# Sunshine Coast Regional District

# Request for Proposal

## Number: 2637007

## for

## Calibration Services for Hydrometric Stations

## Issue Date:

May 15, 2026

## Closing Date of

## June 16, 2026 at 3:00 PM local time

**CONTACT**: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by May 29, 2026 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by June 5, 2026. 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.

***BC Bid Electronic Submission:*** Proponents may submit an electronic proposal using BC Bid. Proposals 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.

**OR**

**Email Submission:** Proponents may submit an electronic proposal by email. Proposals submitted by email should be submitted to submissions@scrd.ca in accordance with the instructions at Section 1.3 of the General Terms and Conditions of this RFP.

**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.

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**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 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 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.
c) Canada-European Union Comprehensive Economic and 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 Regional District is requesting proposals from qualified Contractors to provide hydrometric calibration and flow measurement services for three (3) hydrometric stations located within the Chapman Creek watershed and one (1) station on Soames Creek for the first year and then it will be reduced to one (1) hydrometric station at Chapman Creek and one (1) at Soames Creek for the duration of the contract.

The purpose of this work is to ensure the collection of accurate, defensible, and high-confidence flow data, with particular emphasis on low-flow and regulated conditions.

## 3. SITUATION/OVERVIEW

### 3.1 Background

The Regional District currently monitors the flow dynamics of creeks 24/7 through its network of hydrometric stations and works closely with provincial authorities to establishing environmental flow needs (EFN) for several creeks in our region. The Regional District also needs to conduct hydrometric monitoring as it is critical component of its drinking water supply operations, environmental compliance, and watershed management responsibilities. The monitoring network supports systems serving approximately 32,000 residents on the Sunshine Coast, with the Chapman Water System supplying up to 90% of the Regional District water.

#### 3.1.1 Station Information

<table>
<tr><td colspan="3">Soames Creek – Low Flow Weir (Upstream of Marine Drive)<br><br>Latitude (WGS84) 49° 24′ 51″ Longitude (WGS84) -123° 29′ 36″</td></tr>
<tr><td colspan="3">This is a low-flow gauging station using a 90° V-notch aluminum weir installed within a cedar crib structure to support Environmental Flow Needs (EFN) monitoring.</td></tr>
<tr><td>Parameters</td><td>Equipment</td><td>Considerations</td></tr>
<tr><td>• Stage<br>• Water Temperature.<br>• Calculated Discharge.</td><td>• OTT PLS pressure transducer (0–4 m range).<br>• Campbell Scientific CR310 datalogger.<br>• Cellular telemetry modem hard wired connection to Granthams Water</td><td>• Routine debris removal is required to maintain accurate low-flow readings.<br>• Vented pressure transducer desiccant</td></tr>
</table>

| | | |
|---|---|---|
| | Treatment Plant from datalogger to WTP PLC.<br>• Reading Modbus. | requires regular inspection.<br>• Additional discharge measurements recommended following flood events.<br>• Access via Marine Drive; Regional District pumphouse access required. |

| **Chapman Creek – Reach 3**<br>**Latitude (WGS84) 49° 27′ 5″ Longitude (WGS84) -123° 43′ 2″** | | |
|---|---|---|
| This is a natural-channel hydrometric station that is approximately 1 km upstream of the Chapman Creek Hatchery. Instrumentation is mounted to a large, stable boulder along the right bank. | | |
| **Parameters** | **Equipment** | **Considerations** |
| • Stage<br>• Water Temperature<br>• Calculated Discharge | • OTT PLS vented pressure transducer (±2 mm accuracy).<br>• Campbell Scientific CR310 datalogger.<br>• Cellular telemetry modem.<br>• Deep-cycle battery power supply.<br>• Steel stilling pipe anchored to boulder. | • Battery cycling is required approximately every six (6) months.<br>• Sensor and mounting should be inspected following high-flow events.<br>• Historic sensor burial reduced accuracy of part of the record. |

