



Request for Proposal for the Provision of Consulting Services to Complete a Master Fire Plan – RFP-F01-2026-01

Issue Date: July 16, 2026

Closing Date: September 4, 2026

Time: 12:00 p.m. noon, local time

Submission: Applicants must submit proposals through Biddingo

Late proposals will not be accepted

The lowest or any proposal may not necessarily be accepted

Awarding of contract: September 21, 2026

Master Plan to be completed and submitted no later than May 1, 2027

Information and Instructions to Proponents

Section 1 – General Conditions

1.1 Instructions

Proposals must be received at the address indicated on the proposal submission label no later than 1:00 p.m. local time, September 4, 2026. The proposal must be completed and signed via Biddingo.

1.2 Definitions

Corporation/Municipality: Refers to the corporation of the Municipality of West Grey

Proponent: Refers to any eligible entity submitting a proposal.

Successful Proponent/Proponent: Refers to the selected proponent if any.

1.3 Accessibility

As of January 1, 2012, proponents must meet the requirements of the Customer Service Standard of the Accessibility for Ontarians with Disabilities Act, 2005.

1.4 Late submissions

Proposals received after the official closing time will not be considered during the selection process and will be returned unopened to the respective proponent.

1.5 Inquires

Inquiries concerning the proposal process and results are to be directed to:
www.biddingo.com

Questions of clarification will be answered through Biddingo, and response(s) to any question that modifies the scope of the Request for proposal will be uploaded as an Addendum through Biddingo.



1.6 Examination of Proposal Documents

Each proponent must satisfy himself/herself as to the full requirements of the proposed work. There will be no consideration of any claim, after submission of proposals if there is a misunderstanding with respect to the minimum requirements indicated in this request for proposal. Should the proponents requiring more information or clarification on any point, it must be obtained through Bidding prior to the submission of the proposal.

1.7 Acceptance or rejection of proposal

The corporation reserves the right to reject any or all proposals and to waive formalities as the interests of the corporation may require without stating reasons, therefore. Not with standing and without restricting the generality of the statement immediately above, the corporation shall not be required to award and accept a proposal or recall the proposals at a later date when only one (1) proposal has been received as result of the proposal call.

When all proposals received fail to comply with the minimum specifications. The corporation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained, or suffered by any proponent by reason of the acceptance or the non-acceptance by the corporation of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

1.8 Proposal Award Procedures

Proposals will be evaluated by an internal committee after the closing date and time. It is the intent of the Municipality to review and award this request for proposals for a Master Fire Plan by September 21, 2026. The Municipality will make every effort to complete this process in a timely manner. Notice of acceptance of proposal will be by telephone and/or by written notice. Proponents are advised there will NOT be a public opening for this RFP. The following schedule is proposed for the selection of the successful proponent for this assignment. Every attempt will be made to meet all dates, but the corporation reserves the right to modify any or all dates at its sole discretion.

1.9 Responsibility for Damages

The successful proponent shall indemnify and save harmless the corporation of the Municipality of West Grey from and against all claims, demands, loss, cost, damages, actions, suits, or other proceedings by whomsoever made, brought, or executed by, or attributed to any such damages, injury or infringement because of activities under this proposal.

1.10 Protection of Work and Property

The successful proponent shall provide continuous and adequate protection of all work from damage and shall protect the corporation's property from injury or damage arising from or in connection with this work. The successful proponent shall make good any such damage or injury.



1.11 Limited Liabilities

The corporation's liability under this proposal shall be limited to the actual goods/services ordered and provided.

1.12 Proponent Expense

Any expenses incurred by the proponent in the preparation of the proposal submission is entirely the responsibility of the proponent and will not be charged to the corporation.

1.13 Regulation Compliance and Legislation

The successful proponent shall ensure all services and products provided in respect to this proposal is in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation. The successful proponent shall abide by all acts, bylaws, and regulations relative to the performance of the work.

1.14 Proposal Selection Criteria

The acceptance of a proposal will be contingent upon, however not limited to, the following considerations:

- Ability to meet or exceed all specifications and requirements
- Ability and experience
- Compliance with proposal process
- Proposal pricing

1.15 Award

Award is subject to approved budget. The Municipality reserves the right to delete a schedule or item dependent upon budget limitation. The lowest-priced or any proposal may not necessarily be accepted.

