

REQUEST FOR PROPOSALS

Forest Fuel Management

RFP# 001-2024

District of Fort St James | January 12, 2024

Issued:	January 12, 2024
Closing Date Time:	3:00 pm, February 23, 2024
Closing Location:	Town Hall 477 Stuart Drive, Fort St James BC, V0J 1P0
Contact Person:	Daniel Braun – Assistant Fire Chief 250-996-8670 or dbraun@fortstjames.ca

Ts'uhoot'i' whusainya
Welcome to Fort St James



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1 Project Brief

This is a Request For Proposals (RFP) and is not a contract tender call. No contractual, tort or other legal obligations are created or imposed on the District of Fort St James by this RFP or by submission of any Proposal or by consideration of, or failure or refusal to, consider any Proposal by the District of Fort St James. Further, the Contract, when executed, is the sole source of any contractual obligation on the District of Fort St James with respect to the project.

Throughout this document reference is made to the “Proponent” as the entity preparing the response to the RFP. The term “Consultant” is used to represent the Proponent after the Contract is signed.

The “Preferred Proponent” is the Proponent judged to have the “best overall proposal” which will be selected to enter into negotiations leading to a Contract with the District of Fort St James. If negotiations are unsuccessful, the next highest-rated Proponent may be deemed to be the Preferred Proponent and negotiations would be commenced with them.

The District of Fort St James invites qualified Proponents to provide Services for Wildfire Vegetation Management (see Schedule F – Scope of Work for details). The District of Fort St James reserves the right to adjust the treatment areas, scope of work and length of contract at any time dependent on receiving annual budget approval.

1.1 Submission & Award

The Proposal can be submitted via BC Bid or by email to the District of

Fort St James at: Email: dbraun@fortstjames.ca

BC Bid or emailed Proposals are preferred, but if a hardcopy Proposal is provided a Proponent bears all risk that the District of Fort St James receives the Proposal.

Proponents preferring to submit hardcopies of their Proposal to reception at Town Hall must provide the copy printed double-sided.

Attention: Daniel Braun
Assistant Fire Chief
District of Fort St James
477 Stuart Drive, Fort St James, BC, V0J 1P0

The Proposal should be submitted with the price quoted in \$CDN for the SOW defined in Section 6 - Schedule F on or before: February 23, 2024 at 3:00 pm.

Following evaluation per the criteria outlined in Section 4 - Schedule D, the District of Fort St James intends to provide Notification to Award the contract to the preferred Proponent on or before: March 1, 2024.

1.2 Inquiries

All inquiries related to this RFP should be directed in writing (by email) to:

Email: dbraun@fortstjames.ca

Please clearly identify the RFP number and title when submitting a question.

1.3 Addenda

The final day for questions is 5 business days before the closing date. If the District of Fort St James determines that an amendment is required to this RFP, the District of Fort St James will post the amendment on the District of Fort St James and BC Bid web sites no less than 3 calendar days prior to closing.

1.4 Duration of Proposal

The Proposal will be irrevocable and open for acceptance by the District of Fort St James for a period of 60 calendar days from the day following the closing date, even if the Proposal of another Proponent is accepted by the owner.

1.5 No Contract

This RFP is an invitation for Proposals (including prices and terms) for the convenience of all parties. It is not a tender and no obligation of any kind will arise from this RFP or the submission of a Proposal. The District of Fort St James may negotiate changes to any terms of a Proposal, including terms in the Schedules, including prices; and may negotiate with one or more Proponents, or may at any time invite or permit the submission of a Proposal (including prices and terms) from other parties who have not submitted Proposals.

1.6 Acceptance

A Proposal will be an offer to the District of Fort St James which the District of Fort St James may accept within 60 days by sending a Notice of Award to the Proponent. Note that the District of Fort St James will select the Proposal that it deems, in its sole and absolute discretion, demonstrates the best combination of corporate qualifications, technical capability, project understanding, proposed approach to achieving the specified goals, and estimated total costs.

