



Request for Proposals

All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by **September 8, 2021** and directed, in writing, to procurement@bcogc.ca, who will respond if time permits. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses will be recorded and may be distributed to all Proponents at the Commission's option.

RFP # 50022008

Trend Study of Vegetation and Soil Properties from Restored Well Sites

Closing Time: Proposal must be received electronically **before 12:00 Midnight Pacific Time on: September 12, 2021**

Delivery of Proposals

Proposals must be submitted electronically.

To: <https://procurement.bcogc.ca/>

Proponent's Meeting

A Proponent's meeting will not be held.

A. Definitions and Administrative Requirements

1. Definitions

Throughout this Request for Proposals, the following definitions apply:

- a) "Contract" means the written agreement resulting from this Request for Proposals executed by the Commission and the Contractor;
- b) "Contractor" means the successful Proponent to this Request for Proposals who enters into a written Contract with the Commission;
- c) "Must", or "mandatory" means a requirement that must be met in order for a proposal to receive consideration;
- d) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this Request for Proposals;
- e) "Commission" means the Oil and Gas Commission;
- f) "Request for Proposals" means the process described in this document; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

2. Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound. For proposals submitted to an electronic proposal constitutes the signature of an authorized representative of the Proponent and is acceptable without additional signature.

3. Electronic Submissions

For electronic submissions the following applies:

- a) The Proponent is solely responsible for ensuring that the complete electronic Proposal, is received before Closing Time;
- b) The maximum size of each attachment must be 500 MB or less and uploaded in a single attachment;
- c) Proponents should submit proposal submissions in a single upload and avoid sending multiple submissions for the same opportunity;
- d) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Commission may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

4. Additional Information Regarding the Request for Proposals

All subsequent information regarding this Request for Proposals, including changes made to this document will be posted on the BC Bid website at www.bcbid.ca. It is the sole responsibility of the Proponent to check for amendments on the BC Bid website.

5. Late Proposals

Proposals will be marked with their receipt time once submit. Only complete proposals received and marked before closing time will be considered to have been received on time. Proposals that are received late will be marked late and will not be considered or evaluated. In the event of a dispute, the proposal receipt time as recorded by the electronic date stamp shall prevail whether accurate or not.

6. Eligibility

- a) Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in the Commission's opinion, give rise to a conflict of interest in connection with the project described in this Request for Proposals. This includes, but is not limited to, involvement by a Proponent in the preparation of this Request for Proposals. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Commission Procurement Specialist prior to submitting a proposal.
- b) Proposals from not-for-profit agencies will be evaluated against the same criteria as those received from any other Proponents.

7. Evaluation

Evaluation of proposals will be by a committee formed by the Commission and may include employees and contractors of the Commission. All personnel will be bound by the same standards of confidentiality. The Commission's intent is to enter into a Contract with the Proponent who has the highest overall ranking.

8. Negotiation Delay

If a written Contract cannot be negotiated within thirty days of notification of the successful Proponent, the Commission may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the Request for Proposals process and not enter into a Contract with any of the Proponents.

9. Debriefing

At the conclusion of the Request for Proposals process, all Proponents will be notified of the award by BCBid. Unsuccessful Proponents may request a debriefing meeting with the Commission.

10. Alternative Solutions

If alternative solutions are offered, please submit the information in the same format, as a separate proposal.

11. Changes to Proposals

By submission of a clear and detailed written notification, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable. The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Commission for purposes of clarification.

12. Proponents' Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Commission, if any. If the Commission elects to reject all proposals, the Commission will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

13. Limitation of Damages

Further to the preceding paragraph, the Proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

14. Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

15. Firm Pricing

Prices will be firm for the entire Contract period unless this Request for Proposals specifically states otherwise.

16. Currency and Taxes

Prices quoted are to be:

- a) In Canadian dollars;
- b) Inclusive of duty, where applicable; FOB destination, delivery charges included where applicable; and
- c) Exclusive of taxes

17. Completeness of Proposal

By submission of a proposal the Proponent warrants that, if this Request for Proposals is to design, create or provide a system or manage a program, all components required to operate the system or manage the program have been identified in the proposal or will be provided by the Contractor at no charge.

