



Ministry of Forests
and Range



**Request for Expressions
of Interest**
REI#

Contractor Pre-qualification Information Package

For

Recipient Agreement Holder

in

Management Unit Name

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 - Draft Request for Proposal for FFT Recipient Agreement Holder in Management Unit Name
 - Draft Recipient Agreement
- Contractor Pre-qualification Evaluation Form

Date: Insert date REI Issued _____ Insert Full Name of Ministry Office _____

File: Insert File Number _____ Insert Ministry Physical and Mailing Address _____

Please ensure your package is complete.



Ministry of Forests
and Range



Request for Expressions of Interest REI#

Notice to Silviculture Firms / Contractors

Request for Expressions of Interest - **Insert Project/File Number**

The Ministry of Forests and Range, **Insert Full Office Name** is establishing a Select List of pre-qualified silviculture contractors who will be invited to participate in subsequent Request for Proposal for becoming a Recipient Agreement Holder in **Management Unit Name**.

The anticipated term of this project is up to five years, subject to an annual performance review by the Ministry and the Administrator, and available funding, and further provisions outlined in the Recipient Agreement.

Contractors interested in being evaluated for inclusion on the Select List are invited to obtain a pre-qualification information package containing complete details of the proposed project, the pre-qualification mandatory requirements, and complete instructions for submission of an Expression of Interest. Information packages may be obtained from this location (BC Bid Website).

Expressions of Interest will be received not later than **Time** p.m. (*local time*) on **Date** at the ministry address shown above. Submissions must be in accordance with the terms and conditions specified in the information package. No further advertising will take place.

Submission of a pre-qualification application does not guarantee inclusion on a resulting short-list of pre-qualified contractors. The ministry reserves the right to limit the number of pre-qualified contractors invited to compete on a subsequent contract.

The ministry **may / will reject late submissions.**

This solicitation is subject to the *BC/Alberta Trade, Investment, and Labour Mobility Agreement* and Chapter 5 of the *Agreement on Internal Trade*.

Insert Manager of the Responsibility Centre Name and Title
Insert the Ministry Office Name

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PART A: ADMINISTRATION

1. GENERAL INFORMATION

1.1 Purpose of Pre-qualification

The purpose of this pre-qualification is to establish a Select List of eligible contractors who are most suitable and available to compete, at a later date, on the described project or activities.

Using a Select List of contractors for a subsequent contract procurement solicitation either avoids the need to evaluate an excessive number of proposals or reduces the time required for the tendering period. Pre-qualification spares those contractors not short-listed the expense of preparing a proposal or tender and, by limiting the number of contractors invited to compete, increases a contractor's possibility of subsequently obtaining a contract.

If the Select List is being established for use on more than one contract competition, the Ministry reserves the right to select contractors to compete on a rotational basis.

Contractors submitting Expressions of Interest will receive fair and uniform treatment and submissions will be given due consideration.

1.2 Identification

This Request for Expressions of Interest (REI) includes:

- The REI notice (the "Notice");
- Part A: Administration ("Part A");
- Part B: Requirements ("Part B");
- Part C: Attachments ("Part C").

A list of any attachments is provided in the REI Package Cover Sheet. Contractors are responsible for ensuring they have all the components of the REI package, including all attachments and subsequent addenda.

Proponents are advised to read this package thoroughly and respond appropriately. An incomplete submission may be rejected.

1.3 Changes to the REI

Ministry changes to the REI will be made in the form of written addenda or of re-issued documents that will be available at least four working days prior to the closing date. All addenda shall be considered to be integral to the REI.

The Ministry will make every effort to distribute addenda to all registered or known contractors. However, it is solely the contractor's responsibility to be aware of and familiarized with any addenda or supplementary information issued.

Where the REI has been made available electronically on BC Bid[®], the Ministry may post an addendum to the REI on the BC Bid[®] website at <http://www.bcbid.ca>. Contractors are strongly encouraged to select "Send Me Amendments" that is included as an option on the Opportunity Notice published on BC Bid[®]. By selecting this option a registered Contractor will be automatically notified of any addendum that may be issued. Contractors that are not registered with BC Bid[®] may register by selecting *Start your e-Service, Supplier Registration* on the BC Bid[®] home page, www.bcbid.ca. Contractors who do not register with BC Bid[®] are solely responsible to continually monitor the BC Bid[®] website on an ongoing basis to keep themselves informed of any addenda.

