

Haisla Nation Phase III Environmental Site Assessment (ESA)

Request for Proposals (RFP) – Cover Page			
Scope of Service	Phase III Environmental Site Assessment (ESA)		
RFP #	N/A		
RFP Issued By	Haisla Nation		
Issue Date	January 16, 2024		
Closing Date/Time (“Submission Deadline”)	Proposals must be received before 17:00 hours (5:00 pm) Pacific Time on: February 02, 2024		
Contact Information and Questions	<p>All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to both: CaWilson@haisla.ca and jo-ann.aldridge@sac-isc.gc.ca referencing the scope of service title in the subject line of the email. Please direct any questions related to the RFP to Procurement and Contracting (the “Contact Person”).</p> <p>Note all questions should be received by the JMC no later than five working days prior to the closing date in order to allow for the questions to be answered. Otherwise, the JMC 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 JMC’s option.</p>		
Delivery of Proposals (“Proposal Submission Address”)	Proposal Submissions must be submitted via e-mail one PDF copy of the Phase II ESA project proposal to Candice Wilson CaWilson@haisla.ca and Jo-Ann Aldridge at jo-ann.aldridge@sac-isc.gc.ca .		
Notification of Proponents	<p>Short-listed Proponents will be contacted via email once evaluations are completed.</p> <p>All Proponents will receive written notification of their Proposal status upon completion of the competitive process.</p>		
Expected Term:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Expected Start Date of Project:</p> <p>February 19, 2024</p> <p><i>This date is for planning purposes only and may change depending on this competitive process</i></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Expected End Date of Project:</p> <p>April 12, 2024</p> <p><i>The JMC will have the right to extend this Contract upon written notice to the Prime Consultant.</i></p> </td> </tr> </table>	<p>Expected Start Date of Project:</p> <p>February 19, 2024</p> <p><i>This date is for planning purposes only and may change depending on this competitive process</i></p>	<p>Expected End Date of Project:</p> <p>April 12, 2024</p> <p><i>The JMC will have the right to extend this Contract upon written notice to the Prime Consultant.</i></p>
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Applicant / Proponent’s Submissions	A person authorized to sign on behalf of the Proponent must complete and sign the Applicant / Proponent Section (below), leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the Proposal.		

Applicant / Proponent Section	
To be completed by Proponent and included as the “Cover Page” of the Proponents Response	
The enclosed Proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this Proposal, we agree to all of the terms and conditions of this RFP and agree that any inconsistencies in our Proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by the statements and representations made in our Proposal.	
Signature of Authorized Representative:	Legal Name of Applicant / Proponent (and Doing Business As Name, if applicable):
Printed Name of Authorized Representative:	Address of Applicant / Proponent:
Title:	GST Number:
Date:	Incorporation # / Business #:
Authorized Representative email address:	Authorized Representative phone and fax (if applicable):

STATEMENT OF WORK

Phase II Environmental Site Assessment (ESA) for Haisla Nation

Background

A Phase II ESA had previously been completed for the Reserve lands of the Haisla Nation. The Phase II Environmental Site Assessment (SLR,2016) identified four Areas of Environmental Concern (AEC) for further assessment/remediation on Kitamaat IR#2.

Haisla Nation intends to conduct a Phase III Environmental Site Assessment (ESA) to delineate contamination and prepare a remediation options evaluation. The following Statement of Work (SOW) sets out the recommended approach and procedures for conducting the Phase III ESA. In summary, the Phase III ESA shall subscribe to the Canadian Standards Association's (CSA) Standard Z769-00 (re-affirmed 2013) and in accordance to the 10 - step process set out in the Federal Approach to Contaminated Sites for Phase II ESA (CSMWG-1999

[http://www.ec.gc.ca/etad/csmwg/pub/fed_aprch/en/toc_e.htm]) and fully defines:

- the existence, source, nature and the extent of the contamination;
- the existing or potential risks or impacts to human health or the environment;
- the prioritization of the risks identified;
- if applicable options for remediation, risk management and other corrective actions; and,
- corrective actions (Best Management Practices) to address other environmental concerns identified in the Phase I ESA.

The Phase III ESA is to be prepared for Haisla Nation and Indigenous Services Canada (ISC).

