

Mackenzie Valley Review Board



REQUEST FOR PROPOSALS

The Mackenzie Valley Review Board is requesting proposals for the development of a renewable resources management training course for the NWT Board Forum; designed for in class, self-guided or on-line delivery. The course material will address renewable resources management and how it relates to the larger regulatory system of the NWT. The focus of the material is to be on wildlife resource management.

Proposal packages can be downloaded at the Review Board's website at **reviewboard.ca**

Proposal closing date:
January 15th, 2014 at 5 pm (MST)

Inquiries should be directed to:
Vern Christensen, Executive Director

Mackenzie Valley
Environmental Impact Review Board
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Request for Proposals

Provision of consultant services to develop a renewable resources management course for the Mackenzie Valley Environmental Impact Review Board on behalf of the NWT Board Forum

December 2013



Request for Proposals

The Mackenzie Valley Environmental Impact Review Board (Review Board) is requesting proposals from qualified persons or firms for the provisions of the services outlined in this Request for Proposal (RFP).

Introduction

Objective

- A. To develop course material on renewable resources management and how it relates to the larger regulatory system of the NWT; the focus of the material will tend to be towards wildlife management issues.
- B. Facilitation of a two day pilot course in Yellowknife based on the materials developed. There should be an opportunity for modifications or improvements to the materials if noted by participants of the pilot session and incorporated into the curriculum by the contractor.

Background

The course material is intended as a training course for members of the NWT Board Forum (Board Forum). The Board Forum gives organizations in land use planning, environmental assessment, land and water regulation and resource management an opportunity to learn from one another and to co-ordinate activities. The intention of the Board Forum is to improve and maintain effective lines of communication between its members, resolve common issues, and share expertise. It provides industry, government and other organizations with a structured forum to engage and to interact with the Northwest Territories' co-management boards.

The NWT Board Forum is comprised of board members and staff of all NWT resource management co-management Boards as well as members from the National Energy Board (NEB), Aboriginal Affairs and Northern Development Canada (AANDC) and the Government of the Northwest Territories (GNWT). Member co-management boards are those created under the

- *Mackenzie Valley Resource Management Act (MVRMA):*
 - Gwich'in Land and Water Board (GLWB)
 - Gwich'in Land Use Planning Board (GLUPB)
 - Mackenzie Valley Environmental Impact Review Board (Review Board)
 - Mackenzie Valley Land and Water Board (MVLWB)
 - Sahtu Land and Water Board (SLWB)
 - Sahtu Land Use Planning Board (SLUPB)
 - The Wek'èezhii Land and Water Board (WLWB)
- *Gwich'in Comprehensive Land Claim Agreement:*
 - Gwich'in Renewable Resources Board (GRRB)



- *Sahtu Dene and Metis Comprehensive Land Claim Agreement:*
Sahtu Renewable Resources Board (SRRB)
- *Tlicho Agreement*
The Wek'èezhii Renewable Resources Board (WRRB)
- *Inuvialuit Final Agreement:*
Environmental Impact Review Board (EIRB)
Environmental Impact Screening Committee (EISC)
- *NWT Waters Act:*
NWT Water Board

The Board Forum has a series of training courses that include Orientation for Board Members, Administrative Law and Public Hearings.

RENEWABLE RESOURCES MANAGEMENT COURSE TERMS OF REFERENCE

Approach

The course will have three components:

1. To provide a brief overview of the groups with renewable resources management responsibilities in the NWT;
2. To provide a brief overview of some renewable resources issues encountered in development applications in the NWT;
3. To explore how renewable resources management integrates with the regulatory system (development permits, licenses, authorizations, etc.)

Preliminary Course Outline

- 1. Groups with Renewable Resources Management Responsibilities**
(Overview of mandates, authorisations issued, regulatory roles, associated legislation)

FEDERAL

- Environment Canada
- Canadian Wildlife Service
- Department of Fisheries and Oceans



TERRITORIAL

- GNWT department of Environment and Natural Resources

REGIONAL

- Regional Renewable Resources Boards (GRRB, SRRB, WRRB, ?)
- Inuvialuit Fisheries Joint Management Committee
- Wildlife Management Advisory Councils (NWT, North Slope)
- Inuvialuit Game Council

LOCAL

- Renewable Resources Councils
- Hunters and Trappers Associations

2. Common Renewable Resources Issues Encountered in the Regulatory System

2.1 CARIBOU (woodland and barren-ground)

- General habitat and characteristics (diet, behaviour, migratory movements, abundance, distribution, seasonal habitat use, etc.)
- Effects of noise and physical presence of active development projects
- Effects of linear footprints and any other sensitivities to development

