

Date: September 21, 2023

Project Name: Mountain Pine Beetle Infested Tree Survey

Project Number: 2023-5140

Project Location: Within the Town of Canmore Corporate Limits

Information to Bidders:

Quotes are being accepted for the identification of Mountain Pine Beetle (MPB) Infested trees; the target survey areas can be found in the attached maps in Schedule - C.

Maps provided in Schedule – C identify the Areas and Points required to be surveyed. The total survey area is 145.4 ha. It is the Bidders responsibility to visit the areas to ensure they know the terrain and tree coverage to ensure a fair bid price is submitted.

The successful Bidder must start the Work within 5 business days of the Bidders proposed schedule start date as submitted in the Bid Forms.

The Work is to be completed by **November 10, 2023 or earlier**, unless otherwise agreed upon.

Payment will be as per the Schedule B - Bid Form, Schedule of Quantities and Prices.

Survey areas may be added or removed pending the Grant budget allocation and additional survey areas required as agreed upon, and payment adjusted accordingly for only the Work performed.

On award, this Contract shall be for a period of 1 season of control (**September 2023- June 2024 season**) with consideration made for up to two (2) additional one (1) year extensions. Consideration for extensions will include but is not limited to;

- Provincial Grant Funding
- Necessity of the work
- Quality of work
- Ability to perform the work as outlined in this Contract
- Ability to complete the work within the contracted work dates
- Contractor is satisfied knowing that location and terrain may vary from year to year.

Inquiries by Bidders are to be directed to Catherine Charchun 403 678 1599. Bids must be received by the Town of Canmore main server, via email only, by **Friday, October 6, 2023, at 10:00am, MST**, to: parks@canmore.ca attention Catherine Charhun

Addenda:

Should anyone find discrepancies in any of the documents, should he/she be in doubt as to the meaning of such document, the Town designate shall be notified, preferably in writing and no later than 3 days prior to the closing date for the proposal. If the Town designate considers a written explanation necessary or desirable, he/she will issue an addendum that will be posted online where this proposal was posted. It is the responsibility of the Bidder to check the Town web site where this proposal is posted to see if any addenda have been posted. All Addenda become part of the Tender package and Bid submission. The Acknowledgment of Addenda must be signed as part of the Bid submission. No addenda will be posted after **Thursday, September 28, 2023 at 14:00:00 (MST)**.

General Contract Information:

- (a) This quote calls for the supply of all labour, accommodation, meals, tools, supplies, consumables, equipment, rentals and disposal fees and Alberta Forestry (AF) training (if required) to complete the required work as outlined in Schedule A - Description of Services.
- (b) All work shall be carried out in accordance with all Alberta Occupational Health and Safety Regulations and Legislation, applicable to the location and type of work included in this project.
- (c) The Contractor shall be designated the Prime Contractor with respect to workplace safety and hazard identification practices and mitigation.
- (d) Except for the gross negligence or willful misconduct of the Town, the Contractor shall indemnify and save harmless the Town, its members of Council, directors, officers, employees, agents and representatives (the Town's Parties) from and against any and all manner of actions or causes of action, damages, costs, losses, and expenses including but not limited to disbursements and legal fees on a solicitor and his own client full indemnity basis, all of whatever nature and kind which the Town's Parties may sustain, incur, pay, or which may be brought or made against all or any of them, and whether or not incurred in connection with any action or other proceedings or demands or claims made by third parties, with respect to any occurrence, event, incident or matter caused by and/or arising as a result of:
 - i. The misconduct, negligent action or failure to act of the Contractor;
 - ii. Any breach, violation, non-observance or non-performance by the Contractor of any of the obligations imposed under the provisions of any laws, regulations, bylaws, orders or requirements of any federal, provincial, municipal, or other authority, or any of the covenants, agreements, terms, conditions, and provisos contained in this Agreement to be kept, fulfilled, observed or performed by the Contractor;

- iii. Any damages to third parties caused by, resulting at any time from, arising out of or in consequence of the misconduct, negligent action or failure to act by the Contractor;
- iv. The failure of the Contractor to pay or remit GST or income taxes, or withhold amounts in respect of compensation paid hereunder or (if applicable) to make payments of workers' compensation assessments or contributions, employment insurance premiums or government pension plan premiums; and
- v. Any determination or redetermination of the Contractor's status as an independent contractor for income tax purposes;

The provisions of this section are in addition to and shall not prejudice any other rights of the Town by law or in equity. The obligations of the Contractor in this section shall survive any termination and the expiry of this Agreement.

