

## 1. Introduction

The Society of Contaminated Sites Approved Professionals of British Columbia (“CSAP Society” or “Society”) is responsible for confirming that Approved Professional (“AP”) submissions recommending issuance of Contaminated Sites Regulation (“CSR”) certification documents meets the British Columbia Ministry of the Environment and Parks (“ENV”) and quality standards. The Society is mandated through its constitution, including these aspects:

- to assist the ENV with the development of regulatory procedures, policies and guidance related to AP work;
- to provide the Society’s members and prospective members with education and training in Contaminated Sites Approved Professionals (“CSAP”) procedures and practices; and
- to cooperate and consult with other professional and scientific bodies, partners, and local and provincial government.

In support of these aspects of CSAP Society’s constitution, the Technical Review Committee (“TRC”) was created, and these guidelines relate to activities of the TRC, including:

- technical reviews,
- special projects,
- CSAP Society’s Scholarship program, and ENV
- additional activities, as requested.

A terms of reference for the TRC is available for more general information about its purpose and role.

## 2. TRC Membership

The TRC is composed of 6 to 8 members, including the Chair who is also on the CSAP Society’s Board of Directors (“Board”). The Board and the Society’s Executive Director select members based on the following factors:

- technical background, to balance representation of technical skills of the TRC (e.g., risk assessment, site assessment, hydrogeology);
- affiliation, to reflect various firms of different sizes/client profiles (i.e., representing CSAP Society membership);
- experience, including research and development (“R&D”); and
- demonstrated reliability.

## 3. Activities of the TRC

### 3.1. Technical Reviews

Technical reviews are most often initiated by the ENV and involve the review of intentions papers, draft protocols, procedures and technical or administrative guidance. The objective of these reviews is to provide comments from the AP point of view. The CSAP Society may also initiate a technical review, when required.

**Selection of document reviewers:** Selections of reviewers are made based on the area of expertise required to review a particular document. When the review involves multiple documents, the TRC may

issue a request for expressions of interest to the broader CSAP Society membership to provide review services (to supplement TRC members).

**Documentation:** A scope of work document is prepared for each technical review outlining the expectations of the review and the review budget.

### 3.2 Special Projects

The TRC undertakes special research and investigative projects when further technical clarification is needed. To guide selection of special projects, the TRC manages and prioritizes a “Comprehensive-List” or “Long List” of candidate projects on applied R&D or best practices / guidance that is revisited annually.

Input is sought:

- from CSAP Society members through the CSAP Society annual member survey;
- from ENV;
- from TRC members who identify technical issues faced by APs;
- based on unsolicited proposals from AP.

The comprehensive list is shared with the Board and ENV (during face-to-face meetings) for early feedback.

A short list of viable projects is recommended to the Board for funding using the following selection criteria:

- Projects should provide insight and guidance regarding day-to-day practice of APs.
- Projects should address areas of practice where there are challenges in standardization of practice and/or new science.
- From time to time a white paper may be proposed that supports early ideas and good science. If joint funding is available (e.g., with ENV or an external organization) and the leverage will support AP practice.
- The portfolio of projects for each fiscal year will ideally balance site assessment, remediation and risk assessment aspects.
- Available budget.

Once the budget is approved by the Board, the TRC proceeds with procurement. All projects with budgets greater than \$15,000 must be approved by the Board prior to procurement.

**Conflict of Interest:** Members of the TRC are specifically excluded from being a part of a proposed team; however, the firms where TRC members are employed are not excluded from submitting a proposal. TRC members can contribute to the Request for Proposal (“RFP”) but must not contribute to the respondent proposals in any way, nor be part of the proposed team. TRC members would recuse themselves from providing feedback on proposals if their firm submitted a proposal.

**Procurement:** A project proposal that includes a budget and project timeline is required for each short-listed project to be considered (refer to Appendix A: Request for Proposal Template). These are prepared by TRC members, ENV or, if unsolicited, the submitting organization.

There are three options for procurement:

1. Projects < \$15,000: the TRC can make a direct award, selecting a consultant or group of consultants that can execute the project when appropriate.
2. Projects ≥ \$15,000: the TRC uses a competitive process to select the service provider. The project proposal is put out to tender by CSAP Society. Competitive procurement must be conducted to maximize the benefit to CSAP Society and its members, while offering proponents a fair and

equitable opportunity to participate. The proposal format should be simple and easy to respond to; bulleted and short-form text is strongly preferred. The proposal review process involves:

- a) Setting up a proposal review sub-committee with individuals that are not in conflict of interest to review the proposal, including TRC members and, if advantageous, specialist APs with relevant experience;
  - b) Independent scoring of proposals by individuals on the proposal review sub-committee using the proposal review criteria form developed by the TRC;
  - c) Compiling and then discussing of scores by the review sub-committee to choose the successful bidder;
  - d) Recommending the selected bidder to the Executive Director and TRC Chair.
3. Unsolicited proposals: If the TRC reviews and recommends the proposal to the Board and the Board approves, the proposal can be awarded to the submitting firm/team. Unsolicited proposals should be submitted using the CSAP Society's RFP Template (Appendix A).

