

**Forest Resource Improvement Association of Alberta**

**COMMUNITY FIREGUARD PROGRAM (CFP)**

**REFERENCE: FRIAA-CFP AUGUST 2025 PHASE 2: CONSTRUCTION**

**REQUEST FOR PROPOSALS BY INVITATION ONLY\***

(\*Requires a "FRIAA approved" Operational Plan developed in Phase 1: Planning)

<b>Issue Date:</b>	August 21, 2025
<b>Intake #4 Closing Date/Time:</b>	September 26, 2025 – 14:00 pm
<b>Virtual Information Session:</b>	September 10, 2025
<b>Submission Portal:</b>	<a href="https://friaa.ab.ca/program-submissions/">https://friaa.ab.ca/program-submissions/</a>
<b>Telephone:</b>	780-429-5873
<b>Inquiry Email:</b>	<a href="mailto:admin@friaa.ab.ca">admin@friaa.ab.ca</a>
<b>Website Information:</b>	<a href="http://www.friaa.ab.ca">www.friaa.ab.ca</a>
<b>Mailing:</b>	Box 11094 Main Post Office Edmonton, AB T5J 3K4

## 1. INTRODUCTION

- 1.1 The Forest Resource Improvement Association of Alberta (“**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 with the Government of Alberta (“**GOA**”) to deliver the Community Fireguard Program (the “**CFP**”).
- 1.2 The purpose of the CFP is to support the Provincial FireSmart Program initiative by funding the construction of community fireguards that provide for enhanced public safety and improved protection of at-risk communities. Specified criteria of eligible construction projects include:
- (a) Large fireguards (several hundred meters wide), unless it can be demonstrated that a smaller fireguard complements an established wildfire mitigation strategy. This may include:
    - (i) Integration with other fuel treatments (e.g. thinning, prescribed burning, FireSmart best practices);
    - (ii) Strategic fireguard placement to protect critical infrastructure, residential zones, or evacuation routes;
    - (iii) Alignment with community values and land-use priorities; and,
    - (iv) Support from fire behavior modeling and risk assessments demonstrating the fireguard’s effectiveness.
  - (b) All flammable woody fuels and land-clearing debris must be cleared, with a long-term strategy in place to maintain the fireguard’s fuel-free condition and ensure the absence of hazardous fuels in the zone between the fireguard and the built environment; and,
  - (c) Creative options to reduce treatment and maintenance costs should be identified, such as using merchantable timber revenues, supporting bioenergy (e.g., wood pellet facilities), and employing grazing to reduce both short-term and long-term costs.
- 1.3 FRIAA is inviting short-listed applicants to submit Proposals under the CFP for Phase 2: Construction proposals. The following information outlines the intent of this Request for Proposals (“**RFP**”) process and provides instructions to prospective applicants who wish to submit a Proposal under this RFP.
- 1.4 This RFP is **open by invitation to short-listed municipalities; Alberta First Nations; Métis Settlements, Co-operatives, Enterprises or Locals**, that have an “FRIAA approved” Operational Plan on their Phase 1: Planning, and is focussed on the clearing of vegetation/fuel management projects relating to construction of fireguards by spring breakup in March 2026.
- 1.5 Under the CFP, the following activities (“**Eligible Activities**”) may be considered by an Applicant:
- (a) Planning (e.g., design, technical review, mapping, ground truthing, permitting, consultation); and,
  - (b) Vegetation/Fuel management (e.g., complete vegetation removal in the construction of fireguards/fuel breaks including maintenance activities such as agricultural grazing).

