|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Request for Proposal # **(Internal Use Only)** |  | | **Submission Deadline: November 19, 2024 16:00 MST** | |     **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | |
| **Enhanced Reforestation of Legacy Disturbances (EnRLD)**  ***Request for Proposals Application Form and Proposal Template***  **EnRLD – 2025 Reforestation Request for Proposals (FMU P14 & P20)** | | | | | | **FRIAA Administrator  Telephone: 780-429-5873 Email:** [**admin@friaa.ca**](mailto:admin@friaa.ca) **Website:** [**https://friaa.ab.ca**](https://friaa.ab.ca/programs/enhanced-reforestation-of-legacy-disturbance-enrld/) | |
| **Applicant Information** | | | | | | | |
| Name of Organization: | | |  | | | Phone: |  |
| Mailing Address: | | |  | | | Fax: |  |
| Primary Contact:  (Authorized Representative) | | |  | | | Email: |  |
| **Project Information** | | | | | | | |
| Forest Management Unit | | | | Term of Project  (month/year to month/year) | | | Amount of Funding Applied for Under this Application (Estimate) |
| **P14-295 ha** | | | |  | | |  |
| **P20-1,439 ha** | | | |  | | |  |
| **P14 & P20 – 1,733 ha\*** | | | |  | | |  |
| *\*The maximum available funding to be allocated for the purpose of this Request for Proposals is* ***$2,800,000,*** *therefore, the total Eligible Disturbed Area that is available for treatment under this Request for Proposals will be determined based on the funding available****.*** | | | | | | | |
| **Attachments:** |  | Signed Application Form and Completed Proposal | | | | | |
|  | EnRLD Budget and Workplan using *Budget\_Workplan\_Example.xlsx* | | | | | |
|  | Other (Describe) | | | | | |
| **Acknowledged by Applicant** | | | | | | | |
| The Applicant acknowledges having read and agreed to the terms and conditions described in the EnRLD 2025 Reforestation Activities Request for Proposals, to which the Enhanced Reforestation of Legacy Disturbances Program (“**Program**”) and the Request for Proposals (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 *as modified in the Request for Proposals*, 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. | | | | | | | |
| **Applicant Signature (Authorized Representative)** | | | | | **Date** | | |

# PROJECT OVERVIEW

|  |  |
| --- | --- |
| **EnRLD – 2025 Wildfire Restoration Activities Within FMU P14 and P20** | |
| **Applicant** | Legal name of Applicant (same as signed application). |
| **Project Title** | Indicate the project title as named by the Applicant. |
| **Proposed Term of Agreement** | Outline timeline necessary to complete project. |
| **Proposed Activities** | Briefly summarize the work to be completed. |
| **Approximate $/ha rate** | Approximate the average rate in dollars per hectare. See Section 3.5 of this Application Template for example budget details to assist in determination of an approximate overall rate/hectare. **Please also provide the total hectares proposed for treatment given the cap on funding available.**  P14 – $/ha  P20 – $/ha  P14 and P20– $/ha |
| **Authorized Representative (Primary Contact)** | Name and title of Authorized Applicant (same as signed application). |
| **Project Lead (other than primary contact above)** | If a staff member has a lead role in delivering the project but is not named as project authorized representative above, provide name and title here. |
| **Project Team** | List name, title, and brief description (2-3 sentences) of project team managers, including sub-contractors if applicable. |

# PROPOSED SERVICE AREAS & LOCATIONS

|  |  |
| --- | --- |
| **Forest Management Unit** | **Location of Applicant’s Nearest Office** |
| P14 |  |
| P20 |  |

# PROPOSAL requirements

## Overview of the Proposed Activities

This section should present a brief description of what type of project or activities will be developed including scope, area, and a brief overview of intended outcomes.

## Proposed Workplan and methodology

This section should describe a detailed overview to allow for a greater understanding of the scope of activities being proposed. Indicate all stakeholders, collaborators, and potential sources of data.

## project risks and mitigation

Identify and describe the risks applicable to the proposed project and your ability to achieve the expected outcomes. Propose and describe strategies to mitigate such risks.