| **Chapman Creek – WSC / Downstream of Intake**<br>**Latitude (WGS84) 49° 28′ 54″ Longitude (WGS84) -123° 42′ 47″** |
|---|
| EFN compliance monitoring station is located approximately 300 m downstream of the Regional District drinking water intake. This is a legacy Water Survey of Canada site and remains a critical regulatory monitoring location. |

| Parameters | Equipment | Considerations |
|---|---|---|
| • Stage<br>• Calculated Discharge | • 1 x Vega C21 Radar transmitter and a Keller level Pressure Transmitter.<br>• Stilling well suspended from bedrock-mounted shed.<br>• PLC-based data acquisition system.<br>• Permanent benchmarks for manual verification. | • Stage sensor accuracy is unknown (Grade U).<br>• Consider sensor redundancy due to regulatory importance. |

| **Chapman Creek Upper**<br>**Latitude (WGS84) 49° 31′ 9″ Longitude (WGS84) -123° 38′ 31″** | | |
|---|---|---|
| Newly installed, 2024 station has limited access and requires a one (1) hour hike from trail head located off an old logging road. | | |
| **Parameters** | **Equipment** | **Considerations** |
| • Stage<br>• Water Temperature<br>• Potential for Calculated Discharge | • OTT PLS vented pressure transducer (same as Reach 3).<br>• Campbell Scientific CR310 datalogger.<br>• Deep-cycle battery power supply.<br>• Telemetry-ready enclosure mounted above high-water level. | |

### 3.2 Project Objectives

The Regional Districts project objectives are to obtain accurate hydrometric data that will:

- Demonstrate compliance with EFN licence conditions.
- Support automated Supervisory Control and Data Acquisition (SCADA) based alarming and operational controls.
- Support operational control of intakes, augmentations, and dam releases.
- Inform drought monitoring and response actions.
- Maintain defensible long-term hydrologic records.

## 3.3 Scope

The Contractor will provide all services, labour, equipment, supervision, and technical expertise necessary to complete Conduct discharge measurementsthe services that will include but not be limited to:

### 3.3.1 Project Management and Coordination

The Contractor will:

- Develop a workplan that outlines scope, schedule, deliverables and resource allocations for both parties.
- Host regular progress updates and technical briefings.
- Host and participate in meetings regarding station performance, network priorities, or calibration issues.
- Coordination with stakeholders, including provincial or federal hydrometric authorities, as required.
- Host and attend up to 10 meetings per year between the Contractor and the Regional District. Meetings may be held virtual via Microsoft Teams. The Contractor will provide meeting minutes to the Regional District within three (3) business days of the meeting.
- Development of mitigation strategies and contingency plans.
- Host a kick-off meeting with the Regional District's team (either on-site or virtually).

### 3.3.2 Service Levels

The Contractor will:

- Respond to emails and phone calls from the Regional District within 24 hours, or the next business day when received on a weekend or statutory holidays.
- Ensure that any critical station or equipment's downtime does not exceed 72 hours.
- Ensure that the equipment is fully operational at least 95% of the time.
- Attend site within 48 hours to address any urgent site issues that could include but is not limited to: sensor failure, flood event etc.
- Upload the data to the Regional District Portal within two (2) days after the field visit.
- Perform seasonal calibration on all equipment.

### 3.3.3 Safety Requirements

The Contractor will:

- Develop and submit a field safety plan that is specific to the services being provided prior to beginning of any field work that includes but it not limited to compliance with WorkSafe BC, compliance documentation, site specific safety considerations for remote sites, helicopters, confined space and dam infrastructure.
- Complete a job hazard assessment for each hydrometric station.
- Develop and comply with working alone procedures, emergency response procedures and any other relevant requirements to complete the services.

