



# Request for Qualifications

All enquiries related to this Request for Qualifications, including any requests for information and clarification, are to be directed, in writing, to [procurement@bcogc.ca](mailto: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 will be distributed to all Proponents at the Commission's option.

No. RFQ 63521005

## OIL AND GAS ACTIVITY RISK ASSESSMENT REVIEWS

**Closing Time:** Responses must be received electronically  
**before 2:00 PM Pacific Time on: February 19, 2021**

### Delivery of Proposals

**Proposals must be submitted electronically.**

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

Proposals must be submitted to the above link before the closing date.

### Organization Overview

The BC Oil and Gas Commission (Commission) is an independent, single-window regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia. Regulatory responsibility is delegated to the Commission through the *Oil and Gas Activities Act* and includes specified enactments under the *Forest Act*, *Heritage Conservation Act*, *Land Act*, *Environmental Management Act*, and *Water Act*. The operating costs of the Commission are funded through industry fees and levies on a cost recovery basis.

The Commission's core roles include reviewing and assessing applications for industry activity, consulting with First Nations, ensuring industry complies with provincial legislation and cooperating with partner agencies. The public interest is protected by ensuring public safety, protecting the environment, conserving petroleum resources and ensuring equitable participation in production.

The regulatory responsibility of the Commission extends from the exploration and development phases of oil and gas activities through to facilities operation, and ultimately decommissioning of industry projects. It is charged with balancing a broad range of environmental, economic and social considerations.

## 1. Overview of the Requirement

The BC Oil and Gas Commission (the “Commission”) is soliciting proposals from qualified engineering firms interested in conducting reviews and providing advice and recommendations related to oil and gas activity risk assessment and siting safety studies. (Estimated 3-4 submissions requiring 40 hours each)

Based on the review of the RFQ Responses the Commission intends to establish a List of Qualified Suppliers who may be contacted at the Commission’s discretion. Qualified Suppliers may be contacted directly, or asked to compete as described in section 5.3, to enter into Contracts for provision of the services described in section 4.

The List of Qualified Suppliers will be in effect until **June 30, 2023**.

## 2. Request for Qualifications Definitions

Throughout this Request for Qualifications, the following definitions will be used:

- a) “BC Bid” means the electronic tendering service maintained by the Commission;
- b) “Contract” means a written contract executed by the Commission and the Contractor;
- c) “Contractor” means a Qualified Supplier who enters into a Contract with the Commission;
- d) “List of Qualified Suppliers” means a list of names of Respondents possessing the qualifications described in this RFQ that have satisfied any conditions set by the Commission for being added to and staying on that list;
- e) “must”, or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- f) “Commission” means the Commission;
- g) “Qualified Supplier” means a Respondent possessing the qualifications described in this RFQ that has satisfied any conditions set by the Commission for being added to, and staying on, the List of Qualified Suppliers;
- h) “Respondent” means an individual or a company that submits, or intends to submit, their qualifications in response to this “Request for Qualifications”;
- i) “Response” means a statement of qualifications submitted in reply to this Request for Qualifications; and
- j) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the Request for Qualifications.

### **3. Request for Qualifications**

#### **3.1 Enquiries**

All enquiries related to this Request for Qualifications are to be directed, via email, to [procurement@bcogc.ca](mailto:procurement@bcogc.ca). Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and will be distributed to all Respondents at the Commission's option.

#### **3.2 Closing Date**

A complete copy must be submitted electronically and must be received by 2:00 PM, Pacific Time, on **February 19, 2021** to <https://procurement.bcogc.ca/>. Responses must not be sent by e-mail.

#### **3.3 Qualifications Review Committee**

Evaluation of Responses will be by a committee formed by the Commission and may include employees and contractors of the Commission.

#### **3.4 Review and Selection**

The qualifications review committee will check Responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. Responses not meeting a minimum score in a category will not be further considered. The names of successful Respondents will be added to the Commission's List of Qualified Suppliers.

#### **3.5 Signed Responses**

The Response must be signed by a person authorized to sign on behalf of the Respondent and to bind the Respondent to statements made in response to this Request for Qualifications.

#### **3.6 Changes to Response Wording**

The Respondent will not change the wording of its Response after closing and no words or comments will be added to the Response unless requested by the Commission for purposes of clarification.

