

**Chinook Comfor Limited Partnership**  
**REQUEST FOR PROPOSAL (RFP)**  
**Stand Tending Surveys and Stand Tending Prescription**  
**Land Base Investment Program (LBIP)**

**CHINOOK LBIP PROJECT**

Chinook Comfor LP  
Box 969  
Burns Lake, B.C. V0J 1E0  
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**RFP ID: 2018-07-20**  
**Prepared By: Ken Nielsen**  
**Date: July 20, 2018**

REQUEST FOR PROPOSAL  
CHINOOK LBIP PROJECT  
Burns Lake, B.C.

**RFP ID:** 2018-07-20

**SUBMISSION DEADLINE:** August 17, 2018, 4:00 pm

**QUESTION SUBMISSION DEADLINE:** August 15, 2018

Questions may be submitted in written form no later than August 17, 2018, to:

**RFP Contact Name:** Ken Nielsen  
**Contact Address:** Box 969  
Burns Lake, V0J 1E0  
**Telephone Number:** 1-250-692-0630  
**Email Address:** Ken.Nielsen@chinookcomfor.ca

**INTRODUCTION**

Chinook Comfor LP invites and welcomes proposals for their Forest for Tomorrow Project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time as specified above under the "SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The bid proposal is being requested for Chinook LBIP Project which is or shall be located at Lakes TSA, Burns Lake, BC. Box 969 V0J 1E0.

**PROJECT MANAGER CONTACT INFORMATION**

For questions or information regarding Planning, contact the following individual(s):

**Name:** Ken Nielsen  
**Title:** General Manager  
**Phone:** 1-250-692-0630  
**Email:** Ken.Nielsen@chinookcomfor.ca  
**OR**

**Name:** Daniella Oake  
**Title:** Operations Manager  
**Phone:** 250-691-1271  
**Email:** [daniella.oake@chinookcomfor.ca](mailto:daniella.oake@chinookcomfor.ca)

### PROJECT OBJECTIVE

The objective and ultimate goal for this project is to collect ground data that in turn can be used to produce an extensive silviculture program.

### PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document 1. The project will consist of managing LBIP funding to complete **up to 2000 hectares** of Mountain Pine Beetle Surveys and **up to 1280 hectares** of TSM Surveys. Contractor will be responsible for full management from start to RESULTS submissions.

### SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

#### MILESTONE

**Start :**

**Last day for FIRS approval: Sept 15, 2018**

**Detailed Update:**

**Completion Date:**

#### DATE

Sept 1, 2018 (or sooner if  
agreed upon by both parties)

Nov 1, 2018

Feb 1, 2019

March 15<sup>th</sup> , 2019

### PROPOSAL BIDDING REQUIREMENTS

#### PROJECT PROPOSAL EXPECTATIONS

Chinook Comfor LP shall award the contract to the proposal that best accommodates the various project requirements. Chinook Comfor LP reserves the right to award any contract prior to the proposal deadline stated within the "Scheduled Timeline" or prior to the receipt of all proposals, award the contract to more than one Bidder, and refuse any proposal or contract without obligation to either Chinook Comfor LP or to any Bidder offering or submitting a proposal.

### **INTENT TO SUBMIT PROPOSAL**

All invited Bidders are required to submit a "Letter of Intent" no later than August 3, 2018, informing Chinook Comfor LP of their intent to either submit or decline to submit a proposal.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Chinook Comfor LP in a sealed envelope no later than 4:00 pm on August 17, 2018, for consideration in the project proposal selection process. By mail, Box 969, Burns Lake, BC V0J 1E0 or drop off at Chinooks office #37 Sampson Crescent Burns Lake, BC V0J 1E0.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals submitted by the deadline will be reviewed and evaluated based upon information provided. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

- Proposals received by the stipulated deadline in the correct format;
- Bidder's asserted performance effectiveness regarding the project objectives of Chinook Comfor LP;
- Bidder's performance history and asserted ability to timely deliver proposed services;
- Bidder's ability to provide and deliver qualified personnel who have the knowledge and skills required to effectively and efficiently execute proposed services;
- Overall cost effectiveness of the proposal;
- See attached Chinooks Tendering Policy.

Chinook Comfor LP shall reserve the right to cancel, suspend, and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

### **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

#### **Summary of Bidder Background**

- Bidder's Name(s);
- Bidder's Address;
- Bidder's Contact Information (and preferred method of communication);
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation);
- Date that the Bidder's Company was Formed;
- Description of Bidder's company in terms of size, range, and clientele as well as the types of services offered.

- Bidder's principal officers (e.g. president, chairman, vice president(s), secretary, chief operating officer, chief financial officer, general managers, etc.) and length of time each officer has performed in his/her field of expertise;
- Evidence of legal authority to conduct business (e.g. business license number);
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal;
- Organizational chart showing key personnel who would provide services to Chinook Comfor LP.