1.4 Ownership Of Contractors' Submissions

Expressions of Interest become the property of the Ministry and will not be returned.

1.5 Freedom of Information

Expressions of Interest are subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act*.

1.6 Acceptance of Terms

Expressions of Interest shall be made on the basis that contractors have read and agree to all the terms and conditions of this REI. Expressions of Interest that include any condition or modification to the terms and conditions of this REI may be rejected.

1.7 Funding Limitation

Notwithstanding any other provision of this REI, any contract contemplated by this REI and the financial obligations of the Ministry pursuant thereto are subject to the availability of funds in accordance with the *Financial Administration Act*.

1.8 Closing Date and Location

The closing date and location are shown in the REI Notice included with this package; that notice was used as the advertisement for this Request for Expressions of Interest.

2. PREPARATION AND SUBMISSION

2.1 Format and Content

Expressions of Interest shall be typed (preferably on letterhead) and include a letter of introduction signed by an authorized signatory of the firm. The letter of introduction shall identify the firm, its address, telephone/fax numbers and provide a brief history of the firm, areas of expertise, principal fields of activity, and a description of services offered. The remainder of the submission shall respond to the needs of the evaluation criteria in the order listed on the attached Contractor Pre-qualification Evaluation Form and demonstrate that contractors have a clear understanding of the Ministry's requirements.

Failure to submit an Expression of Interest as described may result in a reduction in evaluation points or may be cause for rejection.

2.2 Inquiries

Inquiries must be directed to the Ministry Contact specified in the Notice. The Ministry Contact may require that an inquiry be submitted in writing.

Inquiries and responses may be distributed to all proponents at the Ministry's option.

2.3 Submissions

Expressions of Interest must be received at the location and no later than the time specified in the REI Notice.

Three complete copies of the Expression of Interest should be submitted in a sealed envelope identifying the name and address of the contractor and showing the words, "**Expression of Interest for (Project/File Number)**" on the outside of the envelope.

Alternatively, Expressions of Interest may be submitted by facsimile or electronic transmission to the fax number or email address shown in the REI Notice; only one submission is required and should identify the facsimile or email contents as noted above.

2.4 Revisions

Contractors may submit revisions to their Expressions of Interest prior to the closing date and time. Revisions:

- must be submitted in writing, and identify the firm and the proposal being revised; and
- must be in accordance with all REI requirements; and
- should be submitted in a sealed envelope to the Ministry address shown in the REI Notice ; or
- if not in a sealed envelope, may be submitted by facsimile transmission to the fax number shown in the REI Notice; or
- may be submitted electronically to the email address shown in the REI Notice; and
- should be signed or sent electronically by an authorized official of the firm, preferably by the same person signing the original submission.

Contractors are solely responsible for timely delivery of revisions. The Ministry will not accept responsibility for the lack of availability of a facsimile machine at the closing location.

2.5 Withdrawal

Expressions of Interest may be withdrawn for purposes of evaluation by submitting a written request, signed by an authorized signatory of the firm, to the Ministry Contact identified in the REI Notice. Facsimile or electronic transmission of a request to withdraw is acceptable.

3. EVALUATION AND AWARD

3.1 Ministry Privilege

Submission of an Expression of Interest does not guarantee inclusion on a resulting short list of pre-qualified contractors.

The Ministry reserves the right in the case of insufficient response, in the sole opinion of the ministry, to cancel the REI, return contractors' Expressions of Interest, and re-solicit for better response, with or without any change being made to the REI package.

3.2 Opening and Evaluation

Expressions of Interest are normally opened and evaluated shortly after the closing time and date. Due to the nature of the REI evaluation process and the confidentiality to be afforded to submissions, opening and evaluation are not open to the public.

3.3 Mandatory Requirements

Contractors are cautioned to carefully read the mandatory requirements specified in Part B of this REI package and respond appropriately. **Expressions of Interest not meeting all mandatory requirements of this REI package will be rejected without further consideration.**

3.4 Evaluation Criteria

Expressions of Interest will be scored according to, and must achieve the minimum evaluation points specified in the Contractor Pre-qualification Evaluation Form in order to be placed on the Select List of pre-qualified contractors. The Ministry may conduct such independent reference checks or verifications as are deemed necessary by it, to clarify, test, or verify the information contained in the Expression of Interest including reference checks from any Ministry of Forests & Range office or other Provincial government office.

