



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

Request for Proposal

ACRD Community Wildfire Resiliency Plans RFP – CWRP03-26

Submission Deadline:

April 01, 2026 at 2:00 pm Pacific Time

Designated Contact Person:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca



SUBMISSION DETAILS

This completed Request for Proposal must be received in the office of the Alberni-Clayoquot Regional District **not later than 2:00 pm local time, April 01, 2026**, to the attention of:

Charity Hallberg Dodds, Procurement Administrator
Email procurement@acrd.bc.ca
3008 5th Ave, Port Alberni
BC, V9Y 2E3

Note: Office Hours are 8:00 am to 4:30 pm, Monday to Friday, excluding statutory holidays

Paper proposal submissions must be delivered to the address above in a sealed envelope and labelled "Request for Proposal CWRP03-26 – ACRD Community Wildfire Resiliency Plans."

Alternatively, proposals may be submitted:

- Through BCBid - <https://www.bcbid.gov.bc.ca>
- By email with the subject line "Request for Proposal CWRP03-26 – ACRD Community Wildfire Resiliency Plans" to procurement@acrd.bc.ca.

Enquiries about this request shall be directed to only Charity Hallberg Dodds – Procurement Administrator.

Email: procurement@acrd.bc.ca

Telephone: 250-720-2701



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SECTION I – GENERAL

1.1 PURPOSE OF REQUEST FOR PROPOSAL (RFP)

The Alberni-Clayoquot Regional District (ACRD) invites qualified proponents to submit proposals for the development of two (2) Community Wildfire Resiliency Plans (CWRPs) in accordance with the 2024 Community Wildfire Resiliency Plan (CWRP) Instruction Guide issued under the Community Resiliency Investment (CRI) – FireSmart Community Funding & Supports (FCFS) program.

The objective of this RFP is to retain a qualified consultant team with demonstrated wildfire planning expertise, Indigenous engagement experience, and technical capacity to deliver two high-quality, implementation-ready CWRPs that enhance wildfire resilience across the region.

Two (2) separate final Community Wildfire Resiliency Plans and sets of accompanying deliverables will be required for each of the following project areas of interest:

Project Area of Interest (AOI) for the Alberni Valley:

Development of a new Community Wildfire Resiliency Plan for the Alberni-Clayoquot Regional District (ACRD), informed by the 2019 Community Wildfire Protection Plan (CWPP), and aligned with current provincial guidance, risk assessment methodologies, and FireSmart principles. The AOI for this Plan will include the City of Port Alberni, ACRD Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek), and “F” (Cherry Creek) as well as any applicable Wildland Urban Interface (WUI) areas.

Electoral Area C (Long Beach) will not be included, as this area already has a CWRP which was prepared in 2023.

Project Area of Interest (AOI) for Bamfield/Huu-ay-aht:

Development of a Community Wildfire Resiliency Plan for the Bamfield Area of Electoral Area “A”, in partnership with Huu-ay-aht First Nations, inclusive of applicable Wildland Urban Interface (WUI) areas.

The ACRD may, among the submissions received, deal or negotiate with any party as the ACRD sees fit, and with more than one such party concurrently. In no event will the ACRD be required to offer any modified terms to any other party. The ACRD shall incur no liability to any person as a result of such negotiations or modifications.

This RFP does not constitute an offer and does not give rise to any Contract A-based tendering law duties, and the ACRD will not have any liability or obligation to anyone in connection with this RFP unless an agreement is approved by the ACRD Board of Directors and executed and delivered in writing.



1.2 OBJECTIVES OF THE RFP

1. Assess Community Wildfire Risk through a comprehensive analysis of spatial data, wildfire history, and collaboration with relevant affected parties.
2. Identify and prioritize potential vegetation management opportunities, including prescribed Fuel Management, fuel mitigation activities, controlled burning, and alternative planting programs
3. Align with and support existing legislation, community plans, strategies and bylaws, and provide guidance on how to strengthen the ACRD ability to achieve overlapping goals
4. Build community understanding and capacity for collaboration through education and engagement, both for the development of CWRPs and for supporting wildfire resiliency activities
5. Provide complete Community Wildfire Resiliency Plans in alignment with UBCM CRIP requirements, that include meaningful recommendations and clear implementation strategies.

The successful Proponent will be responsible for all technical components of plan development, including risk assessment, mapping, stakeholder engagement facilitation, action planning, and preparation of final CWRP documents suitable for Board adoption.