Objectives

The objectives of the Phase III ESA are to:

- Fully delineate contamination in the areas of environmental concern (AEC) in all relevant media of concern and close the site or develop a remediation plan, as necessary;
- Evaluate and describe the hydrogeology, surface water patterns, and/or airborne distribution patterns of each contaminated site and determine the contaminant migration pattern and rate;
- As appropriate, update the conceptual site models for each AEC using written and pictorial representation (Health Canada has a free cut and paste Conceptual Site Builder Tool that works in Power Point. Please contact HC at cs-sc@hc-sc.gc.ca for a copy.)
- Determine the existing and potential risks to the environment and human health and evaluate the contaminant concentrations using currently accepted assessment criteria and remediation criteria developed by the Canadian Council of Ministers of the Environment (CCME) including but not limited to:
 - Canadian Environmental Soil Quality Guidelines for Protection of Environment and Human

Health;

- Canadian Sediment Quality Guidelines for the Protection of Aquatic Life (updated 2001);
 - *Guidelines for Canadian Drinking Water Quality (potable water)* (Health Canada 2010);
 - Federal Interim Groundwater Quality Guidelines (non-potable water) (Revised June 2016);
 - Health Canada – Guidance for Soil Vapour Intrusion Assessment (Sept. 2010);
 - Canada Wide Standards (CWS for PHC) for Petroleum Hydrocarbons in Soil (2008);
 - Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance Module 5: Background Concentrations DRAFT (AVAILABLE UPON REQUEST);
 - Province of B.C.’s Contaminated Sites Regulation Schedule 11 (Generic Numerical Vapour Standards); and
 - Province of B.C.’s Contaminated Sites Regulation Schedule;
- In tables, the results shall be compared to the applicable federal guidelines (the Canadian Environmental Quality Guidelines (CEQG) <http://ceqg-rcqe.ccmec.ca/>) and provincial guidelines for the current or intended land use (based on land use planning documents that can be shared along with the comprehensive community plan, on request). In the absence of federal guidelines, provincial or territorial standards or criteria may be used or standards from other jurisdictions, **as approved by the Joint Management Committee (JMC: Candice Wilson, Haisla Nation and Jo-Ann Aldridge, ISC)**.
 - In the text, the results shall be compared only to the applicable federal guidelines (CEQG) for the current or intended land use (based on land use planning documents that can be shared along with the comprehensive community plan, on request). In the absence of federal guidelines, provincial or territorial standards or criteria may be used or standards from other jurisdictions, as approved by the JMC.
 - As appropriate, update the National Classification System for Contaminated Sites (NCSCS) 2010 for each APEC;
 - Identify and evaluate, where required or applicable, options for remediation, risk management and other corrective actions for each contaminated site including estimated costs and schedule for implementation;
 - Complete site closure form if no further work is required (Please see “Methodology, Bullet 10”).
 - If applicable for abandoned landfill site(s), present a Work Plan in accordance with BC’s Landfill Criteria For Municipal Solid Waste.

Sites identified for further investigation under the Phase III are detailed in Table 1. (See also figures in the Phase II ESA).

Scope of Work (General Requirements)

The Phase III ESA work to be done by the Qualified Environmental Assessor shall include the furnishing of all management, supervision, labour, materials, equipment, tools, supplies, overhead, disbursements and other things necessary for and incidental to the satisfactory performance and completion of all work as hereinafter specified.

The Qualified Environmental Assessor will use, to greatest extent possible, First Nation resources to assist in the delivery of the Phase III ESA investigation. All First Nation resources must comply with all Qualified Environmental Assessors hiring requirements.

The Qualified Environmental Assessor is responsible for disposal of all drill cuttings and purge waters from groundwater wells generated as a result of activities carried out under the Phase III ESA investigation and must restore each site to those conditions found in the surrounding area.

For each approved site listed in the table following the objectives, the Qualified Environmental Assessor will **describe in detail the proposed investigation program** (e.g. testing and sampling methods and locations, numbers of samples, and what to test for) which is to include the approach and methodology to be used, the tasks to be undertaken, the degree of success expected and any major difficulties anticipated. **These are to be reviewed, accepted and approved by the Joint Management Committee prior to the commencement of any Phase III ESA work.**

If additional work is necessary due to a change in requirements, the Qualified Environmental Assessor must notify the JMC immediately in writing. No work is to be undertaken which is additional or supplemental to or in substitution of the work specified unless approved by the Project Manager in writing. **This includes permission to undertake offsite sampling (soil and groundwater) and additional sampling to delineate the contamination.**

To meet the objectives, the Phase III ESA project shall include the following:

- i) **A preliminary meeting at the initiation of the project** to be held with the Joint Management Committee, the Project Manager and the Qualified Environmental Assessor, in order to discuss the logistics of the work and any proposed work plan revisions/clarifications, transmit additional information on the sites to be investigated, and finalize project schedules and deliverables including future reports and meetings.
- ii) **Review of any previous site characterization and investigation work.** Where contaminated sites have already been classified according to the NCSCS, the Qualified Environmental Assessor shall review the classification and revise it if necessary. Where a contaminated site has not been classified under the NCSCS, the Qualified Environmental Assessor shall assess, score and classify those deemed appropriate by the Project Manager.
- iii) **A field investigation** to include site screening methods and a comprehensive investigation, as required, of the sub-surface area, surface water patterns, and/or airborne distribution patterns to define and delineate the contaminants present and the general extent of contamination and to obtain site-specific data for analysis. Site screening methods may include:
 - soil drilling and/or test pitting;
 - geophysical analysis;
 - soil vapour probe installation (optional);
 - surface water sampling and analysis for organic/inorganic chemicals, minerals and radioactivity;
 - groundwater sampling and analysis for organic/inorganic chemicals, minerals and radioactivity;
 - indoor/outdoor air sampling and analysis for organic/inorganic chemicals, minerals and radioactivity;
 - sediment sampling and analysis for organic/inorganic chemicals, minerals and radioactivity;

