



**WOOD BUFFALO
ENVIRONMENTAL ASSOCIATION**

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Request for Proposal

RFP101-25

Helicopter Services

Strictly Private & Confidential

Wood Buffalo Environmental Association

Date: January 6, 2025



Confidentiality

This Request for Proposals has been created for the purpose of requesting submission of a formal proposal to the Wood Buffalo Environmental Association (“WBEA”) for the provision of services described herein.

By choosing to obtain this Request for Proposals document, proponents are expected to keep confidential all documents, data, information and other materials of the WBEA which are provided to or obtained or accessed by a proponent in relation to this Request for Proposals, other than documents which the WBEA places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this Request for Proposals or the entering into of a definitive agreement pursuant to this Request for Proposals, without the prior written approval of the WBEA. **Disclosure of details from within this Request for Proposals, or distribution of this document itself, will only be permissible if written permission is first granted from Sanjay Prasad, Executive Director of the WBEA.**



Introduction:

The Wood Buffalo Environmental Association is requesting proposals from qualified helicopter service providers for the provision of the services described herein.

The WBEA operates an extensive air monitoring network that spans across the Regional Municipality of Wood Buffalo. The WBEA currently has 92 remote sites that can only be accessed via helicopter. Some of these remote sites are visited on various schedules depending on the sampling program or project(s) at each site; some are monthly, bi-annually, and annually.

The Proponent will provide helicopter services to fly WBEA personnel to various remote sites monthly or as required, this may include providing services to WBEA’s subcontractors and or include in the aiding of slinging WBEA equipment to various remote sites as required.

Your written response, **including the requirements identified in this Request for Proposal**, should be delivered to the WBEA by **end of day (5:00 pm MST) on January 29th, 2025**, via email, to Lisa Kirby, Controller, at supplychain@wbea.org.

For questions or additional information, please contact Lisa Kirby, Controller.

On behalf of The Wood Buffalo Environmental Association,

Lisa Kirby
Controller
Wood Buffalo Environmental Association
3-805 Memorial Drive
Fort McMurray, AB, T9K 0K4
www.wbea.org
P: (780) 747-8215 | supplychain@wbea.org



Date: January 29th, 2025
Reference Number: RFP101-25
Title: Helicopter Services

1. Purpose of Request for Proposal

The Wood Buffalo Environmental Association (the "WBEA") is inviting written proposals for the provision of Helicopter Services (the "**Services**").

- 1.1. The purpose of this Request for Proposals ("RFP") process is to select a qualified proponent to enter into a definitive agreement ("Agreement") with the WBEA for the delivery of the Services. Further details about the Services required by the WBEA are set out in this RFP, including in Section 4.
- 1.2. This RFP is not a tender and is not subject to the laws of competitive bidding. Submitting a proposal does not create a bid contract or agreement.

2. Agreement Term

- 2.1. The initial term of the Agreement sought under this RFP is for an approximate three (3) year period, with the possibility of extending the Agreement beyond this initial period.

3. Inquiries

- 3.1 Proponents are responsible for reading and familiarizing themselves with the provisions of this RFP and other accompanying documents (if and as applicable) and should make those inquiries and investigations they consider necessary for the preparation and submission of their proposal.
- 3.2 Any inquiries concerning this RFP should be directed to the following:
 - Lisa Kirby, Controller – (780) 747-8215 or supplychain@wbea.org.
- 3.3. All inquiries should be in writing and received by the WBEA no later than 5 days before the closing date and time for this RFP.
- 3.4 The WBEA may circulate its response to any inquiries to all proponents, along with the original inquiry, or may choose not to reply to any inquiry.
- 3.5 Proponents should refrain from contacting other employees, agents or officials of the WBEA in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the WBEA's sole discretion, result in disqualification.

4. Scope of Services

- 4.1 The Services required by the WBEA, and for which written proposals are invited pursuant to this RFP include, but are not limited to, are as follows:



Monthly Helicopter Flights

Monthly helicopter services to fly WBEA personnel to various remote sites. Additional work may include providing services to WBEA subcontractors and/or slinging WBEA equipment to various sites, as required. The proposed dates for 2025 are provided in Table 1, below, which represents a routine year. Additional days may be required on a project-by-project basis. It is expected that September of 2027 will have an additional 3-4 weeks of flight days for the Regional Lichen Collection project.

Table 1. Dates and totals of required helicopter services over the 25/26 fiscal year.