### 3.3.4 Data Management and Reporting

The Contractor will:

- Provide timely, accurate, and professionally prepared deliverables in support of Regional District's operational, regulatory, and long-term hydrometric program needs, including the provision of calibration results for each station within two (2) business days of completion.
- During each calibration visit complete all required field documents that include but is not limited to:
  - Field Notes.
  - Photos of site, control and measurement setup.
  - Channel condition notes (debris, scour, sedimentation, ice).
  - Weather and flow conditions.
  - Salt dilution records.
  - Calibration factors.
  - Equipment performance.
  - Cross-section geometry used for Acoustic Doppler Current Profilers (APCP) or mechanical measurements.
  - Measurement uncertainty estimates.
  - Meta data for each measurement.
  - All other relevant information.
- Ensure that all data, analyses, and deliverables produced meet all professional standards and are signed and sealed by a Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) licensed in the Province of British Columbia.
- Provide all data to the Regional District in a 'Machine Readable' format (e.g., CSV, JSON, or XML) and include full metadata headers.
- Submit two (2) final reports at the end of the operating season for the two (2) Creeks, Soames and Chapman, summarizing all activities, calibration results, rating curves, and recommendations for improvements to existing hydrometric stations. The report will include, at a minimum:
  - Updated stage-discharge rating curves.
  - A summary of discharge measurements and any associated rating shifts.

- Calibration Factor (CF) documentation and breakthrough curves, where applicable.
- Benchmark levelling summaries.
- Finalized 15-minute interval data files (CSV or Microsoft Excel format).
- A data quality certification statement confirming compliance with RISC Grade B standards.
- A comprehensive quality assurance/quality control (QA/QC) summary.
- Observations regarding equipment performance and site conditions.
- Recommendations for future monitoring improvements, equipment upgrades, or site modifications.

### 3.3.5 Discharge Measurements and Calibrations

The Contractor will be responsible for hydrometric data collection, discharge measurement, and calibration activities for the identified hydrometric stations. This includes stations integrated with the Regional District SCADA system as well as stations requiring manual field data retrieval.

The Contractor will:

- Conduct discharge measurements and calibration activities under flow conditions generally below 1,000 L/s for Chapman Creek and below 30 L/s for Soames Creek, if safe and practicable.
- Complete up to six (6) manual discharge measurements per station per year and distributed across low and moderate flow conditions to support robust rating curve development and maintenance.
- Where a discharge measurement deviates by greater than ten percent (10%) from the established rating curve, the Contractor will identify, document, and justify a rating shift or define a new rating period in accordance with the Manual of British Columbia Hydrometric Standards (RISC).
- Use salt dilution gauging as the primary discharge measurement method for the Chapman Creek station due to small, turbulent, and rocky channel conditions and the historical use of salt dilution methods at legacy Water Survey of Canada sites. Discharge measurements will be performed using slug-injection salt dilution methodology consistent with RISC standards and shall include adequate mixing length to ensure full tracer mixing.
- Utilize Regional District-owned Quick Instream Q (QiQuac) salt-gauging equipment and T-HRECS™ high-resolution conductivity systems during operational calibrations and provide staff training, provide quality assurance and quality control (QA/QC) oversight for their use, and ensure that all equipment is operated and maintained in accordance with manufacturer specifications and RISC standards. The Regional District will supply and retain ownership of all Quick Instream Q (QiQuac) salt-gauging equipment and T-HRECS™ high-resolution conductivity systems for use during hydrometric calibration. The Regional District

will transport the equipment to and from the site and will conduct the initial setup, verification and post-calibration checks. After the Regional District completes these steps, the Contractor may operate the equipment only under the Regional District's direction and only for the purposes defined for this project. The Contractor is fully responsible for the care, custody and control of the equipment while it is in their operation. The Contractor will be liable for any loss, damage, misuse or contamination of the equipment resulting from their actions, omissions, negligence and will cover all repairs or replacement costs. Any of the Contractor's personal operating the equipment will need to follow industry best practices, manufacturers operational requirements, RISC standards and QA/QC procedures. The Contractor will maintain and submit complete records of all calibration activities, instrumental logs and any other required documentation regardless of whom is operating the equipment. Unauthorized use, modification or operations of the equipment is prohibited and the Regional District presence on site does not transfer or limit the Contractor's responsibility for equipment care and proper operations when then are utilizing the equipment.

