FIRE & EMERGENCY SERVICES

Request for Proposals:	WFES-RFP-001-2025
Project Name:	Consulting Services for a Community Risk Assessment and Master Fire Plan
Addendum No.:	1
Issued:	April 14, 2025

1. Introduction

On March 17, 2025, the Wainfleet Fire and Emergency Services Department ("WFES") issued a Request for Proposals to provide consulting services to undertake and deliver a Community Risk Assessment and Fire Master Plan for the Township of Wainfleet ("the RFP").

The City of Welland, on behalf of Welland Fire and Emergency Services ("Welland"), is also seeking qualified providers of consulting services to provide a Community Risk Assessment and Fire Master Plan for the City of Welland.

This Addendum adds Welland as a participant in this RFP process.

2. RFP Interpretation

Unless otherwise stated in this Addendum, all references to "WFES" in the RFP are deemed to read "WFES and/or Welland", with any other modifications that are reasonably required by the context of the reference. For example, section 2 of the RFP is deemed to include Welland's Procurement Policy.

References to "WFES" in the following sections of the RFP do not include Welland:

- Section 1, last paragraph
- Section 7, last paragraph
- Appendix "A": Scope of Work, Section 1.1
- Appendix "A": Scope of Work, Section 1.2

3. Additions and Amendments

On page 3 of the RFP, Section 1 is amended by adding the following paragraph:

Welland may enter into the agreement with WFES and the successful bidder or may choose to engage the successful bidder through a separate agreement process.

On page 5 of the RFP, Section 7 is amended to read as follows:

The evaluation committee for this RFP may include the following members:

Name	Position
Mallory Luey	Chief Administrative Officer
Morgan Alcock	Fire Chief/CEMC
Shawn Schutten	Deputy Fire Chief
Tara McLachlan	Fire Services Executive Assistant
Adam Eckhart	Fire Chief, Welland Fire & Emergency Services
Burt Lamoureaux	Deputy Fire Chief, Welland Fire & Emergency Services
Matt Richardson	Deputy Fire Chief, Welland Fire & Emergency Services

Bids received by the submission deadline will be distributed to the committee for review and evaluation using an electronic two (2) envelope process:

- Electronic Envelope #1: Technical Proposal
- Electronic Envelope #2: Pricing Proposal

Given the two (2) envelope system employed during the evaluation process, the submission opening and review conducted by the Evaluation Committee will not be open to the public.

The rest of Section 7, which is found on pages 6 and 7 of the RFP, is unchanged.

Appendix "A": Scope of Work, is amended by adding the following as Section 1.3:

1.3 Welland Background

Traverse the iconic canal that bisects the Niagara Peninsula, and you'll find Welland, an emerging city abundant in exciting recreational opportunities and scenic greenspace — all of which are rooted in the stewardship of the First Nations Peoples of the area. In addition to arts, culture, and proximity to two Great Lakes, Toronto, and the USA, Welland delivers a palpable sense of resilience through the steadfast residents who call the city home and the ambitious businesses that make it an exciting place to be. Regardless of age or stage of life, Welland's outdoor activities, festivals and events, restaurants and retailers, and community-minded spirit make it an unforgettable place to raise a family, make a memory, or nurture a new idea.

The City of Welland is approximately 81 square kilometres and home to over 56,210 residents. The city is maturing into a more innovative and adaptable city; therefore, strategic priorities are paramount to help guide City Council with clear and focused decision-making. City Council's Strategic Priorities take a holistic approach to improving lives by investing in social infrastructure.



FIRE & EMERGENCY SERVICES

The following Strategic Priorities are the pillars of Council's vision:

- Economic Growth
- Environmental Stewardship
- Health and Well-being
- Livability

Welland is an ambitious and unique waterfront city enlivened by residents, enriched by businesses, and enhanced by the tourists who follow their curiosity here. It is undergoing an exciting transformation with significant residential, commercial, and industrial growth. The population is expected to grow by 48,642 residents between 2022 and 2051.

A resilient spirit permeates every corner of the city, while 12 km of recreational waterway lends to adventure and reverie. With Lake Ontario to the North, Lake Erie to the South, the Greater Toronto Area 90 minutes away, and the USA accessible in under 40 minutes, Welland is ideally situated for growth and opportunity – readily welcoming all who seek big-city amenities complemented by a preserved small-town feel.

