any

and all information contained therein, and any and all conditions that may in any way affect the Proposal, before the Proposal is submitted.

Each Proponent will review all RFP documents and will promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency or omission contained therein. Any such request must be submitted to the City's Representative in writing, electronically or otherwise, no later than 2:00 PM, five (5) days before the closing date.

Where such requests result in a change or a clarification to the requirements of the RFP, the City will prepare and issue an Addendum to this RFP.

5.2. Addenda

Written addenda issued by the City will be the only means of varying, clarifying or otherwise changing any of the information contained in this RFP. The City reserves the right to issue Addenda up to the RFP Closing date and time. The date set for submitting Proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their Proposals. Addenda will state any changes to the RFP Closing date and time.

5.3. Preparation of Proposals

All proponents shall be solely liable for all costs incurred in the preparation of proposals in response to this RFP. This Request for Proposals, does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered.

The Proposal submitted by each Proponent will be signed by an Authorized Representative of the Proponent.

5.4. Indemnity

The Proponent will indemnify and save harmless the City, its elected and appointed officers, its employees, agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the City may sustain, incur, suffer or be put to at time either before, or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Proponent or of any agent, employee, officer, director or sub-contractor of the Proponent pursuant to this Contract, excepting always liability arising out of the independent negligent act of the City.

5.5. Insurance & WCB

The Proponent shall obtain and continuously hold for the term of the Contract, insurance coverage with the City listed as "Additional Named Insured" the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$5,000,000 per occurrence
- Vehicle Third Party Liability – not less than \$2,000,000 per occurrence
- Error & Omissions Insurance – not less than \$500,000 per occurrence

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act of British Columbia* and must be in good standing during the term of any Contract entered into from this process.

5.6. Conflict of Interest

At no time during the Proposal stage, evaluation stage, after award, or during the preparation of the

Scope of Work shall a City employee or Council Member or appointed Authority, Committees or Commissions be in any way connected with the Proponent. Proponents are to include, with their initial Proposal, and at any subsequent time where requested to do so by the City, full details of any employee, person, firm or corporation that could be considered at conflict with the City.

5.7. Freedom of Information and Protection of Privacy

Proponents are advised that parts or all of their Proposals may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act*. Proponents who wish to ensure that particular parts of their proposal are protected from disclosure under this *Act* should specifically identify any information or records provided with their Proposals that constitute trade secrets, that are supplied in confidence and the release of which could significantly harm their competitive position. Proponents are responsible to review the *Freedom of Information and Protection of Privacy Act* for further information.

5.8. Proposal Submissions

The Proposal should be labelled with the Proponent's name and RFP title and it should include a cover letter signed by a person authorised to legally bind the Proponent to the statements made in the Response to this RFP.

The Proponent may submit a Proposal either by email or in a hard copy, as follows:

(a) Email

If the Proponent chooses to submit by email, the Proponent must submit the Proposal electronically in a single PDF file to the City by email at: cityhall@fernie.ca on or before the closing date and time.

PDF emailed Proposals are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone to confirm receipt. A Proponent bears all risk that the City's equipment functions properly so that the City receives the Proposal on time.

(b) Hard Copy

If the Proponent chooses NOT to submit by email, the Proponent shall submit one original unbound Proposal and one digital copy which must be delivered to:

City of Fernie, Attention: Ted Ruiter
501-3rd Avenue, PO Box 190
Fernie BC V0B 1M0

on or before the Closing Time.

The City of Fernie reserves the right to waive irregularities and to reject any or all bids. The City also reserves the right to negotiate with the selected bidder in the event that the price exceeds available funds. The City may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof and may waive any informalities or reject any and all bids

5.9. Modification of Bids

Modifications to bids already submitted will be allowed if submitted in writing prior to the closing date and time.

5.10. Withdrawal

Proposals may be withdrawn by written notice provided such notice of withdrawal is received prior to the closing date and time.

5.11. Incomplete Proposals

No proposal shall be altered, amended, or withdrawn after the closing date and time of the RFP. Negligence on the part of the Proponent in preparing the Proposal confers no right for withdrawal of the Proposal after it has been opened.

While the City has made considerable efforts to ensure an accurate representation of information in each respective RFP, the information contained in the RFP is supplied solely as a guideline for the Proponent and is not necessarily comprehensive or exhaustive. Nothing in a City RFP is intended to relieve the Proponent from forming their own opinions and conclusions in respect of the matters addressed in the RFP.

