



SIoux LOOKOUT

Hub of the North

**THE CORPORATION OF THE
MUNICIPALITY OF SIOUX LOOKOUT**

REQUEST FOR PROPOSALS
RFP No. R019-2023

Re: Community Risk Assessment
Emergency Services/Fire Department

Issued: November 14, 2023
Closing date: December 14, 2023 at 2:00 p.m. CST

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PROVISION OF PROFESSIONAL SERVICES TO DEVELOP A COMMUNITY RISK ASSESSMENT FOR THE MUNICIPALITY OF SIOUX LOOKOUT

1. Introduction

The Municipality of Sioux Lookout (the Municipality) is requesting proposals from professional consulting firms to provide a comprehensive Community Risk Assessment for the Municipality.

This Request for Proposal (RFP) is an Invitation only and neither this RFP nor the submission of any proposal in response to this RFP shall cause the formation of any contractual relationship between the Municipality of Sioux Lookout and any person or firm. The Municipality in its absolute discretion should it so choose, may terminate this RFP at any stage, before or after proposals have been received.

The information provided in this RFP is to assist in the preparation of the Proponent's proposal submission. The Municipality shall be entitled to enter into further negotiations with any proponent, and the final outcome of these negotiations may result in a transaction, which may differ substantially from any proposal initially advanced. The Municipality shall have the right to withdraw from these negotiations at any time in its absolute discretion should it so choose.

The Municipality is seeking a best value proposal and will consider proponent attributes, quantity and quality of services offered and price.

2. Community Background

The Municipality of Sioux Lookout is a close-knit community located in northwestern Ontario, nestled within a network of lakes, endless forest and the rugged Canadian Shield. Living here means enjoying an excellent quality of life and the amenities of a larger city paired with the friendly support of a small town. As the Hub of the North, we connect 29 remote Northern communities to healthcare, essential services and more.

Sioux Lookout is located in Northwestern Ontario halfway between Thunder Bay, Ontario and Winnipeg, Manitoba. We are connected to destinations across Canada and beyond by air, rail, road and water.

3. **Sioux Lookout Emergency Services/ Fire Department**

The Sioux Lookout Emergency Services/Fire Department is dedicated to public education and fire prevention while ensuring the safety of people and property. The Department has an Emergency Services Manager/Fire Chief, Fire Prevention and Training Officer and approximately twenty-nine (29) volunteer firefighters with stations in Sioux Lookout (25) and Hudson (4). Both the Sioux Lookout and Hudson fire stations receive their primary funding through the Municipality and apply for funding for department equipment and operations when it becomes available. The Emergency Services/ Fire Department has an average of 100 calls per year. The Department's fleet consists of two (2) pumpers, one (1) compressed air foam mini-pumper, one (1) aerial ladder truck, one (1) equipment van, one (1) command pick-up truck and one (1) ice water trailer unit at the Sioux Lookout Station and one (1) pumper, one (1) tanker and one (1) equipment truck in Hudson.

4. **Project Description**

The completion of the Community Risk Assessment is being initiated as per Ontario Regulation 378/18. The Community Risk Assessment will be used to inform decisions for fire protection services.

A community risk assessment is a process of identifying, analyzing, evaluating and prioritizing risks to public safety to inform decisions about the provision of fire protection services. It must include consideration of the mandatory profiles listed in Schedule 1 to Ontario Regulation 378/18.

The Manager of Emergency Services/Fire Chief will act as the lead municipal contact/ Project Administrator on this project.

5. **Definitions**

Contract: means the agreement to be entered into between the Successful Proponent and The Municipality with respect to the supply of the Goods and/or Services. It shall be based upon this RFP, with any agreed upon amendments, and shall include any plans and specifications and will be held to cover the supply of any and all work, labour, implements and materials that could be reasonably required to properly and satisfactorily supply the Goods or Services.

May: Used in this document denotes permissive.

Municipality/Owner: means The Corporation of the Municipality of Sioux Lookout.

Must/Shall/Will: Used in this document denotes imperative.

Project Administrator: shall mean the Manager of Emergency Services/Fire Chief.

Proponents(s)/Bidder(s)/Contractor(s): means all persons, partnerships or corporations who respond to this RFP and includes their heirs, successors, and permitted assigns.

Request for Proposal: means this Request for Proposal (RFP) document including all schedules, parts and attachments, as issued by The Municipality, including any addenda or amendments made to it after initial issue.