- 1.6 FRIAA is requesting short-listed Applicants to submit a proposal for **Phase 2: Construction** under this RFP. This phase is for clearing and construction, based on the “FRIAA approved” Operational Plan developed in **Phase 1: Planning**. For context, a brief description of each phase follows:
- (a) **Phase 1: Planning.** The purpose is to develop an operational construction work plan (the “**Operational Plan**”), which includes both mapping and a written document describing: a technical design map, ground truthing, permitting and authorizations, stakeholder, community and Indigenous consultation, and operational budgeting.
  - (b) **Phase 2: Construction.** The purpose is to remove hazardous fuels near communities by conducting operations such as: land clearing through timber harvest or mulching, debris disposal through removal from site or burning and site preparation for grazing including grubbing/stumping, seeding or fencing (if needed).
- 1.7 Proposals may be approved for funding, if they are in alignment with **Section 1.2.**, have a “**FRIAA approved**” **Phase 1: Plan** completed, and subject to:
- (a) **available CFP funds** (which are competitive);
  - (b) **project “value for money”** - which will be evaluated based on cost effectiveness as an overall cost per hectare (\$/ha), as well as by a breakdown of two types of costs: planning/overhead (project management and administration) and operations (clearing, site preparation and debris disposal);
  - (c) Alberta Wildfire **technical effectiveness review** and fireguard design approval; and,
  - (d) the **Applicant’s state of readiness / timeliness to begin clearing and construction** (clearing to be complete by spring breakup in March 2026, with debris disposal (if pile burning) in fall/winter of 2026/27).
- 1.8 FRIAA Field Liaison representatives are available to discuss your project details to provide independent technical insights that may help facilitate the development of a strong Proposal. Applicants are required to connect as soon as possible, prior to submission. Please contact the representative in the region of your proposed project, by approximate geographic area (subject to change):
- (a) Andy Gesner  
[andy.gesner@friaa.ab.ca](mailto:andy.gesner@friaa.ab.ca)  
780.404.6944  
Fort McMurray, Lac La Biche, Slave Lake, Whitecourt
  - (b) Rick Arthur  
[rick.arthur@friaa.ab.ca](mailto:rick.arthur@friaa.ab.ca)  
403.489.2026  
Edson, Rocky Mountain House, Calgary
  - (c) Wes Nimco  
[wes.nimco@friaa.ab.ca](mailto:wes.nimco@friaa.ab.ca)  
780.689.9073  
High Level, Peace River, Grande Prairie

## 2. PROPOSAL REQUIREMENTS

2.1 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 delay or rejection of the Proposal.

2.2 Proposals must be clear and well-written and must concisely describe the components of the proposed project, including each of the program proposal requirements set out in subsections 2.3 and 2.4 below (collectively the “**Program Proposal Requirements**”), using the application form and template as provided by FRIAA.

### 2.3 Application Form

- (a) Provide a project title, referencing yourself as the Applicant community and the project location.
- (b) Provide contact information for the Authorized Representative (name, title, phone number, email, and address) of the 1) Applicant organization and the individual(s) authorized to represent the Applicant and commit the Applicant to the execution of a Project Grant Agreement and 2) the individual who will manage the Project.
- (c) Indicate the duration, timing and the maximum amount of grant funding that would be required to complete the planned operations in Phase 2 of the proposed project. **Note: Construction projects that will have clearing completed by spring breakup in March 2026 will be prioritized for funding consideration.** Debris disposal (if pile burning after summer curing) in fall/winter of 2026/27 is acceptable.
- (d) Include the appropriate attachment required below, and have an Authorized Representative sign the Applicant acknowledgement set out on the application form. Applications from:
  - (i) Municipalities must be accompanied by properly executed Municipal Council Resolution;
  - (ii) First Nations must be accompanied by a properly executed Band Council Resolution; and,
  - (iii) Métis Settlements must be accompanied by a properly executed Settlement Council Resolution and applications from Co-operatives, Enterprises or Locals must be signed by the President.

### 2.4 Template

- (a) Describe the **construction project overview**. Include a brief explanation of why the location and size (expected 100m wide minimum if tied into existing grazing or other cleared rights-of-way (ROW), target should be 300-500m, and as large as 1000m) was chosen, e.g. tie-in with natural (rivers, lakes, ridges, slopes) or non-fuel (roads, active gravel pits, grazing/farming areas) features, previous or planned FireSmart treatments as per your mitigation strategy or wildfire hazard and risk assessment, any tactical or strategic considerations, water sources, values-at-risk proximity and type, and what/how

much high hazard (particularly conifer) fuel is being removed between the fireguard and the built environment.

