



REGIONAL DISTRICT
of Fraser-Fort George

REQUEST FOR PROPOSALS
CS-24-01

**Consulting Services for the Development of
Community Wildfire Resiliency Plans (CWRPs)**

- Date Issued:** February 16, 2024
- Closing Location:** Regional District Office
3rd Floor, 155 George Street,
Prince George, BC V2L 1P8
purchasing@rdffg.bc.ca
- Closing Time:** **March 28, 2024**
2:00 pm (Pacific Standard Time)
No Public Opening
- Inquiries:** Colby Molcak, Emergency Services Coordinator
Project Manager
colby.molcak@rdffg.bc.ca
- Note:** Late submissions will not be considered.



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**Request For Proposals
CS-24-01
Community Wildfire Resiliency Plans (CWRPs)**

1.0 INTRODUCTION

The Regional District of Fraser-Fort George (Regional District) is requesting Proposals from qualified and experienced consultants to develop seven individual Community Wildfire Resiliency Plans (CWRPs), one for each of the seven (7) electoral areas within the region. The electoral areas are as follows:

- 1) [Electoral Area A \(Salmon River-Lakes\)](#)
- 2) [Electoral Area C \(Chilako River-Nechako\)](#)
- 3) [Electoral Area D \(Tabor Lake-Stone Creek\)](#)
- 4) [Electoral Area E \(Woodpecker-Hixon\)](#)
- 5) [Electoral Area F \(Willow River-Upper Fraser\)](#)
- 6) [Electoral Area G \(Crooked River-Parsnip\)](#)
- 7) [Electoral Area H \(Robson Valley-Canoe\)](#)

The entire project must be completed no later than February 28, 2025.

2.0 INVITATION AND SUBMISSION INSTRUCTIONS

2.1 Request for Proposals (RFP) Documents

RFP Documents may be obtained on, or after the Issue Date as follows:

- a) in a PDF (Portable Document Format) file format from the Regional District's website at www.rdffg.ca, or
- b) on the BCBid website @ www.bcbid.gov.bc.ca.

All subsequent information regarding this RFP, including addendum(a) and answers to questions will also be available as above.

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

The lowest priced or any Proposal will not necessarily be accepted. The Regional District reserves the right to accept or reject any or all Proposals.

2.2 Proposal Submissions and Closing Time

Proposals must be in English and submitted using one of the submission methods below.

The submission must include a Title page that identifies the RFP and Proponent information, and a letter of introduction that includes the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound to the RFP process.

The Regional District will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the Regional District's main office at 155 George Street, Prince George, BC.

All Proposals must be submitted to the Regional District's General Manager of Financial



Services by 2:00 p.m. (local time) on March 28, 2024.

Proposals submitted by fax will **NOT** be accepted. Any Proposal received after the closing time will be considered disqualified and will be returned to the Proponent.

Submissions methods

1. Email format
 - Proposal attached to the email in a PDF, or equivalent, format and emailed to purchasing@rdffg.bc.ca. The subject line should read “**CS-24-01 – Consulting Services for the Development of Community Wildfire Resiliency Plans (CWRPs) - [Proponent Name]**”, (The maximum file size able to be received by the Regional District is 35 MB); **or**
2. Electronic format submitted on a USB readable device with the Proposal in a PDF, or equivalent, format; **or**
3. Hard copy format with three (3) complete Proposal copies.

Mail or courier (USB or hard copy formats)

Proponents should submit their Proposal in a sealed envelope with the following information written on the outside of the envelope containing the Proposal, as well as on the outside of the courier envelope (if sending by courier):

Attention: General Manager of Financial Services
Regional District of Fraser-Fort George
3rd Floor, 155 George Street, Prince George, BC V2L 1P8

Request for Proposals: CS-24-01 Consulting Services for the
Development of Community Wildfire Resiliency Plans

Responding Proponent's name and address.

To be considered, Proposals must include a letter of introduction and be signed by an authorized signatory of the Proponent. By signing the Proposal, the Proponent is bound to statements made in response to this RFP. Any unsigned Proposal received by the Regional District will be rejected.

Proposals not submitted in strict accordance with these instructions or not complying with the requirements in this RFP may be rejected.

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. Should errors be discovered, they will be corrected by the Proponent at their expense before Closing Time.