1.16 Extra Work

No work shall be regarded as extra work, unless it is ordered in writing by the corporation and with the agreed price for the same specified in said order, provided said price is not otherwise determined by this proposal. A statement of the cost of extra work shall be made within thirty (30) calendar days after the completion of the said extra work.

1.17 Terms of Payment

Unless otherwise stated herein, the corporation's normal terms of payment will be net thirty (30) calendar days from the receipt of goods/services or the date of invoice, whichever occurs later. Payment terms shall only be modified at the sole discretion of the Municipality to take advantage of the discounts for prompt payment or for other terms that shall be deemed to be in the best interests of the Municipality.

The proponent agrees that the Municipality shall be entitled to the discount stated herein if payment of invoices for the goods/services specified or called for in or under this proposal, is made within the period specified herein after acceptance or satisfactory completion thereof, as the case may be, and the receipt by the Municipality of the invoice, therefore.



Price changes caused by Provincial or Federal government tax legislation will be accepted, but these changes must be submitted in writing and accepted by the Municipality prior to being invoiced. All prices quoted shall be in Canadian funds. Invoices shall be forwarded to the attention of:

The Municipality of West Grey
Accounts Payable
402813 Grey Road 4
Durham Ontario, N0G 1R0

1.18 Insurance and Indemnification

The successful proponent shall at its own expense obtain and maintain until the termination of the contract and provide the Corporation of the Municipality of West Grey with evidence of: Professional Liability Insurance (Errors & Omissions) on a claim made basis for an amount not less than five million, (\$5,000,000) dollars. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the contract. Upon completion of the work or termination of the agreement the policy shall remain in force for twelve (12) months.

Commercial General Liability insurance and shall include the corporation of the Municipality of West Grey as an additional insured with respect to the proponent's operations, relating to its obligations under this agreement, such policy to include but not limited to non-owned automobile liability, bodily injury, personal injury, property damage, contractual liability, owners' and contractors' protective, products and completed operations, contingent employers' liability and contain a cross liability and severability of interest clauses. Automobile liability on all vehicles owned, operated, or licensed in the name of the proponent in the amount of not less than five million (\$5,000,000) dollars on an occurrence basis.

General Conditions

The policies shown above will not be cancelled or permitted to lapse unless the insurer notifies the Corporation of the Municipality of West Grey in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Corporation of the Municipality of West Grey reserves the right to request such higher limits of insurance or other types of policies appropriate to the work, as the corporation of the Municipality of West Grey may reasonably require. The successful proponent shall not commence work until such time as the required evidence of insurance has been filed with and approved by the Corporation of the Municipality of West Grey. The successful proponent shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract. The successful proponent shall indemnify and hold the Corporation of the Municipality of West Grey harmless from and against all liability, loss, claims, demands, costs, and expenses, including reasonable legal fees, occasioned wholly or in part by any acts or omissions either in negligence or in nuisance whether wilful or otherwise by the Proponent, its



agents, officers, employees, or other persons for whom the proponent is legally responsible.

1.19 Assignment of Work

The successful proponent shall not assign transfer, convey, sublet or otherwise dispose of this proposal or his/her right, title, or interest therein, or his power to execute such work, to any other person, company or corporation, without the previous consent, in writing, of the corporation's officials, which consent shall not be unreasonably withheld. The successful proponent is fully responsible to the corporation for the acts and omissions of subcontractors and/or persons directly or indirectly engaged by the successful proponent in respect to this work.

Subcontractors will be required to abide by all the requirements of the proposal document as though the Successful proponent (Insurance, WSIB, Health and Safety Policy, etc.). The successful proponent agrees to bind every subcontractor by the terms of the proposal documents as far as it is applicable to their work.

1.20 Cancellation

The Corporation reserves the right to immediately terminate the proposal agreement at its own discretion, including but not limited to such items as non-performance, late deliveries, inferior quality, pricing problems, etc. If the successful proponent should neglect to execute the work properly or fail to perform any provision of this award, the corporation, after three (3) business days' written notice to the successful proponent, may, without prejudice to any other remedy in existence, make good such deficiencies and may deduct the cost thereof from any payment then and thereafter due to the successful proponent. Continued failure of the successful proponent to execute the work properly shall result in a termination of proposal arrangement.

