



Grand Falls · Windsor  
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## **Request for Proposals (RFP)**

For

# **Consulting Services Grand Falls-Windsor Wildland Fire Resiliency Plan**

April 28, 2026

**Section 1: Terms and Conditions**

## 1.1 Issuing Agency

Town of Grand Falls-Windsor  
PO Box 439  
Grand Falls-Windsor, NL A2A 2J8  
Telephone: 709 489 0407  
Email: [tenders@townofgfw.com](mailto:tenders@townofgfw.com)  
Website: [www.grandfallswindsor.com](http://www.grandfallswindsor.com)

The Town of Grand Falls-Windsor is governed by an elected Town Council and is incorporated under the *Towns and Local Service Districts Act*. Throughout this document, the Town of Grand Falls-Windsor will also be referred to as the Town.

## 1.2 Synopsis

The Town of Grand Falls-Windsor received funding from the Government of Newfoundland and Labrador under the Community Wildfire Prevention and Mitigation Program to prepare a Wildland Fire Resiliency Plan (the “Project”). A Consultant will be engaged to conduct a risk assessment, consult the community, and develop the plan, among other tasks relevant to the Project.

## 1.3 Terms of Submission

1.3.1 In this document;

- (a) “Bidder” and “Consultant” are used interchangeably. Both, however, refer to a person who has or intends to submit a proposal in response to this RFP.
- (b) “Preferred Consultant” refers to the Consultant whom the Town has selected to complete the Project following an evaluation of the proposals received in response to the RFP.

1.3.2 Bidders must, at their expense, provide one (1) copy of their proposal by email to [tenders@townofgfw.com](mailto:tenders@townofgfw.com) before the advertised proposal deadline. **Deadline of June 1, 2026.**

1.3.3 Consultant proposals must be structured to include the following sections:

- Cover Letter or Executive Summary
- Project Manager and Team
- Methodology
- Project Reference
- Work Breakdown Structure (i.e., matrix of project time by task and team member)
- Project Schedule
- Project budget, including fee structure, staff cost, overhead, and other related expenses, including HST, along with a suggested/preferred payment schedule.

- Closing. The proposal must include a statement, signed by a person with appropriate signing authority, confirming that the Consultant can complete the work outlined in the proposal for the quoted price/fees.

1.3.4 Late, incomplete, partial proposals or submissions will not be accepted under any circumstances.

1.3.5 The deadline for questions relating to the RFP is four (4) business days before the advertised proposal deadline. Questions received after that deadline will not be considered. Where a question seeks to clarify a point in the RFP, the Town will distribute its email response to all Consultants who requested the RFP. Notwithstanding the latter, the Town shall not disclose information that is protected under the *Access to Information and Protection of Privacy Act*. Questions regarding this RFP must be directed by email to the following person:

Renita Hurley  
Executive Assistant, Town of Grand Falls-Windsor  
E-mail: [ea@townofgw.com](mailto:ea@townofgw.com)

1.3.6 The Town of Grand Falls-Windsor requires knowledge of all subcontractors' identities, experience, personnel, knowledge levels, and their relationships and experience with the primary Bidder. This information must be explicitly stated in the proposal submitted by the primary Bidder. Subcontractors will be evaluated as part of the selection process, and the Town must approve any changes to subcontractors, except those specified in the submission.

1.3.7 The Consultant must submit one reference letter from clients who received similar services from the Consultant.

1.3.8 The Town of Grand Falls-Windsor is not bound to accept the lowest-priced bid and may exercise the right not to select any proposal submitted under the RFP.

1.3.9 The Consultant submitting a proposal under this RFP is considered responsible, on behalf of itself and all its subcontractors, for all undertakings and deliverables related to the provision of services as specified in this RFP to the Town.

1.3.10 This RFP is the primary document, and in the event of a dispute between the RFP and the Bidder's proposal, the RFP will supersede the Bidder's proposal in any subsequent legal proceedings.

1.3.11 The Town of Grand Falls-Windsor will administer this RFP, award the contract to the Preferred Consultant, and supervise the Project's implementation.

1.3.12 Proposals submitted through this RFP must remain valid for 60 calendar days after the advertised proposal deadline.

1.3.13 Consultants should strive to provide clear responses to issues and questions in the RFP, avoiding interpretations that are subject to differing views.

1.3.14 The contract executed by the Town and the Preferred Consultant for the completion of this Project will be governed by the laws of the Province of Newfoundland and Labrador.

