

REQUEST FOR PROPOSAL No. 04-2023
EXTREME HEAT RISK MAPPING AND ASSESSMENT



DATE ISSUED:

March 23, 2023

CLOSING DATE AND TIME:

Proposals are to be submitted to Reception prior to:
3:00 PM (15:00 hrs) Pacific Time on April 14, 2023, to the attention of:

Stephanie Dunlop, Emergency Program Coordinator
District of Metchosin
4440 Happy Valley Road
Victoria BC V9C 3Z3
firechief@metchosinfire.ca

Project Background

In summer 2021, Metchosin faced an unprecedented heat dome like many other communities across the province. Local events in 2021 prompted the District of Metchosin to create a coordinated strategy to deal with extreme heat weather events that were not currently addressed under the District of Metchosin's Emergency Plan.

One of the gaps identified was the ability to support those most disproportionately at risk to extreme heat, especially those individuals not connected to formalized health or community support services. The BC Coroner's report (2022-JUN-7) highlights that most of the deceased were older adults with compromised health due to multiple chronic diseases who lived alone.

The District of Metchosin (the "District") has been awarded funding through the provincial 2022 Community Emergency Preparedness Fund to develop an Extreme Heat Risk Mapping, Assessment & Response Plan. The District is located on the West Shore, within the Capital Regional District on southern Vancouver Island.

Through this Request for Proposals ("RFP"), the District is inviting prospective proponents to submit proposal for the provision of an Extreme Heat Risk Assessment, Risk and Vulnerability Mapping and the creation of an Extreme Heat Response Plan.

Scope of Project

The scope of services will include the following:

- a. Conduct research and community consultation to identify the social impacts of extreme heat in the District of Metchosin. Community consultation will include identifying community needs, interests and values in relation to extreme heat events especially with local First Nations, the local health authority, and agencies serving vulnerable populations. Some consideration given to the effects of extreme heat conditions on agriculture & food security as well as animals used for farming.
- b. Map populations and neighbourhoods most at risk for extreme heat weather events (demographics, locations, types of dwellings, and unique needs of populations most vulnerable to extreme heat).
- c. Identification of the social, economic, and environmental impacts of extreme heat events and any slow onset risks heat may have overall within the community – including identification of heat 'islands', community and infrastructure vulnerabilities, and risk tolerance (risk threshold).
- d. Research best practices and lessons learned from other communities when dealing with extreme heat weather events.
- e. Create an Extreme Heat Response Plan for the District from research findings which should include targeted response actions.
- f. Create supporting educational and marketing materials specific to the community needs.

Study Area

The Study Area includes the lands within the District of Metchosin boundaries and Sc'ianew Nation; however, some consultation will include representatives outside of District limits as it relates to shared services and climate boundaries. Finally, consultation will include partner governments outside of District limits.

Project Deliverables

1. Consultation Engagement Strategy: outlining the methodology and processes for engagement with vulnerable populations, non-profit agencies, other levels of government including First Nations and general community members. Stakeholders should include but not limited to, Sc'ianew First Nation, Metchosin Seniors Resource, Metchosin Community House, and the Metchosin Neighbourhood Emergency Preparedness Program.
2. Research Report:
 - a. Identifying the social impacts of extreme heat in the District of Metchosin, including mapping of vulnerable populations and neighbourhoods;
 - b. Consultation summary, summarizing the findings of consultation sessions, focus groups and /or key informant interviews;
 - c. Best practice summary, highlighting evidence-based programs and interventions that may be appropriate for the local context including lessons learned from other similar communities that have dealt with extreme heat weather events;
3. Extreme Heat Response Plan: to include recommended response actions to mitigate impacts of extreme heat on vulnerable populations;
4. Educational Materials: include a series of educational materials appropriate for the District; to include social media and web-based messaging.

Proposal Submission Instructions

The District is not responsible for the timely receipt of submissions, and the late receipt of a submission may be cause for rejection. There will be no public opening for this RFP. Proposals must remain valid for 90 days following the closing time and date. Proposals are irrevocable after the closing time and date.

The District is subject to the provisions of *The Freedom of Information and Protection of Privacy Act*. As a result, while Section 21 of the *Act* does offer some protection for third party business interests, the municipality cannot guarantee that any information provided in the submission can or will be held in confidence.

The successful bidder may be required to provide proof of the following:

- A current business license;
- A clearance letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC;
- Certificate of insurance for a policy of general commercial liability insurance coverage for property damage, personal injury or death in the amount of \$5,000,000 per occurrence.