- (b) Describe the **adjacent community(ies) and geographic area** to be covered by the construction project.
- (c) Describe the **detailed approach** for Phase 2 project work, by extracting a brief summary from your “FRIAA approved” Operational Plan from Phase 1. Describe any changes or deviations from the approved plan and provide an explanation.
  - (i) Provide a **chronological work plan and timeline**, including major tasks, milestones, dependencies, start and end dates, and deliverables. Describe any changes or deviations from the approved plan and provide an explanation.
  - (ii) Append your “FRIAA approved” Operational Plan from Phase 1<sup>1</sup>.
- (d) Describe any **permits, licences and authorizations** acquired during Phase 1 to undertake the proposed construction project. If any required permits, licences, and authorizations are still outstanding, provide the status, timeline and budget to complete these processes. (Note: development on provincial Crown land will likely require the acquisition of a Vegetation Control Easement (“**VCE**”), which will require Indigenous consultation as directed by the Aboriginal Consultation Office (“**ACO**”), payment of Timber Damage Assessment(s) (“**TDA**”) to the Forest Management Agreement (“**FMA**”) holder, and/or a Temporary Field Authorization (“**TFA**”), etc.)

If the fireguard is being developed on Provincial Crown Land, demonstrate your authorization to clear land and conduct operations (e.g. include your VCE, TFA and/or ACO adequacy, depending on your state of readiness – this may impact your funding approval).

- (e) Describe how the **community members / residents, fire response services, and other stakeholders** (including government entities in the community) will be involved in the construction project. Indicate how community members will be advised of and engaged in the construction phase of the project (as per your **communications plan**). Describe the impacts of construction on other resources or land users.
- (f) Demonstrate your regional **Alberta Wildfire** office approval for the technical fireguard design and effectiveness of the proposed project. This is required prior to Phase 2 funding proposal submission and is more than a “letter of support” for the general concept of a fireguard in your community. Demonstrate the approval of an effective design, strategic location, and tactical size for use in operations by describing the discussion and engagement with your local Wildfire Prevention Officer. Append the “Wildfire Alberta approved” technical design map(s) from Phase 1<sup>1</sup>.

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<sup>1</sup> If you have been approved for Phase 1: Planning funding prior to August 2025, please reference the August 2025 Phase 1: Planning RFP to see the required deliverables / Operational Plan criteria (including the Operational Plan template), required with FRIAA approval, prior to applying for Phase 2 funding.

- (g) Demonstrate the regional **Public Lands** office approval for the proposed project regarding the feasibility of grazing livestock (if grazing was proposed in your vegetation management plan) for the fireguard.
- (h) Outline a plan to address **safety protocols** and describe safe working conditions during the construction phase of this project.
- (i) Describe the arrangements with **timber mills and biomass facilities** regarding fibre and debris disposal, with regard to timber salvage, pile and debris burning, mulching or chip and haul.
- (j) Describe the **project management** and processes in place to ensure that the project is completed expediently, including the measures in place for quality control (e.g., regulatory approvals, communications, data), cost control/tracking, safety, and adequate reporting to FRIAA. Identify the person(s) responsible by name or role. Identify supporting project management consultant if known.
- (k) Quantify the specific **project outcomes** that are expected (e.g., number of hectares cleared for the fireguard and if applicable, the timber salvage volumes and what kind/how many livestock are expected to graze on-site). The required **deliverables** are outlined below.
  - (i) **PHASE 2 DELIVERABLES:**
    - 1) A **constructed fireguard** as per the “FRIAA approved” operational plan from Phase 1.
    - 2) **As-built technical map(s)** of the constructed fireguard indicating:
      - a. the total boundary dimensions (length and width in m) and size (ha) of the cleared areas;
      - b. delineated and attributed treatments (e.g. ha of clearing, mulching, thinning in riparian area, stumping, seeding); and,
      - c. site installations (e.g., fencing, dugouts, gates, cattleguards) etc.
    - 3) **Shapefile or geodatabase**
      - a. As-built fireguard boundary;
      - b. Delineated and attributed treatment areas e.g. seeding, thinning, stumping, harvest, mulching, etc.;
      - c. Site installations (e.g., dugouts, fencing, gates, cattleguards); and,
      - d. Use the FRIAA FireSmart data format and templates, as provided in **Appendices A, B and C.**
    - 4) Description of the total volume of wood or biomass sold (m3 of each conifer and deciduous) and total amount of revenue (\$) returned to the project.
    - 5) Description of the value of local employment created in terms of ‘full-time equivalent’ (“FTE”) positions employed on the project.

