|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | RFP# **(Internal Use Only)** |  | | Project Title | Inventory – Caribou Mountains, and/or Richardson, and/or Yates |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | |
| **FRIAA CARIBOU HABITAT RECOVERY PROGRAM (CHRP)**  **Submission Deadline: August 5, 2021 4pm MST**  **Attn: FRIAA Administrator**  **Telephone: 780-429-5873**  **Email:** [**admin@friaa.ab.ca**](mailto:admin@friaa.ab.ca)  **Website:** [**https://friaa.ab.ca**](https://friaa.ab.ca/programs/friaa-firesmart/)  **Request for Proposals - Application Form & Template**  **FRIAA-CHRP July 2021 Inventory RFP** | | | | | | | |
| **Applicant Information** | | | | | | | |
| Applicant Organization (Legal name): | |  | | | | Phone: |  |
| Mailing Address: | |  | | | | Fax: |  |
| Authorized Representative (name and title of signing authority) | |  | | | | Email: |  |
| Project Manager (name and organization / company) | |  | | | | Phone: |  |
| Email: |  |
| **Project Information** | | | | | | | |
| **Term of Project (by Range\*)** | | | | | **Amount of Funding Applied for (by Range\*)** | | |
| Caribou Mountain Range (month/year to month/year) | | | | | $ | | |
| Richardson Range (month/year to month/year) | | | | | $ | | |
| Yates Range (month/year to month/year) | | | | | $ | | |
| \*Applicants may provide funding requests for one, two or three ranges. | | | | | | | | | |
| **Indicate if the Applicant participated in the Information Session on July 19, 2021** | | | | | | | | |
| Yes / No | | | | | | | | |
| **Briefly describe the project proposed – (this description may be posted on FRIAA’s website and in other communication material)** | | | | | | | | | |  |
|  | | | | | | | | | |  |
| **Acknowledged by Applicant** | | | | | | | |
| The Applicant acknowledges having read and agreed to the terms and conditions described in the Caribou Habitat Recovery Project Grant Agreement Template July 2021 – to which this Application under the FRIAA CHRP (the “**Program**”)and the Request for Proposal (the “**RFP**”) is made subject. The Applicant acknowledges and agrees that by its submission of this Application it shall be bound by the terms and conditions of the Program, and FRIAA’s policies, procedures, protocols and guidelines. The Applicant also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Applicant and that acceptance of this Application does not represent a commitment by FRIAA to fund the activities proposed herein. | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | **Date** | | | | |  | |

\*Please replace all red text with information relevant to your application\*

# Project Approach

Describe your project delivery approach to demonstrate your understanding of the project scope, objectives, priorities and requirements presented in this RFP.

# Resource Strategies

Describe your strategies to resource the project.

# Project Assumptions

Describe any assumptions as to the scope or nature of the work, or any significant factors upon which changes in resource effort may result.

# Project Risks

Identify and describe the risks applicable to the project and achievement of the expected outcomes. Propose and describe strategies to mitigate such risks.

# Project Work Plan

Prepare a work plan that identifies major task milestones and timelines, as well as critical dependencies for the project including dates or seasonal windows required for the field work.

# Methodology for Vegetation Inventory

Describe the methodology for preparing the vegetation inventory assessment. **The Vegetation inventory methodology may be submitted as a separate PDF**.

# Methodology for Field Validation

Describe the methodology for field validation.

# Indigenous Inclusion

Describe a plan to include local Indigenous communities into the scope of work in a meaningful capacity.

# Covid-19 Safety Protocols

Outline a plan to address safety protocols and describe safe working conditions in respect of Covid-19 health and safety requirements, to show how planned resources will meet production timelines and budgets in the event of illness or quarantine.

# Project Management and Quality Control

Describe the approach for project management and quality control.

# Permits, Licenses and Authorizations

Describe the permits, licences and authorizations, if required.

# Stakeholder Consultation

Describe the expected requirements and timelines for stakeholder consultation, if required.

# Price and Budget

Provide an “all in” price by range.

## 13.1 Project Budget

Describe the project budget with sufficient detail to demonstrate your understanding of the various steps to complete the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity Type** | **Description** | **Unit Quantity** | **Unit Type** | **Unit Price** | **Total** |
| **Project Expenses** |  |  |  |  |  |
|  | Project Management | x.x | hour | $ x.x | $ x.x |
|  | Safety / Covid-19 considerations | x.x | hour | $ x.x | $ x.x |
|  | Permitting / Consultation | x.x | hour | $ x.x | $ x.x |
|  | Travel / Field Work | x.x | hour | $ x.x | $ x.x |
|  | Imagery interpretation | x.x | hour | $ x.x | $ x.x |
|  | Quality Control | x.x | hour | $ x.x | $ x.x |
|  | Reporting | x.x | hour | $ x.x | $ x.x |
|  | Other (provide details) |  |  |  |  |
|  |  |  |  |  |  |
|  | Flight for aerial data capture | x.x | each | $ x.x | $ x.x |
|  | Vehicle | x.x | km | $ x.x | $ x.x |
|  | Meals / Accommodation | x.x | day | $ x.x | $ x.x |
|  | Other (provide details) |  |  |  |  |
|  |  |  |  |  |  |
| **Total Project Budget** |  |  |  |  | **$ x.x** |
|  |  |  |  |  |  |

## 13.2 In-Kind Activities

Describe and estimate the value of any in-kind resources that apply directly to the proposed activities.

# Progress Reporting Schedule

Propose the schedule by time lapse or dates for these reporting intervals.

# Expense Claim Schedule

Propose the schedule and amounts of expense claim submissions.

# Project Outcomes and Deliverables

Describe your understanding of the expected outcomes and deliverables for the project.

# Project Success Factors

Describe what you see as the critical success factors in the delivery of this project.

# Experience and Expertise

Describe your experience and expertise as directly-related as possible to this project and its delivery components to demonstrate your capacity to develop linear feature vegetation inventory assessment.

Up to 3 brief, key team member bio paragraphs may be included.

# \*Proposal should be a maximum of 15 PDF pages.