Proponents must demonstrate an ability to integrate wildfire risk reduction planning with emergency management operations, local government policy frameworks, and Indigenous and community engagement processes. The resulting CWRPs must be actionable, measurable, and suitable for immediate integration into ACRD planning, budgeting, emergency management, and FireSmart programming initiatives.

The evaluation of responses will be based on a number of factors, weighted according to the needs and judgement of the ACRD. Any Proposal will not necessarily be selected. Any implication that the lowest cost or any Proposal will be accepted is hereby expressly negated. The ACRD reserves the right to accept the Proposal which it deems most advantageous, and the right to reject any or all Proposals, in each case without giving any notice. In no event will the ACRD be responsible for the costs of preparation or submission of any Preliminary Submission or Proposal.

1.3 BACKGROUND FOR RFP

The Region

The Alberni-Clayoquot Regional District (ACRD) is located on the west coast of Vancouver Island, encompassing approximately 6,500 square kilometres of diverse forested landscapes, rural communities, and wildland-urban interface (WUI) areas. The ACRD includes the member municipalities of Port Alberni, Tofino, and Ucluelet, and six electoral areas (A–F). Huu-ay-aht First Nations, Yuułuʔiłʔatḥ Government, Uchucklesaht Tribe Government, and Toquaht Nation are Treaty First



Nations who participate directly within the governance of the ACRD, with representatives holding positions on the ACRD Board of Directors.

This region also includes the traditional territories of Hupacasath First Nation, Tseshaht First Nation, Tla-o-qui-aht First Nation, Ahousaht First Nation, Ditidaht First Nation, and Hesquiaht First Nation. Engagement and partnership with all First Nations governments in the region is essential to wildfire resiliency planning for this project.

Wildfire in Recent History

Recent wildfire events have reinforced the need for updated and implementation-focused wildfire resiliency planning. In 2025, the Wesley Ridge Wildfire near Cameron Lake and the Mount Underwood Wildfire near China Creek and Bamfield resulted in evacuation alerts and orders, prolonged Emergency Operations Centre (EOC) activation, and disruption to key transportation routes including Highway 4 and the Bamfield Main Road. These incidents highlighted vulnerabilities related to access, evacuation planning, inter-agency coordination, and structure protection within WUI communities. Earlier wildfire events in the region, including the Cameron Bluffs and Dog Mountain wildfires, further underscore the historic and ongoing wildfire risk within the Alberni Valley and surrounding areas.

History of FireSmart in the ACRD

The ACRD previously completed a Community Wildfire Protection Plan (CWPP) in 2019. While elements of that plan remain relevant, updated provincial guidance, evolving wildfire risk, and recent wildfire events necessitate the development of updated plans. Since the initial development of the CWPPs, the ACRD has continued to lead and promote FireSmart education and activities funded predominantly through the UBCM Community Resiliency Investment Program (UBCM CRIP). The ACRD has built capacity through this grant to offer home rebate programs, free Home Ignition Zone assessments, curbside debris disposal, and various training activities for staff and local Fire Departments.

In October 2025, the ACRD received funding through the UBCM CRIP to re-develop these two CWRPs, and to continue to deliver the services and education opportunities to residents.

1.4 RFP DISTRIBUTION & ENQUIRIES

The ACRD will not be opening Proposals in public and reserves the right to open Proposals in public at its sole discretion.

Proponents must ensure that they have received all addenda and the complete RFP. The complete document consists of twenty-nine (29) pages including the Cover Page.



All enquiries related to this RFP are to be directed in writing, only to the Procurement Administrator (or designate) at the contact address below:

Charity Hallberg Dodds, Procurement Administrator

Email: procurement@acrd.bc.ca

3008 5th Ave, Port Alberni
BC, V9Y 2E3

Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be distributed to all Proponents who have registered with Procurement Coordinator as having received a copy of this RFP.

1.5 RFP TERMINOLOGY

Throughout this RFP terminology is used as follows:

- “Contract” means a written agreement resulting from this Request for Proposal executed by the Alberni-Clayoquot Regional District and the Contractor, it being understood that it may be the case that no Contract will result.
- “Contractor” means the successful Proponent(s) to this Request for Proposals who enter(s) into a written Contract with the Alberni-Clayoquot Regional District for the Services as a result of this RFP.
- “Evaluation Team” means the team appointed by the Alberni-Clayoquot Regional District.
- “must,” “mandatory,” and “required” mean a requirement that must be met in order for the Proposal to receive consideration.
- “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this “Request for Proposal.”
- “Proposal” means any proposal made or submitted by anyone in connection with this Request for Proposal or the subject matter hereof.
- “Subcontractor” includes, inter alia, a person, firm or corporation having a contract with the Successful Proponent for the execution of a part or parts, or furnishing to the Successful Proponent materials and/or equipment called for in the RFP.
- “ACRD” mean the Alberni-Clayoquot Regional District.
- “Proven recent experience in RFP” means that the proposal is technically sound, easy to interpret, and reflective of local context is preferred.