The Corporation shall provide written notice of termination. The corporation may elect to terminate the proposal arrangement if the original terms and conditions are significantly changed, giving thirty (30) calendar day's written notice to the successful proponent.

Either party may terminate the proposal arrangement by giving the other party sixty (60) calendar day's written notice. A period of less than sixty (60) calendar days to terminate the arrangement may be negotiable if mutually agreeable among the parties involved. Failure to maintain the required documentation during the term of this proposal may result in suspension of the work activities and/or cancellation of the proposal arrangement.

1.21 Performance

The Municipality may evaluate the performance of the proponent during and/or when the contract is completed or terminated. If evaluated, the proponent's performance shall be rated on a scale of 0-4 (0- Not rated, 1-poor, 2-below standard, 3-standard, 4-excellent) under the following categories:

- a) Administration
- b) Adherence to Specifications and Special Provisions



- c) Public Relations
- d) Organization, Coordination, and Efficiency
- e) Value Added Services
- f) Pricing

The performance rating shall be determined based on the everyday performance of the work, quality assurance test(s), letters, and written instructions to the proponent.

If evaluated, a copy of the completed proponent's performance report shall be sent to the proponent. If the proponent disagrees with any portion of the proponent's performance report, he shall advise the Municipality of his specific objections, in writing, within twenty (20) days of the date of the report.

If the proponent is evaluated as poor or below standard in three categories or very poor in two areas, the Municipality may disqualify the proponent from bidding on Municipality contracts for a period of up to two years from the date the contract was completed or terminated. The length of the termination will depend on the nature of the unsatisfactory performance. If the proponent is evaluated as poor or below standard in two or more evaluation categories on two proponent's performance reports of different contracts, within twelve months, the Municipality may disqualify the proponent from bidding on Municipality contracts for a period from three months to two years from the date of the completion or termination of the last contract. The length of the termination will depend on the nature of the unsatisfactory performance.

The decision of the Municipality in respect of the proponent's performance report shall be final and binding for all purposes.

1.22 Governing Laws

This proposal arrangement and any subsequent arrangements will be interpreted and governed by the laws of the Province of Ontario.

1.23 Subcontractors

No portion of the work under this award may be subcontracted without the written authorization of the Corporation. The successful proponent is fully responsible to the corporation for the acts and omissions of subcontractors and/or persons directly or indirectly engaged by the successful proponent in respect to this work. Subcontractors will be required to abide by all the requirements of the proposal document as though the successful proponent (Insurance, WSIB, Health and Safety Policy, etc.). The successful proponent agrees to bind every subcontractor by the terms of the proposal documents as far as it is applicable to their work. Failure to obtain this consent may result in termination of the contract with the successful proponent.

1.24 Freedom of Information

Any personal information required on the proposal form is received under the authority of the Municipal Freedom of Information and protection of Privacy Act, 1989, RSO, 1990. This information will be an integral component of the quote submission. All written



proposals received by the Municipality become a public record, once a proposal is accepted by the Municipality of West Grey, all information contained in them is available to the public, including personal information.

All proposals submitted to the Municipality become the property of the Municipality and as such, are subject to the Municipal Freedom of Information and Protection of Privacy Act. Proponents may mark any part of their submission as confidential except for the total proposal price and the proponent's name. The Municipality will use its best efforts not to disclose any information so marked but shall not be liable to a proponent where information is disclosed by virtue of an order of the privacy commissioner or otherwise as required by law. Upon award, the Municipality may release the name of the successful proponent, the name and telephone number of the contact person and the total proposal price of the successful proponent.

Questions about collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, Chapter M.56, as amended, should be directed to:

Director of Legislative Services/Clerk
Municipality of West Grey
402813 Grey Road #4
Durham, Ontario N0G1R0
Telephone (519) 369-2200 ex. 229
clerk@westgrey.com

1.25 Conflict of Interest

In addition to complying with the conflict-of-interest provisions, each proponent must declare in its proposal any conflict of interest (actual or potential) which exists now or may exist in the future in respect of its participation in the RFP process, the submission of its proposal, and if selected, the performance of its responsibilities. The Municipality will determine, in its sole discretion, whether any situation constitutes or may constitute a real or potential conflict of Interest and reserves the right, in its sole discretion, to disqualify any proponent. Proponents must also describe in the proposal, their process for identifying, disclosing, reporting, and dealing with conflicts of interest that may arise in the future.

