



Sunshine Coast Regional District

Request for Proposal

Number: 2337005

for

Compliance Monitoring for Church Road Well Field and Granthams Landing Water Treatment Plant

Issue Date:
June 2, 2023

Closing Date of
June 30, 2023 at 3:00 PM local time

OPTIONAL SITE MEETING: An optional site meeting will be held on June 19, 2023 at 11:00 am local time at 850 Fischer Road, Gibsons BC.

CONTACT: All enquiries related to this Request for Proposals (RFP), including any requests for information and clarification, are to be submitted by June 20, 2023 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BC Bid by June 23, 2023. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copy and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP;

"BC Bid" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/> ;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", "may" or "weighted" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", "Regional District", "Organization", "we", "us", and "our" mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

- a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

- b) For electronic submissions (BC Bid or email), the following applies:
 - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
 - (ii) The Regional District limits the maximum size of any single email message to 20MB or less.
 - (iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");
 - (iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;
 - (v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.
- c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might

be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS &

FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out of submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The

Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals

will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (Regional District) is requesting proposals for services rendered by a certified and qualified Hydrogeologist and/or a licensed professional Hydraulics Engineer working with a Qualified Environmental Professional (QEP) in BC, to conduct and complete environmental and hydrogeology compliance monitoring program services for the Church Road Well Field and Granthams Landing Water Treatment Plant Project. The intent of this project is to assess and quantify potential long-term impacts of operating the new Church Road Well Field on water quality and quantity of nearby Soames Creek and of the adjacent groundwater monitoring wells.

3. SITUATION/OVERVIEW

3.1 Background

In 2022 and 2023, the Regional District constructed a new water supply system at Granthams Landing near Gibsons, BC. This system will supplement drinking water supply with an additional 4.5 million litres a day to the Chapman Water System. The new water supply system includes a groundwater well field, distribution and transmission mains, a streamflow augmentation pipe and outfall, a water treatment plant, and a reservoir. The new well field, known as Church Road Well Field, consists of two (2) new production wells capable of pumping up to 70l/s in tandem, Church Road Well 2 and Church Road Well 3. Additionally, groundwater diversion from nearby Soames Well – an existing Regional District well – is expected to increase significantly. All three (3) wells have been constructed to draw water from provincially mapped Aquifer #560 (the aquifer), described as a confined sand and gravel aquifer. The locations of the wells are presented in Appendix 1, Figure 1-1. In this document, “the well field” refers to Church Road Well 2, Church Road Well 3, and Soames Well.

Soames Creek is a nearby creek that flows close to the location of the three (3) production wells (Appendix 1, Figure 1-1) and has been shown during pumping tests to be impacted by the diversion of groundwater from the well field production wells. To mitigate this impact, creek augmentation (i.e., the discharge of groundwater into the creek) will be implemented to maintain streamflow in Soames Creek at Environmental Flow Needs (EFN) threshold flow rates. In addition, more information is needed about potential medium and long-term impacts of operating the well field on aquifer water levels in the aquifer.

3.2 Project Objectives

A monitoring program, provided to the satisfaction of an engineer under the *BC Water Sustainability Act*, is a requirement under clause (j) of the conditional water licence (CWL) #502568 (Appendix 2). A monitoring program is required to collect data to address the inherent uncertainties of the impact of the water wells will have on the operation on nearby Soames Creek, and/or on the aquifer. The monitoring program is intrinsically linked to the Adaptive Management Plan (AMP), which is required under clause (k) of CWL #502568. This will be made available to the Contractor upon finalizing the document with the Province. The AMP allows the wellfield to operate despite potential impacts from wellfield operation. It enables data to be collected, and it allows operation of the wellfield to be adapted and changed as additional data is obtained and as the Regional District gains a better understanding of wellfield operations.

A copy of the summary of the draft Monitoring Program, prepared by Associated Engineering (Associated) contained in Appendix 1 presents the monitoring program for obtaining the data necessary to assess potential impacts of wellfield operation on Soames Creek and/or on the aquifer and to inform the AMP. This monitoring plan is based on monitoring recommendations made by Associated in a technical assessment report (Appendix 3), supplemental information memo (Appendix 4), and EFN assessment (Appendix 5), submitted to support the new-use groundwater licence application for the wellfield.

The overall project objective is to assess potential environmental impacts of the Church Road wellfield and drawdown on the streamflow and the water quality of Soames Creek and Aquifer #560. The more specific project objectives are described below.

