



**REQUEST FOR PROPOSAL
CONSULTING SERVICES FOR
FIRE DEPARTMENT MASTER PLAN**

ISSUED: February 4, 2021

CLOSING LOCATION:

District of Sooke
Fire Dept
2225 Otter Point Road
Sooke, BC V9Z 1J2

CLOSING DATE AND TIME:

Proposals must be received at Reception prior to: 3:00 PM
(15:00 hrs) Pacific Time on February 26, 2021

1.0 Introduction

This Request for Proposal (RFP) is part of the procurement process for Consulting Services for the 2021 Fire Department Master Plan project as described in Section 1.1 'Purpose'. The two (2) envelope system will be used for this RFP. Envelope 1 will be for the Technical Proposal and Envelope 2 will be for the Fee Proposal.

1.1 Purpose

The purpose of this RFP is to select a Consulting Team to prepare an updated Fire Department Master Plan for the District of Sooke.

For more detailed information regarding the project scope, refer to Schedule A 'Terms of Reference'.

1.2 Definitions

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

"Contract" means any written contract duly executed by the District and the Proponent as a result of an RFP;

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

"District" means the District of Sooke located in the Province of British Columbia;

"Evaluation Team" means a team appointed by the District;

"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 Proponent's 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.

2.0 Instructions to Proponents

2.1 Closing Date/Time

It is the sole responsibility of the Proponent to submit their Proposal to the Reception Desk (or via email as per below) at the District of Sooke Fire Department Station 1 prior to the closing time of 3:00 PM (15:00 hrs), Pacific Time, February 26, 2021. Proposals received after the noted due time WILL NOT be considered. The phone clock at the reception desk is the official time piece for the receipt of all Proposals.

It is the Proponent's sole responsibility to ensure they allow themselves enough time to submit their Proposal prior to the posted closing date and time.

Proposals received by facsimile **WILL NOT** be accepted.

Proposals received by email **WILL** be accepted at kmount@sooke.ca.

All costs to prepare the Proposal are borne solely by the Proponent.

2.2 Number of Copies

Proponents should submit:

- i. one (1) original hard copy plus one (1) digital (.pdf) copy (CD/DVD/memory stick/email), of their Technical Proposal in a separate sealed envelope clearly marked "Envelope 1 Technical Proposal", and
- ii. one (1) original paper copy, plus one (1) digital (.pdf) copy (CD/DVD/memory stick/email), of their Fee Proposal in a separate sealed envelope clearly marked "Envelope 2 Fee Proposal".

All original hard copies should be clearly marked "Original" and all paper copies should be clearly marked "Copy". Proponents should submit all the above items sealed in an envelope/email clearly marked on the outside with the Proponent's name, title of the Project and reference number, in addition to the following:

**ATTN: Fire Chief Kenn Mount
Fire Department Master Plan
RFP Submission**

Copies sent by email should be separated by proposal in a single email in pdf format.

2.3 Location

Sealed Proposals must be addressed, and hand/courier delivered to:

District of Sooke
Fire Department
2225 Otter Point Road
Sooke, BC, V9Z 1J2

Emailed Proposals must be sent before 3:00 time stamp in recipient email and addressed to kmount@sooke.ca in the pdf format described above.

2.4 Signature

The Proposal must include a cover letter signed by a person authorized to legally bind the Proponent to the statements made in the Response to this RFP.

2.5 Communications and Enquiries

All enquiries regarding this RFP are to be directed in writing or by email, to the following person prior to the specified closing date/time. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and may be distributed to all Proponents at the District of Sooke's option.

Kenn Mount
Email: kmount@sooke.ca
Telephone: 250-642-5422

2.6 Amendment to Proposals

Proposals may be amended in writing and delivered to the closing location before the closing time but not after. Such amendments should be signed by the authorized signatory of the Proponent.

2.7 Addenda

The District will post an electronic copy of the written addendum on the District of Sooke's website at <http://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/> if the District determines that an amendment is required to this RFP. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the District.

2.8 Examination of Contract Documents and Site

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

2.9 Error in Proposal

No proposal will 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 District 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 District RFP is intended to relieve the Proponent from forming their own opinions and conclusions in respect of the matters addressed in the RFP.

2.10 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time **PRIOR TO** the Proposal Closing Time by submitting a written withdrawal letter to the District's Development Services Department and the Proposal will be returned.

2.11 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the District in response to this RFP become the property of the District.

2.12 Opening of Proposals

Proposals will **NOT** be opened in public.

3.0 Proposal Submission Form and Contents

3.1 Package

Proposals should be in a sealed package, addressed and marked as described in Section 2.2 and Section 2.3.

Emailed Proposals should be sent in a single email in pdf format as described above in Section 2.2 and Section 2.3.

3.2 Form of Proposal

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the District 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 District to determine the Proponent's position from the documents received. Every effort must be made to include complete details of services your firm would provide.

The proposal must be submitted in two components, a Technical Proposal and a Fee Proposal. The Technical Proposal must be submitted in Envelope 1, and the Fee Proposal must be submitted in Envelope 2, per the instructions in Section 2.2.

Email proposals shall be separated as separate pdf documents and sent in a single email with the file names clearly defining which proposal.

The Technical Proposal should include:

- 1) Cover Page referencing project title and RFP number.
- 2) A Cover Letter that:
 - a. Is signed by an authorized person to legally bind the Proponent to the statements made in the Response to this RFP.
 - b. Provides a summary of the services to be provided.
 - c. Includes the name, telephone, and email address of the contact person for the Proposal, the contact person must have the authority to answer questions regarding the Proposal.
 - d. Includes the name and phone number of a contact person to be notified regarding contractual issues.
- 3) Table of Contents.

The Technical Proposal should be presented in the following sections and include:

- 1) Project Understanding and Approach
 - a. Sufficient detail and evidence of the Proponent's understanding of the proposed project.
 - b. Sufficient detail on the Proponent's methodology for the proposed project.
 - c. Confirmation of all issued addenda to the RFP.
- 2) Proposed Project Team
 - a. Details of the proposed project team, organizational structure, roles, responsibilities, qualifications, and credentials.
 - b. A list of sub-consultants that the Proponent proposes to use, including information about their sub-consultants including:
 - i. How Proponent's operation is structured, with respect to sub-consultant(s).
 - ii. Type of work that will be performed by the sub-consultant(s).

- iii. Qualifications and level of experience of the sub-consultant(s).
- 3) Similar Project Experience
 - a. Example projects where each team member has successfully undertaken a similar role to the roles proposed with this project.
 - b. Example projects which display the project team's design experience with types of projects similar to the design work proposed with this project.
- 4) Proposed Project Schedule
 - a. Detailed time schedule with key milestones and submissions.
- 5) Proposed Project Delivery

Explain in detail how the Proponent intends to achieve the District's project objectives, as described in Schedule A, and how the proponent intends to approach and provide the deliverables, while also providing examples of:

 - a. Sample concept drawings, figures and sketches showing how visual aids will be presented.
 - b. How the proponent intends to approach consultation sessions.

