



## **Request for Proposal (RFP)**

### **FOR 2025-2026 Fireguard Thin/Prune/Clean**

#### **SUMMARY:**

The Town of Canmore is requesting proposals from qualified proponents to complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards.

A **VOLUNTARY** SITE VIEWING WILL BE HELD **August 20/2025 09:00-12:00 HRS** STARTING AT THE CANMORE FIRE STATION 1200 – STEWARD ROAD, CANMORE, ALBERTA. Due to weather conditions resulting in access road problems for vehicles, proponents are requested to bring an ATV.

<b>REFERENCE NUMBER:</b>	<b>CFR-25-003</b>
<b>CLOSING DATE:</b>	<b>August 29, 2025</b>
<b>CLOSING TIME:</b>	<b>14:00:00 Mountain Time Zone</b>
<b>DATE ISSUED:</b>	<b>August 13, 2025</b>
<b>NOTE:</b>	RESPONSES WILL NOT BE OPENED PUBLICLY

## Table of Contents

1.0	INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS .....	1
2.0	GENERAL CONDITIONS OF RESPONSE .....	2
2.1	PURPOSE OF THE REQUEST FOR PROPOSAL (RFP).....	2
2.2	SUBMISSION OF RESPONSE TO THE RFP .....	2
2.3	NO COMMITMENT .....	3
2.4	LIMITATION OF LIABILITY .....	3
2.5	ACCEPTANCE OR REJECTION.....	3
2.6	QUESTIONS AND CLARIFICATIONS .....	4
2.7	DISCREPANCIES IN NUMBERS .....	4
2.8	CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT .....	4
2.9	COST OF PREPARATION .....	5
2.10	OWNERSHIP OF SUBMISSIONS .....	5
2.11	CLARIFICATION FROM PROPONENTS.....	5
2.12	PROPONENT PERFORMACE .....	6
2.13	LENGTH OF AGREEMENT.....	6
2.14	FORM OF CONTRACT.....	6
2.15	SERVICES TERMS AND CONDITIONS .....	6
2.16	STAFF CHANGES .....	7
2.17	NON-ASSIGNMENT .....	7
2.18	DEPOSITS .....	7
2.19	TERMS OF PAYMENT .....	7
2.20	INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS .....	7
2.21	INDEMNIFICATION .....	8
2.22	CANADIAN FREE TRADE AGREEMENT .....	8
2.23	DEBRIEFING .....	8
3.0	PROJECT OVERVIEW AND SCOPE.....	9
3.1	RFP DEFINITIONS .....	9
3.2	PROJECT DESCRIPTION/DESCRIPTION OF NEED .....	9
3.3	PROJECT SITE .....	9
3.4	SCOPE OVERVIEW/SCOPE OF SERVICES .....	9
3.5	ANTICIPATED PROJECT SCHEDULE.....	9
4.0	RESPONSE REQUIREMENTS AND EVALUATION CRITERIA.....	10
4.1	FORMAT AND OUTLINE OF RESPONSES .....	10
4.2	PROPOSAL SUBMISSION REQUIREMENTS .....	10
4.3	EVALUATION PROCESS.....	11
4.4	PROPONENT SHORTLIST .....	11
4.5	CONFIDENTIALITY OF EVALUATION .....	11



4.6 RFP SCHEDULE ..... 11

5.0 SIGNATURE AND WAIVER SHEET (Page 1) ..... 12

SIGNATURE AND WAIVER SHEET (Page 2) ..... 13

6.0 APPENDIX A – PROPOSED PRICE FORM ..... 14

7.0 APPENDIX B – REFERENCE DOCUMENTS ..... 15

## 1.0 INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

- 1.1.1** Proponents shall submit their proposal to the Town of Canmore by email to the attention of Caitlin Miller, Manager of Protection Services, at [caitlin.miller@canmore.ca](mailto:caitlin.miller@canmore.ca).  
Closing Date and Time: Proposals must be received not later than 14:00:00 hours Mountain Time Zone (Canmore local time) on August 29, 2025.
- 1.1.2** Electronic RFP responses are to be in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission. Submissions must NOT exceed 15mb in size.
- 1.1.3** RFP Contact Person:  
For clarification or additional information, Proponents shall **only** contact the person listed below.
- Caitlin Miller, Manager of Protective Services  
Email – [caitlin.miller@canmore.ca](mailto:caitlin.miller@canmore.ca)
- See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.
- 1.1.4** The Town of Canmore may in its sole discretion disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFP.
- 1.1.5** Responses must be in English.
- 1.1.6** Pricing submissions shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 1.1.7** Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.
- 1.1.8** This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

**END OF SECTION 1.0**

## **2.0 GENERAL CONDITIONS OF RESPONSE**

### **2.1 PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)**

The Town of Canmore is issuing this Request for Proposal (RFP) to select a qualified proponent for provision of fireguard thin/prune/clean services for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards.

