

The Corporation of the City of Mississauga
Procurement No.: FA.49.543-16; PART A – Bidder Information Package
Request for Proposal for Comprehensive Risk Assessment For Mississauga Fire And Emergency Services

STATEMENT OF WORK

1.0 Project Description and Background

The last Fire & Emergency Services Master Plan was prepared and endorsed in 2014.

Mississauga Fire and Emergency Services (MFES) currently draws strategic direction from both the Fire and Emergency Services Business Plan and Budget document which is updated annually and the 2014 Future Directions Fire and Emergency Services Master Plan which is updated every five (5) years. MFES recently updated its long strategic goals to better reflect community needs and circumstances.

The Comprehensive Risk Assessment for MFES should be designed to be a living document that can be updated regularly to reflect rapidly changing information and service delivery to meet the current and future needs of the City's residents. It will be divided into two phases with three separate deliverables which will include a Community Risk Identification Report (Phase 1), a Community Risk Reduction plan (Phase 2) and the final Comprehensive Risk Assessment Report that will compile the results from both Phase 1 and Phase 2.

Note: The award of Phase 2 of the project will be contingent on satisfactory performance of the consultant at the completion of Phase 1 and budget availability.

The main deliverable for phase 1 will be the Community Risk Identification report, which will identify city wide community risks by profile type. The profile types will be consistent with those identified in National Fire Protection Association (NFPA) Standard 1730. The main deliverable for phase 2 will be Community Risk Reduction Plan(s) which will identify the areas that are most vulnerable based on a sectional gap analysis.

MFES is divided into 5 sections. They are:

- Emergency Operations
- Fire Prevention and Life Safety
- Capital Assets
- Professional Development and Accreditation
- Administration

Both phases will consider recommendations from existing reports and studies and plans as they pertain to MFES. The final report will include summaries from both Phase 1 and Phase 2 reports including recommendations.

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2.0 Scope of Project

For successful completion of the project, the following requirements must be met:

The Community Risk Identification report will include (but is not limited to) the following community profiles based on NFPA Standard 1730 and the identification and assessment of the risks within each profile:

- Demographics
- Geographic overview
- Building Stock
- Fire experience
- Responses
- Hazards
- Economic/social
- The CRIR must be in an updatable format

3.0 Research Interests

The consultant shall refer to documents, studies and initiatives previously prepared and undertaken by the City. It will be necessary to maintain the connection with previous community documents. The consultant will review (at minimum) the following:

- OFMEM Review of Fire Protection Services (Fire Prevention and Public Fire Safety Education) in the City of Mississauga, 2015
- National Fire Protection Association (NFPA) 1730- Standard on Organization and Development of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Options, 2016 Edition
- Fire and Emergency Services 2016-2018 Business Plan and budget
- MFES long term Strategic Goals, 2015
- The City of Mississauga Future Directions Fire and Emergency Services Master Plan and Implementation Plan, 2014
- Office of Emergency Management Documents (HIRA, CI, Risk plans, etc.)
- 2014 Station Location Study
- 2014 Development Charges Modelling Report, 2014

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- 2010 Standard of Cover
- Existing mutual aid and other service agreements
- Computer Aided Dispatch (CAD) data
- GIS data
- City of Mississauga Strategic Plan
- City of Mississauga Accessibility Plan
- City of Mississauga Official Plan

The documents identified above, in addition to supplemental material, will be made available to the consultant upon award.

4.0 Project Goal and Objectives

The goal of this project is to identify all of the existing community risks, undertake a gap analysis to identify vulnerabilities related to fire and emergency services in the City of Mississauga and provide recommendations that include risk mitigation strategies and associated corrective actions. The Risk Assessment will be a guide to the strategic planning and management of Fire and Emergency Services programming and community engagement.

The Risk Assessment will:

- Satisfy section 2(1) b of the Fire Prevention and Protection Act (FPPA) that prescribes that a municipality should provide other such fire protection services as it deems necessary based on its needs and circumstances
- Identify the municipality's needs and circumstances that will inform the appropriate services levels. It will satisfy recommendation #14 of the Ontario Fire Marshal and Emergency Management (OFMEM) Review of Fire Protection Services (May 20,2015): "Recommendation# 14 - The Municipal Council of the City of Mississauga shall ensure the completion and annual update of a comprehensive fire risk assessment."
- Establish a consistent way of assessing risks and service demands across the City and enhance planning for other initiatives (professional development, capital assets, administration, etc.) and facilitate a more informed decision making process based on data

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5.0 Project Organization

The City has assembled two working groups to oversee this project; a Core Team and a Steering Committee.

