



# **Anishinabek Police Service**

Request for Proposal

Space Accommodation, Fire & Building Inspections

Date Issued: February 17, 2017

Proposal Due Date: 12:00 noon, March 3, 2017

**Request for Proposal for  
Police Facility & Fire Inspection Services**

Table of Contents

	Page
1. Background.....	2
2. Summary.....	2
3. Scope of Services.....	3
4. Submission Deadline, Requirements & Format.....	4
5. Evaluation & Selection Criteria.....	5
6. Inquiries.....	6
7. Legal Responsibility.....	6

## REQUEST FOR PROPOSAL

### Part 1 – BACKGROUND

Anishinabek Police provides culturally sensitive policing services to sixteen First Nation communities across Ontario, stretching from Kettle & Stony Point First Nation in the south to Fort William First Nation in the north.

The APS Headquarters is located in Garden River First Nation near Sault Ste. Marie, Ontario. There are twelve detachments serving the sixteen First Nations. Anishinabek Police Service has 61 sworn officers and 21 civilian members.

Funding for the service is negotiated through a tripartite agreement with the Federal & Provincial governments and the member nations. The funding is distributed by way of 48% from the Province of Ontario and 52% from Canada.

The Police Governing Authority (PGA) is the employer of the Anishinabek Police Service. The PGA is the governing board that consists of one representative from each member nation. From within the board, members appoint a chairperson and vice-chairperson.

The Anishinabek Police Service is divided into 3 regions, north, south and central; with a Director for each region and a Sergeant in each detachment.

### Part 2 – SUMMARY

The Anishinabek Police Service (APS) is seeking proposals from qualified individuals/firms for an independent inspection services related to a review of their headquarters and detachments that are based on the *OPP Space Accommodations Standards* including a review of fire safety inspection to ensure compliance with fire/building safety codes, regulations, standards and guidelines.

The requirement arises as a deliverable under the 2016-2018 Anishinabek Police Service tripartite agreement with Canada and Ontario. Specifically this states:

- 3.1 *The Police Governing Authority shall ensure that each Member Nation provides a police facility, where appropriate, for the use of APS for the provision of policing services.*
- 3.1.2 *Where such facilities do not already exist, the parties are committed to working towards facilities that are based on the OPP Space Accommodations Standards as amended from time to time by Ontario.*
- 3.1.3. *Unless an independent fire safety and occupational health and safety inspection has been held in the last three (3) years of this Agreement, the Police Governing Authority shall proceed, within the first year of the effective date of this Agreement, with such an inspection for each facility occupied by the APS. The independent inspection shall:*

a) be conducted by a professional who holds the required qualifications, as established by his or her level of education and experience, in order to proceed in a professional manner and in accordance with industry standards;

b) include a detailed report that is to be submitted by the Police Governing Authority to the Police Council, Canada & Ontario;

c) focus on compliance with the National Building Code of Canada 2005 and the National Fire Code of Canada 2005, as amended from time to time and;

d) where a facility does not meet the standard identified in paragraph 3.1.3(c), the Parties are committed to working toward facilities that are based on those standards

The contracted service provider will generate and submit plan review comments to the APS within the established times in a Word and PDF format.

## **Part 2 – SCOPE OF SERVICES**

The firm/individual chosen shall provide sufficient, qualified and experienced staff to perform the services identified below.

### **A. Plan Review**

- Examination of current space allocation in terms of personnel as compared to the *OPP Space Accommodations Standards*;
- Determine if adequate fire apparatus access and water supplies in accordance with adopted codes and standards;
- Review of plans for compliance with the fire/life safety provisions of both the Fire and Building codes;
- Review of fire protection systems, including automatic fire sprinklers, fixed extinguishing systems, standpipe systems, and fire alarm/detection systems;
- Review of smoke control and smoke exhaust systems – if required;
- Review of applications reflecting the storage, use and handling of hazardous materials.

### **B. Field Inspections**

Space accommodation including building and fire inspection services that will ensure compliance and recommendations that support the *OPP Space Accommodations Standards*, the *National Building Code of Canada 2005* and the *National Fire Code of Canada 2005* are required for every APS location.