Month	Days (Dates)	Days (Total)
April	1 st , 2 nd , 30 th	3
May	1 st , 2 nd , 5 th , 6 th , 7 th , 8 th , 9 th , 12 th , 13 th , 14 th , 15 th , 16 th	12
June	2 nd , 3 rd , 4 th , 16 th , 17 th , 18 th , 19 th , 20 th	8
July	2 nd , 3 rd , 4 th , 30 th , 31 st	5
August	1 st , 11 th , 12 th , 13 th , 14 th	5
September	2 nd , 3 rd , 4 th , 5 th , 8 th	5
October	1 st , 2 nd , 3 rd , 6 th , 7 th , 8 th , 9 th , 10 th , 14 th , 15 th , 16 th	11
November	3 rd , 4 th , 5 th , 6 th	4
December	2 nd , 3 rd , 4 th , 5 th	4
January	TBD	3
February	TBD	3
March	TBD	4
Total 2025/2026		67

Equipment

The proponent must provide an Airbus AS350B2, or similar, with large dual squirrel cheeks and a side-mounted storage basket.

Safety Practices

The WBEA's current remote work procedure is for the helicopter and pilot to stay grounded with WBEA staff on site, and maintain contact visually or, where the sampling location is a distance away from helipad, via radio. The pilot will not, unless previously decided upon due to extenuating circumstances and a safety plan put in place, depart while WBEA personnel are at the site.

Locations

Locations of WBEA remote sites, with coordinates and helipad coordinates, are provided in Appendix A. Sites are visited on different schedules, to be determined by the WBEA.

5. Anticipated Schedule

5.1. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the WBEA in its sole discretion:



Date	Details
January 6 th , 2025	RFP formally issued
January 29 th , 2025	Deadline for inquiries respecting RFP
January 29th, 2025	Proposal deadline/Closing Date <ul style="list-style-type: none"> • <i>Submitted to Lisa Kirby, Controller WBEA</i>
February 3 rd – 12 th , 2025	Proposal evaluation
February 17 th – 21 st , 2025	Site visit and interview, if required
March 3 rd , 2025	Notification to unsuccessful and selected proponents
March 10 th , 2025	Negotiation of Agreement with select proponent
March 14 th , 2025	Tentative Agreement execution
April 1 st , 2025	Service commencement
March 31 st , 2028	Service completion

6. Responding Proposal Requirements

6.1. In responding to this RFP, proponents should provide, at a minimum, the following information and supporting documentation. This proposed structure is intended to minimize the efforts of proponents and the analysis by the WBEA:

- a) Proponent background information, including firm size, structure, areas of practice, base location(s), and demonstrated capacity to deliver services.
- b) A detailed description of the Services to be provided, how the Services will be managed, and the overall objective in providing each component of the Services.
- c) A description of experience with similar types of organizations/organizational environments and knowledge of the local area, including two or more relevant references for Services of similar size and scope.
- d) Qualifications of the proponent's pilots and support staff who will manage and execute the services and the relationship with the WBEA, as well as other personnel assigned to the Services (include resumes). List any professional affiliations, licensures, and certifications that are pertinent to the Services.
- e) A detailed list of all helicopters, the year they were purchased, and their locations and availability in Fort McMurray, if the proponent has additional bases.
- f) A detailed list of all Safety Incidents over the past five years.
- g) A description of communication tools and safety plans.
- h) A detailed cost estimate for services is to be provided. This must be presented based on the requirements included in Section 4, Scope of Services.
- i) Hourly rates of services broken down into each year, 2025, 2026, and 2027, as well as rates charged for fuel, landing fees, season minimum rates, standby rates, and any other additional rates or fees.
- j) Scheduling and availability.
- k) Any other service-specific requirements.

6.2. All proposals submitted and any other correspondence must be in English. All submissions must be prepared in a legible manner. Non-legible proposals may, in the WBEA's sole discretion, be rejected without further review.



- 6.3. If you require additional time to submit your proposal, you should contact Lisa Kirby by e-mail to supplychain@wbea.org. The WBEA may, in its sole discretion, allow additional time for proponents to submit a proposal.
- 6.4. Proposals and accompanying documentation provided to the WBEA in response to this RFP will not be returned unless otherwise requested by the proponent.