Collect data to meet the requirements of the Environmental Monitoring Plan described in the Draft AMP (Appendix 1) for Soames Creek:

- 1) Undertake data analysis, manage using a computer software interpretation, and discussion.
- 2) Assess whether site specific water quality objectives and provincial and federal water quality guidelines are achieved.
- 3) Provide baseline environmental water quality data.
- 4) Characterize water quality changes parameters within Soames Creek.
- 5) Identify changes in parameters that might indicate environmental changes.
- 6) Evaluate trends over time within the monitoring area.
- 7) Evaluate spatial trends and patterns.
- 8) Evaluate data quality objectives.
- 9) Prepare a comprehensive report including findings and recommendations for future studies.
- 10) Prepare summary report for the public.

3.3 Scope

The scope of work will generally involve weekly water sampling events within 30-days of Water Treatment Plant operation and monthly sampling thereafter over the duration of at least one (1) year. The Contractor will be tasked with completion of water quality and quality flow monitoring, compiling, and reporting the following six environmental components:

- Surface water flows.
- Surface water quality.
- Fish and fish habitat assessment.
- Groundwater levels.
- Groundwater quality.
- Groundwater quantity.

Appendix 1 provides technical requirements on each of these environmental components, including sampling intervals. For each component, information on the following parameters is to be provided:

- Monitoring locations.
- Data retrieval and monitoring methods.
- Monitoring frequency and timing.
- Threshold levels.

Appendix 1 outlines the evaluation of data and reporting procedures.

The Contractor must follow the Monitoring Plan (Appendix 1) to complete at least 1 (one) year (12 months) of data collecting and produce the mentioned evaluation deliverables. The data gathering and reporting will be in accordance with all the requirements and information presented in the Church Road Well Field – Adaptive Management Plan and Monitoring Program Requirements (Appendix 1).

The Scope of Work will include the following tasks:

1. Project Management.
2. Water Sampling and Sample Processing.
3. Laboratory Analyses.
4. Data Compilation and Presentation.
5. Data Analyses and Interpretation.
7. Management Reserve Fund.
8. Reporting.

3.3.1 Project Management

Project management activities should include a framework that provides for an introduction to the Regional District project management and operation teams, project initiation meeting, and progress reporting regarding project challenges, successes, project schedule and status. A project initiation meeting will be held to discuss issues pertaining to the project. Subsequent to the meeting, the Contractor will provide minutes of the meeting and prepare the Sampling Plan and Field Safety Plan, which will be submitted to the Regional District Project Manager, prior to the start of field work.

Progress Reporting

During the duration of the project, the Contractor shall submit monthly progress reports with their invoices noting primary tasks undertaken, any challenges and how they were addressed, as well as confirmation of schedule of deliverables.

Sampling Plan

At least one (1) week before the starting date of field work, the Contractor shall submit to the Regional District's project manager a Sampling Plan identifying the field staff and the scheduled date and time of field work. During Sample Collection and Processing, the project manager shall provide weekly updates during the field program to the Regional District's project manager.

Field Safety Plan

The Contractor must submit a Field Safety Plan that is specific to this sampling program prior to the field sampling. The Contractor shall ensure all field staff are trained and follow WorkSafe BC Regulations as applicable.

3.3.2 Water Sampling and Sample Processing

The sampling program will include, but not limited to: Surface water flows, Surface water quality, Fish and fish habitat, Groundwater levels, Groundwater quality and Groundwater quantity as outlined in the environmental monitoring plan described in Appendix 1 of this RFP.

This includes four (4) flow monitoring sites, three (3) surface water quality sampling sites, two (2) water temperature monitoring sites, five (5) groundwater monitoring sites, four (4) groundwater quality monitoring sites and three (3) fish habitat transects.

Water quality parameters to be sampled have been set as per the Guidelines for Canadian Drinking Water Quality (GCDWQ) and the British Columbia Water Quality Guidelines for Aquatic Life (BCWQG AL), or baseline water quality data which has been collected prior to wellfield operation. Parameters include and are not limited to the following:

- Physical parameters: pH, turbidity, total dissolved solids (TDS), total suspended solids, conductivity, colour, and total hardness.
- Anions and nutrients: nitrate, nitrite, ammonia, total phosphorous, orthophosphate, total alkalinity, chloride, fluoride, and sulphate.
- Total and dissolved metals: aluminum, arsenic, barium, boron, calcium, chromium, copper, iron, lead, manganese, mercury, potassium, selenium, sodium, uranium, and zinc.

These monitoring sites, frequencies and parameters specified in the Church Road Environmental Monitoring Plan may be subject to change while the AMP is finalized and approved by the Province.