- subsurface vapour sampling and analysis for organic/inorganic chemicals, minerals and radioactivity;
- sampling of local fauna and/or flora and analysis for adverse health effects in individuals or populations; and
- restoration of areas disturbed by sampling program with re-seeding of suitable vegetation.

Along with identifying the nature and extent of contamination, the Phase III ESA investigation should provide a comprehensive characterization of the sites' hydrogeology, geology, soil stratigraphy surface water patterns, and/or surrounding area as applicable and appropriate.

Potential receptors of contamination (e.g., aquifer, soils, surface waters, air) near the site should be identified in order to assess the level of risk to human health and the environment.

- iv) **Collection and analysis of sub-surface, surface, and air sampling.** To ensure proper analysis of samples, the laboratory used must be certified by the Canadian Association for Environmental Analytical Laboratories (CAEAL). **The proposed laboratory program will include verification that the selected analytical methods are based on detection limits that are lower than the applicable environmental quality guidelines/criteria or standards on which the numerical comparison will be based. In instances where the laboratory detection limits have been increased above the applicable guidelines, the rationale for accepting the corresponding results must be provided in the report.** Test results are to be compared to parameters outlined in the CCME's *Canadian Environmental Quality Guidelines* and the Province of B.C.'s Contaminated Sites Regulation Schedules and any other relevant federal/provincial/municipal regulations.
- v) **A study of the options (if applicable)** to identify and evaluate the various remediation, risk management, and corrective action strategies and/or technologies that can be applied at each site to reduce the risks to human health and the environment. The selection, undertaking and maintenance of a remedial, risk management, or corrective action program should satisfy criteria with respect to risk management, capital and operating costs, technical complexity, time/space requirements, climate, geographic location, the efficiency of the technology used in meeting the CCME or other remediation criteria, and First Nation employment and/or training opportunities.

Methodology

Bidders are requested to bid this work based on the **requirements listed in Table 1 of the SOW**, additionally the following recommended methodology must be incorporated into the development of the Phase III ESA proposal. The proposal is to indicate how this methodology is to be applied to each of the **approved sites listed in Table 1**, with adequate explanation and justification provided for each.

Bidders may recommend alternate approaches and proposals will be assessed accordingly. Please include costs and advantages for any proposed alternate approaches. The final approach will be discussed with the winning bidder and budgets adjusted accordingly.

- Determine through a preliminary meeting and, where possible, an on site inspection or walkover, any constraints which may influence subsequent investigations.

- Species at Risk (SAR) and critical habitats are protected by the federal Species at Risk Act (SARA) which affords protection to all species at risk listed under Schedule 1. The QEA Contractor may be required to determine the presence of suitable habitat occurring on the subject and areas where assessment investigation must be carried out. If no such natural habitat exists, there is no requirement to conduct a SAR assessment.
- Set out the screening method to be used in conducting the Phase III ESA (e.g. *Environment Canada Technical Assistance Bulletins (TABS) 1992, #1, #2 and #3, and CSA Standard Z769*). The screening method should take into consideration the physical characteristics of the site and the nature of the potential contaminants, providing detailed coverage of the suspected site and identifying areas of concern for further investigation. The proposal should explain the rationale for the proposed screening method with details on the equipment, materials, labour and estimated costs. All technical documentation about the method and the qualifications of the company engaged in conducting the screening should be annexed to the proposal.
- Describe the sampling program to be used and justify the estimate for the subsurface, surface, and/or airborne sampling program. The subsurface sampling program may include the excavation of test pits and/or the drilling of boreholes which may be developed later into monitoring wells, if required. **Locations of proposed boreholes, test pits and monitoring wells, sediment samples, surface water samples, air samples, emissions and discharges should be shown on a site plan.** The site plan should be at a suitable scale and show the location of structures, storage tanks, other facilities, and property boundaries. The proposal will explain the rationale for choosing the number of boreholes, test pits, monitoring wells and air sampling stations for a specific site. It will also identify any potential health and safety impacts related to the suggested investigative methods and recommend appropriate mitigation measures. The proposal should describe an approach for providing Global Positioning System (GPS) coordinated for samples sites or other locations of interest on the subject land parcels as part of the Phase II program. As necessary, to allow for comparison with applicable guidelines, soil grain size analyses must be completed.
- In developing a sampling program, if it involves drilling boreholes, they shall be in sufficient number and to depths that will enable the Qualified Environmental Assessor to evaluate the soil stratigraphy, permeability and porosity, and to determine the full extent of contamination. The drilling pattern shall be established based on the information gathered in Phase II ESA report. The proposal will set out the borehole drilling procedures as well as the sampling protocol chosen and indicate which company will be doing it. It will explain how the delineation of the vertical and the horizontal extent of contamination will be accomplished through the chosen sampling program.
- In developing a sampling program where there is evidence to suggest that contaminants have entered the groundwater, screened monitoring wells are to be installed in sufficient number and to depths that will enable the Qualified Environmental Assessor to characterize the hydrogeological features of the site and to find out the full extent of ground water contamination. In all monitoring well installations, the well casing shall be of sufficient diameter to permit access of water level measurement, water sampling and geophysical equipment, if required. The material used to construct the well must be compatible with the contaminants being monitored. All monitoring wells are to be surveyed, purged and sampled. The water table depth and the direction of ground water flow (vertical and horizontal) are to be established and the rate of flow is to be found (i.e., hydraulic conductivity, hydraulic gradient). The location and depth of the monitoring wells are to be based on information gathered in the Phase I ESA. **The protocol may include the installation of one or more boreholes/monitoring**