The Town of Canmore reserves the right to modify the terms or cancel the RFP process at any time.

### **2.2 SUBMISSION OF RESPONSE TO THE RFP**

**2.2.1** By submitting a response to this RFP, each Proponent accepts its terms and conditions. In addition, by submitting its response each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFP.

**2.2.2** Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, councillor, board/committee member or family member.

Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.

Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent’s response.

**2.2.3** This RFP and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFP and any contracts entered into as a result hereof.

**2.2.4** Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.

**2.2.5** All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.

**2.2.6** Proposals shall be irrevocable for sixty (60) days following the closing of the RFP and the proposals shall be retained by the Town of Canmore.

**2.2.7** Proposals shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the proposal.

Proponents who are sole proprietorships or partners shall sign their RFP response in such a way as to irrevocably bind the Proponent in an authorized manner.

## **2.3 NO COMMITMENT**

- 2.3.1** No commitment on the part of the Town of Canmore shall exist under this RFP unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

## **2.4 LIMITATION OF LIABILITY**

- 2.4.1** The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFP.

## **2.5 ACCEPTANCE OR REJECTION**

- 2.5.1** The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:

- a) is incomplete, obscure, irregular, unrealistic or noncompliant;
- b) has erasures, ambiguities, inconsistency or corrections; or
- c) fails to complete, or provide any information required by, any provision of this RFP.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or noncompliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFP.

In addition to any rights identified elsewhere in this RFP, the Town of Canmore reserves the right to:

- a) reject any and all responses;
- b) add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- c) during the evaluation period, seek clarification of any Proponent's response, including consequential amendments, or any additional information from any Proponent;
- d) accept or reject, in whole or in part, any response without giving any reason;
- e) have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f) cancel the RFP process without penalty at any time for any reason; and
- g) negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least six weeks for responses to be evaluated by the Town of Canmore.

## **2.6 QUESTIONS AND CLARIFICATIONS**

- 2.6.1** Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2** Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3** Amendments to this RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the agreement and receipt must be confirmed in the Proponents proposal submission.
- 2.6.4** Any addenda documents will be issued by the same method that this RFP was issued.
- 2.6.5** It is the Proponent's responsibility to clarify the interpretation of any item of this RFP a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

## **2.7 DISCREPANCIES IN NUMBERS**

- 2.7.1** In the event of a numerical discrepancy or error in a Proposal, the written number will prevail.
- 2.7.2** In the event of pricing extension errors, the unit price will apply.

## **2.8 CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

- 2.8.1** All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFP process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFP unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFP process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.

- 2.8.2** The applicant acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.
- 2.8.3** The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFP which are provided in confidence will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the *Freedom of Information and Protection of Privacy Act* (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4** Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFP process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.
- 2.8.5** Vendors or suppliers having access to or custody of the Town of Canmore records shall be required to comply with the provisions of the *Freedom of Information and Protection of Privacy Act*.

## **2.9 COST OF PREPARATION**

- 2.9.1** Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.
- 2.9.2** Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

## **2.10 OWNERSHIP OF SUBMISSIONS**

- 2.10.1** All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFP award.

## **2.11 CLARIFICATION FROM PROPONENTS**

- 2.11.1** The Town of Canmore reserves the right to seek from any/all Proponents any further



clarification it may require on responses submitted pursuant to this RFP.

## **2.12 PROPONENT PERFORMANCE**

**2.12.1** The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

## **2.13 LENGTH OF AGREEMENT**

- 2.13.1** The project completion deadline is **April 15, 2026**.
- 2.13.2** The Town reserves the right to extend this term to complete any in-progress projects.
- 2.13.3** Additional award periods will be based on mutual agreement between The Town and the Successful Proponent. However, The Town reserves the right to negotiate various changes to the Agreement to reflect current conditions at the time of renewal.

## **2.14 FORM OF CONTRACT**

- 2.14.1** The Town of Canmore will be issuing a Contract to the Successful Proponent to deliver the work described within this Request for Proposal.

## **2.15 SERVICES TERMS AND CONDITIONS**

- 2.15.1** Agreements consist of any number of the following documents including all amendments incorporated in the documents before their execution and subsequent amendments made pursuant to the provisions of the Agreements:
- Request for Proposal
  - Addenda
  - Letter to Successful Proponent
  - Statement of Scope
  - Technical & Fee Proposal
  - Contract
- 2.15.2** Any inconsistent or conflicting provisions contained within the documents forming the Agreement shall be resolved in the following order:
- Contract
  - Statement of Scope
  - Technical & Fee Proposal
  - Addenda
  - Request for Proposal

## **2.16 STAFF CHANGES**

- 2.16.1** Staff changes by the successful Proponents will require written approval from The Town prior to any such change, which approval The Town may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed in the proposal received. The Town reserves the right, in addition, and without prejudice to any other right or remedy, to immediately terminate the Agreement as a result of the failure by the Successful Proponent to provide the staff proposed.