- (l) Description of funding requested and detailed budget for Phase 2;
  - (i) Describe the itemized construction **project budget and the funding requested from FRIAA for Phase 2 activities**. Proposed costs for activities must contain sufficient detail (e.g., unit costs and estimated number of units, i.e. \$/ha or \$/hr) to allow for assessment that they are transparent, competitive, and consistent with fair-market value principles. Flat rate or lump sum values will not be accepted. Demonstrate your understanding of the scope of work and of the steps required to complete the project.
  - (ii) Describe the process used to determine that budget costs represent fair-market value for the activities proposed (i.e., bid tenders, market survey, etc.).
  - (iii) The funding committed in Phase 2 will be reimbursed up to the maximum approved amount, inclusive of GST on third-party invoices.
  - (iv) Generalized administration fees, contingency fees or “percentage markup” will not be accepted.
  - (v) TDA may be waived or reduced by making harvest arrangements with your local mill, describe these discussions and impacts on the TDA costs, if any, i.e. at a minimum, the reforestation portion could be waived as sites are designed to remain clear of vegetation.
  - (vi) Describe and quantify in dollars, the value of in-kind resources that will directly contribute to the activities proposed. FRIAA funds must not be used for existing staff or resources of the applicant. “In-kind” can include administration, supervision, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials and resources, advertising costs and materials, hall rentals, financial contributions and any other project support that is offered by the applicant to subsidize the cost of the project. In-kind contributions are highly regarded.
  - (vii) Describe other funding sources that will contribute to the overall Project budget and the amount of those funds. Sources include financial contribution by the Applicant or other stakeholders.
  - (viii) **Projects that involve harvesting of merchantable timber or biomass may only claim incremental costs of harvesting activities. Revenue generated from the sale of timber or biomass must be returned to the project budget.** Show this as a cost reduction from the total project budget. (If the cost of salvage logging exceeds the revenue generated by selling the timber, consider other options).
- (m) Describe the **local employment** created in terms of financial impact to local citizens or businesses, and estimate the full-time equivalent (FTE) number of positions generated by the proposed work.
- (n) Propose a **Progress Reporting schedule** related to the work schedule and completion of project milestones. Consider major work milestones and seasonality to balance reporting with key project stages. The Final Outcomes Report will describe a project summary including activities completed and costs (to the maximum of the approved grant amount)

with supporting contractor invoices. (FRIAA provides a progress reporting and expense claim template.)

- (o) Propose a **Payment Schedule** for making grant payment claims, in conjunction with the proposed progress reporting schedule. At least 20% of the total project cost will be designated for the final payment, with the submission and verification of final reporting, expense claims and FRIAA approved deliverables.
- (p) Provide any additional information to support your Proposal.

### 3. PROPOSAL ADJUDICATION CRITERIA

3.1 Proposals shall be reviewed, evaluated, and recommended to the FRIAA Board of Directors (the **“Board”**) for approval based on the following criteria:

- (a) Proposals must use the application form and follow the template provided for this RFP.
- (b) Priority will be given to Proposals that support:
  - (i) **enhanced public safety and improved protection of at-risk communities in the Forest Protection Area;**
  - (ii) **planned fireguard boundaries directly adjacent to communities and values at risk for optimal benefits (including technical design effectiveness approval from Alberta Wildfire);**
  - (iii) **projects at a size and scale that cost efficiencies are realized and opportunities for timber salvage and/or biomass revenue can help offset project costs;**
  - (iv) projects with minimal overhead (administrative) to operational costs;
  - (v) **"shovel ready" projects, with a "FRIAA approved" Operational Plan and "nearly complete" regulatory permitting from Phase 1: Planning that can be cleared prior to spring breakup in March 2026;**
  - (vi) projects with community support and acceptance, based on community ownership of previous FireSmart activities;
  - (vii) use of local contractors and labour that promotes cost-effectiveness; and,
  - (viii) projects that leverage FRIAA funding with other sources of funding, including significant in-kind support.
- (c) The expenses set out in the Proposal must be reasonable in all circumstances and must not exceed the fair market value of the goods and services being provided.
- (d) The Applicant must be able to complete the Project economically and efficiently, and in considering these criteria, the Board may consider the following:
  - (i) The Applicant and selected consultant's proximity to the location of the proposed project (for cost-effectiveness);



