



Request for Proposal: Township of The Archipelago Community Wildland Fire Protection Plan (CWFPP)

RFP No.: 2026-PROT-001

Issue Date (RFP Opens): February 5th, 2026

Closing Date (RFP Closes): March 5th, 2026, 4:00 p.m. Eastern Time (Toronto)

Township Contact (RFP Contact):

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1. Invitation and Intent

The Township of The Archipelago (the “Township”) invites qualified proponents to submit proposals to provide consulting services to develop the Township’s first **Community Wildland Fire Protection Plan (CWFP)**, including public consultation/engagement, hazard identification and risk assessment, mitigation strategies.

2. Background (Project Context)

The Township is a geographically unique municipality comprised of extensive Crown land and parkland, dispersed islands and inland lakes, and areas where access is primarily water-based. The Township operates within a long-standing **limited-service philosophy** related to traditional fire protection service delivery.

Wildland fire suppression within the Township is provided by the **Ontario Ministry of Natural Resources and Forestry (MNR)** through a **Crown Land Fire Protection Agreement**, with the Township supporting public safety measures, community advisories, and coordination where values at risk include residents, property, and critical infrastructure.

The Township has received updated **MNR fire hazard mapping** and is integrating those layers internally into its GIS environment (including a Township-built mapping application). **Custom application development/integration is excluded from this RFP.**

3. Project Objectives

Proposals must address the following objectives:

1. **Community engagement** prior to drafting and implementation of the CWFP.
2. Use existing data, hazard mapping tools, and public feedback to create a CWFP that complements the Township’s **limited-service** approach.

4. Scope of Work (Consulting Services)

The proponent will complete the work described below (aligned to the Township scope document).

4.1 Phase 1 – Public Consultation / Engagement

Engagement is expected to occur prior to drafting, and may include interviews, surveys, forums, social media, and a pre-draft comment period (minimum 30 days), culminating in a “What We Heard” summary and engagement log.

Required Deliverable:

- Written summary of consultation results and how they will be incorporated into the CWFPP.

4.2 Phase 2 – CWFPP Drafting (Hazard, Risk Assessment, Mitigation, Response)

The CWFPP must follow the **MNRF 2025 Community Wildland Fire Protection Planning Guide** structure (five-step structure referenced in the Scope).

The plan must reflect the Township’s limited-service context, including a clear statement of roles (e.g., prevention, public information, evacuation coordination) and what is out of scope (e.g., municipal suppression services).

The CWFPP is expected to include mapping and analysis such as:

- Basic Wildland-Urban Interface mapping (using available layers)
- Hazard forest mapping and hazard identification/risk assessment
- Community hazard maps and mitigation strategies
- Operational trigger table tied to fire danger ratings and proximity of active fires, with pre-approved public messaging channels
- A prioritised list of low-cost, limited-service-aligned mitigation actions

Required Deliverable:

- Completed CWFPP suitable for Council consideration and adoption.



5. Deliverables (Minimum Requirements)

Proposals must include, at minimum, the following deliverables:

1. **Wildland Fire Protection Plan** (physical/deliverable plan suitable for Council adoption)
2. **Community Engagement Summary** (including how feedback will inform the plan)

6. Exclusions (Out of Scope)

The following are excluded from this RFP:

- Collection of Township-specific data (the Township will supply required data upon request)
- Custom application development or integration for hazard mapping (handled internally by the Township GIS team)
- Long-term support beyond creation of the deliverables listed in this RFP

7. Schedule and Milestones

Key dates:

- **RFP Opens:** February 5th, 2026
- **RFP Closes:** March 5th, 2026
- **Anticipated Start:** April 1, 2026
- **Hazard assessment process completion target:** before August 15, 2026
- **Final completion:** no later than January 15, 2027

Proponents should include a detailed workplan and schedule consistent with the above, including engagement timelines (including a minimum 30-day pre-draft comment period).



8. Budget and Pricing

The Township’s target total project budget is **\$12,500 CAD**. Proposals that exceed this budget will still be accepted and evaluated; however, proponents must clearly justify any budget exceedance and identify cost drivers and options to reduce scope/cost.

Pricing should be presented in Canadian dollars and must clearly state:

- Professional fees (by role and hourly rates where applicable)
- Disbursements (if any)
- HST (shown separately)
- Total upset / maximum amount

9. Proposal Submission Requirements

9.1 Submission Method

Proposals must be submitted by email to: ltompson@thearchipelago.ca
Email subject line: “**RFP – CWFP Consulting – [Proponent Name]**”

9.2 Closing Deadline

Proposals must be received no later than: **March 5th, 2026, at 4:00 p.m. Eastern Time**. Late proposals may be rejected at the Township’s sole discretion.