3.3 Fee Proposal

Fee Proposal must include a fee structure and total upper limit cost of the project, including a breakdown of fees using the same headings from the Proponent's proposed methodology. The fee structure must include at a minimum:

- a) A statement that all fees are in Canadian funds.
- b) Hourly charge out rates and task hour requirements for all personnel involved.
- c) Sub-consultant fees.
- d) Disbursements, meetings and all other costs to complete the work.
- e) Allowance for the Goods and Services Tax/Provincial Sales Tax.
- f) An explanation of the company's billing procedures.

4.0 Evaluation and Selection

4.1 Evaluation Process

The District will be using a two-document system for this RFP as described in Section 2.2. With the two-document system, the Fee Proposal document of the selected Proponent will be opened/reviewed separately from the technical proposal document. At the sole discretion of the District, only qualified proposals will have the fee proposal document/envelope opened.

4.2 Evaluation Team

The Evaluation Team, formed at the District's sole discretion, will evaluate the Technical Proposals in accordance with the evaluation criteria.

4.3 Clarification, Additional Information and Interviews

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

The Evaluation Team may, at its discretion, invite one or all of the Proponents to appear before the Evaluation Team to provide clarifications to their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating the Proposals.

4.4 Evaluation Criteria

The Evaluation Team will evaluate proposals based on the following approximate weighting of criteria:

Project Understanding and Design Approach	20%
Quality and Experience of Project Team	30%
Proposed Project Delivery	30%
Fees	20%

4.5 Negotiation

By submitting a Proposal, a Proponent accepts that a contract may be concluded upon notification by the District with the Proponent. The District reserves the right to negotiate. If the parties, after having bargained in good faith, are unable to conclude a contract, the District and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the District may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a contract with it, and so on until a contract is concluded.

5.0 General Terms and Conditions

5.1 Right of the District to Cancel the RFP Process

The District is not bound to select a preferred Proponent or accept any Proposal and reserves the right in its sole discretion to postpone or cancel this RFP at any time for any reason whatsoever in accordance with the District's judgement of its best interest and to proceed with the services in some other manner separate from this RFP process.

5.2 Acceptance and Rejection of Proposals

This RFP does not commit the District, in any way, to select the preferred Proponent, or to proceed to negotiations for a contract, or to award any contract.

The District reserves the right to:

- a) Accept a Proposal which is not the lowest bid price;
- b) Reject any and all Proposals, including without limitation the lowest priced Proposal, even if the lowest priced Proposal conforms in all aspects with the RFP;
- c) Reject any Proposal at any time prior to execution of an agreement;
- d) Assess the ability of the Proponent to perform the contract and may reject any Proposal where, in the District's sole estimation, the personnel and/or resources of the Proponent are insufficient;
- e) Amend or revise the RFP by Addenda up to the specified closing date and time;
- f) Reduce the Scope of Services required within the RFP and negotiate the price to reflect such change after award of an Agreement; and
- g) Award an Agreement to the Proponent other than the one with the most points, if, in its sole determination, another Proposal is determined to be the best value to the District, taking into consideration the price and evaluation criteria of the RFP.

Under no circumstances will the District be obligated to award an Agreement solely based on proposed price.

The District may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the District may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor or inconsequential irregularity with no change in the Proposal.

The determination of what is or is not a minor or inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity and the final determination of the validity, will be the sole discretion of the District of Sooke.

5.3 No Claim for Compensation

Proponents are solely responsible for their own 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. The District and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process, and or submitting a Proposal, they have no claim for compensation.

5.4 No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind, if formed under, or arises from this RFP, exists prior to the signing of a formal written Contract.

5.5 Conflict of Interest

Proponents will disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the District, its elected officials, appointed officials or employees.

5.6 Business Licence

The successful Proponent will be required to hold a valid District of Sooke business license for the duration of the project. The Proponent will be required to produce a copy of the business license on or before commencement of the project.

5.7 Solicitation of Council Members and District Staff

Proponents and their agents will not contact any member of the District Council or District Staff with respect to this RFP, other than the District representative named in this document or authorized by Development Services, at any time.

5.8 Confidentiality and Freedom of Information

The District will retain all Proposals and they will not be returned to the Proponent except for any unopened financial Proposals. All submissions will be held in confidence by the District. The District is bound by the *Freedom of Information and Protection of Privacy Act* (British Columbia) and all documents submitted to the District will be subject to provisions of this legislation.

All of the information contained within the RFP, including supplementary information provided electronically, is for the exclusive use of the Proponent team for the RFP preparation purposes only and is not to be made publicly available in any manner. The Proponent team will not discuss this project with

any member of the public at any time, for any reason whatsoever, without the prior written approval of the District of Sooke.

5.9 Consulting Services Agreement

A Consulting Services Agreement will be required between the District of Sooke and the successful proponent. See **Schedule B** for a copy of the Consulting Services Agreement.

5.10 Sub-Consulting

Using a sub-consultant is acceptable provided the sub-consultant is clearly identified in the Proposal. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the Proposal.

Sub-consulting to any firm or individual who's current or past corporate or other interests may, in the District's opinion; give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this Request for Proposal.

Where applicable, the names of approved Sub-Consultants listed in the Proposal will be included in the Contract. No additional Sub-Consultants will be added or other changes made, to the list in the Contract without written consent of the District's Director of Development Services.

5.11 Insurance

Except as may be otherwise expressly approved by the District in writing, the Proponent will, without limiting its obligations or liabilities herein and at its own expense, provide and maintain the following insurances with insurers licensed in British Columbia and in forms and amounts acceptable to the District:

- a) Professional Liability Insurance (Errors and Omissions) coverage of a minimum of \$500,000 per occurrence, \$1,000,000 aggregate.
- b) Comprehensive Liability Insurance with not less than \$3,000,000 coverage per occurrence, together with a Standard Non-Owned Automobile Liability. The District must be named as an additional insured on this policy and the policy must contain a cross-liability clause.
- c) The successful Proponent must also provide the District with a certificate issued by the insurer(s) as evidence of the coverage required on or before commencement of the project.
- d) Each policy of insurance required under this agreement must be maintained during the continuance of this agreement and must not be capable of cancellation unless 30 days' notice is

- first given to the District.
- e) The successful Proponent must ensure that every sub-consultant provides and maintains insurance substantially in accordance with the requirements of this agreement. The successful Proponent must be as fully responsible to the District for acts and omissions of sub-consultants and of persons employed directly or indirectly by them as for acts and omissions of persons directly employed by the Proponent.

The foregoing insurance must be primary and not require the sharing of any loss by any insurer of the District.

The successful Proponent must provide the District with evidence of all required insurance prior to the commencement of the Services. When requested by the District, the Proponent must provide certified copies of required policies.