#### **Financial Information**

- State whether the Bidder, or its parent company (if any), has ever filed for bankruptcy or any form of reorganization under the Bankruptcy Code;
- State whether the Bidder, or its parent company (if any), has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

#### **Proposed Outcome**

- Summary of timeline and work to be completed.

#### **Equipment or Service**

- List any and all equipment or services required for this proposed project and the quantity of each;
- Detailed estimated cost for each piece of equipment or service;
- List any equipment or services required of a subcontractor, along with a brief explanation;
- List any accommodation, services, or space required from Chinook Comfor LP, along with a brief explanation.

#### **Cost Proposal Summary and Breakdown**

- An inclusive price **per hectare**; travel/room and board/utility vehicles;
- A detailed list of any and all expected costs related to the proposed project;

#### **Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

#### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

#### **References**

- Provide 2 references

Bidder agrees that Chinook Comfor LP may contact all submitted references to obtain any and all information regarding Bidder's performance.

**Opening of RFP**

- Bidder's are welcome to attend the opening of bids August 20, 2018 7:00 am at Chinooks office.





CONTRACT NO. :

DATE :

## **SCHEDULE AF – PRESCRIPTION DEVELOPMENT STANDARD**

### **ARTICLE 1: GENERAL STANDARDS**

#### **Definitions**

1.1 In this schedule the following words shall have the following meanings.

- (a) **“Approved Surveys Quality Inspection System” or “Approved SQI System”** means the inspection system contained in this Document or another similar system approved by the Company Designated Representative.
- (b) **“Control Area”** means an identified area no less than 1 ha. in size located within or adjacent to the prescribed area to be treated (clearly representing the target stand conditions to be treated), that will be left untreated as a control zone for future monitoring of prescribed treatment effectiveness.
- (c) **“Crew”** means one person, or two or more persons working with each other in the same Opening.
- (d) **“Crop Tree Standards”** means, in the absence of Stocking Standards, regional or district guidelines which define acceptable crop tree characteristics.
- (e) **“Forest Practices Code”** means the *Forest Practices Code of British Columbia Act*, its regulations and any amendments.
- (f) **“Forest Cover Map”** means a forest cover map provided by a Ministry of Forests’ forest district to the Contractor.
- (g) **“Minimum Stocking Standard”** means the minimum number of well-spaced trees per hectare, of preferred and acceptable species, that must be present for a stratum to be considered satisfactorily restocked or free growing.
- (h) **“Multi-Storey Stand”** means a stand with a mature or pole layer present in combination with a sapling and/or regeneration layer.
- (i) **“Opening”** means an area identified on a Forest Cover Map by an opening number.
- (j) **“Pre-stand Tending Survey”** means an assessment to collect stand attributes that are required for making an intensive silviculture prescription.
- (k) **“Reconnaissance Survey or Recce”** means a form of screening walk-through survey that can be systematic or non-systematic in nature, and involves physically walking through a stand to visually note and record characteristics found in the stand and results in a next action recommendation.
- (l) **“Stocking Standards”** means the stocking requirements per BEC site series (i.e. Minimum and Target WS /ha values of ecologically suitable species, of minimum heights) applicable to an Opening that are found either in an approved prescription or within the default Provincial Stocking Standard website – refer to Article .3.11.
- (m) **“Stratification Criteria”** means the criteria a contractor will use to stratify an opening for survey sampling and reporting purposes, as set out in these standards.
- (n) **“Stratum” or “Strata”** means, respectively, a Survey area or areas for which the boundaries are determined by the Stratification Criteria for the type of Survey referenced.

- (o) **"Survey"** means, as the context requires a reconnaissance pre-stand tending survey or a full plot pre-stand tending survey and includes the collection and analysis of field data, and all forms, maps, reports, photographs, Survey Summary and Treatment Prescriptions required by this standard.
- (p) **"Survey Map"** means a map produced according to the specifications in Article 3.
- (q) **"Survey Summary"** means a short (no more than one page) summary report from a Survey (signed by the Accredited Silviculture Surveyor), composed of the outcomes of the data compilation and an abbreviated Treatment Prescription (if a treatment is prescribed).
- (r) **"Treatment Map"** means a map produced according to the specifications in Article 3.
- (s) **"Treatment Prescription"** means a logical, biologically-sound, cost-effective recommendation, based on survey results and anticipated stand development, which specifies any future Surveys and/or silviculture treatments that are required for a Stratum, and which also specifies the year and season during which any such Survey or treatment should take place.
- (t) **"Vegetation Resources Inventory Map"** means a Vegetation Resources Inventory Map maintained by the MFLNRO or by a holder of a Tree Farm Licence or Community Forest Agreement.