2.2 MIGRATORY BIRDS

- description of key habitat
- general timing of various species (staging, nesting)
- sensitivities to development

2.3 BEAR AND WOLF DENS

- description of key habitat
- effects of noise, physical presence, and other sensitivities to development

2.4 FISH

- description of key habitat for various species
- sensitivities to development

2.5 FORESTRY

- general overview of forest cover types in NWT
- Regeneration timelines
- impacts of brushing activities and commercial forestry (e.g. cut locations might overlap with important habitat or community use areas)



3. How Renewable Resource Issues Can Be Addressed

3.1 MONITORING PROGRAMS

Monitoring is a process that examines changes occurring to a particular subject over time. It is the process of collecting information over a long period of time. Monitoring is based on systematic and purposeful observations.

Monitoring can be an extensive process, therefore its layout needs to be adaptable (e.g., to changing environment, to staff turnover, to funding, to new technology, to changes in animal populations, etc.). Because monitoring projects are considered long-term, it is justified to implement improvements (e.g., to adapt to changing circumstances or when mistakes have been made). Reporting enables the gathered information to be used in making decisions.

Scientific research is the process of performing a systematic, methodical study with the objective to prove a hypothesis or answer a specific question. Finding a definitive answer is the central goal of any experimental process. When formulating a hypothesis, potential outcomes of the experiment or study are taken into consideration. The timeframe differs between research topics but can be as short as one season.

Who Monitors and Why?

If we want to know the potential impact of activities on wildlife (populations) we need to establish baseline data through a specially designed survey and monitor (repeat the surveys) the populations at certain intervals after that, while activities occur and after activities ceased - ideally, the survey is initiated before development, continues during development until it can be demonstrated that there are no effects, or continue after development. Often it is difficult to establish if human activity is linked directly to changes in a wildlife population, but monitoring studies aim at providing evidence for this connection.

As outlined earlier, different organizations / agencies may implement monitoring programs based on different needs / objectives. Examples are:

Industry

- monitor wildlife alongside other environmental parameters to examine effects of development on environment

Government/Co-management Boards

- monitor animal populations to assist with management of harvest (connected to enforcement mandates)
- monitor wildlife alongside other environmental parameters to assist with management of land use



Communities

- Monitor wildlife populations to understand environmental changes and relationships with the land and wildlife

What is monitored?

When monitoring wildlife, there are certain species that require more attention than others. As it is impossible to monitor all species, surveys can focus on select species over others. Some species are selected because they represent indicators for ecosystem health (other species can “piggy back” on this research). Other species are selected because they are linked to people’s culture and tradition and constitute an important food source (e.g., caribou) and there are species that are more vulnerable to disturbances than others, and are therefore studied more frequently.

Valued Ecosystem Components (VECs), sometimes also referred to Valued Components (VCs), are environmental components (e.g., wildlife species but also terrain features, vegetation, environmental characteristics [air quality or water quality]) selected for their potential vulnerability to effects of certain project – VECs are determined on a project specific basis on a local scale

Umbrella species - wildlife conservation agencies often protect umbrella species to protect other species at the same time. A species casts an “umbrella” over other species by being more or equally sensitive to habitat changes - monitoring this one species and managing for its continued success results in the protection of required habitat for the other species in the area. Umbrella species typically have large home ranges - therefore, many habitat types and the species that depend on those habitats are protected as well (e.g., grizzly bear).

Wildlife species that are monitored as part of regulatory / approval processes, wildlife management plans or harvest guidelines are determined through:

- establishment of VEC (often determined on the basis of their conservation status and local importance [see below])
- their conservation status (through the Species at Risk Act [SARA], the Committee on the Status of Wildlife in Canada [COSEWIC], NWT General Status Ranking Program, NWT Species at Risk [evaluations will start in October 2012])
- their importance to local harvest

Based on these considerations and accounting for regional differences, most frequently studied wildlife groups in the NWT are: ungulates, carnivores, small mammals, raptors, waterfowl, and fish.



How is Monitoring Information used?

Regional boards need to be familiar with basic principles and approaches to wildlife research and monitoring so that they can better understand the presentations and reports they are exposed to and are better equipped to ask questions and interpret results. An understanding of monitoring and research principles will assist the boards in the assessment of the validity and relevance of studies that are conducted or proposed as part of the regulatory process.

