



## **Request for Qualification**

### **Service Provider List**

### **Third-Party Review Services – Hydrology**

MSES provides independent scientific analysis and expert technical guidance to a diverse client base across Canada and abroad. Our unbiased, scientifically rigorous examinations of environmental information are regularly used to inform communities, legal teams, governments, industry, and review boards. We use a scientific and solutions-oriented approach to assist our clients to fully understand potential environmental and cultural effects resulting from proposed and existing industrial projects, and to assist them in making balanced decisions about competing land and resource uses. Key industry sectors for which MSES completes technical reviews include: large-scale oil and gas pipelines, oilsands mining and thermal extraction processes, metals mining, hydroelectric projects, transmission lines, and offshore energy resource industries.

**Purpose of the RFP:** MSES maintains a source list of pre-qualified experts capable of providing technical expertise and support and is currently seeking senior level scientists in following field(s):

- hydrology

Pre-qualified suppliers will assist, on an as-needed-basis, in conducting third-party technical reviews of regulatory applications (National Energy Board, Provincial and Federal Government), focusing on sections of the application that are related to hydrology.

The following will be considered an asset:

- experience assessing hydrological, flood and drought risk assessments,
- capability to critically examine hydrotechnical design of a project
- ability to address project operation and project closure designs that address water balance
- familiarity with best practices in hydrological monitoring programs,
- comfortable commenting on the viability of mitigation measures,
- comfortable critiquing environmental impact assessments, considering how impacts to hydrology may impact Aboriginal land users, including potential impacts on their traditional resources (fish, wildlife and plants) that they use.
- experience and knowledge of the National Energy Board regulatory review process, and the environmental impact assessment process in Canada.

Experts must be qualified and comfortable acting as an expert witness at regulatory hearings on behalf of the client.

**About the Work:** The brief work plan outlined below reflects generally what MSES expects is needed to participate in a multi-phased third-party review process, this will change depending on the needs of the client, timelines, and scope of the review.

The technical components of regulatory applications, including Environmental and Socio-Economic Assessments, appendices, baseline studies, technical reports and additional supporting documents are reviewed and assessed by members of MSES's technical team. The Consultant will be asked to examine documents to identify knowledge gaps, weaknesses, or omissions in the methods, data collection, analyses or assessment results. The Consultant will then be requested to generate written questions and issues of potential concern, if any, which will be integrated by MSES into a multi-disciplinary report for submission to the client. Consultants may be asked to focus their reviews on issues highlighted by the client through issues scoping activities and to provide recommendations for mitigation measures and follow-up actions. MSES reviews serve as a quality-assurance process, involving the systematic appraisal of the utility and quality of the environmental material, as a contribution to the decision-making process.

Often the Consultant is requested to review and comment on the adequacy of response materials from proponents and/or regulators. The Consultant must be available to review pertinent sections of response documents and provide written statements for the client, often under tight timelines as set by regulators. The Consultant must be qualified and comfortable acting as an expert witness at regulatory hearings on behalf of the client in support of the technical review.

The purpose of this RFP is to establish a resource list of highly skilled pre-qualified professionals to provide services to MSES. Placement on the resource list does not constitute a guarantee of any work to any pre-qualified professional.

### **Who May Respond:**

- Applicant(s) must specialize in the discipline of: hydrology.
- Applicant(s) should possess a high-level academic degree (Master's of Science or Doctor of Philosophy, equivalent); sufficient experience may be considered in the absence of a high-level academic degree.
- Priority will be given to Applicant(s) who have experience conducting or reviewing hydrological components of environmental impact assessments and are familiar with existing regulations.

### **Guidelines for Submitting an Application**

**Application Deadline:** Application and any supporting documentation must be submitted no later than 11:59 PM (Pacific Time Zone) on 15<sup>TH</sup> April, 2016. Late Applications will not be considered.

#### **Submission Format:**

Only electronic Applications will be accepted.

Please limit the page count to a maximum of 15 pages.

Please submit your Application and any supporting documentation as a PDF to: nina.modeland <at> mses.ca

- Note: e-mail addresses above (if any) have been masked to reduce spam.
- To form the correct address, rejoin the two portions, replacing <at> with @

**Submission Requirements:** The Consultant(s) must provide a detailed Statement of Qualifications (SOQ) or Curriculum Vitae (CV), and cover letter to apply for this work. The Consultant, shall, as a minimum, provide the following information in their SOQ, CV, or cover letter:

- **Area of Expertise:** The Consultant must clearly indicate the area of expertise which they are qualified in.
- **Experience with Environmental Assessments.** The Consultant shall describe their previous experience (if any) conducting, participating in, writing, or managing Environmental (or equivalent environmental documents or studies). For the past five years, please provide project name(s), years that the work took place, a short description of the work, and the Consultant(s) role in the work. Please list any additional projects by name and year in the CV.
- **Experience with Independent Third-Party Technical Review(s) of Environmental Assessments.** The Consultant(s) shall describe their previous experience (if any) conducting technical third-party reviews of Environmental (or equivalent environmental documents). For a maximum of five projects, please provide the project name, years that the work took place, a short description of the work, and the Consultant(s) role in the work. Please list any additional projects by name and year in the CV.
- **Experience Working with or on behalf of Aboriginal Groups:** The Consultant(s) shall describe their previous experience working with or for an Aboriginal group (if any); please provide all project names, years that the work took place, a short description of the work, and the Consultant(s) role in the work.
- **References:** The Consultant(s) must provide the names and contact information of two professional references.
- **Hourly Billing Rate:** The Consultant(s) should include information on the hourly billing rates of each consultant.
- **Writing Sample:** Please include a one-page sample of your technical writing with your submission.

**Enquiries:** Any enquiries concerning this RFP must be received by 11:59 PM (Pacific Time Zone) on 11 April, 2016.

Any enquiries can be made through email to: nina.modeland <at> mses.ca

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### **Conditions**

- MSES reserves the right to reject any and all Applications based on conflicts of interest uncovered during the application or interview process.
- MSES reserves the right to reject any and all Applications received in response to this RFP.
- MSES reserves the right to negotiate the terms of any contracts or the relationship established between MSES and the Consultant(s).
- MSES reserves the right to terminate any contracts or relationships established between MSES and the Consultant(s).
- MSES reserves the right to negotiate, with the Consultant(s), on any future opportunities which fall outside of the scope of this work.
- MSES reserves the right to negotiate with the Consultant(s) on the structure of the billing and/or retainer fee.