



Request for Proposal Package

Alberni Valley Community Forest (AVCF) Management Contract 2014-1

Alberni Valley Community Forest Corporation
January 8, 2014 (*amended January 21, 2014*)



1. INTRODUCTION

1.1 General Background (Context and Situation):

COMMUNITY FOREST AGREEMENT:

In November of 2009 the AVCF entered into a 25 year Community Forest Agreement with the Provincial Ministry of Forest and Range. The Agreement provides for the exclusive rights to harvest Crown timber and non-timber resources from a specified land base area encompassing 6378 hectares with an Annual Allowable Cut (AAC) of 18,156 m³. Under the Agreement the AVCF will provide rent and stumpage revenue to the Province of B.C.

CORPORATE STRUCTURE:

The Community Forest is held and operated by the “Alberni Valley Community Forest Corporation” (AVCF) which is 100% owned by the City of Port Alberni. The board of directors for the AVCF is comprised of seven directors appointed by the City of Port Alberni (the shareholder) and includes Jim Sears (Chairman), Gary Swann, Ed Proteau, Chris Duncan, Warren Lauder (Hupacasath nominee), Dwayne Hearne (Tseshahat nominee), Chris Law (Sproat Lake nominee) and City Councillor Jack McLeman as a liaison to the Board.

LAND BASE:

The AVCF is located in the Alberni Clayoquot Regional District (ACRD) in close proximity (13 km or greater) to the City of Port Alberni and located north and west of Sproat Lake in the Sproat Lake Community Watershed. The Agreement provides two distinct areas for the AVCF; the Sproat Operating Area and the Taylor Operating Area.

The Sproat Operating Area is located approximately 11 km northwest of the City of Port Alberni, north of Highway 4, opposite the West Bay Hotel. The AVCF abuts Island Timberland’s private lands at the historic E&N Railway land grant boundary. It slopes southward from the height of land between the Great Central Lake watershed abutting Western Forest Products’ Tenure, and Highway 4 and is bounded to the east by private land owned by Island Timberlands, and to the west by Friesen Creek. The area encompasses 3000 hectares.

The Taylor Operating Area slopes northward from the height of land between Mount Klitsa and Adder Mountain, and Highway 4 at Sutton Creek and the Taylor River. It is bounded to the east by Klitsa Creek and to the west by a southeast to northwest line running along the height of land from Adder Mountain to Sutton Pass east of the boundary of Clayoquot Sound. The area encompasses 3378 hectares.

The vast majority of harvestable stands in the AVCF are 41-80 year old (second growth) Douglas-fir, followed by immature (not ready to harvest) Douglas-fir and Western Hemlock stands. Additionally, 480 hectares of old growth Douglas-fir and Hemlock are



available to harvest, as well as a smattering of Western Red Cedar, Douglas-fir, and Western Hemlock in other age classes.

The first 5 year cut control period ending December 31, 2013 achieved 97% harvest with harvesting in both Sproat (second growth) and Taylor (old growth) blocks.

MANAGEMENT PLAN:

The management plan is consistent with the current forestry legislation and the Community Forest Agreement licence requirements. Management objectives within the plan include not only those respecting Timber Resources but also objectives respecting community watershed, fisheries and riparian protection, recreation uses, cultural heritage, wildlife, botanical forest products, visual aesthetics, biodiversity, soil conservation, public education, and tourism.

Additional information regarding the Management Plan and other details regarding the AVCF can be found on our website at www.communityforest.com

1.2 Corporation's Objectives of the Work (Nature of Work):







The successful contractor will:

Act as Prime Contractor to provide management services for the on-going operation of the Community Forest consistent with the Vision, Guiding Principles and Goals of the AV Community Forest Corporation Board of Directors.

VISION:

The vision of the Alberni Valley Community Forest is to put control of lands and resources into the hands of local people by building a financially viable timber and non-timber forest resource business which provides benefits to the community and manages the forest in a manner that achieves a balance between community values and practicable management.

GUIDING PRINCIPLES:

-  Achieve financial viability on a continuing basis.
-  Undertake community forestry consistent with high standards of environmental stewardship.
-  Foster and advocate innovative practices in resource and environmental management.
-  Be transparent in all activities by maintaining continuous dialogue with the community about forest management and by maintaining an up-to-date web page on forest activities.
-  Advance a high standard of safety for workers and forest users.
-  Initiate and sustain partnerships between the AVCF, First Nations, and the community at large.