In particular, boards may use the information stemming from monitoring studies as follows:

Land and Water Boards

- develop appropriate mitigation measures (through approval process)
- develop best practices or guidelines (e.g., seismic guidelines in the NWT)
- determining when enforcement is needed on terms and conditions

Renewable Resources Boards

- Develop appropriate management recommendations (e.g. quotas for sustainable harvesting, looking for other possible reasons for change in population or health etc.)
- Develop management plans (e.g. Gwich'in Forest Management Plan - how they are established)

Land Use Planning Boards

- Establish management zones and conditions associated with development activities (sensitive areas identified or protected in zoning policy)

Examples of monitoring that currently occurs (or would be best practice?)

Local Scale Monitoring

At a smaller scale, we often need to know how caribou are being affected in a very particular area, within part of the range of a single herd. For example, the mining industry is committed to describing the effects of their operations on passing caribou. In the case of the diamond mines, caribou from distinct herds are generally present for just a few weeks or months each year. However, because this monitoring is confined to the mine's study area, the information gathered may have little value to wildlife management. The following monitoring is conducted by industry at the diamond mines to measure how the mines are affecting caribou:

- aerial surveys around mines, to document the number of caribou in the study area, their movement through the study area, and their behaviour;
- caribou interactions with roads, in particular their crossing points and whether the road affected their movement;



- caribou incidents, such as injuries or mortalities;
- caribou behaviour may be studied in further detail, to see if their behaviour changes as they approach the mines;
- trail counts can be used to document historic movement patterns through an area;
- snow track counts can be used to document how caribou migrated through an area on their way North to the calving grounds; and
- mine site monitoring is also conducted, so that drivers can be warned of the presence of caribou, and caribou can be moved away from dangerous areas.

Conclusions

Monitoring can be expensive, and as such it may not be conducted every year. The monitoring should be in response to the objective or the question. Information collected for one purpose may have little use for answering other questions.

Unfortunately, all this monitoring does not always answer our questions. There are a lot of factors which we do not yet understand, or do not have the means to collect information on (such as how climate change is affecting caribou, how bad the mosquitoes are in each week of each summer, or the sources of caribou mortality).

The scale of the monitoring has to consider the scale of the question. For example, environmental staff at mining camps place most emphasis on monitoring caribou at the scale of the mine footprint (local scale), as observations of caribou near roads or on the airstrip can lead to immediate actions to avoid harm to the caribou. For wildlife managers, monitoring information is most useful at the herd scale, as this information is used to monitor population trends and the sustainability of harvesting.

Discuss the idea of scope and cost of common monitoring programs to determine the appropriate management approach.

3.2 PRE DEVELOPMENT SURVEYS

- when are they required, who mandates they be done, and by whom
- used to establish if a species of interest is present in the vicinity of a proposed project and whether a monitoring program needs to be established

3.3 TRADITIONAL KNOWLEDGE

- how is it collected
- how is it used



3.4 MITIGATION MEASURES

- types of terms and conditions currently used in regulatory authorisations to mitigate the impacts of development on renewable resources
- opportunities for giving recommendations to Land and Water Board, NEB, etc.

3.5 WILDLIFE MONITORS

- roles/responsibilities
- reporting

3.6 INSPECTORS

- responsibilities
- capacity
- reporting

3.7 CONSEQUENCES OF NON-COMPLIANCE

- fines and penalties
- suspension of operations

Deliverables

- A. The consultant will deliver course material that is self-guided and can be used in a classroom setting or accessible on-line. It should be designed for approximately two days. The course material is to be designed to complement the existing suite of courses developed by the NWT Board Forum. This course material will become property of the Mackenzie Valley Environmental Impact Review Board on behalf of the NWT Board Forum.
- B. Supply separate costs for facilitation of a two day pilot session in Yellowknife with a date to be determined at a later time (curriculum to be updated by the contractor based on feedback from the pilot course).

Evaluation

Proposals will be evaluated using the following weighted criteria:

Project team experience and qualifications (40%)
Proposed methodology and schedule (40%)
Cost (20%)

Refer also to the proposal rating sheet that is attached.



In order to assist in the evaluation of the proposals the following items must be addressed:

1. Methodology and Work plan (Course development timeline)
This section should detail the methodology proposed to carry out the work and the accompanying work schedule. The timeline should take into consideration time for feedback and review (two weeks for major reviews).
2. Project team including *Curriculum vitae* and letters of reference;
Highlight relevant work experience and identify roles and responsibilities of the team for this particular project.
3. Budget
Include a budget for producing the content of the course (printing manual, software, etc.,) and also a budget for the Work Plan/ Schedule. Include an upset value and any mark-up factors on disbursements.
4. Location
Identify where the work will be carried out as it relates to costs of overhead costs, travel, or shipping costs.

Budgeting and Contracting

The Review Board has not pre-set an approximate budget for this project. The expected date of completion is March 31, 2014.