- Provide and deploy appropriate alternative discharge measurement equipment, where site conditions make salt dilution gauging impractical or sub-optimal. Alternative equipment may include Acoustic Doppler Current Profilers (ADCP/ADV), mechanical flow meters (e.g., Price AA or Pygmy), and associated software and field instrumentation.
- Tie each hydrometric station to a minimum of three (3) permanent benchmarks and preserve and utilize existing historical benchmarks where practicable. A full differential level survey shall be completed on an annual basis or following significant flood events, with survey closure achieved within ±5 mm.
- Provide purchasing advice, including delivery of a Technical Procurement Recommendation by the end of Year 2. This recommendation shall outline considerations and options for future hydrometric program investments, which may include field instruments, sensors, data loggers, telemetry, calibration equipment, and data management or analysis tools. The recommendations shall be informed by the Regional District's operational needs and shall address general compatibility considerations with Regional District's existing and anticipated monitoring, SCADA, and data management systems.
- Ensure that prior to any calibration, that they ensure sensor stabilization for a minimum of five (5) minutes or until the reading demonstrates stable temperatures and pressure conditions.
- Complete zero-offset verification and documentation on any required adjustments including barometric compensation checks for both vented and none vented sensors.
- When required for:
    - Salt dilution measurement - document background conductivity, injection mass verification, mixing length confirmation and performance duplicate injections.

  - ADCP/ADV measurements - complete compass calibration, moving-bed tests, edge distance corrections and a minimum of two (2) transect meeting RISC quality criteria.
  - Ice-affected periods – apply RISC approved ice correction methods and document ice conditions and perform under ice measurements when safe and able to.
- Identify and document any hydraulic breaks, rating shift and extrapolation limited that include but are not limited to justifications for any extrapolation limited beyond the highest measured discharge as required.

### 3.3.6 SCADA, PLC, and Control System Integration

The Contractor will provide real-time hydrometric data from select monitoring stations to be directly integrated with the Regional Districts system to support operational decision-making, alarm management, and EFN compliance. This integration ensures that flow-based operational controls at EFN-critical locations are driven by accurate, calibrated, and continuously verified field measurements.

The WSC (Chapman Creek Intake) and Soames Creek hydrometric stations are considered operationally critical and will be fully integrated with the Regional District's system. Real-time level and/or flow data from these stations shall be suitable for use in PLC-based control logic, alarm programming, and operational decision support.

The Contractor will:

- Ensure that all level and flow instrumentation at the WSC (Chapman Creek Intake) and Soames Creek stations is capable of direct communication with the Regional District's local Programmable Logic Controllers (PLCs) using Regional District-approved industry-standard methods, including 4–20 mA analog outputs or recognized digital protocols (e.g., Modbus TCP/IP or equivalent).
- Ensure the reliability, maintainability, and compatibility of all interfaces with Regional District's existing municipal control infrastructure.
- Maintain sensor-to-PLC data integrity, including:
  - Providing accurate signal scaling documentation (engineering unit conversions).
  - Working with the Regional District to ensure data can be displayed on the Regional District's SCADA system and accurately reflects calibrated field measurements.
  - Confirming that signal resolution, update frequency, and stability are sufficient for operational use.
- Advise on appropriate signal dampening, averaging, or filtering methods to minimize short-term noise caused by turbulence, debris, or transient conditions.

- Maintain field-level instrumentation performance and data integrity, including:
  - Physical maintenance of sensors, transmitters, cabling, and enclosures.
  - Ensuring ongoing calibration accuracy of level and flow measurements.
  - Perform sensor calibration and verifications services that meet the requirements of RISC Grade B compliance that includes but is not limited to:
    - Annual loop checks to confirm consistency between field-measured values, transmitter outputs, and values displayed on the SCADA system.
    - Calibration requirements for conductivity sensors.
    - Calibration certificates for ADCPs, mechanical meters and radar sensors.
    - Pre and Post deployment checks for all sensors.
    - Drift checks and zero off set verification.
    - Recommendations for alarm thresholds or signal dampening.
- Identify and promptly report any sensor degradation, signal drift, scaling errors, or deficiencies that could compromise operational decision-making.
- Not modify the Regional Districts PLC or SCADA programming, any revisions to these programs will need to be submitted to the Regional District in writing so that if approved the work can be completed by the Regional District.

