

**Forest Resource Improvement Association of Alberta
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REQUEST FOR PROPOSALS

REFERENCE: FRIAA-MPBP February 2017

FRIAA MOUNTAIN PINE BEETLE CONTROL PROGRAM

Forest Resource Improvement Association of Alberta

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|---------------------------|----------------------------------|
| Issue Date: | February 21, 2017 |
| Closing Date/Time: | March 29, 2017- 16:00 hrs |
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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 Minister of Agriculture and Forestry (“**AAF**”) to deliver the FRIAA Mountain Pine Beetle Program (“**MPBP**”).
- 1.2 The purpose of the MPBP is to:
 - a) maintain and enhance the forest resources of Alberta by assisting AAF in the control, suppression and eradication of the Mountain Pine Beetle; and
 - b) encourage activities that are above and beyond required forest management functions.
- 1.3 FRIAA is inviting the submission of project proposals (“**Proposals**”) under the MPBP. The following information outlines the intent of this request for proposals (“**RFP**”) and provides instructions to prospective applicants.
- 1.4 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.

2. PROPOSAL REQUIREMENTS

- 2.1 This RFP is open to any FRIAA member. Non-members are not eligible, however applicants that are FRIAA members may choose to engage others in proposing and delivering MPBP projects.
- 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, 2.4 and 2.5 below (collectively “**Program Proposal Requirements**”).
- 2.3 Proposal Overview
 - (a) Indicate: “FRIAA-MPBP February 2017”.
 - (b) Indicate: Project title.
 - (c) Describe the management unit or geographic area covered by the project.
 - (d) Describe the activities to be undertaken by the project that directly relate to the description of the MPBP set out above in Section 1 of this RFP and the program description (“**Program Description**”) referred to in Section 4 of this RFP (indicate all that apply to the Proposal). Note that separate Proposals should be submitted for each different type of project or different management unit or geographic area.
 - (e) Identify the applicant and also, if applicable, the individual that represents the applicant with respect to the Proposal (name, title, relevant professional credentials, contact, phone number and address).

- (f) Provide relevant background information of the applicant and any partners.
- (g) Provide detailed site selection information and a map of the project proposal area.
- (h) Complete and sign the enclosed Proposal Summary Application form.

2.4 Required Information

- (a) Description of the proposed project.
- (b) Description of methods and project plan.
- (c) Description of the activities to be undertaken in connection with the proposed project, measurable deliverables and timing and proposed costs of these activities.
- (d) Description of funding requested and overall project budget and, if applicable, other funding sources that will contribute to the overall budget. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment that they are transparent, competitive and consistent with value for money principles. NOTE: all costs should be in accordance with principles outlined in Appendix “A”-Scope of Eligible Activities and Costs/Funding Guide.
- (e) Description of the project management, particularly descriptions of the measurements in place for quality control and to ensure the project is completed on time and who is responsible.
- (f) Description of impacts on other resources or users and (if applicable) referral to impacted stakeholders and feedback from referrals.
- (g) Description of anticipated project results and, more specifically, how these results will address the purposes of the MPBP as outlined in the Program Description and Section 1 of this RFP.
- (h) Description of permits, licences and authorizations that are required from AAF or other entities in order to undertake the proposed project and detail in regards to the approval status of these documents or the process that the applicant will undertake to obtain approval prior to commencement of the project.
- (i) Description of anticipated project outcomes.

2.5 Required Schedules

- (a) Work schedule/work plan.
- (b) Progress reporting schedule linked to milestones or outcomes described in the work schedule / work plan.
- (c) Proposed payment schedule linked to progress reporting schedule.

NOTE: Proposals must closely follow the outline of proposal requirements set out above. If

specific items or sections do not apply to the Proposal, an indication of “Not Applicable” is suggested within the body of the Proposal under the pertinent section.

