



REQUEST FOR PROPOSALS

Municipal Emergency Plan Review and Response
Preparation

2024-01-PS

Release Date: January 16, 2024

1. THE PROJECT

The Town of Drayton Valley is seeking proposals from qualified consultants to review, evaluate and update the Municipality's existing Municipal Emergency Plan ("MEP") using the Incident Command System ("ICS") format. Additionally, the selected consultant will work with municipal staff to ensure they are trained and prepared for emergency response.

Legislated requirements require Municipalities to ensure that their Emergency Management Plan, bylaws, training, and activities comply with the requirements contained in *the Emergency Management Act* RSA 2000, c E-6.8 for the Province of Alberta. For the purposes of this RFP, Updating the Emergency Management Plan, planned training, and related activities are part of this project.

2. PROPOSAL DOCUMENTS

Copies of the Request for Proposal may be obtained from The Town of Drayton Valley Offices located at:

Town of Drayton Valley
5120-52nd Ave
Drayton Valley, AB
T7A 1E6

Digital copies of the Request for Proposal may be downloaded from the Town of Drayton Valley website.

3. MUNICIPAL REPRESENTATIVE

All inquiries concerning the questions regarding the RFP must be directed to the Town of Drayton Valley prior to submission date through e-mail.

RFP Contact Person:

Fire Chief Tom Thomson
P.O. Box 6837
5120- 52nd Street
Drayton Valley, AB
T7A 1E6
Email: firechief@draytonvalley.ca

4. INTRODUCTION & BACKGROUND

Drayton Valley is a Town located southwest of Edmonton with a population of approximately 7000 residents. The municipality is governed under the Municipal Government Act and is responsible to provide municipal services to the residents of Drayton Valley. The Town is governed by the Mayor and seven Councillors who establish the vision, priorities, and policies for the municipality.

In the spring of 2023, the municipality was engaged in a large wildland fire known as the Buck Creek Wildfire which threatened the Town of Drayton Valley causing the evacuation of the entire Town. Recently, in cooperation with Brazeau County the Town completed an After-Action Review of the response. The report identified numerous lessons learned and recommendations to improve the municipalities emergency response. The intended purpose of this proposal is to recruit a proponent to review and update the Municipal Emergency Plan and provide the necessary training of municipal staff to support an emergency response and recovery in the future.

5. SCOPE OF WORK

5.1 Budget

Consultants are asked to provide a quote based on the work outlined in this RFP.

5.2 Objectives

The purpose of this project is to review and update the existing MEP to ensure it follows the ICS format. The MEP and associated bylaws will also need to be reviewed and recommendations provided to ensure conformance to the requirements contained in the Local Authority Emergency Management Regulation.

As part of the RFP, the following items are required to be addressed:

- Review the existing Municipal Emergency Plan and prepare appropriate updates to ensure an ICS format is followed.
- Review existing ECC materials such as position checklists, ICS forms, vests, and supplies are adequate for an operational ECC.
- Review and implement recommendations from the Buck Creek Wildfire After Action Review to ensure emergency response preparedness.
- Review and evaluate staff assignments and make recommendations to assign roles and responsibilities with the ICS model and undertake position specific training to explain their roles within the MEP.
- Work to assist the fire service in presenting ICS training sessions to fire personnel on areas deemed a priority by the Fire Chief or Training Officer.
- Work to cohost training opportunities with Brazeau County staff on:

- **PPost Training**- focusing on identifying priorities, setting objectives, and designing strategies and tactics.
- **Incident Action Plans** – building and designing an IAP and presenting it.
- **Council's Role** - reviewing Councils role and responsibilities during an emergency.
- **ICS Training** - ensuring staff are trained in ICS 100 to 300 as necessary for their position.
- **MEP Orientation** – ensuring staff are comfortable with the document and their roles and responsibilities.
- **ICS Forms Training** – review the necessary ICS forms and associated process to ensure staff are versed in using ICS forms.
- **ECC Activation Exercise** – training exercise to test the activation of the ECC which is staffed up and established with roles as assigned from previous training.
- **Live Training Scenario**- simulate response to actual emergency, activating ICP and ECC.
- **Communications Training**- training for communication during an emergency with a focus on that ability to issue an Alberta Emergency Alert, learning key messaging and what to post on social media during an emergency.
- **Planning Training and Logistics Training** – reviewing proper ICS process and forms needed for both roles.
- **Other Training**- as recommended and agreed upon.

6. TIMELINES

With the wildfire season quickly approaching and the predictions being it will be another busy wildland fire season, it is expected that the bulk of this work will be completed by April 1, 2024, or as otherwise agreed to by both parties.

The agreement between both parties will continue until December 31, 2024, with the possibility of an extension for an additional year (2025) if agreed to by both parties in writing prior to the new year 2025 starting.