- (e) The Contractor shall read, understand and sign off on the 2020 Town Contractor H&S responsibilities, including Covid-19 questionnaire, if awarded this Contract.
- (f) The Contractor must know and adhere to all relevant Town Policies and Bylaws while conducting the work.
- (g) The Contractor is to keep ground disturbance to a minimum.
- (h) The Contractor is to not leave any garbage on site.
- (i) The Town will supply the necessary keys and permission to access work areas where necessary.
- (j) Work cannot take place on a Sunday without prior approval and 48-hour notice to the Town.
- (k) A 10% Performance and Material/Labour Bond on the total amount of the bid, before GST, will be required to be submitted to the Town on the successful award of this project, in the form of a certified cheque. Return of the 10% Performance and Material/Labour Bond deposit will not occur until all digital data has been reviewed for accuracy against the Ground Survey/Control sheets and the tree locations in the field, and all work has been performed satisfactorily.
- (l) The Contractor shall submit an invoice on the completion of the work, and within 30 days of the work being complete. Where work is not completed satisfactorily, the Town reserves the right to withhold or reduce payments to the Contractor.
- (m) The awarded contractor will be required to hold a Town of Canmore business license, only if they are not solely doing work for the Town of Canmore. If the contractor is from out of Town and is coming to Canmore and only working for the Town, a business license is not required. Information on the cost of a business license may be obtained by calling the Civic Center reception at (403) 678-1500.
- (n) The lowest bid may not necessarily be awarded these contracted Services. Survey areas may be added or removed pending the Grant budget allocation, and payment adjusted accordingly for only Work performed.

Contractor Qualifications / Training:

- (a) Only personnel already trained by the Alberta Forestry (AF) in the identification and detection of MPB, and or trained by AF on the first day of work after the award of this Project are permitted to perform the Services required in this document. (AF may not have availability to providing survey and infested tree identification training to untrained persons on award of the Contract. This training must be arranged prior to a bid submission and be completed before Work is performed).
- (b) The Field Personnel shall have:
 - i. Training on Alberta Forestry Ground Survey Techniques and standards as required by Alberta Agriculture and Forestry. (All crew leaders/supervisors and new surveyors/subcontractors used or hired to do survey services, must attend and successfully complete AF's MPB Detection and Management Training Program). The time and costs for the staff training by AF is part of the per ha bid; it is not to be listed as a separate training cost. The town will organize this training on part of the contractor.
 - ii. Any training requirements outlined in the contractors Safety Program. This may include but not be limited to Wilderness Survival, Problem Wildlife, Standard First Aid, ATV, WHMIS, and any other training the Contractor feels is required to provide the services in a safe manner and in compliance with all relevant Alberta Legislation.
- (c) The Town requires that the Contractor have a dedicated Data Management Person who has experience in data reconciliation and have computer competency skills in Microsoft Office, especially Excel. Liaison time with the Town's GIS Coordinator to load maps and data onto Contractors GPS / phones will be required. The cost of data management is considered to be included in the bid rate provided in the tender. It is recommended that the data management personnel attend the MPB Detection and Management Training Program if not completed in the previous two years.

Insurance and Clearances:

The Contractor must provide a copy of the following documents that prove coverage with the bid submission. This means that the Bidder must prove that they can obtain the required Insurances and Clearances as part of their bid submission, by providing a letter from their Insurance Company stating that the requirements for Insurance can be met. The Bidder does not have to go out and pay for these up fronts and prior to any award. On the successful award, the winning Bidder must pay for and provide all Insurances and Clearances as part of the awarded contract.

- (a) The Contractor's Commercial General Liability (CGL) shall be in an amount acceptable to the Town of Canmore but not less than \$2,000,000 combined Single Limit per occurrence, and \$2,000,000 annual aggregate per project. The Town of Canmore must be named as an additional insured. The coverage must also include and be not less than \$2,000,000:
 - Commercial Form
 - Premises/Operations
 - Products/Completed Operations
 - Contractual Liability Insurance
 - Independent Contractors
 - Broad Form Property Damage

- Personal Injury
 - Cross-Liability Coverage
 - All Risks Coverage (for contractors Tools and Equipment)
- (b) Contractor shall maintain Products / Completed Operations coverage with a combined single limit no less than \$2,000,000 per occurrence of bodily injury / property damage for a period of at least twelve (12) months following final acceptance of Contractor's work by Town of Canmore.
- (c) "The Contractor's Commercial Automobile Liability insurance must provide coverage for owned, non-owned, and hired vehicles and trailers used in connection therewith, with a combined single limit for bodily injury and property damage no less than \$2,000,000 per occurrence."
- (d) Any references in the document to 'contractors' should also include 'subcontractors' or any other individual or company operating on behalf of the Contractor. The Town is to be added as an additional insured with 30 days-notice of cancellation.
- (e) A copy of your current WCB clearance certificate.
- (f) A copy of the Bidders Company Training Documents, and Health and Safety Emergency Response Plan relating to the Services required in the document.

