

October 6, 2026

Request for Proposal

District of Stewart Log Sort Foreshore Cleanup and Environmental Mitigation Works

1 PROJECT OVERVIEW

The District of Stewart (Owner) is seeking proposals from qualified contractors to perform environmental remediation, cleanup, disposal, and mitigation works at the Stewart Log Sort facility located on District Lot 2999, Cassiar District, Stewart, British Columbia.

The Work is being undertaken in response to accumulations and discharges of bark, woody debris, sediment, and suspended solids associated with historical and ongoing log-handling and skidway operations at the facility. The project objectives are to remove deleterious materials from the site, prevent further migration into Portland Canal, and install the infrastructure and establish the procedures necessary to maintain compliance with applicable environmental requirements.

The owner will attend the site as required to assess compliance with applicable environmental requirements, review the installation and effectiveness of environmental protection measures, observe activities that could affect the marine, intertidal, or foreshore environment, and document site conditions and performance. The owner may require corrective actions, additional controls, or temporary suspension of activities where an environmental concern or potential non-compliance is identified. The Contractor shall cooperate with the Owner's representative, provide safe and reasonable access to work areas and relevant records, promptly implement directions issued by the Owner, and remain fully responsible for carrying out the Work in accordance with the Contract and its accepted environmental plans.



2 CONTACTS

Owner Contact — Chief Administrative Officer

Tarra Barker, Chief Administrative Officer

District of Stewart

705 Brightwell Street, Stewart, BC

Phone: (250) 636-2251

Email: cao@districtofstewart.com

Contract Administrator

Christian Mundhenk, Project Manager

Allnorth Consultants Limited

5430 Highway 16 West, Terrace, BC

Phone: (778) 505-2555

Email: cmundhenk@allnorth.com

3 SITE VISIT

Mandatory Site Meeting: October 13, 2026;

Time: 11:30 a.m. PDT

Location: Stewart Log Sort facility, District Lot 2999, Cassiar District, Stewart, British Columbia; meeting point to be confirmed by written addendum.

Question Deadline: October 16, 2026

- Proponents wishing to attend shall notify the contract administrator in advance through the Owner's designated contact and attend only at a mutually agreed date and time.
- All attendees shall comply with site access, orientation, personal protective equipment, and health and safety requirements and shall remain within authorized areas.
- Attendance is at the proponent's own cost and risk. The Owner will not reimburse travel, accommodation, or other expenses associated with a visit.
- Questions arising from a visit shall be submitted through the formal RFP inquiry process. Verbal statements made during a visit are not binding unless confirmed by written addendum.
- Submission of a proposal constitutes acknowledgment that the proponent has satisfied itself as to the site conditions and has included all related costs, risks, and constraints in its proposal.
- All questions concerning this RFP shall be submitted by email to the Contract Administrator. Questions must be received by the inquiry deadline stated in the



procurement schedule. Responses that affect the RFP will be issued by written addendum. Oral explanations or interpretations are not binding.

4 CONTRACT FORM

The Contract shall be based upon:

- CCDC 2 – 2020 Stipulated Price Contract.
- Supplementary Conditions issued by the District of Stewart.
- Contractor's submitted lump sum price.
- This Scope of Work and all issued addenda.

The Contractor shall provide all labour, supervision, equipment, materials, environmental controls, transportation, permits required for construction activities, disposal, and incidentals necessary to complete the Work.

5 CHANGE MANAGEMENT

No change to the Contract shall proceed without prior written authorization from the Owner through a Change Order, Change Directive, or Supplemental Instruction, as applicable under the Contract. Directions from the Contract Administrator, or other representatives do not authorize additional cost or time unless incorporated into the applicable written contract instrument.

6 SCOPE OF WORK

The Contractor shall provide all labour, supervision, equipment, materials, environmental controls, transportation, testing, permits and approvals assigned to the Contractor, waste characterization, disposal fees, and incidentals necessary to complete the Work for the stipulated lump sum price, except for items expressly identified in the Contract as being supplied or paid for by the Owner.

7 SITE INVESTIGATION

The Contractor shall estimate the quantities of material requiring removal for the purpose of preparing its proposal. Quantities identified by the Contractor are estimates only and shall be verified during the Work in accordance with the Contract requirements for concealed or unknown conditions.

- Confirm existing site conditions.
- Survey and delineate areas impacted by bark accumulations, woody debris, sediment, and suspended solids.
- Estimate material quantities requiring removal.
- Identify access limitations and required equipment.