The Regional District reserves the right to negotiate with any Proponent at its discretion. The Proponents will be qualified, competent and capable of performing the work. The Proponent may be required to provide evidence of previous experience and financial responsibility before a contract is awarded.

2.3 Proponents Site Meeting

There will be no mandatory site meeting for this RFP.

2.4 Acknowledgement Letter



Upon receipt of this RFP, a potential Proponent should complete and sign the Acknowledgement Letter (Appendix "A") and email the signed Acknowledgement Letter to the Project Manager, Colby Molcak at colby.molcak@rdffg.bc.ca.

A Proponent who signs and returns the Acknowledgement Letter is not obligated to submit a Proposal.

Any Proponent who does not submit the Acknowledgement Letter will not be sent any Addendum(a) or answers to questions and their Proposal may be disqualified if it is incomplete or non-compliant as a result of the Proponent's failure to acknowledge receipt of an addendum in accordance with this RFP, or as a result of the Proponent's failure to comply with the requirements of an addendum to this RFP.

3.0 RFP PROCESS RULES

3.1 Definitions

"Addendum(a)" means all additional information regarding this RFP including amendments to the RFP.

"BC Bid" means the BC Bid website located at www.bcbid.gov.bc.ca.

"Board" means the Board of the Regional District of Fraser-Fort George.

"Closing Location" includes the location or email address for submissions indicated on the Title page of this RFP, or BC Bid, as applicable.

"Closing Time" means the closing time and date for this RFP as set out on the Title page of this RFP.

"Contract" means the written agreement resulting from this Request for Proposal, if any, in accordance with this Request for Proposal.

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District.

"Must" means a requirement that is to be met in order for the Proposal to receive consideration.

"Place of Work" means the designated site or location of the Work identified in the Contract Documents.

"Project Manager" means the Regional District's representative.

"Proponent" means the person submitting a Proposal.

"Proposal" means a submission in response to this Request for Proposal.

"Regional District" means the Regional District of Fraser-Fort George.

"Request for Proposal" or "RFP" means the request for Proposal described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addendum(a).

"Should" or "May" means a requirement having a significant degree of importance to the objective of the request for Proposals, but which the Regional District would strongly prefer to be fulfilled, and which the Regional District may in its sole discretion elect to treat the failure to fulfill as a ground for rejection of a Proposal.



“Subcontractor” means a person or entity having direct contact with the Contractor to perform a part or parts of the Work at the Place of the Work

“Total Contract Price” means the fully inclusive, all-in total contract price, constituting the aggregate sum of all compensation whatsoever quoted by and receivable by a Proponent in its Proposal with respect to the Services contemplated by this RFP and, unless expressly and specifically agreed in writing by the Regional District. Otherwise, shall be the maximum compensation and consideration receivable by the Consultant under the Contract or otherwise for providing all Services, including incidentals, contemplated under the Contract. The Total Contract Price shall include, without limitation, all professional fees, consulting fees, staff time, and other Service fees, all Disbursements, costs, expenses, allowances and charges whatsoever, all items and incidentals to be provided pursuant to the RFP and anything properly included as a best practice. Total Contract Price does not include applicable taxes.

“Work” means the total construction and/or related professional services required by the Contract Documents.

3.2 Acceptance of Terms and Conditions

Submitting a Proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addendum(a).

3.3 Submission of Proposal

Proposals must be submitted before the Closing Time on the Title page of this RFP using one of the submission methods listed in section 2.2. Proposals will not be accepted by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments and/or enclosures, before the Closing Time.

3.4 Errors, Omissions, Clarifications

It is the sole responsibility of the Proponent to ascertain that they have received a full set of the RFP documents. Upon submission of their Proposal, the Proponent will be deemed conclusively to have been in possession of a full set of the RFP documents.

All requests for clarification or inquiries must be made to the Project Manager at colby.molcak@rdffg.bc.ca by Friday, March 15, 2024 in order that addendum(a), if necessary, are issued in time for all Proponents to complete their Proposal submission and have it delivered to the Regional District office prior to the closing time on the submission date.

If the Regional District, in the Regional District’s sole discretion, determines that a clarification, addition, deletion, or revision of the RFP is required then the Regional District will issue an addendum and the addendum will be posted on the Regional District website and BC Bid.

It is the sole responsibility of the Proponent to check for addendums.