3.5 Clarification

The Ministry reserves the right to request contractor clarification of vague or ambiguous items contained in Expressions of Interest. Requests for clarification will be provided in writing and will not be used if a submission has clearly failed to respond to a specified requirement.

3.6 Notification of Select List Status

The Ministry will notify contractors in writing of their scoring results and status on the Select List. Where possible, verbal notification will also be given.

4. PERIOD SELECT LIST WILL REMAIN VALID

The resulting established Select List of eligible contractors shall remain valid from **Date** to **Date**.

For recurring contract activities, new contractors may be added to a select list at any time throughout the year and will be evaluated in the same manner as contractors already on the list. The ministry does not guarantee evaluation and resulting short-listing of contractors wishing to compete on an issued tender.

5. SUMMARY OF CAUSES FOR REJECTION

An Expression of Interest **will** be rejected for the following reasons:

- a) failure to include a specified “mandatory”;
- b) failure to achieve the required minimum scores in the evaluation;
- c) it contains errors, omissions or misrepresentations which, in the sole opinion of the Ministry, are of a serious nature;
- d) in the sole opinion of the Ministry, a conflict of interest exists.

An Expression of Interest **may** be rejected for the following reasons:

- a) failure to follow the required format/content outline;
- b) it is incomplete;
- c) it contains a condition contrary to the terms and conditions of the REI;
- d) it is submitted after the closing date and time.

6. SELECTION METHODS

The Ministry may select a pre-qualified contractor from the Select List using one or more of the following methods:

- a) If the estimated contract value is less than \$25,000, the Ministry may directly invite a pre-qualified contractor to provide a quotation on specified requirements (e.g., deliverables, milestones, term etc.) of the services or works with the intent to enter into contract negotiations with that pre-qualified contractor;
- b) If the estimated contract value is \$25,000 or more and less than \$75,000 for services, or between \$25,000 and \$100,000 for construction, the Ministry may directly invite a pre-qualified contractor to provide a quotation based on availability and on specified requirements (e.g., deliverables, milestones, term, etc.) of the services or works with the intent to enter into contract negotiations with that pre-qualified contractor if it can be verified by the Ministry that only one pre-qualified contractor:
 - i. is available to undertake the services or works, or,
 - ii. has the necessary qualifications to carry out the services or works based on the Ministry’s specific assessment of the qualifications;
- c) If the estimated contract value is \$25,000 or more and less than \$75,000, for services, or between \$25,000 and \$100,000 for construction and more than one pre-qualified contractor is available who has the necessary

qualifications to carry out the service or work based on the Ministry's specific assessment of the qualifications, the Ministry may, in its sole discretion, use a competitive or other selection process between a minimum of three (if available) such pre-qualified contractors that evaluates each pre-qualified contractor's proposed approach, pricing, or other elements required for the services or work.

The Ministry may in its sole discretion consider other pre-qualified contractors that, in the Ministry's sole opinion, meet the Ministry's qualification criteria for the services or work (e.g., specialization, experience level, etc.)

- d) If the estimated contract value is \$75,000 or more for services or \$100,000 or more for construction or the subsequent agreement has the potential of being a multi-year contract or an option-to-renew contract and more than one pre-qualified contractor is available who has the necessary qualifications to carry out the project based on the Ministry's specific assessment of the contractor's qualifications, the Ministry will invite all such pre-qualified contractors to compete for the project.
- e) Notwithstanding subparagraphs a), b), c), and d), the Ministry may directly negotiate a contract with a pre-qualified contractor where one of the following exceptional conditions applies:
 - i. only one available contractor is qualified to provide the services;
 - ii. an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process;
 - iii. a competitive process would interfere with the Ministry's ability to maintain security or order or to protect human, animal or plant life or health; or
 - iv. the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.

PART B: REQUIREMENTS

1. INTRODUCTION/BACKGROUND

The delivery of Forest for Tomorrow funded silviculture reforestation in a Management Unit that is damaged by the wildfires and the mountain pine bark beetles is put up for tender through a Request for Proposal Competition.

Prior to the Request for Proposal Competition an Expression of Interest is posted on BCbid inviting contractors, specializing in Silviculture, to be evaluated for inclusion on a select list of pre-qualified contractors. Only those contractors having been pre-qualified will be invited to compete on the subsequent Request for Proposal to become a FFT Recipient.

