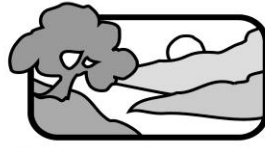


Request for Proposals No. RFP-2023.003
Protection of the Coastal Douglas-fir Zone and Associated Ecosystems – Fire Ecology



Islands Trust

Request for Proposals
Fire Ecology – Protection of the Coastal Douglas-fir Zone and Associated Ecosystems
RFP #: RFP-2023.003

Issue Date: June 14, 2022

Closing Time: Proposals must be received before **2 pm** Pacific Time on **July 5, 2022**

Request for Proposals No. RFP-2023.003
Protection of the Coastal Douglas-fir Zone and Associated Ecosystems – Fire Ecology

THE ISLANDS TRUST CONTACT PERSON: All enquiries from proponents that are related to this Request for Proposals (RFP), including any requests for information and clarification, are to be directed, **in writing**, to the following person who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the option of Island Trust. Enquiries will be received from proponents until **2 pm on July 5, 2022**.

Jason Youmans
Islands Trust Local Planning Services
Island Planner
Email: procecon@gov.bc.ca

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in Section 2.2:

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as signature.

Email Submission: Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to procecon@gov.bc.ca in accordance with the instructions at Section 2.3 of this RFP.

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent’s Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT’S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal, the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

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PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE (please print): _____

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1 SUMMARY OF THE REQUEST

The Salt Spring Island Local Trust Committee is **seeking a consulting fire ecologist to contribute to, and expand on, the work of a multidisciplinary project team by analysing landscape-level data (both historic and contemporary) in the Maxwell Creek Watershed.** The consultant will help define pre-settlement ecological conditions and fire ecology and relate these to other ecosystem types on the island. The consultant will work with the Maxwell project team to devise and prioritize strategies to categorize some of the current management problems and understand potential future successional trajectories. These include the potential for landscape scale treatments to reduce potential detrimental fire risk, strategies to enhance forest successional pathways, and the use of nature-based or “green” approaches to managing ground fire.

The purpose of this project is to support and expand on the goals of Transition Salt Spring’s Maxwell Creek Watershed Project by developing forest and watershed-relevant stewardship guidance that can be applied in other areas of Salt Spring Island and across the islands of the Salish Sea to better protect Coastal Douglas-fir forests and their associated ecosystems.

The consulting fire ecologist will provide the following specific deliverables/services:

- One week of field work with project team at Maxwell Creek Watershed and elsewhere on Salt Spring Island;
- Provide a workshop presentation and workshop participation;
- Undertake research and data analysis to draft a chapter for inclusion in Maxwell Creek Watershed Project study/report; and
- Use professional expertise to contribute to the development of a manual that identifies key long-and/or short-range plans for reducing the risk of catastrophic fire.

This work is being funded by the SS LTC through its Protection of the Coastal Douglas-fir Zone and Associated Ecosystems project. This work also helps to advance Islands Trust strategic plan objective No. 1 to, “Preserve, protect and advocate for forest and terrestrial ecosystems” It is anticipated that this work will help inform future education, communications, policy or regulatory development concerning wildfire risk reduction through forest stewardship.

Islands Trust is a federation of special-purpose governments entrusted with a provincial mandate to preserve and protect over 450 islands and surrounding waters in the Salish Sea.

This work must be completed by December 1, 2022, consistent with the Scope of Services identified in this RFP. The budget for this project is **\$20,000 CAN.**

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Milestones	Schedule
RFP closing date	July 5, 2022 at 2:00 p.m.
Award Contract	July 11, 2022
Kick off meetings(s)	August 3, 2022
Workshop participation	August/September 2022
Project development and implementation	October 15, 2022
Final deliverables due	November 30, 2022
Contract ends	December 31, 2022

Further details related to the scope and requirements of this opportunity can be found within this RFP.

2 RFP PROCESS RULES

2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“**Addenda**” means all additional information regarding this RFP including amendments to the RFP;

“**BC Bid**” means the BC Bid website located at www.bcbid.ca;

“**Closing Location**” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP;

“**Contract**” means the written agreement resulting from the RFP executed by the Province and the successful Proponent;

“**Contractor**” means the successful Proponent to the RFP who enters into a Contract with the Province;

“**Government Contact**” means the individual named as the contact person for the Province in the RFP;

“**Government Electronic Mail System**” or “**GEMS**” means the electronic mail system of the Province;

“**Ministry**” means the Islands Trust.