5.12 Safety

The successful Proponent must:

- a) Hold a valid WorkSafeBC registration number for the duration of the project.
- b) Produce a copy of a WorkSafe BC registration number and proof of good standing on or before commencement of the project.
- c) Comply with Occupational Health and Safety Regulations.
- d) In the event of a multiple employer workplace (i.e. Field work requiring survey, geotechnical investigation, traffic control etc.) be the designated Prime Contractor (per Section 5.13), complete the attached prime contractor form in **Schedule C** and fulfil the prime contractor's responsibilities as defined in:
 - a. *Workers Compensation Act (RSBC 1996)*, Part 3 Division 6, Section 118, Coordination at multiple-employer workplaces, subsections (1) and (2);
 - b. General Requirements of the *Workers Compensation Act (RSBC 1996)*.

5.13 Contractor is "Prime Contractor"

The Contractor to the Contract (if awarded) will be designated and assumes the responsibility as the **Prime Contractor** per WorkSafe BC OH&S Regulations, Section 20.2 **Notice of Project** and 20.3 **Coordination of Multiple-Employer Workplaces**, Subsections (1) and (2). The Proponent should also understand the general duties of the Owner as defined in the *Workers' Compensation Act (RSBC 1996)*, Part 3, Division 3, Section 115 **General Duties of Owner**. The Proponent should have the necessary qualification and be willing

to accept the responsibilities as **Prime Contractor** for this Contract.

Prime Contractor information is included in **Schedule C** Prime Contractor Form.

5.15 Time is of the Essence

Time is an important consideration in the Contract, if awarded. The project timeline is structured so the project can begin in 2021, and to be completed in early 2022 as per budget funding in the District of Sooke 5-year plan.

5.16 Governing Law

This agreement will be governed by the laws of the Province of British Columbia.

5.17 Local Preference

Preference will be given to Proponents located within the region of Sooke where quality, service, and price are equivalent. This will include any of the Proponent's proposed sub-consultants, if applicable.

5.18 Litigation Clause

The District may, in its absolute discretion, reject a Proposal submitted by a Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the District, its elected or appointed officers and employees in relation to:

- i. Any other contract for works or services; or
- ii. Any matter arising from the District's exercise of its powers, duties; or functions under the *Local Government Act, Community Charter* or another enactment,

within five years of the date of this Request for Proposal.

In determining whether to reject a Proposal under this clause, the District will consider whether the litigation is likely to affect the Proponent's ability to work with the District, its consultants and representatives and whether the District's experience with the Proponent indicates that the District is likely to incur increased staff and legal costs in the administration of a Contract if it is awarded to the Proponent.



SCHEDULE A

TERMS OF REFERENCE

For

Request for Proposal

FOR FIRE DEPARTMENT MASTER PLAN

ISSUED: February 4, 2021

1.0 Project Background & Information

1.1 Project Summary

This Request for Proposals (the “RFP”) is an invitation by the District of Sooke (District) to submit non-binding proposals for the provision of the consulting services for a Fire Department Master Plan Development (“Deliverables”) as set out in this section. The selected proponent will be requested to enter into negotiations for an agreement with the District for the provision of the Deliverables. As part of the process the consultant will meet with the Fire Chief, District CAO, select member of the department (including IAFF Local 4841 Executive, Sooke Firefighters Association Executive) and select members of the District’s Leadership Team.

It is expected that the Fire Services Review and Strategic Plan will be completed with the final report, and presentation to Council, prior to mid-2022.

1.2 Background Information

Where the Rainforest meets the Sea, the District of Sooke offers a quality standard of living, proximity to amenities and the gateway to the Juan de Fuca and Pacific Rim. With a population of approximately 15,000 residents, the District is one of the fastest growing communities in BC and the largest community West of Langford in the Juan de Fuca. The District also has a significant commuting population that work within the Capital regional District and Greater Victoria. Sooke is morphing into a bedroom community as properties are considered affordable in context to high housing costs in neighbouring municipalities. As the tourism hub and bedroom community for the Juan de Fuca the District has some challenges to take into consideration. The District of Sooke has an exceptionally involved volunteer community that strives to think beyond the here and now.

The Sooke Fire Department is a Composite Fire Department with 2 Chief Officers, 5 career members and up to 30 paid-on-call members operating out of 2 fire stations housing 6 fire apparatus. The Department is dispatched by the Langford Fire Department (Capital Regional District Contract) to approximately 1000 incidents annually including fire suppression, medical (FR delayed), technical rescue and Hazmat services.

The Department currently has mutual aid agreements with the District of Metchosin, City of Langford, Town of View Royal and the Capital Regional District (CRD) as well as service contracts with the T’Sou-ke First nation and Silver Spray neighbourhood through the CRD and East Sooke Fire Department.

The Department is responsible for the maintenance and operation of the Districts emergency program and the Emergency Operations Centre is housed in the fire station 1. The Fire Department has a working relationship with the neighbour Otter Point Fire Department and regular use of the Fire Training Centre.

The District of Sooke is seeking to develop a Fire Department Master Plan framework that provides a point of reference upon which decisions and priorities can be evaluated and monitored by the municipality by assessing its present and future capabilities in terms of its current mandate and future requirements. A Master Plan is a strategic blueprint for fire and rescue services that addresses all local needs and circumstances based upon costs the community can afford and the service levels established by the District Council.

1.3 Project Objectives

Master Planning allows municipalities to provide a systematic and comprehensive approach to evaluating risk and current capabilities within a municipality. Additionally, a Master Plan helps formulate and communicate strategic direction and highlights opportunities for improved and sustainable service delivery.

Key areas of the study will include but not be limited to:

- a. Review existing means of delivering fire services, including an investigation of underlying issues, budgets, human resources, service delivery protocols, bylaws, etc.
- b. Consult the fire service to understand how fire and emergency response services are delivered, with a view to ensuring existing efficiencies continue and effectiveness is documented and areas which require improvement are identified.
- c. Consult the District's Chief Administrative Officers, and others they deem relevant, to understand administratively what is and what is not working in fire and emergency response service delivery.
- d. Consult the District's Mayor and Council to understand their perspective on fire and emergency response services so that opportunities and challenges can be addressed in the proposed delivery model.
- e. Identify needs, opportunities, and concerns with a view to requirements for streamlined and effective services for residents and safety of emergency responders, financial efficiencies, proper infrastructure, fair compensation and rewards for emergency responders, etc.
- f. Consider the growth in population and activity within the community and areas of jurisdiction over the next 10 – 20 years and the potential impact to service delivery and operations of the Fire Department.
- g. Review all areas including staffing, station location, vehicles and apparatus (new and replacement cycles), vehicle and apparatus maintenance, other equipment, administration, training, mechanical, fire prevention, emergency planning and public education.
- h. Include service level options, recommendations, approximate financial implications and associated implementation plans, including timetables.

