

**Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, AB T5J 3K4**

REQUEST FOR PROPOSALS

CARIBOU HABITAT RECOVERY PROGRAM

REFERENCE: FRIAA - CHRP August 2018

***IMPLEMENTATION OF CARIBOU HABITAT RESTORATION IN THE COLD
LAKE CARIBOU RANGE***

Forest Resource Improvement Association of Alberta

Issue Date:	August 23, 2018
Closing Date/Time:	September 24, 2018 - 16:00 hrs
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The Forest Resource Improvement Association of Alberta (“**FRIAA**”) is inviting the submission of project proposals (“**Proposals**”) under the Caribou Habitat Recovery Program (the “**CHRP**”). The following information outlines the intent of this request for proposals (“**RFP**”) and provides instructions to prospective applicants.

1. BACKGROUND

- 1.1 FRIAA was established in 1997 to promote and initiate projects that enhance Alberta’s forest resources. In keeping with this primary purpose, FRIAA entered into a Grant Agreement on April 25, 2018 with the Government of Alberta for delivery of the CHRP.
- 1.2 The overall objective of the CHRP is to support efforts to sustaining and improving caribou habitat in a manner that supports healthy and self-sustaining caribou populations. The purpose of the CHRP is to support the Recovery Strategy for the Woodland Caribou Boreal Population, (*Rangifer tarandus caribou*) in Canada and the Recovery Strategy for the Woodland Caribou, Southern Mountain population in Canada by providing funds for eligible activities for projects that: (a) assist Alberta Environment and Parks (the “**Department**”) with projects that contribute to the scientific and technical understanding of caribou habitat recovery strategies and activities, (b) provide financial and logistical oversight of funding for planning work required to guide operational work for caribou habitat, or (c) provide logistical oversight of funding for operational landscape work for caribou habitat as supported by the Government of Alberta and industry.
- 1.3 In December 2016, the province of Alberta announced its strategy for Woodland Caribou through the release of the Provincial Woodland Caribou Range Plan. This draft plan outlines Alberta’s commitment to restoring legacy disturbance features in relation to provincial and federal goals and objectives.
- 1.4 Alberta has further developed drafts of the “Provincial Restoration and Establishment Framework for Legacy Seismic Lines in Alberta” and the “Visual Guide For Implementing the Restoration and Establishment Framework in Woodland Caribou Habitat in Alberta”¹ that outline a clear approach and restoration objectives for restoration programs within woodland caribou ranges. This framework is flexible in its delivery to promote innovation while containing clear processes and expectations for program planning, delivery, quality control and monitoring.
- 1.5 Restoration of legacy features, particularly seismic lines is a key step in restoring habitat in caribou ranges within Alberta. The Cold Lake caribou range has been highlighted by the Province of Alberta as a priority area for restoration this coming year. The Cold Lake caribou range is located in northeast Alberta and contains an estimated 8000 km of legacy seismic lines.

¹ The Framework and Visual Guide documents are available on the FRIAA website <https://friaa.ab.ca>

- 1.6 The successful proponent of this Request for Proposals is required to use this Framework and its guiding principles to develop (Phase I) and implement (Phase II) a treatment plan for an area within the Cold Lake caribou range.
- 1.7 Proponents are encouraged to use the Alberta Biodiversity Monitoring Institute (ABMI) website for viewing and downloading digital data on linear features.
- 1.8 FRIAA is requesting a two-phase proposal in this RFP. The ultimate goal of this RFP is to achieve habitat restoration in the Cold Lake caribou range. As such, results-oriented proposals should clearly demonstrate value with respect to efficiency and effectiveness in restoring caribou habitat.

2. PROPOSAL REQUIREMENTS

- 2.1 Proposals must be clear, well written and concisely describe the components of the proposed project using the Proposal Requirements set out in Schedule “A” of this RFP.
- 2.2 Applicants are advised to pay careful attention to the information provided in this RFP. Failure to satisfy any term, condition or mandatory requirement of this RFP may result in rejection of the Proposal.