7. Submission of Proposal and Closing Date

- 7.1. All responses are to be submitted by email in PDF or MS Word format, together with any supplementary materials, to:

Lisa Kirby, Controller
supplychain@wbea.org

Faxed proposals will not be accepted without the express written consent of the WBEA.

- 7.2. Responses must be received by the WBEA no later than the end of the day (5:00 pm) on **January 29th, 2025**.
- 7.3. **“RFP101-25 Helicopter Services, WBEA”** and the applicable closing date must be included in the subject line.
- 7.4. This RFP, and the submission of a proposal pursuant to this RFP, does not create any legal obligations between the WBEA and any proponent.

8. Proposal Evaluation

- 8.1. Evaluation of proposals by the WBEA will be based on the following criteria:
 - a) Qualifications and reputation of the proponent and proposed staff.
 - b) Relevant experience of the proponent in meeting the required Scope of Services.
 - c) Cost estimate, rates, fees, and seasonal minimums for the Services proposed
 - d) Feedback obtained from references.
 - e) Sufficiency of staffing and commitment to availability and responsiveness.
 - f) Equipment Availability
 - g) Booking availability or preference
 - h) Safety protocols
 - i) Safety incidents
 - j) Site visit and interview
 - k) Completeness of the proponent’s proposal.
 - l) Willingness of the proponent to enter into an Agreement with the WBEA and the terms the proponent is willing to accept.



- m) Any other factor that the WBEA determines, at its discretion, to be necessary or appropriate
- 8.2 The WBEA has not predetermined the relative importance of the above evaluation criteria. The WBEA expects to select the proponent that provides the best overall value, as determined by the WBEA in its sole discretion, having regard to the evaluation criteria referred to above.
- 8.3 Proposals will be evaluated on the basis of the information provided in response to this RFP. In addition, in assessing the proponent's qualifications, experience and capacity, the WBEA may also consider the following:
- a) clarifications and/or additional information that may be supplied pursuant to requests from the WBEA;
 - b) interviews and/or reference checks that may be conducted at the WBEA's discretion;
 - c) previous experience of the WBEA in working with the proponent; and
 - d) information received from any source that the WBEA considers reliable.
- 8.4 It is important for proponents to note that certain evaluation criteria (such as reference checks or proponent reputation) may be viewed by the WBEA, in its sole discretion, as overriding in nature such that a proponent may be rejected on the basis of serious problems or issues in one of these categories alone, whether such issues are apparent in the initial evaluation of proposals or become apparent to the WBEA at any other time during the RFP process.
- 8.5 The WBEA may, in its sole discretion, request clarification from a proponent during the evaluation process.
- 8.6 Proponents are advised that the evaluation process is subjective in nature, and the WBEA's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding. The WBEA reserves the right to select a successful proponent in any manner it deems to be in the best interest of the WBEA and make the selection based on its sole discretion, notwithstanding the criteria set forth herein, including negotiating with one or more of the proponents concurrently.

9. Effect of RFP and Additional Terms

- 9.1. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as the WBEA signs an Agreement with a proponent, the WBEA does not intend to create a contractual relationship (including without limitation a bid contract), either express or implied, with any proponent submitting a response to this RFP.
- 9.2. The WBEA reserves the right to reject any, some, or all proposals received in response to this RFP as determined to be in the best interest of the WBEA.
- 9.3. The WBEA may short-list proponents and conduct interviews, conference calls and/or presentations with short-listed proponents at its sole discretion. Furthermore, the WBEA may negotiate any and all aspects of a proposal, including but not limited to the fee proposal and Agreement terms, with one or more proponents.



- 9.4. An invitation to interview or to negotiate does not obligate the WBEA to conclude an Agreement with that proponent. The WBEA reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any Agreement, and whether to enter any Agreement.
- 9.5. The WBEA reserves the right to terminate this RFP or dismiss any proposal response at any time.
- 9.6. The WBEA shall not be obligated to explain its final selection of proponents or disclose any information about the responses, quotations, or proposals received or selected.
- 9.7. For greater certainty, terms such as "requirement," "shall," "must," or other similar imperatives used in this RFP are intended as terms of convenience only unless otherwise identified specifically as a mandatory requirement.
- 9.8. Proposals may be withdrawn or amended by a proponent at any time by written notice to the WBEA prior to the WBEA and the proponent signing a formal agreement.
- 9.9. Proponents are advised that the WBEA is intending to conduct a flexible procurement process and that the WBEA may, in its sole discretion, at any time and for any reason:
- a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the closing date for submission of proposals;
 - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;
 - h) negotiate any and all aspects of any proposal and the provisions of the Agreement (including, without limitation, those provisions relating to fees and/or any scope of supply of services) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and
 - i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i) issuing a new request for proposals or other procurement documents based on the same or changed scope of services or other requirements;
 - ii) entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii) cancelling the procurement in its entirety.