1.4 Scope of Work

The consultant will undertake a detailed review of the Department's administrative and operational capabilities and requirements in the context of its existing mandate. The Fire Chief will work in conjunction with the consultant to provide the requested supporting documents. The consultant will prepare a report that analyzes the risks, benefits, cost effectiveness and sustainability of each of the principal fire department responsibilities and functions, as well as provide recommendations for improvements or changes based on the District's needs and best practices. The consultant will identify all key findings and make final recommendations for consideration including a proposed strategic planning document with supporting initiatives, objectives and performance measures.

The Master Plan Review Process should include a number of issues such as the following but not be limited to:

Review of Operations

- 1) The District's existing legal, operational and administrative structure and requirements including the mandate for services.
- 2) The District's FUS grading, recommendations and considerations. Fire Underwriters Survey (FUS) and Public Fire Protection Classification (PFPC)
- 3) The Department's service capacity in the context of the existing demographic profile
- 1) The Department's ability to meet its statutory and regulatory obligations under or as defined by the BC Building Code and Workers Compensation Act
- 2) Emergency and non-emergency services provided (Medical Co-Response, MVI & HazMat)
- 3) Emergency response times, including dispatch, turn out and travel time by incident types.
- 4) Budget Process
- 5) Staffing Levels and needs
- 6) Occupational Health and Safety issues
- 7) Comparable Departments
- 8) Emergency Program Activities
- 9) Inventories
- 10) Reporting structure and requirements, duties and workload
- 11) Health and wellness
- 12) Training programs (Paid-On Call, Career staff, recruitment)

Future Needs and Sustainability

- 1) Department's service capacity in the context of anticipated development and growth
- 2) Potential impacts of the new Fire Safety Act, BC Playbook, Part 31 of the Worker's

Compensation Act and the proposed Emergency Program Act

- 3) Apparatus, equipment, facility replacement and resource allocation
- 4) Department training needs and standards
- 5) Fire Prevention activities including fire safety inspections, fire investigations, public education and pre-incident planning.
- 6) Regional efficiencies and operability
- 7) Contracts, service agreements and mutual aid agreements
- 8) Standard Operating Guidelines, bylaws, policies and procedures
- 9) Recruitment, retention and use of paid-on-call members.
- 10) Capital and Operating Budget
- 11) Recommended 5-year administration and operations plan for the years 2023-2028
- 12) 5, 10- and 20-year outlooks
- 13) Succession Planning
- 14) Administrative needs
- 15) Building space requirements
- 16) Long term apparatus replacement plans

The Master Plan will also sets out significant findings and recommendations relating to:

- Additional complex Risks and Hazards
- Fire Protection
- Reductions and Management of Identified Fire Risks (Community Risk Reduction)
- Emergency Mitigation, Preparedness, Response and Recovery related to the Emergency Program Act Modernization and Sendai Framework
- Funding and Fiscal Measures relating to Fire Protection and Rescue

The consultant should set out in summary fashion in the proposal how they intend to provide the works and services required by the RFP, describe the approach to the project, how collaboration with the District and Fire Department will be handled, innovative or value-added work that would be included, project constraints/challenges and resource requirements from the District.

From the date of contract being awarded, a timeline to complete stakeholder engagements, critical project benchmarks including draft report, presentations to Council, possibility of two workshops (one to the Fire Department and one to District Leadership), and alternate completion dates if proposed.

Provide a minimum of three project abstracts for similar departments completed in the last five years by the consultant. The project abstracts should clearly identify the project location and client names with current contact information. Project references may be contacted, and their response used in the decision process.

The consultant will include the project price, applicable taxes separate in Canadian funds, and any proposed project payment schedule.

2.0 Schedule and Budget

2.1 Project Timeline

The following is the anticipated project timeline.

Milestone	Approximate Date
Award of Consulting Contract & Project Initiation Meeting	Early March 2021
Initial public consultation	Q2 2021
First draft and mid-stage consultation	Q1/Q2 2022
Final Draft review/consultation	Late Q2 2022
Present final submission to Council	Q3 2022

Proponents must submit a schedule of key tasks and milestones with dates and enough detail for the Evaluation Team to assess the reasonable ability of the Proponent achieving the results in the time stated.

Proponents are to allow a minimum of three weeks turnaround time for District reviews of submissions noted above in the provided schedules.

2.2 Project Budget

The District's budget for this project is \$40,000.

3.0 General Services and Deliverables

3.1 General Services

The Proponent is expected to perform the general services as required to produce a document meeting the objectives and scope of work as stated in *1.3 Project Objectives*, *1.4 Scope of Work*. These include, but are not limited to:

- 1) Collect and interpret original and third-party data, and review reports and plans published by the District and other agencies Sooke Emergency Plan, Internal 10-Minute Response time, Standard Operating Guidelines, Community Wildfire Protection Plan.
- 2) Consult with District staff, the public, local stakeholders, and Mayor & Council, including scheduling and leading public open houses and stakeholder meetings and attending Committee of the Whole and Regular Council meetings.
- 3) Prepare draft digital copies, and digital and printed hard copies of the final Fire Department Master Plan document.

3.2 Deliverables

While the main deliverable will be the final copy of the FDMP, as part of creating that document the Proponent will, either independently or as part of a larger milestone, be responsible for:

- 1) **The consultant shall provide the following:**
 - a) Presentation and copies of the Draft Fire Department Master Plan, including any and all updates and revisions requested by the District.
 - b) Presentation and copies of the Final Fire Department Master Plan to Council, shall include key findings, consultant's analysis and recommendations, identification of implementation issues and an implementation plan with timetable.
- 2) Data Collection and Analysis:

The Proponent will gather information from past reports and stakeholders to analyze and model, at minimum, the following data, both through original studies and/or using up-to-date information from other agencies to:

- Paid -On Call Implementation plan review
- Long term staffing plan
- Long term apparatus replacement plan
- 10-minute response time feasibility
- Fire Station location and response times
- Duty Officer and Duty Crew scheduling

- First responder program statistics
- Dispatching service agreements
- Fire Underwriters Survey - Public Fire Protection Classification ratings and reports

3) Policy-Related Planning

The Proponent will compile data and information from studies and consultation to identify and evaluate the Fire Department Operations and Administration, and will include the following policy-based recommendations and input within the SFDMP document:

- Document key influences
- Recommend requirements for facilities and amenities such as training grounds and long term planning.
- Identify emerging options/trends that will influence Fire Department recruitment and retention.
- Review the existing SOGs standards used within the District and recommend changes that better suit both the existing and projected new policies.

4) Capital Improvement Project Planning

The Proponent will analyze existing and projected forecast the District's capital improvement framework for the next twenty years. The Proponent will:

- Outline funding strategies for establishing, capital improvements and operation and maintenance programs.
- Prioritize projects in terms of timeframes (1-year, 5-year, 10-year, 15-year, 20-year) to guide long-range financial planning and funding assistance applications.
- Provide recommendations for amending the Paid-On Call implementation. Long term staffing, long term apparatus replacement, response times.