wells up gradient to the contaminant source(s) to find background levels (See Table 1 – List of APECs)

- Set out the procedures for installing monitoring wells and the chosen water sampling and hydrogeological testing programs and indicate which company will be doing it.

Indicate the number of soil, water, and/or air samples to be taken and the number of samples to be analyzed in the laboratory. The parameters for analysis must be clearly stated in the proposal. Samples are to be collected based on visual observation and shall be representative of a specific horizon. Sample depths are to be indicated on test pit or borehole logs referenced to geodetic datum, or the assumed datum used for the currently available topographic maps of the area. Representative samples are to be analyzed for relevant contaminants (e.g. BTEX and PAH's) and/or additional

- parameters, as needed, to be justified based on Phase II results. All samples are to be conserved properly for at least three months, where possible, before destruction.
- A comprehensive Quality Assurance/Quality Controls (QA/QC) program is to be established to ensure that data obtained are accurate and representative of actual soil, ground water, and/or air conditions. The proposal will set out a detailed description of QA/QC procedures to be used for the excavations and the field sampling program. Laboratory QA/QC should also be included in the proposal. (e.g., a detailed outline of QA/QC procedures can be found in Environment Canada *Technical Assistance Bulletins (TABS) 1992, #4, and #5 and/or CCMEs Canadian Environmental Quality Guidelines*). Quality control shall consist of a minimum of 10% of samples submitted in duplicates for laboratory analysis.
- Based on test results and the analysis of the sub-surface area, surface water patterns, and/or airborne distribution patterns, as appropriate, update the National Classification System for Contaminated Sites (NCSCS) 2010, in order to determine the relative priority for implementing remedial, risk management or other corrective measures. **The Qualified Environmental Assessor is required to collect enough information and data in order to fill in a score of 15 or higher. Also the Qualified Environmental Assessor must make reasonable effort to collect sufficient information and data in order to ensure threshold of Insufficient Information is less than 15 %. If score generates Class INS (greater than 15% of responses are “Do Not Know”) the Qualified Environmental Assessor must articulate in the report which areas of the NCSCS generated the INS and reasons.**
- **The Site Closure Tools (SCTs)** should be updated to document work completed to date.
- The Qualified Environmental Assessor will be expected to compare measured concentrations of contaminants with local or regional background concentrations, as well as with applicable guidelines/criteria. Refer to the *Federal Contaminated Sites Action Plan (FCSAP) Ecological Risk Assessment Guidance. Module 5: Defining Background Conditions and Using Background Concentrations* (April 2013). Background samples shall be collected within the site boundaries if possible. Local background levels can be determined by direct measurement of applicable media of concern from one or more representative background locations. The use of a gradient approach can also be considered as per the above-mentioned FCSAP ERA Guidance Module. The selection of "representative" background locations must be technically defensible and explicitly rationalized by the QEA Qualified Environmental Assessor in the work plan and assessment report.

However, should off-site sampling be required to collect representative background samples (i.e., site too small, all samples on site appear impacted), the assessor may refer to regional background values or other published and authoritative sources of local and regional data (e.g., Geological Survey of Canada, MNR, provincial databases).

