

FORT NELSON FORESTRY ROUNDTABLE
(Committee of the Northern Rockies Regional Municipality)
REQUEST FOR PROPOSALS FOR THE JOB OPPORTUNITIES PROGRAM

INVITATION

The Northern Rockies Regional Municipality (NRRM) is accepting proposals for the maintenance and upgrade of the Fort Nelson Snowmobile Club Trails, the Fort Nelson Demonstration Forest and Parker Lake.

This project is funded by the Community Development Trust Job Opportunities Program (JOP). JOP is designed to provide short-term employment for unemployed forest workers while completing local forest-management type work.

OVERVIEW OF WORK

As part of the overall Recreational Site Strategy the NRRM desires to improve the recreational value of existing trail systems and recreational sites. The trails and areas selected for this project are the Fort Nelson Snowmobile Club Trails, the Fort Nelson Demonstration Forest and Parker Lake.

The many of the sites and trails slated for this project are tenured under the jurisdiction of the Ministry of Tourism, Culture and the Arts. The NRRM has a signed partnership Agreement with MTCA to legally maintain these sites. MTCA will provide monitoring to ensure that Recreation Sites and Trails BC standards are adhered to in the maintenance and construction.

The intent of this Request for Proposal (RFP) is to secure a qualified and experienced individual or company that has faced economic challenges due to the downturn in the local forest industry. Further, you or your company will hire up to eight (8) full time employees that have been displaced from the local forest industry (see Appendix 1 and point 3, Company or Individual Profile/Experience page 3) for more information on requirements for hiring) for a period of 22 weeks (110 days) to facilitate the Fort Nelson Demonstration Forest, Snowmobile Trail and Parker Lake maintenance and upgrade. The NRRM is seeking proposals for the following deliverables:

- Maintain the 105 km of snowmobile club trails as per Map 1. This will include elimination of danger trees & brushing where necessary.
- Install signage for snowmobile club trails
- Upgrade Parker Lake recreation site including installing tables, fire-ring, privies, shelter, signage

- Upgrade Fort Nelson Demonstration Forest (previously referred to as Community Recreation Forest) including installing tables, fire-ring, privies, signage as per Map 2

Project is scheduled to begin in May 2009 and finish October 2009. Actual start and end dates will be finalized in the Letter of Agreement.

Please review the relevant documents including:

- Map 1 . Fort Nelson Snowmobile Club Trails
- Map 2 . Fort Nelson Snowmobile Club Trails (colour)
- Map 3 - Fort Nelson Demonstration Forest Trails
- Appendix 1 . Definition of a Forest Worker
- Appendix 2 . Recreation Trail Operational Standards
- Appendix 3 . Summer Use Trail Maintenance
- Appendix 4 . Recreation Site Management

Map products are available on-line at <http://northernrockies.org/bulletin/RfP,%20Tenders,%20Contracts.html> or they can be picked up in person with the complete RFP in the Community Development and Planning Department (see Communications section below).

Appendix 1 outlines the guidelines for hiring of displaced forest workers and Appendices 2 . 4 are the standards by which the project will be monitored.

PROJECT DELIVERABLES

Fort Nelson Snowmobile Club Trails . trail maintenance on 105 kilometres of trails including elimination of danger trees and brushing, trail sign installation

Fort Nelson Demonstration Forest . preparing and improving trails for multiple use including elimination of danger trees and brushing, upgrading trails using chips/mulch from brushed trees, building up trails, building corduroy where necessary, repairing and replacing boardwalks, installation of tables, fire-ring, privies and signage. Tables, fire-ring and privies will be purchased out of the operating expense budget. Signage will be determined and paid for by the NRRM, using a grant from Imperial Oil.

Parker Lake . Installation of tables, fire-ring, privies and shelter. Tables, fire-ring and privies will be purchased out of the operating expense budget. The shelter will have a 20x20 footprint, post and beam structure with half wall, metal roof and concrete slab. All materials will be paid for by the fund and it will be built by you or your employees.

Project Meetings and Monitoring . You should anticipate an initial start up meeting with stakeholders to finalize your work plan, and a minimum of monthly

and a maximum of bi-weekly(every two weeks) meetings with either the Community Development and Planning Department designates to update on project status and process or with the MTCA to ensure trail standards are being met.