SECTION II – TERMS & CONDITIONS

2.1 ESTIMATED TIME FRAME

The following timetable outlines the anticipated schedule for the RFP and Contract process. The timing and the sequence of events resulting from this RFP may vary and shall ultimately be determined by the ACRD.

EVENT	ANTICIPATED DATE
Request for Proposal is issued	March 06, 2026
Deadline for receipt of questions	March 18, 2026 @ 2:00 PM Pacific Time
Addenda issued (if required)	March 23, 2026
Request for Proposal closes	April 01, 2026 @ 2:00 PM Pacific Time
Award Date	April 22, 2026

2.2 RESPONSIBILITY OF PROPONENT

Proponents shall be responsible for informing themselves as to the contents and requirements of this RFP. Each proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of this RFP and to prepare and submit their Proposal. The ACRD will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this RFP, or as a result of any misunderstanding or misinterpretation of the terms of the RFP on the part of any Proponent.

2.3 PROPOSAL SUBMISSION/CONDITIONS

2.3.1 Proposal Submission

Proposal submissions must include a completed Proposal Submission Form, with all addenda acknowledged.

The Proponent's Submission Form must be fully and properly completed and conform to these Instructions for Submission. Submissions which are incomplete, conditional or obscure may be rejected. Late Proposals will not be accepted.

Proposal submissions must be received **no later than 2:00 pm local time on April 01, 2026** in order to be considered.

Proposals on paper must be submitted in a sealed envelope, clearly marked "Request for Proposal CWRP03-26 – ACRD Community Wildfire Resiliency Plans," and directed to the person identified under the Submission Details of this RFP.



Proposals made through BCBid (<https://www.bcbid.gov.bc.ca>) are to be made in accordance with BCBid's submission platform.

Proponents mailing proposals, or sending by courier, should allow sufficient delivery time to ensure the timely receipt by the Procurement Coordinator. Alternatively, Proposals may be submitted by email with the subject line "Request for Proposal CWRP03-26 – ACRD Community Wildfire Resiliency Plans " to the person identified under the Submission Details of this RFP. If the Proponent chooses to submit by email the following risks are assumed:

1. Delays in delivery
2. Rejection of the email
3. Emails may be delayed or rejected due to spam, virus software, or malware
4. Inboxes may become too full
5. The email may be missed and not identified as a submission

2.3.2 Enquiries, Errors, Omissions & Addenda

All communications regarding the submission must be directed to the person(s) identified under the Submission Details of this RFP.

Proponents must obtain their own information on all matters and things that may in any way influence them in making their submissions.

Proponents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them in order to fulfil their obligations.

Communications to the ACRD may be made only by Proponents and not by prospective subcontractors, material suppliers or others.

While the ACRD has taken considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for the Proponent. The information is not guaranteed or warranted accurate by the ACRD, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponent from forming their opinions and or conclusions with respect to the goods and services as described by this RFP. If a Proponent discovers any inconsistency, discrepancy, ambiguity, or omission in the Proposal Documents, it must notify the Procurement Coordinator immediately in writing.

The ACRD may provide additional information, clarification or modification by written addenda. All such addenda shall be incorporated into and become part of the Proposal Documents. The ACRD shall not be bound by verbal or other information explanations or clarifications not contained in such addenda.

Proponents should note that the Proposal Submission Form requires an acknowledgement of receipt of all addenda. Parties submitting Proposals are responsible to ensure that they are aware and have



received all addenda and are advised to check immediately prior to submitting their Proposal Submission Form.

The ACRD will assume that all statements, verbal or in writing, made by persons submitting Proposals are true, accurate, complete and not misleading. All such statements will constitute representations and warranties made to the ACRD.

Requirements outlined in the RFPs shall not be interpreted in a way that would exclude warranties as to fitness for the purpose, suitability, or any other implied warranties.