18. Subcontracting

- a) Using a subcontractor (who should be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful performance of the Contract and this should be clearly defined in the proposal.
- b) Subcontracting to any firm or individual whose current or past corporate or other interests may, in the Commission's judgment, give rise to a conflict of interest in connection with the project or program described in this Request for Proposals will not be tolerated. This includes, but is not limited to, any firm or individual involved in the formulation of this Request for Proposals. If a Proponent is in doubt as to whether a proposed subcontractor gives rise to a conflict of interest, the Proponent should consult with the Commission Contact Person listed on page 1 prior to submitting a proposal.
- c) Where applicable, the names of approved sub-contractors listed in the proposal will be included in the Contract. No additional subcontractors will be added, nor other changes made, to this list in the Contract without the written consent of the Commission.

19. Acceptance of Proposals

- a) This Request for Proposals should not be construed as an agreement to purchase goods or services. The Commission is not bound to enter into a Contract with the Proponent who submits the lowest priced proposal or with any Proponent. Proposals will be assessed in light of the evaluation criteria. The Commission will be under no obligation to receive further information, whether written or oral, from any Proponent.
- b) Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

20. Definition of Contract

Notice in writing to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

21. Contract

By submission of a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with the Commission in accordance with the terms of the [Commission's General Service Agreement](#).

22. Liability for Errors

While the Commission has used considerable efforts to ensure the information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Commission, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposals.

23. Modification of Terms

The Commission reserves the right to modify the terms of this Request for Proposals at any time in its sole discretion. This includes the right to cancel this Request for Proposals at any time prior to entering into a Contract with the successful Proponent.

24. Ownership of Proposals

All proposals submitted to the Commission become the property of the Commission. They will be received and held in confidence by the Commission, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and this Request for Proposals.

25. Use of Request for Proposals

Any part of this document, or any information provided by the Commission in relation to this Request for Proposals may not be used or disclosed, for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal, the Proponent agrees to hold in confidence all information provided by the Commission in relation to this Request for Proposals.

26. Reciprocity

The Commission may consider and evaluate any proposals from other jurisdictions on the same basis that the Commission purchasing authorities in those jurisdictions would treat a similar proposal from a British Columbia supplier.

27. No Lobbying

Proponents must not attempt to convey directly or indirectly with any employee, contractor or representative of the Commission, including the evaluation committee and any elected officials of the Commission, or with members of the public or the media, about the project described in this Request for Proposals or otherwise in respect of the Request for Proposals, other than as expressly directed or permitted by the Commission.

B. Requirements and Responses

1. Project Summary

The BC Oil and Gas Commission (the Commission) is planning to initiate a field program this fall (2021) to begin testing the efficacy of the vegetation metrics and expected restoration outcomes proposed in the recently released engagement draft of the Ecologically Suitable Species Guideline (ESSG). A link to the [information bulletin](#) and the [engagement draft](#) are provided here:

Information Bulletin:

<https://www.bccgc.ca/news/reclamation-guidance-for-the-use-of-ecologically-suitable-species-in-db-2021-22/>

ESSG Engagement Draft:

https://www.bccgc.ca/files/operations-documentation/BCOGC_ESSG_Engagement_Draft_June2021.pdf

In collaboration with the Commission, the successful vendor will select a sample population of previously certified sites under the Certification of Restoration (CoR) Part 2 process, categorized in two general categories: pre- and post-2010 Environmental Protection and Management Regulation (EPMR) implementation. Additional categorization may be considered.

The successful vendor will perform reclamation assessments on a selected subset of the sample population or well sites, based on the proposed metrics in Appendix C of the ESSG. For the purposes of providing a cost estimate, please use the following assumptions for the selected subset to be assessed:

- Reclamation assessments on 20 well sites
- All sites are at least 500m from an all-weather road
- All sites are within 90 mins from Fort St John, BC

The assessment results will gather data to investigate how effective the currently proposed ESSG metrics may be in supporting and measuring the improved implementation of section 19 of the Environmental Protection and Management Regulation.