## **2.17 NON-ASSIGNMENT**

- 2.17.1** Neither the contract nor any work to be performed under the contract or any part hereof may be assigned by the Successful Proponent without the prior written consent of the Town of Canmore. Such written consent however shall not under any circumstances relieve the Successful Proponent of its liabilities and obligations under the Contract and the granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore.

## **2.18 DEPOSITS**

- 2.18.1** The Town of Canmore will not consider the payment of a deposit to the Successful Proponent for the scope of work in this RFP.

## **2.19 TERMS OF PAYMENT**

- 2.19.1** Invoices will be paid within 28 days from the approval date of the invoice.

## **2.20 INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS**

### **2.20.1 Mandatory Eligibility Requirements**

As a mandatory eligibility requirement for response to this RFP:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than FIVE MILLION DOLLARS (\$5,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations, product liability, and forest fire fighting expense, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- (b) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.
- (c) The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another board that will extend the required amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the

commencement of the work.

#### **2.20.2 Responsibilities of Successful Proponent**

- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.
- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of such insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.
- (d) The Successful Proponent shall agree to be designated as the Prime Contractor for the purpose of section 10 of the *Occupational Health and Safety Act* when deemed appropriate by the Town of Canmore.

### **2.21 INDEMNIFICATION**

- 2.21.1** The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees, against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.21.2** At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.21.3** The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

### **2.22 CANADIAN FREE TRADE AGREEMENT**

- 2.22.1** As per the requirements of the Canadian Free Trade Agreement (2017), this RFP and corresponding purchases are subject to *Chapter Five – Government Procurement of the Agreement*.

### **2.23 DEBRIEFING**

- 2.23.1** The Town of Canmore will offer a debrief to unsuccessful Proponents on request.

**END OF SECTION 2.0**

### 3.0 PROJECT OVERVIEW AND SCOPE

#### 3.1 RFP DEFINITIONS

Owner	the Town of Canmore
Project	2025-26 Fireguard Thin/Prune/Clean
Proponent	a firm, individual or company who or which intends to submit or submits a Proposal pursuant to this RFP.
Proposal	a submission to the Town of Canmore in response to this RFP.
Successful Proponent	a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's Proposal.
Service Provider	the Successful Proponent(s) to whom the Town of Canmore issues a Contract to complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards.

#### 3.2 PROJECT DESCRIPTION/DESCRIPTION OF NEED

- 3.2.1** The Town of Canmore is requesting proposals from qualified proponents to complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards.

#### 3.3 PROJECT SITE

- 3.3.1** Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards (per attached maps).

#### 3.4 SCOPE OVERVIEW/SCOPE OF SERVICES

- 3.4.1** GENERAL SCOPE OF WORK  
Complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards.
- 3.4.2** DUTIES, RESPONSIBILITIES AND DELIVERABLES OF SERVICE PROVIDER  
Complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards as per the Project Specifications in Section 7.0 Appendix B of this RFP.

#### 3.5 ANTICIPATED PROJECT SCHEDULE

- 3.5.1** Project may be commenced **September 15, 2025** and must be completed by **April 15, 2026**.

**END OF SECTION 3.0**

## 4.0 RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

### 4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFP responses are to be on 8.5" x 11" size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission. Submissions must NOT exceed 15mb in size.

Responses to each section shall be marked with the corresponding letter and number (e.g. A1, A2, etc.).

### 4.2 PROPOSAL SUBMISSION REQUIREMENTS

Proponents are requested to submit a proposal containing the following information and **using the same numbering system as below:**

#### A. Mandatory Requirements:

- A1 Signed signature and waiver sheet (Section 5 – 2 pages).

#### B. Project Plan:

- B1 Experience with Similar Projects
  - Provide details for **similar** projects including dates, location, size (Ha), method, resources used, and reference contact information
- B2 Available Start Date and Proposed Completion Date
- B3 Proposed Onsite Resources List
  - Crew size and qualifications
  - Equipment to be used onsite (provide details including type, size/model, attachments, and photos)
  - Fire equipment to be onsite (provide details including type and photos)
- B4 Proposed Work Plan Description
  - Green and dead standing and down tree removal method(s) and timelines
  - Pruning method(s) and timelines
  - Pile burning method(s) and results
  - Methods to minimize smoke impacts
  - Proposed burn pile monitoring and extinguishment method(s)
  - Quality control inspection process
- B5 Safety and Environment
  - COR/SECOR or equivalent certification (do NOT submit entire Plan)
  - Signage to be used
- B6 Other – any other information you feel is important to your proposal

#### C. Price Proposal:

- Use Section 6.0 Appendix A – Proposed Price Form

### **4.3 EVALUATION PROCESS**

- 4.3.1** Selection of the Successful Proponent pursuant to this RFP will be made on the basis of the Proponent's written response and other factors germane to the Town of Canmore. The responses shall be evaluated based on the matrix shown below.