Field Notes

The Contractor is expected to use and maintain a checklist of activities for sample collection, processing and record keeping.

A field log with notes and comments on dates, times, activities, and procedures used during the undertaking of the fieldwork is to be prepared and maintained for quality control and as an aid in preparing the required field report that will describe the procedures used in conducting fieldwork.

Field notes will include sample date and time, water depth, field measurements, names of field personnel, sampling equipment, weather conditions and identification of any confounding factors (i.e., large numbers of waterfowl, surface oil spills, etc.) at each sampling site. Photographs of field equipment and sample collection should be taken and included in the report.

Field notes shall be shared with the Owner on a monthly basis or upon request.

Fish Habitat Assessment

Fish habitat assessment will take place within 250m length area of Soames Creek, starting just above the mitigation line down to culvert barriers just below Marine Drive. The Contractor will assess the fish habitat a minimum of four (4) times annually and follow the BC Fish Habitat Assessment Procedures (Johnson and Slaney, 1996). The goal of this assessment is to determine potential impacts to fish and cutthroat trout rearing habitat and conditions.

Field Measurements

Field measurements of pH, conductivity, temperature, turbidity, and dissolved oxygen shall be conducted and recorded for each water sample collected, and ambient environment locations. Field measurements required units and precision are listed in Monitoring Methods, Frequency, and Thresholds of Appendix 1.

3.3.3 Laboratory Analysis

All analytical analyses shall be conducted by a laboratory accredited by an accrediting body that is signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Arrangement (ILAC MRA), using the internationally recognized criteria and procedures outlined in International Organization for Standardization (ISO/IEC) 17025 (i.e., Canadian Association for Laboratory Accreditation (CALA), Standard Council of Canada (SCC)) and is acceptable to the Regional District.

The Contractor shall include a letter from the analytical laboratory indicating their accreditation and proposed detection limits in analysing the parameters outlined in Appendix 1, and a statement of their laboratory QA/QC protocol.

Metals analyses are to be carried out for total metals, as well as dissolved metals at all sites.

3.3.4 Data Compilation and Presentation

All analytical results will be compiled into an electronic database in Excel format and submitted in both electronic and pdf versions. Analytical data can be analyzed using a data management program such as the WaterTrax data management system or similar.

All data that is provided by the analytical laboratory remains the sole property of the Regional District.

The Contractor will be required to provide the following documents upon completion of the data analysis:

- Certificate of Analyses in PDF and Excel formats
- A compiled database with all finalized data in an Excel format

3.3.5 Data Analysis and Interpretation

The Contractor will analyse results from water sampling and fish and fish habitat assessment including replicates and duplicates and compare with baseline parameters. Results shall also be compared with applicable BC Approved and Working Water Quality Guidelines, including Guidelines for Canadian Drinking Water Quality (GCDWQ) and the British Columbia Water Quality Guidelines for Aquatic Life (BCWQG AL).

Analytical results shall be compiled, and statistical analysis shall be conducted to assess temporal and spatial variation and trends among sampling sites. Temporal trends shall consider annual trends, by comparing each year's results and weekly trends during the sampling period.

3.3.6 Reporting

All aspects of the completed project including presenting the results and data obtained from the study are to be completed and submitted in draft form to the Regional District's Project Manager

in a formal report, including Draft (complete) for review and comment. The Contractor shall then incorporate all the comments and finalize the report and submit to the Province on behalf of the Regional District. The revised Draft for review and Final Report should be submitted within the timeframes set out by the Regional District.

The study report should include but not be limited to the following:

- Executive Summary.
- Table of Contents.
- Glossary.
- Introduction.
- Methodology.
- Quality Control Summary of adherence to data quality objectives, standard operating procedures and sampling protocols, and identification of QA/QC issues.
- Summary of data quality objectives evaluation.
- Results and Discussion.
- Sampling Conditions.
- Comparison to applicable objectives and guidelines.
- Spatial and temporal trend analyses results.
- Comparison to historical data and compliance with objectives and guidelines.
- Evaluation of results with respect to potential environmental impacts.
- Evaluation of confounding factors.
- Summary of data quality objectives evaluation.
- Conclusions.
- Recommendations for program improvements.
- Appendices shall include:
 - Field log and notes.
 - Photographs.
 - Chain of Custodies.
 - Laboratory reports and Certificates of Analyses.
 - Laboratory methodology and QA/QC.
 - Details of adherence to data quality objectives, standard operating procedures and sampling protocols, and identification of QA/QC issues.
 - Details of data quality objectives evaluation.
 - Compiled data and summary statistics database.
 - Statistical Analyses Detailed Results.