#### **3.7 Respondents' Expenses**

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Commission, if any. The Commission will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

#### **3.8 Acceptance of Responses**

This Request for Qualifications is not an agreement to purchase goods or services. The Commission is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification review criteria. The Commission will be under no obligation to receive further information, whether written or oral, from any Respondent.

**3.9 Definition of Contract**

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will not constitute a contract. Only if a Qualified Supplier and the Commission enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges relative to the goods or services.

**3.10 List of Qualified Suppliers Not Binding**

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers by notifying the Commission in writing. The Commission may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing.

**3.11 Modification of Terms**

The Commission reserves the right to modify the terms of this Request for Qualifications at any time in its sole discretion. This includes the right to cancel this Request for Qualifications or the List of Qualified Suppliers at any time without entering into a Contract.

**3.12 Ownership of Responses**

All documents, including Responses, 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*.

**3.13 Confidentiality of Information**

Information pertaining to the Commission obtained by the Respondent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Commission.

**3.14 Collection and Use of Personal Information**

Respondent are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFQ requires Respondents to provide the Commission with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the Commission. Such written consents are to specify that the personal information may be forwarded to the Commission for the purposes of responding to this RFQ and use by the Commission for the purposes set out in the RFQ. The Commission may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made; Respondents will immediately supply such originals or copies to the Commission.

**3.15 Additional Information on the RFQ**

All subsequent information regarding this RFQ, including changes made to this document, will be posted on the BC Bid Website and the Commission's procurement portal. It is the sole responsibility of the Respondent to check for amendments and additional information on these websites.

**3.16 Debriefing**

The Commission will offer a debriefing to Respondents who did not make the List of Qualified Suppliers, on request, at a mutually agreeable time.

**3.17 Form of Contract**

Any Contract with a Qualified Supplier will be substantially similar to the terms and conditions of the Commission's General Service Agreement, a copy of which is available on the Internet at:

<https://procurement.bcogc.ca/files/documents/General-Service-Agreement.pdf>

**4. Services**

**4.1** Provide written reviews and advice regarding safety, hazard and risk assessment components of specific applications. This may include:

- a) review of the preliminary design criteria and configuration during the application stage and will follow through to final design and construction.
- b) consideration of applicable regulations, standards and codes, recommended practices, verification of assumptions and input data and the exercise of engineering judgment
- c) applications reviews may include onshore or near shore export facilities, small domestic natural gas liquefaction facilities, petroleum refineries and manufacturing plants designed to convert natural gas into other organic compounds. The following elements will be considered:
  - i. hazard identification, hazard analysis, and quantitative risk assessments
  - ii. demonstration of ALARP
  - iii. facility siting safety studies (vapour dispersion, radiant heat, BLEVE, blast overpressure, etc.)
  - iv. analysis of engineering assessments or quantitative risk assessments
- d) The reviews will culminate in advice and recommendations which may include requests for additional information from applicants, and proposed permit conditions.

**4.2** Providing assistance and training to Commission engineering and technical staff throughout the application review process, detailed engineering phase and construction.

**4.3** Provide training for general knowledge development in the area of risk assessment review criteria.

**4.4 Pricing**

Respondents are required to provide the Appendix A pricing information for each Consultant as a day rate in Canadian Dollars (CAD). Fee rates will be used in evaluating and qualifying Consultants as described in section 7.

#### **4.5 Security Clearance**

The Commission may, in its sole discretion, require security clearances, in a form satisfactory to the Commission, from the Consultant before entering into a Contract. Any costs associated with obtaining such security clearances will be borne by the Qualified Supplier under the Contract.

#### **4.6 Location and Facilities**

Consultants should be prepared to work at their own off-site work location and must be able to be contacted by telephone and e-mail. Consultants should have access to standard office automation tools (i.e., e-mail, MS Word, MS Excel, and MS PowerPoint).

### **5. Use of List Guidelines**

The guidelines set out in this Section regarding the use of the List of Qualified Suppliers are subject to change occasionally, as the Commission may deem necessary, without notice to the Consultants or firms on the List.

#### **5.1 Effective Date**

5.1.1 The List of Qualified Suppliers will be in effect until **June 30, 2023**.

5.1.2 The Commission may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with projects or assignments. The criteria for selecting Qualified Suppliers for each project or task will vary, depending upon the requirements of the applicable project or task and could involve requiring a Consultant to have a certain demonstrated experience and proficiency level in one or more Service Areas depending on the specific requirements of the project or assignment.