### 3.3.7 Quality Assurance / Quality Control

The Contractor will be responsible for quality assurance / quality control (QA/QC) that:

- Validate the full data workflow including automated and manual checks for:
  - Range exceedance.
  - Sensor drifts.
  - Spikes and anomalous values.
  - Clock mismatches and data gaps
- Apply and document data flags for conditions such as ice effects debris accumulation, backwater influences, sensor fouling and suspected sensor drift.
- Conduct daily or weekly data review as appropriate for site conditions to reconcile the data SCADA data with on-site logger data and identify discrepancies requiring connection.
- Ensure traceability for calibration logs that include but is not limited to sensor serial numbers, calibration dates, expired dates, and pre and post deployment calibration comparison results.
- Maintain documented records of pass / fail acceptance criteria for all sensor calibrations, including the maximum allowable drift prior to field adjustments or sensor replacements.
- Ensure that all rating curve updates including uncertainty bounds, measurement weightings and a summary of supporting gauges is used to define each rating segments as required.

- During winter or ice-affected areas that an application of RISC approved ice flagging or corrective methods and document these conditions as required.

The Contractor will be responsible for rating curve and uncertainty management that includes but is not limited to:

- Assessing and documenting uncertain propagation through the rating curve including but is not limited to:
    - Stage measurement uncertainty.
    - Discharge measurement uncertainty.
    - Rating curve fit and extrapolation uncertainty.
- Updating rating curves as required based on calibration measurements, site visits or observed changes.

The Contractors final deliverables will include but are not limited to finalized Data Sets and QA/QC Documentation, including 15-minute interval stage and discharge data, updated rating curves, uncertainty analyses consistent with RISC Grade B requirements, and full documentation of data edits and assumptions. And the Contractor will provide separate annual Hydrometric Reports for each creek, summarizing all monitoring activities, calibration results, rating curve updates, SCADA verification outcomes, QA/QC review, limitations, and recommendations for system or monitoring improvements. The report shall be signed and sealed by a Professional Engineer (P.Eng.) or Professional Geoscientist (P.Geo.) licensed in British Columbia.

### 3.3.8 Data & Backup Requirements

The Contractor shall ensure that all hydrometric data collected is processed, stored, transferred, and archived in accordance with Provincial, Federal, and industry best practices. Requirements include:

- All data will pass through the Regional District's system first, which serves as the authoritative system of record, before being transferred to the Contractor's system for monitoring, QA/QC, and analysis.
    - There are approximately two (2) sites that have data passing through the Regional District's system second and the Contractor may be requested to convert the transfer.
- Routine data backups shall occur no less than every two (2) months, with daily incremental and monthly full backups recommended.
- Data shall be transferred via a secure, encrypted portal that meets the standards of the Owner's Information Technology Services Division, including encryption in transit (TLS 1.2+) and at rest (AES-256).
- All data access, edits, and transfers will be logged with full audit trails.

- Data retention and archival formats will meet or exceed Provincial and Federal hydrometric standards, including FOIPPA compliance and long-term defensible storage.
- For critical EFN stations, the Contractor shall ensure:
    - Redundant sensors, power systems, and telemetry paths.
    - Failover data logging and local storage.
    - Archival formats consistent with WSC and RISC best practices.
    - Automated alarms for outages, drift, or abnormal readings.
- Calibration and traceability will be maintained for all sensors, including calibration certificates, field checks, drift quantification, and benchmark elevation verification.
- Metadata, QC flags, and version control will be preserved for all datasets.
- Ensuring that all benchmark surveys are tired to industry approved standards for vertical datum, with the survey closure document and that meets all accuracy requirements.
- Ensure that the telemetry system is operation and addresses any latency monitoring, drop out detections and has automation alerts for data anomalies or sensor failures.
- Managing and keeping all archives of raw and process data, including all intermediate files, Q/C flags and revision history in accordance with retention records.