3.3 Report Formatting

For the 2021 Sooke Fire Department Master Plan, the Proponent will complete a full report explaining the study, the methodology and analysis, evaluation and recommendations. Provide relevant technical analysis, and summaries of discussions with stakeholder groups, in an appendix. The recommended improvements should be prioritized, indicating the time frame, including all assumptions, and detailing triggers when the improvements need to be implemented.

Ensure a brief one to two (1-2) page executive summary is included at the beginning of the report.

All originals, including digital and computer-generated drawings of all surveys, drawings, specifications, tender documents and any other documentation produced by the proponent for the District during this assignment, will, upon the completion of this assignment, become the property of the District of Sooke.

Proponents are encouraged to expand upon the deliverables as they see fit to propose a project of highest quality. Items proposed which are not requested within the original scope of work or set of deliverables should be indicated as such within the proposed cost estimate.

It is expected that the Proponent will informally advise the District of planning and progress during the project.

4.0 Information

4.1 Available Information

Proponents are expected to review all relevant District of Sooke bylaws and plans. The following additional information can be made available to the successful as requested. This list is not all-encompassing, however is intended to provide an overview of additional information available to the successful proponent:

- 1) 2021 Strategic Plan and Work Plan (District of Sooke)
- 2) 2021 District 5-year Financial Plan
- 3) CRD relevant reports in Emergency Management, Dispatch and HazMat
- 4) District of Sooke Current Wildfire Protection Plan
- 5) District of Sooke Emergency Business Continuity Plan
- 6) Fire Department Long Term Apparatus Replacement Plans
- 7) Reports to Council on 10 Min response times.
- 8) Sooke Fire Department Standard Operating Guidelines

All information is provided as reference material only and it is the responsibility of the Proponent to confirm the completeness and accuracy of all required information.

4.2 Privacy

All information contained within the RFP is for the exclusive use of the Proponent for RFP response preparation purposes only and is not to be made publicly available in any manner. The Proponent and their team must not discuss this project with any member of the public at any time, for any reason whatsoever, without the prior written approval of the District of Sooke.

SCHEDULE A (General Services Agreement)

To Be Determined

SAMPLE



SCHEDULE B

CONSULTANT
(SAMPLE) GENERAL SERVICES AGREEMENT

For

**CONSULTING SERVICES FOR
FIRE DEPARTMENT MASTER PLAN**

ISSUED: February 4, 2021

Schedule B – Sample General Services Agreement



GENERAL SERVICES AGREEMENT

Project Name: _____
District of Sooke File No: _____

THIS AGREEMENT dated for reference this day ____ of ____, ____

BETWEEN:

[NAME OF CONTRACTOR], [incorporation no. where applicable], having an address at
[address with postal code]

("the Contractor")

AND:

DISTRICT OF SOOKE, a municipal corporation incorporated under the *Local Government Act*, having an address at 2205 Otter Point Road,
Sooke, British Columbia, V9Z 1J2

(the "District of Sooke")

GIVEN THAT:

- A. The District of Sooke desires to engage the services of the Contractor as an independent contractor to perform [type of services] services as more particularly described below, and
- B. The Contractor agrees to provide such services on the terms and subject to the conditions set out in this Agreement,

IN CONSIDERATION OF the sum of ten (\$10.00) dollars paid by the District of Sooke to the Contractor, and the mutual agreements and covenants under this Agreement, and as a condition of the District of Sooke retaining the Contractor, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

(a) Interpretation

- a. In this Agreement, the following terms have the meanings set out after each:

"Agreement" means this agreement, including the recitals and schedules hereto, each as supplemented or amended from time to time;

(b) Schedules Incorporated

- a. The following are Schedules to, and form an integral part of, this Agreement:

Schedule "A" – the Services

Schedule "B" – the Rates

- b. If there is a conflict between a provision in a schedule to this Agreement and any other provision of this Agreement, then the provision in the schedule is inoperative to the extent of the conflict, unless it states that it operates despite a conflicting provision of this Agreement.

(c) Effective Date and Term

- a. This Agreement takes effect immediately upon execution by all of the Parties.
- b. The term of this Agreement is for that period set out in Schedule A.

(d) Authority

- a. The Contractor represents and warrants to the District of Sooke that it has the authority to enter into this Agreement and carry out its transactions and all necessary resolutions and procedural formalities have been completed and the persons executing this Agreement on its behalf are duly authorized to do so.

(e) Services

- a. The District of Sooke hereby retains the Contractor as an independent contractor to provide the services described in Schedule A ("the Services").
- b. The Contractor shall provide the Services strictly in accordance with the terms and conditions set out in this Agreement.
- c. The Contractor shall provide the Services during the time period set out in Schedule A, regardless of the date of execution or delivery of this Agreement unless an extension of the time period is agreed to in writing by both parties.
- d. The Contractor will perform the Services to a standard of care, skill and diligence maintained by person providing, on a commercial basis, services similar to the Services.

(f) Compensation

- a. During the term of this Agreement the District of Sooke shall pay the Contractor for the Services at the rates and times described in Schedule B.
- b. The Contractor shall submit written statements of account to the District of Sooke according to the schedule set out in Schedule B.
- c. The District of Sooke shall reimburse the Contractor for all necessary expenses that the Contractor incurred while performing the Services and shall do so in accordance with the terms set out in Schedule A.
- d. The District of Sooke shall not pay the Contractor for any fees or expenses in excess of any limit specified in Schedule A, except where that is agreed to in writing by the parties.
- e. Any expense claims provided by the Contractor to the District of Sooke shall be supported by proper receipts.

(g) Contractor's Obligations

- a. The Contractor shall be responsible for the payment of all income and other taxes attributable to any payments made under this Agreement. The Contractor agrees to indemnify and save harmless the Company from and against any and all manner of actions, claims and demands which may be made against it in respect of any fees, assessments, levies, rates, taxes or other charges made, demanded, assessed or otherwise claimed by any provincial or federal government or other body of competent jurisdiction in respect of any monies paid to the Contractor under this Agreement.

