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City of Summerside

# Request for Proposals

RFP for Land to accommodate a new Fire Services facility

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**Issued:**           **March 16<sup>th</sup>, 2022**

**Closing Date:**   **March 30<sup>th</sup>, 2022 12:59:59 pm AST**

**RFP – Land for a new Fire Services facility**

Attention: Rob Philpott  
275 Fitzroy Street  
Summerside, PE  
C1N 1H9

## The Opportunity

The City of Summerside is inviting proposals from commercial or residential property owners in the municipality, who may be interested in conveying their land to the City for the purposes of constructing a new fire hall/first responder facility.

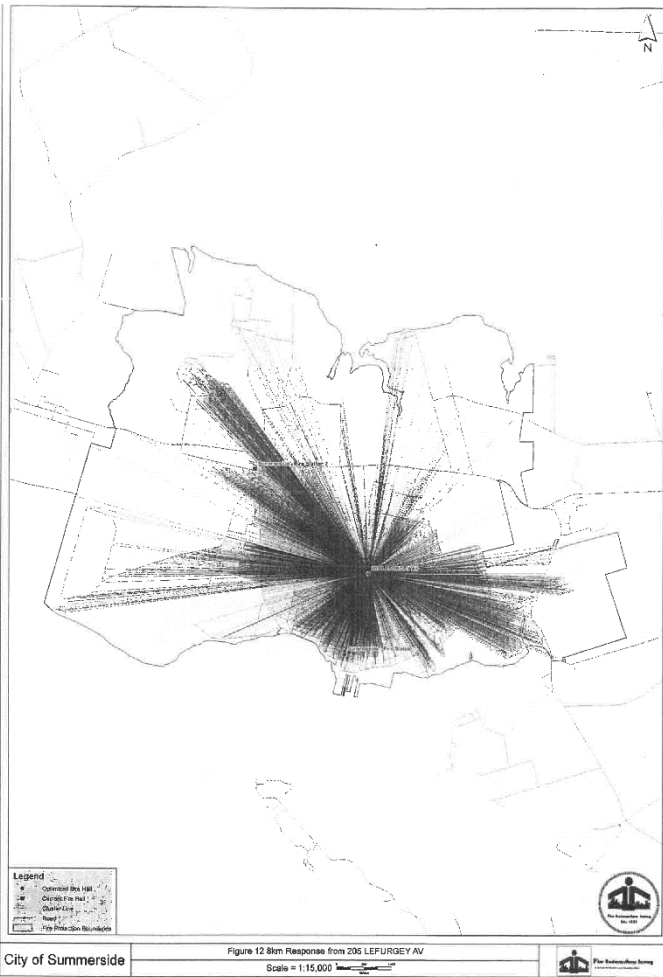
The City's main fire hall on Fitzroy Street is over 50 years old and has served the City and surrounding catchment area very well during that time. An assessment of the facility in 2020 revealed several structural issues that had to be addressed. Upon review, it was felt that the construction of a new stand-alone building would be more cost-effective than a renovation of the existing facility.

The City has updated its functional plan for a new fire hall, which was originally developed in 2014. It is now looking to identify a site for the purposes of building this new facility.

As a starting point, the City commissioned an insurance adjuster to conduct an assessment of a new fire hall's insurability. The assessment was based on the premise that an optimal location for the facility would help minimize the cost of insuring it.

The assessment took into account an 8-km fire coverage service radius for the City. The cost of insuring this facility was optimized by situating the new fire hall in the geographic centre of the 8-km radius. This service area is depicted in the diagram below.

The civic address of the midpoint is 205 Lefurgey Avenue.



This Request for Proposal (RFP) is seeking land that meets the following criteria, and proposals will be scored as indicated:

1. Allows the new facility to be located as close as possible to the geographic centre of the 8-km service catchment area (5%)
2. Is appropriately serviced (i.e.: roads, water, sewer, and electric) – (5%)
3. Allows the new facility to be adjacent to or in close proximity to major collector roads (25%)
4. Allows first responders to easily and quickly access the facility and equipment when responding to a call (20%)
5. A price that is in line with, or less than, the market value of commercial and residential land in Summerside (20%)
6. A minimum of two acres in size (25%) – **any proposal that doesn't meet this requirement will be rejected.**

Proposals should consist of written responses to each of the six criteria, along with a map which depicts the location of the land in question.