3. PROPOSAL EVALUATION AND APPROVAL

- 3.1 Proposals will be evaluated on the basis of the Proposal Adjudication Criteria set out in Section 4 below, the Proposal Requirements set out in Schedule “A”, the Project Specifications set out in Schedule “B” and available funding.
- 3.2 Only those Proposals that will result in funds being expended directly on a specific project deliverable and undertaken by the applicant will be considered.
- 3.3 FRIAA reserves the right to consider additional criteria in the evaluation of Proposals.
- 3.4 FRIAA will determine which of those Proposals will be accepted for funding.
- 3.5 FRIAA is not obligated to accept any Proposal or give reasons for the selection or rejection of any Proposal or to allocate funds under the CHRP in respect of any Proposal. Any and all decisions made by FRIAA in respect of all Proposals, project selection and funding allocation are final and binding.
- 3.6 Please note that by submitting a Proposal and signed application, the applicant accepts and agrees to be bound by all of the terms and conditions set out in this RFP and that the applicant is the organization, company or individual that will be responsible for all aspects of the project and that the applicant will enter into a project grant agreement with FRIAA.
- 3.7 FRIAA will determine how much funding may be available for projects and will be making allocations based on the available funding level.

- 3.8 All matters of administration and accountability for a project shall be the sole responsibility of the applicant.

4. PROPOSAL ADJUDICATION CRITERIA

Proposals submitted to FRIAA shall be ranked on the basis of the following criteria and the requirements and specifications set out in Schedule “A” and Schedule “B”.

- 4.1 The Proposals must contemplate the carrying out of one or more Eligible Activities as defined in the CHRP. Any activities related to the following items are not considered eligible for funding:
- (a) facility construction, improvement or operations;
 - (b) product research and development;
 - (c) road construction, repair and maintenance; and
 - (d) the purchase of any capital assets.
- 4.2 The expenses set out in the Proposal must be reasonable in all the circumstances and must not exceed the fair market value of the goods and services being provided.
- 4.3 The Proposal must not be contrary to the provisions of relevant regulation or legislation or the objects of FRIAA, or FRIAA’s bylaws, including but not limited to the following:
- (a) The Proposal must not include any work that is, in the opinion of FRIAA, a responsibility of a disposition holder or constitutes a subsidy to the forest industry, energy industry or other industry;
 - (b) The Proposal must not include facility construction, improvement or operations, product research and development, capital road construction, or, the purchase of any capital assets;
 - (c) The Proposal must not, in the opinion of FRIAA, have a significant adverse impact on other forest resources or the environment as a whole.
- 4.4 The applicant must be able to complete the project economically and efficiently and in considering this criterion, FRIAA may take into account the applicant’s experience in performing such projects, the availability of resources to the applicant, and if applicable, whether the applicant has in the past complied with the *Forest Resources Improvement Regulation* and other requirements and obligations as determined by FRIAA including making prompt payment of all required timber dues and FRIAA dues and fees.
- 4.5 Proposals that demonstrate leverage of FRIAA funds with funds from other sources to complete the work proposed or associated with the project will be favoured.

5. CARIBOU HABITAT RECOVERY PROGRAM DESCRIPTION

The full text of the Program Description for the CHRP is available on FRIAA’s website at: <http://friaa.ab.ca>

6. SUBMISSION PROCESS

- 6.1 Applicants may submit a single, unbound original copy accompanied by an electronic version on CD or USB drive. Proposal submissions must include a completed Project Summary - Application Form and be sealed and enclosed in envelopes clearly marked as follows: FRIAA-CHRP August 2018. Project submissions must be sent to:

Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, AB T5J 3K4
Attention: Diane Walton

- 6.2 Applicants may submit Proposals electronically by email to the following address: admin@friaa.ab.ca. Only documents formatted in PDF or Microsoft Word will be accepted.
- 6.3 Proposals sent by fax or e-mailed directly to any FRIAA representative will not be accepted.