- b. The Contractor shall apply for and, immediately on receipt, remit to the District of Sooke any refund or remission of federal or provincial tax or duty available with respect to any items used in connection with this Agreement.
- c. The Contractor shall supply and pay for all labour and materials necessary or advisable to provide the Services.
- d. The Contractor shall be responsible for all applications, permits or other approvals necessary or advisable to provide the Services.
- e. The Contractor shall maintain time records and books of account, invoices, receipts, and vouchers for all expenses incurred, in form and content satisfactory to the District of Sooke.
- f. The Contractor shall, upon request, fully inform the District of Sooke of all work done in connection with providing the Services.
- g. The Contractor shall comply with the District of Sooke's instructions regarding the performance of the Services, but not as to the manner in which those instructions are carried out, except as specified in this Agreement.
- h. The Contractor shall, when necessary, provide and supervise a sufficient number of workers to enable timely and proper performance and completion of the Services, and shall ensure that all such workers are competent, work efficiently and are qualified by education, training and experience to carry out the tasks to which each is assigned.
- i. All workers hired by the Contractor to perform the Services shall be the employees of the Contractor and shall not be the employees of the District of Sooke.
- j. The Contractor shall refrain from doing anything that would result in workers hired by the Contractor being considered the employees of the District of Sooke.
- k. The Contractor shall reassign, replace or remove a worker who does not meet the requirements described above, or who has behaved or is likely to behave in a manner detrimental to the provision of the Services, or has violated or is likely to violate the confidentiality provisions of this Agreement.
- l. Where a worker is identified in a schedule to this Agreement as "Key Personnel" and is essential to the performance of the Services, then the Contractor shall not remove or replace them without the District of Sooke's prior written approval.
- m. The Contractor shall bear the expense of replacing its workers.
- n. Nothing in this Agreement restricts the right of the Contractor to terminate its employee's employment, or renders the Contractor liable for an employee's voluntary termination, or for any labour strike or lockout involving the Contractor's employees.

(h) Conflict of Interest

- a. The Contractor shall not provide services to any other person or organization where that could reasonably give rise to a conflict of interest.

(i) Subcontracting

- a. The Contractor shall not subcontract any obligation under this Agreement, other than to persons or firms listed in this Agreement, without the prior written consent of the District of Sooke.
- b. The District of Sooke may, for reasonable cause, object to the use of a proposed subcontractor and require the Contractor to retain another qualified subcontractor.
- c. No subcontract, whether consented to or not, shall relieve the Contractor of any obligations under this Agreement.
- d. The Contractor shall ensure that any subcontractor fully complies with this Agreement when performing the subcontracted Services.

(j) Non-Compliance

- a. If the Contractor fails to observe, perform, or comply with any provision of this Agreement, then the District of Sooke may, at its sole discretion:
 - (k) allow the Contractor to continue to provide the Services with a time limit for compliance, rectification or both; or
 - (l) suspend all or part of the Services, including payments in whole or in part, and give the Contractor a time limit for compliance, rectification or both.
- a. If the District of Sooke has set a time limit for compliance, rectification or both and believes that the Contractor has failed to meet the time limit, the District of Sooke may employ whatever means necessary to rectify that non-compliance, including performance of the Contractor's obligations on the Contractor's behalf and/or termination of this Agreement, and the Contractor shall pay an amount equal to all costs reasonably incurred by the District of Sooke in rectifying the non-compliance.

(m) Termination

- a. The District of Sooke may terminate this Agreement at any time, and without cause, by giving 5 (five) days' written notice of termination to the Contractor and paying the Contractor an amount equal to the minimum fees that would otherwise have been payable for the Services completed at the time of termination. That payment shall discharge the District of Sooke from all liability to the Contractor under this Agreement.
- b. The District of Sooke may terminate this Agreement if the Contractor fails to comply with any of the terms, covenants and agreements that the Contractor must observe or perform under this Agreement and that failure continues for 5 (five) days after receipt by the Contractor of notice in writing from the District of Sooke specifying the failure.
- c. The Contractor may terminate this Agreement by providing 5 (five) days' written notice of termination to the District of Sooke.

(n) Information Made Available

- a. The District of Sooke shall make available to the Contractor all information in its possession that the District of Sooke considers relevant to the Contractor's performance of the Services.

(o) Intellectual Property

- a. The Contractor agrees that any documentation or deliverables developed by the Contractor for the purposes of this Agreement is the property of the District of Sooke and any copyrights, ownership rights or any other rights to such documentation or deliverables remain solely with the District of Sooke.

(p) Materials and Equipment

- a. Any material or equipment that the District of Sooke provides to the Contractor, or to a subcontractor hired by the Contractor, shall remain the exclusive property of the District of Sooke.
- b. The Contractor shall deliver to the District of Sooke any material or equipment provided to the Contractor or the Contractor's subcontractor immediately following expiration or termination of this Agreement, or as requested by the District of Sooke, and the material or equipment shall be returned in the same condition that it was supplied to the Contractor, except for loss or damage resulting from reasonable wear and tear associated with the performance of the Services.

(q) Insurance

- a. The Contractor shall, at its own expense, maintain at all times during the term of this Agreement, general liability insurance coverage in an amount and with deductibles as described in Schedule A, and shall ensure that the District of Sooke is named as an insured.
- b. The Contractor shall apply to the Workers' Compensation Board for coverage for the Contractor and any workers or other persons engaged by the Contractor to perform the Services during the term of this Agreement.
- c. The Contractor may, at its own expense, provide additional insurance for its members to augment WorkSafe BC coverage.
- d. The Contractor shall comply with all conditions of the *Workers Compensation Act* and regulations, and will be responsible for all fines, levies, penalties and assessments made or imposed under the *Workers Compensation Act* and regulations relating in any way to the Services, and shall indemnify and save harmless the District of Sooke, its employees and agents, from and against any such fines, levies, penalties and assessments.

(r) Confidentiality

- a. The Contractor acknowledges that in the performance of its responsibilities hereunder, the Contractor may have access to confidential information and records and the Contractor shall maintain strict confidentiality concerning any information, data, reports, instructions or directions received from or delivered by the District of Sooke in connection with the providing of any Services under this Agreement ("the Confidential Information").
- b. Statements or materials related to the Services shall not be released by the Contractor to the public without the prior written approval of the District of Sooke.
- c. During and after the term of this Agreement, the Contractor shall not, directly or indirectly, disclose Confidential Information to any person or use any Confidential Information, except:
 - (a) as required in the course of performing the Services and then only to staff of the District of Sooke on a need-to-know basis; or
 - (b) with the prior written consent of the District of Sooke.
- d. All Confidential Information which the Contractor shall prepare or use or come in contact with shall be and remains the District of Sooke sole property and shall not be removed from the District of Sooke premises without its prior written consent, except as required in the normal course of performing the Services under this Agreement.
- e. The Contractor agrees to return to the District of Sooke all the Confidential Information provided by the District of Sooke and any copies of such material in its possession forthwith upon demand.
- f. The Contractor agrees that it will cause any worker, before commencing his or her duties, to sign a written confidentiality agreement and the Contractor shall be liable to the District of Sooke for any breach of any such agreement by the worker.
- g. The Contractor agrees that, upon request of the District of Sooke, or in the event that the Contractor ceases to require use of the Confidential Information, or upon expiration or termination of this Agreement, the Contractor will turn over to the District of Sooke all data, documents, specifications, drawings, reports, software, disks or other computer media, or other material in the possession or control of the Contractor that:
 - (a) may contain or be derived from ideas, concepts, creations, or trade secrets and other proprietary and Confidential Information; or
 - (b) is connected with or derived from the Contractor's Services to the District of Sooke.