The Contractor shall act as the Representative of the Regional District and shall respond to all technical questions from the Province. It is assumed that there will be up to 4 yearly meetings between the Province, the Contractor and the Regional District to respond to questions that may arise in the completion of the draft yearly updated Adaptive Management Report that will need to be submitted to the Province end of each year or as specified by the Province.

In addition to the formal report the Contractor shall provide a short summary document (< 10 pages), that presents the results in a manner and level of complexity that is appropriate for the public and in tactfully achieving consensus with the Provincial Water Licensors. The draft summary document is to be submitted with the revised draft report and final summary document with the final formal report.

3.3.1 Management Reserve Fund Services

The Contractor should allocated an as the Regional District may award an amount now or in the future for work that is related to the services that may be required to completed in responding to technical or other requests that may originate from the Province in their processing of the routine meetings with the Provincial Water Licensor regarding clarifying questions pertaining to the AMP.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should carefully review the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: <https://www.scrd.ca/go/terms>

4.2 Service Requirements

The Contractor's responsibilities will include the following:

- a) Follow and adhere to all rules and regulations stipulated in conditional water licence no. 502568 (CWL #502568), AMP and Monitoring Program.
- b) Obtaining all licencing and permits required for monitoring requirements
- c) Coordinate with the Regional District staff when required (for example for data gathering, some data can be shared by the Regional District only upon request of the Contractor).
- d) Perform all tests, monitoring and report back as stipulated in the Monitoring Program at required frequency and standards. Reports should reflect the objectives and thresholds mentioned in the AMP.
- e) Annual detailed monitoring reports to be prepared, presenting the results of the monitoring completed. As per clause (j) of CWL #502568, after any subsequent year of monitoring, a report to be prepared that identifies the nature of any impacts to Soames Creek, Aquifer #560, or users thereof.
- f) Monitoring data and monitoring reports will be made available to Ministry of Forests annually or upon request.
- g) Host kick-off meeting with Regional District's team (either on-site or virtually). Progress and coordination meetings to be scheduled regularly by the Contractor.
- h) Weekly reports (where mentioned in the Monitoring Plan or Adaptative Management Plan) are required to be submitted to the Regional District no more than two (2) business days after the weekly data gathering period.
- i) Monthly reports (where mentioned in the Monitoring Plan or the Adaptive Management Plan) are required to be submitted no more than four (4) business days after the monthly data gathering period.
- j) Attend flow-monitor site quarterly inspect flow monitor. Additional inspections may be required on an as-needed basis if anomalous flow conditions are detected.
- k) Yearly summary monitoring reports (where mentioned in the Monitoring Plan or the Adaptive Management Plan) are to be submitted no more than nine (9) business days after the yearly data gathering period. Submit final report in PDF and MS Word formats. Expect two (2) revisions.
- l) If the Contractor, during data gathering, observes that a surface or groundwater quality threshold is met, the Contractor is required to inform the Regional District within the hour.

- m) Contractor is to complete fish and fish habitat monitoring as specified in the Monitoring Program (Appendix 1). Contractor is responsible for obtaining all permits and approvals when required for all in creek works.
- n) Contractor is to take necessary measures to avoid cross contamination of Regional District's water sources when carrying out testing. All equipment including dip sticks are to be clean and chlorinated when tests are carried out to avoid cross contamination.
- o) Use of Regional District standard request for clarification, field order, change control forms and procedures. Templates will be provided at project initiation.
- p) Use of Regional District's file sharing service for large files.
- q) All digital files will need to follow Regional District's file naming convention (YYYY-MMM-DD File Name).

4.3 Environmental Requirements

The Contractor will ensure that all appropriate environmental regulations are followed during a works, particularly when accessing water courses. This includes, but is not limited to:

- Water Sustainability Act
- Fisheries Act
- BC Drinking Water Protection Act
- VCH Regulations

4.4 Permits

The Contractor will be responsible for obtaining all required permits (e.g., from Fisheries and Oceans Canada, BC Ministry of Environment, BC Ministry of Transportation and/or BC Ministry of Forests etc.) and all other pertinent permits.

4.5 Term

The term of the agreement is for a one (1) year period for environmental monitoring services (2023) with the option to extend up to an additional one (1) year , at the sole discretion of the Regional District.