- (ii) The Applicant and selected consultant's wildfire experience in performing such projects;
- (iii) Whether the Applicant and selected consultant has, in the past, successfully completed projects funded by FRIAA (and how many are on-going, particularly if the project is aged over two years);
- (iv) The amount of leverage by way of in-kind contributions of labour, equipment or other resources by the Applicant that are directly applicable to the proposed project. Note: The proposed budget must not allocate any FRIAA funds for existing staff or resources of the Applicant; and,
- (v) The amount of leverage in direct funding secured by the Applicant for the proposed project.
- (e) COR, SECOR or equivalent safety certification and a minimum of \$10 million of liability insurance will be required for Phase 2.
- (f) The proposed project must not be located on private land or lands under federal jurisdiction, except that the proposed project may be located on a Reserve or on Métis Settlement, Cooperative, Enterprise or Local lands.
- (g) The proposed project must not include any prospective, in-progress or completed work under the Provincial FireSmart Program or the FRIAA FireSmart Program.
- (h) The proposed project must not involve work that will have a significant adverse impact on other forest resources or the environment as a whole and the Applicant must agree to carry out the proposed project in an environmentally responsible manner.
- (i) The proposed project must not be contrary to the provisions of relevant regulations or legislation or the objects of FRIAA, or FRIAA's bylaws.
- (j) The proposed project must not include any work that is, in the opinion of FRIAA, a responsibility of a timber disposition holder or constitutes a subsidy to the forest industry.

#### 4. COMMUNITY FIREGUARD PROGRAM OUTLINE

- 4.1 The [full text](http://www.friaa.ab.ca) of the Program Outline for the CFP is available on FRIAA's website ([www.friaa.ab.ca](http://www.friaa.ab.ca)).

#### 5. LEGAL NOTICE

- 5.1 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 Program Proposal Requirements, the Proposal 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 nor is it required to accept any Proposal recommended for funding.
- (c) The final decision with respect to the Proposals rests solely with the Board. The evaluation of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. The Board 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, 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) 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 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 in connection with this RFP or any Proposal prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.

- (k) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.
- (l) 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.
- (m) 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 provided during the RFP or available upon request.

## 6. INFORMATION SESSION

- 6.1 FRIAA will hold an Information Session by **virtual conference** to address questions that may arise with respect to this RFP on **September 10, 2025**. Applicants are highly encouraged to phone in. Call-in information and the agenda for the session is posted on the FRIAA website.

## 7. PROPOSAL SUBMISSION

- 7.1 Proposals must be identified as follows: **FRIAA-CFP AUGUST 2025 PHASE 2: CONSTRUCTION**
- 7.2 Proposals may be submitted on FRIAA's website portal at: <https://friaa.ab.ca/program-submissions/>. Only Proposals formatted in PDF or Microsoft Word will be accepted.
- 7.3 **Deadline for Proposals:** Only those Proposals received by **4:00 p.m.**, local Edmonton time, on **September 26, 2025**, will be accepted for evaluation at this time. Proposals received any time thereafter will not be accepted for evaluation.
- 7.4 FRIAA is not responsible for Proposals that are not received as the result of any 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, including attachment size, internet, email or file transfer technology failure or any other logistical barrier which may impede electronic submission.

## 8. NEXT STEPS

- 8.1 FRIAA and Alberta Wildfire will review submitted Proposals and recommend appropriate projects to the FRIAA Board for approval of funding under the CFP.
- 8.2 Applicants will be notified of the acceptance or rejection of their respective Proposals or requested to provide additional clarification or information as soon as is reasonably possible. This notification is expected to occur by October 24, 2025.
- 8.3 All proposal approvals are subject to funding availability.