PROJECT FUNDING AND BUDGET REQUIREMENTS

This project is completely funded by the Community Development Trust Job Opportunities Program. Funds available for this project are \$198,700 and must be allocated in the following amounts:

Category	% of budget**	\$ Amount Allocated
Wages* (7 workers @ \$20/hr, 1 supervisor @ \$25/hr)	60	\$145,200
Operating Expenses (materials)	30	\$38,500
Administration	10	\$15,000
TOTAL	100	\$198,700

* Wages are maximized at above hourly rates. Wages must equal 60% of budget as per program requirements.

** Percentages as outlined above are non-negotiable. Monies may not be re-allocated to other categories.

SUBMISSION REQUIREMENTS

Bidders shall submit proposals that include the following information:

Company or Individual Profile/Experience

Detail any relevant experience that you or your company has that is similar in nature of scope of work outlined in this RFP. Please address the following areas:

1. Local forest industry . outline you or your company's history in the Fort Nelson Forest District and the BC Forest Industry in general. Make note of any experience in trail maintenance and upgrade.
2. Government Programs . outline any experience you or your company has with government funded programs.
3. %Unemployed Forest Worker+. outline how you or your company meet the definition of %unemployed forest worker+ as per Appendix 1 and outline your plan for ensuring that your employees on this project are locally or regionally displaced forest workers with priority being for local forestry workers.

Program Delivery

Based on the program deliverables outlined above, please provide a work plan detailing how and when work is expected to be initiated and completed on each

of the project areas. Please note that actual start and end dates will be finalized in the letter of agreement.

Appropriate Safety Certification

Provide written proof that you and/or your company are a member in good standing with the Workers Compensation Board and a copy of your Liability Insurance (minimum \$2,000,000). It shall be a term of the Letter of Agreement that a letter of good standing from the Workers Compensation Board be required upon completion of work.

It will also be the bidder's responsibility to ensure that all employees participating in this project have appropriate safety and equipment training.

Payment Schedule

Bidders shall include their payment terms with their submission, understanding that they need to maximize the amount of money authorized. Payment schedules are subject to negotiation and final approval of the NRRM and will be finalized in the Letter of Agreement.

PROPOSAL EVALUATION

The NRRM will evaluate each proposal based on a combination of factors including company/individual profile and experience, program delivery, safety certification.

NO CONTRACTUAL RELATIONS

Under this RFP process, the NRRM is not seeking binding offers from bidders and the NRRM does not intend to enter into contractual relations with any bidder. No contractual obligations shall arise between the NRRM and any bidder until and unless the NRRM and a bidder execute a Letter of Agreement for the bidder to perform the work. Without limiting the foregoing, the NRRM may decide not to enter into a contract for the work with any bidder.

Except as expressly and specifically permitted in these instructions to bidders, no bidder shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each bidder shall have agreed that it has no claim.

AWARD

The NRRM reserves the right to accept or reject any and all bids. The lowest bid proposal will not necessarily be accepted.

SUBCONTRACTORS

For the purpose of this RFP, NRRM specifies that no part of the work may be conducted by a subcontractor.

The successful bidder shall not assign or reassign any awarded portion of the work without prior written consent.

SUBMISSIONS OF PROPOSALS

SEALED PROPOSALS should be received by the District **No Later than 2:00 PM local time, Wednesday, April 29, 2009.**

Proposals may be mailed, couriered or hand delivered and must be clearly marked:

Job Opportunities Program . Fort Nelson Demonstration Forest and Snowmobile Trails+

Attention: Community Development and Planning Department

Northern Rockies Regional Municipality

Bag Service 399, 5319 50th Ave South

Fort Nelson, BC V0C 1R0

Note that the NRRM cannot accept Proposals or Proposal information by direct facsimile or electronically; however, proposals may be faxed to the office of Olive McLean, Notary Public 250-774-2259 with instructions to be placed in a sealed envelope.

It is the responsibility of the Bidder to ensure their response has been received at the specified address by the specified time. Responses received after the stipulated time will be returned unopened.