3.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the Proposal receipt time as recorded by the Regional District at the Closing Location will prevail whether accurate or not.

3.6 Changes to Proposals



By submitting written notice, the Proponent may amend or withdraw its Proposal before the Closing Time. Proponents should use a consistent submission method for submitting Proposals and any amendments or withdrawals.

3.7 Conflict of Interest

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix “B”).

The Regional District may reject a Proposal based on an actual, potential or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the Proponent, is an officer, employee or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b) in the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process.

(collectively, “Restricted Parties”)

A Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a Restricted Party, should request an advance decision by submitting to the Project Manager, not less than ten working days (Friday, March 15, 2024) prior to the Closing Time, by email, the following information:

- a) names and contact information of the Proponent and the person for which the advance opinion is requested;
- b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c) copies of any relevant documentation.

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided.

If the Proponent has identified an actual, perceived or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict of Interest Disclosure Statement (Appendix “B”) to the Project Manager by Friday, March 15, 2024.

3.8 Subcontractors

All Subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as per the form attached as Appendix “D”.

A Proponent may not subcontract to a company or individual whose current or past corporate or other interests, may, in the Regional District’s opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the company or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the



Proponent should consult with the Project Manager prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual, perceived or potential, in respect of the RFP.

3.9 Rejection of Proposal

The Regional District may, in its sole discretion, reject any and all Proposals, or accept the Proposal deemed most favourable in the interests of the Regional District. The lowest, or any Proposal, will not necessarily be awarded.

Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this RFP may be disqualified or rejected. The Regional District may, however, in its sole discretion, reject or retain for its consideration Proposals which are non-conforming because they do not contain the content or form required by the RFP, or for failure to comply with the process for submission set out in this RFP, whether or not such non-compliance is material.

The Regional District's intent is to enter into a Contract with the Proponent who has submitted the best proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP. The Regional District reserves the right in its sole unrestricted discretion to:

- a) accept any Proposal which the Regional District deems most advantageous to itself;
- b) reject any and/or all irregularities in a Proposal submitted;
- c) waive any defect or deficiency in a Proposal whether or not that defect or deficiency materially affects the Proposal and accept that Proposal;
- d) reject any and/or all Proposals for any reason, without discussion with the Proponent(s);
- e) accept a Proposal which is not the lowest Proposal; and/or,
- f) cancel or reissue the RFP without any changes.

Without limiting any other provision of this RFP, the Regional District may, in its sole discretion, reject a Proposal submitted by a Proponent, if the Proponent or any officer or director of a corporate Proponent, is, or has been within a period of two years prior to the Closing Time, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to the Regional District.

3.10 Liability for Errors

The Regional District will not be responsible for any costs incurred by Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in the preparation of the RFP supply of oral or written information to Proponents, review of Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

3.11 Limitation of Liability

Each Proponent, by submitting a Proposal, irrevocably waives any claim, action, or proceeding against the Regional District including without limitation any judicial review or injunction application or against any of the Regional District's employees, advisors or representatives for damages, expenses or costs including costs of Proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including: any actual or alleged unfairness on the part of the Regional District at any stage of the Request for Proposal process; if the Regional District does not



award or execute a contract; or, if the Regional District is subsequently determined to have accepted a noncompliant Proposal or otherwise not complied with the terms of this Request for Proposals, with the exception of fraud on the Regional District's part.

3.12 Ownership of Proposals and Freedom of Information

Proposals will be received and held in confidence by the Regional District, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this RFP. Each Proposal should clearly identify any information that is considered to be confidential or proprietary information.

All documents, including Proposals, submitted to the Regional District become the property of the Regional District.

As an exception to Proposals being received and held in confidence, Proponents are advised and acknowledge that any contract entered into as a result of this Proposal may be subject to Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, details of Proposals, including but not limited to proposed or negotiated fees, may be provided to the Board in a publicly available staff report, discussed at a Board meeting that is open to the public, and posted on a publicly available electronic agenda on the Regional District's website.

3.13 Security and Confidentiality

Proponents should be aware that the Regional District is a "public body" as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act (the "Act"). In accordance with the Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to the knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia. Priority will be given to Proponents that store data created, collected and/or manipulated under a Contract on secure servers located within Canada and that do not transport data outside of Canada. The Proponent will provide the Regional District, upon request, details describing their plan for meeting the data storage and security requirements, prior to entering into a Contract.