8 ENVIRONMENTAL CLEANUP

The Contractor shall remove and dispose of:

- Bark accumulations.
- Fine woody debris.
- Coarse woody debris.
- Wood fibre deposits.
- Sediment deposits.
- Floating debris.
- Other deleterious materials associated with log handling activities.
- Cleanup areas shall include:
 - All skidway structures.
 - Areas beneath skidways.
 - Adjacent shoreline.
 - Intertidal areas.
 - Foreshore areas affected by debris deposition.
 - Recovered materials shall be transported and disposed of at approved facilities.

9 SEDIMENT AND DEBRIS RECOVERY

The Contractor shall:

- Recover bark and sediment trapped within the skidway structures.
- Recover deposited bark and woody debris from the foreshore.
- Minimize sediment disturbance during removal operations.
- Prevent re-release of accumulated material into the marine environment.



10 CONTAINMENT AND ENVIRONMENTAL PROTECTION

The Contractor shall supply, install, maintain, and remove environmental protection measures including:

- Turbidity curtains.
- Floating debris booms.
- Sediment containment systems.
- Spill response equipment.
- Erosion and sediment control measures.

Environmental controls shall remain functional throughout the duration of the Work.

11 DISPOSAL

The Contractor shall:

- Characterize waste as required.
- Transport and dispose of materials at authorized facilities.
- Maintain chain-of-custody documentation.
- Maintain disposal receipts.
- Track and report quantities removed.

12 SITE RESTORATION

Upon completion of cleanup activities the Contractor shall:

- Remove temporary controls.
- Restore disturbed work areas.
- Remove residual waste material.
- Leave the site in a clean and stable condition.

13 CONTRACTOR SUBMITTALS

The following documents shall be submitted and approved prior to commencement of any field work.

13.1 Health and Safety Plan

The Contractor shall submit a project-specific Health and Safety Plan including:

- Hazard assessments.
- Safe work procedures.
- Emergency response procedures.
- Marine and shoreline safety procedures.
- First aid provisions.
- Training and competency records.

13.2 Environmental Management Plan

The Contractor shall submit:

- Environmental protection procedures.
- Sediment and erosion control program.
- Turbidity management procedures.
- Spill prevention and response plan.
- Waste management plan.

13.3 Construction Work Plan

The Contractor shall provide:

- Detailed methodology.
- Equipment list.
- Project schedule.
- Site access procedures.
- Quality control procedures.

No construction activities shall commence until the Owner has accepted all required submittals.

13.4 Construction-Phase

- Daily field reports
- Daily progress photos
- Running quantity summaries of materials removed
- Environmental control inspection records
- QEP daily monitoring records



14 SCHEDULE REQUIREMENTS

The Contractor shall achieve the following milestones:

The Contractor shall propose dates for each milestone in Appendix A. The proposed schedule shall demonstrate Total Completion no later than November 30, 2026 and shall be subject to the Owner's acceptance.

Milestone	Date
Contract Award	October 28, 2026
Submission of HSE Plan and Environmental Management Plan	
Mobilization	
Environmental Controls Installed	
Completion of Cleanup Activities	
Final Inspection	
Submission of Closeout Documentation	
Total Completion	November 30, 2026

Time shall be of the essence.

The Contractor shall provide sufficient resources to achieve Total Completion on or before November 30, 2026.

15 HOLD POINTS

Each hold point requires written release by the Contract Administrator on behalf of the Owner before the Contractor proceeds to the next stage of the Work. An inspection, observation, recommendation, or verbal direction does not constitute release of a hold point unless confirmed in writing by the Contract Administrator.

15.1 Pre-Construction

Required Prior to Mobilization:

- Approved Health and Safety Plan.
- Approved Environmental Management Plan.
- Approved Work Plan.
- Baseline site photographs.

Work shall not commence until written release is issued.

15.2 Environmental Controls

Required Prior to Material Removal:

- Installation of turbidity curtains.
- Installation of debris containment systems.
- Environmental inspection completed.

Owner's inspection and written release required.



15.3 Cleanup Verification

Required Following Completion of Material Removal:

- Skidway cleanup completed.
- Foreshore cleanup completed.
- Waste disposal documentation submitted.
- Quantity summary submitted.
- Post clean up photographs documenting clean up.

Inspection by the Owner and/or the Owner's Representative and final acceptance by Department of Oceans and Fisheries Canada is required. The Contractor shall not proceed until the Contract Administrator issues written release of the hold point on behalf of the Owner.

