



**REQUEST FOR PROPOSALS (RFP)
FOR
Bear Lake Operational Fuel Treatments**

ISSUED BY:

Regional District of Fraser-Fort George (Contracting Agency)

KEY PROPONENT INFORMATION

DATE OF RFP ISSUE: November 23, 2009

1. Closing Date for Response: December 9, 2009 by (no later than) 4:00 p.m. local time.
2. Send one (1) complete copy of the proposal in hardcopy **with** a digital copy on CD ROM **or** via email. If submitting by email, proponents should call 604-986-8346 to confirm email receipt prior to the deadline.

3. Contract Name: Operational Fuel Treatments

Contracting Agency: Regional District of Fraser-Fort George

Contact Person for submissions: Bruce Blackwell

Department/Section: B.A. Blackwell & Associates Ltd., contractors supervising fuel treatments

Submission Address: 270-18 Gostick Place, North Vancouver, V5T 4A6

Telephone No: (604) 986-8346

Fax No: (604) 986-8246

Submission Email: inquiries@bablackwell.com

Enquiries:

a. Proposal and Technical Enquiries: Bruce Blackwell, B.A. Blackwell & Associates Ltd.

Ph: 604-985-8769 Email: bablackwell@bablackwell.com

b. Regional District Enquiries: Terry McEachen, General Manager, Community & Development Services

Ph: (250) 960-4400 Email: tmceachen@rdffg.bc.ca

4. Please use the above RFP description on all related correspondence

Table of Contents

1. REQUEST FOR PROPOSAL PROCESS	3
◆ MANDATORY PROPONENTS’ MEETING	3
◆ CLOSING DATE	3
2. GENERAL.....	3
◆ OBJECTIVE / PURPOSE	3
◆ HISTORY	4
3. TIMELINES FOR 2009/2010	4
4. PROPOSED DATE GUIDELINE	4
5. SERVICE / WORK REQUIREMENTS.....	4
◆ DESCRIPTION OF WORK.....	4
◆ GENERAL OPERATIONS.....	6
◆ CONTRACTOR COORDINATION.....	7
◆ EXPECTATIONS	7
◆ JOB DUTIES	8
◆ EXPECTED RESULTS	9
6. PRICING.....	9
7. SUBMISSION GUIDELINES	9
◆ PROPONENT ORGANIZATION/PROFILE/TECHNICAL SKILLS/EXPERIENCE.....	9
◆ SUBMISSION / PROPOSAL FORMAT	9
8. RFP CONDITIONS	11
◆ MANDATORY REQUIREMENTS	11
◆ EVALUATION CRITERIA.....	11
◆ NEGOTIATION	11
◆ ACCEPTANCE OF PROPOSAL	11
◆ PROPOSAL REVISIONS	12
◆ DISCLOSURE.....	12
9. SAMPLE EVALUATION SPREADSHEET	13

NOTE: Five separate attachments exist for this RFP and they should be downloaded from BC Bid.

1. REQUEST FOR PROPOSAL PROCESS

◆ **Mandatory Proponents' Meeting**

A Proponents' meeting and site viewing will be held at 353 Grizzly Ave., Bear Lake, BC on Monday, November 30th, 2009 at 12.00 pm.

Attendance is mandatory. Oral questions will be allowed at the Proponents' meeting. However, questions of a complex nature, or questions where the Proponent requires anonymity, should be forwarded in writing, prior to the meeting, to Bruce Blackwell.

◆ **Closing Date**

Proposals shall be received by December 9, 2009 by (no later than) 4:00 p.m. local time.

Street address:

270-18 Gostick Place, North Vancouver, V5T 4A6

Number of Proposals:

Proponents are requested to submit one (1) complete hardcopy and one (1) digital copy by mail **OR** one (1) digital copy by email. If submitting by email, proponents must call 604-986-8346 to confirm email receipt prior to the deadline.

Proposals must **not** be sent by facsimile. If sent as hardcopy, proposals and their sealed envelopes should be clearly marked with the name and address of the Proponent and the project or program title. If sent by email, the subject line of the email should clearly state the project or program title.

2. GENERAL

◆ **Objective / Purpose**

To support the Regional District and the Community of Bear Lake by carrying out operational fuel treatment activities as prescribed in forest fire fuel treatment prescriptions provided by the district. This contract provides for work such as:

- a) Cutting and removal/sale of trees prescribed for removal.
- b) Pruning of trees intended to be retained
- c) Understory thinning, bucking and piling, chipping and/or pile and burning of debris to reduce surface fuels
- d) Creating awareness in the community of resources and activities of the District (and partners) for urban/interface forest fire hazard issues.