The Core Team will include at least one representative from each of the divisional sections including Emergency Operations, Fire Prevention and Life Safety, Capital assets, Professional Development and Accreditation and Administration.

The Steering Committee will consist of the Fire Chief, 4 Assistant Chiefs and the Executive Officer.

Notwithstanding the above, additional staff will be involved throughout the review.

6.0 Timing

The proposed project start date is immediately upon award of contract.

Completion dates for major project deliverables are provided below and must be considered by the consultant.

PHASE ONE – Community Risk Assessment	
Community Risk Identification Draft Report	December 1, 2016
Community Risk Identification Final Report	January 2, 2017
PHASE TWO- Community Risk Reduction Plan	
Sectional Risk Identification Assessment	April 3, 2017
Vulnerability Assessment Draft Report	May 1, 2017
Vulnerability Assessment Final Report	May 31, 2017
Final Reporting	
Comprehensive Risk Assessment Draft Report	July 1, 2016
Comprehensive Risk Assessment Final Report	July 31, 2017

7.0 Project Plan

The successful consultant will provide the Project Core Team with a detailed project work plan and schedule that outlines each task, target dates for progress, draft and final reports, meetings and presentations. The schedule should clearly identify the critical path for the project, and identify how it will be managed. The project plan and schedule will be created at the onset of the project, and may be revised and confirmed by the City as the project progresses.

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8.0 Deliverables

The consultant will be responsible for the following deliverables:

8.1 Project Timeline

It is expected that this project will be completed within the timelines listed above. Phase 2 of the project will be contingent on satisfactory performance of the successful consultant at the completion of Phase 1 and budget availability.

8.2 Project Management

The Consultant will appoint a senior professional in the firm as the project manager. The project manager will be the main contact and will be responsible for the coordination of all of the consulting resources for the duration of the project. The project manager will represent the Consulting team at required meetings, as considered appropriate by the City.

8.3 Reports and Files

The consulting team must deliver a Comprehensive Risk Assessment document that incorporates all of the recommendations for the Fire and Emergency Services as per the project objectives outlined above.

8.3.1 Draft Reports

The consultant will provide one (1) printed colour copy of each draft document, including an executive summary. The consultant will also provide electronic PDF and MS Word copies of all draft documents. The draft documents are to include:

- Phase 1 – Community Risk Assessment Draft Report
- Phase 2 – Vulnerability Assessment Draft Report
- Final – Comprehensive Risk Assessment Final Draft Report

8.3.2 Final Report

The consultant will provide one (1) printed and bound colour copy of an executive summary which can stand on its own when removed from the rest of the document. The consultant will also provide an electronic PDF copy and MS Word copy of all final reports and executive summary documents.

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8.3.3 Electronic Format (e.g. CD's/Memory Stick)

The consultant will provide one (1) CD/Memory Stick of all electronic research papers and web-based documentation and electronic files used for analysis related to this project, all e-mail correspondence between the City and the consulting team, all primary research collected for this project including consultation activities, all draft and final documents prepared for this project and any related graphics or maps in the project documents. All files must be compatible with Adobe Acrobat or Microsoft Office Products.

9.0 Meetings

The consultant is responsible for leading, preparing a draft agenda for each meeting (one week in advance) and minutes of each meeting (one week after). The consultant will not schedule meetings for administrative purposes. The consultant will indicate the expected outcomes of each meeting in their proposed work plan for this project. In addition monthly progress reports must be delivered to the steering committee. The following number of meetings is anticipated:

Core Project Team Meetings	5
Steering Committee	2
Leadership Team/Council/General Committee Meeting	1
Interviews/meetings with appropriate City Staff	As required (max. 6)

10.0 Presentation Materials

The consultant is responsible for developing and producing all presentations and presentation materials required for this project, including presentation boards, power point presentations and handouts and presentation evaluation forms.