<b>Evaluation Criteria</b>	<b>Evaluation</b>
A. Mandatory Requirements	Pass / Fail
B. Project Plan	70%
C. Price Proposal	30%

- 4.3.2** A submission will first be reviewed for compliance with the mandatory requirements of this RFP as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

### **4.4 PROPONENT SHORTLIST**

- 4.4.1** The Town of Canmore reserves the right to shortlist any number of Proponents.
- 4.4.2** Proponents are not guaranteed any paid assignment as a result of being shortlisted via this RFP. Shortlisted Proponents may be required to undergo an interview prior to final selection of the Successful Proponent.

### **4.5 CONFIDENTIALITY OF EVALUATION**

- 4.5.1** Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.
- 4.5.2** As required by the Canadian Free Trade Agreement, the name of the Successful Proponent and the value of the award will be posted on the Alberta Purchasing Connection.

### **4.6 RFP SCHEDULE**

The following schedule has been established for this RFP:

- RFP issued on Town of Canmore website/Alberta Purchasing Connection August 13, 2025
- Voluntary Site Viewing August 20, 2025
- Last day to submit questions to Town of Canmore designate August 22, 2025
- Last day for Town of Canmore to issue final addendum August 26, 2025
- RFP closing date August 29, 2025

**END OF SECTION 4.0**

## **5.0 SIGNATURE AND WAIVER SHEET (PAGE 1)**

1. The Proponent hereby acknowledges that prior to submitting a Proposal for this project, the Proponent has obtained from The Town and thoroughly reviewed in order to be familiar with and certain as to all of the terms and conditions set out in the Request for Proposal documents and all amendments thereto which are incorporated by reference into the above-cited Proposal as follows:
  - a) The Proponent acknowledges that unless otherwise agreed by both parties and confirmed in writing it is subject to and bound by each provision included in each document incorporated by reference to the same extent that it would be if each such provision were set out and included with the hard copy of the Contract Documents.
  - b) The Proponent further acknowledges and confirms that either:
    - i. It has read and understood each provision included in each document incorporated by reference; or
    - ii. By signing this Signature and Waiver Sheet it waives any and all rights to claim or argue that it was not aware of any provision of any document incorporated by reference.
2. The terms of this document are severable from one another, and the invalidity of any one or more paragraphs in this document, will not affect the validity of the other paragraphs.
3. The Proponent hereby acknowledges it has thoroughly reviewed and understood all the terms and conditions of the Request for Proposal ("RFP") which include those contained in the Instructions for Responding to this Request for Proposals, General Conditions of Response, all documents included by reference as set out in Paragraph 1, all drawings and specifications as may be listed in the Table of Contents and included in the Appendices (together the "Terms and Conditions").
4. By signing this sheet, I confirm I have the full authority to represent the Proponent in all matters relating to the Proposal, and I confirm that the Proponent agrees to be bound by all the Terms and Conditions.

## **SIGNATURE AND WAIVER SHEET (PAGE 2)**

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal (if available)
Title	
Printed Name	
Date	



## 6.0 APPENDIX A – PROPOSED PRICE FORM

Date: \_\_\_\_\_

I/we, \_\_\_\_\_

(Company Name)

of \_\_\_\_\_

(Business Address)

I/we have carefully examined all documents prepared for this contract; and hereby offer to furnish all:

- Personnel
- Equipment and vehicles
- Equipment mobilization/demobilization
- Fuel
- Living-out allowance
- Travel and orientation

for the proper execution and completion of the entire scope of work for the **2025-2026 Fireguard Thin/Prune/Clean** project including all addenda thereto which are acknowledged hereinafter for the above project for the fixed price indicated as follows:

Proposed fixed price(s) **excluding GST**:

Unit	Proposed Fixed Price
Harvie Heights	
Stoneworks Creek West	
East Park Gates	
Total Project Cost	

I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response: Addendum # \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

## 7.0 APPENDIX B – REFERENCE DOCUMENTS

The Town of Canmore is requesting proposals from qualified proponents to complete fireguard thin/prune/clean on approximately 57.6 hectares for the Harvie Heights, Stoneworks Creek West, and East Park Gates fireguards based on the following Project Specifications & Prescription Standards.