Data gathered as a result this work will also support the anticipated development of an ongoing Commission led audit and inspection program to continue testing restoration effectiveness and build evidence for continuous improvement of guidance and regulation.

2. Anticipated Schedule

The following table outlines the anticipated schedule for this RFP. All times identified in the table are in Pacific Time.

Event	Anticipated Date
Enquiries deadline	September 8, 2021
Request closing time	Midnight, September 12, 2021
Preferred Proponent selected by	September 15, 2021
Commencement of work	September, 2021

3. Commission Situation/Overview

The Commission is the provincial regulatory agency for permitting and overseeing oil and gas activities, from exploration and development through to operations and ultimately decommissioning of oil and gas industry projects under British Columbia jurisdiction. The Commission's current legislated mandate, regulatory framework, core activities and organizational structure are described in the [2021/22 – 2023/24 Service Plan](#) available on the Commission's website at www.bcogc.ca.

3.1 Commission Responsibility

The purposes of the Commission, outlined in Section 4 of the Oil and Gas Activities Act, are briefly summarized as follows:

- (a) to regulate oil and gas activities in British Columbia in a manner that
 - (i) provides for the sound development of the oil and gas sector, by fostering a healthy environment, a sound economy and social well-being,
 - (ii) conserves petroleum and natural gas resources,
 - (iii) ensures safe and efficient practices, and
 - (iv) assists owners of petroleum and natural gas resources to participate equitably in the production of shared pools of petroleum and natural gas;
- (b) to provide for effective and efficient processes for the review of applications for permits and to ensure that applications that are approved are in the public interest having regard to environmental, economic and social effects;
- (c) to encourage the participation of First Nations and aboriginal peoples in processes affecting them;
- (d) to participate in planning processes;
- (e) to undertake programs of education and communication in order to advance safe and efficient practices and the other purposes of the commission.

3.2 Background

To support the implementation of the ESSG, the Commission is requesting proposals from qualified reclamation specialist to meet the following objectives:

- To develop a sampling methodology to select a subset of wells in forested land, from the population of well sites that have obtained a CoR Part 2, to begin a long-term monitoring program.
 - The distribution of wells in the sample should span the time periods of pre-EMPR enactment (October 2010) to today and will be grouped into age classes to support long term monitoring to determine ecological performance.
- To finalize a field ESSG assessment form to support online report submissions for ESSG metrics. The Commission will develop a draft that aligns with the current CoR part 2 process, and that integrates the draft ESSG metrics.
- To execute reclamation assessments on selected sites to test the proposed ESSG assessment methodology and the probability of meeting the proposed ESSG targets in the context of site conditions and notable reclamation practices given a specific time period or as evidenced on site.
- To draft a final report summarizing the criteria used to develop the sample population of wells, the list of wells selected for inspection, and the assessment results of the wells inspected as part of this project. Note that the sample population developed is anticipated to be greater than the number of inspected wells.
- The final report will also provide a discussion on the following key topics:

Key topics:

- Inform the development of a consistent and repeatable inspection and audit program to continuously test the efficacy of ESSG metrics in supporting restoration outcomes aligned with EMPR 19.
- Begin exploring patterns of restoration outcomes that may be influenced by site conditions, transitions in reclamation practices, through shifts in guidance and regulation, or other possible interactions.
- Begin to explore the relationships between short term ESSG metrics and longer term desired ecological outcomes.

- Begin to explore the sensitivity of metrics in determining longer term restoration outcomes, and sensitivity of site variables that may be influence shorter term reclamation performance . For example, to what degree does each of the biotic and/or abiotic site factors, as related to onsite and adjacent site conditions and reclamation practices, influence restoration outcomes in the short and long term. Are there notable differences in restoration success between subzones or regions in the context of the ESSG metrics?

(Link for the ESSG - https://www.bcogc.ca/files/operations-documentation/BCOGC_ESSG_Engagement_Draft_June2021.pdf)

4. Requirements

4.1 Scope of Services

The successful Proponent who enters a written contract with the Commission is expected to support site sample selection methodology to select a subset of wells from the population of wells that have obtained a CoR to begin a long-term monitoring program. The distribution of wells in the sample should span the time periods of pre-EMPR enactment (October 2010) to today and will be grouped into age classes to support long-term monitoring to determine ecological performance.