2.3.3 Conditions

Proponents are advised that after receipt of Proposals they may be required to provide to the ACRD additional information concerning themselves or their Proposal including further details or breakdowns, and additional information to clarify whether a Proposal meets the mandatory requirements set out in this RFP.

Proposals which contain qualifying conditions or otherwise fail to conform to these Instructions for Submissions may be disqualified or rejected. Anything to the contrary herein notwithstanding, the ACRD may at its sole discretion elect to retain for consideration Proposals which are non-conforming, and may waive irregularities, failure to comply or time stipulations required by these Instructions for Submission, whether material or not. The stipulations herein are for the sole benefit of the ACRD and may be waived by the ACRD unilaterally.

2.3.4 Freedom of Information & Privacy Protection Act (FOIPPA)

The ACRD advises Proponents that submissions may be subject to the provisions of *FOIPPA* and the *Community Charter*. Proponents who wish to ensure particular parts of their submission are protected from disclosure under *FOIPPA* should specifically identify those portions that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing criteria may be subject to disclosure to third parties. Personal information provided in the submission will be collected pursuant to *FOIPPA* and the *Community Charter*. The personal information will not be released except in accordance with the *FOIPPA*.

Proposals will be held in confidence by the Regional District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*, or unless otherwise required by law. As an exception to the foregoing, Proponents are advised that any Contract entered into as a result of this RFP may be subject to Regional Board approval, which may be discussed and voted on at a meeting of the Board that is open to the public. If Board approval is required, aspects of Proposals may be provided to the Board in a publicly available staff report, and discussed at a Board meeting that is open to the public.



2.3.5 Confidentiality

All submissions become the property of the ACRD and will not be returned to the Proponent. All submissions will be held in confidence by the ACRD unless otherwise required by law.

2.3.6 Conflict of Interest & Legal Proceedings

Proposals will not be evaluated if the Proponent's current or past corporate or other interests are, in the reasonable opinion of the ACRD, deemed or perceived to be a conflict of interest in connection with this RFP or the activities or mandate of the ACRD.

The ACRD reserves the right to disqualify or reject a proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against the ACRD with respect to any previous Contracts, tenders or business transactions.

2.3.7 Changes to Proposal

By submission of a clear and detailed written notice, the proponent may amend or withdraw its proposal prior to the closing date and time. The Proponent will not change the wording of its Proposal after closing and no words or comments will be added to the Proposal unless requested by the ACRD for clarification.

2.3.8 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals and for any meetings, negotiations or discussions with the ACRD or its representatives and consultants, relating to or arising from this RFP. The ACRD and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for an Agreement, or other activity related to or arising out of this RFP.

2.4 ADDENDA

If the ACRD determines that Addendum or Question and Answer response is necessary, the ACRD will post an Addendum on the ACRD and Bid BC Websites and shall become part in parcel of the RFP Document(s).

- Questions for clarification that alter the method, pricing and or specifications of the submissions will be posted in the form of an Addenda and must be signed and included with the submission.
- Questions for clarification that do not alter the method and pricing of the submission will be posted in the form of a Question and Answer document and are not required to be signed and returned with the submission.



It is the responsibility of the Proponent to ensure that it has retrieved any Addenda as posted. Proponents are required to check the ACRD’s Website for all information.

2.5 OFFER ACCEPTANCE

Proponents are requested to keep their Proposals open for acceptance for a period of sixty (60) days after the closing date for receipt of Proposals. Proposals will be assessed during the evaluation of the Proposals and any alteration could adversely impact the evaluation and ranking of the Proposals.

2.6 EVALUATION TEAM & CRITERIA

The evaluation of Proposals will be undertaken on behalf of the ACRD by the Evaluation Team. The Evaluation Team may consult with others including ACRD staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give written recommendation for the selection of a Preferred Proponent(s) to the ACRD Board.

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the ACRD; using the following criteria:

Evaluation Criteria	Points	Weighting	Max Score	Section
Background, Experience and Qualifications	/10	2.5	25	3.1
Project Understanding	/10	2.5	25	3.2
Approach and Schedule	/10	2.5	25	3.3
Social Procurement	/10	1.5	15	3.4
References	/10	1.0	10	3.5
Total			100	

Prices will be evaluated on the basis of highest technical score under the stipulated budget.