Appendix "A": Scope of Work, is amended by adding the following as Section 1.4:

1.4 Welland Emergency Services Portfolio

Welland's emergency services portfolio consists of the following:

- 3 Fire Stations
- ii. 12 Vehicles
- iii. 2700-2900+ annual responses
- iv. 1 Fire Chief
- v. 2 Deputy Fire Chiefs
- vi. 2 Executive Assistants
- vii. 4 Platoon Chiefs
- viii. 8 Suppression Captains
- ix. 1 Chief Training Officer
- x. 1 Training Officer
- xi. 1 Chief Fire Prevention Officer
- xii. 3 Fire Prevention Officers
- xiii. 58 Career suppression firefighters
- xiv. 1 Volunteer Captain
- xv. 6 Volunteer Lieutenants
- xvi. 45+ Volunteer Firefighters

FIRE & EMERGENCY SERVICES

Listing of Stations	Address
Central - Admin. Station 1 & Suppression Station 2	42143 Highway 3, Wainfleet
Burnaby - Station 3	11603 Lakeshore Rd. Wainfleet
Wellandport - Station 4	63959 Concession 6. Wainfleet
Welland Station 1 Headquarters	400 East Main Street, Welland
Welland Station 2	636 King Street, Welland
Welland Station 3	345 Prince Charles Drive, Welland*

^{*}Relocating in the summer of 2025 to 924 Prince Charles Drive, Welland

Appendix "A": Scope of Work, Section 2.2.2 is amended to read as follows:

Based on the findings of the Community Risk Assessment, the successful bidder will develop a ten (10) to fifteen (15) year Fire Master Plan to provide short- and long-term guidance for the future of WFES. The analysis will include a review of WFES core functions, including but not limited to fire prevention, public education, training, fire suppression, apparatus, facilities, station locations, and assistance to other emergency services.

Welland requires a Master Fire Plan to guide the service in the five (5) to ten (10) years ahead. Based upon a comprehensive review of the current organization and the existing Community Risk Assessment the successful proponent will review all aspects of the Service and make recommendations for the strategic planning and direction for the City.

Appendix "A": Scope of Work, Section 3.1, is amended by inserting paragraphs xxx to xxxiv as follows:

- xxx. Including the priorities of staff physical and psychological safety, conduct a comprehensive review for efficiencies and modernization opportunities, including asset and fleet management cycles, proposed growth of the community, and response coverage;
- xxxi. Staff and stakeholder engagement process;
- xxxii. Identify opportunities to enhance fire safety measures as identified within the Community Risk Assessment;
- xxxiii. Review and make recommendations on administrative processes to ensure the right procedures, and resources are allocated; and
- xxxiv. Additional deliverables as outlined in subsections 3.2 to 3.8 (inclusive).

Appendix "A": Scope of Work, Section 8, is amended to read as follows:

The expectation is that a Community Risk Assessment (CRA) be completed within a six (6) month timeframe. WFES will give preference to bidders who can demonstrate completion of the CRA prior to the six (6) month time frame.

The final draft of the Fire Master Plan shall be completed and submitted to WFES and Welland within ten (10) months after the CRA is complete, with any changes completed within thirty (30) days after WFES or Welland has provided its final feedback on the final draft.

As part of the proposal submission, each bidder shall prepare and submit a detailed Gantt schedule in MS Project format, or equivalent, outlining their critical path and key project milestones.

Bidders shall include a proposed schedule and work plan listing key activities, resources, key responsibilities of each party, milestones and timelines.

For ease of project completion, it is necessary to have a clearly defined schedule with key dates identified. The schedule should be practical and achievable. The schedule should clearly show the project breakdown including detailed work plan with assigned dates and number of hours for completion; identification of major tasks and/or project milestones.

WFES and Welland recognize that this may be an aggressive schedule and seeks a consultant that has the capacity to deliver the project on time and on budget. The work plan and capacity of a bidder will be carefully considered in this regard.

Any reasonable steps that will advance the completion of the project will be considered.