7. RESPONSIBILITIES

Responsibility of the Consultant will be to:

- i) Work with the Town Chief Administrative Officer and Fire Chief to prepare the Town for effective emergency response.
- ii) Complete the assigned tasks by April 1, 2024, or as otherwise agreed to by both parties.

Responsibility of the Town of Drayton Valley will be to:

- i) Provide access to the current MEP, bylaws and policies required to complete the scope of work.
- ii) Provide access to town facilities, workspaces, and meeting space as required.
- iii) Provide a project liaison as a point of contact for the project.

8. FORMAT OF PROPOSALS

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the Town of Drayton Valley requests that Proponents provide detailed information for the itemized list below with the information organized in the order of the outline provided.

8.1 Proposal Outline:

The proposal shall include a cover page referencing the RPF title, and a cover letter.

The cover letter:

- Shall outline your companies experience on the work required for the project to be executed based on this RFP.
- Demonstrate that your company possesses the skills and experience in providing services for the discipline for which a proposal is submitted.
- Identify all subcontractors if any you may use based on this RFP. Indicate their specific role and outline their experience on similar related projects.
- Describe how your company is capable of and will comply with the scope of work outlined in this RFP.
- Provide a list of team members including subcontractors indicating the specific role of each member, and clearly identify the Project Manager.
- Demonstrate the personnel and companies who will conduct and provide the services required by the discipline for which you are applying possess the proper licenses, and accreditations as required by the applicable codes, regulations or laws.
- Include the name and contact information for the person who will be the point of contact for the project.

8.2 Project Time Frame:

- a) Describe your company's ability to complete the scope of work within the timeline provided by the Town of Drayton Valley.
- b) Provide a typical timeline schedule for performing the detailed work outlined in the Objectives. For example, PPost Training – ½ Day.

8.3 Fees:

- a) An all-encompassing fee showing a breakdown of fees, any and all disbursements, with applicable taxes listed separately, sub-contractor fees (if applicable), billable rates for staff assigned to this project, or other expenses as required under scope of work.
- b) Fees may be quoted on a flat or hourly basis but should include an estimate of the total expected cost for the project. The hourly rates quoted will not be considered “not to exceed” hourly rates.
- c) A schedule to show costs for each major part and key tasks to complete the project and oval timeline is required.

8.4 Project Deliverables:

The Proponent will clearly identify in the proposal, specific project milestones and corresponding deliverables.

The Town of Drayton Valley requires one (1) digital copy of the deliverable documents, being the MEP document and the summary report of the training completed and who completed the training.

8.5 References:

- a) Provide two recent references (name and current contact information) who may be contacted concerning your company’s performance on the discipline for which you are submitting a proposal.

9. EVALUATION CRITERIA

The following criteria may be considered in reviewing submittals. At the discretions of the Town of Drayton Valley, responses that do not include all of the applicable requirements may not be evaluated.

- Overall experience of the company/staff
- Timeframe for completion of the project
- The number of subcontractors needed (if any)
- Price Proposal

10. QUALIFICATION PROCESS

Proposals will be evaluated by Town staff in accordance with the evaluation criteria set forth in this proposal and Town policies.

The Town reserves the right to:

- Reject any or all proposals submitted.
- Request clarification of the proposals.
- Waive any irregularities or errors in responses that the Town finds to be minor in nature.
- Request additional information from respondents to this RFP.
- Waive or change any irregularity or error in the RFP; make any change necessary to ensure that this RFP is consistent with local, federal, and Provincial procurement procedures.
- Select more than one firm from proposals submitted in order to obtain the most qualified service provider for the tasks required or to ensure timely completion of tasks.
- Elect to negotiate fees or other contract issues with the selected firm before recommending execution of a contract(s). If a satisfactory agreement cannot be reached within 10 days, the Town may elect to enter negotiations with another qualified respondent to this RFP.

11. TERM AND CONDITIONS

11.1 Reservation Rights

ﷲ The fee will be only one of the determinants of acceptance of a Proposal by the Town of Drayton Valley. The fee proposal will not necessarily be accepted, and the Town of Drayton Valley reserves the right to reject any or all Proposals at its sole unfettered discretion.

The Town of Drayton Valley also reserves the right to accept conditions to be offered by and/or negotiated with the successful proponent which are not specifically contained in this RFP.

At all times, the Town of Drayton Valley reserves the right to seek written clarifications of a Proponent. Such clarification shall be deemed an amendment to such Proponent's proposal and be binding upon the Proponents.

11.2 Disclaimer of Liability and Indemnity

The Town of Drayton Valley, its directors, officers, servants, employees, and agents and consultants expressly disclaim any and all liability for representations, warranties (expressed and implied), errors or omissions in the RFP package or in any written or oral information transmitted or made available at any time to a Proponent or on behalf of the Town of Drayton Valley.

