



REQUEST FOR PROPOSALS

Community Risk Assessment and Fire Services Master Plan



Request for Proposal No.: **2025-01FD**

Issued: **February 27, 2025**

Submission Deadline: **April 3, 2025, at 4:00 p.m. Alberta time**

RFP Contact: Bill Messner, Fire Chief
403-946-4285
billm@crossfieldalberta.com

Posted to: Alberta Purchasing Connection: <https://purchasing.alberta.ca/>

Town of Crossfield Website:

<https://www.crossfieldalberta.com/p/request-for-proposals-and-tenders>

1005 Ross Street | P.O. Box 500 | Crossfield AB. T0M 0S0 | (403) 946-5565

1.0 INTRODUCTION AND PURPOSE

This Request for Proposal (RFP) is an invitation by the Town of Crossfield (hereinafter referred to as the “Town”) to qualified prospective proponents to submit proposals for the development of a strategic planning framework, beginning with a Community Risk Assessment (CRA) and followed by a Fire Services Master Plan.

Successful proponents will apply their experience and expertise to the development of this strategic planning framework for the Town to utilize as a roadmap for providing efficient and effective delivery of fire protection and prevention services into the future.

Detailed requirements for submission and evaluation criteria, along with scope of work and expected qualifications are contained within.

2.0 COMMUNITY AND FIRE SERVICES OVERVIEW

Crossfield is a growing community within Rocky View County, approximately 50 km north of the City of Calgary, just off the QE2 Highway. It maintains a small-town environment with many amenities and services close by in the City of Airdrie and City of Calgary. The Town’s location makes it an attractive choice for residents looking to reside outside of the busy cities yet remain close to other important services.

The Town of Crossfield is one of the fastest growing communities in Alberta with an annual growth rate of around 4.25% per year over the past 5 years. The most recent municipal census, conducted in May 2024, resulted in a current population of 4,211 residents.

Further to the growing residential population, the Town also has a healthy and well-established industrial/commercial sector, as evidenced by an approximate 70% residential to 30% non-residential split of the municipal property tax base.

The Crossfield Fire Department (hereinafter the “Fire Department”) has a dedicated membership of paid-per-call members who live within Town, as well as outside the Town limits in areas including Rocky View County, Airdrie and Calgary. The current staffing model includes 1 full-time Fire Chief, 1 paid-per-call (PPC) Deputy Fire Chief, 1 part-time Administrative Assistant, 3 PPC Fire Captains, and approximately 25 PPC Firefighters.

In addition to providing fire protection and prevention services to the Town of Crossfield, the Fire Department also has a service agreement with Rocky View County to provide primary response to a specified area surrounding the Town, which includes a section of the QE2 Highway. Mutual aid agreements are also in place with other neighbouring municipalities, including Carstairs, Beiseker and Mountain View County.

The Fire Department’s current level of service includes fire response, medical first response (Charlie, Delta and Echo), motor vehicle collision response, and other rescue responses at the awareness level (e.g. water, ice, confined space, etc.).

In 2024, the Fire Department responded to a total of 388 calls for service both within Town and outside

of Town. This call volume decreased from previous years where the Fire Department responded to well over 500 calls for each of 2022 and 2023.

The Fire Department has a wide array of apparatus and equipment to support the levels of service. This includes 2 Pumpers, 1 Aerial, 1 Rescue, 1 Water Tender, 2 Light Wildland Units, and an Emergency Response Unit that is utilized for medical responses. With the rising cost of fire apparatus, the Fire Department continues to investigate potential efficiencies within its fleet and supporting equipment to maintain present and future service delivery, while balancing responsible fiscal planning.

3.0 SCOPE OF WORK

In order to prepare for the short and long-term fire protection and prevention requirements of the Fire Department, the Town must work to identify present and future risks within the community. Further to this, a proactive strategic plan needs to be developed to help guide the Fire Department into the future to continue providing a sustainable, reliable and effective level of service for the community as it continues to grow.

