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FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA

REQUEST FOR PROPOSALS

ENHANCED REFORESTATION OF LEGACY DISTURBANCES PROGRAM

2023 SITE ASSESSMENT PROJECT

REFERENCE: FRIAA – EnRLD 2023 SITE ASSESSMENT PROJECT

Issue Date:	**September 22, 2022**
Closing Date/Time:	**January 9, 2023 – 16:00 hrs, MST**
Administrator:	**FRIAA Administrator**
Telephone:	**780-429-5873**
Email:	**admin@friaa.ab.ca**
Submission Portal:	**https://friaa.ab.ca/program-submissions/**

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1. INTRODUCTION

1.1 The Forest Resource Improvement Association of Alberta ("FRIAA") is inviting the submission of project proposals for a 2023 Site Assessment Project ("Proposals") under the Enhanced Reforestation of Legacy Disturbances Program ("EnRLD"). The following information outlines the intent of this request for proposals ("RFP") and provides instruction to applicants.

2. PROGRAM BACKGROUND

2.1 FRIAA was established in 1997 to promote and initiate projects that enhance Alberta's forest resources. In keeping with this purpose, FRIAA entered into a Grant Agreement with the Minister of Agriculture, Forestry and Rural Economic Development (the "**Department**") to deliver the EnRLD Program.

2.2 The objective of the Program is to support the Department by reforesting Eligible Disturbed Areas by applying the Provincial Grant to projects that undertake Eligible Activities to rehabilitate damaged forests, enhance carbon sequestration to mitigate climate change, and to maintain and enhance the forest resource.

The total Eligible Disturbed Area ("**Eligible Disturbed Area**"), as defined by FRIAA, to be assessed for the purpose of this Request for Proposals is estimated to be 10,747 ha. A map of the Service Areas ("**Service Areas**") is available in Appendix "A".

The shapefiles for the Service Areas are available upon request via email at admin@friaa.ab.ca with a completed and signed Data Share Agreement ("**Geospatial Data Sharing Agreement**"). A draft of this agreement can be found within the EnRLD 2023 Site Assessment "zip" folder available for download at www.friaa.ab.ca.

3. PROPOSAL REQUIREMENTS

3.1 Proposals must use the Proposal Template ("**Proposal Template**") that can be found within the EnRLD 2023 Site Assessment "zip" folder available for download at www.friaa.ab.ca.

3.2 Proposals must be clear, well written and concisely describe the components of the proposed project using the Proposal Requirements set out in Schedule "A".

3.3 A proposal must be in writing and may be submitted by:

(a) A member of the forest products sector;

(b) Any person or organization that demonstrates the experience, knowledge, and technical capacity to undertake and manage complex projects related to silviculture or land reclamation; or

(c) Other organizations or groups mutually agreed to by the Department and FRIAA in accordance with the project solicitation documentation that may be published by FRIAA from time to time.

3.4 The safety qualification of the contractor shall be in the form of a Certificate of Recognition ("**COR**") or where applicable a Small Employers' Certificate of Recognition ("**SECOR**") or any certifications which are relevant to the forestry industry, and which are recognized by the government of Alberta. FRIAA may, in its sole discretion, accept certification equivalent to the COR or SECOR ("**Equivalent Certification**"), or such other documentation as may otherwise be determined by FRIAA in its sole discretion ("**Other Documentation**").

3.5 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.

3.6 Up-to-date information can be found at www.friaa.ab.ca. It is the responsibility of the Applicant to check this resource frequently for any updates, changes, or postings of Questions and Answers. FRIAA will not be responsible for sending program updates, changes, or postings via any other medium.

3.7 FRIAA's preference is to have the deliverables from this project completed within 2 months of project commencement (anticipated to be in April 2023)**.**

4. PROPOSAL EVALUATION AND APPROVAL

4.1 Proposals will be evaluated on the basis of the Proposal Adjudication Criteria set out in Section 4 and available funding.