Successful Bidder/Proponent/Contractor: means the Proponent/Contractor/Bidder whose RFP submission is/are accepted and who has/have agreed to supply the Goods and/or Services as outlined herein.

6. No Lobbying and Single Point of Contact

Any attempt on the part of a Bidder or any of its employees, servants, agents, contractors or representatives to contact any staff of the Municipality except the designated representative as identified in the Bid Solicitation document with respect to this procurement may lead to disqualification.

7. No Collusion

Bid shall be made without any comparison of figures or arrangement with any other individual, corporation or person submitting a Bid for the same Work, shall be fair in all respects, and shall be without collusion or fraud.

8. Conflict of Interest

By submitting a Bid, the Bidder confirms that they have no conflict of interest with respect to other work and/or other clients except as otherwise specified in the offer submitted by the Bidder. The Bidder shall ensure that all subcontractors and sub-consultants also have no conflict with respect to the work and/or other clients.

9. Submission

Proponent to submit complete proposal in both hard copy (**THREE COPIES**) electronic format (PDF, on a USB mass storage device, which will not be returned to you) no later than the RFP submission deadline (December 14, 2023 at 2:00 CST), quoting Reference No. R019-2023 clearly marked “**Municipality of Sioux Lookout – Community Risk Assessment**” to:

Brian P. MacKinnon
Municipal Clerk
25 Fifth Avenue
P.O. Box 158, Sioux Lookout,
Ontario P8T 1A4

OR

In Person at the Municipal Office,
25 Fifth Avenue, Sioux
Lookout, Ontario
At the Customer Service Desk

** Faxed or e-mail Expressions of Interest/Quotations will not be accepted.*

Additional Information:

For more information, please contact Jeremy Funk, Emergency Services
Manager/Fire Chief: (807) 737-2564 Ext. 7701 or by email at
jfunk@siouxlookout.ca.

10. Late Submissions

Submissions received after the deadline will not be considered. The Municipality will assume no responsibility for submissions that do not arrive by the specified closing date and time.

11. Grounds for Disqualification of Submission

The Municipality will disqualify or deem submissions non-compliant for the following reasons, unless otherwise noted in this document:

- Failure to submit documents in accordance with the closing date and time and/or failing to acknowledge any subsequent addenda.
- Failure to complete, sign and return the mandatory submittal form included as Schedule “A”
- Failure to comply with any of the mandatory requirements.

12. Acknowledgement of Addenda

Any and all changes will be issued in the form of a written addendum. If addenda are issued, their receipt is to be acknowledged by the Proponent in the Request for Proposal document. The Municipality will assume no responsibility for oral instructions or suggestions.

13. Review of Requirements

All Proponents should carefully review this solicitation for defects or questionable matter. Comments or the need for clarification or questions must be directed through the contact person named within this document. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the Municipality as per the terms set out in this Request.

14. References

The submission of a Proposal authorizes the Municipality to contact all references provided. Failure to provide references and details of experience may result in this Proposal not being considered. Municipal staff or elected officials are not to be used as references.

15. Freedom of Information

All Proposals submitted to the Municipality will become the property of the Municipality, and are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

This will confirm that the Municipality will not use/disclose the information provided, without proper authorization, and will keep the information in a physically secure location to which access is given only to staff requiring access.

16. Indemnity

The successful Proponent shall indemnify and hold the Municipality harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether willful or otherwise by the Proponent, it's agents, officers, employees or other persons for whom the Proponent is legally responsible.

17. Ownership of Materials, Reports, Designs, Specifications & Training Materials

Any work completed under any contract awarded pursuant to this RFP, whether on-site or remotely during the course of the contract, including training materials, reports, designs, custom applications, specifications or otherwise shall become the exclusive property of the Municipality.