1.7 Right to Reject

The District of Fort St James is not bound to accept the lowest price Proposal, nor is the District of Fort St James in any way bound to award the project to any of the Proponent Proposals. The District of Fort St James reserves the right to reject any or all proposals for any reason whatsoever.

1.8 Liability for Errors

The information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the District of Fort St James, nor is it necessarily comprehensive. Stand descriptions and pre-harvest stand structure numbers are estimates only and should not be relied upon by contractors for estimating budgets used in bidding or tender preparation. Contractors are responsible for conducting site visits to gather sufficient information for proposal

preparation.

1.9 Responsibility

The Proponent shall not transfer responsibility to meet the obligations of this contract to a third party without the consent, in writing, of the District of Fort St James project manager.

1.10 No Collusion

Proponents shall not directly or indirectly communicate with any other Proponent regarding the preparation or presentation of their Proposal, or in connection with the Proposal engage in any collusion, fraud or unfair competition.

1.11 Conflict of Interest

A Proponent must disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the District of Fort St James, its elected or appointed officials or employees. The District of Fort St James may rely on such disclosure.

1.12 Solicitation of Council Members and District of Fort St James Staff

Proponents and their agents will not contact any member of the District of Fort St James Council or District of Fort St James staff with respect to this RFP, other than the contact person named in Section 1.1 at any time prior to the award of a contract or the cancellation of this RFP.

1.13 Confidentiality

All Proposals become the property of the District of Fort St James and will not be returned to the Proponent. All Proposals will be held in confidence by the District of Fort St James unless otherwise required by law. Proponents should be aware the District of Fort St James is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

1.14 Proponents Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the District of Fort St James or its representatives and consultants, relating to or arising from the RFP. The District of Fort St James will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

1.15 Proponents Qualifications

By submitting a Proposal, a Proponent represents that it has the expertise, qualifications, resources, and relevant experience to supply the services requested. Additionally, the Proponent shall provide proof of SAFE certification prior to the commencement of the term of the contract.

1.16 Contract Terms and Conditions

The successful Proponent, prior to Notice to Proceed, will sign a District of Fort St James Professional Services agreement or Contract.

1.17 Insurance

At its' own expense and prior to the commencement of the term of the Contract, the Proponent shall obtain and maintain or cause to be obtained and maintained in force during the term of the Contract, insurance acceptable to the District of Fort St James where the District of Fort St James is named as additional insured with limits not less than those shown for each respective item as follows:

Insurance	Independent or Trade Contractor
<i>Commercial General Liability (CGL)</i>	\$5 million per occurrence
<i>Fire Fighting Expense Endorsement to CGL</i>	\$2 million during fire season; not less than \$1 million outside fire season (October 1 – March 1)
<i>Automobile Liability</i>	\$2 million per occurrence

1.18 Subcontracting

Proposed subcontractors must be listed with attached resumes. A joint Proposal submission must indicate which Proponent has overall responsibility of the project.

1.19 Signature

The legal name of the person or firm submitting the Proposal should be inserted in Schedule E – Form of Proposal. The Proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;

If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should be included, and each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the District of Fort St James that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or, if the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

2 Schedule A – Specific Project Requirements

2.1 Introduction

The District of Fort St James is inviting qualified Proponents to provide proposals for forest fuel management (fuel thinning) operations. See Scope of Work, Section 6 – Schedule F.

2.2 Fuel Treatment Area Site Description

The proposed fuel treatment area is labelled TU-1 is a non-mechanical **hand treatment only** unit, and is 8.5 ha in size. It is located within the District of Fort St James, directly east of the Stuart Lake General Hospital, bordered by the Nak'azdli IR to the south, and the Prince Rupert Pipeline to the west. The treatment area is continuous forest, generally made up of C-3, C-7, and M-1/2 fuel types. Despite scoring a “Moderate” wildfire threat rating, the risk to identified values and critical infrastructure, namely the Stuart Lake General Hospital, was identified as high. For this reason, this area was identified in the 2021 District of Fort St. James Community Wildfire Resiliency Plan as having the highest priority for treatment.

