



qathet
REGIONAL DISTRICT

Request for Proposals

qathet Regional District Penticton Trails Operational Fuel
Treatment #1

Issued By: qathet Regional District

Issue Date:

Tuesday, October 16, 2018

Electronic proposal submissions will be received before the Closing date and time and are to be submitted as a PDF format attachment sent to email: emergcoord@powellriverrd.bc.ca

Closing Date & Time:

November 26, 2018
3:00 pm (PST local time)

RFP Contact Information:

Ryan Thoms
Manager of Emergency Services
qathet Regional District
#202-4675 Marine Avenue
Powell River, BC, V8A 2L2
604-485-2260
emergcoord@powellriverrd.bc.ca

Request for Proposal
qathet Regional District Penticton Trails
Operational Fuel Treatment #1

qathet Regional District Penticton Trails Operational Fuel
Treatment #1

PACKAGE CONTENTS

- Request for Proposal
- Table of Contents
- Part A: Administration
- Part B: Requirements
- Part C: Attachments
 - Prescription Document and Maps
 - Proposal Evaluation Criteria and Weighting System
 - Price Offer
 - RFP Receipt Confirmation Form

Please ensure your package is complete.

Notice to Request for Proposals

Request for Proposal qathet Regional District Penticton Trails Operational Fuel Treatment #1

The qathet Regional District invites proposals for an operational fuel reduction project. The objective of this project is to reduce the fuel loading and fire hazard in a high hazard interface area which is constrained by multiple values and objectives. The proposed treatment involves hazard tree removal, thinning from below, surface fuel reduction, pruning and debris removal.

Qualifications and Experience:

Proponents must demonstrate they meet the qualification and experience requirements as outlined in this Request for Proposal (RFP) (Part B, Section 2.5). Proponents must prove to have sufficient resources to complete the work by the deadline May 2, 2019 with all cutting completed by March 31, 2019.

RFP Receipt Confirmation:

Proponents are required to complete the **RFP Receipt Confirmation Form** (Part C, Section 4). The form must be submitted by November 2, 2018 2pm by email as an attachment to emergcoord@powellriverrd.bc.ca with "Receipt- RFP qathet Regional District Penticton Trails Operational Fuel Treatment #1" in the subject line.

RFP Inquiries must be made via email request to the following:

Ryan Thoms
Manager of Emergency Services
#202-4675 Marine Avenue
Powell River, BC, V8A 2L2
604-485-2260
emergcoord@powellriverrd.bc.ca

To avoid duplication and to ensure that all bidders are provided with consistent answers, all RFP related inquiries must be made only in writing via email with "Question - RFP qathet Regional District Penticton Trails Operational Fuel Treatment #1" in the subject line.

Where questions or other information require amendments to the proposal, the addenda will be distributed by email to the proponents contact information provided on the completed RFP Receipt Confirmation Form.

Site Viewing:

Proponents attendance at the **site viewing meeting is mandatory** and will be held November 7, 2018. Meeting place and time will be communicated to those who have returned a completed RFP Receipt Confirmation Form.

Proponent's Conference

There will be no proponents' conference but proponents may raise questions and seek clarification on any matters related to this RFP at the site viewing.

RFP Submissions:

Proponent RFP submissions will not be accepted after November 26, 2018 at 3:00 pm (PST local time) (the closing date and time). Submissions must be electronic and submitted in PDF format as an attachment to email address emergcoord@powellriverrd.bc.ca with the words "RFP qathet Regional District Penticton Trails Operational Fuel Treatment #1" in the subject line.

The proponent must ensure their submission has been received. If a confirmation email is not received, follow up by calling (604) 485-2260, prior to the closing time. Late submissions will not be accepted.

Submissions must be in accordance with the information specified in the RFP documents.

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PART A: ADMINISTRATION

1. General Information

1.1. Purpose

The purpose of this Request for Proposal (RFP) is to inform contractors of the contract requirements and to solicit detailed submissions (“proposals”) from interested and qualified parties (“proponents”) setting out means by which the stated goals, objectives and other requirements of the RFP may be best met.