The pre-qualified Silviculture firms submit proposals in response to this Request for Proposal competition. The successful proponent in this Request for proposal gives authorization to enter into a Recipient Agreement with the Ministry of Forests and Range.

The Recipient Agreement is a contract between the silviculture firm and MFR that defines the functioning of the program confers specific powers to the parties, sets out the rules that must be followed, and sets the remedies in the event of a default.

2. DESCRIPTION

This Request for Expression of Interest is to access if interested silviculture firms meet the mandatory eligible criteria (see 4. Mandatories below) to compete on the subsequent Request for Proposal for becoming a Recipient Agreement Holder in **Management Unit Name**.

The successful proponent in the Request for Proposal will be responsible for:

1. the review of assessments, planting surveys, silviculture prescriptions and general planning of the program;
2. following FFT standards for First Nations project information sharing and consultation;
3. referrals to agencies, local communication, other tenure and rights holders;
4. on-site viewings with potential contractors (could be 100 plus sites);
5. develop project plans and investment schedules;
6. develop, view, tender, and award contracts for approved activities including: snag falling, planting, site prep, road/access development, and surveys;
7. achieve First Nation participation targets;
8. quality control of performed activities ensuring work has been done to FFT and other Ministry standards;
9. attending meetings, conferences and training sessions as requested by the Ministry or the Administrator;
10. planning and preparation of progress and exception reports and completion documents required by the Administrator;
11. enter all project data into the Ministry's Reporting Silviculture Updates and Landstatus Tracking System (RESULTS);
12. obtain licenses, permits and approvals as required to perform on-ground work;
13. fulfill all of the requirements of the Administrator's Recipient Agreement; and
14. other activities as may be identified by the Ministry in the successful reforestation of these damaged forests.

The successful proponent will be required to contract out 80% or more of the field work (Surveys, danger tree assessment and removal, road maintenance, planting, site preparation, overstorey removal and vegetation management).

3. TIMING

- Receive Request for Expression of Interest packages from proponents – 1:30 p.m. (local time) on **Date**
- Evaluation of REIs complete and send out Finalized Request for Proposal to eligible contractors – **Date**
- Tentative dates and locations for Mandatory Proponent's Information Meetings – **Management Unit Name and Date**.
- Receive Request for Proposal packages from proponents – **Date**
- Evaluation of RFPs complete and award – **Date**

4. MANDATORIES

Interested parties ***must*** submit with their Expression of Interest a prospectus, explaining how they meet the following Mandatory criteria in order to be eligible for evaluation.

A Proponent or a Proponent's Recipient Contract Manager must:

- (a) have sufficient numbers of in-house¹ professional staff - registered professional foresters with at least 10 years related silviculture and contract management experience, who have managed or assisted in the administration of multi-year, multi-phase contracts of similar size and complexity as this RFP, worth a minimum of \$50,000².

Note: The 10 years of silviculture and contract management experience of the forester(s) must include a minimum of 3 years silviculture experience within the biogeoclimatic zones and subzones of the Management Units for this RFP;

- (b) have sufficient numbers of staff who are competent with the data entry and use of RESULTS, or will commit to hire a recognized RESULTS service provider;
- (c) have not failed any silviculture contracts, worth >\$50,000 in the last 3 years, which in the sole opinion of the Ministry are similar in scope to this project;
- (d) have experience in designing, tendering and viewing reforestation contracts;
- (e) be SAFE company certified and be in good standing with WorkSafe BC;
- (f) be of a financially sound company which has the financial capability to pay contractors in a timely manner, given the holdbacks associated with the Recipient Agreement payments from the Administrator; and
- (g) be willing to enter into a Recipient Agreement with the Administrator for the FFT program and, meet or be able to meet, all the requirements necessary to be eligible to enter into a Recipient Agreement with the Administrator for the FFT Program

¹ In-house means the Recipient, its staff or associated persons listed in the price offer of the Request for Proposal.

² Where a Proponent is uncertain that they meet this qualification, the Proponent may submit a project listing, value (\$) and rationale as to why they should be considered given their record of involvement in projects. The Ministry will review this information, and determine the Proponent's eligibility.

PART C: ATTACHMENTS

1. Draft Request for Proposal for FFT Recipient Agreement Holder in [Management Unit Name](#)
2. Draft Recipient Agreement

These are electronic files - make sure you have downloaded these files.



