

A Cup of Coffee... with Erin O'Toole by Roger Varley



THE TOWNSHIP OF UXBRIDGE

REQUEST FOR PROPOSAL

RFP # U13-01

**Project Management Services for the
construction of a new 16,000 sq ft Fire Hall
Closing Date: January 29, 2013 2:00 p.m.**

The Township of Uxbridge is seeking proposals for the Project Management Services for the construction of a new 16,000 sq. ft. Fire Station in the Township of Uxbridge. The Township of Uxbridge has established a construction budget for this work at \$3,500,000.00. The Township of Uxbridge anticipates the design phase to be completed by April 30, 2013 and the construction phase to be completed in the fall of 2014.

The purpose of this Request for Proposal (RFP) is to obtain submissions from competent project managing firms to determine those qualified, in the opinion of the Township of Uxbridge, to provide project management services including meeting attendance, commenting on design drawings and construction inspection services. From the submissions received the Township of Uxbridge will select a project manager based on the criteria set out in the RFP.

The RFP documents must be picked up from the Township of Uxbridge Municipal Office, Clerk's Office located at 51 Toronto Street South, Uxbridge, Ontario L9P 1T1.

All queries regarding this RFP shall be directed to: Scott Richardson, Fire Chief, Township of Uxbridge, 51 Toronto Street South, Uxbridge, Ontario L9P 1T1 Tel: (905) 852-3393, ext. 302, e-mail: srichardson@town.uxbridge.on.ca.

Please state document U13-01 when inquiring about this RFP. Sealed Submissions, clearly marked with the RFP number and the Closing Date and Time, will be received ONLY at the Township Municipal Office BEFORE 2:00pm, January 29, 2013;

Attention: Debbie Leroux, Clerk
Township of Uxbridge

PLEASE NOTE: The Township of Uxbridge will not be responsible for accepting couriered submissions that are not delivered in accordance with the bid documents.

EMPLOYMENT OPPORTUNITY

PUBLIC EDUCATION/TRAINING OFFICER

The Uxbridge Fire Department is seeking a qualified individual for the position of Public Education/Training Officer. The Public Education/Training Officer is under the direction of the Fire Chief and shall assist the Deputy Chief as required.

The position requires a thorough knowledge of the fire service, program development, teaching and training methods. You will be required to assume on call responsibilities and upon notification you will respond to incidents of emergency and non-emergency as necessary.

You shall have proven skills with project management, analytical and communication strengths, emergency incident management, and have a working knowledge of related legislation, codes, standards, and corporate and department guidelines. You instill and foster positive, sound labour relations practices, work closely with senior Fire Department and Township staff to implement cost-effective, innovative solutions that will improve internal and external client satisfaction and quality of service.

While attending emergency and non-emergency incidents you will be delegated the duties of the Safety Officer reporting directly to the Incident Commander.

Note: A job task list is available from the Fire Department or on the Township of Uxbridge website at www.town.uxbridge.on.ca

This position requires that the employee work a flexible schedule. Hours of work shall be 35 hours per week. Evening and weekend duties will apply. The salary for this position is \$67,522.00 (2012). Qualified candidates are invited to submit an application, in confidence, to the undersigned no later than Friday February 15, 2013 to:

Township of Uxbridge Fire Department
Attention: Scott Richardson, Fire Chief
51 Toronto Street South,
P.O. Box 190, Uxbridge, Ontario, L9P 1T1
Telephone 905-852-3393 Fax 905-852-0125
Email: srichardson@town.uxbridge.on.ca

We appreciate the interest of all applicants, however, only those being considered for an interview will be contacted.

In accordance with the Municipal Freedom of Information and Privacy Act, personal information is collected under the authority of the Municipal Act, 2001 and will only be used for the purpose of candidate selection.