END OF SECTION

Schedule A - DESCRIPTION OF WORK

Survey Services Required:

Mountain Pine Beetles are predominantly found in Lodge Pole Pine Trees; searching for this tree is imperative. The MPB bore a hole through the bark; the beetle will turn right/left, and then head up the tree creating a bore line under the bark. When the bark is removed (via an axe scraping), this bore line looks like a “J”. As the beetle moves up the tree, the tree responds by allowing resin to flow to try to push the beetle from the tree. This resin flows out the bore hole creating a “pitch tube” on the bark of the tree that looks like a small volcano. This pitch tube is made up of a mix of resin and boring dust called frass. The tree can be identified by this pitch tube, along with the frass that can be found at the base of the tree. Trees may have green and/or red needles. Look for wildlife activity like woodpecker activity and bark flakes on the snow or ground under trees. Only trees that have 40 or more MPB ‘Hits’ (as they are called) can be GPS’ed and flagged for removal.

See Appendix - D item #1 Mountain Pine Beetle Detection and Management in Alberta Guide (revised 2020), for information on Mountain Pine Beetle Introduction, Lifecycle, Damage Symptoms and MPB Identification. Only pages 1 – 15 have been included.

1. Use Canmore Corridor MPB Survey Areas, Maps 1 – 5, found in Schedule ‘C’ to conduct the Work required. The survey areas are identified in green, as Areas and Points and may include open green spaces and trails, thus the total treed area to be surveyed is likely less than the area identified on the maps.
2. The Contractor shall ensure the surveyors are equipped with android or apple phones with a data collection app, or a Trimble or Garmin GPS, as well as any other specified equipment in the Contractor’s Safety Program. The positional accuracy of the coordinates of the infested tree sites shall be recorded with a target of five (5) metres or less.
3. Only trees that have 40 or more MPB ‘Hits’ (as they are called) can be added to the GPS survey and flagged for removal.
4. Each tree must be added individually to the GPS survey as a single point with a unique identifying number (no groups or patches). The numbering will start at 1 be sequential order with no gaps in numbering.
5. Conduct a Walk-Through Survey. A Walk-Through Survey involves:
 - The surveyor will use the maps in Schedule C – 2023 Survey Maps 1- 5 survey areas and points.
 - Each surveyor will use Step Tracing to track the route being walked to look for infested MPB trees. This data will be provided to the Town, and subsequently to the Province, as proof of area being surveyed.
 - Each Area must have a minimum of 85% survey coverage.
 - Each Point must be visited and a 50m radius / 100m diameter across each survey Point.

- An additional 50 meter radius sweep from the last found infested tree must be completed even if it falls outside of the area polygon, but must be within Town boundaries. This may increase the total hectares billable for each Area or Point and the surveyor may be asked to provide evidence of step tracing upon request where additional areas are covered.
 - Open / non treed areas are not required to be surveyed, this may decrease the 145.4 hectares to be surveyed.
 - In wooded areas the line spacing between surveyor/s must be no greater than 50m.
6. The minimum GPS data to be collected is:
 - All coordinate information shall be supplied in latitude / longitude as degree/minutes/decimal minutes, GPS to NAD83
 - GPS data collection must include:
 - green / red needles,
 - tree diameter (DBH), (Small 20cm<, Medium 20-30cm, Large 30-45cm, XL 45cm +)
 - what is the best form of accessibility with equipment (for the removal contact), EG: quad, walk, truck, nearby trail.
 - is it a Private Residential Property tree, if so log “yes”
 - comments e.g. wildlife activity, overhead power lines, by house, near stream, on steep slope, hard to get to, near old MBP burn, by stairs...
 7. An identified infested tree will be wrapped (a minimum of 2 wraps) with orange pest management control tape. Tape will be supplied by the Town. The unique ID number assigned to the tree is to be written on the tape.
 8. When an infested MPB tree is identified on Residential Private Property (house / dwelling lot), the surveyor must first knock on the front door and see if the resident is home, to seek approval to enter the property. Where no one is home, the surveyor may enter with caution, keep an eye out for pets and close all gates when leaving. The surveyor will flag the tree/s as per the above details # 6 & 7. Next the surveyor will provide the home owner with the MPB tree removal letter, if the owner is not home this will be attached to the tree side most visible to the resident, in a clear zip-lock bag. This letter will be provided by the Town to the Contractor. It will explain to the resident why the tree is flagged and what will take place next. The Town will mail an additional letter to the resident after the Walk-Through Survey is complete.
 9. The Contractor shall provide a digital file to the Town in the form of a Microsoft Office-Excel spread sheet containing a summary of the Work containing the above required minimum information. Latitude and Longitude coordinates must be presented on the spread sheet in different columns so they may easily be uploaded later.
 10. Collected GPS tree data must be downloaded and sent to the Town in the requested format daily. This is to ensure files / data is not lost. Where equipment has malfunctioned or data has not been stored prior to or at the time of download, it will be the Contractors responsibility to redo the work at their own cost.

11. The Contractor is to check in with the Town on Monday, Wednesday and Friday between 8am - 10am to provide an update as to how the Work is progressing. The contact will be Catherine Charchun 403-678-1599, and in her absence, the contact will be Lisa Guest 403-678-1590.
12. On award, the Town will work with the contractor to download local area maps into the Contractors GPS equipment.