COMMUNICATIONS

For inquiries, please contact Holly Jackson, Economic Development & Tourism Officer at 250-774-2541 ext. 267 or by e-mail at hjackson@northernrockies.org or Tyler Mattheis, Community Development Officer at 250-774-2541 ext. 262 or by e-mail at tmattheis@northernrockies.org

Definition of a Forest Worker

ELIGIBILITY CRITERIA

(Note: Program eligibility criteria are presented here for general reference purposes only. For specific details on eligibility, candidates must meet the criteria below, and the criteria established by each program area under the CDT.)

An eligible displaced forest worker is any person who (for detailed description, see Appendix 1):

Is a British Columbia resident whose primary occupation has been working in the BC Forest Industry in harvesting, hauling, or manufacturing of wood fibre, and

Meets the following criteria:

Attachment established from:

- Primary occupation was an employee of a major licensee, contractor, sub contractor, a processor, or was an independent owner / operator who reported for work at a location in British Columbia for a minimum of two, full consecutive years, and
- Received at least 65% of earned income from forest industry work in each of these years, and
- Was impacted on or after May 1, 2007, and

Displacement from employment due to:

- Permanent shift reduction, closure or workforce reduction, or
- Indefinite or involuntary job loss or loss of contract work of more than, or expected to be more than four months, or
- Voluntary resignation by mutual agreement of the individual and employer, or independent owner / operator and contractors, sub contractors or licensees, to create an opportunity for a younger worker.

You do not qualify for this program if displacement was due to:

- Seasonal breaks, or
- Voluntary retirement, or
- Termination for cause, or
- Voluntary resignation, or
- You are an owner / manager, director or officer, unless the individual was an independent owner / operator

Community Development Trust reserves the right to amend the eligibility criteria, policies and procedures contained here from time to time as required. Any disputes on eligibility will be resolved by the program manager.

Detailed Forest Worker definition

Unemployed Forest Worker Definition

- 1) Definition of Terms to be used:
 - a) “**Contractor**” means an individual, corporation, partnership or other person or entity who holds a contract or a subcontract to harvest or deliver wood fibre in the Province of British Columbia.
 - b) “**Independent Owner / Operator**” means an individual who owns and operates a piece of forest harvesting, hauling or processing equipment and who holds a contract or a subcontract to harvest or deliver wood fibre in the Province of British Columbia, and does not employ any contractors or employees.
 - c) “**Major Licensee**” means an individual, corporation, partnership or other person or entity who holds a major license within the meaning of the Forest Act.
 - d) “**Processor**” means an individual, corporation, partnership or other person or entity that operates a primary breakdown sawmill, pulp mill, or value added operation focusing on wood products derived directly from a British Columbia timber harvesting operation or a British Columbia primary breakdown sawmill.
 - e) “**Forest Worker**” means an individual that is an employee of a Contractor, Major Licensee or Processor, or is an Independent Owner / Operator performing one or more phases involved in the harvesting of timber from a major license, or delivery of timber to a Processor.
 - f) “**Event**” means a severance of employed Forest Workers or a loss of contract work by Independent Owner / Operators as a consequence of an economic downturn affecting a contractor, major licensee, or processor from circumstances challenging the B.C. forest industry such as the collapse of the United States housing market, the Mountain Pine Beetle epidemic resulting in a reduction of timber harvesting operations or closure (temporary or permanent) of a processor.
 - g) “**Impact Date**” in respect of an Independent Owner / Operator or an employee of a Contractor, Major licensee, or Processor means May 1, 2007.
- 2) A person is an “**Eligible Person**” at any particular time subsequent to the Impact Date if, at that particular time, the person (hereinafter referred to as an “**Unemployed Forest Worker**”) is an individual who fulfills all the following criteria:
 - a) On the Impact Date, the individual was either:
 - i) an employee of a Major Licensee, a Contractor, Sub Contractor or a Processor for more than two years and was in receipt of a salary computed on the basis of an hourly wage, piece work or some similar criterion, or