“**must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;

“**Proponent**” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“**proposal**” means a written response to the RFP that is submitted by a Proponent;

“**Province**” means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry and Islands Trust;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Province by Addenda;

“**should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals; and

“**Tax Verification Letter**” means a letter issued by the Province’s Ministry of Finance to verify that a Proponent meets its applicable B.C. corporate income tax filing obligations and provincial sales tax (PST) filing and payment obligations, which may be required to be produced by a Proponent as a

condition of Contract finalization, as described in Section 2.29.

2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound. For proposals submitted via BC Bid attachment of the e-bidding key to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax, except in the circumstances set out below. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Province receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The maximum size of each attachment must be 20 MB or less (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);
 - (iii) Proponents should submit email proposal submissions in a single email and avoid sending multiple email submissions for the same opportunity. If the file size of an electronic submission exceeds the applicable maximum size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity) to reduce attachment file size to be within the maximum

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applicable size; Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

- (iv) For email proposal submissions sent through multiple emails the Province reserves the right to seek clarification or reject the proposal if the Province is unable to determine what documents constitute the complete proposal;
- (v) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Province may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) Only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.
- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.9, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Province strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Government Electronic Mail System or BC Bid.
- g) While the Province may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that

its complete email proposal submission and all attachments have been received before Closing Time. If the Government Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Government Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent’s email proposal submission is rejected by the Government Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Province confirming receipt of the email and all attachments within a half hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method may be made available, at the Province’s discretion, commencing one half hour before the Closing Time, and it is the Proponent’s sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Province before the Closing Time. The Province makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent’s proposal is received before Closing Time.

2.4 Additional Information

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid’s email notification service to receive notices of Addenda.

2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by the Province at the Closing Location will prevail whether accurate or not.

2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

2.7 Firm Pricing

Prices will be firm for the entire Contract period unless the RFP specifically states otherwise.

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2.8 Completeness of Proposal

By submitting a proposal, the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the program have been identified in the proposal or will be provided by the Contractor at no additional charge.

2.9 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by the Province for purposes of clarification.

2.10 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of the Province, including members of the evaluation committee and any elected officials of the Province, or with

the media, may result in disqualification of the Proponent.

2.11 Subcontractors

- a) Unless the RFP states otherwise, the Province will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. The Province will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Province's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by the firm or individual in the preparation of the RFP or a relationship with any employee, contractor or representative of the Province involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether a proposed subcontractor might be in a conflict of interest, the Proponent should consult with the Government Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of the Province.

2.12 Evaluation

- a) Proposals will be assessed in accordance with the evaluation criteria. The Province will be under no obligation to receive further information, whether written or oral, from any Proponent. The Province is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

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- c) The Province may consider and evaluate any proposals from other jurisdictions on the same basis that the government purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

2.13 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Province on substantially the same terms and conditions set out in Appendix A and such other terms and conditions to be finalized to the satisfaction of the Province, if applicable.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

2.14 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to the Province within thirty days of notification of the successful Proponent, the Province may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Province.

2.16 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs in preparing a proposal and for subsequent finalizations with the Province, if any. The Province will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

2.17 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

2.18 Liability for Errors

While the Province has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Province, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

2.19 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Province in any way to award a Contract.

2.20 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

2.21 Legal Entities

The Province reserves the right in its sole discretion to:

- a) disqualify a proposal if the Province is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the Province that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy the Province that it is the same legal entity that submitted the Proponent's proposal; and
- d) require security screenings for a Proponent who is a natural person, subcontractors and key personnel before entering into a Contract and decline to enter into a Contract with a Proponent or to approve a subcontractor or key personnel that fail to pass the security screenings to the Province's satisfaction.

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2.22 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, the Province reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;
- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with the Province, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

2.23 Ownership of Proposals

All proposals and other records submitted to the Province in relation to the RFP become the property of the Province and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP, will be held in confidence. For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

2.24 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

2.25 Confidentiality Agreement

The Proponent acknowledges that prior to the Closing Time it may be required to enter into a confidentiality

agreement with the Province in order to obtain access to confidential materials relevant to preparing a proposal.