### Project Specifications & Prescription Standards

- Units will be awarded in order of priority based on funds available:
  1. Harvie Heights
  2. Stoneworks Creek West
  3. East Park Gates
- Invoicing may be submitted at the following milestones:
  - 100% of total area completed to Project Specifications for Harvie Heights and East Park Gates
  - 50% and 100% of total area completed to Project Specifications for Stoneworks Creek West
- Work may be conducted Monday to Sunday from 07:00-22:00 hours
- Debris disposal must result in complete debris consumption with minimal post-burn residual material remaining - acceptable levels of post-burn residual material will be determined by the Town of Canmore and will require spreading over the ground surface by the Service Provider
- Alberta Forestry and Parks and the Town of Canmore are the fire authorities and reserve the right to set any burning conditions they feel are appropriate and to discontinue burning at any time due to hazardous or poor smoke venting conditions. Debris piles may be burned during favorable conditions as determined by the fire authority. Service Provider is responsible for:
  - Obtaining a Fire Permit from the fire authority for pile burning and following all conditions on the permit
  - Provision of adequate fire equipment and water supply for pile burning as deemed necessary
  - Piles to be located to minimize scorch damage to residual trees - trees scorched by burn piles that will not survive must be removed and disposed of
  - No burn piles allowed within 3 metres of designated trails without prior approval
  - Piles must be tended at all times while burning – a night-time patrol crew/person may be required based on snow and weather conditions
  - Complete extinguishment of piles daily prior to leaving site - this condition may be reduced if snow and weather conditions permit
  - Thermal-image scanning of all burn piles prior to abandonment
- Special event dates where burning will **NOT** be allowed are:
  - Christmas Dec 25-26/2025
  - New Years Dec 31/2025-Jan 1/2026
  - PARA World Cup Race – Dec 4, 6, 7, 11, 12, 13, 14/2025
- Burn scars to be raked, seeded with native grass seed (provided by the Service Provider), and re-raked as per the following seed mixture:
  - 25% - Sandberg Bluegrass (*Poa secunda*)
  - 7% - Northern Wheatgrass (*Agropyron dasystachyum*)
  - 20% - Fowl Bluegrass (*Poa glauca*)
  - 23% - Junegrass (*Koeleria macrantha*)
  - 15% - Awned Wheatgrass (*Agropyron trachycaulum*)
  - 10% - Annual Ryegrass (*Lolium multiflorum*)
- Service Provider must provide an onsite supervisor at all times during operations
- Service Provider is responsible for gaining Town of Canmore approval prior to use of any Designated Trails trails and for repair of any damage to these trails
- Service Provider is responsible for opening and maintaining haul-roads to access the Treatment Units and for re-establishing all cross-ditching prior to departing each fireguard.
- All debris from thin/prune/clean operations to be removed to pre-treatment conditions daily from designated trails
- Service Provider is responsible for provision of all necessary signage related to workplace operations and smoke

# 1 Harvie Heights

**Treatment Unit Summary Table:**

Unit	Approximate Area (Ha)	DBH Limit (cm)	Debris Disposal Method(s)	Special Operating Conditions
HH1	1.0	≤20	Pile/Burn	<ul style="list-style-type: none"> <li>Area between the breaks of the banks are not a part of the Unit</li> <li>LGP equipment permitted</li> </ul>
HH2	2.0	≤20	Pile/Burn	<ul style="list-style-type: none"> <li>LGP equipment permitted on west boundary to breaks of bank and on east boundary to within 20m of drainage</li> <li>Hand-crews only adjacent to and between the drainages</li> <li>No burn piles within 5m of drainages</li> </ul>
HH3	0.9	≤20	Pile/Burn	<ul style="list-style-type: none"> <li>LGP equipment permitted – no equipment permitted within 5m of exposed gravel outwash channels</li> </ul>
HH4	3.4	≤22	Pile/Burn	<ul style="list-style-type: none"> <li>LGP equipment permitted but must stay only on trail when passing through HH5</li> </ul>
HH5	0.5	No Green or Dead Standing Tree Removal	Pile/Burn (in HH4)	<ul style="list-style-type: none"> <li>Hand-crews only</li> <li>Dead/down and ladder fuels removal only</li> <li>Must be completed under frozen ground conditions with snow-cover</li> <li>No equipment or burning within the Unit</li> <li>ATV's/Trailers permitted on trail only to move debris to HH4 for burning</li> </ul>

## **HH1 – HH4:**

### **Retain:**

- **Retain** all five-needle pines (Whitebark and Limber pine)
- **Retain** all green Deciduous OS, AGUS, Regen, and shrubs **unless damaged** or unhealthy
- **Retain** all pink-flagged-labelled trees

