

**Request for Proposal  
RFP 2025-02  
Development of Community Wildfire Resiliency Plan (CWRP)**

**1. INSTRUCTIONS TO PROPONENTS**

The District of 100 Mile House (District) invites qualified consultants to submit proposals on the development, analysis, and delivery of the Community Wildfire Resiliency Plan (CWRP). A boundary map for the District of 100 Mile House can be found in the Appendices.

Details of the scope of work and the District's objectives to which the RFP relates are set out in this document.

The District currently intends that proposals will be evaluated by the District in relation to their overall value, which will be assessed in the District's sole and absolute discretion.

No proposal will be deemed to be an irrevocable or otherwise binding legal offer by a proponent to the District.

Proposal documents are available for download on the District's website at:

<https://www.100milehouse.com> under Business and Development – Bid Opportunities.

Proposals with the Community Wildfire Resiliency Plan (CWRP) as the subject line and in PDF format can be emailed to [firesmart@100milehouse.com](mailto:firesmart@100milehouse.com) or are to be addressed and delivered to:

District of 100 Mile House  
1 - 385 Birch Avenue, PO Box 340  
100 Mile House, B.C. V0K 2E0

On or before 2:00 p.m. February 18, 2025

**1.1 Cover Letter and Signature**

The Proposal should include a cover letter summarizing your proposal and highlighting the reasons why the selection committee should select your firm for this assignment. The letter should be signed by a person authorized to legally bind the respondent to the statements made in the Request for Proposal (RFP).

## 1.2 Addenda

It is the sole responsibility of the Proponent to regularly check the District of 100 Mile House website at: <https://www.100milehouse.com> for addenda, questions/answers, and amendments related to this RFP. No amendment of any kind to the RFP is effective unless it is posted in a formal written addendum, and the District will not be responsible for ensuring any addenda has been successfully received by Proponents. Upon submitting a Proposal, Proponents will be deemed to have received notice of all addenda that are issued.

All RFP technical inquiries are to be directed in writing, by e-mail, to the Project Manager prior to 2:00 PM Wednesday, February 12, 2025.

Ryan Dugaro  
FireSmart Coordinator  
District of 100 Mile House  
[firesmart@100milehouse.com](mailto:firesmart@100milehouse.com)

## 1.3 Withdrawal of Proposals

The proponent may withdraw their proposal at any time prior to the Proposal closing date and time by submitting a written withdrawal letter or email to the named District contact.

## 1.4 Unsuccessful Vendors

The District will notify all proponents by mail or email advising whether their proposal was or was not successful; but the District will not offer debriefings to unsuccessful proponents.

## 1.5 Proposal Selection and Awarding of Contracts

- The District reserves the right to reject any proposals and to accept the proposal deemed most favourable to the interest of the District.
- The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- The District is NOT contractually bound to any matters until such time as the District has negotiated a separate contract that is totally independent of the RFP process.

## 2 PROJECT OVERVIEW

### 2.1 Community Profile

The District of 100 Mile House is in the Cariboo region in the central interior of the province. 100 Mile House has a population of approximately 1,928 and an area of 53.29 km<sup>2</sup>.

100 Mile House is the service centre hub for retail, commerce, and government services in the South Cariboo region. Prince George, about 320 kms to the north, and Kamloops, 200 kms to



the south are the nearest large urban centres, with Williams Lake only 95 km north of 100 Mile House.

As the service area hub, 100 Mile House services a large rural and recreational surrounding area with a whole range of retail services, like groceries, building supplies, automotive sales and services, professional services and much more. The primary industries of 100 Mile House include an economic dependence on forestry, tourism, and agriculture, sectors that can be at risk from wildfires.

100 Mile House was most recently impacted by major wildfires in 2020 with threats from the south and west, and 2017 with evacuations due to wildfires to the north and south-east.

## 2.2 Current Situation

The District of 100 Mile (the District) is requesting proposals from qualified and experienced consultants to develop a Community Wildfire Resiliency Plan (CWRP). Community Wildfire Resiliency Plans (CWRPs) are the next generation of Community Wildfire Protection Plans (CWPPs).

CWPPs were introduced in 2004 as part of the Strategic Wildfire Prevention Initiative and served as a primary wildfire risk reduction mechanism for British Columbia communities. To better ensure that CWPPs consistently take a comprehensive approach toward wildfire, the BC Wildfire Service (BCWS) partnered with FireSmart BC to develop a new framework for Community Wildfire Resiliency Planning. A key goal from this new planning process is to increase communities' capacity and understanding of wildfire risk by developing local CWRPs.

## 2.3 Project Area

The area for the Project is the District of 100 Mile House Wildland Urban Interface (WUI). See Section 10 Relevant Documents for the Municipal Boundary WUI Map.

## 2.4 Primary Objectives

The District of 100 Mile House is requesting the development of a Community Wildfire Resiliency Plan (CWRP).

Funding for the District CWRP is being provided via the Union of BC Municipalities (UBCM) Community Resiliency Investment (CRI) Program. The newly developed plans should integrate applicable information from the existing 2007 CWPP in accordance with the CWRP 2024 template and guidance document.