7. DEADLINE FOR PROPOSALS

- 7.1 Only those Proposals received prior to the close of business at 4:00 p.m., local time as observed in the City of Edmonton, on Monday September 24, 2018 will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.
- 7.2 FRIAA is not responsible for Proposals that are not received as the result of any courier or postal delivery service issues including disruptions, loss of postal service, the loss of a project proposal by the postal service or a delivery failure of any kind by any delivery service whatsoever. FRIAA is also not responsible for Proposals that are not received as the result of technological issues, attachment size or any other logistical barrier which may impede electronic submission.

8. CONTACT INFORMATION

Forest Resource Improvement Association of Alberta
Box 11094
Main Post Office
Edmonton, Alberta T5J 3K4
E-mail: admin@friaa.ab.ca
Phone: 780.429.5873

9. LEGAL NOTICE

- 9.1 By submitting a Proposal, you confirm that you have read, understand and accept the information contained in this RFP and, that each of you, the applicant and all individuals and entities that collaborate or are otherwise involved in the preparation of the Proposal or the delivery of the proposed project (“**Project Partners**”) agree as follows:

- (a) FRIAA may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this RFP, including but not limited to the Proposal Requirements, the Project Specifications and the Proposal Adjudication Criteria.
- (b) FRIAA reserves the unqualified right to accept or reject any or all Proposals for any reason. FRIAA is not required to accept any Proposals nor is it required to accept any Proposal for funding.
- (c) FRIAA's evaluation of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. FRIAA may consider any criteria determined by FRIAA to be relevant to FRIAA's mandate, regardless of whether such additional criteria have been disclosed to the applicant.
- (d) No conduct, act or omission of FRIAA, or its directors, officers, consultants, project advisors, members, agents, servants and their respective successors and assigns (collectively the "**FRIAA Parties**") other than a written notice to the applicant in writing signed by an authorized person for FRIAA, will constitute an acceptance of a Proposal.
- (e) Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered. FRIAA reserves the unqualified right to accept or reject a non-compliant Proposal.
- (f) This RFP is an invitation for Proposals only. It is not an offer and the submission of a Proposal does not create a contract or agreement of any kind between FRIAA and the applicant.
- (g) Acceptance of a Proposal does not create a binding contract between FRIAA and the applicant. FRIAA shall not be obligated in any manner whatsoever to any applicant until a written agreement between FRIAA and the applicant ("**Project Grant Agreement**") has been duly executed relating to an approved Proposal.
- (h) As between the parties, the Proposal and all documents and materials you submit to FRIAA in connection with the Proposal and this RFP and all intellectual property in and to the foregoing are the exclusive property of FRIAA immediately upon delivery to FRIAA. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement and will normally be owned by the applicant.
- (i) Subject to subparagraph (j) below, you, the applicant and any Project Partners will keep this RFP confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare a Proposal to FRIAA in response to it or to apply for additional third party funding for the project.
- (j) You, the applicant and any Project Partners will keep confidential all source data, information, drawings, or specifications provided by the Department whether in electronic format (e.g. Shapefile) or otherwise except as necessary to prepare a proposal to FRIAA in response to this RFP or in the event of a successful

application the deliverables specified in Schedule “B”.

- (k) You, the applicant and any Project Partners will not make a claim against FRIAA or the FRIAA Parties for any reason whatsoever relating to this RFP. You are undertaking the expenditures required to prepare and submit a Proposal entirely at your own risk, and you waive any right and release FRIAA and the FRIAA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred whatsoever and howsoever arising out of or relating to this RFP or any Proposal prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
- (l) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.
- (m) Neither FRIAA nor any of the FRIAA Parties will have any liability whatsoever to you, the applicant, or any Project Partners, or any of them, in connection with this RFP or any Proposal prepared in response to it.
- (n) Upon acceptance of a Proposal by FRIAA, the applicant will be required to enter into a Project Grant Agreement with FRIAA, on substantially the same terms and conditions contained in the Project Grant Agreement. (A template is available on FRIAA’s website.)