The Contractor will be responsible for performing routine maintenance to ensure that the equipment is in operable conditions this work may include but is not limited to:

- Cleaning of still wells, intakes and sensor housings.
- Vegetation brushing and access maintenance.
- Battery replacement and power system checks.
- Desiccant replacement.
- Cable, conduit and enclosure inspections.
- Debrief clearing.
- Snow and ice management when applicable.

# 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.

### 4.2 Term

The term of the contract will be a for three (3) years, with an option to extend up to an additional two (2) years, at the sole discretion of Regional District.

### 4.3 Service Requirements

The Contractor's responsibilities will include the following:

a) Coordinate with the Regional District staff when required.
b) Use of Regional District's file sharing service for large files.
c) Ensuring that all stations remain functional, safe, and producing reliable data.
d) Performing all field measurements needed to maintain accurate stage-discharge relationships.
e) Ensuring that all sensors and related data are accurate, traceable, and defensible.
f) Ensuring that all hydrometric data meets the industry best practices, Provincial, Federal standards.
g) Maintain defensible stage-discharge relationships.
h) Ensuring that the hydrometric data is usable for operational control.
i) Provision of services and reports in a profession and technically defensible manner suitable for regulatory review, operational use, and long-term archival.
j) Training and Knowledge Transfer Deliverables, including training materials, site-specific Field Operations SOPs for Regional District staff use, and an annual training progress summary assessing skill development and remaining gaps.
k) Procurement Advisory Deliverables, including a Technical Procurement Recommendation by the end of Year 2 identifying suitable monitoring and survey equipment and compatibility considerations with Regional District systems.

### 4.4 Scheduling

The monitoring and calibration services under this Contract are time-sensitive and directly linked to Regional District's drought management, environmental flow compliance, and operational decision-making. The Contractor will need to be able to mobilize quickly during the term of the contract and remain available throughout the operating season to respond to hydrologic conditions.

Of particular importance is the timely calibration of regulatory hydrometric stations, including the Chapman Creek Intake station and the Soames Creek station, which needs to be completed prior to Regional District declaring Stage 2 drought conditions, where feasible. Similar seasonal readiness expectations apply to tipping bucket precipitation gauges at lake sites, which support operational forecasting and response.

The Contractor will be required maintain availability during the operating season to conduct additional calibration or verification following significant rainfall events or atypical

hydrologic conditions as well as interpretation of hydrometric and precipitation data during drought escalation and operational planning.

The Contractor will participate in spring (April–May) discussions with the Regional District regarding recommended adjustments for upcoming summer operations, informed by the previous season's data.

The milestone schedule below establishes the Regional District minimum expectations for the availability which does not include any a typical circumstance that may require adjustments.

| **Milestone** | **Estimated Date** |
|---|---|
| Project Kick-Off Meeting (virtual or in-person) | First week of July in 2026, first week of May each year thereafter |
| Initial Field Mobilization and Early-Season Calibrations (Chapman Creek Intake & Soames Creek) | First week of July in 2026, as required each year thereafter |
| Submission of Field Sampling Plan and Training Plan | Within 3 weeks of award (by July 6, 2026) |
| Seasonal Readiness Confirmation for Regulatory Stations (prior to potential Stage 2 declaration) | By late June, as conditions allow |
| Pre-Wet-Season Calibration of Lake Tipping Bucket Gauge(s) | By early July, as conditions allow |
| In-Season Availability for Event-Driven Calibrations (e.g., heavy rainfall) | June–October (as required) |
| End-of-Season Field Activities and Final Calibrations | By October 31 (*or early November in drought years)* |
| Submission of Annual Hydrometric and Climate Monitoring Report | By November 15 |
| Review of Findings and Identification of Operational Considerations for Following Summer | End of February for each monitoring year |

