

REQUEST FOR PROPOSAL



Issue Date: January 18, 2021

PROJECT: Town of Lake Cowichan Operational Fuel Treatment

I. PROJECT SUMMARY

The Town of Lake Cowichan invites proposals from qualified firms and/or individuals ("Proponents") on an operational fuel reduction project, which involves hazard tree removal, thinning from below, surface fuel reduction, pruning and debris removal on 18 hectares of land at two sites – Blocks 1 and 2 at Lakeview area - in the Town of Lake Cowichan. This is a provincially approved project funded jointly with Union of BC Municipalities (UBCM) Strategic Wildfire Prevention Initiative (SWPI) and the Town of Lake Cowichan. The specific objective of this project is to increase resiliency of the western flanks of the Town of Lake Cowichan from wildfire. The project is consistent with the current Town of Lake Cowichan Community Wildfire Protection Plan (CWPP).

This Request for Proposal (RFP) is for undertaking a Fuel Management Treatment for the project area according to Fuel Management Prescriptions already developed and approved for the two areas and as described in some detail in the two attachments.

The Town of Lake Cowichan is requesting submission of proposals from Proponent(s) with proven experience in this area.

Contractors must demonstrate they meet the qualifications and experience as outlined in the Request for Proposal (RFP), and must be registered in good standing with the Forest Safety Council (FSC). A contractor must have proven sufficient resources to complete the project by the established deadline. Extensions will not be granted.

Any amendment to this call for proposals, including amended documents, plans and specifications (where applicable), will be issued by the Town of Lake Cowichan.

The Town of Lake Cowichan reserves the right to reject all proposals for any reason or to accept any proposal deemed most advantageous to the Town. The lowest or any proposal may not necessarily be accepted.

II. BID SUBMISSION

The proposals shall respond to the information contained within this RFP document and should include the following:

1. Scope of Work

The purpose of this project is to complete the work described in the Operational Fuel Treatment Prescriptions prepared by Strathcona Forestry Consulting and which is attached as Appendices "A" and "B". Specific treatment maps are attached as Appendices "C" and "D". Project details and timelines in how the project will be implemented, managed and completed must be provided.

2. Required Elements of the Proposal

The proposal should contain sufficient information to demonstrate to the Town that the Proponent(s) is qualified to provide the specified services in the appropriate time frame at the most suitable cost.

The proposal should include, at a minimum, the following:

a) Statement of Understanding

Provide a written statement demonstrating the Proponent(s) understanding of the project. The statement should include that the Proponent(s) understands the 'scope of work' and will produce a final information report for Council's review.

b) Corporate Experience and Project Team

- Provide the full name, address, and telephone number of the submitting office of the Proponent(s) and where applicable, the name, address and telephone number of any branch office, affiliate or Sub-Proponent(s) that will be involved in the project.
- Identify the proposed Project Manager who will be the single point of contact, responsible for direct interaction with the Town. State his/her position and professional discipline. Describe the work to be performed by the Project Manager, his/her qualifications and substantive experience directly related to the proposed project.
- Provide a list of seniority/junior team members including the Project Manager that will be working on the project and include a description of each person's role in the project, a summary of related projects and individual resumes showing experience, qualifications, and roles/responsibilities on similar projects. Include any affiliates or Sub-Proponent(s) and a statement of their responsibilities, experience and expected involvement.
- The Proposals should include the following endorsement: "Identified Project Team members shall only be replaced with written approval of the Town of Lake Cowichan."

c) Methodology

Define in detail the methodology as to who, what, when, where, and how the work will be implemented in compliance with the developed prescriptions. Focus on who will do the work, including the amount and type of work performed by each team member. Discuss how each task will be carried out and what services or interaction is required from/with the Town of Lake Cowichan. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use that are relevant to the required services.

d) Fees and Expenses

- i) The Fee Proposal shall specify a Maximum Lump Sum Fee for all Project work up to and including the completion. The Maximum Lump Sum Fee will include all costs including taxes, labour, equipment, Sub-Proponent(s), expenses, travel and disbursement costs.
- ii) A schedule of hourly rates for all personnel proposed, equipment, travel, and disbursement rates for the project are to be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.
- iii) All costs incurred by the Proponent(s) above the submitted Maximum Lump Sum Fee will be the sole responsibility of the Proponent(s) unless approved by the Town in writing due to a revised Scope of Work.
- iv) Fee Proposal must include all applicable taxes but shown taxes as separate items.
- v) The Fee Proposal is to include a detailed breakdown of effort personnel, hourly rates, travel, disbursements, tasks and firms. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.
- vi) The Proponent(s) will manage their schedule, resources and budget very closely throughout the duration of this assignment. Failure to do so may result in breach of contract.
- vii) A bid sheet outlining summarizing per hectare cost as attached must be submitted.

e) References

A minimum of three (3) previous local government client references must be provided for related projects. Each reference must include:

- i) Project description including location, dates, budget, and actual costs; and
- ii) Current contact name and phone number.

3. Proposed Schedule

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should take no more than two (2) months to complete. The Town anticipates awarding the contract by January 26, 2021. The project must be completed by March 31, 2021.

4. Required Qualifications

This contractor must have proven experience in Operational Fuel Treatment work.

The submission shall provide the following details:

- i) Firm (s') name, address, email and brief firm description;
- ii) References from three clients for comparable work undertaken; and
- iii) Firm (s') professional experience in completing projects of a similar nature and subject matter.

5. Project Deliverables

1. Provide fully equipped crew, including crew supervisor, to undertake work with use of personnel from the area.
2. Complete Operational Forest Fuel Treatment activities that include but are not limited to tree falling, power saw use, pruning and debris disposal.
3. Complete all work within the prescribed operational window.

III. EVALUATION CRITERIA:

During the evaluation process any or all of the firms may be invited for a telephone or in-person interview at their own expense. Consultants will be evaluated specifically on:

- quality of the proposal;
- responsiveness to the requirements of the RFP;
- qualifications and relevant experience;
- understanding of the project;
- quality of work experience; and
- proposed budget and ability to complete the work.

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

All materials submitted regarding this RFT and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

IV. INSURANCE

The successful Proponent(s) will be required to, at the Proponent(s) expense, Commercial General Liability Insurance with additional firefighting clause.

The insurance shall have a minimum Limit of Liability of \$2,000,000 per claim and \$2,000,000 per policy period. The maximum deductible shall be \$5,000. The Town of Lake Cowichan must be named as an additional liability.

V. WORKSAFE BC

The Proponent(s) and any proposed Sub-Proponent(s) are required to provide their WorkSafe BC Registration Number.

VI. FOREST SAFETY COUNCIL (FSC) Registration

The proponent(s) must be registered in good standing with the Forest Safety Council and must provide the registration number or have applied to be registered with the Forest Safety Council.

I. CONTRACT

The successful proponent will be required to enter into a contract with the Town.

II. SUBMISSION REQUIREMENTS:

The Town of Lake Cowichan shall receive the proposals no later than **4 pm, Monday, January 25th, 2021** as either one hard copy (delivered) or one digital copy (if by email).

Proposals shall be addressed to:
Joseph A. Fernandez, Chief Administrative Officer
Town of Lake Cowichan
P.O. Box 860,
39 South Shore Road
Lake Cowichan BC V0R 2G0
Email: jfernandez@lakecowichan.ca

For technical inquiries contact Steve Vatcher at 250-749-3522 or email svatcher@lakecowichan.ca