

**City of Richmond**  
**Request for Expressions of Interest**  
**Contract 3311 – EOI**

**Richmond Fire-Rescue – Area/Venue Coordinator**

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## **Introduction**

The City of Richmond invites Expressions of Interest for the temporary services of a Fire-Rescue Area/Venue Coordinator with the Richmond Fire-Rescue Department. Interested respondents are invited to submit a Letter of Expression of Interest (submissions) outlining background information with a listing of experience and qualifications, including a description of comparable projects and references. The purpose of this Request for Expressions of Interest (RFEOI) is to determine a shortlist of qualified respondents which will be invited to respond to a Request for Proposal for the professional services of a Fire-Rescue Area/Venue Coordinator.

## **Duties of the Area/Venue Coordinator, Richmond Fire-Rescue**

The Fire-Rescue Area/Venue Coordinator, Richmond Fire-Rescue (the Coordinator) is a temporary contract position within the emergency response team which will be responsible for the development and implementation of a fire-rescue operational plan for Richmond. This person will be the main point for all issues related to Richmond Fire-Rescue and the Olympics.

Specifically, the fire-rescue operational plan will be developed for, and activated during the 2010 Olympic and Paralympic Winter Games (the Games) in which Richmond will play a key role as a Venue City<sup>1</sup>. This plan will be developed in coordination with the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (VANOC), VANOC's Fire Advisory Committee, other emergency response agencies and the Richmond Fire-Rescue Department. Key responsibilities of the Coordinator also include, but are not limited to:

- building and maintaining relationships with all partners, agencies and stakeholders in relation to the event, as well as with other Area/Venue Coordinators;
- ensuring that fire-rescue resources are defined, acquired, present and operational for the venue, the *Urban Domain* and *O-Zone*;
- ensuring completion of fire safety inspections prior to opening of all affected venues that will be in use during the Games;
- working with the Olympic Business Office in the development of a fire service agreement with VANOC for services in the *Urban Domain*;
- keeping the Richmond Fire-Rescue Liaison Officer informed of any incidents requiring Integrated Command Centre attention;
- liaising with the Integrated Command Centre and with Richmond Fire-Rescue Dispatch in the event of an emergency and
- working with Richmond Fire-Rescue Staff, within a Unified Command structure.

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<sup>1</sup> For information on Richmond's role as a Venue City, please visit: <http://www.richmond.ca/discover/events/oval/oval.htm>

## Qualifications

Considerable experience is required in Incident Command Protocol and with the Unified Command System. Sound knowledge of the operational requirements of fire and rescue services, the BC Emergency Response Management System and the Incident Command System is also required.

Respondents which meet these requirements will be given first consideration; further, incomplete submissions may not be given consideration.

## Submission Details

All submissions received by the City must not exceed five (5) pages in length; these submissions will be evaluated at the discretion of the City based upon the information contained within them, in consideration of, but not limited to:

- the experience of respondent;
- the respondent's references;
- description of previous projects of a similar nature and
- related qualifications.

Five (5) copies of Letters of Expression of Interest submissions sealed and marked "Contract 3311 EOI: Request for Expressions of Interest: Fire-Rescue Area/Venue Coordinator, Richmond Fire-Rescue" and addressed to the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00 pm, Local Time, Thursday August 7<sup>th</sup>, 2008. Submissions received after this time will be returned to the sender.

Questions related to the Area/Venue Coordinator position outlined in this RFEOI should be directed to Ron Beaman, Acting Fire Chief – Administration, by phone at 604-303-2701 or by email to [rbeaman@richmond.ca](mailto:rbeaman@richmond.ca).

Questions related to the RFEOI process should be directed to Kerry Gillis, Buyer II, Contracting Specialist by telephone at 604-276-4135 or by email to [kgillis@richmond.ca](mailto:kgillis@richmond.ca).

Inquiries and responses relating to this RFEOI will be posted on BC Bid and the City's website. It is the sole responsibility of each respondent to check these sites on a regular basis for amendments, addendums or questions relating to the RFEOI.

*Note: Any submission will not necessarily be accepted. Also, respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting a letter of expression of interest, each respondent shall be deemed to have agreed that it has no claim.*

All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act*.