### 4.5 Knowledge Transfer and Staff Training

In addition to maintaining a high-quality hydrometric record, the Contractor will support a phased transition that enables Regional District staff to progressively assume responsibility for routine hydrometric field calibrations. The Contractor shall support this transition through structured knowledge transfer, staff training, and supervised field involvement designed to build Regional District's long-term internal capacity. By the end of the contract term, Regional District intends to have their staff be capable of independently performing salt dilution calibrations using Regional District owned equipment, with external consultants retained primarily to provide specialized support related to data analysis, uncertainty

assessment, quality assurance/quality control (QA/QC) review, and reporting. By that time, Regional District also intends to have the internal systems, procedures, and equipment in place necessary to support a sustainable, long-term hydrometric monitoring program. The Contractor will:

- Deliver an annual Training and Orientation Program for staff, including a minimum of four (4) collaborative field training days per year focused on hands-on hydrometric gauging and calibration activities.
- Provide on-site training to staff on the use of Quick Instream Q (QiQuac) and T-HRECS™ equipment, including practical instruction in salt dilution gauging and hands-on calibration experience under a range of flow conditions.
- Train staff in hydrometric data tabulation, discharge calculations, rating curve development and review, uncertainty assessment, and reporting practices consistent with RISC standards.
- Develop, maintain, and update site-specific Field Operations Standard Operating Procedures (SOPs written for staff use to support consistent, safe, and defensible hydrometric field practices.
- Support a phased transition of field responsibilities such that, by Year 3 of the contract, the Regional District can act as the Primary Field Technicians for a minimum of fifty percent (50%) of site visits, with the Contractor providing field supervision, quality assurance/quality control (QA/QC) oversight, and technical review and sign-off.
- Provide additional training, mentoring, and technical support as requested by the Regional District to support continued skill development and confidence in field and data management activities.
- Upon request provide high-level advisory support related to potential future approaches for Regional District-managed hydrometric data storage and management. This may include but is not limited to:
    - Discussing general capabilities and considerations associated with centralized hydrometric data platforms (e.g., systems such as AQUARIUS, FlowWorks, or similar).
    - Options for integrating hydrometric data with the Regional District SCADA team for operational use, and best practices for transitioning data custodianship from consultant-managed systems to Regional District-controlled environments.
    - Any such advisory support would be exploratory in nature and would not require the selection, procurement, or implementation of a specific software platform.

### 4.6 Changes to Work

During the term of the contract at the sole discretion of the Regional District; the Regional District may request additional work to be performed that may include but is not limited to:

- Extra calibrations and updated rating curves.
- Extra calibrations for certain stations beyond 2026 the Upper Creek and R3 Creek stations may need calibration after the originally planned operating year.
- High-flow measurements and post-event indirect measurements (slope area, culvert methods etc.) to strength the upper end of the rating curve.
- Calibration of new stations if they come online during the term of the agreement.
- Support a potential expansion of environmental monitoring needs if they evolve, the Contractor may be requested to:
    - Design.
    - Install or provide installation support
    - Commissioning.
    - Calibration and verification
    - Initial data development of new monitoring infrastructure (e.g. stage sensors, water quality probes etc.).

The exact number of calibrations required as well as the total number of stations included in the program, may vary over the duration of the contract. The Regional District has the requirement that two (2) of the (4) stations are calibrated and reported however this may not be required for the term of the agreement. In addition, as the Regional District's staff gain experience and operational capacity, the level of support and training required from the Contractor may decrease accordingly. The Contractor will need to adapt to these evolving requirements and will provide services and staffing to accommodate changes in scope throughout the contract term.

### 4.7 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.

### 4.8 Standards

The Contractor will provide calibration services that:

- Conform to the *Manual of British Columbia Hydrometric Standards (RISC, 2018)* or the most current edition in force.
- Meet or exceed RISC Grade B performance requirements.
- Employ industry-accepted hydrometric calibration methods and practices.

