

Central Kootenay Invasive Species Society

Request for Qualifications

Qualifications Package



Request for Qualification for:
Aquatic Invasive Species Monitoring Services in the Central Kootenay region

For more information, contact:
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Section 1: Information to Respondents

Purpose

The purpose of the Request for Qualifications (RFQ) for invasive species monitoring services is to:

- a) Identify a list of qualified contractors (“Qualified Respondents”) the Central Kootenay Invasive Species Society (CKISS) may contact on an “as and when required” basis to enter into negotiations for a contract.

CKISS has no specific target number of Respondents to be pre-qualified and the total number pre-qualified will be determined at the sole discretion of CKISS. The list of Qualified Respondents is intended to be a resource for CKISS and not to restrict CKISS’s ability to contract with persons who are not listed as Qualified Respondents.

Overview of Work/Service Required

Work consists of aquatic invasive species monitoring within the Regional District of Central Kootenay and Areas A & B of the Regional District of Kootenay Boundary. The general nature of the Work to be carried out consists of operational services related to the monitoring of designated aquatic invasive species that may be present in regional waterbodies. Locations include lakes and rivers within the aforementioned Regional Districts. The goal of this work is to proactively monitor for zebra and quagga mussels¹ in an effort to prevent their establishment.

Submissions and Timeline

Please email all submissions to Khaylish Fraser, Aquatics Program Coordinator at kfraser@ckiss.ca.

This is an open-ended RFQ process, but in order to be considered for contract(s) for the 2025 field season, respondents should submit their completed packages **no later than March 31, 2025**.

¹ chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://hctf.ca/wp-content/uploads/2025/01/2025-Invasive-Mussel-Field-Protocol_Final.pdf



Submission Contents

Respondents should provide the following as part of their Submissions, using the **Request for Qualifications Form (RFQ)** provided at the end of this package:

- (a) Respondent information, including its full legal name, registered office address and contact information
- (b) the Respondent's daily rates or other pricing for the Services (equipment is included in rate(s) provided)
- (c) a list of Services that the Respondent is qualified (indicating years of experience) to provide to CKISS and a description of the Respondent's equipment that will be employed
- (d) a description of the Respondent's personnel, including a detailed resume OR a summary of relevant experience and qualifications for the proposed personnel
- (e) a brief description of recent contracts for similar services that the Respondent has performed, including references
- (f) Attached: Confirmation of WorkSafe BC Coverage, confirmation of Comprehensive General Liability Insurance, Automobile Liability Insurance. If applicable, please provide confirmation of boating certification(s).

Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent.

Evaluation

Submissions will be evaluated as per the CKISS Hiring Policy, which may include review by the CKISS Board of Directors HR and Finance Committee, Managing Director, and Aquatics Program Coordinator using the following criteria:

- (a) the Respondent's relevant experience, capacity, references, and reputation
- (b) the experience and qualifications of the Respondent's personnel
- (c) the Respondent's daily rates or other pricing for the Services (equipment is included in rate(s) provided)

CKISS will not be limited to the above listed criteria and may consider other criteria during the evaluation process. CKISS may, at its discretion, request clarifications or additional information from a Respondent with respect to any submissions OR invite some or all of the Respondents to appear before the CKISS to clarify their submissions.

CKISS will notify Respondents whether or not they have been selected to be included on CKISS's list of



accepted Respondents. Notwithstanding any provision of this RFQ Package, CKISS may at any time, in its discretion, cancel, extend, update, add to or delete from the list of accepted Respondents.

General Conditions

CKISS will have no obligation to select a list of contractors, negotiate or enter into a contract with any contractor. CKISS reserves the right to reject all submissions and to terminate this process at any time.

Conflict of Interest

Respondents should disclose in their submission any potential conflicts of interest and existing business relationships they may have with CKISS.

Confidentiality

All submissions become the property of CKISS and will not be returned to the Respondent. All submissions will be held in confidence by CKISS unless otherwise required by law. Respondents should be aware that CKISS is a “public body” as defined by Freedom of Information and Protection of Privacy Act (British Columbia) and is subject to that Act.