The District reserves the right to accept or reject any or all quotes either whole or in part at any time, or waive formalities in, or accept a quote either whole or in part which is deemed most favourable in the interest of the municipality.

The District will be under no obligation to proceed further with any submitted quote and, should the decided to abandon same, they may, at any time, invite further quotes for the supply of the described services or enter into any discussion or negotiations with any party for the provision of the services.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the District.

The lowest or any submission in response to this RFP will not necessarily be accepted. The quotes will be considered on their merits, and it is not the intention of the District to buy on price alone.

Qualifications and Experience of Project Team

1. Proponents should provide a brief summary of their company's background, area of expertise based on similar size and scope as required in this RFP.
2. Provide the name of the project manager and list all relevant skills, experience and qualifications.
3. List any other personnel assigned to or supporting the project and their roles and include resumes for all listed personnel highlighting relevant skills and experience
4. Describe your experience working with First Nations.

Approach, Methodology and Timeline

1. Proponents should clearly demonstrate their understanding of the Project Requirements and clearly define and describe their proposed approach for this Project.
2. Describe any project constraints and challenges and how you would overcome them to deliver the project goals.
3. Provide a sequence and timing of events, including major deliverables, community consultation expectations, milestones and their time allocation for each. This schedule should allow time for Draft Review by the District with the Final Deliverables completed **August 1, 2023**.

4. Proponents should address all the intended goals of the study through an organized work plan that highlights how these goals will be achieved and identifies any challenges associated with Project.

To facilitate the evaluation of proposals, proponents should submit the following information in the following order:

- A cover page introducing the proponent and outlining your experience and understanding of this project.
- A detailed description of your proposed approach to this project, including timelines for anticipated stages and final completion.
- A list of three references including contact name and information of organizations for which you have provided a similar service.
- An outline of your fee proposal, broken down by project areas reflecting requirements outlined in this RFP.

Evaluation Criteria

The District will evaluate submission based primarily on the suitability of the proposal for achieving the stated purposes, ie meeting the standards and requirement of the provincial 2021 CWRP template.

Other considerations may include:

- Demonstrated proven and/or related experience.
- Availability and timeliness
- Budget
- Reference checks

Submissions

Proposals are due by **4:00 pm on April 14, 2023** and will be accepted in hard copy to:

‘RFP Extreme Heat Risk Mapping & Assessment – District of Metchosin’
4440 Happy Valley Road, Victoria, BC V6C 3Z3
Attention: Chief Stephanie Dunlop

Or in PDF format by email to firechief@metchosinfire.ca

Questions and Clarifications

Questions related to the RFP, including any need for clarification regarding proposal requirements:

Stephanie Dunlop, Fire Chief, District of Metchosin –
email firechief@metchosinfire.ca

Information obtained from any other source is not official and no verbal communication will modify the terms of this RFP.

Addenda or Question and Answer

If the District determines that an Addendum response is necessary, the District will publish an Addendum. To receive Addenda’s, proponents are required to submit their email address to:

firechief@metchosinfire.ca.

Proponents will be directed to check the box for each published Addenda prior to being able to submit the Proposal.

It is the responsibility of the Proponent to ensure that it has received all published Addenda's.

It is then the Proponent's sole responsibility to:

- make any required adjustments to their Proposal.
- acknowledge the addenda; and
- ensure the re-submitted Proposal is received no later than the Closing Date and Time.

Liability for Errors

While the District has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted accurate by the District, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming its own opinions and/or conclusions with respect to the Work as described in this RFP Litigation Clause

Proponent Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any sample requests, meetings, negotiations or discussions with or presentations to the District or its representatives and consultants, relating to or arising from this RFP.

Changes to RFP Document

Proponents should not alter any portion of this RFP document, with the exception of adding the information as requested where necessary. To alter the RFP document may disqualify the Proposal.

Ownership of Proposals

All Proposals submitted, other than any Proposal withdrawn prior to the Closing Date and Time of Proposals or any late Proposals, become the property of the District and will not be returned to Proponents.

Acceptance and Rejection of Proposals

This RFP does not commit the District, in any way to select any Proponent or accept any Proposal and the District reserves the right in its sole discretion to postpone or cancel this RFP at any time for any reason whatsoever and to proceed with the services in some other manner separate from this RFP process.

Proponents are advised that the lowest price, or any Proposal may not necessarily be accepted, and the District reserves the right to reject or accept any or all Proposals in whole or in part at any time without further explanation.