3. PROPOSAL ADJUDICATION CRITERIA

FRIAA will establish a MPB Review Panel (“**Panel**”) to evaluate all submitted and eligible. The Panel will rank submissions on the basis of RFP Requirements and additional criteria as set out below:

- 3.1 The Proposals must contemplate the carrying out of one or more Eligible Activities (as defined in the Program Description).
- (a) Any activities related to the following items are not considered eligible for funding:
 - (i) facility construction, improvement or operations;
 - (ii) product research and development;
 - (iii) road construction, repair and maintenance;
 - (iv) the purchase of any capital assets; and
 - (v) a project carried out prior to project approval unless, in FRIAA’s sole opinion, it is justified for operational circumstances.
 - (b) 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.
 - (c) The Proposal must demonstrate that the applicant is able to complete the project economically and efficiently, and in so determining, FRIAA may take into consideration the following:
 - (i) The applicant’s proximity to the location of the proposed project;
 - (ii) The applicant’s experience in performing such projects;
 - (iii) The resources available to the applicant; and
 - (iv) Whether the applicant has, in the past, complied with applicable federal or provincial legislation.
 - (d) The Proposal 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.
 - (e) 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:
 - (i) The 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;

- (ii) The Proposal must not include facility construction, improvement or operations, product research and development, capital road construction, or, the purchase of any capital assets.

4. FRIAA MOUNTAIN PINE BEETLE PROGRAM DESCRIPTION

The full text of the Program Description for MPBP is available on [FRIAA's website](#) .

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 approved for funding by the Panel.
- (c) The recommendation with respect to Proposals rests solely with the Panel. The Panel's evaluation of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. The Panel 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 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 attached hereto.

6. PROPOSAL SUBMISSION

- 6.1 Proposals must be identified as follows: Project Proposal for the FRIAA Mountain Pine Beetle Program: **FRIAA-MPBP February 2017**.
- 6.2 RFPs may be sent by email. Email submissions must be emailed to: admin@friaa.ab.ca and must include **Project Proposal for FRIAA-MPBP February 2017** in the subject header of the email. Only RFPs formatted in PDF or Microsoft Word will be accepted.
- 6.3 Project submissions may also be sent by regular mail or courier to:
Forest Resource Improvement Association of Alberta
c/o MNP LLP
Suite 1600, 10235 – 101 Street NW
Edmonton, AB T5J 3G1
Attention: Diane Walton
- 6.4 Proposals submitted by mail or courier must be submitted in duplicate and must be accompanied by an electronic copy of the proposal documents on flash drive or CD disk.

- 6.5 **Deadline for Proposals:** Only those Proposals received before the close of business at 4:00 p.m., Edmonton local time, on Wednesday, March 29, 2017 will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.
- 6.6 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 Proposal by the postal service or a delivery failure of any kind by any delivery service whatsoever.