#### **5.2 Contracts**

Any Contracts entered into with a Qualified Supplier will be:

- a) Between the Commission and the individual Consultant where the Qualified Supplier is the individual Consultant, and
- b) Between the Commission and a company, specifying the individual Consultant(s) to be engaged, where the Qualified Supplier is a Respondent company.

#### **5.3 Selection Criteria**

The Commission may select a Qualified Supplier from the List using one or more of the following selection methods:

- a) If the estimated Contract value is less than \$25,000 the Commission may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier;

- b) If the estimated Contract value is \$25,000 or more and less than \$75,000, the Commission may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term, etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier if it can be verified by the Commission that only one Qualified Supplier has a Consultant that:
  - I. Is available to undertake the project or assignment; or,
  - II. Has the necessary qualifications to carry out the project or assignment based on the Commission's specific assessment of the Consultant qualifications.
- c) If the estimated Contract value is \$25,000 or more and less than \$75,000, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Commission's specific assessment of the Consultant qualifications, the Commission may, in its sole discretion, use a competitive or other selection process between a minimum of two (if available) such Qualified Suppliers that evaluates each Qualified Supplier's available Consultants, proposed approach, pricing, or other elements required for the project or assignment. The Commission may, at its sole discretion, consider other Qualified Suppliers' available Consultants that, in the Commission's sole opinion, meet the Commission's qualification criteria for the project or assignment (e.g., specialization, experience level, etc.).
- d) If the estimated Contract value is \$75,000 or more, and more than one Qualified Supplier has a Consultant available who has the necessary qualifications to carry out the project or assignment based on the Commission's specific assessment of the Consultant qualifications, the Commission will invite all such Qualified Suppliers to compete for the project or assignment.
- e) Notwithstanding subparagraphs a), b), c), and d), the Commission may directly negotiate a contract with a Qualified Supplier where one of the following exceptional conditions applies:
  - i. Only one available Consultant is qualified to provide the services;
  - ii. An unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process;
  - iii. A competitive process would interfere with the Commission's ability to maintain security or order or to protect human, animal or plant life or health; or
  - iv. The acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.



#### **5.4 Material Changes**

Qualified Suppliers will immediately, during the period that the List is in effect, advise the Commission of any material changes to the information contained in their Response.

#### **5.5 Qualified Suppliers**

Qualified Suppliers may be contacted on an "as, if and when requested" basis and may be contacted directly or asked to compete on opportunities for the provision of services in accordance with the selection method set out in section 7 or as revised by the Commission and communicated to all Qualified Suppliers from time to time. If a Qualified Supplier's requested Consultant is unavailable for a contemplated project or assignment, the Qualified Supplier may propose a substitute resource to the Commission for evaluation and consideration

The Commission has the sole discretion to remove a Qualified Supplier from the List of Qualified Suppliers for unsatisfactory performance by a Qualified Supplier in a Contract, or for failing to meet the requirements for staying on the List of Qualified Suppliers as set out in this RFQ or as may be communicated by the Commission from time to time.

#### **5.6 Obligations**

The Commission has no obligation to:

- a) Inquire as to the availability of a substitute Consultant when advised by a Qualified Supplier that the Consultant named on the List is not available for a particular project;
- b) Evaluate or accept any substitute Consultant proposed by a Qualified Supplier;
- c) Enter into a Contract with any one or more Qualified Suppliers; or
- d) Invite any one or more Qualified Suppliers to participate in competitive processes for a Contract.

#### **5.7 The Commission reserves the right, in its sole discretion, to:**

- a) Employ open competitions that include suppliers external to the List of Qualified Suppliers;
- b) Otherwise engage suppliers external to the List of Qualified Suppliers in connection with any project required by the Commission; and
- c) At any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified Suppliers.



The Commission may not necessarily select the Qualified Supplier offering the lowest rates, and may also review the qualifications or other criteria required for a specific project.