Quality Management Services Required:

1. A minimum of 10% of the completed Survey Areas and Points shall be internally checked by the Contractor. (The cost of conducting these internal checks is considered to be included in the per-site rate provided in the bid).
 - The Internal Quality checks will be performed and verified by the Contractor collecting a GPS point with the person's name and date when the check was performed. This will also be supplied to the Town in Excel format.
2. The Town and/or Province will inspect about 15% of the Work completed by the contractor, to ensure that Work is completed in a satisfactory manner. The Town reserves the right to have the Contractor redo work that is not completed satisfactorily.
3. An External Quality Inspection designate by AF shall assess a minimum of fifteen (15) % by site or meter of ground survey work. If greater than 10% deficiencies are noted, the Contractor will be asked to re-survey the area.
4. The Town may, at the discretion of the AF designate, terminate or stop any new sites to be surveyed until any deficiencies are rectified.
5. An overall tolerance of three (3) % missed or excess trees shall be allowed. If in a given completed area, the overall tolerance exceeds three (3) %, then a written warning shall be provided. If three written warnings are issued, the Contract may, at the Town's discretion, be terminated. The Town may at any point suspend the Contractors' operations. The Town may require the work to be checked and completed again or terminate the contract.
6. At the request of the Town, additional Quality Assurance (QA) checks may be implemented by AF staff or an AF Designate.
7. Any discrepancy between the Contractor and External Quality Inspector shall be fielded by the AF Designate. The AF Designates decision shall be considered final.

END OF SECTION

Schedule B- BID FORM

PROJECT: 2023-5140

**To: Town of Canmore
Mountain Pine Beetle Infested Tree Survey
100 Glacier Drive
Canmore, Alberta, T1W 1K8
Telephone: (403) 678-1599**

The undersigned Bidder, having carefully examined the Quote Documents and the locality of the proposed work, and having full knowledge of the work required and of the materials to be furnished and used, hereby agrees to provide all necessary materials, supervision, labour and equipment, and perform and complete all Services and fulfill everything as set forth and in strict accordance with the Documents for the prices stated in the Schedule of Quantities and Prices.

The undersigned also agrees:

1. That the Town is in no way obligated to accept this bid.
2. That the Award depends on the grant being approved by the Province, on whole or in part.
3. After Award, additional maps with areas may be added to this document where Services are required to be performed. Payment will be as per the Schedule B - Bid Form, unit price per hectare.
4. That should the Bid Form be improperly completed or be incomplete, the Town shall have the right to disqualify and/or reject this bid.
5. That this bid is made without knowledge of the bid prices to be submitted for this work by any other company, firm, or person.
6. That this bid is made without any connection or arrangement with any other company, firm or person having an interest in this bid or in the proposed Contract.
7. Work to be completed by November 10, 2023.
8. That the Project will commence within 5 days of the date listed in the Work Schedule section of the Bid Form unless otherwise extended and approved in writing by the Town Designate.
9. That the estimate of quantities shown in the bid form serves only to provide a basis for comparing bids and that no representations have been made by the Town Designate that the actual quantities will even approximately correspond

therewith, and further, that the Town has the right to increase or decrease the quantities in any or all items and to eliminate items entirely from the work.

10. That payment for the Work done will be made on the basis of the quantities measured in the Bid Form which shall be compensated in full for the work done under the terms of the Contract, exclusive of GST payable by the Owner.

SCHEDULE OF QUANTITIES AND PRICES

	Areas & Points	Number of Hectare per map	Unit price per Hectare	Total Cost per Survey Area / Map	Number of days it will take to Survey this Area / Map	Number of people performing the Work
Map 1: Harvie Heights	Area 1-3	5.8 ha		\$		
Map 2: Silvertip & Cougar Creek	Area 4-12	34.2 ha		\$		
Map 3: Rundlevue & Quarry Lake	Area 13-19	26.9 ha		\$		
Map 4: Three Sisters & Stewart Creek	Area 20-27	39.6 ha		\$		
Map 5: Thunderstone Quarry	Area 28-31 Points 1-25	45.3 ha				
			Sub Total	\$		
			GST	\$		
			Total	\$		

LIST OF STAFF AND SUBCONTRACTORS

The following is a list of staff and or sub-contractors who we intend to use to provide the Services, more can be added later but they must have, or attend, the Alberta Forestry training.

Persons Name	Job Title	Employee or Sub-contractor	Has Alberta Forestry MPB Training	Needs Alberta Forestry MPB Training

WORK SCHEDULE

We provide the following information relative to the Work Schedule in order that the Town may assess our ability to plan the work and respond to critical deadline.

Project Start Date:	
Project End Date:	
Total Number of survey days	
Daily Start Time:	
Daily End Time:	
Number of people surveying daily:	

DESIGNATED DATA MANAGEMENT PERSON

Name:	
Job Title	
Phone Number:	
Email Address:	
Experience:	

EQUIPMENT DETAILS

Please list the tools / equipment that you will use while working on this project, including electronic devices and vehicles that may be parked near work sites:

Type	Model	Colour / Size	Other

PROJECT EXPERIENCE / REFERENCES

List 3 recent like contracts you have completed. Include the company name, contact person and phone number of a person who we can be reached to discuss work performance.

