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REQUEST FOR PROPOSALS (RFP)
Consulting Services for the Design of a Firebreak (Including Surveying and GIS Services)
Town of Lewisporte, Newfoundland and Labrador

1. Introduction

The Town of Lewisporte invites qualified consulting firms to submit proposals for professional services to assist in the planning, assessment, surveying, mapping, and design of a firebreak within municipal boundaries. This initiative supports the Town's commitment to reducing wildfire risk, enhancing public safety, and aligning with nationally recognized wildfire mitigation standards, including FireSmart principles.

2. Project Background

Lewisporte is situated in a region where surrounding forested areas present an increasing wildfire risk, particularly during dry seasons. Climate variability and changing land-use patterns have heightened the need for proactive mitigation measures. The Town seeks to establish a strategically designed firebreak that will:

- Reduce the spread of wildfire toward residential and critical infrastructure areas
 - Improve emergency response effectiveness
 - Align with provincial wildfire management guidelines and FireSmart Canada best practices
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3. Objectives

The primary objectives of this project are:

- To identify optimal locations for one or more firebreaks within or adjacent to the Town
- To complete required land surveying and spatial data collection
- To develop GIS-based mapping and analysis to support decision-making
- To develop detailed design plans and technical specifications

- To ensure the design meets or exceeds FireSmart criteria and guidelines
 - To ensure environmental sustainability and regulatory compliance
 - To provide cost estimates and implementation guidance
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4. Scope of Work

The selected consultant will be expected to complete, at minimum, the following tasks:

4.1 Site Assessment and Data Collection

- Review existing maps, land use plans, cadastral data, and environmental information
- Conduct field assessments of vegetation, terrain, and wildfire risk zones
- Identify high-risk wildland-urban interface areas

4.2 Surveying Services

- Perform legal and/or topographic surveys as required
- Establish accurate property boundaries and easements where applicable
- Collect elevation and terrain data to support firebreak design
- Provide survey plans suitable for engineering and construction purposes

4.3 GIS Mapping and Spatial Analysis

- Compile and manage spatial datasets (e.g., vegetation, infrastructure, topography)
- Develop GIS-based risk maps and fire behavior overlays
- Produce high-quality maps illustrating proposed firebreak alignments and alternatives
- Deliver GIS-compatible data files (e.g., shapefiles, geodatabases)

4.4 Risk Analysis

- Evaluate wildfire behavior potential based on fuel loads, topography, and climate factors
- Identify vulnerable assets (homes, infrastructure, utilities)
- Assess current conditions against FireSmart hazard criteria

4.5 Firebreak Design

- Develop conceptual and detailed design options
- Specify width, vegetation management strategies, and clearing methods
- Incorporate FireSmart principles (e.g., fuel reduction gradients, defensible space, species selection)
- Integrate access routes for emergency services where applicable

- Ensure design consistency with FireSmart Canada guidelines and best practices

4.6 Environmental and Regulatory Review

- Identify environmental constraints and permitting requirements
- Recommend mitigation measures to minimize ecological impact

4.7 Costing and Implementation Plan

- Provide detailed cost estimates
- Outline phased implementation strategy
- Recommend maintenance and monitoring approaches consistent with FireSmart upkeep requirements

4.8 Stakeholder Engagement (if required)

- Support consultation with local stakeholders, residents, and relevant agencies
 - Provide materials or guidance to help communicate FireSmart concepts to the public
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5. Deliverables

The consultant will provide:

- Interim progress reports
 - Survey plans and supporting documentation
 - GIS datasets and mapping products
 - Draft firebreak design report demonstrating alignment with FireSmart criteria
 - Final report including all findings, maps, design drawings, and recommendations
 - Documentation outlining how FireSmart standards are met or exceeded
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6. Proposal Requirements

Proposals should include:

- Company profile and relevant experience, including wildfire mitigation, FireSmart, surveying, and GIS projects
- Description of project team and qualifications (including licensed surveyors and GIS specialists)
- Approach and methodology, including how FireSmart criteria will be applied
- Proposed timeline
- Detailed cost breakdown

- References from similar projects
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7. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience with wildfire mitigation, FireSmart implementation, surveying, and GIS services
 - Understanding of project requirements and FireSmart principles
 - Quality and feasibility of proposed approach
 - Qualifications of personnel
 - Cost-effectiveness
 - References and past performance
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8. Timeline

- RFP Issue Date: May 8, 2026
 - Proposal Submission Deadline: May 22, 2026 @ Noon NST
 - Project Award: May 29, 2026
 - Project Completion: 16 weeks after award
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9. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Todd Champion
Town Manager, Town of Lewisporte
townmanager@lewisporte.ca

Late submissions may not be considered.

10. General Conditions

- The Town reserves the right to accept or reject any or all proposals
- The lowest-cost proposal will not necessarily be accepted
- All costs associated with proposal preparation are the responsibility of the proponent

11. Contact Information

All inquiries regarding this RFP should be directed to:

Todd Champion - Town Manager

townmanager@lewisporte.ca