15.4 Final Restoration

Required Prior to Demobilization:

- Site restoration completed.
- Temporary controls removed.
- Final environmental inspection completed.

Inspection by the Owner and/or the Owner's Representative is required. The Contractor shall not proceed until the Contract Administrator issues written release of the hold point on behalf of the Owner.

15.5 Final Acceptance

The Contractor shall submit the final report, disposal records, quantity summary, record photographs, environmental monitoring records, and all other closeout documentation within five (5) business days after completion of the field Work. The Owner will review the submission and identify deficiencies, if any, within five (5) business days after receipt.

- Final report submitted.
- Disposal documentation submitted.
- Record photographs submitted.
- Environmental monitor summary report submitted.

Inspection by the Owner and/or the Owner's Representative is required and acceptance by Department of Oceans and Fisheries Canada. The Contractor shall not proceed until the Contract Administrator issues written release of the hold point on behalf of the Owner.



16 BASIS OF PAYMENT

Payment shall be made based on milestone completion associated with hold point releases.

Payment Item	Percentage
Mobilization, Submittals, HSE Plan, Environmental Plan, Work Plan (Hold Point 1)	10%
Environmental Controls Installed and Accepted (Hold Point 2)	15%
Cleanup and Removal Activities Complete (Hold Point 3)	45%
Site Restoration Complete (Hold Point 4)	20%
Final Documentation and Final Acceptance (Hold Point 5)	10%

No payment shall be made for work associated with a milestone until the corresponding hold point has been released by the Owner.

17 ENVIRONMENTAL MONITORING

The Contractor shall retain a Qualified Environmental Professional (QEP) to:

- Prepare and administer environmental management plan.
- Monitor construction activities.
- Inspect environmental protection measures.
- Document turbidity and sediment control effectiveness.
- Monitor debris containment systems.
- Maintain daily records.
- Provide inspection reports to the Owner.

The Owner or their representative may direct the Contractor to implement immediate environmental protection measures and may recommend suspension of affected activities to the Owner where actual or potential environmental non-compliance is observed. The Contractor shall comply with emergency directions necessary to prevent or limit environmental harm. Any formal suspension of the Work shall be issued by the Owner in accordance with the Contract.

18 SUBMISSIONS

18.1 Proposal Submission Requirements

Proponents shall submit:

- Company profile.
- Relevant marine and environmental remediation experience.
- Proposed project team.
- Equipment list.



- Preliminary work methodology.
- Schedule demonstrating completion by November 30th, 2026.
- Lump sum stipulated price.
- Evidence of WorkSafeBC registration.
- Corporate safety statistics for the previous three years.
- References for a minimum of three comparable projects.

18.2 Contractor Qualifications

The Contractor shall demonstrate experience in:

- Marine and foreshore remediation.
- Sediment and debris removal.
- Environmental protection near fish-bearing waters.
- Work conducted under federal and provincial environmental requirements.

Preference will be given to proponents with documented experience completing cleanup and remediation projects in environmentally sensitive coastal environments.

19 EVALUATION CRITERIA

Proposals will be evaluated using a weighted scoring methodology. The District of Stewart reserves the right to assess submissions based on overall value, demonstrated capability, project understanding, schedule compliance, and price.

The lowest-priced proposal will not necessarily be accepted.

Only proponents who demonstrate the ability to complete the Work by November 30, 2026, and meet the minimum qualification requirements will be considered for award.

Evaluation Matrix

Evaluation Category	Weighting
Price	30%
Relevant Project Experience	20%
Technical Approach and Methodology	20%
Project Team Qualifications	10%
Schedule and Ability to Meet Required Completion Date	10%
Health, Safety and Environmental Program	10%
Total	100%



19.1 Price Evaluation (30%)

Price shall be evaluated based on the proponent's submitted stipulated lump sum price.

The lowest compliant bid will receive the maximum score for the Price category. Scores for all other proponents will be determined using the following formula:

$$\text{Price Score} = (\text{Lowest Evaluated Price} \div \text{Proponent Price}) \times 30$$

The Owner reserves the right to investigate and seek clarification on any proposal that appears unbalanced, incomplete, or unrealistically low.

19.2 Relevant Project Experience (20%)

Evaluation will consider:

- Experience completing marine and foreshore remediation projects.
- Experience working in environmentally sensitive habitats.
- Experience with sediment, bark, woody debris, and deleterious materials removal.
- Experience working under Fisheries Act compliance requirements.
- Performance on comparable projects within the last ten years.

