

**REQUEST FOR PROPOSAL ("RFP") NO. PS20190236
PROVISION OF FIRE SAFETY PLANS**

QUESTIONS AND ANSWERS NO. 2

ISSUED ON APRIL 18, 2019

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| Q1 | Regarding the Floor Plan component, is there a specific format you want the floor plans in i.e. AutoCAD, Microsoft Compatible, PDF, etc.? |
| A1 | For new FSPs, AutoCAD or a comparable product is preferred; existing floor plans requiring updating may require fluency in AutoCAD or similar formats; additional copies in Microsoft compatible formats provided for record-keeping purposes. |
| Q2 | What format would the City of Vancouver provide any existing floor plans to the consultant, PDF, DWG, DWF, Various, etc.? |
| A2 | Due to the various vendors used by City of Vancouver over time and wide age ranges of existing FSPs requiring updating, the formats should be considered various. |
| Q3 | Is there an expectation to provide the ITO's on (placards or framed) that will be then mounted in specific locations in the buildings? If there is an expectation to provide placards to be posted, can the City provide the number of placards required? |
| A3 | Yes, the development and provision of ITOs to be posted is a core requirement included in the RFP. The Fire Safety Team will be providing guidance around the specific format and 'hazards' information required on the posted ITOs so that they are produced in line with our organization-wide standard. The number of placards required will depend on the number of sites undertaken during the contract, site specifics (e.g. number of floors at a particular site, etc.) and whether a major FSP update or new FSP development is occurring. Consider the number significant as in line with the scope of work being sought. |
| Q4 | Is there an expectation that incident command training will be required for some or all of the Supervisory staff? |
| A4 | ICS training, in particular, is not a component of this RFP. There may be opportunities to contribute to Fire Safety-related training for Supervisory staff |

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| | during the FSP implementation period, as dictated by the Fire Safety Team. As such, the successful proponent will have the ability and appropriate personnel to provide such training as needed. |
| Q5 | Does the implementation of the FSP include an evacuation drill to be conducted? |
| A5 | There may be opportunities to contribute to or provide support for drills during the implementation of new FSPs, as dictated by the Fire Safety Team. As such, the successful proponent will have the ability to provide support for drills during the implementation phase as needed. Note that annual drills and/or drill support are typically undertaken by our in house Fire Safety Advisors. |
| Q6 | Does the implementation of the FSP include training of all building occupants? |
| A6 | There may be opportunities to contribute to Fire Safety-related training, as dictated by the Fire Safety Team. As such, the successful proponent will have the ability and appropriate personnel to provide training or support for general Fire Safety training. Note that basic Fire Safety training is provided by our in house Fire Safety Advisors. |
| Q7 | Will the City provide a suitable location (with tables, chairs, screen and projector) within the building or elsewhere to complete the Supervisory training sessions? |
| A7 | Where the proponent is asked to facilitate Supervisory or other training sessions, a suitable location will be provided, however, a screen + projector + speakers (where needed) and learning materials developed in coordination with and approved by the Fire Safety Team, are expected to be provided by the proponent on training days. |