Company Name	Contact Name	Contact Phone Number/s	Details of the work

ACKNOWLEDGMENT OF ADDENDA

It is the responsibility of the Bidder to check the Town web site where this proposal is posted to see if any addenda have been posted. All Addenda become part of the Tender package and Bid submission. This Acknowledgment of Addenda must be signed as part of the Bid submission.

I _____, acknowledge that as part of this Bid submission there have been (# of Addenda) _____ Addenda added.

Signature: _____

This quote is executed by:

Name of the Company _____

Company Address: _____

Postal Code: _____

Phone Number: _____

Contact Cell Number: _____

Fax Number: _____

Email Address: _____

Signature: _____

Print Name: _____

Town Use Only- Contract Agreement

Awarded By: _____

Position: _____

Award Date: _____

Town Signature: _____

Awarded To: _____

Name (of signature): _____

Signature: _____

Date: _____

END SECTION

Schedule C – Survey Areas (Maps)

All maps must be printed on 11 x 17 paper, single sided and in colour.



0. Map Overview
1. Survey Map 1 – Harvie Heights (5.8 ha)
2. Survey Map 2 – Silvertip & Cougar Creek (34.2 ha)
3. Survey Map 3 – Rundlevieview & Quarry Lake (26.9 ha)
4. Survey Map 4 – Three Sisters & Stewart Creek (39.6 ha)
5. Survey Map 5 – Thunderstone Quarry (45.3 ha)

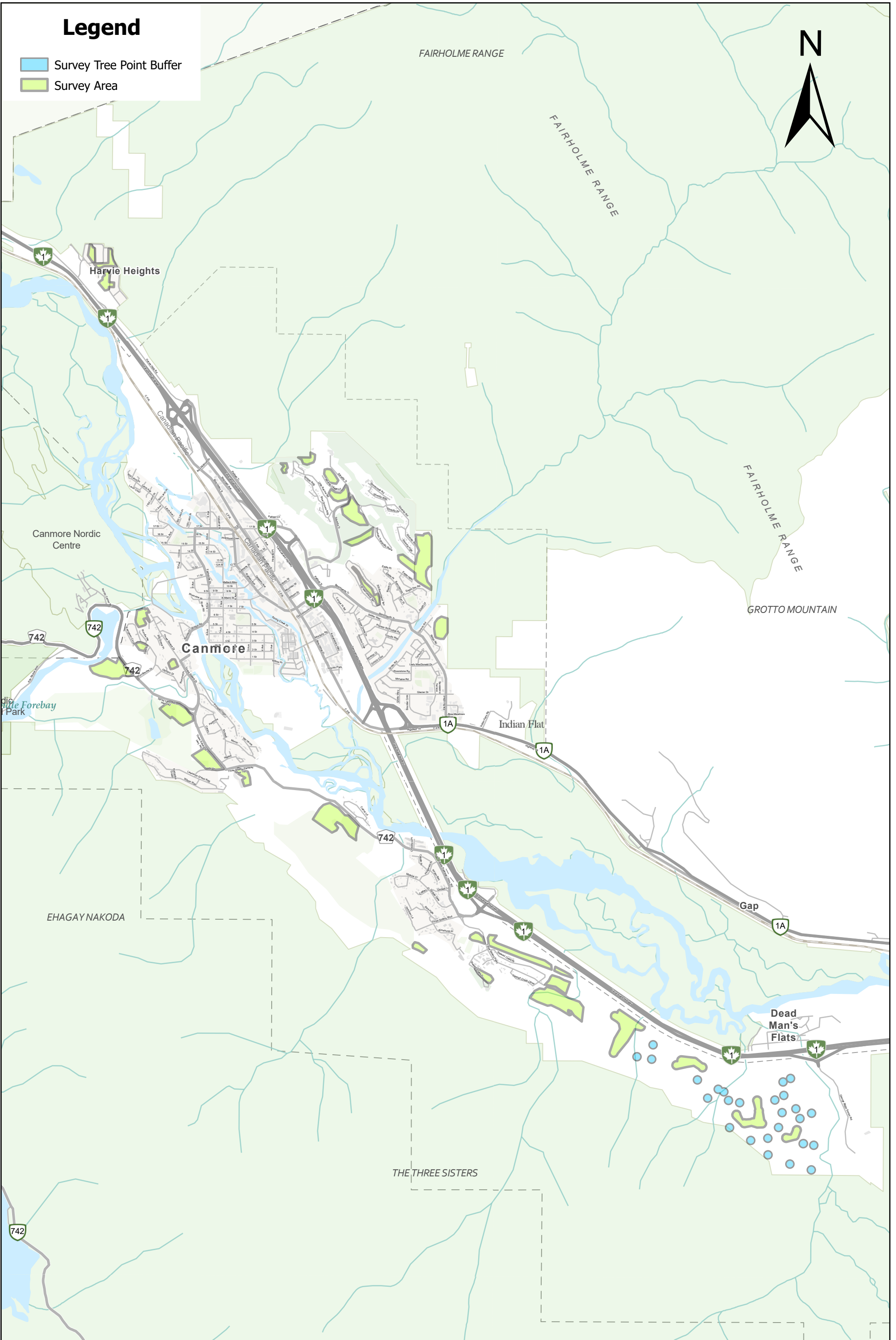
Schedule D - Appendix

1. Mountain Pine Beetle Detection and Management in Alberta Guide (revised 2020). Pages 1 - 15 Only.

END OF DOCUMENT.