When the Contract ends, whether through expiry or termination, the contracted Proponent will provide all data to the Regional District in a method to be determined at the time of Contract end. The contracted Vendor will be required to delete all data from any computers, servers, portable devices or media under their control.

3.14 Obligation to Hold Prices

In order to receive consideration, Proponents are required to hold their Proposal open for acceptance for 90 days following the Closing Time.

4.0 PURPOSE

The Regional District of Fraser-Fort George is requesting Proposals from qualified and experienced consultants to develop seven individual Community Wildfire Resiliency Plans (CWRPs), one for each of the seven (7) electoral areas within the region.

4.1 Deliverables

The expected deliverables from the successful proponent are as follows:



- One original printed copy of each of the seven Community Wildfire Resiliency Plans.
- One complete digital copy on a USB drive with all seven Community Wildfire Resiliency Plans.
- Before conclusion of the project, all documents, including but not limited to memos, reports, photographs, videos, spreadsheets, project management information and tracking, assessments and other documents created for the purpose of this project will be provided on a USB drive to the Regional District of Fraser-Fort George.
- A minimum of three presentations regarding the CWRPs to elected officials, staff and interested members of the public (preferably one at project launch, one mid-process, and one upon completion of the project)
- All maps and spatial data as required by the UBCM CRI program (see the CRI 2023 FireSmart Community Funding and Supports Program Guide under Reference Materials)

4.2 Background Information

Community Wildfire Resiliency Plans (CWRPs) are the next generation of Community Wildfire Protection Plans (CWPPs). CWPPs were introduced in 2004 as part of the Strategic Wildfire Prevention Initiative and served as a primary wildfire risk reduction mechanism for British Columbia communities. To better ensure that CWPPs consistently take a comprehensive approach toward wildfire, the BC Wildfire Service (BCWS) partnered with FireSmart BC to develop a new framework for Community Wildfire Resiliency Planning. Key goals from this new planning process are:

- 1) Increase communities' capacity and understanding of wildfire risk
- 2) Foster greater collaboration across administrative boundaries
- 3) Be more responsive to the needs of different types of communities throughout British Columbia in terms of their size, their capacity, and the wildfire threats they face
- 4) Develop achievable and accountable action items

To support the implementation of these goals, several action items were developed based on a year-long process that consisted of internal reviews, analysis, and community feedback. One of the primary recommendations included the need to develop updated CWRP templates and associated development guidance. Refer to the 2022 CWRP Supplemental Instruction Guide and the 2022 CWRP Template under Reference Materials.

4.3 Reference Material

[2022 Community Wildfire Resiliency Plan \(CWRP\) Template](#)
[2022 CWRP Supplemental Instruction Guide](#)
[Overview of FireSmart Disciplines](#)
[CRI 2023 FireSmart Community Funding and Supports Program Guide](#)

The Regional District's Seven Electoral Area Maps

- [Electoral Area A \(Salmon River-Lakes\)](#)
- [Electoral Area C \(Chilako River-Nechako\)](#)
- [Electoral Area D \(Tabor Lake-Stone Creek\)](#)
- [Electoral Area E \(Woodpecker-Hixon\)](#)
- [Electoral Area F \(Willow River-Upper Fraser\)](#)
- [Electoral Area G \(Crooked River-Parsnip\)](#)
- [Electoral Area H \(Robson Valley-Canoe\)](#)

The Regional District's joint Community Wildfire Protection Plan with the City of Prince George is available upon request.

5.0 **SCOPE OF WORK**

The scope of the work will be carried out for the duration of this contract. The scope of work will include but not be limited to the following:



5.1 Development of Community Wildfire Resiliency Plans

Community Wildfire Resiliency Plans must use the 2022 CWRP Template and follow the 2022 CWRP Supplemental Instruction Guide, including the guidance for establishing an area of interest and determining the wildland-urban interface. The scope of work involved in establishing CWRPs is extensive and is laid out in the 2022 Supplemental Instruction Guide. All plans must be in accordance with the requirements set out by the UBCM CRI 2023 FireSmart Community Funding and Supports Program Guide.