18. The Municipality Reserves the Right to:

- Make public the names of any or all Proponents
- Without prejudice, reject any or all Proposals and to determine, in its own best judgement, the firm best qualified to undertake this contract
- Unless it otherwise states, to reject any and all submissions in whole or in part; to waive technical defects, irregularities and omissions and to negotiate minor changes, if in so doing, the best interest of the Municipality will be served
- To reject and/or disqualify bids with one or more of the following:
 - Bids that do not comply strictly with all terms and conditions of this Bid Solicitation document
 - Bids that are incomplete, conditional, qualified, illegible or obscure, or that contains additions not called for
 - Bids that are based upon an unreasonable time for completion of the Work
 - Bids received from Bidders involved in civil litigation or pending litigation with the Municipality or banned or on probation with the Municipality
 - Bids received from Bidders who are not in compliance with Municipal By-laws and policies, including the Municipality's Procurement By-law.
- Make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP
- Select any Proponent other than the Proponent whose Proposal reflects the lowest cost or the highest score
- Negotiate minor changes with the Proponent that presents the most attractive Proposal
- Request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Proposal
- Verify with any Proponent or with a third party any information set out in a Proposal
- Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information
- Disqualify any Proponent who has engaged in conduct prohibited by this RFP
- Terminate the contract without notice if due to non-performance and unsatisfactory service and unsatisfactory product performance
- Call in alternate services if the Proponent/contractor is unable to provide the service when it is requested
- Cancel the project without cause and without incurring any liability whatsoever if

deemed in the best interest of the Municipality to do so

- Cancel this RFP process at any stage and, if required, issue a new RFP for the same or similar deliverables
- In its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal:
 - Independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal
 - Conduct reference checks relevant to the Project with any or all of the references cited in a Proposal, or with any other person not listed in a Proposal, to verify any and all information regarding a Proponent, including its directors, officers and Key Individuals
 - Conduct any background investigations that it considers necessary in the course of the Competitive Selection Process
 - By submitting its Proposal, the Proponent authorizes the collection of information by the Municipality
- Assess a Proponent's submission on the basis of:
 - A financial analysis determining the actual cost of the Proposal when considering factors including transition costs arising from the replacement of existing goods, services, practices, methodologies and infrastructure
 - Information provided by references
 - The Proponent's past performance on previous contracts awarded by the Municipality
 - The information provided by a Proponent pursuant to the Municipality exercising its clarification rights under this RFP process
 - Other relevant information that arises during this RFP process

The Municipality is not responsible for any costs incurred by the Proponents in the preparation of their response to the Proposal call or attendance at any selection interviews. The Municipality will not accept responsibility for any delays or costs with any reviews or approval process.

NOTE:

- This is an invitation for Proposals and not a tender call.
- The Municipality has the right to negotiate with the proponent that presented the most attractive proposal.
- The Municipality of Sioux Lookout Council shall have the final

authority on all matters regarding this Request for Proposal.

19. Accessibility for Ontarians with Disabilities

The Proponent shall comply with the provisions of the *Accessibility for Ontarians with Disabilities Act, 2005*, and the Regulations thereunder with regard to the provision of its goods, services or facilities to persons with disabilities. The Proponent acknowledges that pursuant to the *Accessibility for Ontarians with Disabilities Act, 2005*, the Municipality must, in deciding to purchase goods or services through its procurement process, consider the accessibility for persons with disabilities to such goods or services.

Agents or Consultants acting on behalf of the Municipality will incorporate accessibility criteria and features when developing specifications and/or procuring goods and services, except where it is not practical to do so. If it is not practicable to incorporate accessibility criteria and features when procuring goods or services, an explanation shall be provided.

20. Insurance

The successful Proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Municipality with evidence of:

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million (\$5,000,000) dollars and shall include "The Corporation of the Municipality of Sioux Lookout" as an additional insured with respect to their operations, acts and omissions relating to its obligations under this Agreement, such policy to include non-owned automobile liability, personal injury, broad form property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers liability, cross liability and severability of interest clauses.

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality may reasonably require.

The successful Proponent shall not commence work until evidence of insurance has been filed with and approved by the Municipality. The successful Firm shall further provide that evidence of the continuance of said insurance be filed at each policy renewal date for the duration of the contract.

21. Pricing and Taxes

- a) Prices shall be in Canadian funds, quoted separately for each item if stipulated.
- b) Prices shall be firm for the duration of the Contract, unless specified otherwise in the Bid document.
- c) The Bid price must include all incidental costs and the Bidder shall be deemed to be satisfied as to all the full requirements of the Bid Solicitation document.
- d) The Bid shall include all applicable customs duty, excise tax, freight, insurance and all other charges of every kind attributable to the Work.
- e) Harmonized Sales Tax (HST) – All Bid prices submitted shall exclude HST or show the HST amount separately.

22. Certificates Required (From Successful Proponent Only)

Prior to the commencement of any work under this contract, the successful Proponent will file with the Municipality:

- A Certificate of Insurance and a WSIB Clearance Certificate.

No contract will be issued until all stated requirements have been satisfied.