Section 2: Equipment and Supplies

CKISS Sub-Contractors will be responsible for provision of all equipment and supplies required to complete the Work.

Equipment Requirements:

- Plankton net: simple, conical plankton-tow net, 63 - 64 µm mesh size, 30 cm diameter net mouth opening, removable weighted cod-end piece; minimum of 3
- Line for deploying net (~ 20 m) with 1 meter interval markings; minimum of 6
- Sonde for water temperature and pH (pH pen meter is acceptable alternative), minimum 15 m cable, and required calibration solutions
- Water flow meter: giving cm or m/sec reading
- Sample container: screw lid, chemical resistant, leakproof, high density polyethylene material, 250 mL volume; approximately 135
- Squirt bottle: 250 mL volume; minimum of 4
- Non-motorized watercraft (e.g. inflatable raft with anchor attachment)
- Secchi disk; minimum of 3
- Anchor: 5 lb.; minimum of 3
- Weight: 2 lb.; minimum of 3
- Pail: 12 L, minimum of 3; Pail with lid 15 L, one
- Pressure sprayer (chemical resistant)
- Rubbermaid totes: 38 L, three; 68 L, one



- Tablet or similar GPS-enabled mobile data collection device, capable of operating standard data collection apps such as Fulcrum, etc.
- Appropriate safety equipment, including relevant First Aid kit(s), boat safety kit(s), personal protective equipment, fire suppression equipment, and communication device(s) as required

Supplies Requirements:

- pH strips: graduation 0.3/0.5, range 6.0 – 10.0; approximately 100
- Preservative: 95% regular ethanol or 99% isopropyl alcohol; approximately 38 L
- Bleach; approximately 20 L
- Vinegar; approximately 60 L
- Quatsan; 4 L
- Spills response materials to be able to adequately respond to a spill as per provided Spill Response Plan

Section 3: Qualifications Needed

Service	Skills, Experience, Qualifications
Contract Administration	Able to work in CKISS Region
	WorkSafeBC coverage, active and in good standing
	Comprehensive General Liability Insurance in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement
	Automobile Liability Insurance on all licensed vehicles owned or leased and used to conduct services in an amount not less than \$2,000,000 per occurrence (APV47 required)
Monitoring and Data Collection	Experience conducting surveys in accordance with Provincial standards, with references
	Proficient and experienced with data using digital field forms
	Proficient with electronic data collection devices
Fieldwork	Extensive experience handling non-motorized watercraft in all weather conditions, and outdoor water safety
	ACSKG, SKGABC, CRCA, ACA, or BCU certification or equivalent (preferred)
	Self-motivated and able to work independently, possessing excellent judgment, decision making, and problem-solving ability
	Ability to communicate appropriately with the public, as required



Section 4: Request for Qualification Form

COMPANY NAME (“Respondent”): _____

Authorized Applicant Name and Position: _____

Business Address: _____

Telephone Number(s): _____

Email Address: _____

Please ensure submissions are complete using the following checklist:

Complete (Y / N)	RFQ Checklist
	Read RFQ Package
	Complete RFQ Form
	Attached contractor resume detailing experience relating to required qualifications
	Attached employee resume(s) and/or filled out RFQ form
	Attached WorkSafe BC clearance letter
	Attached proof of Comprehensive General Liability Insurance
	Attached proof of Automobile Liability Insurance
	Attached proof of boating certification(s), if applicable
	[optional] attached photos of equipment



Company Experience and References:

Please provide a brief description of recent contracts for similar services that the Respondent has performed, including references.

Project Description	Reference (name and phone number)

Personnel:

Please complete a list of available personnel below. Describe relevant qualifications or attach resume(s) if available.

Name	Description of relevant qualifications and experience	Number of years of experience



Equipment:

Please complete a detailed list of available equipment. Attach photos if available.

Equipment Type	Details

Pricing:

Service	Pricing Rate
Please attach or detail here	

Signature:

Name of Authorized Signatory: _____

Signature: _____ Date: _____