Proponents are cautioned to carefully read and follow the instructions stated herein, as the District reserves the right to disqualify any Proposal that fails to meet any of the requirements of this RFP.

If any Proposal contains a deficiency or fails in some way to comply with any requirement of the RFP, which in the opinion of the District, is not material, the District may waive the defect and accept the Proposal. The determination of whether or not to disqualify or otherwise remove any Proposal from the evaluation process will be made at the sole discretion of the District.

Working Language

The working language of the District is English and all Proposals must be submitted in English.

Not a Binding Agreement

Issuance of this RFP, the Proponent's preparation of a Proposal, and the subsequent receipt and evaluation of the Proposal by the District does not obligate the District in any manner whatsoever, including awarding an Agreement to any Proponent. Only the full execution and delivery of the final Agreement documents between all parties will obligate the District in accordance with the Agreement terms and conditions.

Compliance with Regulations and Standards

The Work as contemplated in this RFP must comply with the most current legislated regulations and/or standards as modified from time to time.

Opening of Proposals

Proposals will not be opened publicly.

The District Reserve Rights

The District reserves the right to:

- a. Waive any irregularity or insufficiency in any Proposal;
- b. Accept the Proposal which is deemed most favourable to the interest of the District;
- c. Accept any Proposal in whole or in part;
- d. Seek Proposal clarification with any or all of the Proponents to assist in the evaluation;
- e. To request clarification from one or more than one Proponent with regard to pricing that is obviously unbalanced;
- f. Negotiate with the selected Proponent;
- g. Approve substitutions for the Goods or personnel for the Work;
- h. Reject any or all Proposals;
- i. Contact references other than, and/or in addition to, those furnished by the Proponent;
and,
- j. Modify the terms of the RFP at any time in its sole discretion; up to the Closing Date and Time.

Acceptance of Terms

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the District. Proponents shall identify any specific provisions contained in this RFP with which it is unwilling or unable to comply. Proposed changes are subject to District review and approval in writing and may not be accepted in whole or in part.

Proposed Agreement

The Successful Proponent will be required to enter into a Consulting Services Contract (“Agreement”) with the District upon Awarding of the RFP.

Notification of Award

The Successful Proponent will be notified in writing and the required obligations will need to be fulfilled before the Work can begin.

The District is not obligated to any Proponent in any manner until an Agreement is executed by the District and a Purchase order has been issued.

Licenses and Permits

The Successful Proponent will provide and pay for all licenses and permits required to carry out the work.

Proposed Pricing

Instructions on How to Provide Pricing

- a. All pricing must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST which should be itemized separately.
- b. The proposed Contract Price will represent the entire cost excluding GST to the District of the complete Work based on the RFP Documents. Without limiting the generality of the above, Proponents shall include in their Proposal Price (and any unit prices, or other forms of pricing) sufficient amount to cover:
 - i. the costs of labour, equipment and material included in or required for the Work, including all items which, while not specifically listed, are included in the Work by necessary inference from the RFP Documents;
 - ii. all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges;
 - iii. all assessments payable with respect to labour as required by any statutory scheme such as Workers' Compensation, employment insurance, holiday pay, insurance, CPP and all employee benefits;
 - iv. all overhead costs, including head office and on-site overhead costs, and all amounts

- for the Proponent's profit; and
- v. the cost of complying with all applicable laws regarding trade or other qualifications of employees performing the Work
- c. If the Successful Proponent is a non-resident company, payments to the Successful Proponent, as a non-resident, may be subject to withholding taxes under the Income Tax Act (Canada). Further, unless the Successful Proponent, as a non-resident, provides the District with an official letter from Canadian Customs and Revenue Agency waiving the withholding requirements, the District will withhold the taxes it determines are required under the Income Tax Act (Canada).

Disclosure of Information

The Proponent hereby agrees that any information provided in this Proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law, including the Freedom of Information and Protection of Privacy Act, or if required by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of the Proposal by the District to the District's advisers.

Ability to Provide Deliverables

The Proponent declares it has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The Proponent warrants and represents that it possesses the competence, skill, experience, and expertise required to carry out the Work, as described herein. The Proponent acknowledges that they have all necessary information required to prepare the Proposal and further verifies the information included in the Proposal is correct and has complied with the documents making up the Request for Proposal, including all specifications.

Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the District and the Proponent unless and until the District and the Proponent execute a written agreement for the Deliverable.