

MUNICIPALITY OF JASPER
SPECIAL REGULAR COUNCIL MEETING AGENDA

Date: November 12, 2019

Place: Quorum Room, Jasper Library and Cultural Centre



1 CALL TO ORDER

2 APPROVAL OF AGENDA

2.1 Special regular meeting agenda, November 12, 2019

attachment

3 REQUESTS FOR DECISION

3.1 Support for FRIAA Grant Application

attachment

4 ADJOURNMENT

Please note: All regular and committee meetings of Council are audio-recorded.



REQUEST FOR DECISION

Subject: Support for FRIAA Grant Application

Prepared by: Greg Van Tighem, Director of Protective Services

Reviewed by: Mark Fercho, Chief Administrative Officer
Christine Nadon, Legislative Services Manager

Date – Notice: November 12, 2019 Special Meeting (waiver requested)

Date – Decision: November 12, 2019 Special Meeting

Recommendation:

- That Council support the 2019-2020 Municipality of Jasper Forest Fuel Reduction Program and support the submission of a grant application to the Forest Resource Improvement Association of Alberta.

Background:

- The Municipality of Jasper has applied to the Forest Resource Improvement Association of Alberta (FRIAA) for a \$300,000 grant to support ongoing forest fuel reduction work around the community. Jasper has been shortlisted and asked to submit a detailed proposal. One of the requirements of this detailed proposal is municipal council support in the form of a Council resolution.

Strategic Relevance:

- Public and Community Safety
 - Council is committed to improving public safety and security, emergency preparedness and response, and community resiliency
 - Build on our positive relationship with Parks Canada in continuing and expanding FireSmart initiatives and forest fuel reduction programs to mitigate wildfire risk
- Continued enhancement of Community Health within the framework of the effective, efficient and fiscally responsible provision of municipal services.

Financial:

- The acceptance of our FRIAA grant final proposal would have a positive impact on the Municipality's financial situation and allow us to effectively treat more units, making our community safer.

Attachments:

- FRIAA FireSmart Program Request for Proposals

Forest Resource Improvement Association of Alberta

FRIAA FIRESMART PROGRAM (FFP)

REFERENCE: FRIAA-FFP August 2019

REQUEST FOR PROPOSALS

Closing Date/Time:	November 15, 2019 - 16:00 hrs
Administrator:	FRIAA Administrator
Telephone:	780-429-5873
Email:	admin@friaa.ab.ca
Mailing:	Box 11094 Main Post Office Edmonton, AB T5J 3K4

1. INTRODUCTION

- 1.1 On August 1, 2019 the Forest Resource Improvement Association of Alberta (“**FRIAA**”) published a Request for Expressions of Interest (“**RFEOI**”) for projects under the FRIAA FireSmart Program (the “**FFP**”). The reference for this RFEOI is **FRIAA-FFP August 2019**.
- 1.2 Expressions of Interest (“**EOIs**”) received by the deadline of 4pm, on September 16, 2019 were reviewed by an independent committee (“**Review Committee**”). Applicants whose EOIs were short listed per Section 8.1 of the RFEOI are hereby invited to submit project proposals for specific projects identified by the Review Committee.
- 1.3 The intent of this document is to provide information pertaining to the requirements for a full proposal. Applicants are advised to pay careful attention to the information provided in this Request for Proposals (“**RFP**”). Failure to satisfy any term, condition or mandatory requirement of this RFP may result in rejection of the Proposal.

2. PROPOSAL REQUIREMENTS

- 2.1 Proposals must be clear and well-written and must concisely describe the components of the proposed project, including each of the program proposal requirements set out in subsections 2.2 and 2.3 below (collectively “**Program Proposal Requirements**”).

2.2 Application Form

Complete and sign the Proposal Application Form.

- (a) Enter the EOI # from the RFP invitation letter.
- (b) Enter the project title as per the EOI submission.
- (c) Enter the contact information for the Authorized Representative (name, title, phone number, email and address) of the 1) applicant organization and the individual(s) authorized to represent the applicant and commit the applicant to the execution of a Project Grant Agreement and 2) the individual who will manage the project.
 - (i) As timelines, funding request or authorized representative (due to an election or staffing transition) may have changed since the EOI application, this form must be reauthorized and resubmitted with your proposal.
- (d) Indicate the eligible activity (check box), the term of your project and the amount of funding requested to complete the proposed project.
- (e) Applicants are required to discuss their proposed project (on-site for vegetation/fuel management) with a FRIAA Field Liaison prior to the RFP submission deadline, if this was not done prior to EOI submission or if further clarification has been requested. FRIAA Field Liaison will make themselves available on a first come, first served basis. Check the box to indicate this has been completed.