**Project Management:** The CSAP Society project acceptance letter acts as the project contract which includes the project proposal, budget, deliverables, timeline to complete the project, payment schedule and the terms under which CSAP Society projects operate. One member of the TRC acts as the TRC's project manager; budget is set aside for their project management and technical involvement time (refer to the CSAP Director and Committee Remuneration Policy for rates). The TRC's project manager is responsible for project monitoring, communication with the proponent's project manager, reporting to the TRC, participating in meetings, and leading the review of any deliverables, etc.

**Role of ENV:** ENV may be invited to participate in relevant projects. The TRC and the TRC's project manager clarifies ENV's role at the start of the project on a project-specific basis with concurrence by ENV. In some cases, where ENV is the founder, they will be more involved whereas in other projects ENV will have a review role or no role at all. CSAP Society has primary responsibility for the scope and conduct of special projects and ENV's participation is at their discretion.

### 3.3 CSAP Scholarship

The CSAP Society is supporting the next generation of CSAPs by offering up to three scholarships to graduate students in natural, applied science, or engineering whose research is relevant to the assessment and remediation of contaminated sites. Applicants must meet the eligibility criteria set out in the CSAP Scholarship Information Package posted on the Society's website. Detailed information regarding the CSAP scholarship program is also available on the CSAP Society website.

One of the three CSAP scholarships is the Mike Macfarlane Memorial Scholarship, which is awarded to the applicant that shows innovation and forward-thinking. This special scholarship in Mike's name recognizes these attributes, which he exemplified in his years of leadership at the Land Remediation Section of ENV.

The scholarship program is promoted through various scholarship websites and other media, and targeted emails to professors and university departments. The deadline for applications is the last business day in March; all applications are adjudicated by a three-member sub-committee established by the TRC Chair. Each candidate's application is scored by sub-committee members independently prior to the final selection.

CSAP Society advises all applicants of the outcome by letter and scholarships are presented annually at the CSAP Society AGM. Students receiving scholarships are encouraged to attend the professional development portion of the AGM and give a five-minute presentation on their research.

### 3.4 Additional Activities

The TRC assists the Society upon request by:

- providing project management services for Board projects.
- assisting the Professional Development (PD) Committee by suggesting topics of interest for PD webinars and coordinating TRC project updates at the CSAP Society AGM and Fall PD Workshop.

## 4. TRC Annual Calendar

The TRC has an annual planning cycle that involves the following in the CSAP Society’s fiscal year (“FY”):

Quarter of Calendar Year	TRC Activities
Q1 (Jan/Feb/Mar)	<ol style="list-style-type: none"> <li>1. Special projects for next FY: <ul style="list-style-type: none"> <li>• Prepare TRC short-list of projects/budget for discussion at the Board meeting (end of Jan/early Feb).</li> <li>• Provide the budget/project details to the CSAP Society’s Executive Director by March 1st for budgeting purposes.</li> </ul> </li> <li>2. Conduct technical reviews as required.</li> <li>3. Special projects for current FY completed by March 31<sup>st</sup>.</li> </ol>
Q2 (Apr/May/Jun)	<ol style="list-style-type: none"> <li>1. Conduct technical reviews as required.</li> <li>2. Special projects: <ul style="list-style-type: none"> <li>• Obtain approval by Board for this FY.</li> <li>• Complete procurement process.</li> <li>• Initiate special projects and ensure they are proceeding according to schedule.</li> <li>• Assign TRC project managers to each project.</li> <li>• Possible AGM TRC project presentation</li> </ul> </li> <li>3. Scholarships: <ul style="list-style-type: none"> <li>• Establish review sub-committee.</li> <li>• Select scholarship recipients.</li> <li>• Work with Professional Development Committee to make announcement.</li> </ul> </li> <li>4. AGM Survey: <ul style="list-style-type: none"> <li>• Provide input to survey.</li> <li>• Review the survey results related to TRC.</li> <li>• Review, update and prioritize the TRC issues list for input from ENV.</li> </ul> </li> </ol>
Q3 (Jul/Aug/Sep)	<ol style="list-style-type: none"> <li>1. Conduct technical reviews as required.</li> <li>2. Initiate special projects and ensure they are proceeding according to schedule.</li> <li>3. Compile project ideas from CSAP Society membership and ENV (e.g., AGM survey, emails, etc.) and update the “long-list”.</li> </ol>
Q4 (Oct/Nov/Dec)	<ol style="list-style-type: none"> <li>1. Conduct technical reviews as required.</li> <li>2. Initiate special projects and ensure they are proceeding according to schedule.</li> <li>3. Ensure the scholarship information package and application form are up-to-date.</li> <li>4. Special projects for next FY: <ul style="list-style-type: none"> <li>• Identify short list of projects for next FY.</li> </ul> </li> </ol>