- 3.1 The Town is requesting proposals from qualified consultant firms to complete a 2-phase plan consisting of the following, which will be completed over a 2-year period:
- **Phase 1:** In 2025, conduct a Community Risk Assessment (CRA) for the Town.
 - **Phase 2:** In 2026, develop a comprehensive Fire Services Master Plan for the Town, taking into consideration the results of the CRA and other requirements moving forward into the future.
- 3.2 The resulting plan must include a minimum of a 10-year strategic outlook that provides short and long-term guidance for the Fire Department.
- 3.3 **Community Risk Assessment (CRA):** This first phase, to be conducted in 2025, is a systematic process used to identify, evaluate, and prioritize potential risks that could impact the Town as it relates to fire protection and safety. This is the first step in creating the future vision of the Town's fire services, ensuring that critical operational aspects, including staffing, training, equipment, apparatus, facilities, etc., are in place to help mitigate the fire and emergency-related risks that are present within the community.

Key elements of the CRA shall include, but are not limited to, the following:

- Gather input and feedback, as appropriate, from relevant stakeholders, community members, and local businesses in relation to fire and safety-related risks within the community.
- Provide an assessment of population trends, demographics, and community projections for the Town. This should also include relevant trends and projections for the geographic area in which Crossfield is located.
- Completion of an environmental scan and development of a community risk profile that includes a prioritized list of hazards/risks, as well as an evaluation of the probability for each hazard/risk occurring and the potential impact on the community.
- Provide risk mapping and other visual tools as appropriate to illustrate and provide a greater understanding of where the risks are located within the community.

- Building stock profile with associated risk mapping that rates high to low life hazard risks and fire service preparedness to respond.

3.4 **Fire Services Master Plan:** The second phase of this project (to be conducted in 2026) is the creation of a comprehensive plan that will provide recommended pathways and initiatives to aid in the mitigation of the prioritized risks identified in the CRA. In addition, this Fire Services Master Plan will provide recommendations to support a growing Fire Department, and the continued provision of sustainable, reliable and effective fire protection and prevention services for the community.

Key elements of the Fire Services Master Plan shall include, but are not limited to, the following:

- Goals and Objectives: Set clear and measurable goals and objectives for improving fire services in preparation for future growth.
- Resource Allocation: Determine the resources needed to meet the goals, including staffing levels, training requirements, equipment needs, and budget considerations. This shall also include recommendations on apparatus required to continue meeting the fire service needs of the community.
- Service Delivery Models: Evaluate different model options for delivering fire services, including the use of career firefighters, volunteer/paid-per-call firefighters, or a combination of both, and determine the most effective approach for the Town of Crossfield.
- Facility Planning: Review the current fire service facilities and provide recommendations for current and future facility planning. This may include construction, renovation, or relocation of fire stations and other facilities (e.g. training) to ensure optimal coverage and efficiency.
- Training and Development: Outline recommended plans for ongoing training and professional development for fire service personnel to ensure we are prepared to handle emerging challenges and technologies.
- Emergency Response Planning: Develop strategies and possible procedures for effective emergency response, including potential coordination with other emergency services and community organizations.
- Public Education and Outreach: Provide recommendations on programs that can be created to educate the community about fire prevention, safety practices, and emergency preparedness.
- Implementation and Evaluation: Establish timelines and processes for implementing recommended plans, as well as methods for evaluating the effectiveness of the plans and making any necessary adjustments.

4.0 PROPOSAL CONTENT, PROJECT DELIVERABLES AND EXPECTATIONS

Proposal Content:

Proponents must:

4.1 Clearly list all items noted in this section separately for each phase of this project, as identified in Section 3.1.

- 4.2 Include a clear description of the approach that will be used to achieve the project objectives and scope of work as noted in Section 3.0, including specific consultation strategies that will be used to solicit meaningful participation from relevant stakeholders and community members.
- 4.3 Include a detailed project schedule, including milestone dates for the duration of the project.
- 4.4 Include a detailed budget to complete the project, quoted in Canadian funds. Costs are to be itemized as appropriate and will include all staff time, travel costs, disbursements, per diems, anticipated expenses and any other reimbursable cost.
- 4.5 Clearly illustrate experience in undertaking similar projects for municipalities, including a brief description of the work undertaken and for whom the work was performed.
- 4.6 Identify the team members who will be actively engaged in the project along with a description of their relevant education and experience. Team members must have experience in public engagement and consultation, data collection, reporting and presentation of results.
- 4.7 Provide a minimum of three (3) references for work completed of similar scope and scale.

