



# Sunshine Coast Regional District

# REQUEST FOR STANDING OFFER

**Number: 2537023**

**for**

## **Qualified Environmental Professional - Stage 4 Water Use Restrictions**

**Issue Date:**

August 1<sup>st</sup>, 2025

**Closing Date of**

**September 10<sup>th</sup>, 2025, at 3:00 PM local time**

**SITE MEETING:** A site meeting will not be held.

**CONTACT:** All enquiries related to this Request for Standing Offer, including any requests for information and clarification, are to be submitted by August 25<sup>th</sup>, 2025, and directed, in writing, to [purchasing@scrd.ca](mailto:purchasing@scrd.ca), who will respond if time permits with a Q&A on BC Bid by September 3<sup>rd</sup>, 2025. 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 RESPONSES:** Responses 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 RSO.

**BC Bid Electronic Submission:** Proponents may submit an electronic proposal using BC Bid. Responses must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

**Email Submission:** Proponents may submit an electronic proposal by email. Responses submitted by email should be submitted to [submissions@scrd.ca](mailto:submissions@scrd.ca) in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RSO.

**OR**

**Hard Copy Submission:** Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Responses 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.

### **CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

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

- a) The Proponent has carefully read and examined the entire Request for Standing Offer;
- 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 the following definitions apply:

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

**"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 RSO, or BC Bid, as applicable;

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

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

**"Contractor"** means the successful Proponent to the RSO 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 RSO;

**"Request for Standing Arrangement"** or **"RSA"** means this solicitation process described on BC Bid, 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.

**"Respondent"** means a single legal entity with the legal capacity to contract (excluding its parent, subsidiaries, or other affiliates) or natural person with the legal capacity to contract, that submits a Response, (see also "You" and "Your").

**"Response"** means a written response to the RSA and includes the information and documentation, if any, required by the applicable Response Form(s), including the Appendix B – Response Form and if required, the Appendix C Submission Declaration Form that is submitted by a Respondent (see also "Submission").

**"Response Form"** means the and if required, the Submission Declaration Form and any other document that is required to be submitted, if any, as part of a Response, including, if applicable, the Submission Declaration Form.

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

**"Standing Arrangement"** means the written arrangement resulting from the RSA executed by the

Regional District and each successful Respondent in a form substantially similar to Appendix A.

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

### 1.2 FORM OF RESPONSE

This Response must be completed in its entirety. Failure to properly complete this Response form may cause your Response 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 Response or to correct minor errors and irregularities.

### 1.3 SUBMISSION OF RESPONSE

Responses must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RSO. Responses 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 Response, including all attachments or enclosures, before the Closing Time. For electronic submissions (BC Bid or email), the following applies:

- (i) The Proponent is solely responsible for ensuring that the complete electronic Response, 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.

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 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.

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 RSO number and the project or program title.

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. The Proponent bears all risk associated with delivering its Response 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. 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**

Responses 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](mailto: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**

Responses or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Responses 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 Standing Offer are to be directed to [purchasing@scrd.ca](mailto: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 RSO. This includes, but is not limited to, involvement by a Proponent in the preparation of the RSO or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RSO, 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 RSO.
- (b) A Proponent must not attempt to influence the outcome of the RSO 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](http://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. Responses will be considered not only on the total cost of services, but Responses 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 Response must be irrevocable for 90 days from the Response 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 Standing Offer 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 Response under that Act.

The requirement for confidentiality shall not apply to any Response 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](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 RSO shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RSO 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 submitting a Response 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 RSO, 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**

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

If only one Response is received, the Regional District reserves the right to open the Response 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 Response is received from the same Proponent, the last Response received, as determined by the Regional District, will be the only Response considered.

### **1.21 ACCEPTANCE OF TERMS**

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

### **1.22 MANDATORY REQUIREMENTS**

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

### **1.23 STANDING ARRANGEMENT**

The Regional District intends to enter into Standing Arrangements with all Respondents who have met all mandatory criteria, mandatory qualification criteria and minimum scores, if any.

