

TIMMINS ECONOMIC DEVELOPMENT CORPORATION

REQUEST FOR BIDS

ON

QUALITY CONTROL/QUALITY ASSURANCE

FOR

HIGH RESOLUTION AIRBORNE MAGNETOMETER SURVEYS

IN THE

TIMMINS-KIRKLAND LAKE REGION OF NORTHERN ONTARIO

FOR

DISCOVER ABITIBI INITIATIVE

**A project of innovation, cooperation and revitalization
in the Abitibi region of Northern Ontario**



April 2003

REQUEST FOR PROPOSAL –QA/QC RFP

The Timmins Economic Development Corporation, known here after as “**TEDC**”, is requesting proposals from a firm or an individual to perform the function of technical manager for quality control and quality assurance in regard to geophysical surveys in the Timmins-Kirkland Lake corridor.

1.0 INTRODUCTION

Specifications relating to: the Technical Proposal; Personnel; Deliverables; Budget, Quality Assurance/Quality Controls, are outlined below.

Bidders shall prepare a proposals addressing all requirements of this QA/QC RFP

- The proposal should be concise
- Each proposal will be evaluated solely on its own content
- The restatement of the technical requirements with a statement to the effect of – “Intent to perform” will not be satisfactory. Specific details of “who, where, what, how and why” must be provided to ensure a clear indication of the **Bidder’s** understanding of the tasks involved and of their ability to carry them out.
- All relevant staff shall be members in good standing of the Association of Professional Geoscientists of Ontario or equivalent.
- Any costs in preparing the QA/QC RFP are solely at the **bidder’s** expense

2.0 PURPOSE

The purpose of the Discover Abitibi Initiative is to stimulate the minerals industry by sponsoring geoscience surveys that will generate exploration targets.

The geophysical component of the program will:

- a) fly new airborne magnetic - electromagnetic and conduct ground surveys over various sections of the Abitibi greenstone belt;
- b) disseminate these geophysical data sets and other interpreted products to

clients in digital and hardcopy formats.

3.0 Objective and scope of QA/QC RFP Bid

The objective of this Request For Proposal referenced following as QA/QC RFP is to invite quotations and select a service provider to:

- Provide and supervise quality assurance and quality control (QA/QC) inspection functions for airborne geophysical data and other geophysical products obtained in connection with Discover Abitibi Initiative as outlined below;

- Function to communicate project progress and technical achievements verbally and in writing to the Discover Abitibi Initiative Project Manager. This will include weekly progress reports, survey variance reports as necessary and a final report describing the survey.

Respondents must reference the corresponding geophysical, Request for Proposal, to ensure they are fully aware of the survey specifications. The geophysical RFPs are located on the Discover Abitibi website, technical projects section. The present QA/QC RFP is for high resolution Airborne Magnetometer Surveys.

The services sought by this QA/QC RFP are to represent the interest of the Timmins Economic Development Corporation.

4.0 Definitions

The following definitions and abbreviations are used in this QA/QC RFP:

a) Respondent:

- individual, company or consortium of individuals assembled to bid and if selected, provide the services sought by this QA/QC RFP;

b) Quality Control – Quality Assurance inspection function:

- QA/QC inspectors working on behalf of the Discover Abitibi Initiative;

referenced as “QA/QC inspector(s)/geophysicist(s)” and further as technical manager(s).

c) the Discover Abitibi Initiative project manager and the management committee will monitor the progress of deliverables, specifically those products that will be delivered to clients;

5.0 Scope and Responsibility of Functions Sought by this QA/QC RFP

The scope and responsibilities of the functions sought by this QA/QC RFP are detailed below

5.1) the QA/QC inspector(s)/geophysicist(s) shall be responsible for ensuring all technical aspects of the contracts are followed.

5.2) the QA/QC inspector(s)/geophysicist(s) shall ensure that the data collected is of the highest quality obtainable by the contracted technique.

5.3) the QA/QC inspector(s)/geophysicist(s) shall communicate with the contractor’s field manager on a regular basis as to progress and deviations. Inspectors shall request from the Discover Abitibi Initiative project manager directions for mediating conflict.

5.4) the QA/QC inspector(s)/geophysicist(s) shall only be responsible for the technical aspects of the corresponding geophysical RFP’s during the acquisition and preparation of final products. All other matters are to be directed to the Discover Abitibi Initiative project manager.

5.5) the QA/QC inspector(s)/geophysicist(s) shall prepare written reports regarding deviations and shall make suggestions for mediation and corrections.

6.0 Geographic Area of New Airborne Geophysical Surveys

The general geographic areas of the geophysical surveys, as recommended by the Discover Abitibi Initiative management committee are located in various sections of the Western Abitibi Greenstone belt. The specifics are found in the geophysical RFP’s posted on the website, www.discoverabitibi.com, under technical projects and on the map available with this QA/QC RFP.