Project Deliverables and Expectations:

The successful proponent will be responsible for:

- 4.8 Organizing and preparing materials (e.g. surveys, information pamphlets, maps, visual tools, reports, etc.) as well as conducting community and stakeholder engagement as appropriate.
- 4.9 Providing two (2) original color copies and one electronic copy in PDF format of the final reports and/or plans for each phase of this project.
- 4.10 Providing a presentation to Town Council at the completion of each phase of this project, with a thorough overview of the results and recommendations, including any identified needs or gaps.
- 4.11 Presenting a draft report to Town Administration for review and input prior to presentation of the final report to Town Council.
- 4.12 Ensuring adequate health and safety protocols and procedures are in place and ensuring that Town health and safety processes are adhered to where required.
- 4.13 Obtaining a Town of Crossfield business license prior to starting the project.
- 4.14 Providing a current insurance certificate indicating liability coverage with limits of not less than two million dollars (\$2,000,000) and naming the Town of Crossfield as an additional insured.
- 4.15 Providing a clearance letter from WCB indicating their account is current and in good standing.

5.0 TERMS OF REFERENCE

In responding to this RFP, and to be eligible for consideration, each proponent must submit a completed and signed proposal package that, among other things, acknowledges its acceptance of the RFP Terms of Reference and Governing Law as contained hereunder:

- 5.1 This RFP process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal contract, a binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract and instead, shall be governed by the common law applicable to direct commercial negotiations.
- 5.2 Neither party shall have the right to make any claims (in contract, or otherwise) against the other with respect to the award of a contract, the failure to award a contract, or the failure to honour a proposal.
- 5.3 The proponent will bear its own costs associated with, or incurred in, the preparation and presentation of its proposal package, including, if applicable, costs incurred for interviews, demonstrations, certificates or the like.
- 5.4 No legal obligation regarding the procurement of any goods or service shall be created between the proponent and the Town until the Town accepts the proponent's offer in writing.
- 5.5 The Town will not return the submission, or any accompanying documentation submitted by a proponent.
- 5.6 The Town may elect not to consider a proponent whose proposal contains misrepresentations or any other inaccurate, misleading or incomplete information.
- 5.7 The Town may prohibit a proponent from participating in a procurement process based on poor past performance or based on inappropriate conduct, and such inappropriate conduct shall include but not be limited to:
 - a. The submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information.
 - b. The refusal of the proponent to honour its pricing or other commitments made in its proposal.
 - c. Any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest.
- 5.8 During the term of the contract, should the proponent be involved with a company merger or acquisition, the Town will have the option to either retain the new company or proceed with the tender process by giving 60 days' notice to the proponent.
- 5.9 Period of commitment: Proposals shall be final and binding for 90 days from this RFP's closing date and time and may not be altered by subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the evaluation team.
- 5.10 Proposal rejection: The evaluation team may reject any or all proposals, or cancel this RFP process at any time.

- 5.11 The parties acknowledge that these terms:
- a. Are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision).
 - b. Are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations.
 - c. Are to be governed by, and interpreted and construed in accordance with, the laws of the province of Alberta and the federal laws of Canada applicable therein.

6.0 PROJECT SCHEDULE

- | | | |
|-----|--------------------------|-----------------------------|
| 6.1 | RFP Release Date | February 27, 2025 |
| | RFP Close Date | April 3, 2025 |
| | Question Submission Date | March 17, 2025 |
| | Question Answer Date | March 20, 2025 |
| | Project Award Date | on or before April 11, 2025 |
| | Project Start Date | April 17, 2025 |
| | Phase 1 Completion Date | October 31, 2025 |
| | Phase 2 Start | January 1, 2026 |
- 6.2 Proposals will be privately opened at 9:00 a.m. on April 4, 2025 at the address indicated in Section 7.0.