4.2 A $/ha rate must be provided for all proposed work areas.

4.3 Only those Proposals that will result in funds being expended directly on the specific project deliverables and undertaken by the Applicant will be considered. For the purposes of this RFP, Eligible Activities are as follows:

(a) assessments of Eligible Disturbed Areas including pre-treatment surveys, preparation of site-specific treatment prescriptions, and creation of treatment prescription shapefiles;

(b) transportation and administration directly related to a Project; and

(c) other activities as directed by FRIAA.

4.4 Only those Proposals pertaining to assessments of an Eligible Disturbed Area as specified by FRIAA will be considered.

4.5 FRIAA, in its sole discretion, will determine how much funding may be available for projects and will be making allocations based on available funding.

4.6 FRIAA reserves the right to hold back 20% of total funding allocated until final project deliverables have been provided and approved in writing by FRIAA.

4.7 All matters of administration and accountability for a project shall be the sole responsibility of the Applicant. FRIAA reserves the right to conduct operational reviews (field and office) to verify quality and completeness of deliverables.

4.8 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 costs incurred for any activities that are not Eligible Expenditures as defined by FRIAA. This includes provincial sales tax and GST/HST for which the Applicant is eligible for a rebate by the Canada Revenue Agency.

(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.

4.9 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.

4.10 Proposals that demonstrate leveraging of FRIAA funds with funds from other sources to complete the work proposed or associated with the project will be favoured.

5. PROPOSAL ADJUDICATION CRITERIA

5.1 Proposals submitted to FRIAA shall be ranked on the basis of the following criteria:

(a) Qualifications – training and experience of proposed team members specifically as it relates to assessment and prescriptions of silviculture activities.

(b) Experience – size, scope, and duration of delivery of similar services (preferably in the same geographic area).

(c) Local presence – location of base of operations and history of involvement in the geographic areas where services will be provided.

(d) Appropriate corporate structure – administrative structure and capability, contractual arrangements between team members and subcontractors as required.

(e) Fair market value for services.

(f) Proposals will be evaluated on a per hectare basis. All other assumptions included in the per hectare rate need to be identified.

6. FRIAA EnRLD PROGRAM OUTLINE

6.1 The full text of the Program Outline for the EnRLD Program can be found within the EnRLD 2023 Site Assessment "zip" folder available for download at www.friaa.ab.ca.

7. LEGAL NOTICE

7.1 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 service ("**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 Submission Process, 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.

(c) The final decision with respect to the Proposals rests solely with FRIAA. FRIAA reserves the right to consider additional criteria in the evaluation of Proposals. 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, the Department, or their directors, officers, consultants, program advisors, 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 by FRIAA. FRIAA reserves the unqualified right to accept or reject a non-compliant Proposal.

(f) 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 ("**Service Provider Agreement**") has been duly executed relating to an approved Proposal. This document is available for your referral in the EnRLD 2023 Site Assessment "zip" folder available for download at www.friaa.b.ca.

(g) As between the parties, the submission 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 Service Provider Agreement and will normally be owned by the Applicant.

(h) 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 requested by FRIAA or to apply for additional third-party funding for the project.

(i) 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 prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.

(j) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.

(k) 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 submission prepared in response to it.

7.2 FRIAA will determine which of those Proposals will be accepted for funding.

7.3 FRIAA reserves the right to award none, one, many, or all Service Areas included in the Proposal submitted by the Applicant. Preference will be given to Applicants that are able to complete work in all Service Areas, however consideration will also be given for smaller areas to accommodate logistics, timeliness of assessments, and proximity to Applicant.

7.4 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 EnRLD Program in respect of any Proposal. Any and all decisions made by FRIAA in respect of all Proposals, project selection and funding allocation(s) are final and binding.

7.5 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 Service Provider Agreement with FRIAA.

8. SUBMISSION PROCESS

8.1 Proposals must be identified as follows: Proposal submission for the FRIAA – EnRLD 2023 Site Assessment Project.

8.2 Proposals can be submitted using one of the following methods:

(a) Applicants may submit Proposals electronically to the FRIAA Submissions Portal at the following address: https://friaa.ab.ca/program-submissions/. Proposal submissions must use the Proposal Template and be formatted in PDF or Microsoft Word to be accepted.