2.26 Alternative Solutions

If more than one approach to deliver the services described in the RFP are offered, Proponents should submit the alternative approach in a separate proposal.

2.27 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the Province with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Province. Such written consents should specify that the personal information may be forwarded to the Province for the purposes of responding to the RFP and used by the Province for the purposes set out in the RFP. The Province may, at any time, request the original consents or copies of the original consents from Proponents, and upon such request being made, Proponents will immediately supply such originals or copies to the Province.

2.28 Trade Agreements

This RFP is covered by the following trade agreements:

- a) Trade, Investment and Labour Mobility Agreement;
- b) New West Partnership Trade Agreement;
- c) Canadian Free Trade Agreement;

For more information, Proponents may contact the Government Contact.

2.29 Tax Verification Letter

- a) As a condition of Contract finalization as described in Section 2.14, the successful Proponent (or any successor to that Proponent) will be required to provide the Ministry with a valid Tax Verification Letter, unless an exception applies as described below. If a Proponent is not able to produce the required Tax Verification Letter during Contract finalization, then the Province will be entitled to terminate discussions with that Proponent and proceed as described in Section 2.14.
- b) A Tax Verification Letter will not be required if:
 - (i) the Contract is valued at *less than* CAN\$100,000, including all fees, expenses and all options to extend or renew the Contract; or

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- (ii) the Contract is in relation to a government transfer as described in Chapter 21 of the Province's Core Policy and Procedures Manual.
- c) If a Tax Verification Letter is required, the Contract will contain, in addition to all other applicable schedules, a schedule that describes the Tax Verification Letter requirements of the Contract.

3 OVERVIEW

3.1 Islands Trust

The Islands Trust Area covers 5,200 square kilometres and includes 13 major islands and over 450 smaller islands. The region is home to 26,000 residents, 10,000 non-resident property owners and is the homeland of over 28,000 Coast Salish Peoples. Islands Trust Council is committed to reconciliation and acknowledges that the Trust Area is located within the treaty lands and territories of the BOKÉĆEN, K'ómoks, Lək'wəḡən, Lyackson, MÁLEXEŁ, Qualicum, Quw'utsun Tribes, scəwáθən məsteyəx^w, Scia'new, səłilwətaʔt, SEMYOME, shíshálh, Sḱwḱwú7mesh, Snaw-naw-as, Snuneymuxw, Spune'luxutth, SḶÁUTW, Stz'uminus, ʔaʔəmen, toq qaymıx^w, Ts'uubaa-asatx, Wei Wai Kum, We Wai Kai, WJOŁEŁP, WSIKEM, Xeláltxw, Xwémalhkwu/ʔop qaymıx^w, and x^wməθk^wəyəm First Nations. These Nations had and still have village sites, cultural areas, and spiritual areas in the lands and waters comprising the Trust Area.

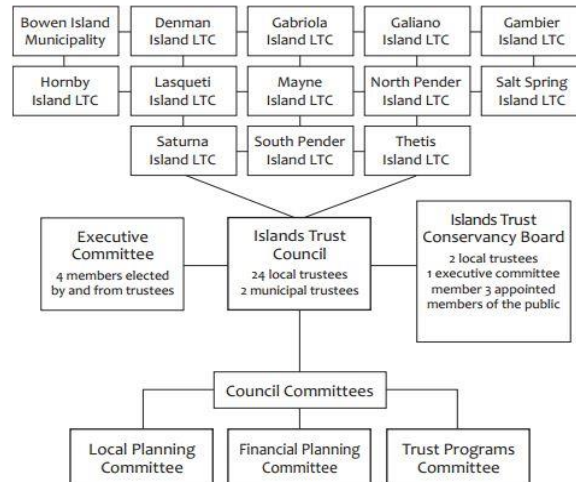
The mandate of Islands Trust is *“to preserve and protect the Trust Area and its unique amenities and environment for the benefit of the residents of the Trust Area and of British Columbia, in cooperation with municipalities, regional districts, improvement districts, other persons and organizations, and the government of British Columbia”* (Islands Trust Act). The Trust Area features spectacular beauty, extensive archaeological and culturally important sites, and some of the worlds most endangered and biodiverse ecosystems.