The Fuel Management Prescription (FMP) calls for use of the following strategies:

- This is a **hand treatment** unit that will not utilize machinery, this treatment unit is for chainsaws and hand tools only.
- Thinning from below (i.e., remove suppressed, intermediate trees) to reduce ladder fuels, crown bulk density, and ultimately reduce the risk of crown fire)
- Retention of dominant and co-dominant canopy trees with the intention of maintaining a cool and moist understory microclimate, while reducing wildfire behavior intensity,
- Retain and encourage live deciduous tree and shrub species with a high moisture content to reduce fire behaviour and provide wildlife habitat,
- Pruning of retained trees to increase crown base height and reduce ladder fuel continuity,
- Remove hazardous/dangerous trees from striking distance of residences and critical infrastructure. At least one certified faller is required to be present on site.
- Mitigate potential for forest health and windthrow hazard concerns.

Proponents may refer to the Fort St James FMP document with maps, the attached PDF maps, or the attached KML file for spatial information about the proposed area.

3 Schedule B – Project Responsibilities Overview

Project Management

Overall project management is in the care of Frontera Forest Solutions, Inc., of North Vancouver, BC. The scope of work for this RFP will include necessary project management to ensure the successful completion of the project. Project Management tasks shall include but not necessarily be limited to the following:

- Maintaining project schedule and work flow;
- Maintaining project budget as per quoted amounts;
- Liaising with District of Fort St James and Frontera Forest Solutions staff as necessary;
- Provide bi-weekly summary (email) project update to the District of Fort St James and Frontera.

Operations

- Carrying out forest fuel management activities as described in the existing FMP.

Deliverables

The final deliverables are:

- Completed forest fuel management treatment for the unit as per its Fuel Management Prescription criteria.
- Removal from site of debris material created by the forest fuel management treatment.

3.1 Methodology & Work Plan

Proposals should include a Work Plan. Descriptions of how the Proponent will complete each phase of the forest fuel management treatment, and what equipment will be used during implementation of each phase should be included.

3.2 Available Resources

The District of Fort St James will provide the following information and resources:

- Fuel Management Prescriptions
- Overview map and individual high priority site maps

Schedule C – Proponent Response

3.3 Proposal Format

The following format, sequence, and instructions should be followed to provide consistency in Proponent response, and ensure each Proposal receives full consideration:

- Total electronic individual file size shall be less than 8 MB.
- All pages should be consecutively numbered;
- An unaltered and completed Form of Proposal cover page;
- The Proposal sections as detailed below.

3.4 Section 1.0. Executive Summary

High level, concise summary of project understanding and overall Proposal contents (one page or less).

3.5 Section 2. Proposed Work Plan

Proposals should include a Work Plan. Descriptions for how the Proponent will complete the wildfire vegetation management project and debris disposal should be included.

3.6 Section 3. Proposed Schedule

All Proposals must include a description of the proposed project timeline for completion of all work and full submission of all deliverables. Provide a proposed start date, timelines for each phase (can overlap), and completion date.

3.7 Section 4. Proposed Costs

As per the SOW (Schedule F) provide a lump sum price to complete the work.

3.8 Section 5. Proponent Qualifications

Proposals should include a summary of the Proponent's skills, with resumes or summaries of all team members' qualifications and ability to deliver on the proposed deliverables. This summary should include evidence of an ability to complete projects on-time and on-budget, as well as a brief summary of related work. Note that prior to any team members being changed during the evaluation or post bid process, resumes must be submitted for approval to the District of Fort St James.