7. APPENDIX “A”

Amended August 20, 2015

7.1 SCOPE OF ELIGIBLE ACTIVITIES AND COSTS/FUNDING GUIDE

| Activity / sub-activity | Sub activity detail | Metrics Unit | Cost Unit | Cost Guide |
|--|--|--------------|--------------------|----------------------|
| 1. AGGREGATION PHEROMONE USE | | | | |
| Long Distance Dispersal | | | | |
| Proposal for FRIAA | 1 proposal / project | plan | man | \$500.00/ |
| 2-component tree bait | 1 site of 3 baited trees / township | bait | bait | \$ 4.47/bait |
| Bait set up | approx. 7 sites/day | site | man day* | \$120.00/site |
| Bait removal | approx. 7 sites/day | site | man | \$100.00/site |
| Ground survey (modified concentric) | up to 75 m around bait station with attacked trees | ha | man day* | \$400.00/site |
| Single tree control | mass attack trees (>40 hits/tree) | #trees | man day* (or tree) | \$130/tree |
| Final Outcomes Report to FRIAA | 1 report to FRIAA, data to ESRD | project | man | \$500.00/rep |
| Containment Baiting | | | | |
| Proposal for FRIAA | 1/project | plan | man | \$500.00/pla |
| 2-component tree bait | 1 bait/season, stapled to tree 2 meters above ground | bait | bait | \$4.47/bait |
| Bait set up | 1 bait 50 x 50 M grid (about 4 baits /hectare) | hectare | man day* | \$40/ha |
| Bait removal | all of approx. 4 baits/ hectare | hectare | man | \$25/ha |
| Final Outcomes Report to FRIAA | 1/project | plan | man | \$500.00 |
| Log Yard Management | | | | |
| Proposal to FRIAA | 1/project | plan | man | \$500.00 |
| Lindgren 12-16 funnel trap | 3 traps / stand | trap | trap | \$65.90 |
| Trap 3-component lure | 1 lure / season | lure | lure | \$6.75 |
| Trap terpinoline lure | 1 terpinoline lure change/season | lure | lure | \$3.85 |
| Trap stand | 3 traps 1M apart 6' above the | stand | stand | \$ 70.00 |
| Set up, monitor remove mill yard traps | stands 50M apart, 75M from log deck, check up to 16 times/season | trap | man day* | \$41.00/trap (entire |
| Set up, monitor remove satellite yard traps | stands 50M apart, 75M from log deck, check up to 16 times/season | trap | man day* | \$69.00/trap (entire |
| Ground survey of identified adjacent stands | walk through assessment up to 100M from traps (once per season) | ha | man day* | lacks** |
| Single tree control | cut, buck, burn attacked trees (>40 hits/tree) | #trees | tree or (man day*) | \$130/tree |
| Final Outcome Report to FRIAA | 1/project | plan | man | \$500.00 |
| 2. DETECTION SURVEYS | | | | |
| Aerial Surveys | | | | |
| Planning and data management | 1/project | plan | man | \$800.00 |

| | | | | |
|---|---|----------------------|--------------------------|---------------------|
| Aerial Photography for area | submit for review in project | photo | photo | market rate |
| Aircraft rental | submit for review in project | hour | hour | market rate |
| Survey manpower (2 person) | navigator, tally person | linear km (or ha) | man day* | lacks** |
| Supervision (of contract or staff surveyors) | about 20% manpower costs | | man day* | |
| Final Outcomes Report to FRIAA | total # and location attacked trees | project | man day* | \$800.00/rep ort |
| Ground Surveys (concentric, r:value, green:red ratio) | | | | |
| Proposal to FRIAA | 1/project | plan | man | \$800.00/pla |
| Survey manpower | 50m radius plot/ initially one per location | hectare | man day* (or plot) | \$275/plot |
| Quality inspection /man day) | minimum 15% of sites @ | | man | market |
| Supervision (of contract or staff | about 20% manpower costs | | man | market |
| Aircraft rental | project | | \$/hour | market |
| Final Outcomes Report to FRIAA | 1/project | plan | man | \$500.00 |
| 3. SINGLE TREE CONTROL | | | | |
| Proposal to FRIAA | 1/project | plan | man | \$ 800.00 |
| Ground Treatments | cut, buck, burn; chip | #/trees | tree or (man | \$130.00/tree |
| Quality inspection | 15% of surveyed sites | site | man | market |
| Aerial Scanning | # & location of sites visited | hour | \$/hour | market |
| Final Outcomes Report to FRIAA | 1/project | plan | man | \$ 500.00 |
| 4. PROTECTION - GENETIC TRIALS, ORCHARDS, RESEARCH PLOTS | | | | |
| Proposal to FRIAA | 1/project | plan | man | \$500.00 |
| Verbenone pouches | 1 pouch per 15 x 15M grid (70 | pouch | pouch | 9.40 |
| Pouch set up and removal orchard | attach north side tree 15 x 15M | pouch | man | \$1.40/pouch |
| Pouch set up and removal trial sites | attach north side tree 15 x 15M | pouch | man | \$3.50/pouch |
| 2-component tree bait | 1/season | bait | bait | \$ 4.47 |
| Lindgren 12/16 funnel trap | 1 - 4 traps/orchard, >50M from | trap | trap | 65.90 |
| Trap 3 component lure | 1 / season | lure | lure | 6.75 |
| Trap terpinoline lure | 1change/season | lure | lure | 3.85 |
| Trap stand | 3 traps 1M apart 6' above ground | stand | stand | \$50.00 |
| Set up, monitor, removal of traps | monitor up to 16 times/season | trap | man | \$41.00/trap |
| Insecticide (Sevin) | 2% solution applied to each tree | Litres | \$/Litres | \$19.00 |
| Insecticide application | apply to lower 2.5 M of each tree | # trees | tree or man | \$6.00/tree |
| Monitoring/replacement of | | | man | \$500.00 |
| Final Outcome Report to FRIAA | 1/project | plan | man | \$500.00 |
| 5. REGIONAL PLANNING INITIATIVES | | | | |
| Activities as approved by FRIAA | Project | plan | man | \$500.00 |