- ii) an Independent Owner / Operator actively working on a contract to perform forestry related work for one or more Major Licensees, Contractors, Sub Contractors or Processors, and had been performing those types of services for more than two years.
- b) The individual was not an owner/manager, director or officer of the Major Licensee, Contractor, Sub Contractor or Processor that was the employer of the individual, unless the individual was an independent owner / operator.
 - c) On the Impact Date, the individual reported for work at a location within British Columbia as a regular part of the employment duties or contract services provided by that individual to a Major Licensee, Contractor, Sub Contractor or Processor.
 - d) Subsequent to the Impact Date, the individual ceased to be an active employee of, or an independent owner / operator providing contract services to, a Major Licensee, Contractor, Sub Contractor or Processor for a reason other than any of the following reasons.
 - i) Seasonal Break.
 - ii) Voluntarily retired with a full or reduced level of pension benefits, or sale of his or her replaceable contract.
 - iii) Termination for cause.
 - iv) Voluntary resignation.

RECREATION TRAIL OPERATIONAL STANDARDS
Management Agreement No. 16660-27/ REC2009DPC001

Trail Maintenance

Trail maintenance is carried out to:

- provide user safety
- protect the environment
- provide user access and convenience
- protect investments

1. Trail Maintenance Priorities

- a) Safety considerations should *always* be the first priority. Unsafe conditions should be corrected or normal use restricted
- b) Environmental and trail damage should be corrected and actions taken to prevent further damage
- c) User convenience should be considered

2. Pre Season Trail Maintenance

- a) **Signs**—all signs will be checked prior to the season of operation to ensure they are in place and visible and any additional signs required to meet the objectives of this Agreement should be installed. Conduct minor repairs and stain/paint trail signs as required
- b) **Deadfall**—on a priority bases cut out windfall/deadfall over the trail, remove wood a minimum of 0.5 metre from the tread centre and dispose downhill when possible
- c) **Brushing**—on a priority bases remove all juvenile trees and woody brush for 0.5 metre on either side of tread centre within 3 centimetres of ground level. Scatter the cut material out of sight of the trail
- d) **Erosion control**—clean and repair any existing water bars and ditches as necessary to drain water away from the trail and prevent erosion
- e) **Route marking**—mark obscure routes with flagging or delineating tags as required
- f) **Litter cleanup**—remove litter and garbage at the trailhead and along the trail
- g) **Limbing**—remove tree limbs to allow 2.5 metres of overhead clearance above the trail, with 1.0-1.5 metres total clearance width. Scatter cut limbs a minimum of 1.0 metres from the trail edge, out of sight where possible. Ensure limbing cuts are clean, without scarring the main trunk of the tree

3. Routine Trail Maintenance

Routine trail maintenance or minor repairs should be conducted on:

- a) Vegetation
 - Brush clearing, including removal of hazardous branches

- Windfall removal
 - Hazard tree removal
 - Slope re-vegetation
 - Viewpoint maintenance
 - Close off unwanted trails and shortcuts, and restore vegetation
- b) Drainage
- Culverts
 - Cross drains
 - Waterbars
 - Grade dips
 - Drainage ditches
- c) Structures
- Bridge repair
 - Cribbing & retaining wall repair
 - Steps and stair repair
 - Barrier and handrail repair
 - Boardwalk repair
 - Deck board replacement
 - Shelter repair
 - Toilets
- d) Trail tread
- Draining/hardening of mud holes and boggy areas
 - Washout repair
 - Slump repair
 - Grubbing rocks, roots, stumps
 - Turnpike section repair
 - Surface repair and removal of loose rocks
 - Surface replenishment (similar or minimal maintenance material)
- e) Signs
- Sign repair
 - Sign replacement
 - Cairn repair
 - Barricade or closure device repair
 - Trail marker replacement or additions

4. Trail Hazards

Repair or eliminate known trail hazards when possible. If a natural hazard becomes known to the Agreement Holder during routine maintenance visits, such as river/creek crossings, slides/washouts and hazard trees, the district office must be advised. In addition the Agreement Holder must make a reasonable effort to ensure users do not enter the trail head, if in the Agreement Holders opinion, the trail is unsafe due to existing or potential hazards.

Appendix 3

10.5.4 Summer Use Trail Maintenance Required Maintenance Activities BEFORE Heavy Use Season

The following maintenance activities are normally required on trails before the heavy summer use season begins.