1.2 Any reference in this Agreement:

- (a) to a guidebook, means a guidebook issued as a component of the Forest Practices Code; and
- (b) to a guidebook, manual or form means a guidebook, manual or form published by or for the Province and includes every amendment to them and any guidebook, manual or form published from time to time in substitution for them or replacement of them.

**Information and Materials Furnished by the Company**

1.3 The Company shall provide to the Contractor:

- (a) where they exist, the Prescriptions applicable to the Openings;
- (b) where Prescriptions do not exist, the Stocking Standards and Crop Tree Standards to be applied to the Openings; and
- (c) all other available information considered by the Company to be pertinent to the Work.

**Additional Specifications**

- 1.4 Other schedules to this Agreement or the Work Progress Plan, if one is prepared, may amend the specifications in this schedule or contain additional specifications.

**Other Schedules of the Same Name**

- 1.5 This schedule is applicable to every other schedule attached to this Agreement having in its title the word "SURVEYS."

## **ARTICLE 2: PERSONNEL**

**Crew Qualification Requirements**

2.1 The Contractor shall ensure, at minimum:

- (a) a registered professional forester (RPF) is supervising the Work,
- (b) all personnel performing the Work are familiar with the silviculture treatment options the Company considers feasible for the Work Area, and
- (c) **A registered professional forester must sign off on the prescriptions and stand assessments/recces.**

## **ARTICLE 3: STANDARDS APPLICABLE TO ALL SURVEYS**

The following standards of performance apply to every Survey.

### **General**

- 3.2 All Treatment Prescriptions must be signed and sealed by an RPF or RFT.
- 3.3 All contents and sections of this document pertaining to specific **Survey Standards, will supersede** any similar content and section procedures stated in Silviculture Survey Procedures Manual.

### **Format of Documentation**

- 3.4 Where Survey data or results are summarized or represented using computerized or other electronic means, the display, content and format of the information **must substantially duplicate** the corresponding MFLNRO forms – specifically the FS 657, 748 and 770 and its respective procedural requirements.

### **Survey Stratification Criteria**

- 3.5 Unless otherwise specified in this Standard, Work Area(s) **will be stratified as set out in** Silviculture Survey Procedures Manual - Section 3.2: Preliminary Stratification and Section 3.8.1: **Field Stratification**

### **Survey Lines and Plots (where applicable)**

- 3.6 If directed by the Company, survey lines and plots will be established using either Global Positioning System (GPS) units (preferred), or by manual chaining methods. Survey lines and plots must be identified as follows:
  - (a) For both GPS and manual chaining methods:
    - i) point of commencement (P.O.C.) must be marked with flagging tape showing the Opening number in waterproof ink;
    - ii) flagging tape must be affixed at a height of approximately 1.3 meters above each plot centre, showing in waterproof ink the plot number, date of survey, surveyors initials (if not included with the plot number);
    - iii) flagging tape must be affixed to the ground at all plot centers;
  - (b) If a GPS is being used, plot centre UTM Coordinates must be provided;
  - (c) If a manual chaining method is being used:
    - i) survey baseline (if established) and all strip lines must marked with flagging tape showing the baseline and strip line number in waterproof ink;
    - ii) all plot centre flagging tape affixed at 1.3 meters must have the bearing and distance to the next plot written in waterproof ink.

### **Site Index (SI) Methodology**

- 3.7 Site index must be collected following the procedural guidelines outlined in Land Management Handbook 12 - Selecting a Method to Estimate Site Index 2006: Selecting a Method to Estimate Site Index, 2006.
- 3.8 The following is a site index hierarchy process applicable to Ministry treatment objectives and Stratum conditions:
1. First if possible, use of the growth intercept (GI) method is most recommended. Tally site index for the current dominant/co-dominant species of the leading species in the Stratum of the largest diameter, with a **minimum of 3 samples per Stratum**. If a leading species growth intercept cannot be collected, a secondary species will be collected (if possible), again from dominant/co-dominants, and converted for the leading species site index. Data should be collected from non-understorey or nonsuppressed trees.
  2. Second, if the growth intercept method cannot be used, the second choice is via Site Index by BEC (SIBEC) second approximation data for the appropriate species (usually denoted by a sample size, standard error and decimal site index in the SIBEC table); or
  3. Third, the choice would be via SIBEC first approximation data for the appropriate species (usually denoted by no sample size, no standard error and whole number site index in the SIBEC table). SIBEC tables for all BEC subzones/site series by species, by old Forest Service Regions, are available at SIBEC link.

### **Access**

- 3.9 Current access and required access improvement notes shall be collected during all Surveys and documented/summarized in the Treatment Prescription.