◆ **History**

In 2003, forest fires in the interface zone of the City of Kelowna resulted in serious damage to many residences. This event served as a wakeup call to municipalities in BC, as most are surrounded by dense forested areas posing a similar hazard as those in Kelowna.

The Regional District has responded to this hazard by completing a Community Wildfire Protection Plan (CWPP) for Bear Lake. B.A. Blackwell & Associates Ltd. have been retained by the District to develop site level prescriptions for high wildfire hazard sites identified in the CWPP. The intent of this contract is to carry out operational forest fire fuel reduction according to the prescriptions. Dead, dying and susceptible lodgepole pine trees affected by the current mountain pine beetle outbreak will also be removed as part of this treatment.

3. TIMELINES FOR 2009/2010

Treatments must be completed by May 30th, 2010. Provide a project timeline in your proposal.

4. PROPOSED DATE GUIDELINE

- a) Proposal distribution: November 23, 2009
- b) Proponents' meeting: November 30, 2009
- c) Closing date: December 9, 2009
- d) Proposed contract award: December 19, 2009
- e) Project start date: December 20, 2009
- f) Treatments completed: May 30, 2010

5. SERVICE / WORK REQUIREMENTS

◆ **Description of Work**

Four (4) FLTCs and one (1) Section 52 Letter of Authorization have been prepared for each of units described below. These documents will be issued in the name of the successful proponent upon award of the contract. A security deposit of \$500 is required by the MOFR on each of the FLTCs and that amount is returned upon completion of the FLTC obligations. Stumpage on sawlogs is calculated on the 6.2 table rates currently listed as:

Species	\$/m3
Balsam	\$5.66
Douglas-fir	\$9.07
Lodgepole pine	\$5.93
Spruce	\$9.63
Other	\$5.42

All non-sawlog, chipped waste and residue is charged \$0.25/m3 for all species. These rates are provided in the RFP as a guide and are not guaranteed by the Regional District. It is the responsibility of the contractor to confirm the correct rates with the Ministry of Forests.

Draft prescriptions and maps for each unit are provided as five (5) separate attachments. Any changes to the prescriptions at this stage will be minimal. The Regional District reserves the right to award the work for all units as a whole or individually as listed below.

- a) A86401 (BL-2): clear cut (complete pine removal with single tree retention) over 3.7 ha
- b) A86402 (BL-3): clear cut (complete pine removal with single tree retention) over 4.2 ha
- c) A86404 (BL-4): clear cut (complete pine removal with single tree retention) over 4.9 ha
- d) A86405 (BL-5): clear cut (complete pine removal with single tree retention) over 2.2 ha and thinning (understory/overstory tree removal) over 2.5 ha
- e) BL-6: hazard tree removal under Section 52 letter of authorization to cut and destroy Crown timber over 14.0 ha

Surface fuel reduction methods including 'pile and burn', 'chip and remove' and 'buck and pile' (firewood) will be utilized in all areas to achieve surface fuel loading targets of <math><5\text{kg/m}^2</math>.

Thinning refers to a variable fuel reduction treatment involving the removal of stems in the stand to reach a target density. Pine is targeted for removal and, where required to further reduce fire hazard, other three species are removed. Trees are thinned from below to leave the largest, healthiest trees.

Hazard tree removal refers to the removal of dead pine and danger trees to protect public safety.

Pile and Burn refers to a surface fuel treatment to reduce thinnings and/or slash on site where there is no standing live overstory. Where there is standing live overstory, thinnings and/or slash are to be pulled to the roadside/landing/openings and burned in the open. It is the responsibility of the Contractor to obtain appropriate permits to carry out open burning.

Chip and Remove refers to a surface fuel reduction treatment to chip thinnings and/or slash and remove them from the site for disposal. This treatment is to be used where and when Pile and Burn is not feasible. The Ministry of Forests and Range must assess the waste levels prior to chipping and removal.

Buck and Pile refers to bucking non-merchantable material greater than approximately 6 inches and suitable for firewood into lengths not exceeding 1.5 m. Bucked material is to be piled at roadside or along trails where it is accessible for community firewood.