Through this process, the City hopes to select a site for a new facility which will serve the greater Summerside area for the next 50 years. Advances in fire fighting training, processes and technology have helped make firefighting crews more prepared to respond to emergencies, and a new facility is a key component of that infrastructure, especially in light of the current and anticipated growth of the greater Summerside area.

## Terms and Conditions

### Reporting and Confidentiality

The successful proponent shall not be permitted to disclose or discuss the nature or content of the project with others while engaged with the City and without the City's expressed written permission.

### Conflict of Interest

Any potential Conflicts of Interest of the part of the proponent or the individual staff members involved must be disclosed in the proposal.

## Proposal Schedule and Closing Times

Task	Date
Issue Request for Proposal	March 16 <sup>th</sup> , 2022
Receipt of Proponents Questions	March 23 <sup>rd</sup> , 2022
Response to Proponents Questions	March 25 <sup>th</sup> , 2022
RFP Closed	March 30 <sup>th</sup> , 2022

## Proposal Evaluation

An Evaluation Committee will evaluate each of the RFP's received in accordance with the evaluation criteria as set out in "The Opportunity" section of the RFP. The Committee reserves the right to enter into further discussions in order to obtain information that will allow the Committee to reach a decision with a Proponent, and to waive irregularities and omissions if, in doing so, the best interest of the City Corporation will be served.

Interviews and reference verification may also be undertaken to assist with the selection process. Short-listed proposals will be further considered by the City's Evaluation Team.

## RFP Submissions – Two Envelope Approach

Each submitting proponent is required to submit their Proposal in two parts that are sealed and clearly marked using **One (1) Master envelope** with two sealed inner envelopes using the labels appended at the rear of this document as follows:

**Envelope 1 – Technical Submission, (6 copies)**

Six (6) complete 8 ½ X 11 paper hard copies (plus 1 USB) of your proposal (1 Original & 5 Copies) should be submitted, with everything EXCEPT COST in Envelope 1.

***The contents of Envelope #1 will be evaluated, and each proposal must receive a minimum of 60 points before the Evaluation Team will move on to envelope # 2.***

#### **Envelope 2 – Pricing Submission (1 copy)**

The City expects to receive an all-inclusive cost submission in Envelope #: 2 along with any addendum that may have been issued.

***Failure to comply with this “Two Envelope Approach” shall result in the submission being rejected.*** Further, each envelope shall contain one (1) USB copy of your proposal. The USB shall contain all documents associated with the submission in Adobe Acrobat (PDF) format (including cost).

Proposals delivered in person or by a courier service and failing to be delivered to the designated location by the Proponent or courier service may be rejected. Proposals that are not delivered **on time** shall result in the Proposal being rejected.

All Proposals received must remain valid for acceptance up to **90 days** beyond the closing date.

## Proponent Questions

Questions from proponents concerning this RFP can be forwarded by email to the CAO via email: [rob.philpott@summerside.ca](mailto:rob.philpott@summerside.ca). If a question(s) results in amendments of clarification directives, a copy of the amended response will be directed to those Proponents that have submitted proposals.

## Freedom of Information

Careful consideration should be given before confidential information is submitted as part of this process. Consideration should include whether this information is critical or relevant for evaluating a proposal. All proposals submitted in response to this RFP will become public records and are therefore subject to the Municipal Freedom of Information and Protection of Privacy Act.

If Proponents desire to include confidential information, they should submit the information in a separately bound document with a cover letter indicating the contents and reason why it would provide an unfair competitive advantage for other companies if made part of the public record.

## Proposal Submission

Interested Proponents must submit two (2) original hard copies as well as a full electronic package (PDF) of their proposal on a USB Flash Drive by 12:59:59 pm AST on March 30<sup>th</sup>, 2022 in a sealed envelope clearly identified as to the contents to:

***City of Summerside RFP – Land for a new Fire Services facility  
First Floor Finance Department, front counter  
275 Fitzroy Street  
Summerside, PE  
C1N 1H9***

## General Information

The proposal shall be valid for 90 days after the closing date.

We assume no responsibility for any costs that might be incurred to respond to this RFP and we offer no guarantee that the project will take place.

The proposal must be signed by an authorized representative with the corporate power and authority to execute and deliver obligations as proposed.

The City reserves the right to reject any or all submissions and to determine in their own judgment the proposal best suited to meet the City's requirements.

The City reserves the right to cancel this RFP at any time without penalty or cost to the stakeholders.

The City further reserves the right to request proponents to address specific requirements not adequately covered in their initial submission and/or to provide additional information.