19.3 Technical Approach and Methodology (20%)

Evaluation will consider:

- Understanding of project objectives.
- Cleanup methodology.
- Environmental protection measures.
- Waste handling and disposal approach.
- Quality control procedures.
- Innovation and effectiveness of proposed solutions.

19.4 Project Team Qualifications (10%)

Evaluation will consider:

- Project manager qualifications.
- Superintendent experience.
- Environmental professional qualifications.
- Key personnel availability.
- Experience of proposed subcontractors.



19.5 Schedule and Ability to Meet Completion Date (10%)

Evaluation will consider:

- Realism of proposed schedule.
- Resource allocation.
- Equipment availability.
- Demonstrated ability to achieve Total Completion by November 30, 2026.
- Ability to respond to unforeseen conditions.

19.6 Health, Safety and Environmental Program (10%)

Evaluation will consider:

- Corporate safety performance.
- WorkSafeBC compliance history.
- Project-specific Health and Safety Plan approach.
- Environmental management procedures.
- Spill response and incident management capabilities.

19.7 Interview and Clarification

At the Owner's discretion, shortlisted proponents may be invited to attend an interview or provide clarification regarding their submission. Any interview score, if utilized, will be incorporated into the Technical Approach and Methodology category.

19.8 Best Value Determination

The Contract will be awarded to the proponent achieving the highest overall evaluated score, provided the proponent is deemed capable of successfully completing the Work and offers best value to the District of Stewart.

The District reserves the right to:

- Reject any or all proposals.
- Accept a proposal other than the lowest priced proposal.
- Waive minor irregularities.
- Request clarifications from proponents.
- Negotiate with the highest-ranked proponent prior to contract award.
- Cancel or reissue the Request for Proposal at its sole discretion.

20 INSURANCE REQUIREMENTS

The successful Contractor shall, at its own expense and prior to commencement of the Work, obtain and maintain insurance coverage with insurers licensed to operate in British Columbia and satisfactory to the Owner.



The Contractor shall provide certificates of insurance evidencing the required coverage prior to mobilization and upon renewal of any policy during the Contract term.

Failure to maintain the required insurance may result in suspension of the Work or termination of the Contract.

20.1 Commercial General Liability Insurance

The Contractor shall maintain Commercial General Liability Insurance with limits of not less than:

- \$10,000,000 per occurrence.
- \$10,000,000 annual aggregate.

Coverage shall include:

- Bodily injury.
- Property damage.
- Personal injury.
- Broad form contractual liability.
- Owners' and contractors' protective liability.
- Cross liability and severability of interests.
- Products and completed operations.
- Non-owned automobile liability.
- Sudden and accidental pollution liability.
- Contingent employer's liability.

The District of Stewart shall be named as an Additional Insured with respect to the Work.

20.2 Automobile Liability Insurance

The Contractor shall maintain automobile liability insurance with limits of not less than:

- \$5,000,000 per occurrence.

Coverage shall apply to all owned, leased, rented, or operated vehicles used in connection with the Work.

20.3 Contractor's Equipment Insurance

The Contractor shall maintain insurance covering construction equipment and mobile machinery for the full replacement value of such equipment.

The Owner shall not be responsible for loss of or damage to Contractor equipment.



20.4 **Pollution Liability Insurance**

Given the environmental sensitivities of the site and the potential for release of deleterious substances into fish-bearing waters, the Contractor shall maintain Pollution Liability Insurance with limits of not less than:

- \$5,000,000 per claim.
- \$5,000,000 aggregate.

Coverage shall include:

- Transportation of waste.
- Cleanup costs.
- Third-party bodily injury.
- Third-party property damage.
- Environmental impairment liability.

20.5 **Marine Liability Insurance**

Where marine vessels, barges, workboats, floating equipment, or water-based operations are utilized, the Contractor shall provide:

- Marine General Liability Insurance of not less than \$5,000,000 per occurrence.
- Protection and Indemnity (P&I) Insurance of not less than \$5,000,000.
- Coverage shall remain in force for the duration of marine operations.

20.6 **Workers' Compensation**

The Contractor shall:

- Maintain WorkSafeBC registration in good standing.
- Pay all assessments as required.
- Provide a WorkSafeBC Clearance Letter upon request.

The Contractor shall ensure all subcontractors are similarly registered and in good standing.