### **Forest Cover Inventory Label**

- 3.10 All Surveys must produce a complete updated forest cover inventory label for each Stratum, as specified in the Silviculture Survey Procedures Manual and the RESULTS Information Submission Specification - Government Submission. If a Recce Survey is performed and no treatment is recommended, and there is a current (within the last 5 years) FG survey forest cover inventory label in RESULTS that still best describes the stand attributes, then there is no requirement to update the forest cover label.

### **Silviculture Label Requirement Criteria**

- 3.11 An estimate of the updated Silviculture Label is only required for each Stratum that recommends a stand treatment (based on the ocular estimate of qualified surveyors and not measured plot data). Label content is specified in the RESULTS Information Submission Specification - Government Submission. The intent of this label is to document the base silvicultural composition that is present, relative to the prescribed treatment plan and desired composition. As well, if the prescribed stands are not funded for

treatment, a complete silviculture label would be valuable information for future redesign of treatment plans.

The Stocking Standards applicable in order to determine the Well Spaced (WS) and Free Growing (FG) stems within the Silviculture Label will follow the hierarchy of locating the appropriate standards:

1. From an existing and most current approved Site Plan, Silviculture Prescription, PHSP or previous Survey or Prescription containing complete Stocking Standards.
2. If none of the above documents are available, the Stocking Standards for the Openings' site series will be used as listed in the Default Stocking Standards for all BEC subzones in the province at the Stocking Standards Website.

### **Recommendations**

- 3.12 Subject to the outcome of a Survey, Treatment Prescriptions must be developed in accordance with:
- a) the procedures in the Silviculture Survey Procedures Manual; and
  - b) any previous Treatment Prescriptions for the Opening, if one exists

### **Survey and Treatment Maps**

- 3.13 Survey and Treatment Maps must:
- a) be submitted in accordance with the RESULTS Information Submission Specification - Government Submission in **Chapter 6 for use in RESULTS submissions**; and
  - b) the two maps can be combined into one Survey and Treatment map if directed by the Company Designated Representative.

### **Survey Maps - Additional Requirements**

- 3.14 In addition to the requirements of Article 3.13, Survey Maps must also show:
- a) the type of Survey;
  - b) biogeoclimatic (BEC) classification from the subzone to the site series level;
  - c) Opening and Strata area;
  - d) Inventory label;
  - e) points of commencement of the survey;
  - f) plot centers numbered at least every fifth plot
  - g) (optional) survey lines and direction travelled; and
  - h) photograph(s) representing the statum.

### **Treatment Maps - Additional Requirements**

- 3.15 Treatment Maps must show:
- a) biogeoclimatic (BEC) classification from the subzone to the site series level;
  - b) Opening and Strata area;

- c) inventory and silviculture label (including either well spaced [WS] or free growing [FG] per Stratum);
- d) treatment unit boundaries (treatable areas) and identifiers;
- e) (optional) if suitable treatment Control Area is identified (minimum 1 ha. untreated);
- f) abbreviated Treatment Prescription Recommendations; and
- g) gross and net treatment area.

## **ARTICLE 4: RECONNAISSANCE (RECCE) PRE-STAND TENDING GROUND SURVEY STANDARDS**

### **General**

- 4.1 An initial reconnaissance (Recce) of a Stratum is a form of screening walk-through survey. The Recce will be either systematic or non-systematic in nature, and will involve physically walking through a Stratum to visually record information (either with or without plot data collection) as defined in this standard. A small number of sample plots may be established (Article 4.5 to 4.7), but specified information (Article 4.4) must be collected to further define the characteristics of the Stratum and recommend the next course of action.

### **Recce Procedures**

- 4.2 It is recommended that the Recce be performed on a transect basis so that the whole Stratum is covered. A transect can be established either on a predetermined basis or via a random walkthrough. The resultant Recce transect location will be rough mapped or GPSed.
- 4.3 Pre-stratification is recommended prior to performing the Recce in order to identify homogeneous Strata for sampling. This can be performed at a coarser (multi-Opening) scale than normally performed for a full silviculture survey scale. Photos, images and maps, and / or aerial overviews (i.e. by helicopter) are recommended in this pre-stratification procedure. Stratification criteria must follow the procedures included in Article 3.5.

### **Non-Plot Recce Information**

- 4.4 Non-plot measurements/observations collected during the Recce and in-between plots (if established) include:
- a) BEC classification from the subzone to the site series level;
  - b) Forest health factors/damage agents (where applicable);
  - c) Site index using SIBEC
  - d) Delineation of stratum boundaries.
  - e) Densities and range of dbh of total stems by species;
  - f) Impeding broadleaf brush issues; and
  - g) photograph(s) representing the stratum;

### **(optional) Recce Sample Plot Procedure and Information (if required)**

- 4.5 Plots should be established "representatively" as per the representative sampling methodology outlined in the *Silviculture Survey Procedures Manual*.
- 4.6 Number of plots required are:
- a) a minimum of 1 plot should be established for every 10 hectare(s) – or portion thereof, with a minimum of 3 plots in total.

