



**Emergency Evacuation Plan
Contract 3020P**

1. Introduction

The City of Richmond proposes to engage the services of a consultant to research, facilitate and design an emergency evacuation plan to ensure the safe evacuation of all or part of the community in the event of a major emergency or disaster.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Four (4) copies of proposals marked “ - **Contract 3020P**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 12:00 pm, local time, March 29, 2007. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Sheryl Hrynyk

Buyer II

Purchasing Section

City of Richmond

Telephone: 604- 276-4135

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Tara Simpson

Emergency Management Coordinator

Emergency Programs

City of Richmond

Telephone: 604-244-1282

E-mail: tsimpson@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Description

As part of its ongoing commitment to effective emergency response through planning, the City of Richmond requires the development of an emergency evacuation plan which shall include, as a minimum:

Hazard, Risk & Vulnerability Analysis – Provide a brief overview of the key hazards and areas at risk, review existing demographic information to determine populations most at risk and associated planning considerations.

Plan Authority and Legislation

Concept of Operations – following BCERMS, address:

- Communications & public information
- Transportation planning - assembly points, evacuation routes, road capacity & traffic control
- Provisions for evacuating special needs populations, including livestock and domestic animals
- Access control and security for the evacuated area
- Demobilization and re-entry

Roles and Responsibilities – Identify the roles and responsibilities of the key response agencies, City departments and Emergency Operations Centre.

Procedures and Protocols – Develop procedures and protocols for plan activation/deactivation, notification, alerting and other communication requirements, sheltering in place, and checklists for key personnel or departments/agencies.

Mapping – Utilizing the City’s base GIS data, map evacuation routes, assembly points and other relevant visuals.

Resources – Identify internal and external resources potentially required to aid in the evacuation process.

Training, Exercise and Maintenance Schedule- Provide suggested training and exercise requirements and frequencies, specific to evacuations, for key responders and emergency management staff. Also include, as required, suggestions for maintenance of the plan and any associated supplies/resources.

5. Project Scope

Consultant Duties

To complete the project as described above, the consultant will be required, as a minimum, to:

Consultation – facilitate meetings with City of Richmond staff, first response agencies and key stakeholders to introduce and receive input on the project scope and key milestones; develop the concept of operations, determine organizational capacity and resources and other key aspects of the plan; and provide meeting documentation/reports.

Research – research existing City of Richmond plans for compliance and coordination, evacuation plans from other communities, as well as lessons learned from disasters requiring evacuations e.g. Hurricane Katrina, BC Wildfires.

Plan Development – draft the plan addressing the elements described in 4. Project Description and incorporate information obtained during the facilitated sessions and research.

Plan Review & Validation – host a meeting of key stakeholders involved in the process of developing the plan to receive feedback; and account for presentation of the original draft plan and a minimum of three sets of revisions as the draft plan is reviewed by the Emergency Management Office, Law & Community Safety Management Staff, and the Emergency Planning Committee.

6. City Provided Items

At the request of the consultant, the City will provide the following:

- Access to meeting space at City Hall,
- Assistance in booking staff for group meetings
- Access to relevant documentation, maps, data and other existing City resource material.

7. Project Schedule

The project is to be completed by December 31, 2007, with work commencing as soon as possible in May 2007. A project schedule is to be submitted with the proposal.

8. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of emergency and evacuation planning experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule

of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

- A minimum of three (3) client references from projects of a similar size and scope.

9. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

Proponents may include their standard terms of engagement.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.
- Project Deliverables
- Value for Money
- References
- Interview/Presentation (if required)



City of Richmond
Business & Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.
3020P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	