7.0 Location of Discover Abitibi Initiative QA/QC Inspection Positions

The functions detailed, in the QA/QC RFP, can be provided out of an Ontario city serviced by daily scheduled air transportation.

8.0 Costs Related to Delivery of services Sought by this QA/QC RFP

Bids for the services requested in the QA/QC RFP must include requirements that are detailed below:

8.1) Bidding for the professional service required for the QA/QC inspection function is provided on the following basis.

- a) cost per line kilometre in the case of airborne surveys;
- b) field QA/QC checking of data acquisition for each survey;
- c) QA/QC checking using state-of-the art software involving the assessment of the intermediate and final deliverables;
- d) at least one visit to the survey contractor's processing office during the preparation of the interim survey data and the final products.
- e) prepare a final written report detailing the functions provided and any other pertinent information relating to the QA/QC RFP.

9.0 Insurance

The bidder must provide a statement of insurance coverage, saving harmless TEDC from any event held to be in the Contractor's area of responsibility during the period of any contract developing out of a bid made by the contractor.

The successful consultant will submit proof of liability insurance coverage of a minimum of \$2,000,000.00 (job specific coverage) and that the firm is in good standing with all governing bodies in regard to insurance.

10.0 References

The firm or individual must provide proof in the form of references from at least three clients who can attest to their ability to provide the services requested in the QA/QC RFP

11.0 Miscellaneous Elements

- A complete copy of each QA/QC proposal should be delivered to the Discover Abitibi Initiative project manager on or before 4:00pm, May 30, 2003 at the following location (see additional requirements below):

Robert Calhoun, Project Manager
Timmins Economic Development Corporation
54 Spruce Street South
Timmins, Ontario P4N 2M5

- A full description should be provided of any omissions or deviations from the requirements set forth in this QA/QC RFP. Any additional elements should be clearly outlined and cost estimates presented separately so that the subcommittee may consider the value added and distinguishes such elements from the required elements of the QA/QC RFP. The effect of any omission on the total cost shall also be included. If there are no omissions or deviations from this QA/QC RFP, the respondent shall state the following:

“This proposal contains no omissions or deviations from the QA/QC RFP.”

- The proposal must include a section describing the methodology and timing related to the work requested.

- A full description of the qualifications of all staff who will or may complete any technical function in the completion of the work requested by the QA/QC RFP

- No payment will be made to a consultant for the preparation and submission of a proposal.

- The lowest or any tender will not necessarily be accepted.
- A detailed outline of the firm's per diem rates and a breakdown of subcontractor rates
- All prices must be quoted in Canadian dollars, to include all applicable taxes
- Conditional bids will not be accepted
- Adjustments to the proposal by telephone, fax, telegram, e-mail will not be accepted
- Erasures, overwriting or strikeouts must be initialled by the person signing on behalf of the organization submitting a proposal
- Proposal submissions constitute a firm offer and if successful will constitute part of the agreement
- The consultant must have a clause in their proposal that indicates that prices are open for ninety (90) days from the proposal closing date
- All consultants shall comply with all the legislation and regulations which may be applicable to completing this proposal
- All proposals must be complete, legible and signed in ink by an authorized official
- All consultants are to be members in good standing with the Association of Professional Geoscientists of Ontario or equivalent and further shall be licensed to practise in Ontario

Should a consultant find discrepancies or omissions from the QA/QC RFP prior to the closing date, notify the Project Manager as soon as possible in order that a written instruction or an addendum is issued.

Any proposals received after the above referenced deadline or received by facsimile or by email will not be considered for this project and will be returned to the consultant unopened.

Qualifying proposals will be reviewed by the Project Management Team. The preferred candidate for this project will then be recommended to the TEDC Board for engagement of services. A formal contract between the TEDC and the successful firm

or individual as per the Request for Proposal and the response to the satisfaction of the TEDC and executed as required.

The TEDC reserves the right to ultimately select, in its own best judgment, which firm it deems most qualified to undertake this project. The TEDC may select any proposal or reject all proposals and is not bound to accept the proposal with the lowest price.

In addition, firms are advised that the awarding of any contract relating to this project is contingent upon confirmation of partnership funding in support of this project.

Consultants wishing to respond to the QA/QC RFP must register by e-mail no later than 4:00 pm May 16, 2003. A brief e-mail confirming your intentions to submit a response and a key contact should be identified.

We require complete mailing address, telephone and e-mail address. Questions regarding the project will be answered via e-mail and sent to all firms.

Please register with: Mr. Robert Calhoun
Project Manager
Timmins Economic Development Corporation
54 Spruce Street South
Timmins, ON
P4N 2M5

Tel: 705-360-8485
Fax: 705-360-1394
E-Mail: rcalhoun@city.timmins.on.ca

Discover Abitibi Project Distribution

