



**Request for Proposals**  
**Community Policing Engagement Strategy**  
**RFP No. CS-01-2021**

**Issue Date:** November 19, 2021

**Closing date and time:**

Proposals must be received before 2:00 pm Pacific Standard Time on December 20, 2021. Please submit one original and 3 copies of your proposal.

**Submission address:**

All proposals must be submitted to the Chief Administrative Officer in a sealed envelope marked RFP Community Policing Engagement Strategy

Addressed to: Laurie Hurst, CAO  
Corporation of the Township of Esquimalt  
1229 Esquimalt Road.  
Victoria, BC V9A 3P1

**Proposal results:**

Proposals will not be opened publicly. Results will be communicated to all bidders.

**Addenda:** It is solely the responsibility of the bidder to ensure that it has obtained, prior to the closing date and time, any addenda issued by the Township of Esquimalt. Addenda will be posted on Esquimalt's website ([www.esquimalt.ca](http://www.esquimalt.ca)).

**Contact person:** All enquiries related to this Request for Proposal are to be directed, in writing, to the following person. Information obtained from any other source is not official and should not be relied upon:

Laurie Hurst, CAO  
Email: [laurie.hurst@esquimalt.ca](mailto:laurie.hurst@esquimalt.ca)

*From time to time our spam filters block legitimate email. The Corporation cannot accept responsibility for delivery/receipt of email so please follow up via telephone at 250-414-7133 if you do not receive a response.*

## **Community Policing Engagement Strategy Mandate**

The Township of Esquimalt intends to engage the services of professional Consultants to support an inter-departmental staff working group in executing an Engagement Strategy in line with Council's strategic priorities to establish community satisfaction with current delivery of policing services in Esquimalt.

The Consultant chosen will have worked extensively with other communities on public consultation, preparation of community-based plans or strategies, and has experience working with diverse sectors of the population.

In 2003 the Township of Esquimalt policing services were amalgamated with the Victoria Police Department (VicPD). Since 2003, policing services for the Township have been provided by VicPD under this amalgamated model. In 2014 the Township, the City of Victoria and the Victoria and Esquimalt Police Board negotiated and entered into an agreement (Framework Agreement) to provide additional clarification between the parties on certain aspects of the service delivery.

The Agreement was for a 10-year term and was intended to clarify many aspects of service delivery and governance of police services in Esquimalt including sharing of costs of the amalgamated police force, dedicated resources for each municipality, budget approval processes, dispute resolution, optional resources and performance metrics. Part of the Agreement is a renewal opportunity after the 10-year term is reached. The Agreement is set to be renewed for another 10-year term unless elected not to extend by one of the parties within the set timeframe of July 1, 2022, and December 31, 2022. A copy of the Agreement can be accessed under public safety on our website.

Engagement with the Esquimalt community and other stakeholders will assist in determining the level of satisfaction with the current amalgamated service delivery model in the context of funding levels and comparative to other municipalities. This community and stakeholder engagement will assist the Township in determining the level of satisfaction with the current amalgamated service delivery model for Esquimalt in the context of funding and services relative to comparable municipalities.

An inter-departmental working group will represent the Township of Esquimalt for this project. The Consultant will report to the Chief Administrative Officer (CAO) who will be representing this multi-departmental working group. The role of the working group will be to provide direction, ensure adherence to timelines and expectations, and provide feedback and advice to the Consultant during the project.

## **Deliverables**

The Consultant will:

- provide overall project direction and framework at the beginning of the project;
- work with the working group to identify potential stakeholder participants;
- provide a detailed communications plan to inform the community, stakeholders and Esquimalt residents of this initiative and the engagement process;
- develop benchmarks for success such as number and demographics of participants;
- ensure adherence to objectives provided by the working group and be available for guidance throughout the project;
- take minutes at all meetings, including planning sessions with the working group and provide summary reports;
- provide a detailed plan as to how the Consultant will engage participants in a dynamic way. The plan will be developed with appropriate and transparent community engagement in support of community consultation, as well as the expectation for public participation in the process;
- be responsible for implementing, coordinating and advertising for this engagement process; this includes identifying tactics, creating key messages, providing graphics and public information sheets as needed.