Ministry of Forests and Range



Contractor Pre-qualification Evaluation Form

PROJECT			CONTRACTOR IDENTIFICATION									
NAME:			A									
PROJECT NUMBER:			B									
FILE NUMBER:			C									
NATURE OF WORK:			D									
LOCATED AT:			E									
OPENING AND COMPLIANCE			A	B	C	D	E					
• Late or Withdrawn												
• All Mandatories Submitted												
ACCEPTED FOR EVALUATION (Yes/No)												
Submissions opened at ____ a.m / p.m. on the ____ day of _____ 20____.							Attach details regarding reasons for rejecting a submission where necessary.					
WITNESSES: _____							PRESIDING OFFICIAL: _____					
EVALUATION			ONLY ACCEPTED SUBMISSIONS CONSIDERED									
			Rating = Evaluation "Decimal" Scale on following page Score = Rating x Maximum Points									
			Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
Criteria		Max Points	A		B		C		D		E	
• have sufficient number of in-house professional staff												
• have managed multi-year contracts of the values stated or have acceptable (at the sole discretion of the Ministry) rational												
• have staff who are competent with the use and entry of data into RESULTS or have committed to hire a recognized RESULTS service provider												
• have not failed any silviculture contracts, worth >\$50,000 in the last 3 years, which in the sole opinion of the Ministry are similar in scope to this project												
• have experience in designing, tendering and viewing reforestation contracts												
• are in good standing with Worksafe BC												
• are of a financially sound company which has the financial capability to pay contractors in a timely manner, given the holdbacks associated with the Recipient Agreement payments from the Administrator												
• are willing to enter into a Recipient Agreement with the Administrator for the FFT program and meet , or be able to meet , all the requirements necessary to be eligible to enter into a Recipient Agreement with the Administrator for the FFT Program												
TOTAL POINTS: Min = Max =			---		---		---		---		---	
PRE-QUALIFIED (Min. Total Points Achieved) (Enter 'Yes' or 'No')												
COMMENTS								SIGNATURES: _____ _____ _____ EVALUATION TEAM CHAIRPERSON				

Evaluation Criteria and Description			
Criterion	Award evaluation points based upon the degree to which the submission:	Criterion	Award evaluation points based upon the degree to which the submission:
Contractor Profile	<ol style="list-style-type: none"> 1. Demonstrates that the contractor has been in business for a reasonable period of time. 2. Demonstrates that the contractor offers the necessary types of services appropriate to the contemplated contract. 	Contractor Experience	<ol style="list-style-type: none"> 1. Demonstrates that the contractor has successfully completed similar or larger projects as stated in the REI. 2. Demonstrates that the contractor has a satisfactory previous work record with the ministry, if relevant.
Contractor Capability/ Stability	<ol style="list-style-type: none"> 1. Demonstrates that the contractor has a stable workforce, a sufficient number of staff and any necessary equipment or facilities available. 2. Demonstrates the contractor is financially stable and able to finance the costs of carrying out a contract of the size contemplated. 3. Demonstrates that the contractor has been in business for a reasonable period of time. 	Client References	<ol style="list-style-type: none"> 1. Provides client references as specified in the REI. Evaluate the degree to which references confirm the contractor's abilities on similar projects.
Contractor Personnel	<ol style="list-style-type: none"> 1. Identifies principals and key personnel and demonstrates that they have the necessary, appropriate knowledge and experience carrying out similar projects. 2. Provides proof that the contractor's key personnel possess the necessary educational/professional qualifications as specified in the REI; resumes have been provided if specified in the REI. 	Organization and Clarity of Submission	<ol style="list-style-type: none"> 1. Content and format are as requested and clearly presented.

Evaluation "Decimal" Scale					
Rating	Description		Rating	Description	
1.0	Excellent	Exceeds the requirements of the criterion in superlative beneficial ways; very desirable.	0.4	Poor	Addresses most, but not all, of the requirements of a criterion to the minimum level. Lacking in critical areas.
0.9	Very Good	Exceeds the requirements of the criterion in ways that are beneficial to the ministry's needs.	0.3		Poor to Very Poor.
0.8	Good	Exceeds the requirements of the criterion but in a manner that is not particularly beneficial to the ministry's needs.	0.2	Very Poor	Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
0.7		Fully meets all the requirements of the criterion.	0.1		Very Poor to Unsatisfactory
0.6	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical.	0.0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.
0.5		Barely meets most of the requirements of the criterion to a minimum level. May be lacking in some areas that are not critical.			

FS771 PQ HFMS July 2007