**SCHEDULE “A”
PROPOSAL REQUIREMENTS**

1. PROPOSAL OVERVIEW

- 1.1 Indicate: “FRIAA-CHRP August 2018”.
- 1.2 Indicate: Project Title: “Implementation of Caribou Habitat Restoration in the Cold Lake Caribou Range”.
- 1.3 Identify the applicant and if applicable, the individual that represents the applicant with respect to the proposal (name, title, relevant professional credentials, contact, phone number and address).
- 1.4 Provide relevant background information of the applicant and any partners.
- 1.5 The successful proponent is expected to demonstrate how the core indicators of success described in the Framework¹ will be achieved, as well as why the proposed treatment area was selected.
- 1.6 Complete and sign a Project Summary Application form (available on FRIAA’s website). Signing the Project Summary Application form binds the applicant to the attached terms and conditions.

2. REQUIRED INFORMATION

- 2.1 A narrative including a project delivery approach that reflects the applicant’s understanding of the scope, objectives, priorities and requirements presented in this RFP, including but not limited to:
 - (a) A chronological work plan and timeline for each Phase (with additional level of detail provided for Phase I) including: area of interest, major tasks, resource allocations, milestones, deliverables, dependencies, and start and end dates;
 - (b) Description of funding requested and overall budget for both Phases (detail provided per Section 2.3);
 - (c) Strategies that the applicant will apply to resource the project and to manage the performance and quality assurance during the project;
 - (d) A description of the proposed treatment plan, expected results and deliverables (detail provided per Schedule “B”);
 - (e) Any assumptions as to the scope or nature of the work, which the applicant has made in completing the proposal, or any significant factors upon which changes in resource effort may result;
 - (f) An identification of risks applicable to the project and proposed strategies to mitigate such risks;
 - (g) What the applicant sees as the critical success factors of the project;
 - (h) Detailed consideration of how confidentiality of any information provided

- by the Government of Alberta in support of the project will be maintained; and
- (i) At least three business-related references relevant to the project (relevant per Section 2.2).
- 2.2 A description of the applicant’s experience and expertise that demonstrates its capacity to develop habitat recovery or best management practices. (Include project date, total value, scope of work, geographic location and any other relevant information.)
- 2.3 A cost breakdown structure for the work proposed in each Phase. The funding committed in Phase I will be fixed. The initial funding request for Phase II should include a best estimate, with final funding approval to follow subsequent to Phase I Plan approval by the Department. Sufficient details should be included in the cost breakdown to demonstrate understanding of the various steps to complete the project.
- 2.4 A description of the leverage by way of in-kind contributions of labour, equipment or other resources by the applicant that are directly applicable to the proposed project.
- 2.5 A description of the amount of leverage in direct funding secured by the applicant for the project.
- 2.6 A plan to incorporate Indigenous communities into the scope of work.
- 2.7 Description of required permits, licences, agreements and regulatory approvals that will be required in order to undertake the project and detail the approval status of these documents or the process that the applicant will undertake to obtain them prior to commencement of the project. It will be the responsibility of the successful proponent to obtain all regulatory approvals and or third-party agreements.

3. TIMETABLE, REPORTING REQUIREMENTS AND PAYMENT SCHEDULE

3.1 Timetable

- (a) The applicant will be required to propose a timetable for completion of the work, taking into consideration inputs from third parties required to successfully implement the plans;
- (b) Applicants shall prepare and identify resources sufficient to perform the services within Schedules “A” and “B” no later than the completion dates specified.
- (c) FRIAA’s preference is to have the deliverables from this project completed within two years of the project approval kick-off date.

