



## Request for Proposals Town of Smithers Riverside Fuels Management Treatment Implementation

RFP Issue Date: Monday, February 6<sup>th</sup>, 2023

RFP Closing Date: Friday, February 24<sup>th</sup>, 2023

RFP Closing Time: 14:00 hrs PST

Site Visit: **Recommended**

Site Visit Date: Friday, February 17<sup>th</sup> 2023

Site Visit Time: 10:00 hrs PST

## 1.0 Introduction:

### 1.01 Invitation to Proponents:

The Town of Smithers (“the Town”) invites experienced and qualified contractors to submit a Proposal in response to this Request for Proposal (RFP) for the completion of fuels management treatment activities within the *Riverside Fuels Management Treatment area*.

Experienced and qualified respondents may be added to a **Select Bidders List** for future fuels management implementation opportunities.

### 1.02 Town of Smithers

The Town of Smithers is set against Hudson Bay Mountain with a population of approximately 5400 and serves as a commercial hub for the Bulkley Valley with a population of approximately 12,000.

Additional information can be found at: <https://www.smithers.ca/>.

### 1.03 Project Background

The Town is engaged in community wildfire risk reduction planning initiatives that reduce the risk of wildfire to our community and increase the resiliency of our community to these events. These initiatives are outlined in the Town’s recently completed Community Wildfire Resiliency Plan (CWRP) which replaces the existing Community Wildfire Protection Plan (CWPP) completed in 2012. The recommendations of the CWRP are grounded in the four pillars of emergency management and structured around the seven FireSmart disciplines. These plans identify fuels management opportunities on Municipally owned lands where hazardous forest fuels put values at risk.

A fuels management prescription was completed for the Riverside Treatment area in the summer of 2022. This area was identified as a priority for mitigation in the Town’s existing CWPP.

The Riverside prescription area is 23.4 ha in size and consists of six (6) Treatment Units. Treatment Unit 6 occurs on Provincial Crown Land and is not included in this opportunity. Treatment Units 1 thru 5 extend from a popular recreation trail to Private land parcels upslope of the trail corridor.

### 1.04 Contract Administration

For this project the Town’s representative is:

Kelly Zacharias  
Fire Chief, Town of Smithers  
[kzacharias@smithers.ca](mailto:kzacharias@smithers.ca)

The Contract Administrator and Works Inspector is:

Shane van de Water  
FireSmart Coordinator, Flicker Land Management  
[shane.vandewater@flickerlm.ca](mailto:shane.vandewater@flickerlm.ca)

## 2.0 Deliverables

### 2.01 Scope of Work

The Project includes the prescribed treatment activities in TU-1, 2, 3, 4, and 5 **only** – the prescribed treatment activities in TU-6 have not been included in this opportunity. A Prescription Map has been included in Appendix 1.

TU	Gross (ha)	Net (ha)	NP_Trail (ha)	NP_ROW (ha)
1	10.0	8.9	1.0	0.2
2	0.8	0.8	0.0	0.0
3	4.4	4.4	0.0	0.0
4	2.0	2.0	0.0	0.0
5	2.7	2.5	0.2	0.0
<b>Totals</b>	<b>20.0</b>	<b>18.6</b>	<b>1.2</b>	<b>0.2</b>

Treatment activities are not required on trail surfaces or within identified rights-of-way. **Therefore, the project area is 18.6 ha.**

The prescribed treatment activities have been designed to reduce the risk of wildfire through the modification and/or removal of hazardous forest fuels. Treatment implementation will require a phased approach.

The successful Contractor will complete the prescribed treatment activities to the standard described in the Riverside Fuels Management Prescription included in Appendix 2, unless otherwise specified in this RFP or the attached contract specimen included in Appendix 3.

Prescribed treatment activities include the following project phases:

- Hazard Tree Removal:
  - Assessment and removal of Danger Trees to maintain worker safety.
- Stand Thinning:
  - Removal of coniferous understory trees to reduce horizontal and vertical continuity between forest fuels.
- Pruning of Residuals:
  - Pruning of limbs on residual coniferous trees to remove ladder fuels and maintain a canopy base height of 2.5 m.
- Surface Fuel Reductions:
  - Reductions to existing dead and downed woody materials and treatment residues to reduce surface fire intensities.
- Debris Management:
  - TU-1 and -5:

- >12.5 cm: Transport to Riverside Campground and buck to 40 cm (16 in) lengths for use as firewood.
- <12.5 cm: Chip and transport to a designated location within 5 km of the project area.
- TU-2, -3, and -4:
  - >7.0 cm: Limb and buck to the ground.
  - <7.0 cm: Move to trailside. Chip and transport to a designated location within 5 km of the project area.
- Open Burning of woody debris and treatment residues is to be avoided. Should Open Burning become necessary it will only occur with the written approval of the Fire Chief.

## 2.02 Terms of Engagement

The successful Contractor will be prepared to commence work immediately upon the project area becoming sufficiently snow-free, as determined by the Contract Administrator, and all treatment activities shall be completed by **July 31<sup>st</sup>, 2023**.

The successful Contractor will work closely with the Contract Administrator and the Town's Representative. The Contract Administrator will act as the primary interpreter of the Contract and will be the primary means of communication between the Contractor and the Town's Representative.

## 2.03 Budget

The project is funded through a Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) program grant. The Project Budget is capped at **\$115,000 CAD**. Proposals that exceed that amount will not be considered.