Points will be assigned for each criterion based on the information provided in the RFP. Scoring shall be awarded on a scale of 0 to 10, where the range is defined as follows:

0-3	Incomplete response Doesn’t meet expectations Missing/mismatched attributes Poor level of details in response Unsupported claim(s)
4-7	Mostly complete response Partially meets expectations Partially fits desired attributes Medium level of detail in response Partially supported claim(s)



8-10	Meets or exceeds expectations Strongly fits desired attributes High level of detail in response Well-supported claim(s)
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Note: Ratings have been noted in the Points column, and evaluation within each area of evaluation criteria will be done at the complete and total discretion of the ACRD. Submission of RFP, which is to be completed by the Proponent, must align with the above criteria.

2.7 NEGOTIATIONS

The top-ranked Proponent will be invited to enter into direct Contract negotiations to finalize the agreement with the ACRD.

Negotiations will not constitute a legally binding offer to enter into a Contract on the part of the ACRD or the Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. The terms and conditions found in Section 5 are to form the basis for commencing negotiations between the ACRD and the selected Proponent.

The ACRD may terminate Contract negotiations with any Proponent and enter into Contract negotiations with the next highest-ranked Proponent if, in the opinion of the ACRD at any time, the Contract negotiations with the initially selected Proponent will not be satisfactorily completed in its best interests.

The ACRD may, at its sole discretion, reject any or all Proposals at any time throughout the proposal evaluation, Proponent selection, or Contract negotiation process.

SECTION III – SUBMISSION REQUIREMENTS

It is the sole responsibility of each Proponent to ensure their Proposal contains all required information. Failure to follow the instructions contained in this RFP may result in the Proposal being deemed non-compliant in which case, it will be returned to the Proponent and receive no further consideration.

Schedule “A” contains the Form of Proposal and must be submitted with each proposal.

Please refer to Schedule “B” - Statement of Work and Deliverables for requirements and Proponent reference when applicable.

The budget for this project is a maximum of \$128,000.00 including all fees and expenses.

Proposals must be received by the ACRD or submitted to procurement@acrd.bc.ca before 2:00 pm on April 01, 2026 Pacific Time. Late Proposals will not be accepted and will be returned to the Proponent.



Note: Although every attempt will be made to meet all dates, the ACRD reserves the right to modify any or all dates at its sole discretion at any time.

3.1 EXPERIENCE & QUALIFICATIONS

- Letter of introduction.
- Proponent’s relevant experience, qualifications, resources, and capacity in delivering services similar to those required by the RFP.
 - The Proposal should include details on only the most recent three (3) or four (4) projects of related work for the Consultant and Project Team. It is the Proponent’s responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the work as outlined in this RFP within the project schedule.
- Previous professional experience working and engaging with First Nations
- Previous professional experience working with Local Governments, municipal and volunteer fire departments, and emergency management planning.

3.2 PROJECT UNDERSTANDING & PROPOSAL QUALITY

Proponents should clearly demonstrate their understanding of the Project requirements outlined in the RFP in their Proposal and how each deliverable will be achieved fully. Identify all key goals that the Proponent expects to address through this Project and discuss how the Proponent’s team will deliver on these goals.

To be included in the Proposal:

- Proposed Project Team: The Proposal shall list key individuals including the Project Manager who will be the single point of contact, and responsible for direct interaction with the ACRD, and sub-consultant(s) or any other person or Contracted service to be assigned to this project, who will have major responsibilities for the performance of the work. The proposed project team must meet the qualifications outlined in the 2024 Community Wildfire Resiliency Plan Instruction Guide.
 - Describe the work to be performed by each listed individual and their qualifications, in terms of education and substantive experience directly related to the proposed work.
 - Capacity and ability of the Project Manager and Project Team to deliver the services within the defined timeframe must be discussed.
 - The sub-contractor(s) and sub-consultant(s) listed in the Proposal may not be changed without the written consent of the ACRD. If the ACRD so requires, the Proponent shall be prepared to confirm to the ACRD the competence of sub-contractor(s) and sub-consultant(s) prior to acceptance of the Proposal.



3.3 APPROACH & SCHEDULE

To be included in the Proposal:

- Provide a schedule for completion of tasks and deliverables. Clearly show milestone dates for completion of key deliverables.
- Outline the approach to communications, engagement and project management throughout the Project, including timing, form and general content of progress updates to ACRD Project staff.
- Clearly identify all services included in this Proposal along with any optional, excluded services, or those services assumed to be provided by others.
- Identify any other person or Contracted service to be assigned to this Project, including any affiliates or sub-consultant(s) and a statement of their responsibilities, experience and expected involvement.