Reporting and Evaluation of Remedial Options and Corrective Actions

- The Qualified Environmental Assessor may be required to provide regular written progress reports (as agreed to by the Joint Management Committee) in accordance with the details specified in **Annex A**. It is expected that any progress claim will be accompanied by a current progress report. The Qualified Environmental Assessor shall be prepared to meet and discuss with the ISC Technical Project Manager any matter concerning the progress and findings of the investigation.

- Upon completion of the Phase III ESA work, the Qualified Environmental Assessor shall prepare and present to the JMC a draft report outlining the results of the investigation including the field program and observations, analysis of test results on an APEC by APEC basis, and a remedial options evaluation. The draft report shall follow a format similar to that set out in the attached **Annex A**. All findings, including nil findings, resulting from the investigations performed are to be included in the draft report. The draft report should describe where a task could not be performed due to limiting conditions.
- **If applicable**, the draft report shall provide the following information for each site where remedial, risk management or corrective measures are recommended:
 - the rationale for the preferred measure;
 - land/water use protection goals to be considered;
 - the criteria used in evaluating the effectiveness of the options (e.g. *Interim Canadian Environmental Quality Criteria for Contaminated Sites (1991a)*);
 - a list and an evaluation of each of the options;
 - cost (Class C estimate) and safety considerations of each option;
 - a ranking of the options, and
 - National Classification System for Contaminated Sites (NCSCS) classification score.
- A final report is to be completed by the Qualified Environmental Assessor following a review of the draft report by the Joint Management Committee. The final report is to include all sampling logs, chain of custody records, certificates of test results, photographs, field notes, etc. The Executive Summary shall be written in plain language. All figures, drawings, tables, graphs and photos must also be submitted separately in their native software format (e.g., as .dwg, .xls, or .jpg file formats) compatible with INAC and Haisla Nation software; the Contractor must enquire as to the current version of compatible software. INAC software includes Microsoft Word, Microsoft Excel, Adobe Acrobat, and Autodesk AutoCAD. In addition, the following Table should be completed:

Site/Area/ AEC # and description	Label (ESSIMS Inventory #)	Contaminants of Concern	Description of Contamination or Risk	Recommended Action

Project Management

The Joint Management Committee (JMC) is composed of:

- Candice Wilson, representing Haisla Nation,
- Jo-Ann Aldridge representing ISC.

The Joint Management Committee is responsible for:

- Reviewing and evaluating the project proposal according to the established criteria;
- Overseeing the management of the contract;

- Organizing a preliminary meeting to include the Committee and the Qualified Environmental Assessor in order to outline the logistics of the work to be undertaken and agree to the investigation program of each site listed in Objectives and Scope of Work sections;
- Reviewing proposed changes to the work program submitted by the Qualified Environmental Assessor, and making decisions with regard to the work program changes and associated funding for additional work;
- Reviewing and commenting on draft reports or other materials submitted by the Qualified Environmental Assessor; and
- Other actions the Joint Management Committee deems useful and appropriate in the management of the Phase III Environmental Site Assessment.

A representative of the Band on the Joint Management Committee is to be designated as the liaison person with the Band and Council of Haisla Nation.

ISC is responsible for:

- Coordinating the access to and collection of departmental records and information on behalf of the Qualified Environmental Assessor;
- Management and coordination of all project details such as responding to invoices, receipts, change of work orders, etc. , and
- Providing technical and regulatory support to JMC, First Nation and Qualified Environmental Assessor.

The Qualified Environmental Assessor is responsible for:

- Maintaining communications with the JMC throughout the contract and with the Joint Management Committee through progress meetings as required;
- Providing copies of all correspondence to the JMC;
- Advising the JMC at least one week in advance of any planned onsite work. When any of the technical reports are at the 60 percent stage of preparation, the Qualified Environmental Assessor shall so inform the JMC.
- Advising the Joint Management Committee of requests for changes to the scope of work. **No work is to be undertaken which is additional or supplemental to or in substitution of the work specified unless approved by the JMC.**
- Preparing the minutes of all meetings and providing copies to all participants;
- Advising the JMC of the discovery of an immediate health and safety hazard associated with a contaminated site and identifying temporary emergency measures, if necessary, to eliminate or control these;
- Providing one (1) hard copy of the final report and one (1) memory stick containing the **final report** to the First Nation and to ISC.
- A complete, stand-alone version of the final report must be submitted as a single scanned (.pdf) file. The file must include all information (e.g. figures, drawings, tables, graphs, photos, appendices) which has been included in the paper copy of the report. Any signature pages with signatures and professional stamps that are present in the paper copy of the report must be scanned and included in the electronic copy. All figures, drawings, tables, graphs and photos must also be submitted separately in their native software format (e.g., as .dwg, .xls, or .jpg file formats) compatible with INAC software; the Contractor must enquire as to the current version of compatible software. INAC software includes Microsoft Word, Microsoft Excel, Adobe Acrobat, and Autodesk AutoCAD.