◆ **General Operations**

Tree Removal

- a) Falling shall be carried out in such a way that stem damage to residual tree does not occur and live limb loss is minimized.
- b) All stumps will be left no higher than 20 cm (8 inches) and cut parallel to the ground except where identified for wildlife habitat. It is preferred that this stump height be achieved in one pass but if this is not possible, stumps will have to be modified and disposed of during spring breakup, prior to May 30th.
- c) The Contractor will employ a qualified Wildlife/Danger Tree Assessor (certified Work Safe BC parks or urban tree risk assessor and forestry operations assessor). Any trees assessed by a qualified assessor as a potential wildlife tree or a hazard to workers shall be removed or have a no work zone established. Hazard trees are to be removed where they are within 1.5 tree lengths of trails, roadways or railways and/or are a potential hazard to the public.

Debris Disposal

- a) Except in BL-6, any merchantable timber or residue removed is to be marked, marketed and sold by the contractor.
- b) All excess slash (as defined by site specific prescriptions) must be pile and burned, bucked and piled for firewood, or chipped as specified in prescription.

Special Conditions

- a) The contractor is responsible for employing qualified personnel to perform technical tree removals.
- b) The contractor must take pre- and post-treatment digital photographs of each unit to show fuel treatment results.
- c) All residents adjacent to and surrounding a treatment unit shall be contacted/alerted at least two weeks prior to the commencement of operations. The notice shall, at a minimum, include prime contractor contact information and a description of the treatment operations to take place. Letter templates will be provided by the Regional District.
- d) Where opportunities occur for the contractor to harvest merchantable timber and residue from treatment areas, the contractor will subtract the revenue from the invoice for that unit. Scaled results of merchantable timber and evidence of purchase will be required with invoices as proof of the amount deducted.
- e) Appropriate signage, barriers and/or flagging personnel shall be supplied and posted by the contractor with the intent to stop unauthorized individuals from entering areas that may pose a hazard due to ongoing operations. Traffic control along roads and trails during all operations is mandatory where foot or vehicle traffic could be impacted by the treatment.

- f) Appropriate signs describing the work to take place, start dates, completion dates and prime contractor contact information must be supplied and posted at the site of operations at least two weeks prior to the commencement of work.
- g) The contractor is responsible for completing all site restoration and repair with respect to impacts of fuel management.

◆ **Contractor Coordination**

The successful proponent must supply the following information within two weeks of award of contract:

- A copy of your current Workers' Compensation Board Clearance Letter.
- A copy of your commercial general liability insurance (CGI) providing for an inclusive limit of not less than two million dollars (\$2,000,000). B.A. Blackwell & Associates Ltd. and the Regional District of Fraser-Fort George must be named as additional insureds:
 - B.A. Blackwell & Associates Ltd., 3087 Hoskins Rd, North Vancouver, BC, V7J 3B5
 - Regional District of Fraser-Fort George, 155 George St., Prince George, BC, V2L 1P8

◆ **Expectations**

The proposal should include the following:

- a) Details of equipment owned by the contractor that will be supplied to carry out the project including, but not limited to:
 - Chainsaws, brushsaws, pruning saws
 - Chippers
 - Chipping trucks
 - Hand tools
 - Personal protective equipment
 - Machinery
- b) Personnel that will undertake the work including, but not limited to:
 - Project manager: must have 3-5 years related project management experience, 1-3 years experience representing an organization in public communications and a valid BC drivers license.
 - Crew supervisor/s: must have 1-3 years experience supervising labour crews, 1-3 years experience with pile burning, first aid (level 1) and a valid BC drivers license.
 - Certified faller/s: must have 1-3 years experience.
 - Crew workers.
- c) Safety program:

- Describe your safety program and how you will meet or exceed the safety requirements to complete this work safely and to WCB standards.
- The Contractor is the Prime Contractor for the purposes of the WCB and any worksite for tree removal and debris clean up.
- Your proposal must include a copy of your Occupational Health and Safety Plan as required by the WCB Occupational Health and Safety Regulation 4.02.
- SAFE Company Certification number or proof of registration

◆ **Job Duties**

Project manager responsibilities:

- Liaison with private citizens including providing work plans and acting as primary contact for enquiries.
- Monthly one page written reports to Bruce Blackwell (B.A. Blackwell & Associates Ltd.) indicating progress.
- Assist with public relations.
- Assist with creating and disseminating information to make private citizens aware of the program.
- Arrange the sale of any merchantable timber from the treatment units.