1.2. Objectives

- Ensure optimum, cost effective fuel treatments,
- Ensure safety and well-being of workers,
- Ensure complete and accurate reports and records of project activities to Strategic Wildfire Prevention Initiative (SWPI) standards,
- Protect community from wildfire.

1.3. Identification

This Request for Proposal includes:

- The RFP notice (the “Notice”);
- Part A: Administration (“Part A”);
- Part B: Requirements (“Part B”);
- Part C: Attachments (“Part C”).

A list of attachments is provided in the RFP Package Contents Cover Sheet. It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal submission may be rejected.

1.4. Changes to the RFP

Changes by qathet Regional District to the RFP will be made in the form of written addenda or re-issued documents which will be available at least three business days prior to the RFP closing date. All addenda shall be considered to be integral to the RFP and having the same effect as if part of the original RFP.

qathet Regional District will make every effort to distribute addenda to all registered or known proponents. However, it is solely the proponent’s responsibility to be aware of, and familiarized with any addenda or supplementary information issued.

The addenda will be emailed to the proponents to the contact information provided on RFP Receipt Confirmation Form. The proponent must ensure the form is completed and emailed to qathet Regional District by the date and to the contact specified in the Notice.

1.5. Freedom of Information

All proposals are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

1.6. Conflict of Interest

Proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent, or of any of the proponent’s subcontractors to be engaged in this project, give rise, in the sole opinion of qathet Regional District, to a conflict of interest in connection with this project.

1.7. Proponent Responsibility

While qathet Regional District has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated

contract. Nothing in this RFP is intended to relieve a proponent from forming their own opinions and conclusions in respect of this RFP.

1.8. Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals which include any condition or modification, or otherwise contradict any of the terms and conditions of this RFP will be as if not written and do not exist.

1.9. Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of qathet Regional District pursuant to that contract are subject to the availability of funds.

1.10. Use of Request for Proposal

Any portion of this document, or any information supplied by qathet Regional District in relation to this RFP may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence, all information supplied by qathet Regional District in relation to this RFP.

1.11. No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of qathet Regional District, including the evaluation committee and any elected officials of the Province, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by qathet Regional District.

2. Preparation and Submission

2.1. Proponent's Conference

A proponent's conference is **not** currently being considered.

2.2. Site Viewing

A guided site tour will be held at a time and location specified in the Notice. **It is mandatory for the proponent to attend the site viewing.** At the site viewing, proponents may raise questions and seek clarification on any matters related to this RFP. While verbal questions will be permitted during the meeting, questions of a complex nature, or questions where a proponent requires anonymity, should be emailed before the meeting in writing to the contact named in the Notice.

2.3. Inquiries

Inquiries must be directed only to the contact specified in the Notice and must be submitted in writing via email with "Question - RFP qathet Regional District Penticton Trails Operational Fuel Treatment #1" in the subject line. Inquiries and responses will be sent to all proponents at qathet Regional District's discretion. Inquiries will not be received after the date and time, if any, indicated as the inquiry deadline in the Notice.

2.4. Proposal Outline

All copies of the proposal must conform to the proposal outline provided in (Part B, Section 2.6) of this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

2.5. Proposal Price

Proponents are solely responsible for their own expenses in preparing a proposal, including expenses related to attending a proponent's conference, a site viewing, and to conducting negotiations with qathet Regional District, if any. If qathet Regional District elects to reject all proposals, qathet Regional District will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

All prices provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, or during or after a presentation or interview, except as provided for in Part A, Section 3.8.

The rates and prices specified in the proposal price will include all fees; cash allowances; contingencies; and, unless otherwise specified in Part B or C, expenses of any kind; and applicable taxes and duty. Proposal rates and prices will exclude the Goods and Services Tax (GST).

The proposal price must be submitted by email in the manner specified in the Notice and on the Price Offer form included in the RFP package.

2.6. Cooperating Firms / Subcontractors

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by qathet Regional District to be the Prime Contractor. Firms other than the Prime Contractor shall be identified in the proposal as subcontractors. The proposal response must identify all subcontractors, their qualifications, and their respective roles in the project.

Negotiations during proposal evaluation, award and execution of the contract, and all contract payments shall be between qathet Regional District and the Prime Contractor.