- Please note the **DRAFT Phase III ESA may be submitted in unsecured Adobe PDF format.**

Project Scheduling

- The project proposal will set out a payment schedule and a timetable outlining the relative timing of all project events. A **draft report** is to be presented to the Joint Management Committee **by April 12, 2024**. The Joint Management Committee will review and provide comments to the Qualified Environmental Assessor within two weeks of the receipt of the draft report. If required, revised schedules for completion of the remaining tasks are to be submitted to the Joint Management Committee. A **final report** is to be completed by **May 3, 2024** and submitted to the Joint Management Committee.
- A final meeting is to be held between the Qualified Environmental Assessor and the Joint Management Committee to discuss the final Phase III ESA report including the recommended plan of action.
- Key milestone dates, as follows, should be incorporated into the project scheduling:
 - Preliminary meeting: TBD.
 - Progress Meetings: TBD.
 - Submission of Draft Report: **April 12, 2024**
 - Submission of Final Report: **May 3, 2024**

Insurance, Health and Safety

- The successful bidder on the proposal is required to carry Workman's Compensation Insurance and a minimum of \$2,000,000 comprehensive general insurance including bodily injury; property damage; third party liability coverage for activities performed by the Qualified Environmental Assessor resulting in an accident involving a third party; and professional liability insurance against errors and omissions. The Government of Canada and/or Haisla Nation shall not be responsible for bodily injury and/or property damage caused by the employees of the successful bidder.
- The Qualified Environmental Assessor is to ensure the health and safety of all employees and others at the site and making them aware of any contamination within the site area. Appropriate protective barricades and danger notices are to be installed around all excavations and piles of potentially contaminated soil. Accordingly, the proposal will set out a brief description of a health and safety program to be developed and implemented during the Phase III ESA.

Standard Requirements

- The Qualified Environmental Assessor shall use the metric system for calculations, drawings, specifications, etc.
- Information, data, photos, drawings, field and interview notes, etc. gathered as part of the project are to be treated as confidential and shall be made available only to the JMC. Any queries about the project from the public, news media or others shall be referred to the Departmental and Band Representative.

Special Considerations

- The First Nation must be involved fully in the decision making process and coordinating site access, visits, interviews and meetings. The Qualified Environmental Assessor is not to commence site visits without first advising and seeking the concurrence of the First Nation.
- The First Nation must be involved on the Qualified Environmental Assessor's project team in an environmental site assessment capacity building role. In consultation with the relevant First Nation member representative, the **Qualified Environmental Assessor will include** in the proposal involvement of representative of the member First Nation to be present for all field work days to support program development and delivery. The billable rate for the First Nation member is @ \$35.00 /hr.
- The Qualified Environmental Assessor should consult with First Nation member representatives to identify any potential archaeological impacts from the conduct of intrusive investigations at the particular sites. Where potential archaeological impacts are identified from previous ESA reports or objective data bases, the Qualified Environmental Assessor should ensure First Nations participate in the monitoring of the intrusive investigations (may require a higher hourly rate that proposed above). **The proposal, if applicable, will acknowledge the requirement of an archaeological monitor however assignment of a cost value will be determined by the JMC after the award of the Contract.**
- The QEA Qualified Environmental Assessor must obtain and report any overview-level Species at Risk data available from federal or BC databases and records.
- The Qualified Environmental Assessor shall include the cost of a kick-off meeting, a meeting with the JMC to discuss the draft report, and a meeting with Chief and Council to present the Phase III ESA draft report and findings.

Submission of Proposal

- **Proposals are to be submitted by bidders** to both of:

Haisla Nation Council 500 Gitxsan PO Box 1101 Haisla, BC V0T 2B0	Indigenous Services Canada 1138 Melville Street, Vancouver, BC V6E 4S3
c/o Candice Wilson, M.Sc., B.Sc. Environmental Manager Haisla Nation Council email: cawilson@haisla.ca	c/o Jo-Ann Aldridge Senior Environmental Specialist jo-ann.aldridge@sac-isc.gc.ca
- The proposal will be set out in a letter and electronic format and will include the following:
 - The proposed methodology to be used to meet the specifications as described in the above Statement of Work;
 - A profile setting out the company's qualifications and experience with projects of a similar nature including contact names for references on the identified projects;
 - The personnel to be assigned to the project (i.e., name, qualifications and experience) and their individual roles and responsibilities within the project;

- Proposed schedule outlining the relative timing of all project events;
- Fee schedule (i.e. hourly rates of assigned personnel, disbursements and travel costs) of all activities to be undertaken (Please see Attachment 2 Detailed Cost template);
- The total cost estimate for completing the project and a detailed cost estimate for the recommended action on each site listed in the Table below the Objective Section.

