

**REPORT TO SEATERRA PROGRAM COMMISSION
MEETING OF FRIDAY, FEBRUARY 28, 2014**

SUBJECT AWARD OF CONTRACT P-013 – ARCHAEOLOGICAL CONSULTING SERVICES

ISSUE

Approval to award a contract for archaeological services required for the Seaterra Program.

BACKGROUND

The Seaterra Program (Program) requires professional archaeological consulting services during the planning, design, and construction of all the Seaterra elements/projects.

The proposed Program activities have the potential to impact archaeological sites and heritage designated areas that are protected under the *Heritage Conservation Act*. Therefore, a professional archaeologist is required to oversee any archaeological work for the duration of the Program. Some of the key roles of this assignment will include:

- Provide advice on appropriate strategies to manage archaeological risks including Archaeological Overview and/or Impact Assessments, Chance Find Protocols, etc.
- Develop and maintain respectful relationships with First Nations including the development and implementation of appropriate protocols for the Program.
- Obtain all required regulatory permits and satisfy all related legislation, bylaws, and First Nation protocols.
- Liaise with Seaterra and its consultants and contractors to review objectives and provide strategic advice during all stages of work to minimize schedule risk and cost while adhering to protocols and permits.
- Direct and inspect excavation work in known areas of risk and prepare and submit Archaeological Monitoring Reports to the Archaeological Branch.

Due to the uncertainty of not knowing if any significant artifacts or human remains would be encountered, the Request for Proposal (RFP) requested proponents not to include costs for that work in the proposal so that all proponents could be evaluated fairly.

A RFP was issued on December 20, 2013 and closed on January 21, 2014. In accordance with Capital Regional District (CRD) procurement guidelines, the RFP was posted on the CRD website and on BC Bid. Proposals were received from the following firms:

- Archer CRM Partnership
- ERM Consultants Canada/Rescan
- Golder Associates
- Millennia Research, and
- Terra Archaeology

The proposals were evaluated by an evaluation team using the criteria provided in the RFP. The proposal from Millennia Research received the highest overall score and was determined to be the best value at a total estimated cost of \$450,596.00 over four years.

Reference checks were completed for Millennia including contacting both Chiefs at Esquimalt and Songhees Nations and all responses were very good.

ALTERNATIVES

That the Seatterra Commission:

1. Approve the award of Contract P-013 – Archaeological Consulting Services to Millennia Research in the amount of \$450,596.00 plus GST and approve a contingency allowance for encountering unknown artifacts and remains up to a total budget of \$600,000; or
2. Approve the award of Contract P-013 – Archaeological Consulting Services to another consultant.

FINANCIAL IMPLICATIONS

The highest ranked proposal from Millennia Research was also the lowest cost proposal in the amount of \$450,596.00, and is within the approved Program budget including a contingency allowance for encountering unknown artifacts or remains up to a total budget of \$600,000.

CONCLUSION

An Archaeological Consultant is required to ensure that the activities of the Seatterra Program are in compliance with the Liquid Waste Management Plan, Environmental Impact Study and *Heritage Conservation Act*. A RFP was issued in accordance with CRD policy and the recommended proponent met the RFP requirements and is within the Program budget.

RECOMMENDATION

That the Seatterra Program Commission award Contract P-013 – Archaeological Consulting Services to Millennia Research in the amount of \$450,596.00 plus GST and approve a contingency allowance for encountering unknown artifacts and remains up to a total budget of \$600,000.

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