## 6 Mandatory Criteria

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

Criteria
The proposal must be received before the designated closing date time
The proposal must be in English and submitted electronically to: <a href="https://procurement.bcogc.ca/">https://procurement.bcogc.ca/</a>
Confirmation of the Respondent's independence and objectivity or demonstration of appropriate controls can be put in place to ensure objective advice and recommendations
Must hold a professional engineering designation

## 7. Desirable Criteria

Responses meeting the mandatory requirements will be further assessed against the following desirable criteria.

Criterion	Weighting
Professional qualifications and relevant experience – hazard and risk assessment analyses for major industrial projects	50
Overall professional capacity within the organization	10
Competitiveness of hourly rates for professional fees	20
References of the Respondent's experience and suitability	20
<b>TOTAL POINTS AVAILABLE</b>	<b>100</b>

## **8. Format Requirements**

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

- a) Table of Contents.
- b) A short (one or two page) summary of the key features of the proposal.
- c) The body of the proposal demonstrating how the Respondent meets the mandatory and desirable criteria.
- d) Completed Appendix A

Any additional information that the Respondent may wish to submit in support of their proposal can be included as one or more appendices to the proposal. All appendices will be considered as they contribute relevant information towards any of the contents requirement. No additional evaluation points will however be given for including appendices.

## Appendix A Individual Consultant's Qualification Summary

One copy of this or a substantially similar form must be completed and submitted for each Consultant included in the Response. Responses will be evaluated, in part, on the basis of the Respondent's declarations as to the skills and experience of each Consultant presented. Each section of this form should be used as a guideline to the level of detail or volume of content expected from the Respondent.

<b>Name of Consultant:</b>			
<b>Name of Firm (if applicable):</b>			
<b>Title or Position in Firm:</b>			
<b>Consultant's Office Address:</b>			
<b>Present Role of Consultant:</b>			
<b>Degrees, Certificates, Diplomas or Professional Designations Held or Earned:</b>	Degrees, Certificate, Diploma or Designation	Issuing Institution or Association	Date Conferred or Awarded
<b>Presented Fee Rates: (for initial 2 years)</b>	Year One Daily Fee Rate:	\$	Per day
	Year Two Daily Fee Rate:	\$	Per day

<b>Client References for Consultant</b>				
<b>First Client Reference:</b>	Name of Client:			
	Title or Position:			
	Organization Name:			
	Telephone Number:	(      )	-	City:
	Nature of Services Provided:			
	Date(s) Services Provided:			
<b>Second Client Reference:</b>	Name of Client:			
	Title or Position:			
	Organization Name:			
	Telephone Number:	(      )	-	City:
	Nature of Services Provided:			
	Date(s) Services Provided:			
<b>Third Client Reference:</b>	Name of Client:			
	Title or Position:			
	Organization Name:			
	Telephone Number:	(      )	-	City:
	Nature of Services Provided:			
	Date(s) Services Provided:			

## Appendix A – Page 2

Complete the relevant background information the Consultant has in each category. For Years of Experience, please ensure the Assignment Outlines clearly articulate the consultant meets the minimum Length of Assignments requirements for each category, where one year is equivalent to a total of assignments in which the consultant spent 200 hours or more per year performing professional work in the listed category. Years of Experience noted in the column for each category can be for a period longer than that of the Length of Assignments. A resume should be provided that substantiates the balance. For Skill Level please refer to matrix below chart. Each individual assignment section for this category should be no more than 100 words.

Category:	Experience
Years of Experience: _____. (minimum total of Length of Assignments that must be outlined on this form for this category = 5 years)	Assignment Outline:  
	Role of Respondent:  
	Outcome(s) from assignment directly developed by Respondent:  
	Length of Assignment: Skill Level:
	Contact Name: Contact Number:
	Assignment Outline:  
	Role of Respondent:  
	Outcome(s) from assignment directly developed by Respondent:  
	Length of Assignment: Skill Level:
	Contact Name: Contact Number:
	Assignment Outline:  
	Role of Respondent:  
	Outcome(s) from assignment directly developed by Respondent:  
	Length of Assignment: Skill Level:
	Contact Name: Contact Number:
	Assignment Outline:  
	Role of Respondent:  
	Outcome(s) from assignment directly developed by Respondent:  
	Length of Assignment: Skill Level:
	Contact Name: Contact Number:

= Skill Level Descriptions

0. None
1. Junior – exposure to product or skill, with very little working knowledge
2. Intermediate – working knowledge of product or skill
3. Senior – thorough working knowledge, has supervised others in this area