2.7. Submission

Proposals must be received via electronic submission to the email address and before the time specified in the Notice.

Proposals must be submitted in one email as a PDF format attachment and include the name and address of the proponent and the words, "**RFP qathet Regional District Pentiction Trails Operational Fuel Treatment #1**" indicated in the email subject line. The proposal file attachment should not be larger than 10MB in size.

Proponents are solely responsible for timely delivery of their proposals as specified in the Notice. Late bids will not be opened or reviewed.

Proponent with the lowest bid or any bid may not necessarily be awarded a contract. qathet Regional District reserves the right to reject all proposals and re-tender the project. Proponents are chosen at the discretion of qathet Regional District.

2.8. Revisions

Revisions to the proposal may be made prior to the Closing Date.

Revisions:

- must be submitted in writing (via email) to the address specified in the Notice and identify the proponent's name and the proposal being revised;
- must be in accordance with all RFP requirements;
- Price revisions should be stated in the form of an increase or decrease to the bid price by a specified value or unit, in words and figures, without disclosing the original price; and
- must be signed and submitted by an authorized official of the firm, preferably by the same person signing the original submission.

The proponent is solely responsible for the timely delivery of revisions. qathet Regional District will not accept responsibility for systems or other problems that may affect an electronic submission.

2.9. Withdrawal

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to qathet Regional District contact identified in the Notice. Electronic transmission of a request to withdraw is acceptable. A proposal withdrawn after the Closing Date cannot be resubmitted.

3. Evaluation and Award

3.1. Contract Award

Depending on the proposals submitted in response to this RFP, a contract will normally be negotiated and executed with the leading proponent (the "frontrunner") selected in accordance with the evaluation format contained in this RFP. The lowest priced or any proposal will not necessarily be accepted.

The qathet Regional District reserves the right to:

- award portions of the project to different proponents through separate contracts;
- accept proposals in whole or in part, with or without negotiation;

- refuse award of the contract to a proponent qathet Regional District judges to be fully or over committed on other projects;
- refuse award of the contract to a proponent where, in qathet Regional District's sole opinion, the overall bid does not represent fair value;
- refuse award of the contract to a proponent where, in qathet Regional District's sole opinion, the tendered price is considered too low to properly perform the contract; and
- in the case of a sole proposal being received, either:
 - cancel the RFP, notify the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or
 - open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

The proponent will ensure that each member of the workforce who will perform the services in Canada under the contract is either a Canadian citizen, a permanent resident of Canada, or holds a valid employment visa from the Government of Canada.

3.2. Opening of Proposals

Proposal opening and evaluation is not open to the public.

3.3. Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A "mandatory" is an item of information that must be submitted as part of a proposal as proof of eligibility, or may apply to required attendance at a site viewing or proponent's conference. **Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.**

3.4. Evaluation of the Proposals

The proposals will be evaluated in accordance with the Proposal Evaluation Criteria and Weighting System Form attached to this RFP. The submissions will be evaluated based on the criteria detailed in the form and assigned points. Evaluators will not consider any information that does not relate to the specific information requested in the requirement guidelines or attachments.

3.5. Clarification

At qathet Regional District's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where qathet Regional District clarifies its needs.

3.6. Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Where possible, verbal notification shall also be given.

3.7. Suitability of the Frontrunner

The frontrunner may be interviewed and/or qathet Regional District may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify information contained in the proposal submission and to confirm the suitability of the frontrunner. If the frontrunner is deemed unsuitable by qathet Regional District, or if the proposal submission is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or qathet Regional District may choose to terminate the RFP process and not enter into a contract with any of the proponents.

qathet Regional District may interview key persons to assess their scientific, technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

3.8. Negotiation with the Frontrunner

Negotiations may be held with the frontrunner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal as a result of negotiations;
- changes in technical content;
- contract details;

- contract payment details; and
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within seven days of notification to the frontrunner, qathet Regional District may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the frontrunner according to the evaluation procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents.

The qathet Regional District shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal.