Across the Trust Area, there are thirteen local trust areas and Bowen Island Municipality. Every four years, island residents elect two trustees to represent them on their local trust committee / Bowen Island Municipal Council and the regional Islands Trust Council. Local trust committees and Bowen Island Municipality make decisions about local land use planning and regulation. As a regional body, Trust Council acts on matters that affect the entire Islands Trust Area, including setting the annual budget; creating and monitoring a Trust-wide Strategic Plan; implementing and amending the Islands Trust Policy Statement; advocating on issues important to the entire region; and engaging with First Nations and other governments, agencies, and organizations to preserve and protect the Trust Area for future generations. Official community plans and land use bylaws in the Trust Area have a strong emphasis on preserving and protecting the unique amenities and environment of the region.

This RFP is to provide services to the Salt Spring Island Local Trust Committee.

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Islands Trust Legislative Structure
Local Trust Committees and Island Municipalities



For more information on Islands Trust, please visit: <https://islandstrust.bc.ca/about-us/>

3.2 Background

Broad Overview

In 2018, the Islands Trust developed a [Toolkit](#) that outlined methods for protecting the Coastal Douglas-fir zone and associated ecosystems. In 2019, the Salt Spring Island Local Trust Committee (SS LTC) identified ‘Protection of the Coastal Douglas Fir Ecosystem’ as a Strategic Priority item for the 2018-2022 term. This project helps advance the implementation of the SS LTC’s Strategic Priority and the Islands Trust’s CDF Toolkit on Salt Spring Island.

The Salt Spring Island Local Trust Committee has subsequently determined that mitigating wildfire risk is an important component of protecting the Coastal Douglas-fir zone and associated ecosystems on Salt Spring Island and has requested that staff orient the LTC’s CDF protection project to prioritize wildfire risk mitigation.

The primary objective of the SS LTC’s Protection of the Coastal Douglas-fir Zone and Associated Ecosystems Project is as follows:

- maintain contiguous forest cover.

Other associated objectives are as follows:

- protect and restore functioning ecosystems;
- protect watershed ecology;
- honour Coast Salish cultural heritage; and
- Reduce wildfire risk.

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Project documents can be accessed [here](#). The latest staff report and project charter is [here](#).

Context

The proposed work to be contracted under the SS LTC is being sought to support and expand work from a larger initiative already underway in the Maxwell Creek Watershed. This watershed project is being led by members of the Ecological Research Network of Transition Salt Spring, to identify and trial on-the-ground strategies to protect the watershed from the impacts of climate change. Transition Salt Spring was the successful recipient of a \$100,000 grant from Environment and Climate Changes Canada to undertake the larger project under which this RFP is nested.

The successful proponent will work with a multi-disciplinary research team in the Maxwell Creek Watershed. Core members of the project team include: [Transition Salt Spring](#), the [Salt Spring Island Conservancy](#), [SSI Water Preservation Society](#), [Islands Trust](#), [SSI Fire and Rescue](#), and [North Salt Spring Water Works District](#). (for more information see: <https://transitionsaltspring.com/?s=maxwell+>).

The Maxwell Creek Watershed is representative of many of the watersheds on Salt Spring and across this region: it has been impaired by a mix of historical land use, including clearcut logging, agriculture, fire suppression, and changes to drainage and hydrology resulting from ditching, road construction and draining of wetlands along the upper reaches of the watershed. Because fire is almost entirely human caused in this region, the focus in this watershed is to develop resources and strategies that can be applied in other parts of Salt Spring Island and other Gulf Islands, most of which are under private land ownership. This watershed has high educational potential, as it is largely protected under covenant and direct land ownership by North Salt Spring Waterworks District, and the lake provides a significant proportion of island residents with year-round potable water.

Efforts to date

Work under the SS LTC’s Protection of the Coastal Douglas-fir Zone and Associated Ecosystems Project to date has consisted of:

- A public kick-off-meeting to share information about the project;
- Conversations with interested parties;
- Development of educational materials about the critical role of the CDF zone in carbon sequestration, freshwater, biodiversity and wildfire mitigation; and
- Convening and meetings of a CDF Science Working Group which provided feedback on the development of a CDF zone conservation decision support tool.

Work on the Maxwell Creek Watershed Project to date has consisted of:

- Establishing team of experienced geologists, fire managers, foresters and ecologists, water and land managers as project team;
- Mapping and data collection within the project area, including selecting treatment and monitoring sites;
- Compiling spatial datasets and processed LiDAR data for the Maxwell project area; and

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- Mapping of ground and ladder fuel hazards in project area and initiation of regular water flow and basic chemistry sampling.