At the end of the thorough community engagement and consultation process, we will require a detailed report identifying community input on the amalgamated policing service surfaced through stakeholder engagement processes. The engagement process is intended to solicit the ideas and views of various stakeholders as to level of satisfaction with the current service, both in the context of budget and comparatives. Through these stakeholder engagement sessions, the Consultant will make recommendations to the working group regarding key themes and will meet with the working group to present a draft of the plan for review and revision and again to present the final plan.

## **Proposal Bid Submission**

Proposals will include:

- Identification of the roles as well as the commitment, qualifications and expertise of the project manager and all team members and their estimated time to be spent on the project. The Consultant must maintain the key personnel as listed in the Proposal, and shall not replace any of such key personnel without prior

- written agreement, which agreement shall not be unreasonably withheld or denied;
- A list of similar work undertaken as well as the names and contact information for two recent projects;
  - Consultant's understanding of the context, issues and ultimate objectives of the project;
  - Proposed methodology;
  - Schedule. All work shall be completed in six months from the start of the project. A schedule is required showing key milestones and is part of the evaluation by the working group;
  - A cost breakdown for fees and disbursements. Proponents will fully describe the proposed fee structure and must clearly quote any additional charges that may be applicable, and which have not already been addressed in the Proposal. The fee will include GST as a separate line item. A list of chargeable disbursements, including unit costs and an estimate of the total cost is also to be included. Hourly and per diem rates for all staff must be provided. These rates will form the basis for agreed variations in services. Proponents will clearly note any/all costs that are not included or allowed for and will also allow for the mandatory working group meetings and notifications required for the project; Invoices, no more frequently than monthly, will be required for payment. Each invoice must be accompanied by a progress report. Each invoice must include a supporting documentation of staff, hours, rates, expenses and GST;
  - Proposals must be limited to no more than 10 pages (except for resumes, title page, and table of contents);
  - Three (3) bound copies and one (1) unbound copy of the proposal are required, as well as a digital PDF file.

## **Evaluation Criteria**

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Project Methodology– 10 points  
Team Experience and Capacity– 30 points  
Cost – 40 points  
Proposed Project Schedule/Timeline – 10 points  
Past Performance/References– 10 points

## **General Instructions**

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

The Corporation of The Township of Esquimalt expressly reserves rights to the following:

- To accept any Proposal;
- To reject any and/or all irregularities in the Proposal submitted;
- To reject any and/or all Proposals;
- To accept a Proposal that is not the lowest cost;
- To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
- To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of the Township;
- To cancel or reissue the RFP.

Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia and all contractors must abide by the Township's COVID-19 protocols and vaccination policy.

It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.

While the Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).

The Township of Esquimalt will not be responsible for the costs of preparing or submitting proposals.

All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.

If the Proponent is a company, the Proponent warrants that none of its officers, directors, or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works. In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law or a municipal employee.

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councilor, officer or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.

The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss or judgment (including costs, defense expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.

The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.

The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.

The successful proponent must possess an inter-municipal or non-resident business license and will be required to provide evidence of same.

The Proponent must be registered and remain in good standing, throughout the terms of this contract with the WorkSafe BC and will be required to provide evidence of same.

All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

The Consultant selected to carry out the community engagement will be required to enter into a contract with the Township of Esquimalt respecting the conduct of the project.

**Insurance**

The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

Comprehensive General Liability Insurance	\$2,000,000.00
Professional Liability	\$1,000,000.00

The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death and property damage.

Such policy shall include:

The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured. Cross liability and a waiver of subrogation or recourse against The Township thirty (30) days prior written notice of cancellation or reduction in coverage in favor of The Township, to be delivered by registered mail to the attention of the Risk Manager: Ian Irvine, Director of Financial Services and IT, at the address of Municipal Hall.

The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

The Township shall be under no obligation to verify that the insurance coverage is adequate for the needs of the Proponent.