23. Evaluation

An evaluation will review and evaluate each Proposal based on the criteria and scoring listed below:

	CRITERIA	MAX. SCORE
1	Firm & project team experience in development of comprehensive Community Risk Assessments	25
2	Firm & project team qualifications	25
3	Project management approach, methodology, & proposed schedule to achieve project completion date.	25
4	Value-added services	5
	Sub-Total – criteria other than cost	80

	For a Proposal to proceed any further in the evaluation process, it must have achieved a minimum of 70% of the sub-total points available without cost being a consideration. Example: 80 x 70% = 56 At 56 points, the evaluation will continue At 55 points, the Proposal would not be evaluated any further	
6.	Fee Structure	20
	TOTAL	100

Firm & project team experience in development of comprehensive Community Risk Assessments (25)

The Proponent’s firm and project team experience will consist of 25 points of the evaluation.

- Demonstrated performance of the firm for projects of this size and nature for municipalities of similar size.
- Corporate experience and references.
- Preference will be given to firms that can demonstrate their experience with municipal consulting projects of a similar scope.
- Preference may be provided to Proponents whose projects were completed by the same Team members as being proposed in firm’s response to the Municipality’s project.

Firm and Project Team Qualifications (25)

The Proponent’s project team experience will consist of 25 points of the evaluation.

- Proposals will be evaluated based on the firm and proposed team.
- Knowledge of relevant legislation and regulations.
- Relevant experience and qualifications of key personnel to perform the work including but not limited to subject matter expertise, project experience, and community engagement with indigenous and non-indigenous peoples.

Project Management Approach and Methodology (25)

Project management approach and methodology will consist of 25 points of the evaluation.

- Proponents should describe their understanding of the project and legislative requirements associated with this project.
- Proponents should describe the project management of the consulting team, main project contacts, contact protocols, and show the relationship between key members of the project team.
- Proponents should discuss their approach and methods to be applied within this project inclusive of proposed schedule and detail of key undertakings and milestones.
- In describing their proposed methodology Proponents should identify what tools, models and guidelines they intend to utilize when conducting the Community Risk

Assessment and provide a brief rationale for the use of such tools, models and guidelines in consideration of the nine mandatory profiles identified in Schedule 1 of Ontario Regulation 378/18 and the needs of the Municipality of Sioux Lookout.

- The Proponents should describe their approach to controlling consulting costs on a project.
- The Proponent should discuss their approach towards jointly establishing the scope in advance with the Municipality and keeping them fully aware of the implications of any change of direction to minimize scope changes.
- Proponents should also discuss how travel will be handled.

Value-Added Services (5)

Value-added services will consist of five points of the evaluation.

- Proponents should identify any value-added services that they are offering to provide within this project to the benefit of the Municipality and/or its communities at no additional charge.

Fee Structure (20)

The consulting fee structure will consist of 20 points of the evaluation points.

- Total Project Cost exclusive of HST
- Provide an outline of the proposed fee structure for the services to be provided
- Provide a list that includes each individual in the project team together with their respective assigned time contribution to the project and respective hourly charge-out rate
- Provide a proposal that includes a sufficient number of meetings at and within the Municipality to fulfill the project. Number and types of meetings (e.g., on-site, virtual, telephone) should be provided in the proposal.
- Advise whether travel time is to be charged and if so, at what rates?
- Proponents must identify any and all travel costs expected.

Based upon the initial evaluation results, a presentation/interview may be required by any or all or the top two (2) highest scoring Proponents prior to award; in which case, the presentation would form part of the final evaluation. All such presentations will be at the Proponent's expense. Any additional information may in no way materially alter or add to the submission originally proposed.

Should the Municipality determine that a presentation/interview is required; the short-listed Proponent(s) will be contacted to arrange the date, time and location for their presentation. Failure to provide a presentation on the scheduled date may be cause for disqualification. It is not mandatory that presentations be done in person; video conferencing for a presentation is also acceptable.

The Municipality reserves the right to reject any and all proposals and not to proceed with

the project without stating reason thereof.

The Municipality reserves the right to reject any and all proposals of proponents who are not in compliance with the requirements set out in Municipal By-laws and policies.

The Municipality reserves the right to conduct references on the Proponents, the results of which may affect the award decision.

The Municipality reserves the right to be the sole judge of the acceptability of any Proposal, and any alternative proposed, and to purchase the service, which, in its opinion, most closely meets the operating requirements of the Municipality.

