



ʔakisqnuq First Nation
 3050 Highway 93/95
 Windermere, BC V0B 2L2

250-342-6301
 www.akisqnuq.org

Request for Proposals

Scope of Service	To apply Site Prescription of Hand Treatments to Wildfire Risk Reduction and Ecosystem Restoration.
RFP Issued By	Lorne Shovar, Director of Lands, Resources, and Infrastructure Akisqnuq First Nation
Issue Date	May 15, 2024
Closing Date & Time	June 7, 2024 at 4:30pm MST

AFN Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: lauren.nordquist@akisqnuq.org ʔakisqnuq First Nation will respond if time permits. Information obtained from any other source is not official and should not be relied upon.	
Delivery of Proposals	Submissions will be accepted in the following formats: 1. Emailed to lauren.nordquist@akisqnuq.org	
Short Listed Proponents	For those proponents which have not been contacted by end of business day on June 14, 2024, will serve as notice that their proposal submission was unsuccessful.	
Successful Proponents Notified	Expected Proposal Acceptance Date: June 21, 2024	Expected Proposal End Date: to be determined, 2024
Proponent's Submissions	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the Proponent Section below, leaving the rest of this page otherwise unaltered and include the originally signed and completed page with the first copy of the proposal.	

Proponent Section

To be completed by proponent and include as the "cover page" of the proponents response.

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City: Province: Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:



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1. Summary of the Requirement

The ʔakisq̓nuk First Nation (AFN) invites proposals for the following:

SCOPE:

ʔakisq̓nuk First Nation Wildfire Risk Reduction and Ecosystem Restoration

Description of the Scope of Work:

The objective of this project is to complete a 'Hand Treatment' prescription to reduce wildfire risk and restore local ecosystems. The prescription has been designed to address fuel build-up while restoring wildlife habitats by removing fuels on steep terrain not suitable for mechanical harvest.

The successful proponent shall provide the following information for this proposal:

- a) Detailed fixed costs for 'Hand Treatment'.
- b) List of all subcontractors to be used during the projects.
- c) Business profile with related experience and key personnel to work on project.
- d) Related First Nations experience.

2. Deliverables

The successful proponent shall provide the following deliverable(s) to the ʔakisq̓nuk First Nation;

- a) Provide a brief report of work completed with georeferenced photos.
- b) Detailed ongoing maintenance and operation costs.

3. Treatment Cost Estimates

- a) Treatment costs. Provide, by area and facility, a current detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate



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4. Invoicing

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
 - i) The legal name and address of successful proponent
 - ii) The date of the statement of account and the billing period covered by the statement of account
 - iii) GST registration number
 - iv) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
 - v) A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement, attaching all supporting documentation.
- c) Any other billing information reasonable requested by AFN.

5. Responsibility and Work Performed by AFN Staff

The successful proponent will:

- a) Have the full cooperation of Takisqnuq First Nation staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

AFN will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) The following mutually agreed upon resources will be provided by AFN:
 - Provide feedback to the successful proponent(s) in a timely fashion; and
 - Be available for meetings during duration of agreement period.

6. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;



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- b) A short (one or two page) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFP.
- e) Proponents shall submit their submissions via email at: lauren.nordquist@akisqnuq.org

7. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponent’s proposal must be received before the specified closing time;
 - b) The Proponent’s proposal must be in English.
 - d) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed;
- b) Evidence of expertise and experience in undertaking projects of this complexity with similar scope of work and subject matter. Documentation will include the team names of personnel and all subcontractors and their education, skills, experience, and professional designations. Such management experience must lay out both technical and business skills and ability.
- c) Fee for Service
 - Labour before GST
 - Materials and Supplies
- d) The name and address of the person in your firm who will be the official contact person for your bid.
- e) Description of the Proponents organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

8. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

- a) Location:
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
 - i. Names;
 - ii. Addresses;
 - iii. Contact persons;
 - iv. Telephone numbers;
- c) The type of assistance that will be required from AFN staff;



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- d) Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
- e) AFN procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities;
- f) Preference may be given to proponent who can demonstrate previous experience working with a First Nation.

9. Evaluation

An evaluation committee will be formed by AFN. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. AFN may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

AFN reserves the right to reject any and all proposals after evaluation.

10. Short Listed Proponents

The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Short listed bidders will be required to provide:

1. Proof of liability insurance, WCB # and GST # (where applicable)

11. Additional RFP Terms and Conditions

- a. The proponent's response to this RFP must be sent to AFN via email, as specified above.
- b. Proponents may provide additional information beyond that requested in the RFP, which AFN may consider in its sole discretion.
- c. Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that AFN might reasonably require.



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- d. Any questions or changes requested by a Proponent must be answered by an addendum going out to all Proponents.
- e. All responses and materials submitted in response to the RFP will become the property of AFN.
- f. AFN may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- g. Proposals and accompanying documentation provided to AFN in response to this RFP will not be returned.
- h. Prices are in Canadian dollars.
- i. GST is applicable and should be included in any quotes. We are not tax exempt.
- j. Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.
- k. Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- l. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- m. No contract or agreement is created by the submissions of a proposal.
- n. AFN has the right to refuse any and all submissions, at its sole discretion.