- 9.10. This RFP and the Agreement entered into by the WBEA and the successful proponent shall be governed and construed in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein.

10. Costs Incurred by Proposer

- 10.1. The WBEA is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the WBEA, making any presentations to the WBEA in connection with their proposals, negotiating an Agreement with the WBEA, or otherwise incurred in connection with this RFP process.

11. Selection of Successful Proponent

- 11.1. The successful proponent will be expected to enter into an Agreement for the Services in a form acceptable to the WBEA and the successful proponent.
- 11.2. Any Agreement executed pursuant to this RFP will, among other things, require the successful proponent to indemnify and hold harmless the WBEA and its officers and its employees from and against all liability, claims, losses, and demands, on account of any injury, loss, or damage, which may arise out of or be connected with the proponent's performance of the Services, to the extent that such injury, loss, or damage, or any portion thereof, is caused by, or claims to be caused by, the negligent act, omission, or other fault of the proponent or any subcontractor of the proponent, or any officer, employee, or agent of the proponent or any subcontractor, or any person for whom the proponent is responsible.
- 11.3. The Agreement shall also require the selected proponent to carry adequate amounts of insurance, including professional liability insurance. Please indicate the level that you carry in your proposal. Said insurance will be required to be maintained in full force and effect during the term of the Agreement.
- 11.4. The WBEA may conduct such investigations as it deems necessary to assist in the evaluation of any proposal.



Appendix A – WBEA Site Locations

Site ID (adopted 2019)	Alias(es)	Location - General Site Coordinates (Lat, Long)	Helipad Coordinates (primary)
1001	L1, JPL1, JP101	56.53950, - 112.27560	56.54001, - 112.27661
1002	H2, JPH2, JP102	56.90960, - 111.53962	56.91031, - 111.53835
1004	H4, H4INTERIOR, JPH4, JP104	57.11901, - 111.42542	57.12086, - 111.42411
1006	L6, JPL6, JP106	57.66264, - 111.16876	57.66245, - 111.16757
1007	L7, JPL7, JP107	57.89026, - 111.43524	57.88950, - 111.43378
1008	L8, JPL8, JP108	56.70515, - 109.92699	56.70926, - 109.92724
1009	L9, JPL9, JP109	57.54101, - 111.09330	57.54027, - 111.09339
1023	AH3, AS103	56.69642, - 111.12228	56.69664, - 111.12071
1991	BM7, BM07	58.05843, - 112.28261	58.05833, - 112.28182
1992	BM10	57.32048, - 112.39712	57.32023, - 112.39659
1993	BM11	57.69147, - 111.90974	57.69115, - 111.90940
1994	WF4, WF04	57.14781, - 111.98366	57.14754, - 111.98364
1995	NE10	56.60843, - 110.19288	56.60826, - 110.19261
1996	NE11	57.28803, - 111.21695	57.28811, - 111.21701
1997	SM7, SM07	55.68555, - 111.81613	55.68546, - 111.81524
2001	JP201	57.03211, - 113.73552	57.03216, - 113.73339
2005	JP205	57.842089, - 110.447894	57.84027, - 110.44620
2010	JP210	56.27280, - 110.44874	56.27358, - 110.44838
2012	JP212	57.05369, - 111.40916	57.05365, - 111.40383
2013	JP213	57.04727, - 109.74966	57.04639, - 109.74870
2513	JP213 IER FF	57.04594, - 109.75944	57.04575, - 109.75954
3003	JP303, JP303/JE323 IER TF	56.83396, - 111.10900	56.83319, - 111.10929
3004	JP304	57.05322, - 111.37502	57.05367, - 111.37590
3008	JP308	57.08506, - 112.85351	57.08597, - 112.85549