(b) Applicants may submit a single, unbound original copy accompanied by an electronic version (in PDF or Microsoft Word) on USB drive. Proposal submissions must use the Proposal Template and be sealed and enclosed in an envelope clearly marked as: FRIAA – EnRLD 2023 Site Assessment Project. Submissions must be sent to:

by mail to: Forest Resource Improvement Association of Alberta
Box 11094, Main Post Office
Edmonton, AB T5J 3K4
Attention: FRIAA Administrator

by courier to: MNP LLP
Suite 1600, MNP Tower
10235 – 101 Street NW
Edmonton, AB T5J 3G1
Attention: FRIAA Administrator

8.3 Proposals sent to any FRIAA or Government of Alberta representative will not be accepted.

9. DEADLINE FOR PROPOSALS

9.1 Only those Proposals received before the close of business at 4:00 p.m., local Edmonton time, on Monday January 9, 2023 will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.

9.2 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.

SCHEDULE "A"

PROPOSAL REQUIREMENTS

1. PROPOSAL OVERVIEW

1.1 Indicate: "FRIAA – EnRLD 2023 Site Assessment Project".

1.2 Indicate project title: "Proposal for the Enhanced Reforestation of Legacy Disturbance in Alberta's Public Forests Site Assessment Project".

1.3 Identify the Applicant and if applicable, the individual that represents the Applicant with respect to the Proposal (name, title, brief description of relevant professional credentials, phone number, email and mailing address).

1.4 Identify the Project Summary.

1.5 List project collaborators with a brief background summary.

2. PROPOSAL

2.1 Provide a narrative, in the format outlined in the Proposal Template, 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 brief overview of proposed methodology to demonstrate an understanding of the scope of services required and indication of the Service Area applied for.

(b) A description of the proposed project to carryout site assessments and prescription development in an Eligible Disturbed Area as specified by FRIAA, including the strategies that the Applicant will apply to resource the project and to manage the performance and quality assurance during the project.

i. 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;
ii. An identification of risks applicable to the project and proposed strategies to mitigate such risks;
iii. What the Applicant sees as the critical success factors of the project;
iv. The $/ha cost for each Service Area being proposed. This is the all-in cost for personnel, transportation, accommodation, sustenance, gear, expendable materials, technology, communications, deliverables, training, safety, reporting, overhead, etc.);
v. Detailed consideration of how confidentiality of any information provided by the Department in support of the project will be maintained; and

(c) Briefly describe two recent examples of similar work completed by the Applicant, including the client name/organization and scope of work in terms of contract value and deliverable (# plots, # days/hours).

(d) A description of funding sources other than FRIAA.

(e) A list of staff members or contractors who will play a significant role in planning, supervising, conducting assessments and preparing prescriptions for reforestation services, summarizing the roles of each individual with a brief description (maximum 1 page per person) of their respective:

i. professional qualifications
ii. years of relevant silviculture and general forestry-related experience
iii. knowledge of silviculture processes
iv. range of competency with site assessments
v. overall reputation
vi. safety qualifications
vii. GIS competency
viii. GPS competency
ix. demonstrated ability to understand the potential activities being assessed.

(f) A maximum 2 page description of Applicants and Project Partner(s) experience as it relates to the scope of services that FRIAA requires including the corporate structure of your organization, its background, and resources as they relate to the ability to provide the services required and specifying:

i. safety certifications held
ii. insurance
iii. WCB coverage
iv. any sub-contractors to be involved, and
v. technology/process for data collection and data back-up.

(g) A description of the local presence of your company or its linkage to communities within the Service Area(s) that require assessment related to:

i. the physical location of your corporate office(s), or
ii. your company's ongoing communications network with local stakeholders in these communities.

(h) A chronological work plan and timeline including major tasks, resource allocations, milestones, deliverables, dependencies, and start and end dates. An example of this is included in the Proposal Template ("Timelines, Workplan, and Budget" section).

(i) A description of required permits, licences, agreements and regulatory approvals that will be required in order to undertake the project and 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 Applicant to obtain all regulatory approvals and/or third-party agreements.