3.2 Reporting Requirements

The successful applicant will be required to submit written status reports on a quarterly basis (or appropriate milestones as approved by FRIAA) to FRIAA. These status reports should address:

- (a) Project progress (including key findings /results);
- (b) Work completed;
- (c) Remaining deliverables, progress, and expected delivery of each; and
- (d) Issues and concerns affecting specific deliverables and the project schedule or any other aspect of the project.

3.3 Payment Schedule

The applicant may propose a payment schedule linked to progress reporting to FRIAA for review and approval.

**SCHEDULE “B”
PROJECT SPECIFICATIONS**

1. PHASE I: DETAILED TREATMENT PLAN

1.1 Planning Approach (Developing an Operational Plan)²

- (a) A site is selected based on benefit to caribou;
- (b) Site limiting factors are identified;
- (c) An efficient and effective plan is developed for the restoration area; and
- (d) Project plans must clearly demonstrate how the core indicators of success will be achieved by specifying:
 - (i) A clear understanding of the restoration goal;
 - (ii) The location of program and rationale;
 - (iii) A description of proposed treatments by line and site conditions;
 - (iv) Documentation of access management considerations; and
 - (v) A commitment to adaptive management.

1.2 Proposed Methods

- (a) Selection of area of interest (include an overview map);
- (b) Description of linear features selected for treatment, geographical identification and general order of work flow or prioritization technique (include a detailed map at an appropriate scale);
- (c) Expected total area / km to be treated (restored); and
- (d) Description of rationale for techniques expected to be utilized and approximate area / km expected by treatment type.

1.3 Expected Results

Based on the planning approach and work methods proposed in Schedule “B” Sections 1.1 and 1.2, the proponent will describe the expected results given “proven” techniques and identifying any innovative “trial” techniques.

- (a) The Department will issue plan approval prior to the proponent initiating Phase II.

²“Provincial Restoration and Establishment Framework for Legacy Seismic Lines in Alberta - DRAFT”, GOA, May 2017. Note: as an updated version of the “Restoration and Establishment Framework” is available, the proponent is expected to adapt as logistically possible within the timeframe and duration of the proposed project.

2. PHASE I DELIVERABLES

- (a) Overview map of Treatment Planning Area;
- (b) Maps of proposed treatment by line and site condition;
- (c) Written prescriptions for proposed treatments by line and site condition;
- (d) Shapefiles reflecting Schedule “B” 2.(b);
- (e) Detailed cost estimate and budget breakdown for Phase II implementation by treatment type;
- (f) Detailed timeline, milestones, dependencies and start and end dates for Phase II.

3. PHASE II: OPERATIONAL IMPLEMENTATION

Based on the Approved Detailed Treatment Plan developed in Phase I, the proponent will implement field operations.

3.1 Treatment Quality Control²

Quality control efforts will confirm that:

- (a) Site preparation treatments have been delivered to a high standard of quality and have been applied in a way that addresses the unique limiting factors of a site;
- (b) Planting or seeding treatments have been implemented using a robust chain of custody, planted to a high standard of quality, and applied at a density that matches the approved operational plan; and
- (c) Linear deactivation treatments have been applied in a way that blocks human access, predator movement patterns and at densities that match the approved operational plan.

4. PHASE II DELIVERABLES

- (a) Overview map of completed treatment area;
- (b) Detailed maps of treated linear features, identifying treatment type (map templates may be provided to the successful applicant in the fall of 2018);
- (c) Shapefiles of all treated linear features, including treatment type attributes (specifications for the required metadata may be provided to the successful applicant in the fall of 2018 in a data management template);
- (d) Digital photos of the completed treatment work (these may be used by the GOA or FRIAA to exemplify treatment types in future proposals, manuals or promotional materials, on-line or in hard copy); and
- (e) Results of quality control measurements and efforts from Schedule “B” 3.1.