The qathet Regional District reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

3.9. Contract Execution

Following completion of negotiations, if any, or following the notification to a frontrunner of acceptance of his/her proposal, qathet Regional District shall complete the contract as appropriate and forward the contract to the frontrunner for execution. qathet Regional District reserves the right to modify the contract as necessary to be commensurate with the proposal submission or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

3.10. Summary of Causes for Rejection of a Proposal

A proposal **will** be rejected for the following reasons:

- failure to attend a mandatory site viewing in its entirety;
- failure to include a specified “mandatory”;
- the proposal submission contains errors, omissions or misrepresentations which, in the sole opinion of qathet Regional District, are of a serious nature;
- the proponent is deemed unsuitable by qathet Regional District;
- in the sole opinion of qathet Regional District, a proponent conflict of interest exists in connection with the project;
- a proposal is submitted after the Closing Date;

A proposal **may** be rejected for the following reasons:

- failure to negotiate a contract with the frontrunner within the timeframe specified in the letter of notification;
- failure to return a duly executed contract within the time specified in qathet Regional District’s forwarding letter;
- failure to follow the required proposal submission procedures;
- the proposal is incomplete;
- the proposal includes a condition contrary to the terms and conditions of the RFP;
- the proposal requirements specified in the RFP are not met;
- the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP.

PART B: REQUIREMENTS

1. Introduction

As the Strategic Wildfire Prevention Initiative (SWPI) Recipient Agreement holder, qathet Regional District invites proposals to implement fuel treatments to reduce fuel hazard and fire behaviour.

A 35.2 hectare area has been identified for fuel treatment. The treatment area is within the Wildland Urban Interface within the boundaries of the City of Powell River, and adjacent to residences on Theodosia Ave, Teakerne St, Mackenzie Ave, and Penticton St in Powell River, BC. This area, part of the Penticton Trails system, is heavily used by local residents for mountain biking, hiking, and dog walking. This project is consistent with the City of Powell River Sustainable Official Community Plan and has support from the Land Manager of the Sunshine Coast Natural Resource District, Powell River Fire Rescue, and the BC Wildfire Service. The project is also consistent with the Powell River Regional District Community Wildfire Protection Plan (CWPP).

The desired outcomes of the project are:

- Wildfire fuel hazard reduction within the Wildland Urban Interface (WUI);
- Hemlock dwarf mistletoe mitigation/reduction;
- Demonstration of integrated stand management principles where multiple resource values and constraints are present and potentially conflicting;
- Operational experience with more accurate estimate of operational costs to complete this type of work in support of other similar planned projects being completed on a larger scale.

2. Description

2.1. Fuel Treatment Implementation

The goal of this fuel treatment is to reduce both surface and crown fuel loads in a manner that reduces fire hazard and fire behaviour potential, and is consistent with the goals, objectives, and recommendations in the Powell River Regional District Community Wildfire Protection Plan (CWPP).

Detailed implementation standards are included in the Prescription Documents and Maps (Part C, Section 1). The proponent must be able to meet the objectives specified in the treatment prescriptions and work plans developed for fuels within the treatment unit. Where a discrepancy between the RFP document and the prescriptions occurs, the prescription will be taken as correct.

This project will require experienced contractors who have the ability to provide the equipment and expertise necessary to meet project deadlines, hire and supervise workers, and the ability to work in unconventional stands with a complex fuel treatment prescription.

Work May Include:

- Cutting and removal/destruction of biomass;
- Thinning trees, and pruning of retained trees;
- Debris disposal including bucking, chipping, pile burning or other debris disposal and/or removal methods;
- Wildlife/Danger Tree Assessment to identify and retain high value wildlife trees without unduly reducing the effectiveness of the fuel management treatment.
- Liaising with community members to increase awareness of urban interface hazard mitigation programs and resources offered by qathet Regional District (and partners). At the direction of the contract administrator, contractors may be required to consult with property owners adjacent to or in the vicinity of the treatment area.

Methods and equipment used to complete work are at the discretion of the contractor but all work must meet the objectives specified in the prescription and work plan developed for fuels within the treatment unit.

The fuel treatment implementation and standards are detailed in the prescription. The proponent must be able to meet all of the implementation standards as detailed in the Prescription Documents and Maps (Part C, Section 1).