- h. The Contractor agrees and acknowledges that the Confidential Information is of a proprietary and confidential nature and that any failure to maintain the confidentiality of the Confidential Information in breach of this Agreement cannot be reasonably or adequately compensated for only in money damages and would cause irreparable injury to the District of Sooke. Accordingly, the Contractor agrees that the District of Sooke is entitled to, in addition to all other rights and remedies available to him at law or in equity, an injunction restraining the Contractor and any agents of the Contractor, from directly or indirectly committing or engaging in any act restricted by this Agreement in relation to the Confidential Information.

(s) Notices

- a. Any notice permitted or required to be given by a party hereunder shall be given in writing, and may be delivered by hand, sent by facsimile transmission, or forwarded by first-class prepaid registered mail to the addresses and fax numbers set forth below, or to such other addresses as may from time to time be provide by the parties in writing. Any notice delivered by hand or sent by facsimile shall be deemed to be given and received at the time of sending. Any notice that is sent by prepaid or registered mail shall be deemed to have been received by the party to whom it is addressed on the fourth (4th) business day (Saturdays, Sundays and Statutory Holidays excluded) following the date of posting, provided that Canada Post service is not interrupted by strike or lock-out at the time of posting or within four (4) business days thereafter, in which case the notice shall only be effective once it is actually delivered.
- b. Notices under this Agreement are to be delivered as follows:

To the District of Sooke:

District of Sooke of Sooke
2205 Otter Point Road
Sooke, BC V9Z 1J2
Attention: Corporate Officer

Fax: (250) 642-0541

To the Contractor:

[Name]
[Street Address]
[Town/City], [Province], [Postal Code]

(t) Dispute Resolution

- a. In the case of any dispute arising between the District of Sooke and the Contractor, a party to this Agreement may give the other party notice of the dispute, and if the matter cannot be resolved the parties may submit the dispute to arbitration by a single arbitrator in accordance with the *Commercial Arbitration Act* (British Columbia), as amended.

(u) Force Majeure

- a. For the purposes of this Agreement, the term “Force Majeure” is defined as an Act of God, an act of a public enemy, war, labour disruptions and other extraordinary causes not reasonably within the control of the Contractor.
- b. If the Contractor is rendered unable, wholly or in part, by Force Majeure to provide the Services then the Contractor shall provide to the District of Sooke notice of the Force Majeure as soon as reasonably possible, and to the extent that the Contractor’s performance is impeded by the Force Majeure it shall not be in breach of its obligations under this Agreement.

- c. The parties acknowledge and agree that during an event of Force Majeure, the Contractor's obligations pursuant to this Agreement shall be reduced or suspended as the case may be, but not longer than the continuance of the Force Majeure, except for a reasonable time period after if required by the Contractor to resume its obligations.

(v) No Assignment

- a. The Company may not assign any of its rights or interests in this Agreement.

(w) Binding on Successors

- a. This Agreement ensures to the benefit of and is binding upon the parties and their respective successors and permitted assigns, notwithstanding any rule of law or equity to the contrary.

(x) Remedies Cumulative

- a. No reference to or exercise of any specific right or remedy by the District of Sooke prejudices or precludes the District of Sooke from any other remedy, whether allowed at law or in equity or expressly provided for in this Agreement. No such remedy is exclusive or dependent upon any other such remedy, but the District of Sooke may from time to time exercise any one or more of such remedies independently or in combination. Without limiting the generality of the foregoing, the District of Sooke is entitled to commence and maintain an action against the Contractor to collect any sum not paid when due, without exercising the option to terminate this Agreement.

(y) Waiver

- a. Waiver by the District of Sooke of any breach of any term, covenant or condition of this Agreement by the Contractor must not be deemed to be a waiver of any subsequent default by the Contractor. Failure by the District of Sooke to take any action in respect of any breach of any term, covenant or condition of this Agreement must not be deemed to be a waiver of such term, covenant or condition.

(z) Indemnity

- a. The Contractor shall indemnify, release and save harmless the District of Sooke and its elected and appointed officials, officers, employees, agents, contractors, successors and assigns from any and all liabilities, actions, damages, claims, losses, orders, fines, penalties, costs and expenses, including the full amount of all legal fees and expenses that may be brought against, or suffered or incurred by, the District of Sooke or any of its elected and appointed officials, officers, employees, agents, contractors, successors and assigns, in any way directly or indirectly arising from or in connection with the activities, actions or omissions of the Contractor or any of its employees, subcontractors, agents, licenses, servants, invitees or anyone for whom the Contractor is in law responsible, in relation to the Services or in connection with this Agreement. The indemnities set out in this paragraph do not include indemnifications for negligence or wilful or malicious misconduct on the part of the District of Sooke or a person for whom the District of Sooke is responsible at law. This paragraph will survive termination of this Agreement.

(aa) Release

- a. The Contractor releases the District of Sooke from and against all liabilities, claims, demands, damages, costs, expenses, suits and actions which the Contractor may at any time have against the District of Sooke in respect of the Services, this Agreement and related matters. The obligations of the Contractor under this section survive the expiry or earlier termination of this Agreement.

(bb) General

- a. Time is of the essence of this Agreement.
- b. Parties may by written agreement amend this Agreement
- c. Every reference to each party is deemed to include the heirs, executors, administrators, corporate successors, servants, employees, agents, contractors, officers, licensees and invitees of such party, wherever the context so requires or permits.
- d. Wherever the singular or masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate where the context or the parties so require.
- e. Unless otherwise specified in this Agreement, all references to currency are in Canadian dollars.
- f. The headings included in this Agreement are for convenience only and do not form part of this Agreement and will not be used to interpret, define or limit the scope or intent of this Agreement.
- g. This Agreement shall be construed in accordance with the laws of the Province of British Columbia. Without limitation, the Contractor acknowledges that this Agreement is subject to the *Freedom of Information and Protection of Privacy Act*.
- h. If any portion of this Agreement is held invalid by a court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of the Agreement.
- i. The provisions in this Agreement constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written, between the parties with respect to the subject matter of this Agreement.

NOW THEREFORE as evidence of their agreement to be bound by the terms of this Agreement, the parties have executed this Agreement as follows:

DATED the ____ day of ____, 20__

District of Sooke by its authorized signatories:

Mayor:

Clerk:

DATED the ____ day of ____, 20__

[Name of Contractor] by its authorized signatories:

Name:

Name:

Schedule B – Privacy Protection Schedule

This Schedule forms part of the agreement between the District of Sooke (the "Public Body") and

(the "Contractor") respecting

_____ (the "Agreement").

Definitions

1. In this Schedule,
 - (a) **"access"** means disclosure by the provision of access;
 - (b) **"Act"** means the Freedom of Information and Protection of Privacy Act (British Columbia), as amended from time to time;
 - (c) **"contact information"** means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual;
 - (d) **"personal information"** means recorded information about an identifiable individual, other than contact information, collected or created by the Contractor as a result of the Agreement or any previous agreement between the Public Body and the Contractor dealing with the same subject matter as the Agreement but excluding any such information that, if this Schedule did not apply to it, would not be under the "control of a public body" within the meaning of the Act.