1.26 Confidentiality

Proponents shall not at any time before, during or after completion of the contract, divulge any confidential information communicated to or acquired by the proponent or disclosed by the Municipality.

1.27 Inquiries

Inquiries concerning the proposal requirements are to be directed through:
www.biddingo.com

Inquiries must be received no later than 2:00 p.m., three (3) business days prior to closing; otherwise, a response may not be provided.

Section 2 – Background and Minimum Specifications

2.1 Background Information

The Municipality of West Grey was created on January 1, 2001, and consists of the former Townships of Glenelg, Bentinck, Normanby and the Town of Durham and the Villages of Neustadt, Ayton, and the easterly portion of Elmwood. The Municipality occupies a land area of 750sq kms and has a population of 13,500.

The Municipality of West Grey stretches from the Townships of Southgate to the Township of Chatsworth on the east side. And from Minto Township to the Township of Arran-Elderslie on the west side. And from the Bruce County line east to Grey Highlands. Other important physical features include The Saugeen River water shed, Bells lake and several smaller lakes throughout the Municipality.

The West Grey Fire Service consist of three stations. Station 1 is in the Ayton and has a complement of 22 firefighters. Station 2 is in Durham and has a complement of 29 firefighters and Station 3 is in Neustadt and has a complement of 22 firefighters. The department consists of a full time Fire Chief and a full time Deputy Fire Chief/Fire Prevention Officer. Three Volunteer Deputy Station Chiefs, and 10 Volunteer Captains. The Fire Chief is also the Municipal CEMC. The Municipality has joint ownership in the Elmwood Fire Department with the Municipality of Brockton. West Grey also has fire service agreements to receive coverage from Hanover, Grey Highlands, and Wellington North Fire Departments. West Grey has an agreement to sell coverage to the Township of Southgate. The Municipality received its third Superior Tanker Accreditation in 2025.

2.2 Scope of Work

The Municipality is requesting written proposals from consultants to prepare a comprehensive Master Fire Servicing Plan for the Municipality of West Grey. The Master Fire Plan will at a minimum, undertake the following:

Governance - review the applicable legislation relative to the West Grey Fire Service including all relative by-laws such as the following (but not limited to): Establishing and Regulating By-Law, Appointment and Duties By-Law.

Emergency Response - examine the fire call volume including the following (but not limited to): types of calls, numbers of calls, equipment deployment, manpower and safety, including the Ministry of Labour Cancer Prevention Program. Make recommendations where required.

Training and Education - research and make recommendations regarding the Firefighter Training Program.



Fire Prevention - review and make recommendations regarding the Fire Prevention Program including fire inspections, investigations, and public education.

Community Risk Profile - Review and assess the Community Risk Profile and update as appropriate.

Human Resources - review and make recommendations regarding Fire Department staffing including the full-time positions and volunteer firefighters. Examine and review firefighter recruitment, retention, promotional policy, succession planning, and demographics. This includes review of the applicable job descriptions.

Fire Station / Apparatus and Equipment - examine the fire stations, fire apparatus and major pieces of equipment including the types of vehicles, age, and effectiveness. The provision of fire protection services to other municipalities should be referenced and taken into consideration under the Fire Protection Agreements section.

Budgets – review the Fire Services operating budget, capital budget, reserves (equipment, vehicles), and development charges. Examine revenues and potential revenues, including current fees for service and recommended fee structures.

Fire Protection Agreements - Review the current agreements that are in place with other municipalities with respect to best practices and fees for service. Review the coverage with respect to growth and the potential need for expansion of services.

Best Practices - The study is to be conducted with best practises, industry standards, and current legislation as the foundation for all work undertaken.

NFPA 1710 and 1720 - The study will assess the station, staffing and apparatus implications of NFPA 1710 and 1720, and that of the Ontario Fire Marshal's Public Fire Safety Guidelines.

Growth - The study will consider the growth in population and employment over the next 5, 10 and 15 years and the potential impact to service delivery, and operations of the Fire Service.

2.3 Deliverables

The successful proponent shall provide to the Corporation:

- a) An electronic copy of the Master Servicing Fire Plan
- b) Presentation to Council of the Final Master Fire Plan
- c) Presentation material for all meetings and public consultation process

Section 3 – Submission Format and Selection Criteria

3.1 Proposal Submission Format

Proposals should include, but not be limited to, the following components:

Company Profile



Provide a description of the proponent's company or business, purpose, history and successes, including the number of years in business and major project successes.