Other Conditions

- The contractor is responsible for employing qualified personnel to perform the various tasks involved in completing this project.
- Treatment work is to be complete by May 1, 2019 with all cutting completed by March 31, 2019
- Appropriate safety signage and barriers 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.
- The contractor is responsible for completing all site restoration and repair with respect to impacts of fuel management.

2.2. Timing

Proponents will be notified regarding whether or not they have been successful by December 21, 2018. The contract must be completed by the timeline in the proponent's bid.

RFP Timeline:

RFP Release:	October 16, 2018
RFP Receipt Confirmation:	November 2, 2019
Site viewing	November 7, 2018
RFP Close:	November 26, 2018
Contract Award:	December 21, 2018

Treatments may be delayed or cancelled due to adverse weather conditions that prevent meeting prescription requirements and goals. No compensation shall be awarded to the contractor should treatment area be removed from the project due to regulatory or environmental reasons.

2.3. Deliverables

Contractors must supply invoices for work completed, and outline the man/machine hours, and hectares treated by categorizing costs in the following manner:

Stand Treatments:

- Pruning
- Tree felling including hand and mechanical tree felling
- Thinning, including hand and mechanical thinning

Debris Management:

- Prescribed fire, including pile burning
- Piling, including hand and mechanical piling
- Debris management, including lop and scatter, chipping, mastication and grinding
- Debris removal, including chip removal, hog fuel removal and slash removal
- Danger tree assessments

Danger Tree Assessments

Proper safety program documentation must be available upon request to the project supervisor. Field cards used in assessments must be available upon request (for example, danger tree assessments).

2.4. Safety and Insurance

The proponent submission must clearly state or identify how the proponent meets each of the following requirements. Valid documentation (proof of insurance, safety program, etc.) must be submitted upon request, prior to contract commencement or as an appendix in the proposal document:

- Is registered and in good standing with WorkSafeBC;
- Holds current BC Forest Safety Council SAFE certification;
- Equipment inspection and maintenance records;
- Demonstrates it has the controls and capacity to be designated as the Prime Contractor;
- Must, prior to contract commencement, hold commercial general liability insurance protecting the City of Powell River and qathet Regional District against claims for personal injury, death, property

damage or third party or public liability claims arising out of the services provided by the contractor and be willing to name the City of Powell River and qathet Regional District as additional insured:

- Minimum of \$5,000,000.00 insurance coverage for fuel treatment contractors.
- Automobile Liability insurance, in an amount of not less than \$2,000,000.00 is required on all licensed vehicles owned or used by the Contractor.
- Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.

2.5. Experience and Qualifications

The proponent must meet the following requirements for experience and qualifications:

- The proponent, including project team and sub-consultants, have previously and satisfactorily completed a project of the same type and size as the one described in the RFP documents, and
- The proponent's project team and sub-consultants have a minimum of 3 or more years of operational logging or arboriculture/tree service project experience, and
- The proponent must have had no contract cancellations/terminations, Stop Work Orders, or security deposits forfeited in whole or in part within the last two (2) years.

2.6. Proposal Document Submission

Proposals must be submitted in accordance with the information provided in the RFP package. qathet Regional District, its employees, and agents assume no responsibility for the timely receipt of any proposals.

The information provided by proponents will be evaluated using a points weighting system (Part C, Section 2). It is important that all information requested is provided, or points will be deducted for missing sections or information.

Proposal Submission Format

Proposals will be evaluated by staff members of the qathet Regional District according to the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority. Contractors should submit their proposal in the following preferred format:

Table of Contents

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

Letter of Introduction

- Include RFP title, Proponent company name, address, telephone number, email address and contact person;
- Limited to one (1) page that introduces the Proponent's company. This letter with the proposal and the letter must be signed by the person(s) authorized to bind the proponent to their proposed offer (RFP response).

Project Proposal

The proponent should clearly demonstrate their understanding of the requirements and scope of the project.

Details of the proposal should include but is not limited to:

- Methodology and Work Plan:
 - Explanation of how all RFP/Project results and specifications detailed in the prescription will be achieved.
 - Methods for fuel removal, reduction, and debris disposal.
 - Methods for quality control monitoring, risk management and reporting.
- Personnel Qualifications and Organization:
Project team, description and role of key contractor team members and sub-consultants.

