



## **CORPORATION OF THE CITY OF ENDERBY**

### **REQUEST FOR PROPOSAL**

#### **City of Enderby FireSmart Implementation Plan**

##### **BACKGROUND**

The City of Enderby ("the City") received a grant through the Union of BC Municipalities' FireSmart Planning & Activities Grant Program which will fund a FireSmart Implementation Planning process ("the Planning Process") to develop a framework for implementing FireSmart activities throughout the community.

##### **DETAILS**

The City is issuing a Request for Proposal to obtain a consultant to undertake the Planning Process and to develop a FireSmart Implementation Plan ("the Plan") which outlines recommended FireSmart activities to be implemented in Enderby over the short to medium term.

The key elements of the Planning Process shall include analysing the City's current contextual framework, undertaking a robust public consultation process, and exploring a range of best practices for how best to implement FireSmart activities throughout the community. The Plan should encompass a phased approach whereby recommended FireSmart activities are sequenced to build upon one another from year to year; the Plan should provide the City with a framework upon which to effectively and efficiently strengthen Enderby as a FireSmart community, that is capable of being implemented through existing staff plus contracted resources subject to grant funding.

##### **SUBMISSION REQUIREMENTS**

Interested proponents should submit the following (weighted score listed in brackets):

1. Proposal (50%)
  - a. Proposed methodology and work tasks for the Planning Process and development of the Plan;
  - b. Proposed work schedule; and
  - c. Team members and roles.
2. Qualifications and References (50%)
  - a. Two (2) references from organizations for which the proponent has provided services of a similar nature; and
  - b. An example of prior written work within the field of strategic planning, community consultation, wildfire planning, or Fire Smart.
3. Cost (Pass/Fail)
  - a. Confirmation that the proponent is able to deliver the project at a cost not to exceed \$8,600.

## INQUIRIES

Please direct all inquiries to:

Kurt Inglis, Planner and Deputy Corporate Officer  
250-838-7230  
[kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com)

## CLOSING DATE AND TIME

July 10, 2018 at 4:00 pm.

Proposals may be submitted electronically to [kinglis@cityofenderby.com](mailto:kinglis@cityofenderby.com), faxed to 250-838-6007, or mailed to Enderby City Hall, P.O. Box 400, Enderby, BC V0E 1V0.

## TERMS AND CONDITIONS

The following terms and conditions shall apply to this Request for Proposal:

1. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and an interested proponent shall not become a part of or otherwise modify the Request for Proposal Document unless confirmed by written Addendum.
2. Responses to inquiries may be distributed to all interested proponents at the City's option.
3. The City may accept or reject any or all proposals for any reason, and may negotiate with a potentially successful proponent.
4. The City may reissue, amend, cancel, or extend this Request for Proposal at its sole discretion, and reserves its right to defer, change, or phase awarding of the work.
5. As part of its evaluation process, the City may request further information from interested proponents at its sole discretion.
6. Under no circumstances shall this Request for Proposal be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by interested proponents in preparing a proposal.
7. The City does not, by issuing this Request for Proposal, incur any duty of care or contractual obligation to any interested proponent.
8. Interested proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Proposal or with a view to influencing the outcome of this process.
9. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use is explicitly referenced in the proposal.
10. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act ("the Act") and all information submitted to the City become records in its care and custody for the purposes of the Act.
11. All interested proponents and the City acknowledge that all proposals are supplied in confidence and may reveal technical information of a third party. The scoring matrix and total cost for each scored proposal will be made publicly available.
12. Interested proponents shall disclose in their proposal any actual, potential, or perceived conflicts of interest it may have with the City, including its elected or appointed officials, employees, or agents acting on behalf of the City.