All proposals are submitted with the understanding that the selection of a proposal for discussion by the Municipality shall not thereby result in the formation of a contract, nor shall it create any obligation on the Municipality to enter into further discussions.

The decision of the Municipality shall be final and without recourse.

24. Scope of Work

The scope of the project will be to conduct a comprehensive review of all Fire Department operations, conduct and develop a Community Risk Assessment, which will facilitate the provision of an optimum level of fire protection and rescue services appropriate for the Municipality.

25. Municipal Assistance

The Manager of Emergency Services/Fire Chief will provide the successful consultant with the following:

- Background information available, Council's Strategic Plan, maps, budgets, policies and procedures, reports and fire department records and statistics.
- Meeting locations and coordination with key municipal departments.
- Arrange entry to or onto locations deemed necessary as part of the project.

26. Project Tasks

The tasks provided below outline the minimal scope of tasks and deliverables anticipated to fulfil the purpose and objectives of the project. Other tasks and deliverables may be required beyond those identified to fulfill the objectives of the project, and as such, the following list should not be regarded as complete or exhaustive.

At minimum, the project tasks will include:

- Initial meeting with the Manager of Emergency Services Manager/Fire Chief and the Chief Administrative Officer to review and determine the scope of work required to fulfil the project objectives and the project schedule.
- Collection and review of background information and relevant data.
- Tour of fire stations and Fire Department Administration Office.
- Meetings at each of the fire stations to seek input and comments from the Captains and volunteer firefighters.
- Meetings to seek input and comments from Fire Department staff, the Chief Administrative Officer, and key municipal staff.
- Consultation with members of Council to seek input and comments.
- Community engagement for public input ensuring methods address barriers to inclusivity.
- Conducting a comprehensive Community Risk Assessment and presentation of a draft Community Risk Assessment Report to the Emergency Services Manager/Fire Chief, Chief of Administrative Officer, and key municipal staff for review and comment.
- Presentation of the Community Risk Assessment Report to Council.
- The consultant will provide regular status reports to the Emergency Services Manager/Fire Chief on the progress of the Community Risk Assessment throughout the duration of the project. The proponent should include the frequency and method of such reporting within their proposal.

27. Deliverables

- A comprehensive Community Risk Assessment report for the Municipality that at minimum meets the requirements of Ontario Regulation 378/18, inclusive of identification, analysis, evaluation and prioritization of risk.
- One (1) electronic document of the technical proposal submission (**excluding the fee structure**) in PDF format.
- One (1) electronic document of the Budget/Fee Structure in PDF or Word format.
- The consultant will provide a presentation of the draft Community Risk Assessment Report to the Manager of Emergency Services/Fire Chief and the Chief Administrative Officer for review and comment.
- The consultant will provide a presentation of the final Community Risk Assessment Report to Council, which will include key findings, consultant analysis and recommendations, identification of implementation issues, financial implications, and recommended implementation timetable.

If the scope of work and fee budget are approved by the Municipality, the consultant will be issued a contract for the provision of services to provide the Community Risk

Assessment. Following the issuance, any scope of work or any fee budget changes will need approval by the Emergency Services Manager/Fire Chief and/or the Chief Administrative Officer on behalf of the Municipality, prior to proceeding with the work.

28. Project Timeline

This project is anticipated to start in December of 2023 and is expected to be completed by July 1, 2024 to adhere to the legislative timelines outline in Ontario Regulation 378/18. The final project schedule will be jointly determined at the project start-up meeting with the successful proponent.

29. Submission Content

The Proponent shall include within its submission:

- Identify sequentially, all major scope of work activities
- Approximate timing of each major activity
- An estimated project completion date

The Proponent should identify how it envisions carrying out a comprehensive and inclusive consultation process within its scope of work.

The Proposal shall consist of a cover letter, table of contents, resumes, and project data sheets. Each Proposal must be arranged as follows:

Title Page: Showing the closing date and time, proponent name, address, and contact person

Mandatory Submittal Form: The submittal form (Schedule A) must be fully completed and signed

Letter of Introduction One page, introducing the proponent and signed by the person(s) authorized on behalf and to bind the proponent to statements made in response to this RFP

Table of Contents – Include page numbers

Executive Summary

Section 1: Project Staff Qualifications and Experience

- Include brief description of experience of each of the key proposed personnel, including proposed duties, responsibilities and office location
- Include proposed team organization chart
- Attach resumes (Section 7)