5.2 Presentations

A minimum of three presentations regarding the Community Wildfire Resiliency Plans and recommendations will be provided to elected officials, staff and interested members of the public. These presentations should be done on project launch, at a mid-point during the project, and upon project completion. The presentations should include necessary information for the time of presenting such as how the development process works on project launch, updates and new findings at the mid-point, or the recommendations and implementation of the CWRPs upon project completion.

5.3 Meaningful Engagement

The successful proponent will be required to conduct meaningful engagement with First Nations and key stakeholders such as the Regional District staff, Fire Departments, Municipal partners, Provincial Government representatives and the public throughout the duration of this project. Regular updates to Regional District staff regarding the current state of the Community Wildfire Resiliency Plans being developed is required.

All documents produced within this contract are the property of the Regional District.

The duration of the Contract will begin on May 1, 2024, and will remain in force until February 28, 2025.

6.0 FINANCIAL PROPOSAL

The Proponent must specify in the Proposal, the cost summary/fees required to satisfy the scope of work for the project. The Proponent must clearly identify and detail all of the costs in the various stages of the work plan, with taxes (BC PST and GST) and disbursements clearly identified as separate line items. The fee structure shall be based on milestones and deliverables to the Regional District over the duration of the contract period.

Please include in your proposal a Schedule of Prices (Appendix “E”) detailing the following items (but limited to):

- Professional time and fees for each project team member based on milestones and deliverables:
 - Review of existing reports, research and analysis;
 - Meaningful engagement with First Nations, key stakeholders and the public;
 - Completion of wildfire threat assessments and identification of fuel management treatment units (if applicable);
 - Preparation and delivery of seven Community Wildfire Resiliency Plans and associated documents (please break down the main sections within the 2022 CWRP Template as individual project elements within the Schedule of Prices); and,
 - Preparation and delivery of presentations.
- Disbursements:
 - Travel and accommodations;
 - Copies; and,
 - Correspondence.



The total contract price is to be based on the scope of work in this RFP. This project is fully funded by the Community Resiliency Investment (CRI) program through the Union of BC Municipalities (UBCM). This project is capped at \$224,000 inclusive of expenses and taxes. All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

6.1 Terms of Payment

The Proponent must specify in the Proposal, the terms of payment required for the duration of the project.

7.0 **PROPOSAL FORMAT**

The following format and sequence should be followed in order to provide consistency in Proponent responses and to ensure each Proposal receives full and complete consideration. All pages should be consecutively numbered.

- 1) Title Page – including Request for Proposal title and number, Proponent’s name and address, telephone number, email address and contract representative.
- 2) Letter of Introduction- signed by the authorized signatory on behalf of the Proponent which will bind the Proponent to statements made in response to this RFP.
- 3) Table of Contents- including page numbers.
- 4) Executive Summary- with the key features of the Proposal.
- 5) Body of the Proposal, i.e. the ‘Proponent’s Response’, including:
 - a. Project Team;
 - b. Work Plan, methodology and schedule; and,
 - c. Financial Proposal.
- 6) Goods and Services Tax Information form
- 7) Conflict of Interest Disclosure Statement
- 8) Addendum(a), if any, issued for this RFP. Each addendum(a) should be signed by the Proponent and included with the Proposal and will form part of the Proposal and Contract.

8.0 **PROJECT TEAM INFORMATION**

8.1 Qualifications and Relevant Experience

The Proponent must include the following in the Proposal with respect to each member of the project team:

- the list of the personnel on the project team;
- their project role;
- a statement of qualifications;
- relevant experience with level of complexity; and,
- a curriculum vitae (cv) (maximum three (3) pages) for each member of the team, with items with relevant areas highlighted.

Subcontractors, if any, must be identified in the project team information above and in the ‘List of Subcontractors’ document in Appendix “D”.

8.2 References

The Proponent must include a minimum of three (3) references (preferably within the past 5 years), complete with contact information, for projects similar to the development of Community Wildfire Resiliency Plans. A brief description of the projects completed for each reference should be provided.

8.3 Professional Responsibility

Only qualified and experienced consultants will be considered for this project. The successful



Proponent will be expected to provide services in accordance with a standard of care, skill and diligence maintained by a person (or company) providing the services described herein. The successful Proponent will be required to sign and seal all documents issued for this project.