3.4 SOCIAL PROCUREMENT

Please complete the table below concerning the application of Social Procurement principles and practices in your operations and/or performance of works. Contractors may be required to provide certificates and/or third-party validation where applicable.

	Social Procurement Principles or Practices	Yes	No	Describe where applicable	Maximum Points
1	In the last three years, has the Proponent implemented any programs or initiatives to ensure greater economic opportunity and community integration for equity-seeking groups?				5
2	Does the Proponent work with employment support services or Contract within the communities you operate?				5
3	Does the Proponent work with Social Enterprises in any manner?				5

3.5 REFERENCES

Proponents shall include two (2) references of relevant experience for which they have provided similar services. With each reference, proponents shall include the organization’s name, address, phone number, as well as the name and position of a person the ACRD may contact at the organization. The ACRD reserves the right to contact references without prior notification to the Proponent.



3.6 PRICE

Submissions must include a detailed description of the Proponent’s fees and disbursements (excluding GST) for works and deliverables. The successful Proponent’s estimate will be the Contract price for the work unless otherwise negotiated by the ACRD. If the work cannot be completed within the ACRD’s available budget, the Proponent or the ACRD may suggest options for changing the scope of the work.

Proponents should state their proposed price as follows:

Work Activities (list hourly rate & estimated hours)	Price (excluding GST)
Total Price (excluding GST)	

Proponents must submit an hourly wage rate breakdown for any additional work for items/tasks not included in Schedule B: Scope of Work and Deliverables.

3.7 INTERVIEW

The Evaluation Team may, at its discretion, invite some or all of the Proponents to a conference call or video interview to provide clarification of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

SECTION IV – SPECIFICATIONS

4.1 ACCEPTANCE OF TERMS

All the terms and conditions of this RFP are assumed to be accepted by the Proponent and incorporated in its Proposal, except those revisions that are proposed or requested in the Proposal and accepted by the ACRD.

4.2 THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT RESERVES RIGHTS

The ACRD reserves the right to:

1. Waive any irregularity or insufficiency in any Proposal, whether material or not;
2. Accept the Proposal which is deemed most favorable to the interest of the ACRD;
3. Accept any Proposal in whole or in part;
4. Negotiate with the selected Proponent(s);



5. Contact references other than, or in addition to, those furnished by the Proponent.
6. Correct any error in:
 - i. the extended pricing of offers by using unit pricing, or
 - ii. the quantities in offers to reflect the quantities stated in the solicitation of offers (and, in the case of error in the extension of prices, the unit price will govern).

4.3 NOTIFICATION OF AWARD

If negotiations result in agreement on the terms of a Contract, the successful Proponent(s) will be notified in writing and required agreeable obligations will need to be fulfilled before the executing the Contract.

4.4 TERM OF AGREEMENT

It is anticipated that the Contract term, upon acceptance of Proposal, shall commence on April 30, 2026 and expire on January 1, 2027.

SECTION V – RFP PARTICULARS

It is anticipated that the below Section 5.1 will be incorporated into the Contract with the successful Proponent(s).

5.1 CONTRACT CONDITIONS

The Contractor will be required to provide the ACRD with evidence of the following **upon execution and delivery of the Contract**

- General Liability Insurance (\$2,000,000.00)
- Letter of Good Standing from WorkSafe BC

The Contractor must adhere to the following **upon execution and delivery of the Contract**

The Contractor will be required to provide the ACRD with evidence of the following **upon closure of the Contract**

- GHG emission report for April 30, 2026 – January 1, 2027
- GHG emission quantifying spreadsheet template for future use by the ACRD



SECTION VI – APPENDICES

Schedule A: Form of Proposal

Schedule B: Statement of Work and Deliverables

Appendix A: Alberni Valley AOI Map

Appendix B: Bamfield/Huu-ay-aht AOI Map

Appendix C: ACRD Community Wildfire Preparedness Plan

Appendix D: Long Beach Community Wildfire Resiliency Plan



SCHEDULE A: FORM OF PROPOSAL

RFP NO.: CWRP03-26
PROJECT: ACRD Community Wildfire Resiliency Plans
CLOSING: April 01, 2026

1. PROPOSAL SUBMISSION

Company Name:		
Address:		City:
Postal Code:	Phone:	Fax:
Email:		Date:
Signature of Proponent:		Print Name:
Title of Proponent:		

To: The Alberni-Clayoquot Regional District

RFP Project Title: ACRD Community Wildfire Resiliency Plans

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the Alberni-Clayoquot Regional District Website, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

I/We confirm that this Proposal is accurate and true to best of my/our knowledge.