This Appendix has two primary functions; 1) to provide further detail on eligible activities as defined in Section 1.01 (f) of the Program Description, and 2) provide guidance in regards to reasonable costs for these activities as referenced in Section 4.02 (f) of the Program Description

1. Eligible Activities

With the exception of removal of cone collection, the broadest grouping of eligible activities (e.g. detection surveys or protection of orchards or trials) has not changed since the inception of the program; however, as guidelines for implementing these activities have evolved, there may have been some changes to detailed sub-activities listed in earlier versions of this Appendix. One example of this is removal of mid-season monitoring from long distance dispersal monitoring. The addition of sub-activity detail to this Appendix is intended to provide additional guidance in regards to frequency or quantity of the common activities associated with each major task.

Note: Cone collection is no longer an eligible activity for this program.

2. Cost Guide

An earlier version of this Appendix listed “cost caps” for each activity; these were subsequently replaced with “cost guidelines” intended to provide a framework for development and review of proposed projects. Projects proponents are reminded that neither of these were intended to identify fixed costs for specific activities or sub-activities. In all cases, the actual reimbursement for services will be according to the actual documented costs of providing those services.

In some cases, there may have been a disconnect between the units in the stated “cost guides” compared to those that needed to be tracked to demonstrate actual cost. Take single tree control as an example. If the project proponent has sub-contracted the control activities and the basis for payment is the number of trees controlled, then the third party invoice documenting actual costs is based on the same unit as was provided in the cost guide for this activity. However, if single tree control was completed with internal staff (say as a follow up to a log yard monitoring program), the documentation of actual costs may be based on some other units (e.g. man days).

The addition of “cost unit” column of this Appendix is intended to serve as a reminder that cost guides based on other units are for guidance only and do not constitute fixed costs for purposes of billing. Retention of “metric units” and “cost guides” are provided to demonstrate linkages between units actually tracked and productivity of those units in relation to historical cost guides and/or costs of final reports.

All costs are listed as a guide for budget development and are reflective of FRIAA's past experience and recent competitive bids received by the Department. Actual payment amount for these activities will be based on third party invoices by the Approved Contractor provided to FRIAA. Where work is carried out in-house, applicable time sheets/cards indicating time spent on the project and wage rates charged to the project are required in lieu of an invoice. In any cases where anticipated costs exceed the cost guidelines (on a metric units basis), the rationale for these higher costs must be provided in the project proposal and must be pre-approved by FRIAA.

* Cost per man-day are “loaded” costs including vehicle and field equipment. All costs at market value as determined by level of staff experience required and distance to staging point with rationale provided in the proposal. Historic prices have ranged significantly depending on activity and circumstances (e.g. quality control of remote single tree treatments may be at \$850/ day; bait checks at mill site \$340/ day).

Note: market value of man-day costs in isolation of expected productivity for those man-days does not provide much guidance on expected costs; comparison to “cost guide” is intended to provide linkages to historic program costs.

**lacks – means insufficient number or value of recent projects to provide much correlation between cost units (e.g. man-day rate) and final metrics for activity