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- (f) Applicants are required to be substantially complete in all other FRIAA FireSmart projects prior to the RFP grant awards. Check the box to indicate this has been or will be, completed.
 - (g) Acknowledged by applicant (Select the appropriate Resolution check box.)
 - (i) Applications from Municipalities must be accompanied by properly executed Council Resolution. (If a current, project specific Council Resolution was submitted with the EOI and no election has occurred, a new Resolution is not required.)
 - (ii) Applications from First Nations must be accompanied by a properly executed Band Council Resolution. (If a current, project specific BCR was submitted with the EOI and no election has occurred, a new BCR is not required.)
 - (iii) Applications from Metis Settlements must be accompanied by a properly executed Settlement Council Resolution and applications from Co-operatives or Enterprises must be signed by the President. (If a current, project specific SCR was submitted with the EOI and no election has occurred, a new SCR is not required.)

2.3 **Template**

- (a) Unless specifically advised by FRIAA, the proposal overview in your EOI is sufficient.
- (b) Include a detailed overview and or block map(s) if appropriate, including reference points. Scale and detail will be activity specific as per the template.
- (c) Provide a description of approach and project plan.
 - (i) Describe the sub-tasks and activities to be undertaken in connection with the proposed project.
 - (ii) Describe the measurable milestones of the proposed project, detailing the sequence, timing and duration of these activities.
 - (iii) Describe the project management and processes in place to ensure the project is completed on time, including the measures in place for quality control, cost control and adequate reporting to FRIAA. Identify the person(s) responsible by name or role.
- (d) Unless specifically advised by FRIAA, the current plan linkage, recommended strategies or priorities identified in your EOI are sufficient.
- (e) Describe the anticipated project outcomes in terms of deliverables and measurable results, if the scope or deliverables have changed since the submission of the EOI or additional information was requested. Quantify specific outcomes such as

number of ha by treatment type, number of homes to be assessed, number and type of plans to be completed for a given number of communities, number of community event days, number of personnel to participate in a table top exercise.

- (f) Where the Proposal includes fuel management activities, the Proposal must include the process for development and approval of fuel management prescriptions completed by a qualified individual, signed off by an RPF/RPFT and approved by applicable Alberta Agriculture and Forestry, Wildfire Management staff. If detailed prescriptions have been prepared and reviewed by Wildfire Management, include copies of the prescriptions in the Proposal. Fuel management prescriptions set out in a Proposal must use the Alberta Agriculture and Forestry Wildland Hazardous Fuels Prescription template that is available on FRIAA's website at www.friaa.ab.ca.
- (g) Describe the direct involvement of the Fire and Emergency Services provider(s) for the project if this was not included in the EOI. A letter of support was required with the EOI.
- (h) Describe the involvement of your regional Wildfire Management Branch (Alberta Agriculture and Forestry) if this was not included in the EOI. A letter of support is required with the RFP (if this was not submitted with the EOI) for projects in the Forest Protection Area (FPA) and highly recommended for projects outside of the FPA.
- (i) Where the Proposal includes public education activities, the submission must include a letter of support of FireSmart Canada. Production of logo branded material will require FireSmart Canada copyright permission. Homeowner engagement through Home Assessments will require the use of FireSmart Canada methods and tools.
- (j) Describe the impacts on other resources or land users and if applicable, the feedback from impacted stakeholders.
- (k) Describe the permits, licences and authorizations required to undertake the proposed project and the approval status of these documents, or the process the applicant will undertake to obtain approval prior to commencement of the project.
- (l) Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment that they are transparent, competitive and consistent with fair-market value principles.

Describe the process used to determine that budget costs represent market value for the activities proposed (e.g. bid tenders, market survey, etc.).
- (m) Describe and quantify the value of in-kind resources (e.g. internal staff, equipment, or other resources) that will directly contribute to the activities proposed. Reasonable market value of in-kind resources may be included in the overall project budget but may not be included in the funding requested from FRIAA.

“**In-kind**” can include administration, supervision, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials and resources, advertising costs and materials, financial contributions etc.

- (n) Describe other funding sources that will contribute to the overall project budget and the amount of those funds (do not include in-kind contributions). Sources include other grant funding or financial contribution by the applicant or other stakeholders.
- (o) Projects that involve harvesting of merchantable timber or biomass may only claim incremental costs of harvesting activities. Describe how the harvesting activity links to FireSmart objectives, how the merchantable fibre will be sold or allocated, and a clear process for determining the incremental logging costs that will be claimed as a project cost. Revenue generated from the sale of timber or biomass must be returned to the project budget.
- (p) Propose a Progress Reporting schedule related to the work schedule and completion of project milestones.
- (q) Propose a Financial Reporting schedule for making grant payment claims, in conjunction with the proposed progress-reporting schedule.
- (r) Provide any additional information as requested by FRIAA in relation to the original EOI.

3. PROPOSAL ADJUDICATION CRITERIA

- 3.1 All of the adjudication criteria described in the RFEOI apply.
- 3.2 The expenses set out in the Proposal must be reasonable in all circumstances and must not exceed the fair market value of the goods and services being provided.