AVCF GOALS:

- Demonstrate forestry practices based on community values.
- Safeguard the domestic water supply to Sproat Lake from the effects of harvesting.
- Promote a diverse use of the land base.
- Provide opportunities for meaningful public participation.
- Create a viable self-sustaining business which will not be a burden to local taxpayers.
- Manage for a variety of timber and non-timber products while protecting other values that provide community benefits, such as water, recreation and trails, viewscapes, wildlife and biodiversity, carbon sequestration, and spirituality.
- Generate revenues to be retained and utilized for community based projects supported by the Alberni Valley.
- Advance a high standard of safety for workers and forest users.

2. REQUIRED FORMAT OF PROPOSALS

Sealed proposals shall be received by the Corporation's representative up to 4:30 pm on February 14, 2014. Proposals received after this time and date will not be considered and will be returned unopened.

Proposals must be submitted in the format described below and shall contain all of the information required by the Request for Proposals to facilitate comparison and evaluation of proposals.

- **Letter of Transmittal** (signed by the contractor or principals of the firms involved)
- **Table of Contents** (and list of figures and appendices if applicable)
- **Executive Summary** (describing the nature and components of the proposal and how it meets the Corporation's Vision and Goals as set out in Section 1 of this Request for Proposals)
- **Proponent Identification** (description of contractor, firms or individuals to be involved in the proposed operation)
- **Details of the Qualifications and Experience** of the Proponents including evidence of technical capacity and ability to meet eligibility requirements.
- **Fee Structure**

Proposals shall be well organized and written in a concise, clear, complete and legible manner. Four (4) copies of the proposal in hard copy, bound form and one copy (1) of the proposal in "PDF" form with any attachments in a form no larger than 11" x 17" paper to facilitate reproduction must be submitted to the AVCF Corporation.



3. GENERAL CONDITIONS

3.1 Eligibility Requirements

The successful contractor must possess:

- WCB coverage (by including their WCB number(s) in the proposal).
- 5 million dollars Comprehensive General Liability Insurance (proof to be provided by the successful contractor upon request)
- Be Safe Certified (or working towards certification) and be in good standing with WorkSafeBC

It is the responsibility of the contractor to ensure individuals completing the work have the required safety training and experience as per the Workers Compensation Board of BC requirements.

Have a good working understanding of:

- WCB Regulations
- Forest and Range Practices Act and Regulations

3.2 Corporation Representative

Only the Chairperson or current manager, as the AVCF Corporation representative, is authorized to communicate and officially deal with Proponents and all Proponents must communicate and officially deal with those persons only.

The Chairperson is:
Jim Sears
11149 Lakeshore Road
Port Alberni BC V9Y 9B1

The Manager is:
Shawn Flynn (alternate, Dave McBride)
7500 Airport Road
Port Alberni, BC V9Y 8Y9

Home: 250-723-4142
Cell: 250-735-4142

Office: (250)731-7377
Fax: (250)723-1479
Cell: (250)240-3650

The Corporation representative may involve other Corporation members and resource people in meetings and discussions with proponents and in evaluations of submissions.

3.3 Request for Proposals Clarification

If a Proponent has any questions about the content of this Request for Proposals, or about any matters relating to it (including as to any clarification, errors or omissions of or in this Request for Proposals), the question must be directed in writing, and not verbally, to the Corporation's representative at the contact address set out above before 4:00 p.m. local time on January 31, 2014. The Corporation's representative will answer all questions in writing, and will provide a copy of all questions and their answers, to each of the Proponents who have received copies of this Request for Proposals no later than February 7, 2014.



3.4 Addenda

The AVCF is entitled to issue written addenda changing this Request for Proposals at any time prior to February 7, 2014. Addenda may be issued only by the Corporation's representative. Addenda will only be issued to Proponents who have registered with the Corporation as having received a copy of this Request for Proposals. No change to this Request for Proposals is effective unless undertaken by an addendum issued under this section.

3.5 Proponent Representative

Each Proponent must advise the Corporation's representative in writing, of the name, business address, telephone and fax number for an individual who is designated as the Proponent's representative for the purposes of this Request for Proposals. The Proponent's representative is the only person authorized to communicate with the Corporation for the purposes of this Request for Proposals and the corporation is not required to communicate or otherwise deal with any other person on behalf of the Proponent.

3.6 Access to the Site

Proponents may make arrangements to tour the land base by contacting the Corporation's Representative prior to February 7, 2014.

3.7 Deadline for Submissions

Completed request for proposal packages will be accepted by mail/courier. Deadline for submission is 4:30p.m. on February 14, 2014.