(j) A brief description of anticipated project results that describes how your company is able to meet or exceed the objectives of EnRLD.

2.2 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.

2.3 Proposals will be evaluated (and likely awarded) on a per hectare basis although all other assumptions that go into the per hectare rate must also be identified.

2.4 Administration costs cannot exceed 5% of the total proposed budget.

2.5 The Proposal must include a signed statement acknowledging that the Applicant has read and understands the content of the Service Provider Agreement that would form the basis of an agreement for successful Applicants and is willing and able to be bound to the terms and conditions set out therein.

3. ADDITIONAL INFORMATION

3.1 An optional call-in Question and Answer session will be available and is scheduled for November 16, 2022 at 10:00 AM MST (subject to change). Further details will be provided at www.friaa.ab.ca at least 1 week prior to the scheduled call-in Question and Answer session.

3.2 Reporting Requirements

(a) The successful Applicant will be required to submit written status reports as directed by FRIAA. These status reports must address:

i. Project progress (including key findings /results);
ii. Work completed;
iii. Remaining deliverables, progress, and expected delivery of each;
iv. Issues and concerns affecting specific deliverables and the project schedule or any other aspect of the project; and
v. Financial reporting.

(b) A detailed final technical and financial report will also be required with deliverables and request for final payment. Financial reporting will report actual costs incurred with comparison to amounts budgeted.

3.3 Payment Schedule

(a) The Applicant may propose a payment schedule linked to key milestones and progress reporting to FRIAA for review and approval.

(b) FRIAA reserves the right to hold back 20% of funding until acceptance of final project deliverables is confirmed by FRIAA.

SCHEDULE "B"

PROJECT SPECIFICATIONS

1. SITE ASSESSMENTS

1.1 Site assessments will be completed using methodology provided by FRIAA that will be updated and communicated during a pre-work/start up meeting between FRIAA and the successful Applicant(s).

1.2 A draft spreadsheet of the potentially required site assessment attributes can be found within the EnRLD 2023 Site Assessment "zip" folder in .xlsx format ("**Site Assessment Datafields**").

1.3 Assessment Quality Control will confirm that prescriptions follow best practices for silviculture treatments to a high standard of quality and have been applied in a way that addresses the unique limiting factors of a site.

2. DELIVERABLES

2.1 Applicants will be required to electronically submit assessment details (prescriptions) by stand as well as summary tables via an excel spreadsheet (.xlsx format) at a frequency determined within the Service Provider Agreement.

2.2 Overview map of assessment areas;

2.3 Detailed maps of stands assessed, identifying treatment types;

2.4 Shapefiles of all assessed stands, including attributes for detailed assessments, prescribed treatment types, and other collected information (in FRIAA prescribed format); and