- (c) By submitting a Response, the Respondent agrees that should its Response be successful, the Respondent will enter into a Standing Arrangement with the Regional District on substantially the same terms and conditions set

out in such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

- (d) The Standing Arrangement is an agreement between the Regional District and the successful Respondents to provide the Inspection Services to the Regional District on an as, if and when requested basis.
- (e) In the event that Services are required, the Regional District will issue a Service Request to a Contractor pursuant to the Call Off Process set out.
- (f) Execution of a Standing Arrangement does not oblige the Regional District to authorize or issue any Service Request against a Standing Arrangement for any or all of the Services. The Regional District makes no representations or guarantees that the Contractor will receive any Service Requests against the Standing Arrangement and makes no commitments or representations as to the number or value of Service Requests that may be issued over the term of the Standing Arrangement.
- (g) The Regional District will provide written notice to a Respondent that it has been identified as a successful Respondent. The Regional District and the Respondent will subsequently execute a Standing Arrangement, subject to the Respondent. No Respondent will acquire any legal or equitable rights or privileges relative to a Standing Arrangement until the Standing Arrangement is duly executed.
- (h) Respondents should avoid adding content or text to their Responses that means, or could be construed to mean, that the Respondent does not accept Appendix A – Standing Arrangement (or any associated content, Schedules, etc.). If a Response contains content or text that means, or could be construed to mean, that the Respondent does not accept Appendix A – Standing Arrangement (or any associated content, Schedules, etc.), such Response content or text may result in the Response being noncompliant and eliminated from the RSA process.
- (i) If an interested supplier has any questions about the Standing Arrangement, the supplier should pose any questions to the Official Contact before the Closing Date and Time or, if applicable, any Enquiries Deadline.
- (j) In addition, interested vendors and Respondents should carefully review the entire RSA.

#### **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 Response 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 RSO 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 Regional District 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 RSO process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RSO, questions are to be submitted to the RSO Contact.

### **1.32 DISPUTE RESOLUTION**

All unresolved disputes arising out of or in connection with this Response 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 RSO 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 (SCRD) is seeking to establish a three-year standing offer agreement for the provision of one Qualified Environmental Professional (QEP) services. These services may be required in the event the SCRD enters Stage 4 Water Use Restrictions in 2025, and would include:

- Fish salvaging
- Environmental consulting
- Data analysis
- Final reporting

The standing offer will allow the SCRD to engage QEP services on an as-needed basis during the term of the agreement.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Chapman Water System supplies water to approximately 90% of the population of the Sunshine Coast. The primary water source of this system is Chapman Lake, located within Tetrahedron Provincial Park. Due to prolonged drought conditions the SCRD installed an emergency siphon system in Chapman Lake to access additional water from the lake in order to ensure adequate water supply to the community and meet Environmental Flow Need (EFN) requirements in Chapman Creek. The siphon system allows access to an additional 1,000,000 cubic meters of water in Chapman Lake and are only utilized during Stage 4 Water Use Restrictions.

Should siphon usage be required due to drought conditions this summer, the SCRD is undertaking the following environmental initiatives as per the current siphon use permitting requirements:

*Development and implementation of an Environmental Monitoring Plan.*

The purpose of this plan is to better understand the effects of siphon usage on the following areas:

- Duration and intensity of lake drawdowns
- Potential Impacts on Dolly Varden spawning access/sites
- Water level changes and connectivity in Chapman Creek
- Areas at risk of fish stranding, including lake foreshore and wetland margins
- Monitoring and data collection during siphon usage that will form the basis of final reporting.

See Appendix B for Chapman Lake Emergency Siphons Environmental Monitoring Plan.

*Installation of a hydrometric gauging station in the upper reaches of Chapman Creek.* This station will provide data to be used to correlate flows across Chapman Lake, intake structures and downstream river gauges. This correlation seeks to enhance the understanding of flow dynamics and assess environmental and operation impacts during siphon use.