9.3 Proposal Format (Recommended)

Submit one searchable PDF (preferred) including the sections below, in this order:

- A. **Cover Letter** (signed by an authorised officer)
- B. **Project Understanding and Approach** (including approach tailored to limited-service context)
- C. **Workplan, Schedule, Methodology, and Schedule** (including hazard assessment by Aug 15, 2026)
- D. **Deliverables** (cross-referencing Section 5)
- E. **Engagement Plan** (tools, audiences, accessibility considerations, “What We Heard” approach)
- F. **Pricing Proposal** (see Section 8)
- G. **References or team qualifications** (relevant experience)

10. Questions, Addenda, and Clarifications

All questions must be submitted by email to the RFP Contact no later than:
February 24, 2026, at 2:00 p.m. ET.

The Township may issue written addenda. Proponents are responsible for ensuring they have received all addenda prior to submitting a proposal.

11. Evaluation and Selection

11.1 Evaluation Process

Proposals will be reviewed for compliance and then evaluated using the criteria below. The Township may request clarifications, interviews, or presentations.



11.2 Evaluation Criteria

Evaluation Criteria	Scoring
Understanding of the Township context and project objectives	15pts
Methodology and technical approach (CWFP, hazard/risk assessment, mapping approach, mitigation strategy development, alignment to MNRF guide)	30pts
Engagement approach and evidence of effective public consultation	15pts
Workplan and schedule (including Aug 15, 2026, hazard milestone and Jan 15, 2027, completion)	15pts
Team qualifications and relevant experience	15pts
Price and value for money	10pts
Total	100pts

The Township may consider overall best value and is not obligated to accept the lowest-priced proposal.

12. Key Contractual and Legal Terms

The following terms will apply and should be reflected in the proponent’s submission (any requested changes must be clearly identified):

12.1 Procurement Rights (Acceptance, Award, Rejection)

The Township reserves the right to reject any or all proposals, waive irregularities, cancel the RFP, accept any proposal in whole or in part, and negotiate minor adjustments with the selected proponent.

The Township will not be liable for any costs, losses, or damages incurred by a proponent arising from this RFP process.



12.2 Freedom of Information / Privacy

RFP documents (including all attachments and appendices) may not be used for any purpose other than the submission of a proposal. By submitting a proposal, the proponent agrees to public disclosure of its contents subject to the provisions of the Municipal Government Act relating to Freedom of Information and Protection of Privacy. Anything in the submission that the proponent considers to be “personal information” or “confidential information” of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the Municipal Government Act as noted above.

The work described in any RFP is being conducted with public funds, and the fees and expenses proposed in the proponent’s submission will be made public.

12.3 Accessibility (AODA)

All deliverables intended for public use must be provided in formats that support the Township’s accessibility obligations under the **Accessibility for Ontarians with Disabilities Act, 2005 (AODA)** and associated standards. Proponents should describe how they will ensure accessible communications and documents.

12.4 Insurance, Indemnification, and WSIB (as applicable)

The successful proponent will be required to carry appropriate insurance for the services (e.g., commercial general liability and professional liability/errors & omissions) and provide proof upon request. Where applicable, the proponent must comply with WSIB requirements or provide an exemption/clearance confirmation.

Proponents must agree to indemnify the Township and its employees if they fail to comply, and the Township reserves the right to cancel an agreement arising from the RFP if the proponent fails to comply with the above.

The successful proponent shall indemnify the Township, its officers and employees against any damage caused to the Township as a result of any negligence or unlawful acts of the successful Respondent, its employees, agents or manufacturer of the products sold to the Township. Similarly, the successful proponent shall agree to indemnify the Township, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful proponent, its employees, agents or manufacturer of the products sold to the Township



12.5 Conflict of Interest

Proponents must disclose any actual or potential conflicts of interest.

12.6 Governing Law

The RFP and any subsequent agreements will be governed by the laws of **Ontario** and the laws of **Canada** applicable in Ontario.

In responding to the RFP, proponents warrant their compliance with all appropriate Municipal, Provincial, and Federal regulations, laws, and orders.

13. Deliverable Acceptance and Payment

Deliverables will be reviewed by Township staff. Payment will be tied to acceptance of final deliverable, for example:

- 100% on acceptance of Community Wildland Fire Protection Plan



APPENDIX A – Project Deliverables Checklist (Minimum)

Proponent must confirm delivery of:

- 1. CWFPF suitable for Council adoption**
- 2. Engagement summary and how it is incorporated**
- 3. Informational item (short-form public education tool)**
4. Schedule meeting hazard assessment completion prior to Aug 15, 2026
5. Final completion by Jan 15, 2027.



APPENDIX B – Pricing Form

Proponent Name:

Contact:

Total Upset / Not-to-Exceed Amount (incl. HST): \$ _____