Their job descriptions, roles, responsibilities, reporting relationships should be detailed. Include resumes and relevant training certifications for all personnel (i.e., DTA, First Aid, S100, etc.).

- **Proponent Experience:**

Proponent companies must submit proof of 3 years of fuel management or similar experience in recent years.

Description of relevant project experience including experience as a Prime Contractor.

Safety and Insurance

- Provide proof that the contractor is registered and in good standing with WorkSafeBC and has successful certification in the BC Forest Safety Council SAFE Companies Program.
- Demonstrate the contractor has the controls and capacity to be designated as the Prime Contractor and state the contractor's willingness to act as the Prime Contractor on site for the project.
- Description of company safety plan implementation in relation to this project (i.e., relevant policies, safe work practices, emergency procedures for planned activities). Statement of commitment to obtain required insurance and/or verification of insurance already held. Valid documentation may be submitted as an appendix to the proposal (proof of insurance, safety program, etc.)

Equipment

Inventory of equipment supplied including, but not limited to: personal protective equipment, hand tools, chainsaws, brushsaws, fire suppression equipment, trucks.

Pricing and Timeline

Proponents must submit a completed Price Offer and Schedule Form provided in Attachments Part C, Section 3. The proponent should provide supplementary information to support this and demonstrate how they will meet proposed budgets and timelines. Price should be provided in dollars per hectare, exclusive of GST.

Proponent Commitment

Proposals must include a completed and signed Proponent Commitment (as in Section 2.8). This form must be completed and signed by the person(s) authorized to bind the proponent to their proposed offer (RFP response).

References

- The Proponent must submit a minimum of three (3) references. References must be able to comment on the ability of Proponent to complete similar project work.
- References should be current, within the past 3 years. Current phone numbers and/or email must be provided for each reference, as well as a brief description of the work completed for each.

Appendices

- Supporting documentation as/if available (i.e. resumes, certifications, proof of insurance, safety program)

2.7. Submission Mandatory Requirements

In addition to the preferred information, the following information must be provided with or stated in the proponent's submission. Failure to address or provide any of the following **mandatory** items will result in the rejection of the submission. The proponent must:

- provide proof of registration and good standing with WorkSafeBC;
- provide proof of current BC Forest Safety Council SAFE certification;
- demonstrate it has the controls and capacity to be designated as the Prime Contractor;
- state willingness to act as the Prime Contractor on site for the project;
- submit proof of 3 years of fuel management or similar experience in recent years.
- provide a minimum of three (3) fuel management references.
- list the project team including the description and roles of key team members and sub-consultants.

- submit a completed version of the attached Price Offer and Schedule (Part C, Section 3)
- submit a completed version of the attached Proponent Commitment Form (Part B, Section 2.8).

2.8. Proponent Commitment

The Request for Proposal response must be completed and received via email to qathet Regional District with the proponent's proposal:

Contact Person: Ryan Thoms, Manager of Emergency Services

Address: #202 – 4675 Marine Avenue
Powell River, BC V8A 2L2

Telephone No: (604) 485-2260

Email: emergcoord@powellriverrd.bc.ca

This section to be completed by proponent and included in the proposal submission:

Provided that this proposal is accepted within sixty (60) calendar days from the closing date, the undersigned agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, and any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions, and specifications, the undersigned agrees to supply products and services at the prices quoted. The statements made in this proposal are correct and truthful representations. If selected, I / we shall negotiate in good faith with the Contracting Agency.

Company Name	_____	
Company Address	_____	
Postal Code	_____	Phone Number _____
Signature of Signing Officer	_____	
Name of Signing Officer	_____	
Title of Signing Officer	_____	
Date	_____	

PART C: ATTACHMENTS

1. Prescription Document and Map(s)

See separate attachment prepared by B.A. Blackwell & Associates under contract to the qathet Regional District: Penticton Trails Fuel Management Prescription #1 and Prescription #1 Map Final.