- b) a minimum of 5 plots should be established in any Stratum which is recommended for a Treatment Prescription, and any Stratum where a change to the inventory label is being recommended.
- 4.7 The following data shall be recorded at each Recce sample plot in addition to the data requirements of Article 3 and 5 of this standard (except for Article 5.1 - Sampling Intensity):
- a) tally the number of crop trees and total trees by species, and dbh classes (increments of 2-3 cm) in a 3.99m plot or 5.64 m plot (at the surveyor's discretion);
  - b) Where a spacing treatment is to be recommended based on the recce only, record live crown ratio, height to live crown from a minimum of 3 sample trees and site index from at least 3 plots per stratum. Data collected should be sufficient to meet the requirements of Article 6.4.
  - c) take photograph(s) representing the Stratum.

#### **Next Course of Action Recommendation**

- 4.8 Upon completion of the Recce and/or Recce sample plot establishment, and the compilation of the data collected, there will be a recommended next course of action included in the Survey Summary. The categories are either:
- a) **Re-assess** - Do another Recce in the future and recommend a date of reassessment. May also recommend a different survey such as plantability for NSR, brushing and weeding or forest health assessments. (For example: Significant elk damage, stratum is NSR, recommend a plantability survey April 2013).
  - b) **Leave as is** - No treatment or further assessment required (For example: Insufficient density or non -priority species to support a juvenile spacing treatment);
  - c) **Conduct a full survey** - Recommend a full survey and plot intensity. (For example: Initial recce of strata indicate a great deal of variability in levels and distribution of densities and therefore it's very difficult to accurately describe the Stratum with a walk-through and limited plot establishment); **or**
  - d) **Develop a Treatment Prescription** - Includes primarily a juvenile spacing treatment. (For example: In Strata which are uniformly over dense and meet the selection criteria easily everywhere in the Stratum, it would be redundant to do a full survey, as Recce observations and possible Recce plots have provided enough information. Collection of current access and required access improvements are required, as outlined in Article 3.9).

## **ARTICLE 5: PRE-STAND TENDING PLOT SURVEY STANDARDS**

### **General**

#### **Full Pre-stand Tending Survey Sampling Plot Intensity**

- 5.1 The sampling design and intensity will be driven by the degree of variability and complexity found in the Stratum during the Recce. Increased Stratum variability and complexity typically will require more sampling. Plot intensity will range from 1 plot/(insertion ~2 )ha to 1 plot/ /(insertion ~10 )ha. A minimum of 5 plots/Stratum is required. Regardless of the plot intensity, the surveyor must ensure that their plot locations provide uniform coverage of the Stratum. This process will help ensure the plot data is representative of the whole Stratum.

#### **Plot Data Collection and Tally of TT and TC Trees**

- 5.2 The following defines the procedure for data collection at each plot – unless a different frequency is identified per data point:
- a) Tally the number of crop trees and total trees by species, and dbh classes (increments of 2-3 cm) up to 15 cm in a 3.99m plot or 5.64 m plot (at the surveyor's discretion);

- b) Measure one sample crop tree - average dominant or co-dominant (and one suppressed per sample tree plot for Interior Strata) - record dbh, live crown ratio, height to live crown; total height, and breast height age for a minimum of 5 plots per stratum or every second plot, to a maximum of 10 samples per stratum;
- c) Tally broadleaf competition, including alder, maple, willow, cottonwood, bitter cherry, birch and /or aspen by densities by species and dbh class, number of coppices and stems per coppice, and height to live limbs;
- d) Estimate and record site index using the methods and minimum plot frequency described in Articles 3.7 and 3.8 to a maximum of 10 samples per stratum;
- e) Record forest health factors/damage agents (where applicable);
- f) Record presence of danger trees and requirements for danger tree assessments;
- g) Where alder, maple or cottonwood are considered crop trees, data collection will include all data for Articles 5.2, excluding section c); and,
- h) Tally or record other factors/observations that may affect treatment operations as per criteria defined by the Company Designated Representative, i.e., numbers of ghost cedar trees and/or western white pine, whips to be cut, and/or brush issues (as outlined in Article 8).

#### **Supportive Photography**

- 5.3 Colour photographs maybe taken showing representative views of any Stratum requiring detailed explanations of complex or unique conditions observed by the surveyor.