It should be noted that is pursuing and has not been obtained yet all required authorizations under the *Parks Act* and the *Water Sustainability Act* critical to the ongoing use of the syphon systems for the 3 year term of this standing offer.

### **3.2 Project Objectives**

The objective of this project is to secure the services of a Qualified Environmental Professional (QEP) through a three-year standing offer agreement to support the Sunshine Coast Regional District (SCRD) in the event of Stage 4 Water Use Restrictions beginning in 2025. The QEP will provide timely and compliant environmental services, including fish salvaging, environmental consulting, data analysis, and preparation of final reports. These services will ensure that the SCRD meets its regulatory obligations and mitigates ecological impacts associated with reduced water availability during drought conditions.

### **3.3 Scope**

The only work that is guaranteed is the fish salvage permit application. All other work is contingent on Stage 4 Water Use Restrictions and subsequent siphon usage. If Stage 4 Restrictions are not called, then no work other than the salvage permit application will be completed.

#### **3.3.1 Fish Salvage Permit Application**

Upon award of the successful proponent will prepare and submit a Scientific Fish Collection Permit application to FrontCounterBC for the potential fish salvages as described below in this solution. The SCRD will provide a letter of expedited review request in support of the application.

#### **3.3.2 Consulting Services as Requested**

Provide consulting services on an as and when needed basis to assist staff in answering questions and providing professional input when required.

#### **3.3.3 Fish Salvage: Dam to Siphon Outlet**

Provide fish salvaging services within 48 hours when Stage 4 restrictions are called, the emergency syphon system at Chapman Lake is planned to be activated and service under this standing offer is requested in writing. SCRD will provide helicopter transportation to the site. This salvage is required as soon as possible after siphons are mobilized. The salvage will take place in an 80-meter (m) section of Chapman Creek, extending from the SCRD dam to the outlet of the lake siphons. This specific stretch of the creek will be bypassed when the siphons are activated. The bypassed section is characterized by bedrock pools and short riffle areas dominated by large angular rocks. Under de-watered conditions the pools retain water and

provide safe refuge for the fish. However, the short riffles between the pools dewater and will become the focus of salvage efforts. The salvage operation will concentrate on the collection, removal and relocation of any rearing salmonids within the dewatered stream lengths. Electrofishing will be conducted using a multi-catch methodology, with the results to be used to estimate the total number of fish within the salvage section of the stream. Additional passive methods such as seine nets or minnow traps should also be used. Preparation of a short technical memorandum summarizing fish salvage results, similar to Appendix C, will be required including:

- a. Summary report detailing the methodology, execution, and overall findings
- b. Estimation of the total number of fish within the salvage section

### **3.3.4 Fish Salvage: Tributaries**

Provide fish salvaging services in the three (3) tributaries in the Northeastern portion of Chapman Lake within 48 hours after when Stage 4 restrictions are called, the emergency syphon system at Chapman Lake is planned to be activated and service under this standing offer is requested in writing. This salvage will only take place if there is observed fish distress or death by the Environmental Monitor during weekly inspections as per the Environmental Monitoring Plan EMP (Appendix B). SCRD will provide helicopter transportation to the site. The salvage operation will concentrate on the collection, removal and relocation of any rearing Dolly Varden within the dewatered stream lengths. Electrofishing will be conducted using a multi-catch methodology, with the results to be used to estimate the total number of fish within the salvage section of the stream. Preparation of a short technical memorandum summarizing fish salvage results, similar to Appendix C, will be required including:

- c. Summary report detailing the methodology, execution, and overall findings
- d. Estimation of the total number of fish within the salvage section

### **3.3.5 Data Review and Compilation**

Compile and review all field data collected by SCRD's environmental monitoring crews and hydrometric data, including:

- a. Water quality data (temperature, DO, turbidity, pH, conductivity).
- b. Lake level and tributary access observations.
- c. Fish and wildlife observations.
- d. Vegetation and shoreline condition notes.
- e. Photo logs.
- f. Flow gauges at the dams.
- g. Identify data gaps or quality concerns.