	<ul style="list-style-type: none"><li>• Update short and long-list of projects for circulation to the Board.</li></ul> <p>5. CSAP Fall PD workshop:</p> <ul style="list-style-type: none"><li>• Inform the Professional Development Committee of TRC projects ready for presentation.</li></ul>
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## **APPENDIX A: REQUEST FOR PROPOSAL TEMPLATE**



## REQUEST FOR PROPOSALS (“RFP”)

### Project Name

RFP Issue Date: xx

RFP Closing Date and Time: xx, no later than 14:00 BC Time

Contracting Manager: Patricia Fu

Email: [TRC@csapsociety.bc.ca](mailto:TRC@csapsociety.bc.ca)

## 1 INTRODUCTION

### 1.1 PREAMBLE

Proponents are invited to submit proposals to provide services to CSAP Society and its members. This competitive procurement will be conducted to maximize the benefit to CSAP Society and its members, while offering proponents a fair and equitable opportunity to participate.

### 1.2 PURPOSE/OBJECTIVES OF PROJECT

What is overall purpose, in relation to CSAP Society’s mandate?  
What are the specific project objectives?

### 1.3 BACKGROUND AND NEED FOR PROJECT

Describe any necessary background to understanding proposal.  
Identify need for project.

### 1.4 AUDIENCE FOR THE PROJECT’S OUTPUTS

Who will be the audience for the project deliverables?  
e.g., The audience for this will be:

- BC ENV
- CSAPs
- Non CSAP Contaminated Sites Practitioners

## 2 SERVICES REQUIRED

Describe main tasks.  
Describe deliverables.

Describe expected review process for each deliverable.

### 3 HOW TO ORGANIZE THE PROPOSAL

To assist evaluation by CSAP Society's evaluation team, proposals should be organized in the following format using these section titles and sequence:

- I. Proponent Profile
- II. Qualifications
- III. Service Delivery Approach and Schedule
- IV. Budget Statement
- V. Appendices, if any

The following information (***bulleted short-form text is strongly preferred***) should be provided for each section:

- I. Proponent Profile
  - State the legal name of the proponent.
  - Describe any subcontracting arrangements or teaming proposed by the proponent.
  - A proponent contact (name, email, phone number) for all questions and clarifications arising from the proposal.
  
- II. Qualifications
  - Provide bio sketches for key personnel, focused on their training and experience relevant to the proposed work.
  - In an appendix, provide 2-page CVs for key personnel.
  - The team proposed for this work must include members with expertise in local and regional groundwater background determination in addition to at least one member with in-depth contaminated sites experience and experience with the BC contaminated sites regulatory regime. The team does not need to consist solely of Approved Professionals (APs); having an AP on the proposed team is considered advantageous, but not mandatory.
  
- III. Service Delivery Approach and Schedule
  - Describe proposed team structure in text or with an organizational chart; identify project manager and all key technical personnel; include a statement saying that personnel will not be changed without prior written approval from CSAP Society.
  - Describe overall approach or strategy to deliver the project (ideally, provide bulleted list of steps/tasks; details for each task are not necessary)
  - Describe deliverables – at a minimum – draft and final reports as well as a project presentation.
  - Following receipt of comments on the draft report, a comment response matrix should be prepared that demonstrates how comments have been addressed.
  - Describe schedule for tasks and deliverables.
    - Complete Task 1 by xx



- o Complete Task 2 by xx

#### IV. Budget Statement

- The proposal must indicate that the proponent will provide the deliverables at a fixed price, inclusive of all costs to perform the services as set out in this RFP. CSAP Society has a maximum budget of \$25,000 (plus applicable taxes) for this work, but the proposals will be evaluated on price and other factors as noted below.
- The proposal should acknowledge that payment will be 50% on completion of Task X and 50% on delivery of final deliverable(s).
- The proponent can scope and cost any additional options that they believe would support the purpose of the work, but CSAP Society is under no obligation to select or fund such options.

#### V. Appendices, if any.

### 4 CONFLICT OF INTEREST (COI)

Members of the CSAP Society's Technical Review Committee ("TRC") are specifically excluded from being a part of a proposed team; however, the firms where TRC members are employed are not excluded from submitting a proposal. TRC members should not contribute to the proposal in any way, nor be part of the proposed team. TRC members would recuse themselves from providing feedback on proposals if their firm submitted a proposal.

### 5 PROPOSAL EVALUATION

The CSAP Society's evaluation team will use the following criteria to evaluate proposals:

- Confirmation that budget, schedule, and COI requirements (see above) are met.
- Demonstrated skills and experience in the subject matter of the proposed work, as supported by bio sketches and 2-page CVs.
- Clarity and cohesiveness of the technical approach and strategy to deliver the work.
- The proposals will be evaluated on team qualifications, team experience, technical approach, and budget.

### 6 PROPOSAL DELIVERY

Please submit the proposal before the deadline as a PDF via email to [TRC@csapsociety.bc.ca](mailto:TRC@csapsociety.bc.ca)