### **ARTICLE 6: ACCEPTANCE BY THE COMPANY**

#### **Method of the Company's Inspection**

- 5.1 The Company may review the Survey information to determine if it has been completed in compliance with the provisions of this Agreement.
- 5.2 If the review of the Survey information reveals that the Contractor's Work is unsatisfactory, the Company shall:
- (a) return the Survey or the unsatisfactory portion of the Survey to the Contractor, specifying the fault and a deadline by which the fault must be corrected; or
  - (b) at the sole discretion of the Company correct the unsatisfactory Work.
- 5.3 If, upon submission or re-submission, the Survey information is determined satisfactory, the Company may conduct a reconnaissance of a portion of the payment area to carry out a field assessment of the Quality of Work.
- 5.4 If the reconnaissance reveals that the Contractor's Work is unsatisfactory, the Company shall notify the Contractor and specify the fault. The Company may require the Contractor to re-Survey an area within a specified deadline or, at its sole discretion, take actions necessary to correct the unsatisfactory Work.
- 5.5 If the Contractor disputes a determination of the Company of unsatisfactory Survey Work, the Parties shall follow the dispute resolution procedures specified in this Agreement to resolve the matter.
- 5.6 The Company may request the Contractor provide it with any information related to a Survey which was not previously submitted with the Survey, and the Contractor shall supply the information within a reasonable time period.

#### **Unsatisfactory Work Quality Defined**

- 5.7 For the purpose of this schedule, "Unsatisfactory Work Quality" means instances where:
- (a) the Contractor incorrectly identifies the biogeoclimatic zone, sub-zone, site series (ecosystem association) for a Stratum;



- (b) the Contractor incorrectly identifies preferred or acceptable tree species as permitted under the stocking standards for the Stratum;
- (c) the Contractor incorrectly identifies the order of the leading species and secondary species in the inventory label for a Stratum;
- (d) the Contractor makes errors in measurement that exceed the allowable errors specified in this Agreement;
- (e) the Contractor declares the incorrect stocking status for a Stratum (e.g., an SR stand declared as NSR);
- (f) the Contractor fails to stratify an Opening according to the Stratification Criteria;
- (g) the Company checks the results of actual plots and lines established by the Contractor in an Opening, and determines that there is a difference of more than 10% between the Contractor's and the Company's tally in any one of the following total counts of
  - i) well-spaced trees by species,
  - ii) free-growing trees,
- (h) the Company determines that there is a difference of more than 20% between the Contractor's and the Company's assessment in the total trees from the results of actual plots established by the Contractor in a Stratum;
- (i) the Company conducts an independent Survey within a Stratum and determines that (at the 95% confidence level) the Contractor's and the Company's estimates of the number of well-spaced or free-growing trees are drawn from different populations;
- (j) the Contractor fails to report a brush hazard that will, in the opinion of the Company, prevent the stand from attaining a free growing condition within the time specified in the standards;
- (k) the Contractor fails to report any pest, pest damage, disease, disease damage or other physical damage which is present in the Opening; or
- (l) the Contractor submits field cards, reports, maps or summaries that are illegible.

## **ARTICLE 7: PAYMENT**

### **Basic Payment**

- 6.1 The Company shall pay the full Basic Payment less a holdback which will be retained for 40 days or until all outstanding sums or assessments have been paid, provided all required Surveys have been submitted to its satisfaction, or the Contractor has given the Company acceptable reasons for not surveying all or part of an Opening, in which latter case the Company shall reduce the Basic Payment by an amount appropriate to the area not surveyed.
- 6.2 In no case shall the Company pay more than 100% of the Basic Payment.

### **Reductions to Basic Payment**

- 6.3 The Company may reduce the Basic Payment:
  - (a) where the conditions for full Basic Payment as set out above have not been met, by an amount proportional to the Work that was not satisfactorily performed; or
  - (b) where the Company has corrected unsatisfactory Survey Work, by an additional amount determined by the Company to be the cost of correcting the Work

## **ARTICLE 8: SUBMISSION INTO RESULTS**

### **General**

- 7.1 The Contractor must submit completed survey data, prescribed planning activities (where applicable), forest cover polygon data, inventory label data, silviculture label data (where applicable), attachments

such as photos (where applicable) and digital maps into RESULTS using Electronic Submission Framework (EZLink or CENGEA) or online submission (whichever is applicable).

#### **Data Entry Standards**

- 7.2 All data must be entered into RESULTS in accordance with the FFT Standards for RESULTS Submissions. This standard describes the process of creating new Openings and provides a link to the Provincial Standard for RESULTS submissions - "RESULTS Information Submission Specifications for Government Funded Silviculture Activities" and "Silviculture Information Submission Guidebook".

#### **RESULTS Quality Management**

7.3 For the purposes of quality management, the Contractor must submit tabular and spatial data for 5 (five) Openings into RESULTS by a deadline specified by the Company Designated Representative. Following this initial submission, the Contractor will periodically provide to the Company Designated Representative, a list of Openings that have been successfully submitted into RESULTS.