Clear windfalls, dangerous trees, and slides

These clearing repairs are made for user safety reasons and to prevent detouring off developed trails.

Any slide debris or slumping of mud or soil onto the trail forces users to the outside edge, which is often on fill and the weakest part of the trail. Once the slide debris is removed, repair the trail tread to the original specifications.

If a tree has fallen over a trail and cannot be easily removed, cut a gap to allow passage. In the case of wilderness or primitive routes, consider leaving the tree if it does not represent a major impediment, but chop a step into it if necessary.

Drainage repair

No factor in trail maintenance is more important than PROPER DRAINAGE.

Maintenance inspections should look for **existing and potential** drainage problems. Often minor, temporary works done early in the season can prevent major washouts from occurring later. Permanent follow-up work should be done as soon as possible. Potential problem areas should either be treated, or monitored to gauge the rate of trail deterioration.

Repair erosion-damaged elements promptly to prevent further damage. Check for effects of erosion after spring run-off.

Repair any wash-outs.

Check and repair waterbars, ditches, culverts and dips, and construct additional drainage features if needed.

Remove new plant growth

Trail brushing should be done annually, and is best done in the spring and early summer when new growth is soft.

Selectively clear new or existing vegetation for viewpoints or vistas where appropriate - if this is not done for significant vista areas, spur trails will develop as users seek out the views.

Level or restore the trail tread

Remove loose rocks and debris from the tread surface.

This is done, as necessary, to restore the tread to its original grades and slopes for safety and effective drainage.

Use local materials to fill ruts, low spots or holes. Imported materials may be needed to correct soggy or muddy sections. Re-surface and fill approaches at the ends of bridges, boardwalks or corduroy sections.

Check and repair all structures

This work should be performed after spring runoff and after severe storms during the summer season.

Check for signs of rot and decay, and remove debris from around bridge supports. Secure loose side rails or curb logs and re-spike all loose decking. Ensure any structural repairs and replacements meet the original construction requirements.

Check, repair, or replace signs and markers

Remove loose rocks from stream fords to help ensure a safe crossing. Again, this should be done prior to the heavy-use season.

Remove any vegetation that obscures signs.

Provide additional signs or trail markers where there is any confusion about trail route.

Check parking lot Paint sign posts, rails, etc. as required.
Re-grade the trail head parking lot, if necessary.
Required Maintenance Activities DURING Heavy Use Season

These may be weekly or monthly tasks, as use and conditions warrant.

Maintain trailhead structures This includes servicing such items as toilets and waste containers.

Restock information supplies - where trailhead kiosks are stocked with route or safety brochures, these should be restocked as required.

Remove windfall or other debris on the trail.

Other conditions - correct other hazardous conditions or problems as the need arises.

Drainage repair **Once again, no factor in trail maintenance is more important than PROPER DRAINAGE.**

Monitor and repair any erosion damage promptly to prevent further damage. Potential problem areas should either be treated, or monitored to gauge the rate of trail deterioration.

Permanent follow-up work should be done on any temporary repairs as soon as possible.

Check and repair waterbars, ditches, culverts and dips, and construct additional drainage features if needed.

Labour and equipment needs for maintenance

The most commonly required tools for trail maintenance (two-person crews) include:

- pointed shovel;
- double-bit axe;
- bow saw (and/or chain saw);
- brush axe;
- pruning shears;
- trenching tool;
- pruning saw;
- hammer; and
- brush mower

Recreation Manual

Chapter 9: Recreation Site Management

9.5 Routine Site Maintenance

9.5 Routine Site Maintenance

Routine site maintenance is the regular servicing of recreation sites to maintain facilities and structures in a safe, sanitary, socially acceptable and environmentally sound condition.

As a minimum, routine site maintenance shall consist of an annual site inspection and any follow-up actions (further visits or services) that may be necessary to maintain safe, sanitary, socially acceptable and environmentally sound conditions in accordance with the type of environment and the level of use of a site. Refer to [Section 3.2](#), Policy II-REC-004.