Legend

-  Survey Tree Point Buffer
-  Survey Area



**2023 MPB Survey
Overview Map
151.8 Hectares**



0 500 1,000 2,000 Metres

Date: 9/1/2023 Name: MountainPineBeetle_SurveyAreas2023
Map produced by Town of Canmore GIS Services.

Legend

- Survey Tree Point Buffer
- Survey Area
- Town of Canmore Trail
- Town of Canmore Improved Pathway
- Provincial Trail
- Unofficial Trail

N



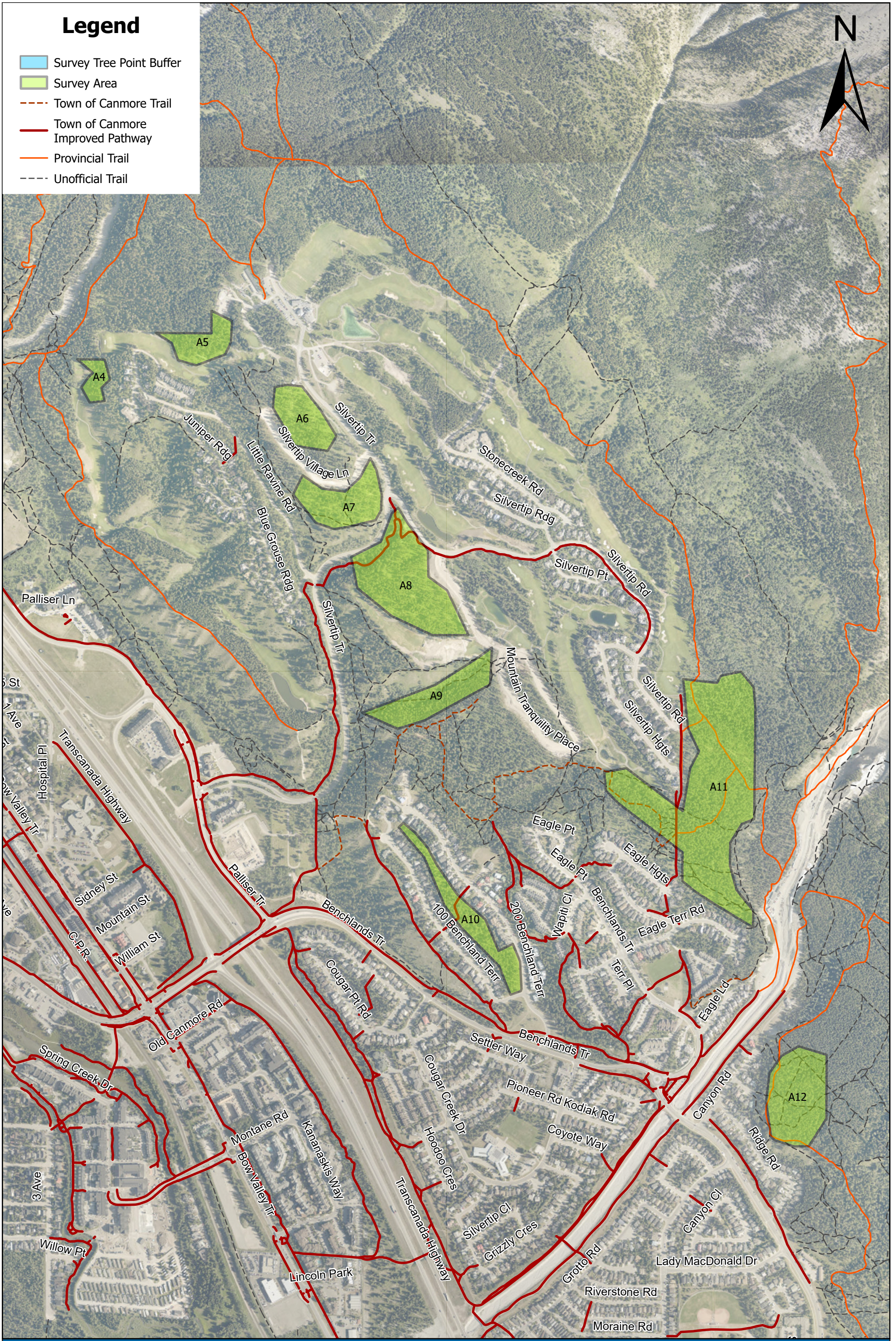
2023 MPB Survey
I. Harvie Heights
5.8 Hectares



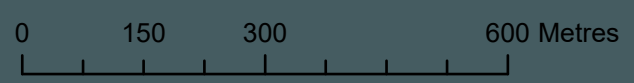
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Map produced by Town of Canmore GIS Services.

