



**Contractors Present:** Twin Rivers, EKO Logging

**RDFFG Staff Present:** Darwin Paton, Environmental Services Technician  
Laura Zapotichny, Environmental Services Field Supervisor

**Minutes Recorded By:** Laura Zapotichny, Environmental Services Field Supervisor

**Sign in Sheet:** 10:00 a.m. Contractors completed sign-in sheet, along with introductions.

**Call to Order:** 10:03 a.m.

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**Darwin Paton:** Officially welcomed everyone to the site viewing.

- Discussed 2 areas that need to be harvested and biomasses removal from site
- Everyone reviewed the RFP
- Submitted acknowledgment letter to get addendums
- Encouraged all to direct questions to the Regional District of Fraser-Fort George (RD)
  - All questions will be answered as addendum and sent to those companies who submitted the acknowledgment letter

Access: Foothills side and Landfill side

- On our site – fence: regulatory requirement of landfill
- Fence doesn't come down
- Damage caused by contractors activities during the carrying the carrying out of the contract, will be contractors responsibility

**Question:**

- No gates – how do they move the lowbed around?

Area is approximately 4 hectares: Logging all harvested trees and remove them and biomass

- Debris over 30 cm in height to be removed for processing

**Question:**

- Is it 30 cm in height or diameter?
- What if they are 1 inch diameter, 40 cm high? Trouble getting that material

**Question:**

- Can stumps stay in the ground?
- Is stump removal included?
- Is grading, stumping, grubbing included?
- Every stump will be cut to 30 cm and left if not included in contract?

Regional District 's Right to Refuse any and all proposals – looking at what works best for the RD

- Covered Acknowledge Letter
- Trees and biomass harvested will become property of the contractor

Purpose: Page 3, Section 4

- Net zero costs to the RD – includes trees and biomass?

**Question:**

- Is it up to the contractor to determine the value of trees and biomass?
- Is there clear boundaries to shaded area?

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Contract Duration: Page 3, Section 5

- 2 months, May 2 – June 30, 2016.
- Need to be qualified to complete the work
- All debris and biomass to be diverted
- All debris over 30cm must be removed for sale

Proponent Information: Page 3, Section 7

Must include:

- Qualifications and experience
- WorkSafeBC
- Reference
- Professional responsibility

Financial proposal: Page 4, Section 8

- specified fees required
- Work plan and methodology
- Identify work costs separately
- Identify each stage separately
- Page 4 – include prices on the outlined work
- Page 4 – work plan and schedule
- Page 11 - Proposal format
- Within this proposal: hard copy and electronic copy
- Specific drawings PDF
- Microsoft Word text

Dana Ferguson will be the contact for this RFP

Evaluation of Proposals: Page 5, Section 13

- All questions directed to RDFFG

Definition of terms: 'Work or Works'

- Furnished and performed by the contractor

**Question:**

- "Clean up" what do they mean? Biomass?

Local Conditions: Page 11, Section 3

- Satisfy yourself to the conditions of the worksite - Take a look at both sides of the fence.

Manager's Status: Page 12, Section 4

- Project Manager will be Dana Ferguson

Reports: Page 12, Section 5

- Weekly progress to Dana Ferguson

Supervision and Labour: Page 12, Section 6

- Experience of employees to complete work or works as laid out

Character of Workers: Page 12, Section 7

- Supervisor required on site for the duration of the works

Assignment of Contract: Page 12, Sections 8 & 9

- Covered RD Termination of Contract

Ownership: Page 13, Section 11

- If the RD gives you a timber mark it will remain the property of the RD

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RD Right to Correct Deficiencies: Page 13, Section 12

Permit and Regulations: Page 13, Section 14

- RD owns the timber mark associated with this Property
- The Contractor is required to obtain all other permits

Occupational Health and Safety: Page 14, Section 16

- Standard as per WorkSafeBC

Changes in the Work: Page 14, Section 17

- The RD May have it altered

Payment: Page 14, Section 18

- Describe:
  - Layout
  - Logging
  - Skidding
  - Processing
  - Hauling
  - Selling
- If it's not harvestable then it falls into the category of biomass.

**Question:**

- What is the standard reference? Back to the 30 cm of height?
- What if we think we're done but Dana Ferguson doesn't?
- How clean is clean?

**Question:**

- Provide more clarification on what is scatter debris?

**Question:**

- What is the standard?
- At what point is good enough?

**Question:**

- What happens if it doesn't make biomass?
- Does it get scaled to go to the active face?

Payment: Page 14, Read entire Section 18

- Contractor to find buyer, trees will be property of buyer. Value determined by the contractor's ability to find markets that offer prices above current market offered by the local companies.

Payment Withheld or Deducted: Page 14, Section 19

Insurance: Page 15, Section 20

Duration: Page 15, Section 21

- covered

WorkSafeBC: Page 15, Section 22

- 'will be checked

Confidentiality: Page 16, Section 23

- We are a public body subject to the Freedom of information and Protection of Privacy Act (FOI).
- \*Mark something "Confidential" if you need it to be confidential.

Rights of Waiver and Severability Page 16, Sections 24 and 25

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Operational Specifications:

General:

- Responsible for tools, supplies and supervision to fulfill contract.
- Carry out and comply with RD instructions
- Comply with public relations
- Wildlife interface: coyotes
- Areas to be serviced: both sides of the fence line
- No burning of debris allowed
- Follow Ministry of Forest and Range Practices Act

Fire Protection:

- Darwin asked contractors to please review this section
- Fighting Fires and Liability for fighting fires

Reporting:

- Health and Safety Plan
- Safety meetings: submit notes
  - Regular meetings prior to starting – present any concerns to RD
- Communication: foreman will email RD with proposed activities for the week
  - RD will post on website any impact on traffic or other activities
  - Certification: ensure all employees are certified
  - Equipment Maintenance Logs: Standard
  - Weekly Progress Updates: provide progress update at end of each week

Timber Mark:

- Contractor to ensure that all permits and licenses are in place prior to starting work

**Question:** Who covers the cost for permits? (Contractor covers the cost)

Property Lines:

- Be aware of property lines – do not cut outside the property lines
- Contractor is responsible for all penalties
- If unsure contact manager
- Red Line: property boundary doesn't follow fence line.
- GPS coordinates: please let us know if you need GPS coordinates
- Harvesting will occur on both sides of fence – fence does not follow roads

**Question:**

- Red property line, if work is to be done outside fence line, do we need City of PG permits?

**Question:**

- Stuff that was mulched by Telus – previous debris left behind, is it the responsibility of the current contractor? ie: Stuff BC Hydro did?

Contractors were asked if they would like to walk the site (both contractors walked with DP and LZ to the half way point of the main shaded area).

**Questions:**

- Location for landing for equipment for logging? ie: lower compost deck?
- Is the previous landing available?
- What is the garbage on the other side of the fence? Not the responsibility of the contractor to remove?
- Scatter? Who is responsible for this?
- Access to the landing?

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Walk site: there is a gully

Topography: look at the GPS coordinates:

- See the widening and clearing on the corner.
- Fairly close to the end of the boundary
- Buffer along the property boundary
- Regular request on where we have to leave a buffer
- Lots of old clean up

**Question:**

- Is there any way to remove a piece of fence for temporary access and then replace it? (lots of animal activity – we will have to answer that question at a later date)

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**Adjourned**

**11:03 a.m.**

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