- 1.3.15 All data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports, cost projections, and related information produced by the Preferred Consultant during this Project shall be the property of the Town of Grand Falls-Windsor.
- 1.3.16 The Town of Grand Falls-Windsor will select the Preferred Consultant based on the evaluation results of the submitted proposals. The Town of Grand Falls-Windsor will notify the Preferred Consultant, in writing, of its decision. The unsuccessful Consultants will receive written notification within ten (10) business days of the Preferred Consultant's selection.
- 1.3.17 Bidders may raise issues with this Project and RFP that the Town has overlooked, but are nonetheless crucial to the Project's successful completion. In such cases, the Bidder may tender a recommended change to the Executive Assistant, Renita Hurley by email ([ea@townofgfw.com](mailto:ea@townofgfw.com)). The Town shall take the recommendation under advisement and, if deemed necessary, issue an amendment to this RFP. The deadline to submit a recommendation is four (4) business days before the deadline for proposals advertised by the Town.
- 1.3.18 This RFP may be amended up to three (3) business days before the advertised proposal deadline.
- 1.3.19 Before a contract is awarded, the Town will negotiate the final details with the Preferred Consultant. The Town will enter into a contract only with the Preferred Consultant. There will be no contracts entered into between the Town and any subcontractors.
- 1.3.20 The Preferred Consultant shall designate a senior project manager who shall receive all communications from the Town on behalf of the Preferred Consultant. The Preferred Consultant shall also provide the senior project manager's address, telephone number, and email address.
- 1.3.21 All communications from the Preferred Consultant to the Town must be directed to the following person:

Renita Hurley  
Executive Assistant, Town of Grand Falls-Windsor  
E-mail: [ea@townofgfw.com](mailto:ea@townofgfw.com)  
Telephone: 709 489 0407

## Section 2: Statement of Work

### 2.1 Background

The Town of Grand Falls-Windsor, located in central Newfoundland and surrounded by dense boreal forest, has a population of approximately 13,853 (2021 Census) with recent estimates suggesting modest growth to around 14,400 residents. In recent years, the community has faced increasing wildfire risk, including significant fires along the Bay d’Espoir Highway in 2022 and the nearby Badger wildfire in June 2025, with additional fire activity reported in the surrounding region. The Grand Falls-Windsor town council is prepared for an emergency response, as outlined in its Emergency Response Plan, but a Wildland Fire Resiliency Plan (WFRP) is needed to be proactive and reduce wildfire risks to life, property, and infrastructure.

The overall purpose of this Project is to prepare a WFRP that incorporates SMART (strategic, measurable, achievable, relevant, and time-bound) goals and objectives that address the seven FireSmart disciplines (education, emergency planning, vegetation management, legislation, development, interagency cooperation, and cross-training). The Project will be overseen by the Town’s Wildland Fire Plan Development Committee.

### 2.2 Scope of Work

The Consultant is required to complete the following work in sequence:

- (1) Conduct a comprehensive wildfire risk assessment using the methodology outlined below:
  - a) Develop a detailed inventory of all assets within the assessment area.
  - b) Analyze wildfire hazard likelihood and potential fire intensity using appropriate modelling techniques.
  - c) Review historical fire data and assess relevant local environmental conditions.
  - d) Perform an exposure analysis to identify assets and populations at risk.
  - e) Evaluate fuels, defensible space conditions, and structural vulnerabilities.
  - f) Apply geospatial modelling techniques to produce wildfire risk maps.
  - g) Assess potential community impacts, including evacuation feasibility, smoke exposure, and post-fire hazards.

Consultants may expand on the methodology outlined above in their proposals where they deem it advisable for the Project’s betterment.

- (2) Present the risk assessment findings to the Grand Falls-Windsor Wildland Fire Plan Development Committee for review and discussion during a virtual meeting.
- (3) Conduct community consultation informed by the risk assessment findings, including one (1) in-person session and an online component, with engagement targeting both key stakeholders and the general public.
- (4) Prepare the Grand Falls-Windsor Wildland Resiliency Plan (the “Plan”) that must, as a minimum,

include the following sections:

- a) Purpose.
- b) Partners and stakeholders.
- c) Planning area description and maps.
- d) Risk assessment findings.
- e) Community consultation findings.
- f) Goals, objectives, and actionable items based on the seven FireSmart disciplines. Goals, objectives, and actionable items must be SMART (strategic, measurable, achievable, relevant, and time-bound).
- g) Strategic mitigation measures that may include identifying equipment needs, evacuation process, public communication process, home engagement strategies, vegetation management plans, and other measures.

