



Request for Proposal

Issue Date: April 12, 2017

PROJECT: **Mapping component of the Community Wildfire Protection Plan & Community Wildfire Protection Update Program**

LOCATION: **Town of Lake Cowichan**

OVERVIEW: The Town of Lake Cowichan is inviting qualified firms or individuals to submit proposals for the development of the mapping component of a Community Wildfire Protection Plan (CWPP).

BACKGROUND: The Town has not conducted a CWPP, but was included in the CWPP done for the Cowichan Valley Regional District in 2012. The Town has received professional advice from a fuel management specialist that it should have its own CWPP with mapping done to the proper specifications.

PROJECT SUMMARY: This project provides the mapping component to a CWPP for the Town of Lake Cowichan.

PROJECT DELIVERABLES: Preparation of maps, spatial data, and meta data in accordance with the 2017 CWPP Template and 2017 CWPP Program Application Guide Appendix 3: Final Report Mapping & Spatial Data Requirements. The project includes mapping of fuel types (including corrections) by hectares and lot locations, WUI boundary and updated zones, proposed treatment priority, fuel breaks, ecoprovinces, site level fuel assessment rating, wildfire risk class, structure categories, critical infrastructure, and structure changes as may be required.

Specifically the maps required are as follows:

For all maps:

Final Report Mapping & Spatial Data Requirements - Large format georeferenced PDF maps that clearly represent (at a suitable scale) all of the features being submitted in the spatial datasets and referred to in the CWPP template are required. Required maps or map clusters (inserted into CWPP document and large PDF Maps);

MAP 1: Area of Interest (AOI) • CWPP AOI • Land ownership and administrative boundaries (private, local government, federal Crown and provincial Crown land) • Relevant tenures such as range, woodlots, community forests and/or Tree Farm License areas • Firefighting jurisdictions • Proposed and completed fuel treatments • Other, such as FireSmart areas or Wildfire Hazard Development Permit Areas;

MAP 2: Values at Risk • CWPP boundary with updated WUI • Updated structure density and WUI • Values at risk (critical infrastructure) • High environmental and cultural values • Hazardous values at risk • Optional: other resource values;

MAP(s) 3: Fire Regime, Ecology and Climate Change • CWPP boundary with updated WUI • NDT TYPE • Forest Health (e.g. MPB) • Major harvesting patterns, completed fuel treatments or ecological projects • Historical Fire Perimeters • Climate Change scenarios relevant to section (Future BEC zones);

MAP(s) 4: Provincial Strategic Threat Analysis • Threat rating • Spotting impact • Head fire intensity • Historical fire density;

MAP 5: Fire History • CWPP boundary with updated WUI • PSTA human and lightning fire starts with fire perimeters • Include local fire incident history if relevant • Other relevant info such as WUI, structures, or VAR;

MAP(s) 6: Updated Fuel Type • CWPP boundary with updated WUI • Corrected fuel type with hectares • Verification fuel type plot locations and labels • WUI Zones • Field verified overview of fuel typing plot locations and hectares of each fuel type • If significantly different, show original PSTA fuel type map;

MAP(s) 7: Local Fire Risk • CWPP boundary with updated WUI • Risk polygons labelled by Extreme, High, Moderate, and Low • Hectares of polygons on map • WUI Zones • Assessment plot locations / labelled • Critical infrastructure and other relevant VAR;

MAP 8: Fuel Treatment • CWPP boundary with updated WUI • Land status and tenure overlaps (e.g. range, woodlots, area-based WHAs) • Proposed fuel treatment units (unique identifier, ha, priority (1, 2, 3...)) • Previously completed treatments

(labelled by year) • Hectares of polygons on map • Assessment plot locations / labelled.

**SUBMISSION
CONTENT:**

Proposals shall respond to the information contained within this RFP document and should include the following:

Proposed Work Program

The work program shall specifically outline tasks and deliverables.

Proposed Schedule

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be completed within three months following contract signing.

Consultant Qualifications

This community seeks a firm or individual with experience economic analysis and development.

The submission shall provide the following details:

- Firm (s') name, address, email and brief firm description;
- References from clients for comparable work undertaken; and
- Firm (s') professional experience in completing projects of a similar nature and subject matter.

Budget

The proposals shall provide the following budgetary details:

- Itemized costs for completing all tasks and deliverables; and
- Estimation of expenses and taxes.

**EVALUATION
CRITERIA:**

During the evaluation process any or all of the firms may be invited for a telephone interview at their own expense. Consultants will be evaluated specifically on:

- ✓ Quality of the proposal;
- ✓ Responsiveness to the requirements of the RFP;
- ✓ Qualifications and relevant experience;
- ✓ Understanding of the project;
- ✓ Quality of work experience; and

- ✓ Proposed budget and ability to complete the work.

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

**SUBMISSION
REQUIREMENTS:**

The Town of Lake Cowichan shall receive the proposals no later than **4 pm on Friday, May 12, 2017 as** one digital copy, by email or flash drive addressed to:

Joseph A. Fernandez
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