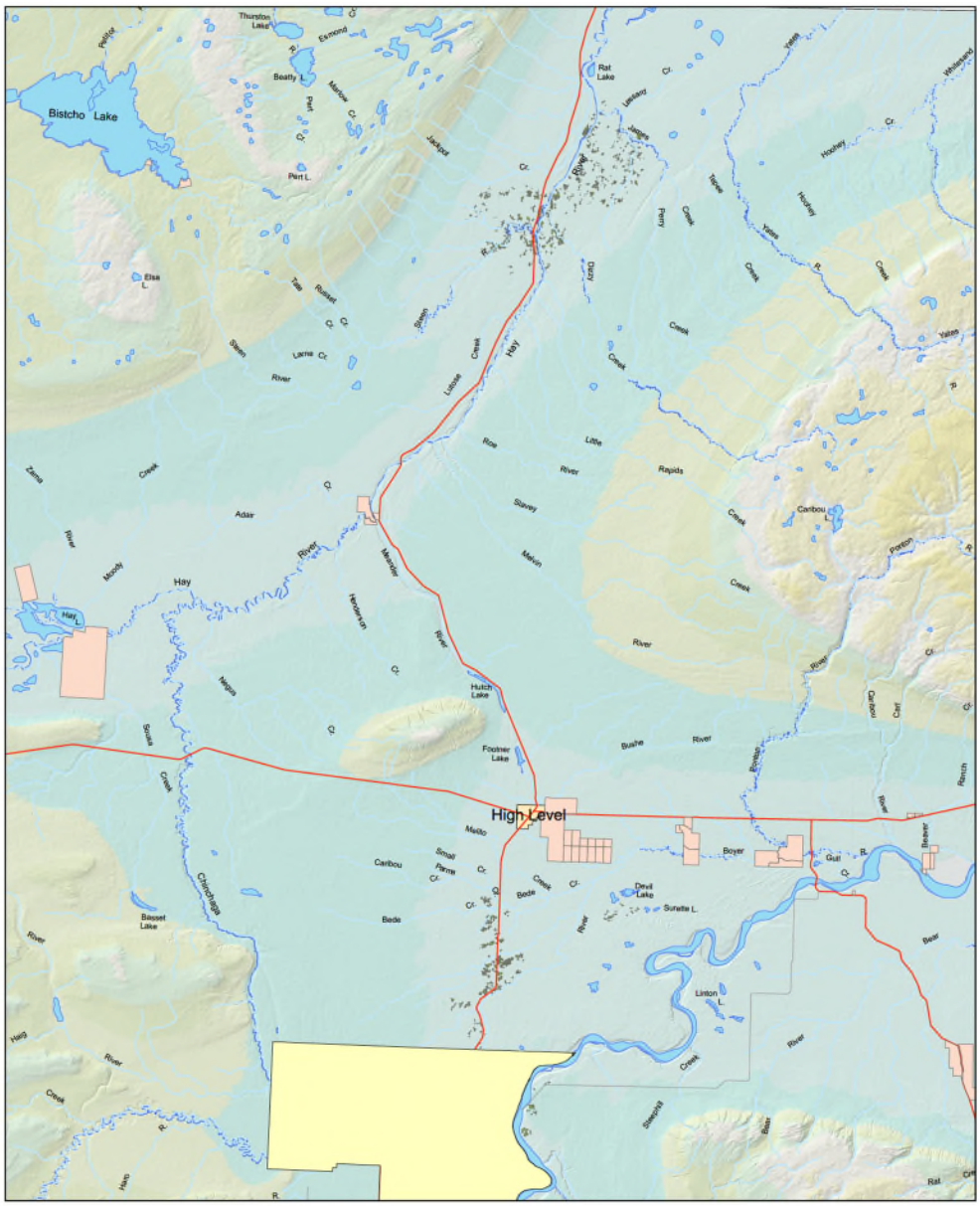
2.5 Georeferenced digital photos of the assessed stands (these may be used by the Department or FRIAA to verify prescriptions for use in manuals or promotional materials, on-line or in hard copy).

APPENDIX "A"

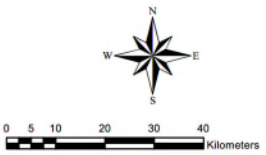
1. SERVICE AREA MAPS

1.1 The total Eligible Disturbed Area, as defined by FRIAA, to be assessed for the purpose of this Request for Proposals is estimated to be 10,747 ha.

Wildfire Name	Forest Management Unit	Eligible Disturbed Area
Chuckegg Creek Fire	F11	4,035 ha
Jackpot Creek Fire	F26	6,712 ha