Personnel changes will not be allowed without valid justification and concurrence of the Joint Management Committee.

Contact information for the Joint Management Committee is:

- Haisla Nation Council
500 Gitxsan
PO Box 1101 Haisla, BC V0T 2B0

Candice Wilson M.Sc., B.Sc.
Environmental Manager
Telephone: (250) 639-9361
Email: cawilson@haisla.ca

- Indigenous Services Canada
600-1138 Melville Street
Vancouver, BC V6E 4S3

Jo-Ann Aldridge
Telephone: 236-334-4516
Email: jo-ann.aldridge@sac-isc.gc.ca

Proposal Evaluation Criteria

- The proposal shall provide information in sufficient detail to show a complete understanding of the requirements of the project.
- The proposal shall be reviewed by the Joint Management Committee and evaluated according to this Statement of Work and the following criteria:
 1. Comprehension of project scope and objectives 10%
 2. Capability of the firm to carry out project (past experience, similar, projects, resources) 10%
 3. Qualified Environmental Assessor's project team (past experience, level of expertise) 20%
 4. Approach and methodology 25%
 5. Quality control, scheduling and availability 5%
 6. Professional fees and expenses 30%

TOTAL 100%

Budget

The lowest of any tender need not be accepted.

Table 1: APECs on HAISLA IR

Area of Potential Environmental Concern (APEC)	Contaminant of Concern (PCOC)	Recommended Investigations
General		Update site closure tools for each AEC, as appropriate.
AEC 1: Former Infilling:	Soil: BTEX, CCME PHC-F1,F2, PAHs Groundwater: metals Soil Vapour: 1,3,5-trimethylbenzene, hexane and VPHv	Assess soil in southern portion of infilling. Delineation of groundwater contamination in southern portion. Reassessment and delineation of soil vapour contamination. Re-assessment of remediation options and costs.
AEC 2: Former Maintenance Yard / Storage Area	Soil: BTEX, CWS-PHC F1-4, PAHs, metals Soil Vapour: PHC vapours	Reassess soil vapour adjacent to Administration Building (A2SVP14-1). Reassess remediation costs and options. Develop recommended chemical storage Standard Operating Procedures.
APEC 5: Former UST at Quonset hut located at the Former Pentecostal Church	Soil Vapour: VPH _v	Reassess soil vapours in the summer beneath the Quonset hut and update site closure
AEC 6: Former Diesel Generator	Soil: PHC F1 - F3, naphthalene and the PAH (IACR)	Delineate soil, groundwater, and soil vapour contamination in the utility corridor, develop remediation options and associated cost estimate

Annex A

Progress Reports

At the discretion of the Band and ISC, the Qualified Environmental Assessor may provide written progress reports (as required) in accordance with the details below. It is expected that any progress claim will be accompanied by a current progress report. The Qualified Environmental Assessor shall be prepared to meet and discuss with the ISC and Band Project Manager any matter concerning the progress and findings of the investigation.

Written progress reports shall be submitted at intervals agreed to by the parties during periods when the Qualified Environmental Assessor is actively involved in the project. They must detail the activities and expenditures for the reporting period, specify the activities and expenditures planned for the next period and provide a general work plan and estimate for the remaining contract period. This updated work plan must be compared to the original schedule outlined in the initial Proposal and expanded upon in the detailed schedule of activities and deliverables. Discrepancies shall be discussed in detail.

These reports shall be prepared in three parts as follows:

Part I: Answers the following questions (explain negative responses):

- Is the project on schedule with the original timetable or amended timetable agreed to by the ISC Project Manager?
- Is the project within budget? and
- Is the project free of any areas of concern in which the assistance or guidance of the ISC and Band Project Manager may be required?

Part II:

- Activities and expenditures done in the current reporting period (may include sketches, photographs, etc, to illustrate the progress and factors being discussed);
- Activities and expenditures forecasted for the following month; and
- Explanation of variations from the original Schedule of Tasks and Work Plan;

Part III:

- The general work plan, schedule and expenditure estimate, by month and task, for the actual and forecast work remaining in the contract period. Use of a chart with columns for tasks, time based bar chart of tasks, total task estimated cost and task expenditures to date. This part will provide the basis for measuring progress of the work and performance under this contract.