Crew supervisor responsibilities:

- Supervise daily activities of crew workers and/or certified fallers.
- Supervision of all harvest and non-harvest activities.
- Representing the District in all activities in the field.
- Learning, then teaching and closely supervising workers in reading and implementing forest fire fuel reduction prescriptions.

Certified faller responsibilities:

- Thinning and removal of trees and bucking tree slash greater than 6 inches in diameter.

Qualified wildlife/danger tree assessor:

- Identify potential wildlife trees or a hazard to workers or the public.

Crew worker responsibilities:

- Learning interface fire fuel reduction techniques.
- Learning proper pruning techniques.
- Pruning, thinning and removal of trees and tree debris up to 6 inches in diameter.
- Bucking and neat piling of debris at roadside or for burning.
- Chipping and hauling of debris.
- Cleanup and removal of brush as required for forest fire fuel reduction.

◆ **Expected Results**

- a) Forest fire fuel reduction treatments have been implemented and have met the intent of the prescription.

6. PRICING

- a) The Regional District requires a table for the budget that provides an estimate of:
 - i. A cost for implementing each of the five prescriptions separately, and a total cost for implementing all five prescriptions.
 - ii. An estimate of the revenue from the sale of merchantable trees on each of the four FLTC units that will be deducted from invoices.
 - iii. Pricing should include the total price for the service, including all, out of pocket expenses, time, travel expenses, materials, printing etc.
- b) Invoices for each treatment unit will be submitted as follows:
 - i. On completion and inspection of tree felling, removal and surface fuel reduction and piling operations, an invoice for completed work will be submitted.
 - ii. Ninety per cent (90%) of each invoice for completed work will be paid by the Regional District, ten per cent (10%) of invoiced completed work will be held back until completion of debris disposal and site restoration (if applicable) is completed and inspected.
 - iii. Sale of any merchantable timber removed by the Contractor will be applied as a credit to the Regional District on invoices.
- c) Invoices will be broken down by expenses. These expenses must be accounted for with receipts. When applicable, scaled results for merchantable timber and evidence of purchase will be required with invoices. Maintaining full financial records is the responsibility of the contractor.

7. SUBMISSION GUIDELINES

All proposals shall provide all detailed information as requested in the RFP document. Failure to be fully responsive in accordance with the RFP request for all detailed information may result in rejection of a proposal without further consideration by the Regional District.

◆ **Proponent Organization/Profile/Technical Skills/Experience**

Please include any resumes, list of professional organizations, projects undertaken etc, which may be relevant to the evaluation of your firm's ability to successfully undertake the proposed contract and meet all of the RFP objectives.

◆ **Submission / Proposal Format**

Proponents should submit their proposed response in the following preferred format:

Letter of Introduction:

Including: RFP title, Contractor name, address, telephone number, fax number and contact person.

One page introducing the Proponent's company, signed by the person(s) authorized to bind the proponent to their proposed offer (RFP response).

Table of Contents:

Should include a list of all sections and appendices in the proposal response and indicate corresponding page numbers.

Main Body of the Proposal

Full details of the proponent's proposal

Requirements / Scope:

Including: work plan, schedule, quality control, safety, personnel, equipment, project management, supervision and explanations of how all RFP/Project results/specifications will be achieved and 3 references.

Pricing:

Indicate the proposal pricing as requested.

Certification:

Proposals could include the following signed Certification (or similar version):

"The statements made in this proposal are correct and truthful representations. If selected, I / we shall negotiate in good faith with the Contracting Agency."

8. RFP CONDITIONS

◆ **Mandatory Requirements**

- a) One (1) complete hardcopy and one (1) digital copy by mail, **OR** one (1) digital copy by email, of the proposal must be submitted before the closing time and date.
- b) Proposals must provide 3 references for past projects of similar size and scope.
- c) Attendance at the proponent's meeting in Bear Lake on Monday, November 30th.

◆ **Evaluation Criteria**

Evaluation criteria used to evaluate proposals fall into the following categories and subcategories:

Proposal

- Work plan / functionality
- Schedule
- Project management / organization plan
- Availability
- Pricing

◆ **Negotiation**

Negotiation sessions may be held to work out contract details and other expectations of the parties applicable to the services / work, based on the RFP and the proposal(s) submitted.