3009	AH8-R, JP309	57.10197, - 112.07537	57.10186, - 112.07250
3010	JP310	56.69259, - 111.79514	56.69203, - 111.79568
3011	JP311	56.56453, - 111.94777	56.56580, - 111.94746
3012	JP312	56.82992, - 110.43277	56.82960, - 110.43264
3013	JP313	56.66143, - 110.06598	56.66372, - 110.06751
3015	JP315	57.10682, - 112.06430	57.10679, - 112.06078
3016	JP316	56.35326, - 110.11850	56.35325, - 110.11877
3017	JP317	57.07646, - 110.94505	57.07638, - 110.94586
3018	JP318	57.03077, - 110.34850	57.03134, - 110.34660
3041	JE301	55.95954, - 110.68685	55.95900, - 110.68756
3044	JE304	57.05942, - 111.37474	57.05829, - 111.37317
3046	JE306	57.61770, - 110.91848	57.61521, - 110.91930
3048	JE308	57.08506, - 112.85351	57.08597, - 112.85549
3050	JE310	56.67837, - 111.91010	56.67783, - 111.91229
3051	JE311	56.56428, - 111.94575	56.56580, - 111.94746
3052	JE312	56.83002, - 110.43381	56.82960, - 110.43264
3053	JE313	56.66320, - 110.06473	56.66372, - 110.06751
3055	JE315	57.08850, - 112.13447	57.08732, - 112.13240
3056	JE316	56.35405, - 110.11808	56.35325, - 110.11877
3057	JE317	57.89294, - 111.19158	57.89332, - 111.19234
3061	JE321	56.54140, - 112.24249	56.54238, - 112.24354
3062	JE322	56.84047, - 111.47639	56.83877, - 111.47702
3063	JE323	56.83084, - 111.10943	56.83319, - 111.10929
3067	JE327	57.44269, - 111.00052	57.44194, - 111.00122
3071	JE331	56.47346, - 112.69778	56.47496, - 112.70100
3072	JE332	56.27935, - 111.91957	56.27935, - 111.91956
3073	JE333	56.40201, - 112.40194	56.40054, - 112.39970
3074	JE334	57.11109, - 111.40938	57.11344, - 111.41058



3075	JE335	56.46342, - 110.70580	56.46299, - 110.70490
3077	JE337	57.22207, - 111.66512	57.22168, - 111.66486
3078	JE338	57.15093, - 110.31456	57.15016, - 110.31042
3079	JE339	56.74493, - 110.38168	56.74530, - 110.38310
3083	JE323 met station, JE303/JE323 IER FF	56.814088, - 111.058207	56.814117, - 111.058633
3092	JE312 met station, JE312 IER FF	56.82993, - 110.43457	56.82960, - 110.43264
3102	JP102 IER FF	56.90158, - 111.53337	56.90143, - 111.53358
3107	JP107 IER TF - replacement	57.90018, - 111.47895	57.90117, - 111.47974
3153	JE313 IER FF	56.66732, - 110.05136	56.66727, - 110.05115
3202	JP102 IER TF - replacement (est 2017)	56.91268, - 111.54418	56.91031, - 111.53835
3207	JP107 IER FF	57.88965, - 111.43257	57.88950, - 111.43378
3211	JP201 IER FF - second relocation	57.03190, - 113.73872	57.03216, - 113.73339
3212	JP212 PASS, IER FF	57.05367, - 111.40673	57.05365, - 111.40383
3253	JE313 IER TF - replacement	56.67126, - 110.04292	56.67019, - 110.04356
3308	JP308 IER FF	57.08636, - 112.85495	57.08597, - 112.85549
3309	JP309 IER FF	57.10089, - 112.07776	57.10186, - 112.07250
3311	JP311 IER FF	56.56452, - 111.94375	56.56580, - 111.94746
3398	SM08 IER FF	56.20149, -111.1772	56.20154, - 111.17619
4000	Bog-HorseRiver	56.32944, - 111.58862	56.32691, - 111.58929
4001	Bog-McKay	57.22836, - 111.69992	57.22808, - 111.69994
4002	Bog-Kearl	57.27254, - 111.26176	57.27328, - 111.26307
4003	Bog-McMurray	56.62755, - 111.19462	56.62915, - 111.19578
4004	Bog-JPH4	57.11083, - 111.41799	57.11373, - 111.42081
4005		57.841156, - 110.445754	57.84027, - 110.44620
4014	Bog-Anzac	56.47136, - 111.04416	56.47007, - 111.03932
4172		56.279253, - 111.921893	56.27935, - 111.91956
4414		56.814088, - 111.058207	56.814150, - 111.058569