- Ensure the production and maintenance of high-quality data consistent with the standards outlined in the *Manual of British Columbia Hydrometric Standards.*
- Deliver final calculated discharge values with a maximum total uncertainty of ±15% or better, supported by fully documented, transparent, and defensible uncertainty assessments.

## 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 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

#### 5.1.1 Qualifications

Proponent will need to include a certified and qualified Professional Geoscientist (P.Geo.) or Professional Engineer (P.Eng.), or an equivalent Qualified Professional registered and in good standing with Engineers and Geoscientists BC (EGBC) with a minimum of five (5) years' experience performing hydrometric station calibrations, and rating curve validations on streams.

The Proponent team should also include a Field Hydrometic technical with a minimum of five (5) years' experience.

The Proponent needs to provide resumes for all key personal that provide their professional credentials, hydrometric measurement experience and methods, relevant training and certification etc

#### 5.1.2 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of five (5) years within the past seven (7) years providing services of a similar scope and complexity. Similar scope and complexity is defined as:

a) Hydrometric station calibrations.
b) Discharge measurements using salt dilution, ADCP/ADV, and mechanical meters.
c) Rating curve development and validation.
d) Benchmark surveys and datum verification.
e) Ice-affected measurements and winter operations.
f) QA/QC of hydrometric datasets consistent with RISC (2018) standards.

#### 5.1.3 References

Proponents need to provide a minimum of three (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.

### 5.2 Environmental Requirements

The Proponent should provide details on how they will perform the work without any adverse effects to the environment; provide a brief summary on how the work will be performed with environmental considerations in mind for some or all of the following:

a) Fish and aquatic habitat.
b) Use of salt dilution.
c) Prevention of contamination from equipment.
d) Minimizing sediment disturbances.
e) Protection of vegetation and wildlife.
f) Water quality protection
g) Responsible access.
h) Other environmental considerations

### 5.3 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:
   - Being locally owned;
   - Utilization 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).

### 5.4 Approach

Proponents need to provide a comprehensive and detailed description of their proposed approach and methodology for delivering hydrometric calibration services. The response needs to include, but is not limited to, the following elements:

a) How hydrometric calibration services will be executed, including field procedures, measurement methods, QA/QC processes, and rating curve validation practices.
b) A list of all resources to be utilized, including personnel, field equipment, calibration instruments, vehicles, and data management tools.
c) A preliminary work plan and schedule, outlining anticipated calibration windows, seasonal considerations, site visit frequency, and major project milestones.
d) Any data, information, or system access required from the Regional District to complete the work
e) A list of all anticipated permits, approvals, or regulatory requirements
f) A description of how the Proponent will ensure full compliance all regulatory obligations.
g) Provision of a clear and detailed approach and methodology for conducting data compilation and analysis.

### 5.5 Site Safety

The Proponent will need to ensure the safety of the public, Regional District staff, other contractors, and all workers by developing and implementing a site-specific Safety Plan that aligns with all applicable safety procedures, legislation, and industry best practices. Proponents should provide a high-level summary of this plan that demonstrates how they

will identify and manage site-specific hazards, outline safe access and movement protocols, and establish clear requirements for training, communication, and emergency response. The Proponent will need to provide details on their safety measures and personal protective equipment to ensure the Work is performed safely and in full compliance with all requirements.

### 5.6 Price

Proponents need to submit a unit prices as outlined in the schedule prices the unit prices should be all-inclusive cost for all the project; 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, tariffs, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

## 6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP 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 Regional District and may include other employees and contractors.

The Regional District'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.

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 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 RFP |

### 7.2 Weighted Criteria

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

| **Weighted Criteria** | **Weight (%)** |
|---|---|
| Capabilities | 25 |
| Approach | 35 |
| Environmental | 15 |
| Sustainable Social Procurement | 5 |
| Price | 20 |
| **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.