



## **REQUEST FOR PROPOSAL**

FireSmart Project FS-767 - Fuel Modification Treatment

Issued: January 19, 2025

Closing: January 31, 2025, at 3:30 PM Yukon Standard Time

RFP Contact: Chantal Pelletier, Chief Administrative Officer

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Email: [CAO@carmacks.ca](mailto:CAO@carmacks.ca)

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## 1 - General Information

### 1.1 Invitation to submit proposals.

The Village of Carmacks invites qualified contractors to submit proposals for performing a FireSmart fuel modification treatment to reduce wildfire hazards within designated areas.

- Project Title: FireSmart Project FS-767 - Fuel Modification Treatment
- Project Duration: Upon contract award. all work must be completed by March 12, 2025, with interim and final reporting outcomes in line with the project requirements.

### 1.2 Inquiries, Errors, or Omissions

All inquiries must be directed to the RFP Contact by January 28, 2025 - 3:00 pm, inquiry Closing Date. Written responses will be provided, and responses to significant inquiries may be shared with all potential vendors.

### 1.3 RFP Amendments

The Village of Carmacks reserves the right to issue amendments to this RFP until January 28, 2025 - 4:00 pm. Any amendments will be communicated in writing to all vendors who have expressed interest.

### 1.4 Submission Requirements

Proposals must be submitted by 4:00 PM Yukon Standard Time on January 31, 2025 and may be submitted.

1. By Hand or Courier to:  
C AO Office, Village of Carmacks  
143 River Drive, PO Box 113, Carmacks, YT Y0B 1C0  
Clearly marked: "FireSmart Project F S-767 - Fuel Modification Treatment"
2. By Email to: CAO@carmacks.ca  
Maximum email file size limit is 15 MB.

### 1.5 Freedom of Information and Privacy

All proposals submitted become the property of the Village of Carmacks and are subject to the Access to Information and Protection of Privacy Act (ATIPPA). Vendors may identify confidential information to be protected from disclosure under ATIPPA.

### 1.6 Costs to Submit

Vendors are responsible for all costs associated with preparing and submitting a proposal, including any required meetings.

## 1.7 Termination of Negotiations and/or RFP Process

The Village of Carmacks reserves the right to terminate contract negotiations with any vendor or to cancel the RFP process without liability.

## 1.8 Period of Commitment

Proposals must remain valid for 90 days after the RFP closing date and time. Alterations to proposals during this period are prohibited unless requested by the evaluation team.

## 1.9 Cost in Canadian Dollars

All prices quoted in the proposal must be in Canadian dollars, excluding GST.

## 1.10 Irrevocability of Proposals

Proposals are irrevocable after the closing date and time. Amendments or withdrawals must be made in writing before the closing.

## 1.11 Proposal Rejection

The Village of Carmacks reserves the right to reject any proposal, in whole or part, particularly if incomplete or non-compliant with RFP requirements.

## 2. Project Overview

### 2.1 Background

This FireSmart project seeks to improve community safety by reducing wildfire risks in the Village of Carmacks through fuel management and vegetation treatment in identified high-risk areas.

### 2.2 Scope of Work

The contractor will conduct fuel modification and vegetation treatments according to the FireSmart Treatment Prescription (Appendix A) and Treatment Area Map (Appendix B). The scope includes.

- Spacing and removal of specific vegetation types as per prescription guidelines.
- Pruning and burning of woody debris, with burning conducted in compliance with safety and environmental regulations.
- Disposal of contractor-generated waste daily and maintenance of clear trails during and after operations.

## 2.3 Security Requirements

All personnel on the project must hold valid WCB clearance and maintain insurance required by law. Security clearance may be required for sensitive work sites, and the contractor must ensure compliance with all relevant federal, territorial, and local regulations.

## 3 EVALUATION CRITERIA

The Village of Carmacks reserves the right to accept or reject any and all proposals. The Village reserves the right to accept a submission other than the lowest price submission without stating reasons. By submitting a response to this RFP, the vendor waives any rights to contest in any legal proceeding or against the right of the Village of Carmacks to award the work to any vendor in its sole discretion.