A newly developed CWRP will provide the District of 100 Mile House with a plan that defines current wildfire risks and describes the potential impacts of a large wildfire event within the community. The goal of the new CWRP is to help our communities develop a comprehensive, and science-based approach toward wildfire risk reduction that reflects local priorities and provincial goals for prevention and mitigation by ensuring that all seven FireSmart BC disciplines are well-represented in the resiliency planning process.



Refer to the 2024 Community Wildfire Resiliency Plan Template and the 2024 Community Wildfire Resiliency Plan Instruction Guide. See Section 10 Relevant Documents.

## 2.5 Project Scope/ Methodology

### *2.5.1 Project Complete According to CWRP Template and Guidelines:*

The scope of the work will be carried out for the duration of this contract. The scope of work will include but not be limited to the following:

- Consulting Services for the Development of a Community Wildfire Resiliency Plan (CWRP)
- Development of Community Wildfire Resiliency Plan
- Community Wildfire Resiliency Plans must use the 2024 Community Wildfire Resiliency Plan Template and the 2024 Community Wildfire Resiliency Plan Instruction Guide.

The successful proponent will be required to work with the District Council, Emergency Program staff, and the Community FireSmart and Resiliency Committee in the development of the District Community Wildfire Resiliency Plan.

The overall objective of the Community Wildfire Resiliency Plan is to provide a plan that defines current wildfire risk levels and provides priority recommendations for the District Council and Staff on the steps that can be taken to mitigate those risks in the future. The CWRP should align with the key provincial goals as follows:

- Increase communities' capacity and understanding of wildfire risk
- Foster greater collaboration across administrative boundaries
- Develop achievable and accountable action items

### *2.5.2 CWRP Development Process:*

Define the audiences for the CWRP for the development of the plan. The audience will be defined more broadly than "the community" or Municipality and should include the following groups: Land Resource Managers, BC Parks Area Managers, emergency responders, BCWS, neighbourhood associations, Indigenous communities, planning, public works, elected officials, businesses, and industry professionals. The resulting CWRP must have local stakeholder buy-in and local authority accountability for the implementation of the plan.

### *2.5.3 Collaborate with the Community FireSmart and Resiliency Committee:*

Collaborate with members of the Community FireSmart Resiliency Committee (CFRC) who will act in an advisory role in the development of the CWRP.

### *2.5.4 Establish Communication and Engagement Methods:*



Establish communication and engagement methods in the development of the CWRP that includes developing a schedule that includes in-person meetings or teleconferences for committee members.

#### *2.5.5 Develop a Project Charter:*

The scope of work includes the development of new Community Wildfire Resiliency Plans for the District of 100 Mile House.

Establish the goals of the CWRP based on the seven FireSmart disciplines, and ensure they align with the new CWRP guidance and meet its intended planning objectives set out by the CFRC.

The work must be completed in accordance with requirements set out by the UBCM's CRI program at <https://www.ubcm.ca/funding-programs/local-government-program-services/community-resiliency-investment/firesmart-0>

This includes the use of the 2024 Community Wildfire Resiliency (CWRP) Template and 2024 CWRP Supplemental Instruction Guide, which outlines the minimum mandatory content for a CWRP.

Documents and files from the 2007 CWPP will be made available to the successful proponent and will include CWPP hazard point forms, photos, and GIS Data.

Proponents should be familiar with the CWRP process as well as the 2021 Provincial Strategic Threat Analysis (PSTA) datasets, which are available online at the Government of British Columbia website:

<https://www2.gov.bc.ca/gov/content/safety/wildfire-status/prevention/fire-fuel-management/psta>

#### *2.5.6 Presentations:*

A minimum of three presentations regarding the Community Wildfire Resiliency Plans and recommendations will be provided to elected officials, staff and interested members of the public.

These presentations should be done on project launch, at a mid-point during the project, and upon project completion. The presentations should include necessary information for the time of presenting such as how the development process works on project launch, updates and new findings at the mid-point, or the recommendations and implementation of the CWRPs upon project completion.

#### *2.5.7 Meaningful Engagement:*

The successful proponent will be required to conduct meaningful engagement with key stakeholders such as the District staff, Fire Departments, Municipal partners, Provincial Government representatives and the public throughout the duration of this project. Regular



updates to District staff regarding the current state of the Community Wildfire Resiliency Plan being developed are required.

### 3. DELIVERABLES

The expected deliverables from the successful proponent are as follows:

- Consulting Services for the Development of a Community Wildfire Resiliency Plan (CWRP)
- Two (2) original printed copies of the Community Wildfire Resiliency Plan that cover all the topics addressed in the Scope of Work section
- Two (2) complete digital copies on a USB drive with the Community Wildfire Resiliency Plan, one in .doc and one in .pdf formats.
- Interim and draft report submissions
- Meeting minutes with the District, Steering Committee, and stakeholders
- Before conclusion of the project, all documents, including but not limited to memos, reports, photographs, videos, spreadsheets, project management information and tracking, assessments, maps compatible with the District ArcView GIS, and other documents created for the purpose of this project will be provided on a USB drive to the District of 100 Mile House.
- A minimum of three presentations regarding the CWRPs to elected officials, staff and interested members of the public (preferably one at project launch, one mid-process, and one upon completion). A preference would be for a majority of presentations to be in-person.
- All maps and spatial data as required by the 2025 UBCM CRI program
- The duration of the Contract will begin on February 25, 2025, and will remain in force until October 14, 2025.