By submitting a Proposal, a Proponent agrees:

- a) To be responsible for conducting its own due diligence on data and information upon which its Proposal is based.
- b) That it has fully satisfied itself as to its rights and the nature extended to the risks it will be assuming.
- c) That it has gathered all information necessary to perform all its obligations under its Proposal.
- d) That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal.
- e) To hold harmless the Town of Drayton Valley, its elected officials, officers, employees, insurers, agents or advisors and all of their respective successors and assigns, from all claims, liability and costs related to all aspects of the RFP process.
- f) That it shall not be entitled to claim against the Town of Drayton Valley, its elected officials, officers employees, insurers, agents or advisors on grounds that any information, whether obtained from the Town of Drayton Valley or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient.

11.3 No Tender and No Contractual Relationship

This selection process is not a tendering process. It is part of an overall selection process intended to enable the Town of Drayton Valley to identify a potential Successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the Town of Drayton Valley and any Proponent. For greater clarity, by submission of its Proposal, the Proponent acknowledges and agrees that there will be no initiation of contractual obligations or the creation of contractual obligations as between the Town of Drayton Valley and the Proponent arising from this RFP or the submission of a Proposal. Further, the Proponent acknowledges and agrees that this service procurement is not a tender but a Request for Proposal.

11.4 Discretion of Town of Drayton Valley

Notwithstanding any other provision of this RFP to the contrary, the provisions in this section prevail, govern and override all other parts of this RFP. The Town of Drayton Valley is not bound to accept any Proposal. At any time prior to execution of the Contract, the Town of Drayton Valley may, in its sole and discretion, or for its own convenience, terminate the selection process, cancel the Project, and proceed with the Project on different terms. All of this may be done with no compensation.

The Town of Drayton Valley reserves the right to accept or reject any and all Proposals, all without giving reasons, not necessarily accept the lowest priced Proposal, and not accept any Proposal. The Town of Drayton Valley reserves the right to determine in its sole discretion, whether any Proposal meets the mandatory requirements.

Selection of the Successful Proponent, if any, is at the sole and unfettered discretion of the Town of Drayton Valley. The Town is not bound to negotiate or grant an interview with any Proponent.

11.5 Disclosure and Confidentiality

All documents submitted to the Town of Drayton Valley will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIP"). FOIP allows persons a right of access to records in the Town of Drayton Valley's custody and control. It also prohibits the Town from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of personal privacy as defined in sections 15 and 16 of FOIP. Proponents are encouraged to identify what portions of their submissions (if any) are confidential and what harm could reasonably be expected from its disclosure. However, the Town of Drayton Valley cannot assure Proponents that any portion of the Proponent's documents can be kept confidential under FOIP.

Due to the sensitive nature of some of the information contained within the after-action report and to protect the possible sharing of sensitive information by employees of the Town of Drayton Valley, the Successful Proponent will be required to sign a confidentiality agreement with the Town of Drayton Valley.

11.6 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), including, but not limited to, the instructions to Proponent, shall render the Proponent subject to such actions as may be determined by the Town of Drayton Valley, including disqualification from the selection process, suspension from the selection process and imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

11.7 Opening of Proposals

Proposals will **NOT** be opened in public. Proposals may be opened by the Town of Drayton Valley at any time after the submission deadline. All proposals satisfying the requirements of the RFP will be evaluated to establish which of the proponents best fulfills the needs of the Town of Drayton Valley and this project.

11.8 Proposal Evaluation and Selection Criteria

The evaluation team which is comprised of the CAO, Fire Chief and a member of the emergency management team will review all proposals with the successful proponent being chosen based on the evaluation format outlined.

11.9 Proposal Evaluation Timeline

The RFP timetable is tentative only and may be changed by the Town of Drayton Valley at any time (all times are Mountain Standard Time).

Release Date of RFP	Tuesday January 16, 2024
Deadline for Questions	Tuesday January 23, 2024
Submission Deadline	Friday January 26, 2024
Review of RFP by Selection Committee	Monday January 29, 2024, to Friday February 2, 2024
Decision of Successful Proponent	Tuesday February 6, 2024
Notification of Successful Proponent	Wednesday February 7, 2024, to Friday February 9, 2024
Kick Off Meeting with Successful Proponent	Monday February 12, 2024, to Wednesday February 14, 2024

12. SUBMISSION

Any response to this RFP must be submitted electronically to firechief@draytonvalley.ca by the time of closure in order to be considered received. A confirmation email will be sent upon receipt of the electronic proposal.

12.1 Closing Date

This documentation shall be received no later than **5:00 pm local time on Friday January 26th, 2024**. Any proposal received after the stated deadline will not be considered.

It is the Proponent's responsibility to ensure that their submission has all the necessary information concerning the intent and requirements of this RFP.