Phase III ESA Report Format

Proposed Section Headings

1. EXECUTIVE SUMMARY (in Plain Language)
2. INTRODUCTION
3. SCOPE AND OBJECTIVES OF THE WORK
4. METHODOLOGY
5. RESULTS, AND INTERPRETATION OF ALL SITE TESTING AND INVESTIGATION APEC BY APEC
6. DISCUSSION OF EXTENT, MIGRATION AND POTENTIAL IMPACT/RISK OF CONTAMINATION and CONCEPTUAL SITE MODEL (both narrative and pictorial versions)
7. EVALUATION OF OPTIONS FOR REMEDIATION, RISK MANAGEMENT OR CORRECTIVE MEASURES
8. CONCLUSIONS AND RECOMMENDATIONS INCLUDING COSTS AND SCHEDULE TO IMPLEMENT PREFERRED MEASURES
9. QUALIFICATIONS OF QUALIFIED ENVIRONMENTAL ASSESSOR
10. REFERENCES AND SUPPORTING DOCUMENTATION

APPENDICES

- A. Documentation of sampling logs, chain of custody records, certificates of test results, photographs, and field notes.
- B. Location Map, Site Plan (AEC's) Sample Points with Lab Data, and Figure(s) groundwater well location with Potentiometric Contour Map.
- B. Laboratory certificates of analysis including QA/QC results.
- C. Any subcontracted work documentation (e.g. geophysical surveys), and
- D. Contract between Client and consulting firm
- E. NCSCS/ASCS (in Excel format)
- F. Site Closure Tool (Excel format)

Annex B - References

The following references are listed as guidance documents. This list is not complete and therefore, the Qualified Environmental Assessor shall ensure that all applicable references are used. In particular, applicable regulations, codes and guidelines for the provincial/territorial jurisdiction should be adhered to where suitable federal regulations and guidelines do not exist. The Qualified Environmental Assessor will advise ISC of the relevance of such instances.

FEDERAL

- *Canadian Environmental Quality Guidelines, CCME PN1299, 1999.*
- *Recommended Canadian Soil Quality Guidelines, CCME ISBN 1-895-925-92-4, March 1997.*
- *Framework for Ecological Risk Assessment: General Guidance, CCME, March 1996.*
- *Subsurface Assessment Handbook for Contaminated Sites, CCME EPC-NCSRP-48E, March 1994.*
- *Guidance Manual on Sampling, Analysis, and Data Management for Contaminated Sites, Volumes I and II, CCME EPCNCS62E & NCS66E, December 1993.*
- *National Classification System for Contaminated Sites, CCME EPCCS39E, March 1992.*
- *Interim Canadian Environmental Quality Criteria for Contaminated Sites, CCME EPCCS34, September 1991.*
- *National Guidelines for Decommissioning Industrial Sites, CCMETS/WMTRE013E, March 1991.*
- *Government of Canada Guidance and Orientation for the Selection of Technologies (GOST) website at <http://gost.irb-bri.cnrc-nrc.gc.ca/home.aspx>*
- *Guidelines on the Ex-Situ Bioremediation of Petroleum Hydrocarbon Contaminated Soils on Federal Crown Land, Environment Canada, Conservation and Protection Branch, (June 23, 1993).*
- *Canadian Water Quality Guidelines, Canadian Council of Resource and Environment Ministers (CCREM), 1989.*
- *Guidance Manual on Sampling, Analysis and Data Management for Contaminated Sites, Volume 1: Main Report, Report CCME EPC-NCS62E, December 1993.*
- *Guidance Manual on Sampling, Analysis and Data Management for Contaminated Sites, Volume 2: Analytical Methods Summaries, Report CCME EPC-NCS66E, December, 1993.*
- *Preventing Site Contamination at Federal Facilities: A Guidance Manual, Contaminated Sites Management Working Group, Environment Canada, March, 1997. 110pp.*
- *Protocol for the Derivation of Environmental and Human Health Soil Quality Guidelines, CCME, 1996a, Publication No. PN1207.*

PROVINCIAL

- *Landfill Criteria for Municipal Solid Waste. Environmental Protection Division, Ministry of Water, Land and Air Protection Province of BC, June 1993.*
- *Criteria for Managing Contaminated Sediment in British Columbia*
- *British Columbia Environmental Laboratory Manual for the Analysis of Water, Wastewater, Sediments and Biological Materials, 2009*

ATTACHMENT 1

Phase II Environmental Site Assessment

Please email Jo-Ann at jo-ann.aldridge@sac-isc.gc.ca for the documents below.

Document(s) to be provided via GCcollab:

- SLR 2016, Phase 2 Environmental Site Assessment 6 Areas of Potential Environmental Concern, Kitamaat Village, BC
- Golder (2013), Phase 1 Environmental Site Assessment.
- Golder Associates Ltd. (Golder) (2008), Environmental Investigation, Proposed Kitamaat Village Council Administration Site
- David Nairne and Associates (2005b), Soil Remediation Project
- David Nairne and Associates (2005a), Stage 1 and 2 Preliminary Site Investigation
- Norecol Dames and Moore (1994), Phase II Site Inspection

ATTACHMENT 2

Detailed Cost Estimate Template

**Bidder may use own format but must contain the information found in Template.
(Document sent in email)**