◆ **Acceptance of Proposal**

Regional District's Right to Reject Tender The Regional District reserves the right to reject any and all Tenders; the lowest will not necessarily be accepted. The Regional District reserves the right, in its sole discretion, to waive informalities in Tenders, reject any and all Tenders, or accept the Tender deemed most favourable in the interests of the Regional District. No Tenderer shall have any claim for any compensation of any kind whatsoever as a result of participating in this Invitation to Tender.

In the event that the previous paragraph is found to be invalid by a court of competent jurisdiction, then this paragraph will apply. By submitting a bid, a Tenderer agrees that it will not claim damages in excess of an amount equivalent to the reasonable costs incurred by the Tenderer in preparing its bid for matters relating to the Agreement or in respect of the competitive process, and the Tenderer, by submitting a bid, waives any claim for loss of profits if no agreement is made with the Tenderer.

If a Tender contains a defect or fails in some way to comply with the requirements of the Tender Documents, which in the sole discretion of the Owner is not material, the Owner

may waive the defect or accept the Tender. The Owner reserves the discretion to reject any tender submitted by a bidder, where one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of that bidder (or in the case of a tender submitted by a bidder who is an individual person, where that individual) is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District. By submitting this tender the bidder further confirms that neither the bidder (if an individual person) nor any of the directors, officers, principals, partners, senior management employees, shareholders or owners of the bidder is an officer, employee or director of the Regional District, or is a member of the immediate family of an officer, employee or director of the Regional District.

◆ **Proposal Revisions**

Proposal revisions must be received prior to the RFP submission / closing date and time.

◆ **Disclosure**

All documents submitted by proponents shall become the property of the Contracting Agency. Proposal information is proprietary and as such shall be treated as confidential. Information pertaining to the Contracting Agency obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Contracting Agency.

9. SAMPLE EVALUATION SPREADSHEET

Request for Proposal Evaluation Criteria Worksheet

Vendor:
Evaluator:
Date:

CRITERIA	Possible Points	Total Points Given
0- Does not meet the requirement/1-2 Minimally addresses requirements/3-4 Meets requirements/5-6 Exceeds requirements	.	.
VENDOR CAPABILITIES: (30% of total points)	0-6 pts.	.
Experience with commercial corporations or government clients: Does the bidder demonstrate experience with clients similar to the size and scope required in the RFP? How clearly does the bidder detail this information?	. 6	.
To what extent do the references reflect ability?: Did the bidder provide sufficient detail to determine ability? Reference checks?	. 6	.
Years of experience (Minimum 3-consecutive years): Experience relates to the amount of time in providing the RFP service requirements, not necessarily the time the business has been in operation.	. 6	.
Project personnel qualifications: Are key personnel roles, responsibilities and resumes identified and provided? Did they clearly identify personnel? Does the organization chart support the level of service required? Does the bidder clearly explain any subcontractor roles, responsibility and qualifications?	. 6	.
Professional memberships and certification: Does the bidder provide information on current professional memberships and certifications?	. 6	.
Total Vendor Capability Points (A)	. 30	.

Request for Proposal
Evaluation Criteria Worksheet

CRITERIA	Possible Points	Total Points Given
0-1 Minimally addressed requirements/2-4 Meets requirements/5-6 Exceeds requirements	.	.
WORKPLAN: (30% of Total Points)	0-6	.
Completeness of descriptive narrative work plan: Did the narrative sufficiently explain how work will be performed, identifies staff, time lines, equipment, supplies, subcontract supervision, strategies, reporting, overall quality of the work plan? Was the plan well organized and presented in a clear, concise and logical manner?	. 6	.
Acceptability of proposed plan, : Did the bidder provide sufficient detail and insight to the responsibilities? Is work plan clearly and explicitly defined? Was the plan well organized and presented in a clear concise and logical manner?	. 6	.
Does the work plan explicitly explain how services are to be provided? To what extent?: Did the work plan explain in detail how each aspect of the contract services would be provided?	. 6	.
Extent of quality control, emergency procedures and thoroughness: Did the bidder reflect quality standards to be utilized and describe policies or procedures for implementation? Did the bidder clearly outline and discuss their emergency contingency plans?	. 6	.
Management information reports, capabilities and examples: Did the vendor clearly and concisely explain their report capabilities for management reports and provide examples?	. 6	.
Total Work plan Points (B)	. 30	.
Cost (40% of total points) (Low bid/this bid) x total maximum points for cost = points (C)	. 40	.
GRAND TOTAL WORKSHEET POINTS (A+B+C) = D (D)	. 100	.