9.0 PROPOSAL EVALUATION

9.1 Proposal Evaluation

All Proposals will be evaluated by the Regional District to assess the qualifications and capabilities of Proponents to meet the minimum standards specified in the RFP. Proposals will be assessed by a committee formed by the Regional District.

9.2 Selected Proponent Negotiations

The Regional District, at its sole discretion, may enter into contract negotiations with a selected Proponent, or Proponents, based only on the evaluation of the written Proposal(s), and/or an evaluation of the combination of the written Proposals and/or detailed discussions.

The Regional District may enter into negotiations with any Proponent without requiring any other Proponents to make any presentations or require any other Proponents to enter into detailed discussions with the Regional District.

9.3 Termination of Negotiations and/or RFP Process

The Regional District may terminate contract negotiations with any Proponent, and to enter into contract negotiations with any other Proponent if, in the opinion of the Regional District at any time, the contract negotiations with the initially selected Proponent will not be satisfactorily completed in the best interests of the Regional District. The Regional District may, at its sole discretion, reject any or all Proposals at any time throughout the Proposal evaluation, Proponent selection, or contract negotiation process.

9.4 Compliance with RFP Requirements

All terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal.

All items in the Proposal that are not in full compliance, or that vary from the specific requirements, should be clearly identified in the Proposal as non-compliant and/or variant, and should include specific reference to the relevant section in the RFP and the precise nature of the variance or non-compliance. Non-compliance or variances with the specific RFP requirements will not necessarily result in rejection of a Proposal.

The acceptance or rejection of all non-compliant items, and/or variances to the RFP requirements, will be at the sole discretion of the Regional District, without any obligation by the Regional District to either request clarifications, enter into detailed discussions, or negotiations with the Proponent(s).

10.0 SELECTION AND EVALUATION

10.1 Selection Criteria

The following are the criteria and the percentage of the total score for each criterion that will be used by the Regional District to select a Proponent. The list of criteria is not in any particular order of priority. The Regional District, in its sole judgment, will base the selection of a successful Proponent on a combination of the criteria.

10.2 Evaluation Criteria



CS-24-01 – Community Wildfire Resiliency Plans	
EVALUATION CRITERIA	WEIGHT
Project Team Qualifications, Relevant Experience and References	30
Work Plan, Methodology and Project Schedule	35
Financial Proposal	25
Quality of Proposal	10
Total	100

a) *Project Team Qualifications, Relevant Experience, and References (30 points)*

This includes, but limited to, the qualifications and relevant experience of the:

- the person named in the Proposal as the Proponent’s project manager;
- the Proponent company’s experience in doing similar projects;
- the project team, including Subcontractors, assigned by the Proponent’s company to work on this project; and,
- the evaluation of the information received through the reference checks.

b) *Work Plan, Methodology, and Project Schedule (35 points)*

This includes the evaluation of, but limited to, the:

- thoroughness of the project approach reflected in the work plan and project schedule;
- understanding of the services to be performed and the ability and commitment to fulfill the described responsibilities;
- level of effort reflected in the total work hours to complete the project; and,
- timing and thoroughness of project tasks outlined in the project schedule.

c) *Financial Proposal (25 points)*

This includes the evaluation of, but not limited to, the:

- the cost summary/fees required to satisfy the scope of work for the project;
- amount of detail given to cost summary and the overall proposed project cost; and,
- value of services reflected in the total work hours to complete the project.

d) *Quality of Proposal (10 Points)*

This includes the evaluation of, but not limited to, the:

- format and clarity of proposal; and,
- inclusion of all appropriate information.

11.0 CONTRACT

11.1 Form of Contract

The Proponent will be required to enter into a Contract prior to commencing work and subject to negotiation between the Regional District and the Proponent. The Contract will include this RFP, Conflict of Interest Disclosure Statement, all appendices addendum(a), and the given submission.

The successful Proponent will also have to meet the following requirements:

- a) Be compliant with BC Occupational Health and Safety statutes and supply a WorkSafeBC Clearance Letter.
- b) Have insurance coverage for Commercial General Liability in an amount of at least



\$5,000,000.

- c) Have appropriate owned and non-owned automobile insurance coverage in the amount of \$2,000,000 if automobile use is required.

11.2 Notification

Approval of a Proponent and the award of a Contract is expected to occur by April 18, 2024. The Regional District, in its sole judgment, may delay the award of Contract date as deemed appropriate by the Regional District.