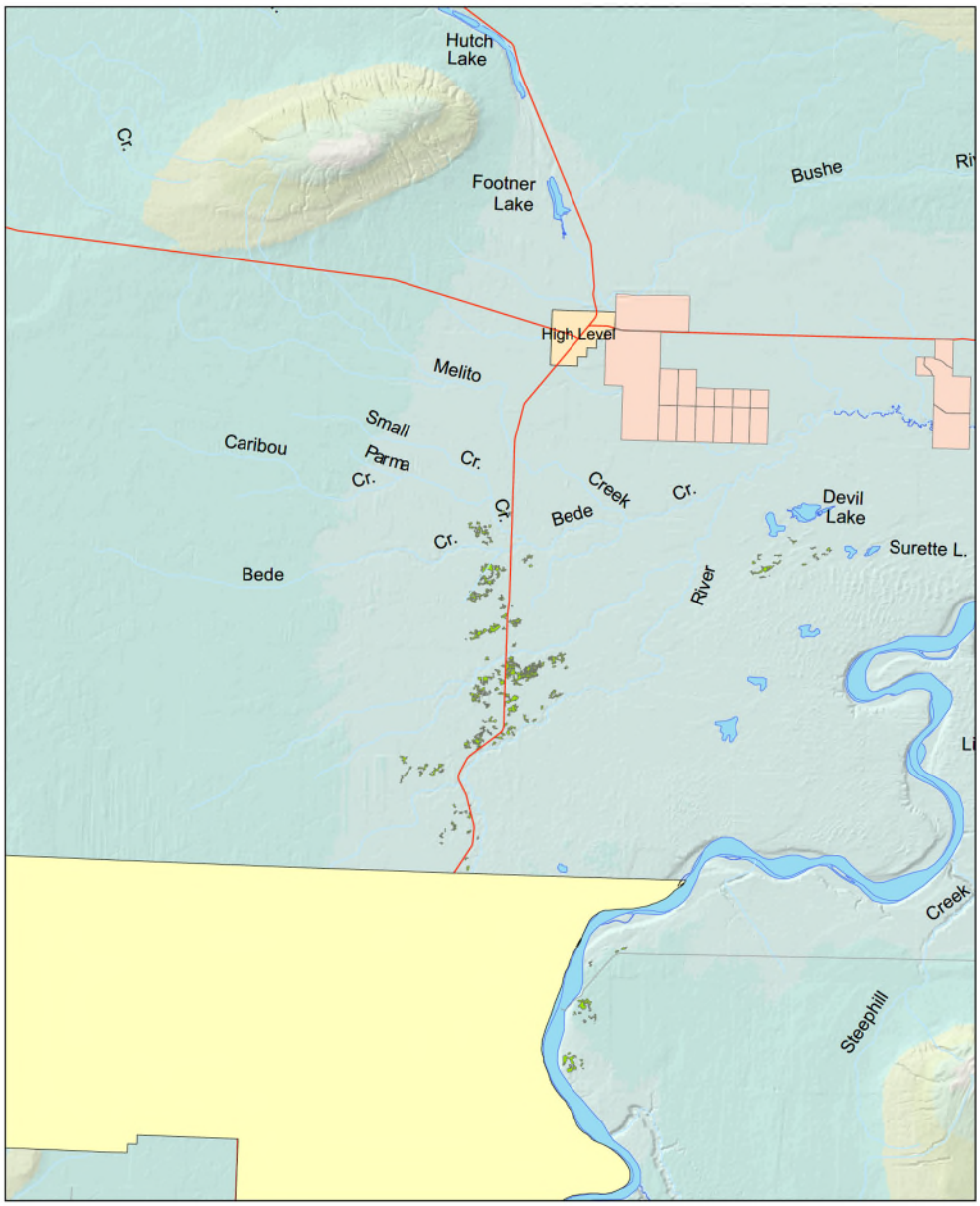


Enhanced Reforestation of Legacy Disturbance
Overview Map

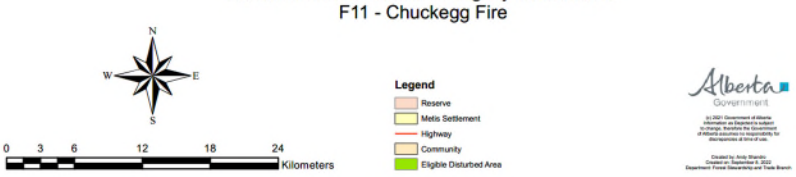


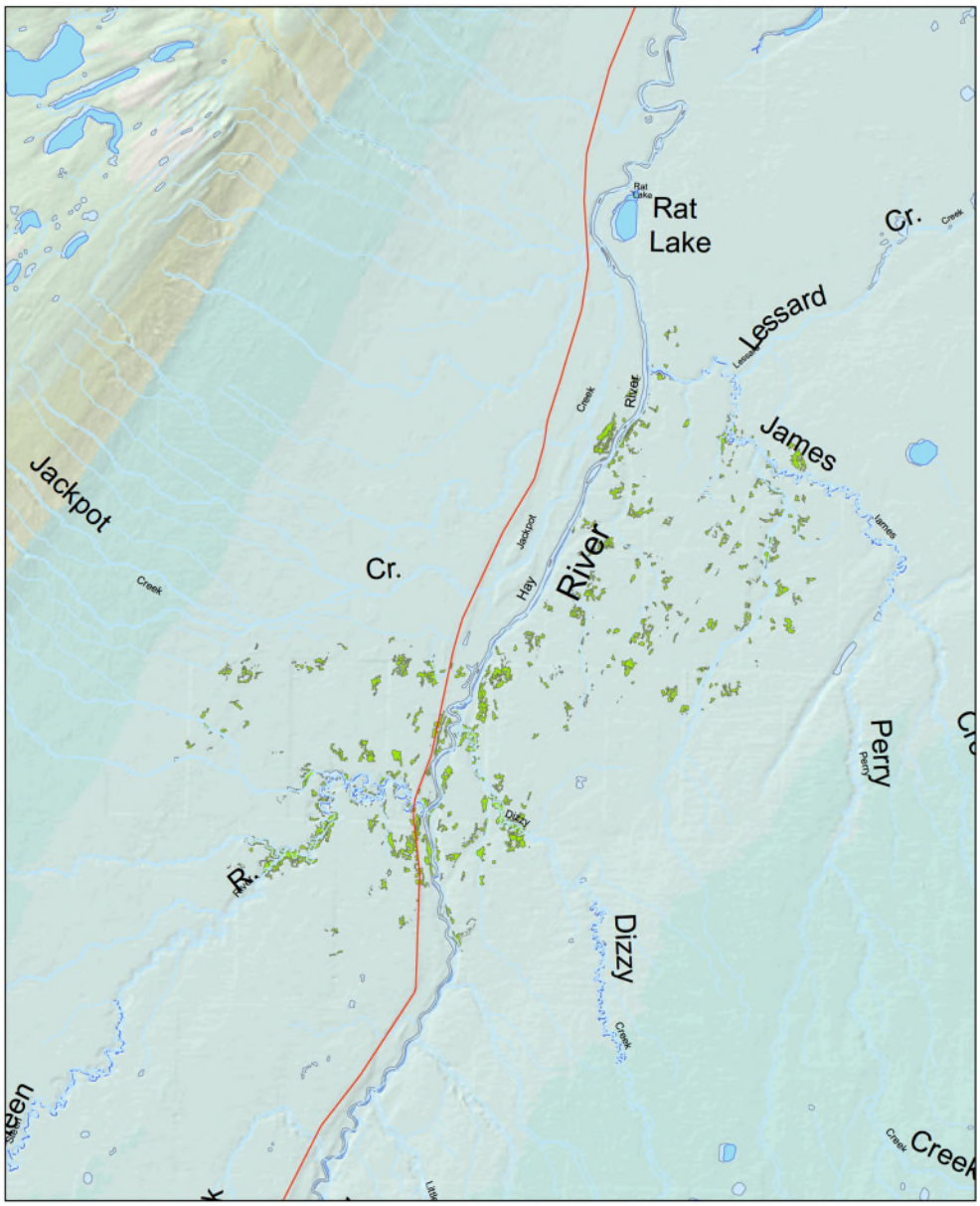
Legend

- Reserve
- Metis Settlement
- Highway
- Community
- Eligible Disturbed Area

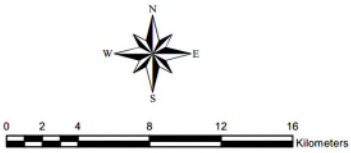


Enhanced Reforestation of Legacy Disturbance
F11 - Chuckegg Fire





Enhanced Reforestation of Legacy Disturbance
F26 - Jackpot Fire



Legend

- Reserve
- Metis Settlement
- Highway
- Community
- Eligible Disturbed Area