This Proposal is submitted this _____ day of _____, 20__.

I/We have the authority to sign on behalf of the Proponent.

Authorized Signature

Name and Title

Date



SCHEDULE B: STATEMENT OF WORK & DELIVERABLES

The budget for this project is a maximum of \$128,000.00 including all fees and expenses, consultant fees, administrative costs, courier services, travel costs, accommodation, meals and any other applicable charges incurred by the consultant. The ACRD will handle all printing and copying services required for the project. Engagement session costs – expenses related to the engagement session (excluding consultant-incurred costs), such as meeting room fees, honorariums, food, and additional printing and copying, will be provided by the ACRD.

The scope of work includes all of the following:

Project Goals:

1. Identify and assess wildfire threat and risks across the Areas of Interest (AOIs)
2. Identify, document, and map Critical Infrastructure and Values at Risk
3. Review and provide updates from the previous CWPPs and wildfire risk management strategies, including documenting completed actions and outstanding priorities.
4. Develop prioritized wildfire risk reduction actions aligned with the seven (7) FireSmart disciplines
5. Strengthen coordination and collaboration between local governments, First Nations and community partners
6. Support informed decision-making and future CRI Funding applications
7. Develop a realistic, phased implementation roadmap that blends with and supports existing ACRD, City of Port Alberni, and First Nations plans, strategies and objectives
8. Improve public and community awareness of wildfire risk in the region.

In addition to these goals, the Consultant is required to deliver a CWRP that includes the following criteria:

- Be fully compliant with the 2024 CWRP Instruction Guide and Template
- Utilize current Provincial Strategic Threat Analysis (PSTA) data and Wildfire Threat Assessment (WTA) methodology (2020 BCWS Guide)
- Integrate data from up-to-date climate and weather projections
- Identify actionable, prioritized, and implementation-ready recommendations
- Support eligibility for future FireSmart Community Funding & Supports (FCFS) and related CRI funding streams
- Reflect meaningful engagement with First Nations, stakeholders, and community partners

Work Plan & Project Management

- A detailed work plan will be developed by the Consultant and approved by the ACRD, once a Proponent has been chosen. The work plan must align with the Scope of Services and include deliverables, key milestones and responsibilities.



All deliverables and final invoices must be completed by October 1, 2026

The ACRD FireSmart Projects Coordinator will act as Project Lead and Contract Manager and will provide governance oversight, local government context, strategic alignment guidance, and coordination support throughout the project. An ACRD CWRP Project team will be assembled to support the development of holistic and actionable goals and will meet with the Consultant at key milestones throughout the project timeline.

Project communication is a key component in success. At a minimum, the ACRD expects the following:

- Meet with ACRD and partner personnel as required in a timely manner to review project objectives, exchange information, and review project milestones.
- The consultant will develop meeting agendas and provide meeting minutes. The minutes will clearly show actions assigned to all individuals and will be distributed to those in attendance.
- All teleconference calls or virtual/hybrid meetings, if required, shall be facilitated by the consultant, unless otherwise determined.
- In-person meetings and engagement sessions will be organized jointly with each project partner and the Consultant.

The Consultant will provide project management services throughout all phases in cooperation with project partners. Items required during the performance of the work include the following, at a minimum:

- The Consultant shall manage the project schedule, resources and budget through all phases of this work.
- The Consultant shall identify specific milestones, generate action plans, set completion dates of the various milestones, track the progress of each task and ensure the project remains on budget.
- The Consultant shall provide written reports to the ACRD upon request, summarizing the progress to date in comparison to the baseline schedule, project constraints, delivery dates, outstanding items, project budget, and any corrective actions that will be implemented to maintain the approved schedule.

Scope of Service

The Scope of Services is to be included in the project and can be subject to change based on discussions between the successful Proponent and the ACRD. Proponents must submit an hourly wage rate breakdown for any additional work approved by the ACRD for items/tasks not included in the scope of work.

1. AOI Confirmation and Data Collection

- Review CRI-compliant AOI maps for the two proposed CWRP (Alberni Valley and Bamfield/Huu-ay-aht).
- Gather relevant spatial data, wildfire history, fuel types, and local knowledge.



- Produce the required maps in alignment with UBCM CRI CWRP requirements. Ensure digital and spatial information is available to ACRD staff and compatible with the ACRD GIS system.

