



CITY OF PORT ALBERNI
REQUEST FOR PROPOSALS
Fire Department Review

Request For Proposals: Fire Department Review Terms of Reference

1.0 Introduction

- 1.1 The City of Port Alberni operates the Port Alberni Fire Department (PAFD). The mandate and staffing model utilized by PAFD has remained virtually unchanged since the 1970s.
- 1.2 During the planning process for the 2010 – 2014 Five Year Financial Plan, Council made a decision to maintain the current fire department staffing model and mandate. At the same time Council directed staff to undertake a broad review of the fire department for the purposes of enabling Council to make decisions affecting fire department operations.

2.0 Project Overview

- 2.1 The City of Port Alberni requires the services of a consultant with extensive experience regarding provision of fire services in British Columbia to undertake a review and analysis of the PAFD's structure, operations and mandate with regard to effectiveness and efficiency of the services provided to develop a report that includes options for Council's consideration and recommendations. A presentation to Council will be required.

3.0 Scope of Work

- 3.1 Initial meeting with Council and senior staff in Port Alberni, to review and potentially refine the contemplated scope of work.
- 3.2 If needed, an interim report to Council outlining the refined scope of work, budget, work plan, and schedule.
- 3.3 Consult with the City's solicitor. Collaborate as required to incorporate Solicitor's legal opinion into options presented to Council where warranted. Solicitor costs and expenses will be the responsibility of the City.
- 3.4 Conduct research as required. Identify comparator cities, and provide a comprehensive comparison of PAFD operations, equipment, staffing, and budgets to fire departments in those comparator cities.
- 3.5 Review the current PAFD mandate and empowering bylaws. Identify options with regard to mandate and make recommendations.
- 3.6 Review the current PAFD structure and operational procedures with regard to effectiveness and efficiency, identify options and make recommendations regarding improvement.
- 3.7 Consultant's access to internal PAFD documents and relevant City bylaws and collective agreements will be facilitated by the Fire Chief or City Manager as appropriate,

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3.8 Address specific issues including,

- Should the PAFD continue the practice of staffing a full time fire prevention officer? What are the options and ramifications of making staffing changes in this area?
- Should the PAFD continue the practice of staffing a deputy fire chief position? What are the options and ramifications of making staffing changes in this area?
- Can the PAFD utilize volunteer or paid on call firefighters? If so, is that advisable? If so, what would be the best manner in which to utilize volunteer or paid on call firefighters?
- How do the fire services provided by the City of Port Alberni compare to the services provided in comparator communities?

3.9 Submit a draft report for review and consultation with City staff including the Fire Chief and City Manager. Consider input from staff and make any appropriate changes to the report

3.10 Present the final comprehensive report to City Council and respond to questions from Council regarding the report.

4.0 Proposal Requirements

4.1 Consultants who wish to undertake this work must submit a proposal containing the following:

- A letter indicating preparation to undertake the work outlined in this RFP
- A description of the relevant company and personnel experience and qualifications including description of work of a similar nature and related references.
- A proposed budget for the project including a schedule of fees, hourly rates, any taxes, level of effort (number of hours/days) and maximum cost.
- A timetable for completion of various components of the review.
- The Proposal must be received by the City of Port Alberni on or before January 14th, 2011 and addressed to the attention of the City Manager at City Hall at:

4850 Argyle Street
Port Alberni, BC
V9Y 1V8

5.0 General Terms, Instructions and Conditions

- 5.1 The City of Port Alberni reserves the right to select the proposal that, in the opinion of City Council, best addresses the needs of the City. The lowest priced proposal will not necessarily be selected.
- 5.3 The City of Port Alberni reserves the right to enter into negotiations with one or more Proponents in order to best serve the needs of the City.
- 5.4 The Consultant will be authorized to proceed only upon approval of Council for the City of Port Alberni.
- 5.6 Monthly invoices will be required before the City of Port Alberni will make payments. Each invoice must be accompanied by a brief progress report. Each invoice must include a breakdown of hours, rate and expenses.
- 5.7 The Consultant will be required to enter into a contract with the City of Port Alberni respecting conduct of the review.

6.0 Enquiries

- 6.1 Enquires during the proposal period should be directed to:

Ken Watson
City Manager
City of Port Alberni
4850 Argyle Street
Port Alberni, BC
V9Y 1V8

Tel (250) 720-2824
e-mail ken_watson@portalberni.ca