The first stage will consist of a review of all submissions to ensure that each submission was received on time, that the certification is properly completed and signed, and the submission is sufficiently responsive to the RFP.

Following the initial evaluation of the proposals, the second stage will consist of a comprehensive evaluation of the RFP based on the criteria listed below. The vendor may be contacted at that time to provide further information or address any questions or issues that may have arisen while evaluating the vendor's proposal.

Evaluation Category	Weighting	Rating	Score
Company Profile, Community Investment and Experience	25		
Experience and Qualifications of Personnel	20		
Equipment and safety tools/protocols	20		
Financial — Lump Sum Contract Price	25		
Optional Interview	10		
<b>TOTAL</b>	<b>100</b>		<b>0/100</b>

Proposals will be evaluated and ranked according to the outline below. Evaluations will be based on a scale of 0 to 10. The score of each criterion will be determined by multiplying the criteria weight by the rating. The sum of all scores will be the total score. The Village reserves the right to reject any proposal that receives a rating of four (4) or less on any criterion.

Rating	Description
10	Exceeds expectations; Proponent clearly understands the requirement, excellent probability of success.
8	Somewhat exceeds expectations; Proponent has a very good understanding of the requirement, very good probability of success.

6	Meets expectations; Proponent has a good understanding of the requirements, good probability of success.
4	Somewhat meets expectations, minor weakness, or deficiencies, Proponent understands the requirement, fair probability of success.
2	Does not meet expectations or demonstrate understanding of the requirements, low probability of success.
	Lack of response or complete misunderstanding of the requirements, no probability of success.

#### 4. Proposal Content Requirements

##### 4.1 Proposal Submission Letter

A cover letter signed by an authorized representative of the vendor is required.

##### 4.2 Vendor Profile

Describe the vendor's experience. including:

- Past projects relevant to wildfire hazard reduction.
- Local knowledge and familiarity with Village of Carmacks geography and climate.
- Years in business and any subcontractors proposed for the project.

##### 4.3 Project Understanding, Concept, and Proposed Methodology

Summarize your understanding of the project objectives and your proposed approach, including any unique methods for fuel management and wildfire risk reduction.

##### 4.4 Project Work Plan

Provide a timeline, schedule, and approach to project management. Include a system for planning, scheduling, and resolving potential disputes or delays.

##### 4.5 Vendor Experience and References

List three relevant projects completed in the last three years. with references including the contact person's name, title, and phone number.

##### 4.6 Costs and Budget Breakdown

Provide a detailed budget, including labor, equipment, and any anticipated travel costs, as well as administration fees up to 10% of total project costs.

## 5 Awarding of Contract

This RFP does not commit the Village of Carmacks to award a contract. The Village reserves the right to reject any or all proposals. A written contract will be awarded to the selected vendor, incorporating all applicable terms from this RFP and the vendor's response.

## 6 Invoicing & Payment Terms

### 6.1 Invoicing Requirements

The successful contractor must submit invoices to the Village of Carmacks at the completion of each project milestone or as outlined in the mutually agreed-upon payment schedule. All invoices must be submitted to:

Finance Department  
Village of Carmacks  
143 River Drive, PO Box 113, Carmacks. YT Y0B 1C0  
Email: Finance@carmacks.ca

Each invoice must include.

- Project Title and Contract Number
- Detailed breakdown of services provided, and costs Incurred. aligned with the agreed-upon budget.
- Supporting documentation, including signed delivery tickets or work completion reports, and any other required documentation confirming work completion.

### 6.2 Payment Terms

Payments will be made by the Village of Carmacks in accordance with the following terms.

1. Initial Advance: Upon submission of a signed contract, approved work plan, and confirmation that work has commenced, an initial advance of up to of the project budget may be provided.
2. Interim Payments: Interim payments will be made upon the Village of Carmacks' receipt and approval of interim prelect reports and an updated four-month cash flow statement demonstrating the need for additional funds. Payment amounts will align with the project's progress as confirmed by site inspections.
3. Final Payment: The remaining balance, up to 50 % of the total project budget, will be paid upon:
  - o Final site inspection and confirmation that all work has been completed to the project specifications outlined in the FireSmart Treatment Prescription.
  - o Submission of the final project report and financial statements. as specified in the project agreement.