Issues to consider

The consultant being sought through this RFP will provide expertise and guidance within the Maxwell Creek Watershed on Salt Spring Island. However, it is important that the outcomes of the Maxwell Creek work be relevant to wildfire mitigation, forest stewardship and landscape management elsewhere on Salt Spring Island and other Islands within the Islands Trust Area. As the consultant provides analysis and recommendations within the Maxwell Creek Watershed they should be mindful of the relevance and scalability of the analysis to the greater Island and Trust Area.

3.3 Scope of Services

The **Scope of Services for the contract includes**, but is not limited to, the following:

- Field work with project team;
- reporting to staff, project team and elected bodies;
- submitting required progress reports and final deliverables;
- Making recommendations to project team and Salt Spring Island Local Trust Committee;
- reporting to staff, project team and elected bodies; and
- public presentation of outcomes.

3.4 First Nations Engagement

This project does not directly involve First Nations engagement. However, SS LTC welcomes submissions by Indigenous subject matter experts and evaluation points will be awarded to proponents who demonstrate experience in Indigenous fire/landscape management treatments.

4 CONTRACT

4.1 Contract Terms and Conditions

Proponents should carefully review the terms and conditions set out in Appendix A, including the Schedules.

The Term of this contract will be from signing (July 2022) to December 31, 2022. The Term may be extended for one additional period of three (3) months, at the sole discretion of the Islands Trust.

4.2 Service Requirements

The **Contractor's responsibilities** will include the following:

- a) One (1) kick-off meeting with LTC project manager and external project team lead
- b) Monthly update meetings with LTC project manager and external project team lead
- c) Literature review of ecosystem restoration techniques relevant to Salish Sea ecosystem
- d) Data collection and review
- e) One week of field work with project team
- f) Generate data and develop a report chapter that:
 - Assesses the potential trajectory of fire risk in the Maxwell Creek Watershed (MCW) with particular emphasis on local hydrology and ecological processes;
 - Establishes an inventory of historic fire and associated changes in select watersheds (eg, historic burns and canopy closure/coarse woody debris levels); and
 - Outlines strategies to increase resilience in riparian and forested ecosystems (eg. could include different future outcomes in status-quo/targeted intervention scenarios).
- g) Participate with the external project team to define priorities/mapping for landscape-level fire and ecosystem considerations. These will be used to evaluate potential relevance of different treatments under consideration (eg., thinning, use of exclosures, planting);
- h) Contribute to a manual, to be developed by the Project Team, that Identifies some key long-and/or short-range plans for reducing the risk of catastrophic fire, including:
 - how to consider implementing fuel management in a way that is compatible with habitat enhancement and conservation objectives in this protected watershed; and
 - incorporates information about historic fire and associated changes in the landscape, including considerations that consider historic burns and canopy closure/coarse woody debris levels.
- i) Present and participate in a workshop with a focus on riparian zones and living firebreaks as a wildfire mitigation
- j) Present study findings:
 - To Salt Spring Island Local Trust Committee in a public meeting; and
 - To covenant holder and land managers of the study area in a private meeting.

4.3 Related Documents

Appendix A – Islands Trust Contract Template

Key Reference Documents - the following is not an exhaustive list of material:

- [Maxwell Lake Water Availability and Climate Change Assessment Studies](#); and
- Transition Salt Spring [Climate Action Plan](#) (Chapter 1, 2, 7 and 8).

5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the scoring criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Province’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

5.1.1 RELEVANT EXPERIENCE:

Proponents *must* have the following qualifications:

- A PhD or research equivalence in applied fire ecology; and
- Current affiliation with a University, institution, or firm working on ecological forestry and/or ecosystem resilience and functioning.

Proponents *should* have the following experience:

- fire ecology projects within the Coastal Douglas-fir Ecozone of the Pacific Northwest (particularly coastal BC);
- experience working at watershed scales and including consideration of ground-surface water hydrology; and
- experience/knowledge of indigenous fire stewardship practices.

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5.1.2 **REFERENCES**

The proponent should provide at least two (2) references for work done in the last ten (10) years that are similar in size and complexity. These references may be contacted by Islands Trust and information should include contact name, position, name of the organization, email and telephone number.