### **Remove/Thin:**

- **Thin live conifer stems**  $\leq$  DBH limit in Treatment Unit Summary Table to 3m crown-spacing - **thin Pine or Spruce before Douglas fir**
- **Remove all dead standing trees** unless pink-flagged & labelled and/or showing signs of cavity nesting activity
- **Remove all down, leaning, and/or windblown** trees and bolts - logs in an advanced state of decay and not contributing to wildfire fuel load may be left for ecological purposes – all windblown trees that are partially inside and outside the Unit boundaries must be fully disposed both inside and outside the Unit
- **Prune live and dead limbs on all residual coniferous trees greater than 6m in height** to 2m above ground level at the lowest point of the branch - trees less than 6m in height to be pruned to a maximum of 30% of live crown removal
- **Flush-cut all new and existing stumps** to ground level (<10cm height)

### **Debris Disposal:**

- **All debris from the following to be disposed of:**
  - Current fuel modification operations
  - Existing 2024 mechanical harvesting debris within the Unit boundaries
  - Existing debris piles
- **Push root balls from windblown trees** upright into the existing divot where topography allows

## **HH5:**

### **Retain:**

- Retain all live and dead standing coniferous and deciduous trees and shrubs
- **Retain** all pink-flagged-labelled trees

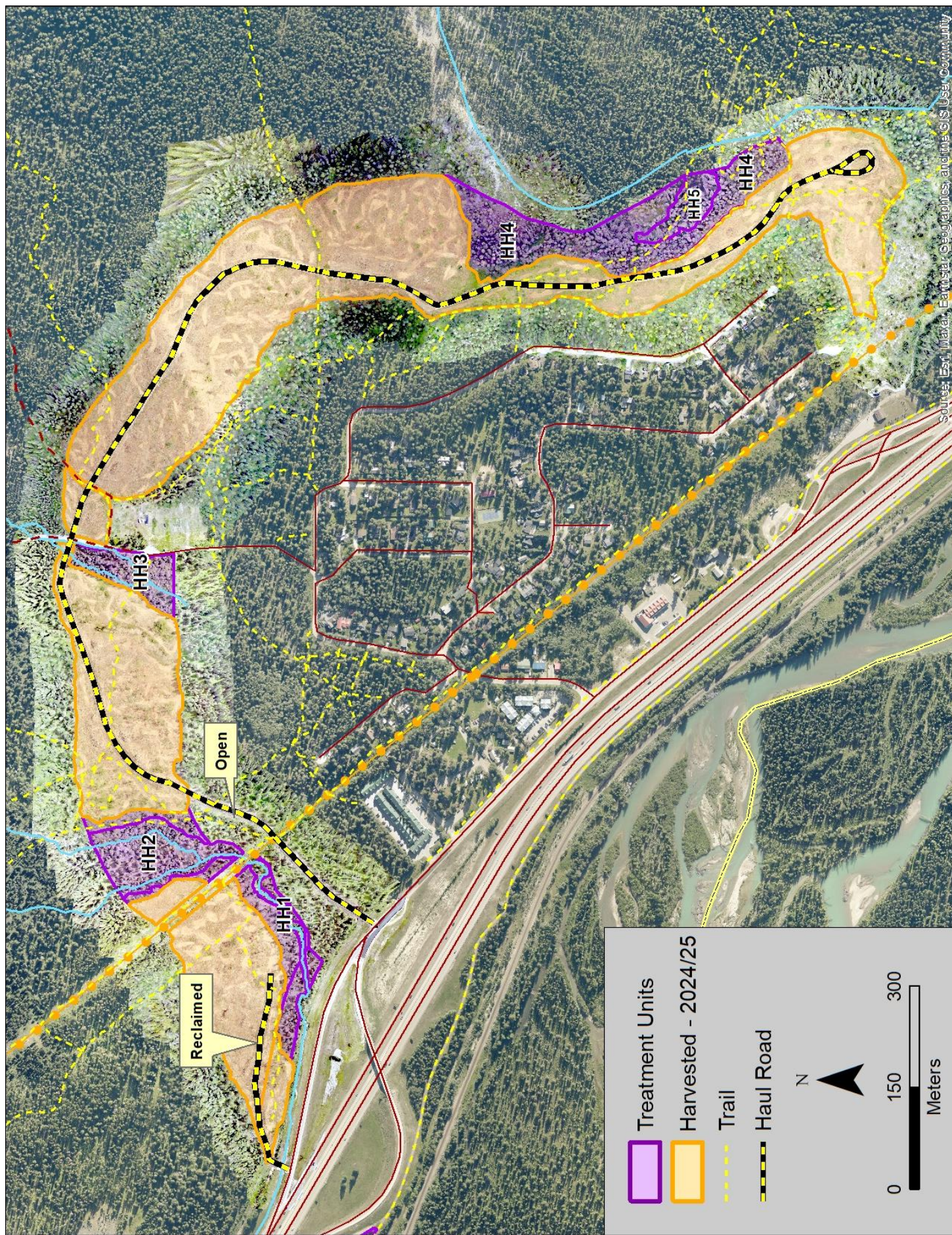
### **Remove/Thin:**

- **Remove all down, leaning, and/or windblown** trees and bolts - logs in an advanced state of decay and not contributing to wildfire fuel load may be left for ecological purposes
- **Prune live and dead limbs on all residual coniferous trees greater than 6m in height** to 2m above ground level at the lowest point of the branch - trees less than 6m in height to be pruned to a maximum of 30% of live crown removal