11.3 Contract Duration

The duration of the contract will begin on May 1, 2024 and will remain in force until February 28, 2025.

12.0 CONTRACT PRICE

This project is fully funded by the Community Resiliency Investment (CRI) program through the Union of BC Municipalities (UBCM). This project is capped at \$224,000 inclusive of expenses and taxes. All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

13.0 WORK PLAN AND PROJECT SCHEDULE

The Proponent must provide a finalized work plan with the Contract. The work plan is to include a schedule of events, reporting milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task.

14.0 REGIONAL DISTRICT PROJECT MANAGER

All questions concerning RFP CS-24-01 – Community Wildfire Resiliency Plans, are to be directed to the Project Manager:

Colby Molcak, Emergency Services Coordinator
Regional District of Fraser-Fort George
Telephone: (250) 960-4447
Email: colby.molcak@rdffg.bc.ca

14.1 Time Schedule

The anticipated schedule for the service procurement process is as follows:

Issue RFP	Friday, February 16, 2024
Conflict of Interest Disclosure Statement- Advance Decision Request Deadline	Friday, March 15, 2024
Requests for Clarification Deadline	Friday, March 15, 2024
Proposal Closing Time	Thursday, March 28, 2024
Selection of Proponent	Thursday, April 18, 2024



APPENDICES

- Appendix "A" – Acknowledgement Letter
- Appendix "B" – Conflict of Interest Disclosure Statement
- Appendix "C" – Goods and Services Tax Information
- Appendix "D" – List of Subcontractors
- Appendix "E" – Schedule of Prices



**Appendix "A"
ACKNOWLEDGEMENT LETTER**

The undersigned has received the full set of Request for Proposal Documents.

Signature

Company

Name (please print)

Address

Title

City

Phone Number

Email

Date

We presently intend to _____ provide/ _____ not provide a proposal.

Return immediately to:

Colby Molcak, Emergency Services Coordinator
Regional District of Fraser-Fort George
155 George Street
Prince George, BC V2L 1P8

colby.molcak@rdffg.bc.ca



**Appendix “B”
CONFLICT OF INTEREST DISCLOSURE STATEMENT**

RFP CS-24-01
Community Wildfire Resiliency Plans – All Electoral Areas

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including Subcontractors), the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

If an actual, perceived or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the Project Manager by Friday, February 16, 2024.

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed



**Appendix "C"
GOODS AND SERVICES TAX INFORMATION**

Supplier:

Name

Address

City Province

Postal Code Phone Number

Are you a GST Registrant? Yes _____ No _____

If YES, please indicate your registration number: _____

If NO, Please fill in the following (check appropriate box):

Supplier qualifies as a small supplier under s.148 of the legislation

Other: Specify _____

Signature of Authorized Person

Print Name

Title

Date



Appendix “D”
LIST OF SUBCONTRACTORS

The Proponent advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Proponent’s opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate “not applicable” on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Subcontractors must not be changed nor will additional Subcontractors be employed except with the written approval of the Regional District.

Subcontractor’s Legal Name	Work to be Performed by Subcontractor



**Appendix “E”
SCHEDULE OF PRICES**

Project Budget

This project is fully funded by the Community Resiliency Investment (CRI) program through the Union of BC Municipalities (UBCM). This project is capped at \$224,000 inclusive of expenses and taxes. All prices for the work are to be Canadian dollars. Any applicable Federal or Provincial taxes, or levies, must be included in the Total Contract Price.

The Regional District may consider proposals that provide additional and/or value-added services. The Regional District may negotiate these additional and/or value-added services at a later date.

The Proponents must submit a Schedule of Prices within their proposal detailing each project element and the budget for that element. The following is an example of a Schedule of Prices:

#	Project Element	Time Estimate	Budget
1	Project initiation, research, and analysis		\$
2	Project Schedule (please include the main sections within the 2022 CWRP Template as individual project elements)		\$
3	Review and revision of draft documents and other identifiable deliverables with Regional District staff		\$
4	Delivery of final documents and other identifiable deliverables		\$
5	Presentations to Regional District staff		\$
6	Taxes		\$
7	Other (other elements believed to be necessary for evaluation of submission or as required)		\$
	TOTAL:		\$