The successful applicant whose services are engaged by the Review Board will submit invoices for work completed on a monthly basis during the period of the contract. All invoices should be accompanied by timesheets and associated receipts for disbursement that confirm the work completed during the invoiced period.

Instructions to applicants

1. Proposals shall be sent to Vern Christensen at the Review Board by mail, facsimile or email to:

Mackenzie Valley Environmental impact Review Board
P.O. Box 938, #200 Scotia center, 5102 50th Avenue
Yellowknife NT, X1A 2N7
Facsimile number: (867) 766-7074
Email: vchristensen@reviewboard.ca

Proposals will be accepted until 5:00 (MST) pm on **Wednesday January 15th 2014**.
Proposals received after the exact time and date noted above will be rejected.

2. Applicants sending their proposals by mail must ensure that the original proposal is also submitted with two copies. To expedite the review of the proposal, the



envelope used to send the proposal should clearly indicated the nature of the contents as well as the closing date and the applicant's name.

3. The Review Board will not be responsible for any proposal that:
 - Does not indicate the Request for Proposals Title, closing date and applicant's name on the outside of the envelope.
 - if sent by facsimile, fails to clearly identify, by way of a cover page, the nature of the document.
 - if sent to any address other than that provided above.
4. Proposal transmitted by facsimile or email will be accepted under the following conditions:
 - The proposal is received before the submission deadline at the facsimile number stated.
 - The Review Board will not accept liability for any claim, demand or other actions for any reason should a facsimile transmission or email be interrupted, not received in its entirety, received after the stated closing time and date, received by any other facsimile unit or email address other than those stated herein, or for any other reasons.
 - The Review Board cannot guarantee the complete confidentiality of information contained in the proposal received by facsimile or email;
 - The applicant shall submit an original proposal and two copies to the address stated herein immediately following the transmission of the facsimile or email.
 - Emailed proposal should be submitted in either Post Document Format (PDF) or Microsoft Word format.
 - If sending the proposal by email or facsimile, the applicant is recommended to confirm receipt of the proposal by a telephone inquiry to ensure that it has been received before the closing date. All questions or inquiries concerning this Request for Proposals must be in writing and must be submitted to the contact person (provided below) no later than five (5) calendar days prior to the proposal deadline. Verbal response to any inquiry cannot be relied upon and are not binding on either party.
5. Notice in writing to an applicant and the subsequent execution of a written agreement shall constitute the making of a contract. No application shall acquire any legal or equitable rights or privileges whatsoever until the contract is signed.
6. The contract will contain the relevant provisions of this Request for Proposals. Additionally, the contract may include mutually agreed provisions, which may arise from the accepted proposal or as a result of any negotiations prior or subsequent



thereto. The Review Board reserves the right to negotiate modifications with any applicant who has submitted a proposal.

7. In the event of any inconsistency between the Request for Proposal and the ensuing contract, the contract shall govern.
8. The Review Board has the right to cancel this Request for Proposals at any time, as well as the right to revise or reissue it for any reason whatsoever, without incurring any liability and no applicant will have any claim against the Review Board as a consequence.
9. Any amendments made by the Review Board to this Request for Proposals will be issued, in writing, before the closing date and time, and will be sent to all parties that have requested the Request for Proposals documents.
10. The Review Board is not liable for any costs of preparation or submission of proposals.
11. Applicants may amend their proposal up to the closing date and time by email or facsimile. After the closing date and time, a proposal may not be amended but the applicant may withdraw its proposal at any time prior to acceptance.
12. The Access to Information Act and the Privacy Act will define the Review Board's responsibilities with respect to any information received pursuant to the RFP process.
13. The proposal and accompanying documentation submitted by the applicants are the property of the Review Board and will not be returned.

Contact information

For more information on this Request for Proposal, please contact **Vern Christensen** at the Review Board at the following address:

Mackenzie Valley Environmental Impact Review Board
P.O. Box 938, #200 Scotia center, 5102 50th Avenue
Yellowknife NT, X1A 2N7
Telephone number: (867) 766-7055
Facsimile number: (867) 766-7074
Email: vchristensen@reviewboard.ca



Proposal Rating Form

Description	Score	Points achieved	Remarks
Project team			
Experience of team and personnel involved	10		
Personnel assigned or made available to the project	10		
Knowledge of local conditions	10		
Reference from previous clients	10		
The Proposal			
Logic and approach to the project	10		
Compliance with terms of reference of project	10		
Originality , innovation and imagination shown	5		
Format and quality of written proposal	5		
Appropriateness of timing and scheduling of project	10		
Costs			
Firmness and completeness of costs proposed	20		
Total points	100		