### **Debris Disposal:**

- **All debris to be moved by hand-crew for burning outside the Unit boundaries** – ATV's and trailers may be used on the trail to move debris to HH4 for burning







## 2 Stoneworks Creek West

### Treatment Unit Summary Table:

Unit	Approximate Area (Ha)	DBH Limit (cm)	Debris Disposal Method(s)	Special Operating Conditions
SW1	33.0	$\leq 20$	Pile/Burn	▪ LGP equipment & ATV access to Unit from north-end off haul road only
SW2	3.9	$\leq 28$	Pile/Burn	▪ LGP equipment permitted
SW3	10.2	N/A	Pile/Burn	▪ LGP equipment permitted

### Units SW1 & SW2:

#### Retain:

- **Retain** all five-needle pines (Whitebark and Limber pine)
- **Retain** all green Deciduous OS, AGUS, Regen, and shrubs **unless damaged** or unhealthy
- **Retain** all pink-flagged-labelled trees

#### Remove/Thin:

- **Thin live conifer stems**  $\leq$  DBH limit in Treatment Unit Summary Table to 3m crown-spacing - **thin Pine or Spruce before Douglas fir**
- **Remove all dead standing trees** unless pink-flagged & labelled and/or showing signs of cavity nesting activity
- **Remove all down, leaning, and/or windblown trees and bolts** - logs in an advanced state of decay and not contributing to wildfire fuel load may be left for ecological purposes – all windblown trees that are partially inside and outside the Unit boundaries must be fully disposed both inside and outside the Unit
- **Prune live and dead limbs on all residual coniferous trees greater than 6m in height** to 2m above ground level at the lowest point of the branch - trees less than 6m in height to be pruned to a maximum of 30% of live crown removal
- **Flush-cut all new and existing stumps** to ground level (<10cm height)

#### Debris Disposal:

- **All debris from the following to be disposed of:**
  - Current fuel modification operations
  - Existing 2024 mechanical harvesting debris within the Unit boundaries
  - Existing debris piles
- **Push root balls from windblown trees** upright into the existing divot where topography allows

## **Units SW3:**

### **Retain:**

- **Retain** all five-needle pines (Whitebark and Limber pine)
- **Retain all green Coniferous & Deciduous OS, AGUS, Regen, and shrubs unless damaged or unhealthy**