# 3.0 Contractor Requirements

## 3.01 General Requirements

The Contractor shall provide the Town with proof of the following prior to beginning work on this project:

- A Town of Smithers Business License.
- A WorkSafe BC Clearance Letter indicating that the Contractors account is active and in good standing.
- Proof of certification under the BC Forest Safety Council SAFE Company Program.
- Commercial General Liability Insurance coverage in the minimum amount of \$5,000,000 per incident, with the Town of Smithers listed as additionally insured.
- Automobile Liability Insurance coverage in the minimum amount of \$5,000,000 per incident

The Contractor must carry out all works in accordance with applicable Legislation and Municipal Bylaws.

3.02 Contractor Eligibility

Contractor eligibility requirements have not been specified.

3.03 Contractor Qualifications

Contractors will be considered to be Qualified where they are:

- Registered and in good standing with WorkSafe BC.
- Capable of proving sufficient capacity to complete the Project.
- Capable of proving previous experience in the completion of fuels management, silviculture, vegetation management, or other similar forestry projects.

## 4.0 Submission Contents

To be considered, the Contractor must include the following information in their proposal:

- The Contact Information for the Contractor including the firm name, address, telephone, fax (if available), and email address;
- A Contractor Profile describing the firm;
- A list of previous related projects that have been completed by the contractor as well as contacts that may be used as references;
- The names and resumes of Key Personnel who would be responsible for the implementation of treatment activities.
- A detailed description of the Contractors capacity and proposed methodology to complete each phase of the Project. Include any proposed sub-contractors;
- A detailed schedule indicating when the project may be undertaken and completed by;
  - For the purposes of the detailed schedule assuming a snow free date of **April 17<sup>th</sup>, 2023**.
- A declaration of any potential scheduling conflict, and a statement as to other major commitments which the Contractor has during the project duration and how this will affect the project;
- A proposed budget to complete each phase of the project provided as a per hectare rate and extrapolated to the total project area (see example below). Include fees estimate, travel costs and disbursements.

Description of Work / Phase	\$/ha	Area (ha)	Total
<i>Hazard Tree Removal</i>		<b>18.6</b>	
<i>Stand Thinning</i>			
<i>Stand Pruning</i>			
<i>Surface Fuel Reduction</i>			
<i>Debris Management</i>			
<b>Total</b>	<b>\$</b>		<b>\$</b>

## 5.0 RFP Process

### 5.01 Timeline:

Event	Date
RFP Issue Date	February 1 <sup>st</sup> , 2023
Site Visit – Mandatory	February 13 <sup>th</sup> , 2023 at 10:00 hrs PST
Deadline for Questions	February 17 <sup>th</sup> , 2023
RFP Closing Date and Time	February 21 <sup>st</sup> , 2023 at 14:00 hrs PST
Anticipated notice of Award	Week of February 27 <sup>th</sup> , 2023

The above dates are subject to change at the discretion of the Town.

It is anticipated that Contractor selection will occur at the **February 28<sup>th</sup>, 2023** Regular Council meeting.

### 5.02 Enquiries

The point of contact for the Town for any queries or questions related to this RFP (Contract Administrator) is:

Shane van de Water, FireSmart Coordinator  
 Email: [shane.vandewater@flickerlm.ca](mailto:shane.vandewater@flickerlm.ca)

Contractors should contact the Contract Administrator with any questions, in writing, by email only, prior to the Deadline for Questions noted in Section 5.01. Questions received after the Deadline for Questions will be addressed if time permits.

### 5.03 Site Visit

Interested Contractors **are highly encouraged to** attend an **optional** Site Visit on **February 17<sup>th</sup>, 2023** at 10:00 hrs PST. Meeting location will be the Riverside Municipal Campground, 3843 19<sup>th</sup> Ave, Smithers, BC. Contractors interested in attending are asked to contact Contract Administrator provided in Section 5.02.

### 5.04 Submissions

Proposals will be accepted up until **14:00 hrs PST on Friday, February 24<sup>th</sup>, 2023**.

Please submit three (3) copies of your proposal in a sealed envelope marked **“Proposal for Riverside Fuels Management Treatment Implementation”**, addressed to:

Kelly Zacharias  
Fire Chief – Town of Smithers  
Box 879, 1027 Aldous Street  
Smithers, B.C. VOJ 2N0.

## 6.0 Evaluation and Acceptance of Proposals:

The proposals will be evaluated taking the following factors into account:

- Understanding and Methodology
- Experience and/or reputation of the Contractor and Sub-Contractors
- Availability to complete the project within the given timeline
- Monetary amount of the proposal.

The Town wishes to stress the monetary value of the proposal will be considered at the end of the evaluation process. Factors listed above will be given primary consideration prior to reviewing fee estimates. The Town's Purchasing Policy applies and is available if requested.

Contractor selection will be on the recommendation of the Town Representative and Contract Administrator, with the final decision to be made by Town Council. The successful Contractor will enter into a Professional Services Agreement with the Town.

## 7.0 Other Information:

All proposals will become the property of the Town of Smithers. All proposals are confidential and will be so treated. Information outlined in this Terms of Reference must be held in confidence by recipient firms.

All proposals must be firm offers and valid for sixty (60) calendar days following the last day to accept proposals. If a proposal is accepted by the Town, expenditures up to the amount of the proposal, or as otherwise agreed, will be authorized as will the mutually agreed date for the completion of services provided by the Contractor. Advance notice for any increase in the total remuneration or extensions to the time required to complete the services is obligatory. No over-expenditure or extension of time will be permitted without prior authorization in writing.

The Town reserves the right to waive informalities in or reject any or all proposals, or to accept the proposal deemed most favourable in the interest of the Town. The lowest fee, or any proposal may not necessarily be accepted.

In no event will the Town of Smithers be responsible for the costs of preparation and submission of a Proposal.