7.0 PROPOSAL SUBMISSION

- 7.1 Two (2) hard copies of the proponent's proposal must be received in a sealed package, clearly marked "Town of Crossfield Community Risk Assessment and Fire Services Master Plan" to the following:

**Town of Crossfield
Attention Fire Chief, Bill Messner
1005 Ross Street, P.O. Box 500
Crossfield, Alberta
T0M 0S0**

- 7.2 Submission Deadline: **April 3, 2025 at 4:00 p.m. Alberta time.** Any proposal received after the date and time listed will be returned and will not be considered.
- 7.3 Faxed or electronic proposal packages will not be accepted.
- 7.4 The lowest of any proposal may not necessarily be accepted.

- 7.5 All inquiries pertaining to this RFP can be directed in writing to Fire Chief, Bill Messner at billm@crossfieldalberta.com **by 4:00 p.m. Alberta time on March 17, 2025**. Answers to all questions received will be combined and posted in one document by 4:00 p.m. Alberta time on March 20, 2025.
- 7.6 Freedom of Information and Protection of Privacy (FOIP): All submitted proposals become property of the Town of Crossfield, and as such, are subject to the provisions of Alberta's Freedom of Information and Protection of Privacy Act. Respondents who wish to ensure particular parts of their proposal are protected from disclosure under the Act should specifically identify any information or records provided with their proposal that constitute trade secrets, and that are supplied in confidence, and the release of which could significantly harm their competitive position. Information that does not meet all three foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

8.0 EVALUATION

- 8.1 The evaluation process will involve both qualitative and quantitative elements. All proposals presented will be evaluated in the context of the overall value they provide to the Town. While cost is a significant part of the evaluation criteria, it will not be the sole determinant. Proposals will be reviewed by a team of Administrative personnel.
- 8.2 When evaluating proposals, the Town may request further information from the proponents or third parties in order to verify, clarify or supplement the information provided in the proponent's submission, and the Town may revisit and re-evaluate the proponent's submission or ranking on the basis of any such information.
- 8.3 The criteria for which proposals will be evaluated are listed below. The sum of all scores will be the total score.

Criteria	Points
Proposal Format in Accordance with the RFP <ul style="list-style-type: none"> Proposal is complete, including all documents and all requested components listed within the RFP Information provided should be clear, concise and easy to understand Proposal is signed and acknowledges the Terms of Reference listed in Section 5.0 of this RFP 	10
Proposed Work Plan <ul style="list-style-type: none"> Clear explanation of reasonable timelines Project approach and any consultation strategies are clearly described or outlined Key elements requested within the RFP are included and clearly described 	30
Demonstrated Knowledge and Experience <ul style="list-style-type: none"> Sections 4.5, 4.6 and 4.7 should be clearly described Proposal should clearly show proven experience with an excellent understanding of the scope and deliverables Knowledge and experience are relevant to, and have a 	25

high degree of similarity, to this project	
References <ul style="list-style-type: none"> References are relevant to this project and have strong credentials Correct number of references are provided 	10
Financial Considerations <ul style="list-style-type: none"> Pricing is quoted in Canadian dollars Pricing is clear and concise for both phases of the project Pricing is comprehensive to include all potential costs associated with both phases of the project Proposals should remain valid for 90 days from the proposal closing date to allow time for the Town to evaluate and negotiate with the selected proponent 	25
Total	100

9.0 AWARD OF PROPOSAL

- 9.1 The Town reserves the right to reject any or all proposals or to accept the proposal deemed most favorable to the Municipality. All proposals must be signed by a principal of the responding company.
- 9.2 Although the intended outcome is to enter into an agreement with a selected proponent, the solicitation of proposals does not in any way commit the Town to accept any proposal or enter into a formal agreement with any organization.
- 9.3 The Town reserves the right to waive formalities, reject any or all proposals, or accept the proposal in part or in whole deemed most favorable to the Town. The lowest rate/fee of any proposal may not necessarily be accepted.
- 9.4 The Town reserves the right to negotiate with any or all proponents including those proponents that have submitted a proposal that does not fully comply, either in material or non-material ways, with the RFP requirements.
- 9.5 Following the evaluation of proposals, the Town will consider entering into an agreement with a proponent that has been determined to have the ability to best meet the needs and expectations of the town, and who offers the best overall content and value.