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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  |  | | Project Title | Inter-cutblock seismic line restoration |     **Submission Deadline: March 3, 2025 2pm MST**  **Forest Resource Improvement  Association of Alberta**  P.O. Box 11094, Main Post Office,  Edmonton, Alberta T5J 3K4 | | | | | | | | | |
| **FRIAA CARIBOU HABITAT RECOVERY PROGRAM (CHRP)**  **Attn: FRIAA Administrator**  **Submissions Portal:** [**https://friaa.ab.ca/program-submissions/**](https://friaa.ab.ca/program-submissions/)  **Website:** [**https://friaa.ab.ca**](https://friaa.ab.ca/programs/friaa-firesmart/)  **Request for Proposals - Application Form & Template**  **FRIAA-CHRP February 2025 Inter-Cutblock Seismic Line Restoration** | | | | | | | | | |
| **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** | | | | | | | | | |
| **Location of Project (Caribou Ranges):** | | | | | **Total Amount of Funding Requested:** | | | | |
| Caribou Range(s): | | | | | $X.XX | | | | |
| **Total Number of km proposed for treatment:** | | | | | **Average rate over 5 years ($/km):** | | | | |
| XX km | | | | | $X.XX / km | | | | |
| 🞏 Applicant participated in the “Question and Answer Information Session” on February 14th 2025 (highly encouraged) | | | | | | | | | |
| **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 that it has read, understands and agrees with the requirements, terms and conditions of the Caribou Habitat Recovery Program (the “**Program**”), the Request for Proposals (the “**RFP**”) and Program Outline, and the Caribou Habitat Recovery Program Project Grant Agreement (the “**PGA**”) and by its submission of this Application and its Proposal acknowledges and agrees that the Applicant shall be bound by the requirements, terms and conditions of the Program, the RFP and Program Outline, the PGA and FRIAA’s policies, procedures protocols and guidelines as well as any and all requirements and directions as may be determined by FRIAA’s Board of Director at its sole discretion. The Applicant also acknowledges and agrees that this Application and Proposal may be accepted by FRIAA on further terms and conditions which shall be binding on the Applicant and that the acceptance of this Application and Proposal does not represent a commitment by FRIAA to fund all or any of the activities proposed therein. | | | | | | | | | |
|  | **Authorized Representative (as named above)** | |  | **Date** | | | |  | |

**APPLICATION TEMPLATE**

\*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. List the expected caribou ranges that you will conduct operations in.

# Project Resources

Provide details on the components of the project delivery that will rely on sub-contractors.

# Project Assumptions

Describe any assumptions as to the scope or nature of the work.

# Project Risks & Mitigations

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

# Project Work Plan

Prepare a work plan that identifies major task milestones, timing and duration of these activities as well as critical dependencies. The work plan and project budget should be clearly linked.

# Project Management & Quality Control

Describe the approach for project management and quality control to ensure that:

* + 1. Site preparation treatments address the site limiting factors at densities/intervals that match the approved Annual Work Plan;
    2. Planting has been implemented using a robust chain of custody, planted to a high standard of quality, and applied at a density that matches the approved Annual Work Plan;
    3. Linear deactivation treatments block human access, predator and prey movement patterns and are at densities/intervals that match the approved Annual Work Plan; and,
    4. Submitted data is verified prior to submission and follows the provided templates for GIS and reporting.

# Permits, Licenses and Authorizations

Describe the permits, licences and authorizations, and how they will be acquired, if they are required.

# Stakeholder Consultation

Describe your stakeholder consultation approach.

# Price and Budget

Provide a maximum price to complete the proposed project. Eligible and supported expenses up to the maximum price will be reimbursed.

## 9.1 Project Budget

Describe the project budget with sufficient detail to support the work plan and demonstrate your understanding of the project scope.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description\*** | **Unit Price ($/km)** | **Unit Quantity (km)** | **Total ($)** |
| Annual Work Planning, mapping, consultation, permitting/regulatory, reporting, safety, data quality control, project management. On-site operational field work to include mechanical site preparation treatments, deactivation by tree tipping/stem bending, and reforestation - trees and tree planting. Year 1 | $ x.x | x.x | $ x.x |
| Annual Work Planning, mapping, consultation, permitting/regulatory, reporting, safety, data quality control, project management. On-site operational field work to include mechanical site preparation treatments, deactivation by tree tipping/stem bending, and reforestation - trees and tree planting. Year 2 | $ x.x | x.x | $ x.x |
| Annual Work Planning, mapping, consultation, permitting/regulatory, reporting, safety, data quality control, project management. On-site operational field work to include mechanical site preparation treatments, deactivation by tree tipping/stem bending, and reforestation - trees and tree planting. Year 3 | $ x.x | x.x | $ x.x |
| Annual Work Planning, mapping, consultation, permitting/regulatory, reporting, safety, data quality control, project management. On-site operational field work to include mechanical site preparation treatments, deactivation by tree tipping/stem bending, and reforestation - trees and tree planting. Year 4 | $ x.x | x.x | $ x.x |
| Annual Work Planning, mapping, consultation, permitting/regulatory, reporting, safety, data quality control, project management. On-site operational field work to include mechanical site preparation treatments, deactivation by tree tipping/stem bending, and reforestation - trees and tree planting. Year 5 | $ x.x | x.x | $ x.x |
| **Total Funding Request:** |  |  | **$ x.x** |
|  |  | **Total km** | **Ave Rate ($/km)** |
| **Average rate over 5 years ($/km)** |  | **x.x** | **$ x.x** |

\*An Annual Work Plan will be prepared and submitted for approval by FRIAA at a pre-approved date each year, detailing the location and number of km, as well as the site prescriptions. The combined annual budgets will not exceed the total amount of the approved grant funding.

## 9.2 In-Kind Activities

Describe and estimate the dollar value of any in-kind contributions that apply directly to the proposed activities for labour, equipment or other resources.

# Progress Reporting Schedule

The successful applicant must submit annual Progress Reports to FRIAA as well as a Final Outcomes Report in the provided reporting format. To allow for summer tree planting completion and reporting inclusion, these reports would be expected annually by October 31, and will include a GIS file submission (treatment, deactivation and planting locations an km – per the provided templates that may be updated from time to time) of the work completed in the previous 12 months.

# Expense Claim Schedule

Expense Claims may also be submitted (with supporting documentation such as timecards, subcontractor invoices, disbursement receipts) with the Progress Reports and the Final Report. A minimum of 20% of the total approved grant amount will be paid with the submission of the final deliverables and upon approval of the Final Outcomes Report.

# Project Outcomes and Deliverables

# The annual outcomes and deliverables are listed below.

# (i) Annual “As-built” detailed maps of the treatment area, identifying mechanical treatment type (i.e. screef, mound, rip), deactivation type (i.e. tree felling, ditch and berm, water bar) was used, by km, and the number of seedlings planted, by species;

# (ii) Annual shapefiles or geodatabase of the treated segments, including treatment type attributes, specifications for the required metadata and the data management template as provided and described in the Framework;

# (iii) A brief report summarizing the treatment work completed, (including the km of treatment type, total number of trees planted by species); and,

# (iv) Results of quality control plots and measurements for treatments and planting efforts per the Framework. FRIAA and the Department will conduct periodic Operational Reviews.