### **3.3.6 Data Analysis**

- a. Analyze trends and variations in water quality, habitat conditions, and biological observations over the monitoring period.
- b. Assess hydrologic conditions in the lake during, and after siphon operation.
- c. Compare observed conditions to the thresholds and targets defined in the EMP and to historical or baseline data where available.

- d. Evaluate whether mitigation measures effectively minimized impacts to fish, wildlife, and habitat.

### **3.3.7 Final Report**

The successful Proponent will prepare a comprehensive report summarizing all findings from the analysis. The report will describe the methods and data sources used, present key observations and trends in water quality, hydrology, and biological conditions, and assess compliance with the thresholds and mitigation measures outlined in the EMP. The report should include clear tables, graphs, and charts to illustrate results, and discuss any exceedances, anomalies, or environmental incidents that occurred during the monitoring period. The contractor will also provide practical recommendations for improving monitoring methods, thresholds, and mitigation measures in potential future drawdown operations. A draft report will be submitted to SCRD for review and comment, after which the contractor will incorporate feedback and submit a finalized report in both Word and PDF formats. Optionally, the contractor may also be asked to deliver a short presentation summarizing key findings and recommendations to SCRD staff and stakeholders.

- a. Comprehensive review of the entire environmental monitoring process and its effectiveness in achieving greater understanding of the impacts of siphon usage
- b. Detailed evaluation of the results from the monitoring plan and gauging station
- c. Analysis of the mitigation actions and their outcomes
- d. Recommendations for potential future siphon usage management based on the EMPs findings
- e. Documentation of outcomes of any engagement conducted.

## **4. CONTRACT**

### **4.1 General Contract Terms and Conditions**

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at [www.scrd.ca/bid](http://www.scrd.ca/bid).

### **4.2 Service Requirements**

The Contractor will be responsible for delivering the following services under the resulting Standing Offer Agreement. These service requirements are non-negotiable and are not subject to evaluation as part of this RSO:

#### **4.2.1 Fish Salvaging Services**

- Conduct fish salvaging activities in accordance with applicable provincial and federal regulations (e.g., BC Water Sustainability Act, Fisheries Act).
- Ensure all required permits are in place prior to commencement of any salvaging work.

- Use appropriate and humane techniques for fish capture, handling, and relocation.

#### **4.2.2 Environmental Consulting**

- Provide expert advice related to environmental impacts and mitigation strategies associated with Stage 4 Water Use Restrictions.
- Assist in regulatory compliance and environmental protection measures during drought response activities.

#### **4.2.3 Data Collection and Analysis**

- Collect and analyze relevant environmental data (e.g., water temperature, flow rates, fish presence).
- Maintain accurate records of fieldwork, observations, and outcomes.

#### **4.2.4 Reporting Requirements**

- Submit a final written report within 30 business days of completing each project assignment. Reports must include:
  - A summary of all field activities performed
  - Salvage results, including species counts and release locations
  - Observed environmental conditions and constraints
  - Recommendations for mitigation or further action (if applicable)
- Reports must be submitted in PDF format and include supporting maps, photos, and data tables as appendices.
- Reports must meet a professional standard suitable for submission to regulatory agencies.

#### **4.2.5 Availability**

- Be available on an on-call basis throughout the term of the agreement. Response time to SCRD request for services must not exceed 48 hours unless otherwise agreed upon.

#### **4.2.6 Professional Standards**

- All work must be carried out by or under the supervision of a QEP as defined under the BC Riparian Areas Protection Regulation.
- The Contractor must follow all applicable health and safety regulations and environmental best practices.

### **4.3 Related Documents**

Appendix A: Standing Offer Agreement

Appendix B: Environmental Monitoring Plan

Appendix C: 2021-Aug-20 Fish Salvage FSCI Report – Technical Memorandum

## 5. REQUIREMENTS

In order 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 RSO.

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 RSO. 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 SCRD’s expectations.

Please address each of the following items in your proposal.