Key Personnel and References

Identify key personnel and any Sub-Consultants that would be employed on the Project and provide summary information of their relevant experience, education and successes, and outline what their roles will be in servicing this Project. Experience of the consultant and the proposed project team members with projects of similar size and complexity, including experience with Fire Services planning. Appropriate expertise should be provided by the project team members in their proposed respective roles. Include a list of at least three (3) similar projects that the proponent has successfully completed and provide associated references and contact information for the persons or organizations that engaged the proponent.

By submitting a proposal, the proponent consents to the Municipality contacting these references at its discretion, and consents to the Municipality also contacting any other organization for the purposes of evaluating the Proposal. Core competencies of the Consultant will be advanced knowledge in public policy and program evaluation as well as inherent understanding of the mandate and operations of Municipal Fire Services.

Objective Understanding and Proposed Methodology

- Include a statement of understanding of the detailed objectives as described in the Scope.
- Provide information that reflects how your Proposal will address the objectives.
- Provide a description of the methods to be employed in the performance and coordination of the work that will control the scope, quality, schedule, and cost of the Project.
- Detail the approach to obtaining input from the identified stakeholders, both internal – Council and staff, and external – including community leaders, various sectors of the public and any other identified stakeholders.
- Identify any special challenges or considerations foreseen by the proponent and proposed solutions for each.
- Indicate high level requirements for Municipal Staff assistance and support in terms of supply of background information, communications, measurements, data collection, research, etc.
- Outline the proposed approach for the implementation of recommendations by the Municipality.

Detailed Project Work Plan

- Provide a detailed work plan, detailing all proposed steps in the process with an estimate of time and personnel required to complete each step, as well as a projected % of project completion. Availability and commitment of proposed project team members during the required time frame and information on backup personnel at appropriate organizational levels is to be given.

- Include with the proposed work plan a Gantt chart or similar illustration of tasks and timelines. The work plan will indicate the type and number of meetings proposed by the consultant.
- Proponents should allow for at least two presentations (a Council workshop and a public presentation) and may propose more. Additionally, the consultant will meet at least three times with the Fire Services Master Plan Steering Committee.
- Proponents should allow for at least two formal presentations (a Council workshop and a public presentation) in addition to the Steering Committee meetings.

Municipal Resources

- Detail the requirements expected of the Municipality in respect of the Project as they relate to the activities laid out in the work plan.
- Provide a detailed list of all data and information required from the Municipality in order to meet the Project objectives.

Value Added Services

The Proponent has the opportunity to propose value added services or products and detail as to what the proponent is prepared to supply as part of the Contract. Unless otherwise stated, it is understood that there are no extra costs for these services. If there are any additional costs pertaining to additional services or products, a summary and explanation of those costs should be included with the Pricing Form.

Financial

Provide a detailed cost breakdown for the project along with the Pricing Form and the hourly cost for additional hours of consulting.

3.2 Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the RFP. Bidders who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category

Weighting

(points)

Company Profile 0
Key Personnel and References 5
Objective Understanding & Proposed Methodology 20
Detailed Project Work Plan 15
Municipal Resources 10
Value Added Services 10
Pricing 40
Total Points 100

The Municipality reserves the right to reject any or all proposals, including, among other things the right to reject a proposal where the Municipality has determined, acting reasonably, that the price submitted is too low to ensure the quality of the work done and the deliverables will meet the Municipality's expectations. The Municipality also reserves the right to not proceed with the project without stating reason(s) for doing so. Not with standing the above, the evaluation team may consider any other relevant information provided by the proponent(s).

All proposals are to be submitted with the understanding that the selection of a proposal for discussion by the Evaluation Committee shall not thereby result in the formation of a contract, nor shall it put any obligation on the Municipality to enter into further discussions with any of the other proponents. Evaluation of the firm's credentials and the experience of the project manager and project support staff will include an assessment of the firm's overall ability to provide multi-disciplinary capabilities and resources to this Project and the Project Manager's past experience on similar projects.

The assessment of past project experience will include an evaluation of the Consultant's success with previous work of this nature. Proponents shall include in their proposal a minimum of three project references demonstrating this attribute, preferably with projects of a similar magnitude.