### 6.3 Payment Timeline

Payments will be processed within 30 days of receipt of a complete and accurate invoice, provided that all deliverables associated with the payment milestone have been met to the satisfaction of the Village of Carmacks.

Appendices:

Appendices.

- Appendix A: FireSmart Treatment Prescription
- Appendix B: Treatment Area Map



## Appendix A

### FireSmart Treatment Prescription

- Retain all healthy deciduous trees. Deciduous trees that look to be in poor health and will likely die soon anyways should be considered for removal to promote root suckering and/or stump sprouts.
- **3-4 metre stem spacing of conifer trees favouring removal of spruce type over pine type.**
- Removal of all spruce regeneration less than 4 metres tall, removal of the majority of the pine less than 4 metres tall, retain pine regeneration spaced to 4 metres.
- Stems chosen for retention will be pruned to a height of 2 metres. Removal of limbs must be done without scarring the trunk of the tree.
- Removal of standing dead, leaning and down dead trees of all types; obvious bird habitat trees may be retained at a density of 6 per hectare.
- All woody debris (limbs, tops, rotted or dead materials unsuitable for fuel wood) should be burned on site.
- **All fuel wood 12.5 cm in diameter or larger to be cut into 1.2 metre (4 foot) lengths and moved to an accessible location and made available for recovery for residents to use.** Deciduous stems are not considered fuelwood and shall be disposed of along with slash.
- The contractor conducting the FireSmart treatment is not authorized to collect and/or retain the fuelwood from this project.
- Stumps to be cut as close to the ground as possible and must not exceed a height of 10cm with a stump angle of less than or equal to 10 degrees.
- Falling of trees to be done into the project area, no falling onto private properties or crown land not identified for FireSmart treatment.
- All work to be conducted in accordance with WCB regulations and applicable Yukon Government Permit(s). Yukon Electrical Company Limited must be notified prior to the commencement of any work in or adjacent to power line right of ways and any necessary permits must be obtained.
- All trails, if any, to be free of debris at the end of each work day.
- All contractor refuse (i.e. oil cans, water bottles, etc...) to be removed daily.
- **Note: If any crew member sees what appears to be a historic artifact such as an old cabin, grave, arrowhead or shaft etc., stop working in that area and contact your contract supervisor.**

#### Burning Guidelines

The following conditions must be strictly adhered to for burning:

- Fires must be small (no more than 1.5 metres X 1.5 metres) and should be hot to ensure complete combustion of material.
- Piles must be ignited using propane torches if accelerants are required for ignition.
- No more fires to be ignited than can be effectively supervised by contractor.
- Burning should not damage retained trees or be conducted on any known squirrel dens.
- All fires must be extinguished by the end of the day they were ignited.
- Burning must only occur during periods of good venting or when area winds are such that adjacent properties are not adversely affected by smoke.
- Contractor/staff will obtain a burning permit from Wildland Fire Management to burn material prior to Oct 1.

## Appendix B FireSmart Treatment Area Map

- 3-4 metre stem spacing of conifer trees favouring removal of spruce type over pine type.
- Removal of all spruce regeneration less than 4 metres tall, removal of the majority of the pine less than 4 metres tall, retain pine regeneration spaced to 4 metres.
- Stems chosen for retention will be pruned to a height of 2 metres.
- Removal of standing dead, leaning and down dead trees of all types; obvious bird habitat trees may be retained at a density of 6 per hectare.
- All woody debris (limbs, tops, rotted or dead materials unsuitable for fuel wood) should be burned on site.
- Retain all healthy deciduous trees. Deciduous trees that look to be in poor health and will likely die soon anyways should be considered for removal to promote root suckering and/or stump sprouts.



<b>FS-767 Village of Carmacks</b>	<b>FireSmart Blocks Status</b> <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid green; margin-right: 5px;"></span> Completed <span style="display: inline-block; width: 15px; height: 10px; border: 1px solid blue; margin-right: 5px;"></span> Planned	
		Scale: 1:1,600 NAD 1983 Yukon Albers Projection, NAD 1983 Created by: dhansen Date: 2024-09-12