### 5.1 Capabilities

Proponents must demonstrate they possess the capacity and experience necessary to successfully deliver the services described in this RSO. The following categories outline the required and preferred qualifications:

#### 5.1.1 Relevant Experience

Proponents should describe their organization’s experience in providing environmental services related to:

- Fish salvaging operations in compliance with federal and provincial regulations
  - Environmental assessments and mitigation planning in water-restricted or drought conditions
  - Data collection, environmental monitoring, and regulatory reporting
- Experience with public sector clients or regional governments is considered an asset.

#### 5.1.2 Key Personnel Qualifications and Experience

Proponents must identify the Qualified Environmental Professional(s) (QEPs) who will be assigned to this work and provide:

- Their academic qualifications and professional designations
- A summary of relevant project experience, including fish salvage, aquatic habitat assessments, and environmental permitting.
  - Confirmation that QEPs are registered and in good standing with their respective professional regulatory bodies.

The project team must have at least one Environmental Professional (QEP) that is a Registered Professional Biologist (RPBio) under the College of Applied Biologists.

#### 5.1.3 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 SCRD 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 SCRD 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.

#### **5.1.4 Availability and Responsiveness**

Proponents must indicate their ability to respond to service requests on short notice (e.g., within 48 hours). Please describe:

- Office or field staff availability during the active drought season (e.g., June–September)
- Organizational capacity to support multiple, simultaneous site visits if require

### **5.2 Approach**

Our team is prepared to deliver QEP services quickly and effectively in support of the SCRD's drought response needs. The following summarizes our approach:

#### **5.2.1 Preparedness**

The Team is familiar with local conditions and ready to respond within 48 hours of notification.

#### **5.2.2 Rapid Field Response**

A Qualified Environmental Professional will lead all site work, including fish salvage and environmental monitoring. We follow all required regulations and best practices to ensure humane and effective fish relocation.

#### **5.2.3 Clear Communication**

We coordinate closely with SCRD staff to confirm site access, safety protocols, and reporting timelines. Any issues or risks are communicated promptly.

#### **5.2.4 Data Collection and Reporting**

We collect environmental data during all field activities and provide a professional summary report within 30 business days. Reports include field observations, data tables, maps, and any recommendations.

#### **5.2.5 Commitment to Quality**

All work is reviewed by a senior professional to ensure accuracy and compliance. We aim to deliver reliable, professional service throughout the three-year term.

### **5.3 Sustainable Social Procurement**

A factor in the SCRD 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:

Contribute to a stronger local economy by:

- promoting a Living Wage
- Using fair employment practices;
- Increase training and apprenticeship opportunities;

Local expertise knowledge by:

- Being locally owned;
- Utilization of local subcontractors;

Environmental Cost of Ownership:

- Energy efficient products;
- Minimal or environmental friendly use of packing materials; and
- Reducing hazardous materials (toxics and ozone depleting substances).

## 5.4 Price

The proponent must provide a detailed fee schedule for all proposed services, including hourly rates for different personnel levels (e.g., Senior Environmental Scientist, Junior Biologist, Fisheries Technician etc.). Proponent must also outline rates for emergency response, travel time, disbursements, and any other potential charges. Proponents may propose a blended rate or a rate per service type.

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.

## 6. RESPONSE FORMAT

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

The following format, sequence, and instructions should be followed in order 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 SCRD and may include other employees and contractors.

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

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

The SCRD 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 Response, 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 Response.

### 7.1 Mandatory Criteria

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

<b>Mandatory Criteria</b>
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 RSO
The proposal must either (1) include a copy of the Confirmation of Proponent’s Intent to be Bound 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 RSO
Proponents must include at least one designated Qualified Environmental Professional (QEP) who will be directly responsible for the delivery of services under the standing offer.

## 7.2 Weighted Criteria

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

<b>Weighted Criteria</b>	<b>Weight (%)</b>
Capabilities	30
Approach	30
Availability and Responsiveness	10
Sustainable Social Procurement	5
Price	25
<b>TOTAL</b>	<b>100</b>

## 7.3 Price Evaluation

The lowest priced Response 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.