4. LEGAL NOTICE

- 4.1 By submitting a Proposal, you confirm that you have read, understand and accept the information contained in this RFP and, that each of you, the applicant and all individuals and entities that collaborate or are otherwise involved in the preparation of the Proposal or the delivery of the proposed project (“**Project Partners**”) agree as follows:
 - (a) FRIAA may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this RFP, including but not limited to the Program Proposal Requirements, the Proposal process and the Proposal adjudication criteria.
 - (b) FRIAA reserves the unqualified right to accept or reject any or all Proposals for any reason. FRIAA is not required to accept any Proposals nor is it required to accept any Proposal approved for funding by the Review Committee.
 - (c) The final decision with respect to the Proposals to be included in this RFP short-list rests solely with the Review Committee. The Review Committee’s evaluation

of the Proposals may be based on, but is not in any way limited to, the criteria set out in this RFP. The Review Committee may consider any criteria determined by FRIAA to be relevant to FRIAA's mandate, regardless of whether such additional criteria have been disclosed to the applicant.

- (d) No conduct, act or omission of FRIAA, or its directors, officers, consultants, project advisors, agents, servants and their respective successors and assigns (collectively the "**FRIAA Parties**") other than a written notice to the applicant in writing signed by an authorized person for FRIAA, will constitute an acceptance of a Proposal.
- (e) Proposals that do not comply with the requirements described in this RFP may be rejected in whole or in part or not considered. FRIAA reserves the unqualified right to accept or reject a non-compliant Proposal.
- (f) This RFP is an invitation for Proposals only. It is not an offer and the submission of a Proposal does not create a contract or agreement of any kind between FRIAA and the applicant.
- (g) Acceptance of a Proposal does not create a binding contract between FRIAA and the applicant. FRIAA shall not be obligated in any manner whatsoever to any applicant until a written agreement between FRIAA and the applicant ("**Project Grant Agreement**") has been duly executed relating to an approved Proposal.
- (h) As between the parties, the Proposal and all documents and materials you submit to FRIAA in connection with the Proposal and this RFP and all intellectual property in and to the foregoing are the exclusive property of FRIAA immediately upon delivery to FRIAA. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the project will be addressed through the Project Grant Agreement and will normally be owned by the applicant.
- (i) You, the applicant and any Project Partners will keep this RFP confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare a Proposal to FRIAA in response to it or to apply for additional third party funding for the project.
- (j) You, the applicant and any Project Partners will not make a claim against FRIAA or the FRIAA Parties for any reason whatsoever relating to this RFP. You are undertaking the expenditures required to prepare and submit a Proposal entirely at your own risk, and you waive any right and release FRIAA and the FRIAA Parties from any demands, liability, claim or recovery for costs, expenses, or damages incurred in connection with this RFP or any Proposal prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.
- (k) FRIAA takes no responsibility for the accuracy of the information supplied during this RFP process by FRIAA or the FRIAA Parties.

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- (l) Neither FRIAA nor any of the FRIAA Parties will have any liability whatsoever to you, the applicant, or any Project Partners, or any of them, in connection with this RFP or any Proposal prepared in response to it.

 - (m) Upon acceptance of a Proposal by FRIAA, the applicant will be required to enter into a Project Grant Agreement with FRIAA, on substantially the same terms and conditions contained in the Project Grant Agreement provided during the RFEOI or available upon request.

5. PROPOSAL SUBMISSION

- 5.1 **Deadline for Proposals:** Only those Proposals received before close of business at **4:00 p.m., local time, on November 15, 2019** will be accepted for evaluation. Proposals received any time thereafter will not be accepted for evaluation.
- 5.2 Proposals may be sent by email to: admin@friaa.ab.ca. The subject header for email submissions must be identified as follows: **RFP FRIAA-FFP August 2019**. Only documents formatted in PDF or Microsoft Word will be accepted.
- 5.3 Proposals may also be sent by courier, identifying the package as follows: **RFP FRIAA-FFP August 2019**, to:
- Forest Resource Improvement Association of Alberta
C/O MNP LLP
Suite 1600, MNP Tower
10235 – 101 Street NW
Edmonton, AB T5J 3G1
Attention: FRIAA Administrator
- 5.4 Hardcopy proposals submitted by courier must be accompanied by an electronic copy of the proposal on USB drive.
- 5.5 FRIAA is not responsible for Proposals that are not received as the result of any courier or postal delivery service issues, including disruptions, loss of delivery service, the loss of a Proposal by the delivery service or a delivery failure of any kind by any delivery service whatsoever. FRIAA is also not responsible for Proposals that are not received as the result of technological issues, including attachment size, internet, email or file transfer technology failure or any other logistical barrier which may impede electronic submission.