### 4. PROJECT BUDGET

The total budget available for the entire project is capped at \$32,000 including PST, travel, and all disbursements. The Proposal must stay within the allocated budget and should include a detailed cost estimate and calculation based on the estimated hectares of eligible WUI within the project area. No additional funds are available for project overages.

### 5. ADDITIONAL SERVICES

Consultants may identify any additional work that is not specified in this Scope of Work, however, would be necessary to complete the project.

### 6. IDEAL TIMELINE

Issue Date of Request for Proposal February 3, 2025

Request for Proposal Closing February 18, 2025



Award RFP February 25, 2025

Project Initiation To be determined by Consultant & the District

Complete Public Engagement Strategy To be determined by Consultant & the District

Completion of Draft CWRP August 29, 2025 (or date mutually agreed upon)

Deadline for CWRP Completion September 30, 2025 (or date mutually agreed upon)

Final Presentation to District of 100 Mile House Council October 14, 2025

Project completion October 14, 2025

## 7. PROPOSAL SUBMISSIONS

Please follow the following format for proposal submissions:

### 7.1 Contact Information

Proponents are to provide specified contact information identifying the project manager, the primary consultant, and undertaking consultants.

### 7.2 Company Profile

Proponents are to provide information on the history of the company, its size and purpose. Proponents are to describe their team and explain why the District should retain their firm.

### 7.3 Experience

Proponents are to explain their experience developing CWRPs and working in rural British Columbia generally. Experience working with First Nations communities will also be an asset.

### 7.4 Proposal

Proponents are to include their proposed work program and the methodology used to accomplish the work plan and deliverables. At a minimum, the proponent should identify the project constraints and challenges, the sequence and timing of milestones, the respective expertise involved, their time allocation for each, and charge out rates.

### 7.5 Schedule

- Submit a schedule of key tasks and milestones with dates and sufficient detail for the Evaluation Team to assess the reasonable ability of the Proponent achieving the results in the time stated.
- Indicate when work would commence and approximately how long it would take to complete the assignment.
- Proposed start dates, progress meeting dates, milestones, other key events, and major project deliverables shall be clearly identified on the project schedule. The schedule shall identify the critical path, delineate what resources will be required, and when they will be required.
- Indicate post-project completion, support and de-brief offered.

### 7.6 Fees



Proponents are required to submit a fee proposal based upon the scope of work defined in the RFP and any adjustments recommended by the proponent.

#### 7.7 References

References from three sources on similar projects are required.

#### 7.8 Team Member Resumés included.

Resumés of team members who are actively engaged in the project are to be included.

#### 7.9 Supplementary Information

Supplementary information is not required but may be submitted.

### 8. EVALUATION PROCESS

#### 8.1 Submission Evaluation

The District of 100 Mile House will choose a consultant based upon an evaluation of the submission using the evaluation criteria below. References will be contacted for shortlisted submissions.

The following criteria will be used to evaluate all proposals:

Evaluation Criteria	Points
Experience & Qualifications	30
Approach & Engagement	30
Schedule & Workplan	20
References	10
Price & Value for Money	10
TOTAL	100

#### 8.2 Interviews

Proponents may be contacted to clarify their submission information. Shortlisted proponents may be invited to an interview to further assess suitability as part of the evaluation process.

### 9. OWNERSHIP OF PRODUCT





All documents submitted by proponents and work performed shall become the property of the District of 100 Mile House.

## 10. RELATED DOCUMENTS

2024 Community Wildfire Resiliency Plan Template

[https://firesmartbc.ca/wp-content/uploads/2022/12/07.03.24\\_LGPS\\_CRI\\_FCFS\\_2024\\_CWRP\\_TEMPLATE\\_2024-06.pdf](https://firesmartbc.ca/wp-content/uploads/2022/12/07.03.24_LGPS_CRI_FCFS_2024_CWRP_TEMPLATE_2024-06.pdf)

2024 Community Wildfire Resiliency Plan Instruction Guide

[https://firesmartbc.ca/wp-content/uploads/2022/12/LGPS\\_CRI\\_FCFS\\_2024\\_CWRP\\_Instruction\\_Guide\\_2024-06.pdf](https://firesmartbc.ca/wp-content/uploads/2022/12/LGPS_CRI_FCFS_2024_CWRP_Instruction_Guide_2024-06.pdf)

Municipal boundary WUI Map: [www.100milehouse.com/media/1626](http://www.100milehouse.com/media/1626)

Overview of FireSmart Disciplines

[https://firesmartbc.ca/wp-content/uploads/2020/04/Factsheet\\_Seven\\_FireSmart\\_Disciplines.pdf](https://firesmartbc.ca/wp-content/uploads/2020/04/Factsheet_Seven_FireSmart_Disciplines.pdf)