Purpose

2. The purpose of this Schedule is to:
 - (a) enable the Public Body to comply with its statutory obligations under the Act with respect to personal information; and
 - (b) ensure that, as a service provider, the Contractor is aware of and complies with its statutory obligations under the Act with respect to personal information.

Collection of personal information

3. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor may only collect or create personal information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
4. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.
5. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:
 - (a) the purpose for collecting it;
 - (b) the legal authority for collecting it; and
 - (c) the title, business address and business telephone number of the person designated by the Public Body to answer questions about the Contractor's collection of personal information.

Accuracy of personal information

6. The Contractor must make every reasonable effort to ensure the accuracy and completeness of any personal information to be used by the Contractor or the Public Body to make a decision that directly affects the individual the information is about.

Requests for access to personal information

7. If the Contractor receives a request for access to personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body unless the Agreement expressly requires the Contractor to provide such access and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Correction of personal information

8. Within 5 business days of receiving a written direction from the Public Body to correct or annotate any personal information, the Contractor must annotate or correct the information in accordance with the direction.
9. When issuing a written direction under section 8, the Public Body must advise the Contractor of the date the correction request to which the direction relates was received by the Public Body so that the Contractor may comply with section 10.
10. Within 5 business days of correcting or annotating any personal information under section 8, the Contractor must provide the corrected or annotated information to any party to whom, within one year prior to the date the correction request was made to the Public Body, the Contractor disclosed the information being corrected or annotated.

11. If the Contractor receives a request for correction of personal information from a person other than the Public Body, the Contractor must promptly advise the person to make the request to the Public Body and, if the Public Body has advised the Contractor of the name or title and contact information of an official of the Public Body to whom such requests are to be made, the Contractor must also promptly provide that official's name or title and contact information to the person making the request.

Protection of personal information

12. The Contractor must protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal, including any expressly set out in the Agreement.

Storage and access to personal information

13. Unless the Public Body otherwise directs in writing, the Contractor must not store personal information outside Canada or permit access to personal information from outside Canada.

Retention of personal information

14. Unless the Agreement otherwise specifies, the Contractor must retain personal information until directed by the Public Body in writing to dispose of it or deliver it as specified in the direction.

Use of personal information

15. Unless the Public Body otherwise directs in writing, the Contractor may only use personal information if that use is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Disclosure of personal information

16. Unless the Public Body otherwise directs in writing, the Contractor may only disclose personal information inside Canada to any person other than the Public Body if the disclosure is for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.
17. Unless the Agreement otherwise specifies or the Public Body otherwise directs in writing, the Contractor must not disclose personal information outside Canada.

Notice of foreign demands for disclosure

18. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.2 of the Act, if in relation to personal information in its custody or under its control the Contractor:
- (a) receives a foreign demand for disclosure;
 - (b) receives a request to disclose, produce or provide access that the Contractor knows or has reason to suspect is for the purpose of responding to a foreign demand for disclosure; or
 - (c) has reason to suspect that an unauthorized disclosure of personal information has occurred in response to a foreign demand for disclosure.
- the Contractor must immediately notify the Public Body and, in so doing, provide the information described in section 30.2(3) of the Act. In this section, the phrases "foreign demand for disclosure" and "unauthorized disclosure of personal information" will bear the same meanings as in section 30.2 of the Act.

Notice of unauthorized disclosure

19. In addition to any obligation the Contractor may have to provide the notification contemplated by section 30.5 of the Act, if the Contractor knows that there has been an unauthorized disclosure of personal information in its custody or under its control, the Contractor must immediately notify the Public Body. In this section, the phrase "unauthorized disclosure of personal information" will bear the same meaning as in section 30.5 of the Act.

Inspection of personal information

20. In addition to any other rights of inspection the Public Body may have under the Agreement or under statute, the Public Body may, at any reasonable time and on reasonable notice to the Contractor, enter on the Contractor's premises to inspect any personal information in the possession of the Contractor or any of the Contractor's information management policies or practices relevant to its management of personal information or its compliance with this Schedule and the Contractor must permit, and provide reasonable assistance to, any such inspection.

Compliance with the Act and directions

21. The Contractor must in relation to personal information comply with:
- (a) the requirements of the Act applicable to the Contractor as a service provider, including any applicable order of the commissioner under the Act; and
 - (b) any direction given by the Public Body under this Schedule.
22. The Contractor acknowledges that it is familiar with the requirements of the Act governing personal information that are applicable to it as a service provider.

Notice of non-compliance

23. If for any reason the Contractor does not comply, or anticipates that it will be unable to comply, with a provision in this Schedule in any respect, the Contractor must promptly notify the Public Body of the particulars of the non-compliance or anticipated non-compliance and what steps it proposes to take to address, or prevent recurrence of, the non-compliance or anticipated non-compliance.

Termination of Agreement

24. In addition to any other rights of termination which the Public Body may have under the Agreement or otherwise at law, the Public Body may, subject to any provisions in the Agreement establishing mandatory cure periods for defaults by the Contractor, terminate the Agreement by giving written notice of such termination to the Contractor, upon any failure of the Contractor to comply with this Schedule in a material respect.

Interpretation

25. In this Schedule, references to sections by number are to sections of this Schedule unless otherwise specified in this Schedule.
26. Any reference to the "Contractor" in this Schedule includes any subcontractor or agent retained by the Contractor to perform obligations under the Agreement and the Contractor must ensure that any such subcontractors and agents comply with this Schedule.
27. The obligations of the Contractor in this Schedule will survive the termination of the Agreement.
28. If a provision of the Agreement (including any direction given by the Public Body under this Schedule) conflicts with a requirement of the Act or an applicable order of the commissioner under the Act, the conflicting provision of the Agreement (or direction) will be inoperative to the extent of the conflict.
29. The Contractor must comply with the provisions of this Schedule despite any conflicting provision of this Agreement or, subject to section 30, the law of any jurisdiction outside Canada.
30. Nothing in this Schedule requires the Contractor to contravene the law of any jurisdiction outside Canada unless such contravention is required to comply with the Act.



SCHEDULE C – PRIME CONTRACTOR CONFIRMATION FORM

DISTRICT OF SOOKE REQUEST FOR PROPOSAL

CONSULTING SERVICES FOR

FIRE DEPARTMENT MASTER PLAN

Closing date and time:

3:00 PM, Pacific Standard Time, February 26, 2021

As receipt of this document, and to directly receive any further information about this pre-qualification, please return this form to:

ATTN: KENN MOUNT
2225 Otter Point Road, Sooke, BC, V9Z 1J2
Phone: 250.642.5422
Email: kmount@Sooke.ca

COMPANY NAME: _____

STREET ADDRESS: _____

DISTRICT/PROVINCE: _____

POSTAL CODE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

SIGNATURE: _____