Legend

- Survey Tree Point Buffer
- Survey Area
- Town of Canmore Trail
- Town of Canmore Improved Pathway
- Provincial Trail
- Unofficial Trail



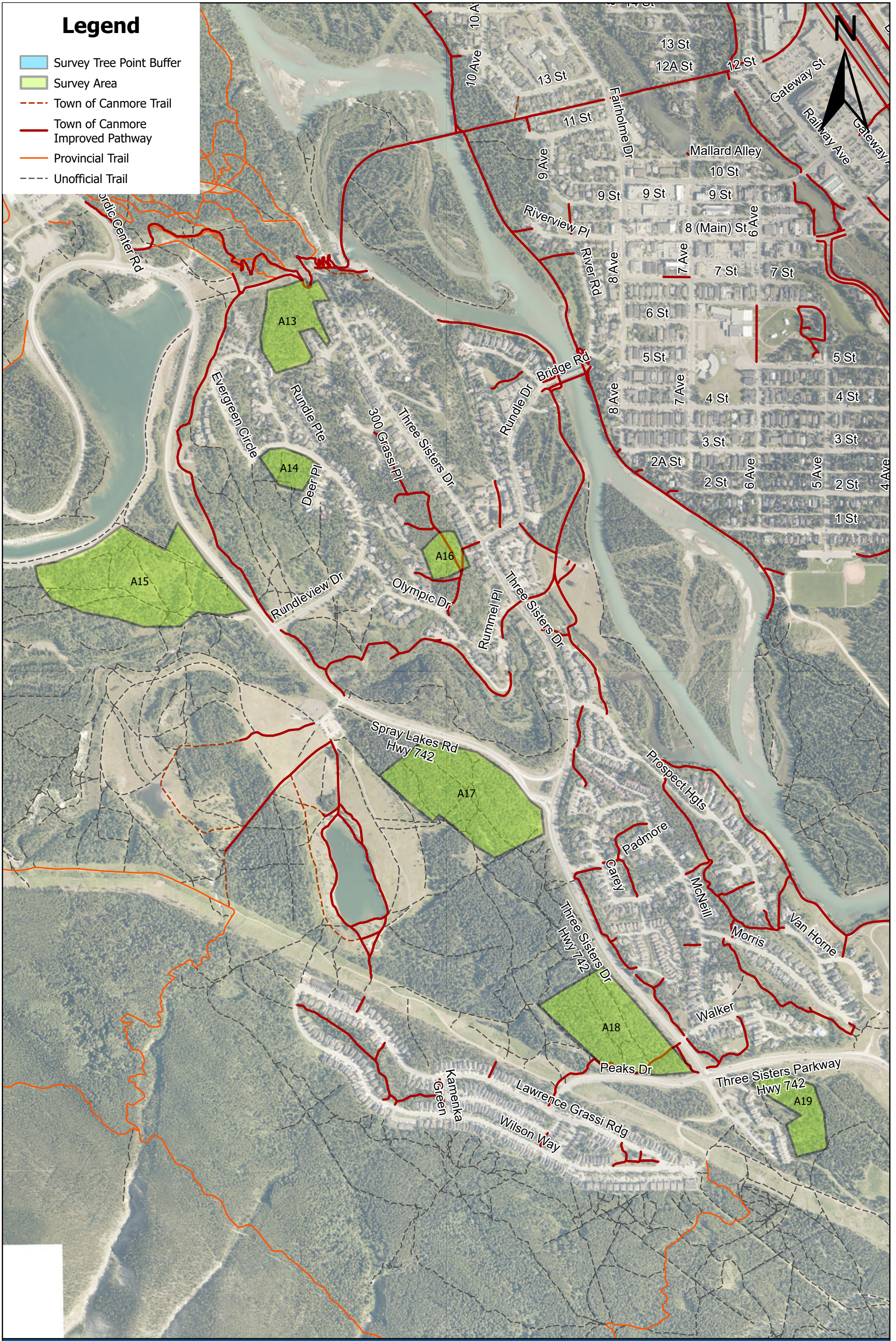
2023 MPB Survey
2. Silvertip and Cougar Creek
34.2 ha



Date: 2023-09-20 Name: MountainPineBeetle_SurveyAreas2023
Map produced by Town of Canmore GIS Services.

Legend

- Survey Tree Point Buffer
- Survey Area
- Town of Canmore Trail
- Town of Canmore Improved Pathway
- Provincial Trail
- Unofficial Trail



2023 MPB Survey
3. Rundlevue and Quarry Lake
26.9 Hectares



Date: 2023-09-20 Name: MountainPineBeetle_SurveyAreas2023
Map produced by Town of Canmore GIS Services.

