



**The Corporation of the Municipality of Wawa  
Staff Report**

**Office of Protective Services**

<b>Prepared For:</b> Committee of the Whole	<b>Report No.:</b> KS 2023 - 04
<b>Agenda Date:</b> May 11, 2023	<b>File No.:</b> C11

**Background**

Staff issued a Request for Proposal (RFP) to hire a Consultant to complete a Fire Services Review along with a comprehensive Community Risk Assessment which will examine the current delivery of fire protection services in the Municipality of Wawa. Both studies are required under legislation and will guide Council to make informed decisions regarding the level of fire services provided in the community and those areas outside municipal boundaries.


The Fire Services Review (FSR) and Community Risk Assessment (CRA) will review current and anticipated community fire risks and needs over the next five years and will examine, research and review all aspects of fire department operations, planning, fire prevention, public education, training, equipment, human resources, budget and general emergency preparedness.

**Considerations**

On Monday, March 22, 2023, a Request for Proposal for Fire Services Review and Community Risk Assessment was placed on the Municipality's Bids and Tenders website for Suppliers to view and submit bids.

The closing of the proposal was on Monday, April 17, 2023 and the following Suppliers submitted a bid for the proposal:

- Emergency Management Group;
- Behr Integrated Solutions Inc.;
- The Loomex Group; and
- Pomax Consulting Inc.

<b>Respectfully Submitted By:</b> 	<b>Prepared By:</b> <b>Kevin Sabourin</b> <b>Assistant Director Protective Services</b>
---	---

The Evaluation Committee reviewed the proposal prices breakdown, mandatory requirements, time of completion, experience, qualifications and references. A summary of pricing excluding HST is illustrated below:

<b>Supplier</b>	<b>Price</b>
Emergency Management Group	\$ 50,300
Behr Integrated Solutions	\$ 62,335
The Loomex Group	\$ 49,370
Pomax Consulting Inc.	\$ 51,941

### **Staff Recommendation**

The Assistant Director of Protective Services is recommending awarding proposal No. RFP 2023-03 - Fire Service Review and CRA to the Loomex Group to conduct and deliver reports on Fire Services Review (FSR) and Community Risk Assessment (CRA);

And furthermore, recommending to Council to pass a By-Law to enter into a contract agreement with The Loomex Group at the Regular Meeting of Council on May 16, 2023.