20.7 **Notice of Cancellation**

All policies shall provide not less than thirty (30) days' prior written notice to the Owner of cancellation or material reduction in coverage, where such notice is commercially available. The Contractor shall notify the Owner immediately upon becoming aware of any cancellation, suspension, or material alteration.

20.8 **Validity**

Proposals shall remain open for acceptance for sixty (60) days after the submission deadline. The Owner may accept a proposal at any time during that period, subject to the terms of this RFP.



21 CONTRACT SECURITY AND SURETY REQUIREMENTS

The successful proponent shall provide contract security within ten (10) business days following Notice of Award and prior to execution of the Contract.

Failure to provide the required bonding may result in forfeiture of award and selection of another proponent.

21.1 Bid Security

Each proposal shall include a digital bid bond in the amount of ten percent (10%) of the proposed Contract Price, issued in favour of the District of Stewart by a surety licensed to conduct business in British Columbia and verifiable by the Owner.

- Bid Bond in the amount of ten percent (10%) of the proposed contract price; or
- Certified cheque or bank draft in the amount of ten percent (10%) of the proposed contract price.

Bid security shall be issued in favour of the District of Stewart.

21.2 Performance Bond

The successful Contractor shall provide:

- A Performance Bond in the amount of fifty percent (25%) of the Contract Price.

The bond shall guarantee faithful performance of all Contract obligations.

21.3 Labour and Material Payment Bond

The successful Contractor shall provide:

- A Labour and Material Payment Bond in the amount of fifty percent (25%) of the Contract Price.

The bond shall protect workers, suppliers, and subcontractors against non-payment.

21.4 Surety Company Qualifications

All bonds shall:

- Be issued by a surety licensed to conduct business in British Columbia.
- Be issued on forms acceptable to the Owner.
- Remain in effect until all obligations under the Contract have been satisfied.

21.5 Retention of Holdback

In addition to bonding requirements, the Owner shall retain the statutory holdback required under the British Columbia Builders Lien Act.



Release of holdback shall be in accordance with applicable legislation and the terms of the Contract.

21.6 Letter of Credit Alternative

At the sole discretion of the Owner, an irrevocable standby letter of credit issued by a Canadian chartered bank may be accepted in lieu of some or all bonding requirements, provided it is in a form acceptable to the Owner.

22 DELIVERY

Proposals shall be submitted by email only to the Contract Administrator, Christian Mundhenk, at cmundhenk@allnorth.com. Complete electronic submissions must be received no later than 2:00 p.m. Pacific Daylight Time (PDT) on Friday, October 22nd, 2026. A proposal is received when it is accessible in the Contract Administrator's email system before the deadline. Proponents are responsible for allowing sufficient transmission time and for requesting confirmation of receipt before closing. The Owner is not responsible for transmission delays, file corruption, blocked attachments, or messages rejected because of file-size or security restrictions. Proposals submitted by mail, courier, hand delivery, or any other method will not be accepted. Late submissions will not be considered.

Proposal files shall be submitted in searchable PDF format. The email subject line shall read "RFP – Stewart Log Sort Foreshore Cleanup – [Proponent Name]." Proponents shall ensure that all files can be opened without passwords or proprietary software. If the submission exceeds the sender's email attachment limit, the proponent shall contact the Contract Administrator before closing for written delivery instructions.

Appendix A:

Volumen Estimate, Contractors Fee Table, & Proposed Schedule



Proponents shall complete all fields in this appendix. The payment-item percentages must total 100%. The proposed schedule must include dates for each listed milestone and demonstrate Total Completion no later than November 30, 2026. If there is a discrepancy between the Fee Table and another price stated in the proposal, the total in this appendix will govern for evaluation purposes.

Estimated Volume of Material

Item	Volume
Eg. Woody Debris	

Fee Table

Payment Item	Price
Mobilization, Submittals, HSE Plan, Environmental Plan, Work Plan	
Environmental Controls Installed and Accepted	
Cleanup and Removal Activities Complete	
Site Restoration Complete	
Final Documentation and Final Acceptance	
Subtotal	
GST 5%	
Total	

Contractors Proposed Schedule

Milestone	Date
Contract Award	
Submission of HSE Plan and Environmental Management Plan	
Owner Review and Acceptance	
Mobilization	
Environmental Controls Installed	
Completion of Cleanup Activities	
Final Inspection	
Submission of Closeout Documentation	
Total Completion	November 30, 2026