The Plan must incorporate the findings from the risk assessment, community consultation feedback, and direction from the Committee.

- (5) Present the draft Plan to the Committee during a virtual meeting. Update the Plan based on the Committee's discussion and feedback.
- (6) Present the final Plan to the Grand Falls-Windsor Town Council during a virtual meeting.

### **2.3 Deliverables**

The Consultant must deliver the following:

- (1) A written risk assessment, upon completing the work outlined in section 2.2 (1).
- (2) A community consultation that includes one in-person meeting and an online component, as outlined in section 2.2 (3)
- (3) A written summary of the community consultation, upon completing the work outlined in section 2.2 (3).
- (4) The Grand Falls-Windsor Wildland Resiliency Plan, upon completing the work outlined in section 2.2.
- (5) Three virtual meetings as outlined in sections 2.2 (2), 2.2 (5), and 2.2 (6).

The Project must be completed by October 31, 2026. All written documents must be provided in both editable (Word/GIS) and final (PDF) formats.

### **2.4 Budget**

The total budget for the Project, inclusive of all costs and expenses, is \$55,000 plus HST. The Preferred Consultant is required to complete the Project within the prescribed budget.

## Section 3: Consultant Qualifications

The Consultant must have:

- (1) Demonstrated experience in wildfire risk assessment and planning, including the preparation of Wildland Fire Resiliency Plans, Community Wildfire Protection Plans, FireSmart-aligned plans, or similar strategic wildfire mitigation documents.
- (2) Proven experience conducting wildfire risk assessments that include asset inventory, hazard and fire behaviour modelling, exposure analysis, fuels and defensible space assessment, and geospatial risk mapping.
- (3) Experience working with municipalities in Atlantic Canada.
- (4) Experience facilitating stakeholder and community engagement, including public consultations and presentations to municipal committees or councils.

The Consultant must possess:

- (1) Expertise in wildfire behaviour and risk modelling, including likelihood, intensity, and exposure analysis.
- (2) Proficiency in geospatial analysis and mapping, including the use of GIS software to develop risk maps and planning area visuals.
- (3) Knowledge of FireSmart principles and the seven FireSmart disciplines: Education, Emergency Planning, Vegetation Management, Legislation, Development, Interagency Cooperation and Cross-Training.
- (4) Familiarity with SMART goal-setting frameworks and their application in municipal planning and emergency management contexts.

## Section 4: Evaluation and Selection Framework

- 4.1 The grading of the proposals is an integral part of the RFP process. The Town of Grand Falls-Windsor has decided to outline the selection criteria so that all Consultants can evaluate their chances of success within a reasonable range.
- 4.2 Figure one (1), as attached, forms the basis of the evaluation sheet, subject to possible changes. Ten attributes will be judged and graded. Each attribute is weighed by its importance to the RFP's objectives.
- 4.3 All proposals will be evaluated using specific criteria, attributes, and characteristics generated by the Town of Grand Falls-Windsor. Criteria are based upon the detailed specifications of the scope of work, work schedules, technical specifications, quality standards, Consultant qualifications, and other desirable features and benefits contained in this RFP.

## FIGURE 1

### CONSULTANT TEAM EVALUATION SHEET

Primary Consultant:

Cost of Bid:

Proposal Rating: For each component, please provide a rating of 1-10, with 10 representing the best.

Component	Rate X (1-10)	Weight	Total	Comments regarding strengths and weaknesses of this component, rationale for the score, and general notes
Experience of Consultant Team: key personnel, experience, references, qualifications, commitment to assignment		1.5		
Experience of Project Manager; experience, position in the firm, qualifications, commitment to assignment		1		
Management of subcontractors and their commitment to the assignment		0.5		
Experience as a team		0.5		
Proven competence in similar work		1		
Sufficient Human Resources		0.5		
Clarity of tasks and responsibilities		1		
Proposed liaison with the client and the community		1		
Proof that the specifications of the RFP are understood and addressed, including the proposed methodology, approach, receivables, and schedule.		2.0		
Cost, evaluated based on competitiveness, completeness, and value for money within the fixed project budget.		1		
Total Score				