4.6 Related Documents

1. Appendix 1 - Church Road Well Field – Adaptive Management Plan and Monitoring Program Requirements
2. Appendix 2 - Province of British Columbia, Water Sustainability Act, Conditional Water Licence
3. Appendix 3 - Preliminary Engineering Design Phase 3 Groundwater Investigation (Associated Environmental 2019)
4. Appendix 4 - Supplemental Information to Support Licence Application Amendment, Technical Memorandum (Associated Environmental 2020)
5. Appendix 5 - Environmental Flow Needs Assessment for Soames Creek - Revision 2, Technical Memorandum (Associated Environmental 2020)

5. REQUIREMENTS

For a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

Proponent will need to include a certified and qualified Hydrogeologist or a licensed professional hydraulics Engineer and a Qualified Environmental Professional (QEP), in BC, on the project team with a minimum of 10 years’ experience conducting groundwater studies. The firm will need to clearly demonstrate an ability to conduct water monitoring studies/programs and prepare technical reports for municipalities and/or Ministry of Forests.

Ability to tactfully interact with the Regional District and the Provincial Water Licensor to obtaining consensus on the results and forward steps in the ever changing and developing AMP.

5.1.1 Relevant Experience

Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 7 years providing services of a similar scope and complexity. Similar scope and complexity are defined as

- a) Proficiency in coordinating and completing similar monitoring program for potable water.
- b) Preparing and certifying reports to summarize findings.
- c) Preferably all the above for Local Government as customer.

5.1.2 References

Proponents need to provide a minimum of 3 references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.3 Environmental Requirements

The Proponent need to provide details on how they will meet the following environmental regulations:

- Water Sustainability Act
- Fisheries Act
- BC Drinking Water Protection Act
- VCH Regulations

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - a. Use of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach / Methodology

Proponents need to

- 1) Provide their methodology for the monitoring execution, along with the list of resources that will be utilized and a preliminary work plan schedule. The Proponents methodology should be compliant to the Monitoring Program and other mentioned regulations. The Proponents response need to include a breakdown for each task mentioned in the Scope of Work section (2.4), clearly describe the proposed methodology the Contractor will use, the data requirements the Contractor will need from the Regional District, the work effort required, the estimated hours for individual team members, and the proposed budget.
- 2) Provide a list and any associated details of all the anticipated required permits.
- 3) Provide a clear and detailed approach and methodology for conducting data compilation and analysis along with clear rationale/justification for their approach.
- 4) Identify relevant report submission dates for the draft report, final draft report, and final report.

5.4 Added Value

The Proponent may include ideas beyond the scope of this RFP that provide added benefit to the Regional District, but which were not specifically requested in this RFP. Unless otherwise stated, it is understood that there will be no extra charge for these additional services. If, however, additional services are offered at additional costs, an explanation of

the additional service costs should be included and identified in the Fee Proposal.

The Proponent should provide any relevant information on what makes your firm innovative, what is your competitive advantage, and what other services your firm will provide that would be of assistance or beneficial to the Regional District.

5.5 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Proponents are to provide cost break proposal breakdowns for each year; separately for Year 1 and Year 2.

For optional work/additional testing, which may be requested by the Regional District or upon request by the Province, per site visit costs for fish and fish habitat assessment and water quality testing shall be provided. This shall include all costs associated per above instruction and proponent shall produce a cost breakdown indicating how many tests will be included daily for both categories, fish and fish habitat assessment and water quality testing (both groundwater and surface water).

Proponents need to provide their hourly pricing for each of the labour for the respective classified individuals for the additional work under the Management Reserve Fund

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Experience and Capabilities This criterion considers the Proponent's qualifications, expertise and experience, Proponent references and record of success, team qualification general experience in conducting similar projects through reference checks services, compatibility with client and staff availability,	25
Methodology This criterion considers quality control and cost control methods and general methods, incorporated knowledge of site and local conditions, Proponent's understanding of project, organization & clarity.	30
Sustainable Social Procurement	5
Added value	10
Price	30
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix 1 - Church Road Well Field – Adaptive Management Plan and Monitoring Program Requirements

**Appendix 2 - Province of British Columbia, Water Sustainability Act, Conditional Water
Licence**
(provided as a separate document)

Appendix 3 - Preliminary Engineering Design Phase 3 Groundwater Investigation
(provided as a separate document)

**Appendix 4 - Supplemental Information to Support Licence Application Amendment,
Technical Memorandum**
(provided as a separate document)

Appendix 5 - Environmental Flow Needs Assessment for Soames Creek - Revision 2,
Technical Memorandum
(provided as a separate document)