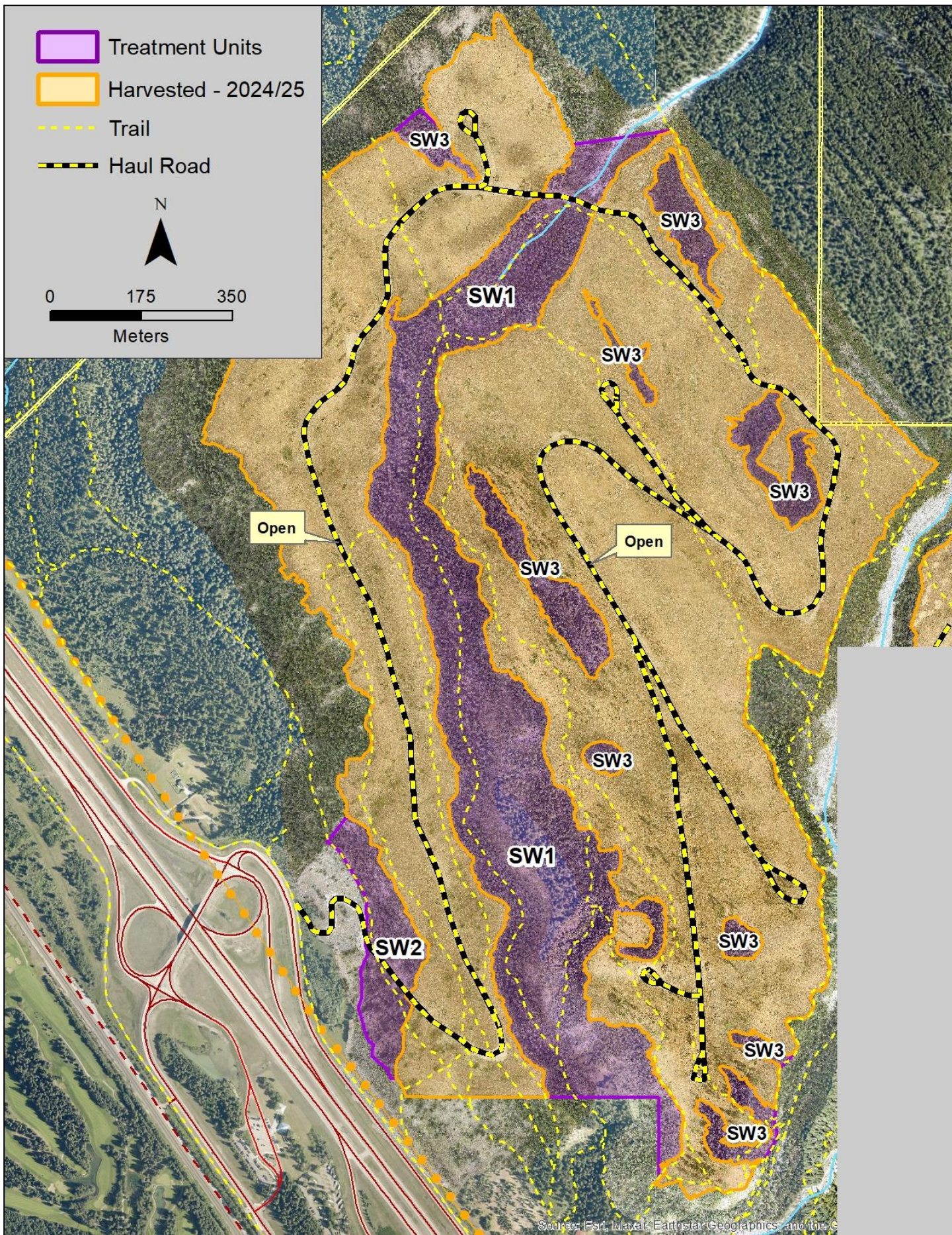
### **Remove:**

- **Remove all perimeter harvesting debris and blowdown** from 2024 mechanical harvesting operations (limbs, tops, pieces, blowdown trees)
- **Remove all dead standing trees** unless pink-flagged & labelled and/or showing signs of cavity nesting activity
- **Remove all down, leaning, and/or windblown** trees and bolts - logs in an advanced state of decay and not contributing to wildfire fuel load may be left for ecological purposes – all windblown trees that are partially inside and outside the Unit boundaries must be fully disposed both inside and outside the Unit
- **Prune live and dead limbs on all residual coniferous trees greater than 6m in height** to 2m above ground level at the lowest point of the branch - trees less than 6m in height to be pruned to a maximum of 30% of live crown removal
- **Flush-cut all new and existing stumps** to ground level (<10cm height)

### **Debris Disposal:**

- **All debris created from the following to be disposed of:**
  - Current fuel modification operations
  - Existing 2024 mechanical thinning debris within the Unit boundaries
- **Push root balls from windblown trees** upright into the existing divot where topography allows







### 3 East Park Gates

**Treatment Unit Summary Table:**

Unit	Approximate Area (Ha)	DBH Limit (cm)	Debris Disposal Method(s)	Special Operating Conditions
EPG1	2.7	<=22	Pile/Burn OR Chip/Remove	<ul style="list-style-type: none"><li>▪ LGP equipment permitted and must use mats provided for any crossings of paved Legacy Trail</li><li>▪ Legacy Trail must be fully cleaned to original condition daily</li></ul>

#### Unit EPG1:

##### Retain:

- **Retain** all five-needle pines (Whitebark and Limber pine)
- **Retain** all green Deciduous OS, AGUS, Regen, and shrubs **unless damaged** or unhealthy
- **Retain** all pink-flagged-labelled trees

##### Remove/Thin:

- **Thin live conifer stems** <= DBH limit in Treatment Unit Summary Table to 2m crown-spacing - **thin Pine or Spruce before Douglas fir**
- **Remove all dead standing trees** unless pink-flagged & labelled and/or showing signs of cavity nesting activity
- **Remove all down, leaning, and/or windblown trees** and bolts - logs in an advanced state of decay and not contributing to wildfire fuel load may be left for ecological purposes – all windblown trees that are partially inside and outside the Unit boundaries must be fully disposed both inside and outside the Unit
- **Prune live and dead limbs on all residual coniferous trees greater than 6m in height** to 2m above ground level at the lowest point of the branch - trees less than 6m in height to be pruned to a maximum of 30% of live crown removal
- **Flush-cut all new and existing stumps** to ground level (<10cm height)

##### Debris Disposal:

- **All debris from the following to be disposed of:**
  - Current fuel modification operations
  - Existing 2024 mechanical harvesting debris within the Unit boundaries
  - Existing debris piles
- **Push root balls from windblown trees** upright into the existing divot where topography allows
- Service Provider is responsible for communication with and approvals from Alberta Transportation for smoke production adjacent to the TransCanada Highway 1.