2. Proposal evaluation criteria and weighting system.

<p>MANDATORIES</p> <p>Are all mandatories included with the proposal?</p> <ul style="list-style-type: none"> - Safety and insurance - Proponent qualifications and experience - Proposal document - Proponent commitment - Price offer and schedule 	<p>Evaluated / Rejected</p>
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CRITERIA	Possible Points	Total Points Given
<p><i>Points out of 5: 0-1 Minimally addressed requirements/2-4 Meets requirements/ 5 Exceeds requirements</i> <i>Points out of 10: 0-4 Minimally addressed requirements/5-8 Meets requirements/9-10 Exceeds requirements</i></p>		
<p>VENDOR CAPABILITIES: (40% of total points)</p>		
<p>Experience with commercial corporations or government clients: Does the bidder demonstrate experience with clients and projects similar to the size and scope required in the RFP? How clearly does the bidder detail this information? Has the contractor operated in this ecosystem/forest type before? Is the contractor familiar with the community/location where the treatments are planned? Did the bidder provide sufficient detail to determine ability?</p>	<p>0-10 pts</p>	
<p>Are the minimum number of references provided? Extent that the references reflect ability?</p>	<p>0-10 pts</p>	
<p>Years of experience (minimum 3 years): Experience relates to the amount of time in providing the RFP service requirements, not necessarily the time the business has been in operation.</p>	<p>0-10 pts</p>	
<p>Project personnel qualifications: Are key personnel identified? Are key personnel roles, responsibilities and resumes identified and provided? Does the company personnel support the level of service required? Does the bidder clearly explain any subcontractor roles, responsibilities, and qualifications?</p>	<p>0-10 pts</p>	
<p>Total Vendor Capability Points (A)</p>	<p>40</p>	

CRITERIA	Possible Points	Total Points Given
<i>Points out of 5: 0-1 Minimally addressed requirements/2-4 Meets requirements/ 5 Exceeds requirements Points out of 10: 0-4 Minimally addressed requirements/5-8 Meets requirements/9-10 Exceeds requirements</i>		
PROPOSAL: (30% of Total Points)		
Completeness and acceptability of work plan: Did the narrative sufficiently explain how work will be performed; identify staff, equipment, supplies, subcontract supervision, strategies, reporting, and; overall quality of the work plan? Extent of quality control. Did the bidder reflect quality standards to be utilized and describe policies or procedures for implementation? Did the bidder provide sufficient detail and insight to the responsibilities?	0-10 pts	
Proposal Organization and Clarity: Is work plan clearly and explicitly defined? Was the plan well organized and presented in a clear, concise and logical manner?	0-5 pts	
Timelines: Are the timelines for project completion reasonable and clearly identified in terms of the resources the bidder has proposed?	0-5 pts	
Safety: Did the bidder clearly outline and discuss their emergency contingency plans and demonstrate suitable safety controls and capacity to act as a Prime Contractor?	0-10 pts	
Total Proposal Points (B)	30	
COST (30% OF TOTAL POINTS)		
(Low bid/this bid) x total maximum points for cost = points (C)	30	
GRAND TOTAL WORKSHEET POINTS (A+B+C) = D (D)	100	

3. Price Offer and Schedule

(Use of this form is mandatory)

Treatment Unit	Net Area (ha)	Start Date ¹	Completion Date	Total Time (Days)	Minimum Crew Size	Price/ha (\$)	Total Cost (\$) (excl GST)	Comments
1	34							

Notes:

¹ If the start date is delayed due to unanticipated delays due to weather or values at risk, all end dates will be shifted by the number of days between the proposed and actual start date.

4. RFP Receipt Confirmation Form

RFP RECEIPT CONFIRMATION FORM

Please complete this form and return immediately to:

Contact Person: Ryan Thoms, Manager of Emergency Services

Address: #202 – 4675 Marine Avenue, Powell River, BC V8A 2L2

Telephone No: (604) 485-2260

Email: emergcoord@powellriverrd.bc.ca

Failure to return this form may result in no further communication regarding this RFP. A mandatory site viewing may be scheduled for this RFP. Failure to attend will result in disqualification.

Company Name: _____

Address: _____

Contact Person

Title: _____

Phone Number: _____

Facsimile Number: _____

Email: _____

**I/we have received a copy of the above noted RFP
(RFP - qathet Regional District Penticton Trails Operational Fuel Treatment #1)**

will be submitting a proposal

Signature: _____ Print Name: _____

Title:

Date: _____