Please note that the Spatial Files submitted as part of UBCM CRI Grant Application – Areas of Interest/Wildland Urban Interface, will be made available to the successful Proponent for the Alberni Valley and Bamfield/Huu-ay-aht Areas of Interest.

2. Review of Previous CWPPs

- Evaluate past CWPP recommendations.
- Determine what has been completed, what remains relevant, and what must be updated.

3. Wildfire Hazard and Risk Assessment

- Complete a wildfire risk assessment consistent with CWRP standards.
- Develop maps for fuel types, threat classes, fire history, slope, aspect, and ember exposure.
- Summarize community wildfire threat findings.
- This includes field verification of PSTA data in public areas, especially natural areas and parkland under the jurisdiction of the ACRD, partnering First Nations, and City of Port Alberni
- Include climate projection data and any available modeling data that may support a proactive approach to climate change

4. Values at Risk Identification

Evaluate and document values at risk and potential threats, including but not limited to:

- Residential areas
- Critical infrastructure (water, hydro, telecom, transportation)
- Cultural and archaeological values
- Emergency response assets
- Green spaces, community assets, natural assets, ecological values, and recreation sites

5. Development of FireSmart-Aligned Mitigation Actions

Create actionable and prioritized recommendations under the seven FireSmart disciplines:

- Education
- Legislation and Planning
- Development
- Interagency Cooperation
- Cross-Training
- Emergency Planning
- Vegetation & Fuels Management



6. Engagement and Collaboration

- Develop and implement an engagement and collaboration plan
- Engage with First Nations, local governments, fire departments, BCWS, industry, and the public.
- Coordinate meetings through the FireSmart and Resiliency Committee, as outlined in the development process.
- Host public engagement events in each of the following areas as required:
 - City of Port Alberni
 - Beaver Creek
 - Sproat Lake
 - Cherry Creek
 - Bamfield
 - Tseshaht First Nation
 - Hupacasath First Nation
 - Huu-ay-aht First Nation (Anacla)
- Capture engagement findings in a summary

7. FireSmart Actions and Implementation Plan

In addition to the standard CWRP development tasks outlined in the UBCM Instruction Guide, this project places a strong emphasis on developing a clear, practical, and achievable implementation Plan. The intent is to ensure that recommended actions can be realistically carried out, resourced, and monitored over time. It ensures that the CWRP is not simply a planning document, but a functioning operational guide for wildfire risk reduction.

- Prepare a phased, multi-year implementation plan.
- Identify responsibilities, timelines, resources, and CRI funding eligibility.
- Prioritize actions with clear timeframes (immediate, short term, medium term, long term).
- Assign responsibilities across local governments, First Nations, partners, and agencies.
- Identify required resources, including estimated staff time, funding needs, and technical expertise.
- Identification of eligible CRI funding streams and other funding pathways.
- Dependencies and sequencing to help guide practical rollout.
- Monitoring indicators to track implementation progress year over year.
- Detailed implications should recommendations NOT be carried out

8. Draft and Final CWRP Delivery

- Prepare complete draft CWRPs that meet the UBCM CRI Program requirements for review by ACRD Staff
- Prepare a revised drafts based on ACRD and partner feedback and recommendations.



- Prepare a final CWRP for approval and adoption by the ACRD Board of Directors and Partner First Nations
- Provide a presentation of the final CWRP and project to the ACRD Board of Directors
- Deliver all digital data, including but not limited to spatial data, field and assessment worksheets, photos, and supporting materials created as part of the project.
- Support ACRD Staff in submitting finalized and approved CWRPs and accompanying metadata to UBCM Community Resiliency Investment Program.



APPENDIX A: AV AOI MAP

Alberni Valley Area of Interest Map, which is attached for reference as Appendix A.



APPENDIX B: BAMFIELD/HUU-AY-AHT AOI MAP

Bamfield and Huu-ay-aht Area of Interest Map, which is attached for reference as Appendix B.



APPENDIX C: ACRD COMMUNITY WILDFIRE PREPAREDNESS PLAN

The 2019 Alberni-Clayoquot Regional District Community Wildfire Protection Plan Update, which is attached for reference as Appendix C.



APPENDIX D: LONG BEACH COMMUNITY WILDFIRE RESILIENCY PLAN

The 2023 Alberni-Clayoquot Regional District Community Electoral Area 'C' – Long Beach Community Wildfire Resiliency Plan, which is attached for reference as Appendix D.