### **C. Reporting**

The firm or individual chosen will work under the direction of the Deputy Police Chief and/or his designate and shall clearly devise a review/inspection process that tracks the inspection progress as it relates the compliance requirements. The final report shall include photographs along with prescribed recommendations and cost estimates for deficiency corrections.

The inspection process will note any space, building or fire deficiencies and shall cite the specific code section(s) being referenced on a per location basis. The template will be provided to APS in Word format to be used for future inspections to track progress. A final comprehensive report will provide an analysis on all buildings inspected.

### **Part 3 – SUBMISSION DEADLINE, REQUIREMENTS & FORMAT**

#### **A. Time & Submission of Proposals**

Proposals must be received by 12:00 p.m. (noon) on Friday, March 3, 2017. Postmarks will not be considered in determining the timeliness of submissions. Proposals must be delivered via email or mail to:

Dave Whitlow  
Deputy Police Chief  
Anishinabek Police Service  
1436 Highway 17 B  
Garden River, ON  
P6A 6Z1

Email: [dwhitlow@apscops.org](mailto:dwhitlow@apscops.org)

Proposers shall remit three (3) written copies and/or one (1) electronic copy of the proposal to the above location/email address. Proposals that are submitted via fax will not be accepted. Late submissions will not be considered.

The work and final report for this project shall be completed by 12:00 noon on March 24, 2017.

#### **B. Format**

Proposers should follow the format and instructions outlined below. Proposals must contain information itemized below and in the order indicated. Proposals that do not include the following items may be deemed non-responsive and may not be considered.

##### **1. Cover Page**

The cover page must include the following:

- RFP Title
- Proposer's full name
- Proposer's contact person for the RFP
- Proposer's business & fax numbers
- Proposer's email address

##### **2. Executive Summary**

The executive summary should summarize your firm's:

- Scope of services offered
- Management approach to scope of services

### **3. Overall Approach & Methodology**

- a. Detailed discussion on the proposer's overall approach and methodology on meeting the proposed scope of services being offered.
- b. Describe the ability to perform the Scope of Services in accordance with the OPP Space Accommodation Standards, Provincial and Federal regulations specific to fire and building requirements.
- c. Identify specific areas of expertise within the scope of services being offered.
- d. List specific services not being offered, but are in the scope of services requested in this RFP.
- e. List of the proposed team members and or sub consultants, include firms' names, specialty, address, phone number, email and website addresses. The role(s) and scope of service of each team member shall be clearly described.
- f. A clear Level 3 CRC for each member involved in the project.
- g. Resumes for proposed service manager and additional key staff
- h. Experience: The proposer shall discuss their successes providing similar services to other public agencies, with an emphasis on police space requirements, fire/building inspection background and provide client references for applicable services, including a list of recent client agencies.

### **4. Budget Proposal**

The APS will award this contract to the firm/individual that it considers will provide the best overall service in addressing space accommodation issues, fire and building inspections as per regulations identified previously.

Provide a separate budget proposal that includes the following:

- a. Indicate the hourly rate structure for services
- b. Indicate the hourly rate structure for inspection services including travel and disbursements

## **Part 4 – EVALUATION & SELECTION CRITERIA**

### **a. Evaluation Criteria**

As the following criteria will be used to select a consultant, proposals should clearly address the following:

1. Qualifications of assigned personnel
2. Ability to provide Level 3 CRC's for involved staff
3. History and experience
4. Organization and staffing
5. Capability to accomplish stated services
6. Acceptable timeframe for completion
7. Acceptable fee rates for services provided
8. References
9. Acceptance of contract terms

**b. Selection Criteria**

A selection committee comprised of APS management will evaluate the proposals in accordance with the criteria itemized above.

**Part 5 – INQUIRIES**

All inquiries regarding this Request for Proposal shall be directed to Deputy Chief Dave Whitlow at 1-705-826-3283.

**Part 6 – LEGAL RESPONSIBILITIES**

The firm/individual shall keep themselves informed of provincial and federal legislation and regulations, including but not limited to those pertaining to conflict of interest. This shall include those employed by your company or those performing duties under this scope of services. Your company shall at all times observe and comply with all such laws and regulations.