

**TIMMINS ECONOMIC DEVELOPMENT CORPORATION**

**REQUEST FOR PROPOSAL**

**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**



## Preliminary Notes

- The contract for the QA/QC for this airborne survey will be with the Timmins Economic Development Corporation (TEDC) and will be directed by personnel from the Discover Abitibi Initiative.
- The survey is the third of three to be completed in 2008
- The contract for the QA/QC shall be governed by the all laws covering contract in Ontario and shall comply with all federal, provincial and municipal laws and By-Laws
- The contractor shall provide a Workplace Safety and Insurance clearance certificate before the final awarding of the contract.
- The personnel employed in the completion of this contract shall be members or equivalents of the Association of Geoscientists of Ontario (APGO)
- The RFP for the airborne is located on the Discover Abitibi Initiative website and the contractor must demonstrate their understanding of the size and requirement of the airborne RFP
- Correspondence can be directed to the project manager as follows:

**Robert Calhoun, P.Geo.**  
**Project Manager**  
**Discover Abitibi Initiative**  
**54 Spruce St, South**  
**Timmins, Ontario P4N 2M5**  
**Tel 705-360-2600 ext 7085, Fax 705-360-2679**  
**email [rcalhoun@timmins.ca](mailto:rcalhoun@timmins.ca)**  
**website [www.discoverabitibi.com](http://www.discoverabitibi.com)**

- **The proposals shall be directed to Robert Calhoun and consist of three bound copies and one cd containing the complete proposal in Microsoft word format. Figures should be in universally readable format.**
- **Proposals are due by 4:00pm, July 23, 2008**

## Special Note

**The awarding of the final contract shall be at the sole discretion of the Timmins Economic Development Corporation and the Discover Abitibi Initiative management committee. The TEDC reserves the right to reject any or all proposals or to accept any proposal should it be deemed in the interest of the Corporation to do so and, in particular, if only one proposal is received, the Corporation reserves the right to reject it or any proposal.**

## REQUEST FOR PROPOSAL –QA/QC

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 an airborne magnetometer geophysical survey in the Detour area.

### 1.0 INTRODUCTION

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

*Bidders* shall prepare a proposal **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 PROPOSAL**

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 proposal 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](http://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**

Proposals 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 proposal 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 5, 2008 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 proposal 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 proposals 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.

The Project Management Team will review qualifying proposals. 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 July 10, 2008. 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: 705-360-2600, ext 7085  
Fax: 705-360-2679  
E-Mail: rcalhoun@timmins.ca

**Evaluation Criteria next page**

## Evaluation Criteria

### QA/QC Shining Tree Airborne Magnetometer Survey

#### Proposal Evaluation Form

Consultant Name: \_\_\_\_\_

#### Technical Proposal

| QA/QC Detour Airborne                     | Score<br>1(L)-10(H) | Weight<br>Factor | Total |
|---|---------------------|------------------|-------|
| <b>Experience and Qualifications 40 %</b> |                     |                  |       |
|   |                     |                  |       |
| Project Experience - Management           |                     | 2.0              |       |
| Similar Projects - Technical              |                     | 2.0              |       |
| Background Resume                         |                     | 2.0              |       |
| Survey Knowledge                          |                     | 2.0              |       |
|   |                     |                  |       |
| <b>Approach 40%</b>                       |                     |                  |       |
|   |                     |                  |       |
| Comprehension of Assignment               |                     | 3.0              |       |
| Draft and Final Report                    |                     | 3.0              |       |
| Time Line                                 |                     | 2.0              |       |
|   |                     |                  |       |
| <b>Overall Impression 20%</b>             |                     |                  |       |
|   |                     |                  |       |
| Comprehension of Project                  |                     | 1.0              |       |
| Personnel/consultants                     |                     | 2.0              |       |
| Overall                                   |                     | 1.0              |       |
|   |                     |                  |       |
| <b>Total</b>                              |                     |                  |       |
|   |                     |                  |       |
| Maximum                                   |                     |                  | 200   |
| Lowest acceptable                         |                     |                  | 120   |

#### Financial Proposal

Proposed Costs: \_\_\_\_\_

Divide by Technical Evaluation Score: \_\_\_\_\_

Competitive Factor: \_\_\_\_\_