The Province may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. The Province reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with the Province or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

Further to the Province's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by the Province in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.

Response Guidelines for Capabilities

1. Name a contact person for the Proponent, and include this person's address, phone and fax numbers, and email address. This information will not be evaluated, but will be used to contact the Proponent as required.
2. Provide evidence to support the requirements identified in section 5.1.1 above.
3. Provide a minimum of three references specific to the experience cited, each of which includes a contact name, phone number and email address.
4. Provide resumes of each of the key resources being proposed. The resumes should clearly indicate how the key resources meet the requirements identified in this RFP.

5.2 Approach

5.2.1 **PROJECT MANAGEMENT AND TIMELINES**

The proponent should have a proposed work plan for the duration of the contract. The workplan must include information that addresses:

- a) Work planning
- b) Managing milestones and deliverables
- c) Detailed timelines

Response Guidelines for Approach

Explain the proposed methodology in 5.2.1 including timelines, risks, issues, and assumptions.

5.3 Price

Prices quoted will be deemed to be:

- a) in Canadian dollars;
- b) inclusive of duty, FOB destination, and delivery charges where applicable; and
- c) exclusive of any applicable taxes.

Response Guidelines for Price

Provide a firm, fixed, all-inclusive price for all services proposed. Islands Trust will not pay for any costs or expenses not included in the price, unless otherwise expressly provided. Provide cost details in alignment with the stages found in 4.2 Service Requirements.

6 PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

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

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A one-page summary describing team's qualifications, experience and skills as they relate to Section 4.2 (f)(g)(h) and (i) and SubSection 5.1.1.
- d) A resume for each individual that will be assigned to this project.
- e) A one-page essay describing the proponent's perspective on fire ecology in the Pacific Northwest and forest stewardship as a wildfire mitigation technique.
- f) A brief outline and discussion of the proposed scope of services, relating work to the outline provided above, and any changes, modifications, or enhancements to the scope of services.
- g) The proposal shall establish a proposed project approach and methodology.
- h) Outline two (2) examples of previous work (reports, publications, studies, etc) that demonstrate the required experience and skills as outlined in Section 4.2 (f)(g)(h) and (i) and SubSection 5.1.1. Please note the relevance of each example and if any associated work plan was implemented on schedule and according to the budget, and if not, describe the reasons.
- i) A matrix, chart, or table describing the roles and responsibilities of each key team member, please tie this to the areas of expertise identified above.
- j) The proponent should provide at least two (2) references for work done in the last ten (10) years that are similar in size and complexity. These references may be contacted by Islands Trust and information should include contact name, position, name of the organization, email and telephone number.

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- k) A breakdown of all costs and number of hours associated with each team member outlining the tasks and completion of the deliverables.
- l) The RFP response should clearly indicate the details comprising an all-inclusive firm-fixed price (excluding GST and PST) for undertaking the deliverables described in this request for proposal. Pricing should include any associated travel cost, etc.

7 EVALUATION

Evaluation of proposals will be by a committee formed by Islands Trust and may include employees and contractors of the Province and other appropriate participants.

The Islands Trust's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, or (3) be submitted by using the e-bidding key on BC Bid (if applicable) in accordance with the requirements set out in Section 2.2.

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7.2 Scoring Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following scoring criteria.

Criteria	Available Points	Minimum Score
1. Submission corresponds to the structure described in Section 6	5	
2. Overall presentation demonstrating excellent communication skills	5	3
3. Submission demonstrates relevant qualifications of members on the team.	15	
4. Submission demonstrates experience working in Pacific Northwest	5	
5. Submission demonstrates experience working in Coastal British Columbia	5	
6. Submission demonstrates experience working with Indigenous forest and/or watershed management practices	5	
7. Submission includes 2 relevant examples of recent work performing services of similar size and complexity by members of the team, include reference contacts.	20	15
8. Submission includes preliminary work plan and methodology that demonstrates understanding of the project objectives and deliverables and how they will be achieved within the prescribed timeline.	30	20
9. Price (all-inclusive fixed price)	10	

7.3 Price Evaluation

Price will be evaluated using the following formula:

$$(\text{Lowest price}/\text{your price}) * \text{points available}$$

Appendix A – Islands Trust Contract Template

See separate document.