This report will also include documentation of

- the vegetation and soil property changes over the period of the time.
- changes in the site preparation methods and how it differs with the present methods.

4.2 Content Requirements

To respond to this Request for Proposal, Proponents are required to submit the following information:

Proponent's qualification and relevant experience

- The name, title, professional qualifications, relevant previous experience and contact information of the consultant, or team of consultants who constitute the proponent, to clearly demonstrate:
 - relevant professional background and experience (including length and depth of experience) with ecological suitability, vegetation identification and site classification based on the BEC subzones.
- The name and contact information for two (2) references for an engagement of similar nature completed by the proponent within the past five (5) years.

The references of the proponents may be contacted to validate any part of their response.

The Commission reserves the right to conduct such independent reference checks or verifications as they deem necessary to clarify, test, or verify the information contained in the responses and confirm the suitability of the proponent. The Commission will not enter a contract with any proponent whose references are found to be unsatisfactory.

Suitability of the proposed approach

- A high-level description of the methodology and approach the Proponent will use to create validation and verification tasks that a third-party auditor could use to confirm and replicate
- Overall engagement timeline and schedule, including a kick-off date suitable to the proponent.

4.3 Format Requirements

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. With all pages consecutively numbered, the proposals should contain the following parts:

- a) Table of contents with page numbers.
- b) One-page executive summary.
- c) The body of the proposal in accordance with the above content requirements. This part is not to exceed 10 pages of combined text, tables, graphics and other written presentation in support of the content requirements.

5. Evaluation

The evaluation of responses will be conducted by a team consisting of employees and/or contractors of the Commission. All members of the team will be bound by the same standards of confidentiality.

This section details all the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during the evaluation.

The lowest price of any Proposal will not necessarily be accepted. The Commission reserves the right to refuse any proposed based on quality, service, price, reputation, experience and other criteria.

The Preferred Proponent will be the Proponent scoring the most points after evaluation. The evaluation process will consist of the following stages:

- Stage One – Mandatory Criteria
- Stage Two – Desirable Criteria
- Stage Three – Interviews (optional)
- Stage Four – Reference Checks

5.1 Mandatory Criteria

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

- **The Proposal must be sent and received before the designated closing date and time.**
- **The Proposal must be in English and submitted electronically to <https://procurement.bcogc.ca/>**
- **The Proponent must confirm that any personal information received, collected or held over the course of the review will be stored and used only in Canada.**
- **The Proposal must contain an independence and objectivity statement by the Proponent.**

Failure to meet all mandatory criteria above will disqualify the Proponent's Proposal from further review.

5.2 Desirable Criteria

The Commission seeks to enter into an agreement with the Proponent who, in the opinion of the Commission, has the resources, knowledge and competence to provide the greatest value. Proposals meeting all of the mandatory criteria will be assessed against the desirable criteria.

Desirable Criteria	Weight
Proponent's Qualifications and Relevant Experience	30%
Suitability of Proposed Approach	50%
Pricing: Provide a firm, fixed, all-inclusive price for all services proposed.	20%

5.3 Interviews

The top ranking (to a maximum of three) Proponents may be asked to attend an interview with the evaluation team. During the interview, the evaluation committee may clarify and/or verify statements made in the written Response.

Interview Criteria	Weight
Understanding of the requirements.	40%
Understanding of the Commission's environment.	20%
Approach to meeting the requirements.	20%
Suitability of the Lead Resource (including ability to handle situations and to communicate effectively, and to assign appropriate resources).	20%

The highest scoring Proponent (Preferred Proponent) will be selected by adding the scores from the desirable criteria and the interview.

The requirement for interviews is optional. The Commission reserves the right to complete the evaluation process without Proponent interviews.

5.4 Reference Checks

The references of the Preferred Proponent may be contacted to validate any part of their responses. The Commission reserves the right to conduct such independent reference checks or verifications as they deem necessary to clarify, test, or verify the information contained in the responses and confirm the suitability of the Proponent. The Commission will not enter a contract with any Proponent whose references are found to be unsatisfactory.