3.9 Section 6. Summary of Related Experience

The Proposal shall contain specific project examples completed in the past five years that demonstrate the Proponent's ability to undertake the proposed project. If possible a sample of the work completed on another project should be included as a Proposal Appendix. Descriptions of previous projects should include at a minimum:

- 1) Name of the project;
- 2) Completion date;
- 3) Key individuals involved;
- 4) Equipment used;
- 5) A client reference.

4 Schedule D – Evaluation Criteria

The District of Fort St James reserves the right to select the Proponent best suited for project and intends to evaluate Proposals as fairly as possible. The District of Fort St James reserves the right to make changes to the evaluation process prior to the Proposal submission date.

The District of Fort St James has disclaimed any intention to assume contractual or other obligations to Proponents during the RFP process partly to ensure that it retains maximum flexibility in regard to whether it proceeds, whether it proceeds with one of the Proponents, or how it will evaluate Proposals. While the District of Fort St James intends to evaluate Proposals as fairly as possible, Proponents should be aware the District of Fort St James may evaluate Proposals on any basis whatsoever, whether specifically identified in this document or not.

If a Proposal is determined to be unclear or deficient in some aspects but these deficiencies are capable of being clarified or rectified, the District of Fort St James may prepare a list of questions for the Proponent to clarify or remedy the deficiencies. If, in the opinion of the District of Fort St James, these clarifications and rectifications do not overcome the deficiencies, the District of Fort St James, at its sole and absolute discretion, may decide to reject the Proposal. The District of Fort St James may contact any or all of the Proponents to seek further clarification and information before awarding the contract.

The District of Fort St James intends to evaluate all Proposals according to the scoring matrix outlined below.

Project Understanding	10
<ul style="list-style-type: none"> • Understanding of project requirements • Clarity of Proposal (concise, consistent, comprehensible and logical format) 	
Proposed Work Plan & Schedule	25
<ul style="list-style-type: none"> • Work Plan, descriptions of tasks • Schedule, based on Work Plan 	
Proponent Qualifications	35
<ul style="list-style-type: none"> • Reputation, proven performance, and relevant experience of the Proponent's firm • Proposed team's experience with similar projects in the interior forest region. • Type of equipment that will be used for the project • References for similar projects within the last 5 years 	
Local Suppliers	5
<ul style="list-style-type: none"> • The District of Fort St James is committed to the utilization of local supplies, contractors, and services; tender documents will be judged on their local component. Tenderers should highlight components of their tender that will be fulfilled locally. 	
Cost	25
<ul style="list-style-type: none"> • Price in \$CDN to complete the SOW, based on Work Plan • Appropriate pricing to complete the work including debris removal and disposal 	

5 Schedule E – Form of Proposal

RFP Project Title: Forest Fuel Management

RFP Reference No: 001 - 2024

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

E-Mail Address: _____

I/We, the undersigned duly authorized representative of the contractor, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addendums, and having full knowledge of the Site(s), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

I/We confirm that, if I/we am/are awarded the Agreement, I/we will at all times be the “prime contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another consultant/contractor at the place(s) of the Services has been designated as the “prime consultant/contractor”, I/we will notify the District of Fort St James immediately, and I/we will indemnify and hold the District of Fort St James harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the District of Fort St James in connection with any failure to so notify the District of Fort St James.

This Proposal is submitted this _____ day of _____, 2024.

I/We have the authority to bind the Proponent.

(Name of Proponent)

(Name of Proponent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

6 Schedule F – Scope of Work

The following area is proposed for forest fuel management in 2024, beginning on or after March 1, 2024 and have all works completed by December 31, 2024. The area and hectares are subject to change.

Year	Area	Hectares
2024	TU-1 (South- hand treatment)	8.5

Forest fuel management treatment shall follow the direction provided in the Fort St James FMP (attached) and shall include disposal of debris material created by the treatment activities. The prescription, including maps for TU-1, is included as a supplemental document on the BC Bid site and is attached. Note that TU-1 is targeted for manual treatment and Proposals should reflect that form of treatment.

7 Appendix A – Map