The City expressly reserves the right to reject or accept any Proposal whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the City may request clarification where, in the opinion of the City, the Proponent's intent is unclear.

5.12. Opening of Proposals

Proposals will **NOT** be opened in public. Proposals may be opened by the City at any time after the submission deadline. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of the City and this project.

5.13. Acceptance of Proposals & Contract

Each Proposal will be valid for a period of sixty (60) days from the closing date and time for receipt of Proposals. By submission of a proposal, the proponent agrees that should its proposal be successful the proponent will enter into a Contract with the City of Fernie. This complete Proposal form, terms, conditions, instructions, specifications and any attachments will become part of a Contract entered into between the successful Proponent and the City.

Proponents must demonstrate in their Proposal that they have a clear understanding of the RFP requirements. Proponents need to articulate their proposals, intentions and expectations indicating how they will fulfill the requirements of the RFP and what services they will provide. Proposals must include the names, positions, and qualifications of staff members and any other resource staff pertinent to this proposal.

The City reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified offerors or to cancel this Request for Proposals, if it is in the best interests of the City to do so. The City also has the right to accept the proposal that is deemed most advantageous to the City. The City reserves the right to award this Proposal in whole or part and retains sole discretion not to award at all. The decision of the City shall be final.

5.14. Proposal Evaluation and Selection Criteria

The Evaluation Team will review all proposals with the successful proponent being chosen based on the evaluation format outlined below. The City reserves the right to accept or reject any or all of the Proposals. Proponents that submit proposals will be evaluated based upon the following selection criteria:

CATEGORY	DETAILS	(A) Score 0-5	(B) Weight	(A x B) Weighted Score
Company and Project Team Qualifications	Technical and management capacity and skills of consultant and other team members.		15	
	Quality of consultant work based on recent and relevant project experience on similar assignments, demonstrating suitability to undertake work.		10	
	Local Knowledge		5	
	Minimum 3 references relating to project experience, including contact name and project details; past performance appraisals if available.		5	
Methodology	Understanding of project requirements, scope of work and deliverables.		5	
	Detailed methodology in addressing scope of work and deliverables in each component of the plan and procedures for Fernie specifically.		20	
	Knowledge or experience of emergency management in rural or mountain communities.		5	
	Identify any potential options or changes to outlined approach that could be advantageous to the City.		5	
Work Schedule	Format, clarity and quality of proposed work plan and schedule detailed by major part and each key task.		5	
	Realistic timeline and ability to meet deadlines.		5	
	Anticipation of seasonal delays and information feedback requirements.		5	
Fees	Costing of each major part and key task to complete the Project.		5	
	Lowest bid will not necessarily be accepted.		10	

RATING	DESCRIPTION
5	Exceeds Expectations. Proponent clearly understands the requirement. Excellent probability of success.
4	Very Good. Substantial applicability.
2-3	Good. Meets expectations. Proponent demonstrates a good understanding of the requirements. Good probability of success.
1	Fair. Somewhat meets expectations. Minor weakness and/or deficiencies. Fair probability of success.
0	Low. Non compliant. Response indicates a complete misunderstanding of the requirements. Very low probability of success.

NOTE: A score of ZERO (0) on ANY of the Rated Criteria items MAY result in disqualification of a Submission. The highest scoring or any submission will not necessarily be accepted.

Preference will be given to local proposals of acceptable, equivalent quality and readily available services in the event of a tie.

5.15. Unsuccessful Proponents

The City will offer a debriefing to unsuccessful Proponents, on request, at a mutually agreeable time.

5.16. Proponent's Responsibility

It is the responsibility of the Proponent to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call at their own initiative. The City reserves the Right to share, with all Proponents, all questions and answers related to this proposal call. The Proponent will be responsible for:

- Presentations to elected officials, to appear at public meetings and to communicate with stakeholders as required.
- Scheduling and advertising project related meetings or events.
- Printing, collating and distributing materials for meetings or events as necessary.

5.17. City Responsibility

The City will provide the successful Proponent with information available to the City or its municipal partners that may be required to complete the scope of work and achieve the goals and objectives laid out herein.

5.18. Ownership of Documents

All documents and materials submitted in response to this RFP shall become the property of the City.