3.8 Legal Relationship Created by and Nature of this Request for Proposals

Neither this Request for Proposals nor the submission of a proposal by a Proponent is intended to create a legal relationship between, or any duties or obligations on the part of the Corporation or a Proponent.

This Request for Proposals is an invitation to treat, and if the AVCF decides upon receipt and review of proposals to explore, negotiate or otherwise treat with any Proponents, it may do so, and until a written offer is made and accepted under the seal of the AVCF, by resolution of its Board, no contractual relationship of any kind will exist.

In considering any proposals received whether compliant to this Request for Proposals or not, the AVCF may treat further and negotiate with anyone or all of the Proponents or none of the Proponents as it sees fit and may ultimately contract with one or more of the Proponents, or with none of the Proponents as in its unfettered discretion it considers desirable.

This Request for Proposals does not impose on the AVCF any duty of fairness or natural justice to any or all respondents with respect this Request for Proposals or the process it creates. Unless the AVCF is expressly permitted or required by this Request



for Proposals to “act reasonably”, the AVCF is entitled to act in its sole, absolute and unfettered discretion.

3.9 Confidentiality of Proposals

The AVCF is subject to the *Freedom of Information and Protection of Privacy Act*. That Act creates a right of access to records in the custody or under the control of the AVCF, subject to the specific exceptions in the right set out in the Act. The AVCF will receive all proposals submitted in response to this Request for Proposals in confidence, including for the purposes of S.21 of the Act. Because of the right of access to information created by that Act, the AVCF does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act.

3.10 Proprietary Information

If a Proponent considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

3.11 Responsibility or Liability

The AVCF accepts no responsibility or liability for the accuracy or completeness of this Request for Proposals (including any schedules or appendices to it) or of any recorded or verbal information communicated or made available for inspection by the AVCF (including through the Corporation’s representative of any other individual) and no representation or warranty, either expressed or implied, is made or given by the AVCF with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on the Request for Proposals or any other such information as is described in this paragraph is solely that of each Proponent.

Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of the Request for Proposals or any such information as is described in this paragraph. Each Proponent who submits a proposal to the AVCF is deemed to have released the AVCF from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of the Request for Proposals or any such information as it described in this paragraph.

Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable to understand the requirements of the Request for Proposals and to prepare and submit its proposal.



3.12 Compliance with Regulations

The successful Proponent/s will be responsible for complying with all municipal, provincial, and federal statutes, regulations, bylaws, and permits.

4. EVALUATION PROCESS

4.1 Evaluation Process

Submissions in response to this Request for Proposals will be evaluated by the Corporation Board of Directors and resource people designated by the Corporation's representative. This team will present its evaluation and recommendations regarding a "short list" of Proponents for further consideration/evaluation. Proponents on the short list will be required to personally present their proposal to the Evaluation Team.

4.2 Evaluation Criteria

Proposals will be evaluation based on the following criteria:

Experience and Qualifications of the Proponent(s) including:

- Demonstrated knowledge and experience in Coastal forestry operations and area based management.
- Demonstrated safety background and expertise
- Sound business background
- Strong communication skills
- Ability to work with and taken direction from a community Board of Directors

Comprehensiveness of the Proponent's Proposal including:

- Logical plan for the operation including activities, methods and timeline for completion of ongoing activities (including, but not limited to, silviculture activities, engineering, harvesting, community input and meetings.) It is suggested that you discuss ongoing expectations with the current Manager in preparation of your proposal.
- Plan for on-going management of the Community Forest
- Fee schedule
- Background and experience of the Proponent(s)
- Location of office (the AVCF has an existing office which may be available for use of Proponent).

The Corporation may give such weight to these evaluation criteria as it sees fit. Proponents shall be aware that there is always an undefined and even arbitrary element in such broad evaluations.



5. TERMS OF AGREEMENT

5.1 Further Process Leading to Contract

The Corporation may negotiate and treat with any of the Proponents whose proposal best meets the objectives of the Corporation. The Corporation may, but is not obligated to make an offer for the management of Community Forest to any Proponent. Acceptance by a Proponent or Proponents in writing of that offer according to its terms will create legal relations.

5.2 General Conditions

All submissions should be clearly marked as follows:

Response to Request for Proposals for the Management of the Alberni Valley Community Forest

and be directed to:

Jim Sears
Chairperson
Alberni Valley Community Forest Corporation
7500 Airport Road
Port Alberni, B.C. V9Y8Y9

Telephone: (250)731-7377
Fax: (250)723-1479
E-mail: manager@communityforest.ca

The Alberni Valley Community Forest Corporation reserves the right to reject or negotiate any or all offers.