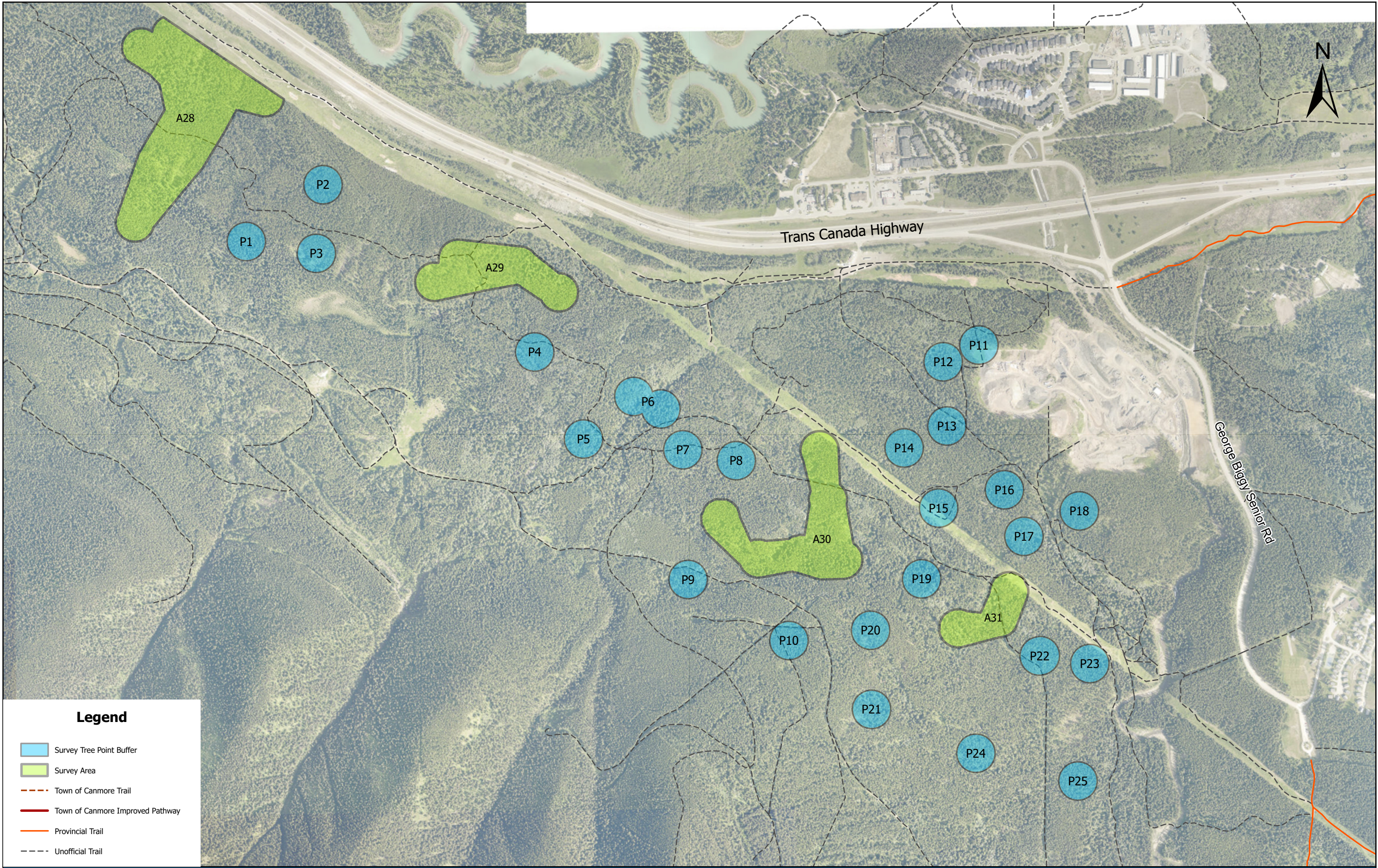
Legend

- Survey Tree Point Buffer
- Survey Area
- Town of Canmore Trail
- Town of Canmore Improved Pathway
- Provincial Trail
- Unofficial Trail









2023 MPB Survey
4. Three Sisters and Stewart Creek
39.6 Hectares

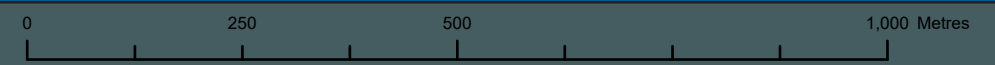




Legend

-  Survey Tree Point Buffer
-  Survey Area
-  Town of Canmore Trail
-  Town of Canmore Improved Pathway
-  Provincial Trail
-  Unofficial Trail

2023 MPB Survey
5. Thunderstone Quarry
45.3 Hectares



Date: 2023-09-20 Name: MountainPineBeetle_SurveyAreas2023
Map produced by Town of Canmore GIS Services.