- Describe capacity to undertake this assignment

Section 2: Firm Experience

- Describe the type of company or companies involved
- Description of the company size and depth
- Describe the Company's capability (experience) to undertake this assignment
- Describe the firm's quality management protocols

Section 3: Relevant Experience

- List three (3) relevant project names, scope of work, length of the project, value of services provided, company personnel involved and client/owner references with contact names and telephone numbers, and additional relevant project related information proponent wishes to disclose
- List familiarity and experience with northern Ontario communities
- List familiarity and experience with municipal and community engagement

Section 4: Project Management Approach and Methodology

- Provide a description of understanding of project and relevant legislative requirements
- Provide an outline of the professional services to be provided
- Provide a diagram showing key individuals from the firm and the project management approach
- Provide a brief discussion of the approach to project management for this assignment and include approach to controlling consulting costs on a project
- Discuss approach, methods, and tools to be applied within this project as well as proposed schedule and detail of key undertakings and milestones. Proposal should identify number and types of meetings and discuss how travel will be handled
- The Proponent should discuss their approach towards jointly establishing the scope of work in advance with the Municipality and keeping them fully aware of the implications of any change of direction to minimize scope changes.

Section 5: Value-Added Services

- Proponents should identify any value-added services being offered to this project to the benefit of the Municipality and/or its communities.

Section 6: Fee Structure (submit as a separate electronic document)

- Provide Total Project Cost exclusive of HST
- Provide an outline of the proposed fee structure for the services to be provided
- Provide a list including each individual identified in the project team and the hourly charge-out rates for each

- Advise whether travel time is to be charged and if so, at what rates?
- Proponents must identify any and all travel costs expected.

Section 7: Attachments

- Team Resumes
- Other Relevant Information

30. Payment

In general, the stages of the project have been outlined in the table below together with the proposed payment plan.

STAGE 1 Project Readiness & Research	STAGE 2 Analysis & Development	STAGE 3 Draft Reporting	STAGE 4 Final Report
Project Charter, Information gathering, Research, Consultation and Community Engagement	Analysis and projections; Development of options, recommendations and rationale	Prepare and present draft CRA to leadership team for review.	Present final CRA to leadership team. Present final CRA to Council
25% payable	25% payable	25% payable	25% payable
Expenses should be claimed at stage incurred.			

Note: Invoices shall be paid in accordance with municipal payment terms (30 days) upon completion and acceptance of the work performed at each stage. No more than 50 percent will be paid out prior to delivery and acceptance of the draft CRA. Project status reports must be current and a completed invoice must be submitted with each billing.

31. Attachments

Schedule “A”: Mandatory Submittal Form

32. Closing Details

Questions can be addressed to:

Jeremy Funk, Manager of Emergency Services/Fire Chief
 Email: jfunk@siouxlookout.ca

All clarification requests are to be sent in writing or via e-mail to the individual mentioned above. No clarification requests will be accepted by telephone.

Amendments or changes to this RFP prior to the closing date and time stated herein will only be in the form of written addenda. Any Addenda will be distributed through www.sioxlookout.ca. It is the Proponent's sole responsibility to check this website regularly to inform itself of any posted Addendum. The Municipality makes no promise or guarantee that addenda will be delivered by any means to any Proponent. By submitting a proposal submission in response to this RFP, the Proponent acknowledges and agrees that addenda shall only be posted on www.Sioux Lookout.ca and it is the sole responsibility of the Proponent to check this Web Site for said addenda.

SCHEDULE "A"

MANDATORY SUBMITTAL FORM

(This **FORM must be** completed and returned with the Submitted Proposal)

Proponent Covenant:

I/We the undersigned authorized signing officer of the Proponent, hereby declare that no person, firm or corporation other than the one represented by the signature below, has any interest in this submission.

I/We further declare that all statements, schedules and other information provided in this submission are true, complete and accurate in all respects to the best knowledge and belief of the Proponent.

I/We further declare that this submission is made without collusion, connection, knowledge, or comparison of figures or arrangement with any other company, firm or persons making a submission and is in all respects fair.

I/We understand that this may result in the rejection of our submission if this declaration is found to be untrue.

I/We have received, allowed for and included as part of our submission all issued Addenda.

I/We have received _____(state number) addenda.

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

PROVINCE

POSTAL CODE

NAME OF CONTACT PERSON (PRINT)

PHONE NUMBER

FAX NUMBER

CELLULAR NUMBER

EMAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

NAME OF AUTHORIZED OFFICIAL (PRINT)

DATE