### **ARTICLE 9: OTHER CONDITIONS**

- 8.1 The field season for surveys should be scheduled to adequately evaluate brush hazard and hard pine stem rust infestation levels, as applicable.
- 8.2 A registered professional forester (RPF) is to supervise all Work. This person will sign off survey summaries where stocking status is being determined, stocking or treatment recommendations are being made, or treatments are being proposed; indicating that the survey complies with the requirements of this schedule and the recommendations being made are of a professional nature.

### **ARTICLE 10: QUALITY INSPECTION**

#### **Quality Inspection - General**

- 9.1 Unless otherwise specified by a Company Designated Representative, the methodology given in this Article shall form the basis for the Approved Surveys Quality Inspection System. The Approved SQI System will involve potentially two parties: at least a representative of the company and potentially a second as the Inspector.

#### **Method of Inspection**

- 9.2 If the Deliverables contain all of the required elements and are deemed satisfactory, the Company Representative / Inspector shall conduct a reconnaissance of the Payment Area to carry out a preliminary assessment of the quality of the Work.
- 9.3 If, after any reconnaissance, the Company Representative / Inspector decides, in their discretion, to conduct field inspections of the corresponding Payment Area, they shall inspect 10% or more of the Payment Area to determine compliance with the terms and conditions of this Agreement.
- 9.4 The Company Representative will provide the Contractor with a copy of the inspection of the Deliverables and the preliminary assessment, and/or field inspection within 14 working days of the date of the inspection so that the Contractor is notified in a timely manner as to:
- (a) whether to proceed to the next activity or phase of Work; and/or
  - (b) any deficiencies or non-compliance with the Agreement.

#### **Field Inspection**

- 9.5 The Company Representative / Inspector shall conduct field inspections by checking, at their discretion, the results of all plots and lines established by the Contractor on a portion of the Payment Area or by establishing an independent survey of some of the Strata within the Payment Area.

- 9.6 Where the Company Representative / Inspector checks the results of actual plots established by the Contractor in an Opening, they shall inspect the greater of ten (10) plots established or 10% of plots established, and the Company shall assess and compare the data it obtains with that collected by the Contractor for the same plots.

#### **Provision of Field Maps**

- 9.7 The Company Representative may request that the Contractor provide them with copies of Survey cards and field maps for any Stratum surveyed, and the Contractor shall supply the copies within a reasonable time period as agreed to by the Company Representative.

#### **Satisfactory Work Quality Defined**

- 9.8 The Company Representative / Inspector must examine the data to the extent necessary to determine that the Survey has been undertaken and reported in accordance with this Standard, and specifically may determine a Survey to be satisfactory when:
- a. an Opening is correctly stratified according to the Stratification Criteria;
  - b. the Survey correctly identifies for a Stratum:
    - i. the Biogeoclimatic zone, sub-zone, and site series,
    - ii. the order of the leading and secondary species in the inventory label, and
    - iii. any pest, pest damage, disease, disease damage or other physical damage;
  - c. a field check finds a difference of no more than 10% between the Survey and the Company Designated Representative's / Inspector's tally in any data collected in Article 4 and 5;
  - d. field cards, reports, maps or summaries are legible, and are completed in accordance with this Standard, and;
  - e. the Deliverables are complete and contain no errors, omissions or false statements. Approval of Payment from Inspection
- 9.9 The Company Designated Representative shall approve payment for any Payment Area where the Contractor has, in the sole opinion of the Designated Representative, satisfactorily completed and submitted all Deliverables and Silviculture Treatment Recommendations required for the Payment Area to the Standards of this document. The Designated Representative may approve partial payment for achievement of specified milestones as set out in the Work Progress Plan.
- 9.10 The Company Designated Representative will recommend the following action on a per Opening basis, for Work pertaining to all Surveys that are determined unsatisfactory due to noncompliance of the criteria identified in Article 9.8:
- a. the Company Designated Representative shall promptly notify the Contractor, and
  - b. the notice shall:
    - i. specify the fault, give the Contractor a deadline for compliance, and specify if the Company Designated Representative wishes to exercise their option to require the Contractor to rework the unsatisfactory Work; or,
    - ii. specify the fault, indicate that the Company Designated Representative will exercise the option to correct the unsatisfactory Work, and deduct from payment all direct and indirect costs incurred for correcting the unsatisfactory Work.

If the Contractor fails to comply by the specified deadline for compliance, or if any inspection of further Work indicates that Work is again unsatisfactory, the Company Designated Representative will recommend no payment per Opening basis, for Work pertaining to all Surveys.