## Project Outcomes and Deliverables

Briefly describe the expected outcomes of the project and deliverables that will be made available to FRIAA.

## Timelines, Workplan, and Budget

Provide a detailed workplan for each service area, including timelines to delineate start and end dates, tasks to be completed at each phase, milestones, and reporting to FRIAA across all phases of the proposed project. If you intend on applying for P14 and P20, a proposed budget with a $/ha rate must be submitted for each FMU in addition to a proposed combined budget. Use the excel spreadsheet “*Budget\_Workplan\_Example.xlsx*” as a template and include this within your submission document.

If applicable, provide an estimate of non-FRIAA funding or in-kind resources that apply directly to the activities proposed. In-kind resources that should be estimated may include permanent staff time for project management, quality control, task training, safety training and inspections, financial reporting, and other costs such as vehicle, equipment and hall rentals, printing costs, tendering, and any other project support that is offered by the Applicant to support the cost of the project.

**Note:** Funds or resources for related projects or previous projects or plans do not qualify as other sources of funding for this project. FRIAA funds cannot be used for existing staff or resources of the Applicant but an estimate of the value of credible in-kind resources directly related to this project should be provided here.



## project Team

Provide a description or list of staff members or contractors who will play a significant role in planning, supervision, assessments, and prescription development for reforestation services to FRIAA. Summarize the roles of each team member and provide a brief half page description of their professional qualifications, years of experience, knowledge of silviculture processes, range of competency with restoration activities, GIS competency, and demonstrated ability to understand the potential activities being assessed.

**Note:** FRIAA will not accept detailed resumes for personnel on this proposal project.

## Company Experience and Expertise

Describe your company’s experience as it relates to the scope of services that FRIAA requires. Specify safety certifications held, use of sub-contractors, and technology used for data collection.

## Recent Examples of Similar Work

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 deliverables (e.g., # plots, #days/hours).

## Local Presence and Link to the Community

Provide a detailed description of ways in which this project will contribute to the local economy or will increase capacity for local community members.

## Permits, Licenses, and Authorizations

Provide a description of any required permits, licenses, and authorizations that may be necessary to complete the proposed project.

# PROGRESS REPORTING AND PAYMENT SCHEDULE

A progress reporting and payment schedule linked to the completion of project milestones/deliverables must be included. Progress reporting should be determined based on the project timelines, deliverables, and funding requests.

For example, Progress Report #1 may be produced shortly after the project approval and initial planning activities (e.g., completion of block layout), Progress Report #2 may occur at partial project completion (e.g., completion of mechanical site preparation), etc. A Final Outcomes Report detailing all project activities and financial outcomes must be submitted upon project completion. A minimum of 20% of the approved funding shall be released upon the submission of a Final Outcomes Report – if requesting otherwise, outline reasoning in this section. The submission of a financial report and supporting documentation is required to receive a grant payment. Use the table below to outline milestones and deliverables that will be provided to FRIAA.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Progress Report** | **Task Description and Estimated Milestones** | **Reporting Period** | | **FRIAA Payment** |
| **Start Date** | **End Date** |
| Progress Report 1 | Signed Project Grant Agreement, Project Initiation & Planning | **-** | December 1, 2024 | $ funds to be released |
| Progress Report 2 | Mechanical Site Preparation | Dec 15, 2024 | Apr 30, 2025 | $ funds to be released |
| Progress Report 3 | Chemical Site Preparation | May 1, 2025 | Jul 31, 2025 | $ funds to be released |
| Progress Report 4 | Planting Activities | June 1, 2025 | Aug 31, 2025 | $ funds to be released |
| Final Report | Submit final technical report outlining all project activities, results, and outcomes. Submit final financial report and supporting documentation. | Oct 1, 2025 | Sept 30, 2026 | Minimum 20% of project total |
| **TOTAL** | | | | **$ total funding** |

**Note:** All text in red is sample information for illustration purposes only and should be replaced with information that is relevant to the Applicant.

# Additional Information

Any additional information or assumptions that may be relevant or helpful in assessing the Applicant’s proposal submission should be included within this section.

**Note:** Maximum length for the proposal submission is 30 pages (including attachments and application form).