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9.5.1 Principles of Routine Site Maintenance

The key principles associated with routine site maintenance are as follows:

- Routine site maintenance is normally the number-one operational priority.
- Routine site maintenance is a management tool to:
 - positively influence user behaviour
 - prevent wear and tear on facilities and structures
 - reduce liability to the Crown
 - project a favourable public image of the MoF

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9.5.2 Procedures for Routine Site Maintenance

Routine site maintenance consists of an annual site inspection and project servicing.

Annual site inspection An annual site inspection is mandatory. The annual site inspection form (FS 1057) should be used by district staff to collect site information ([Appendix 1](#)). The site inspection should be done by district staff at the beginning of the operating season. Any structures which require engineering design for construction (e.g., cabins, shelters, bridges) should be inspected by qualified engineering staff. Suspected hazard trees should also be evaluated.

Project Servicing Regular visits by district maintenance personnel to recreation sites during the use period are necessary to meet at least minimum maintenance objectives. Maintenance frequency will depend on the amount and type of public use. As a guideline, multi-visits per week may be required for exceptionally high-use sites. Once-weekly visits may be necessary for moderate-use sites. A monthly visit or even once every several months may be adequate for the remote and low-use sites. If work is to be contracted, see procedures in [Appendix 3](#) (Contract Administration) for standard clauses.

A Recreation Site Use Survey and Maintenance Record form FS 172 ([Appendix 1](#) Forms) is to be completed at each maintenance visit.

If maintenance personnel find that major repair or rehabilitation work is required, district recreation staff are to be notified. Appropriate action should be taken as soon as practical.

However, where the deficiency involves public safety, immediate remedial action must be taken.

Through personal contact, maintenance personnel should encourage public support, cooperation and respect for a site. Courtesy and a neat appearance are mandatory.

Drawstring litter bags and/or a recreation brochure may be handed individually to on-site, on-trail visitors during maintenance visits.

Maintenance Checklist:

Toilets

- Keep path to door clear.
- Provide coat hook, extra roll of toilet paper, and door latch and handle.
- Sweep floor, stem and seat with disinfectant detergent.
- Add decomposer chemicals to pit as required.
- Add deodorizer chemicals and/or disinfectant detergent as required.
- Remove any hazards.
- Repair or replace all damaged components.

Fire Rings

- Ensure that locations are maintained hazard-free and conform to campfire regulations.
- Ensure that all abandoned fires are extinguished.
- Remove undesirable and non-standard fire rings from sites and re-establish ground for grass seeding.
- Remove non-combustible materials, glass, and significant residual ashes or charcoal from fire rings and from the site.

Litter Barrels

- Empty barrels and replace liners as required.
- Repair or replaced damaged barrels and barrel lids as required.
- Spray deodorizer chemicals into new liners.

Tables

- Repair or replace any defaced, damaged, warped or loose components.
- Remove hazardous splinters and nails.

Signs

- Ensure that all appropriate signs are in place and in good repair.
- Replace damaged signs as required.
- Remove unauthorized and unnecessary signs.

Registration Boxes

- Repair or replace boxes as required.
- Ensure that each box has an adequate supply of self-registration forms and a pencil.

Collect completed self-registration forms regularly and deliver to district office.

Traffic Counters

Ensure that traffic counters function properly and report any defects.
Record the count at each maintenance visit.

Barriers

Ensure that barriers are in the proper location and in a good state of repair.

Firewood

Provide firewood if deemed necessary.

Other structures

Ensure that bridges, wharves, etc. are in a good state of repair.

Site Environment

Rake site, cut grass and pick up litter, broken glass, etc., as required.
Remove all signs from trees.
Remove hazardous materials (broken glass, tin cans, etc) from beach and foreshore.
Buck-up windfalls.
Remove brush and fireproof the developed portion of the site as required without compromising vegetative buffers.

Access spur to site from forest access road

Keep drainage ditches open.
Fill potholes.
Prune vegetation or remove brush to ensure good line-of-sight visibility, particularly at spur entry onto main access road.

Post-season clean-up

Remove and store facilities as required.
Complete year-end inspection reports.
Post site as user-maintained after maintenance contract expires.
Repaint facilities as required.
Pump out and/or relocate pit privies as required.