INITIALS	INITIALS
(CONTRACTOR)	(COMPANY)



## CHINOOK COMFOR LTD. HEALTH & SAFETY POLICY # 2017-11-15

**Document Status:** Final

**Document Date:** Nov 15, 2017

**Lead Author(s):** Work Safe Companies

**Approved by:** Chinook Comfor Board of Directors

**Date for Review:** February 2018

### Record of Policy Review:

<i><b>Date Policy was Issued</b></i>	<i><b>Date of Review</b></i>	<i><b>Reason for Review</b></i>	<i><b>Lead Reviewer</b></i>	<i><b>Additional Comments</b></i>
(month, yr)	(month, yr)	(eg. changes to legislation)	(name)	(eg. Details of new legislation)

### Health and Safety Policy

CHINOOK COMFOR LP

*(name of business)*

wants its workplace to be a healthy and safe workplace that meets all legal and regulatory requirements. To achieve this, our company will establish, maintain and continually improve a health and safety program designed to prevent injuries and disease. Safety is good business. Well planned work; qualified employees; and well-maintained equipment, will all add up to meet our safety, production, quality and environment goals.

Our company is responsible for providing workers with adequate instruction in health and safety and for addressing unsafe situations in a timely, effective manner. All workers and contractors are required to work safely and to know and follow our company guidelines for safe work procedures.

Workers have general responsibilities for their own health and safety and that of other persons. In addition, they have the responsibility to refuse unsafe work. Discriminatory action will not be taken against them for refusing to do unsafe work. Employees will be encouraged to contribute to the company health and safety program.

Owner or President: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Employer's responsibilities include:**

- Establishing the health and safety program
- Continually adjusting components of the safety program as determined by audit/investigations/etc.
- Conducting an annual review in of each year in \_\_\_\_\_ (month)
- Training supervisors
- Providing a safe and healthy work environment.

**Supervisor's<sup>1</sup> responsibilities include:**

- Directing and controlling workplace activity to ensure the health and safety of all workers
- Providing a health and safety orientation to new workers
- Providing ongoing training to workers
- Taking part in inspections and investigations
- Reporting any safety or health hazards
- Correcting unsafe acts and conditions.

**Workers' responsibilities include:**

- Learning and following safe work procedures
- Correcting hazards or reporting them to supervisors
- Reporting injuries, close calls/near misses and property damage to supervisors
- Participating in inspections and investigations where appropriate
- Using personal protective equipment where required
- Helping to create a safe workplace by recommending ways to improve the health and safety program.

<sup>1</sup> A supervisor is defined in the Occupational Health and Safety Regulation as "a person who instructs, directs and controls workers in the performance of their duties." Any person regardless of title who meets this definition even temporarily has the responsibilities of a supervisor for the workers under their control.



## CHINOOK COMFOR LTD. DISCIPLINE POLICY # 2017-11-15

**Document Status:** Final

**Document Date:** Nov 15, 2017

**Lead Author(s):** Work Safe Companies

**Approved by:** Chinook Comfor Board of Directors

**Date for Review:** February 2018

### Record of Policy Review:

<i><b>Date Policy was Issued</b></i>	<i><b>Date of Review</b></i>	<i><b>Reason for Review</b></i>	<i><b>Lead Reviewer</b></i>	<i><b>Additional Comments</b></i>
(month, yr)	(month, yr)	(eg. changes to legislation)	(name)	(eg. Details of new legislation)

## Discipline Policy

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**Reference:** Workers Compensation Act, Section 116 General Duties of Workers and Section 117 General Duties of Supervisors (see also G-D3-116 Orders to Workers)

All employees (including managers and supervisors) are expected to behave in a respectful manner.

If discipline is needed, or after coaching or education was unsuccessful, a system of progressive steps will be applied. Our expectation is that the employee's performance, behaviour or conduct will change to acceptable standards in the early stages of the process.

Managers and supervisors will record all instances where progressive discipline steps have been used.





All records, or copies of records, will be filed in a worker's file located [ ]. Discipline records are confidential. A worker is allowed to see their discipline record.

### **Progressive Discipline**

Step 1 – *Verbal Warning*

Step 2 – *Documented Warning* and Letter of Reprimand and/or suspension

Step 3 – *Termination*

### **Serious Infractions**

Some infractions are of such a serious nature that a single incident may be grounds for immediate termination. Examples are:

- Falsification of employment applications, production reports, timesheets or other records.
- Possessing, using or being under the influence of intoxicants or narcotics on the job.
- Theft of property.
- Causing damage to employee, company, client or contractor property or reputation.
- Engaging in conduct that endangers fellow employees.
- Gross insubordination.
- Major safety violations.
- Flagrant violations of the law or regulation
- [company content here]

A copy of this policy will be [posted in the shop] and given to each employee during their orientation.

The policy will be reviewed periodically and any changes will be communicated to all employees.