

Request for Proposal

**HELICOPTER HOISTING SERVICES FOR MARINE PILOT TRANSFER
BRITISH COLUMBIA SOUTHERN COASTAL REGION**



**PACIFIC PILOTAGE AUTHORITY CANADA
Suite 1000, 1130 West Pender Street
Vancouver, BC V6E 4A4**

Request for Proposal

HELICOPTER HOISTING SERVICES FOR MARINE PILOT TRANSFER BRITISH COLUMBIA SOUTHERN COASTAL REGION

PACKAGE CONTENTS COVER SHEET

- Notice of Request for Proposal
- Table of Contents
- Part A: Administration
- Part B: Requirements
- Part C: Attachments
 - Evaluation Criteria and Weightings
 - Required Proposal Outline, including covering letter format
 - Appendices

Date: June 04, 2021

File: 2021 Heli-hoist South Coast

Pacific Pilotage Authority Canada Suite 1000, 1130 West Pender Street Vancouver, BC V6E 4A4

Contractor Instructions:

1. Please check to ensure that your package is complete.

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NOTICE OF REQUEST FOR PROPOSAL

Helicopter Hoisting Services for Marine Pilot Transfer - British Columbia Southern Coastal Region Pacific Pilotage Authority

The Pacific Pilotage Authority (the “Authority”) invites proposals from firms capable of supplying helicopter hoisting services for the British Columbia southern coastal region. The Authority provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations. This Request for Proposal is in support of existing marine pilotage launch services.

Proponent inquiries will not be accepted after July 09, 2021. Inquiries are to be directed only to the Authority representative identified below and must be in writing to the email address below.

Request for Proposal closes (proposals will be received no later than) 2:00 p.m. Pacific Standard Time, August 13, 2021 at the address below. Late proposals will not be accepted. Proposals must be submitted in accordance with the terms and conditions specified in the information package.

To obtain further information, please contact Pacific Pilotage Authority Canada Suite 1000, 1130 West Pender Street Vancouver, BC, V6E 4A4.

The lowest priced or any proposal will not necessarily be accepted.

Note: Proposal requests for Helicopter Hoisting Services for Marine Pilot Transfer - British Columbia Northern Coastal Region is released concurrently. Proponents are notified that there may be opportunities to submit proposals that identify potential benefits to the Pacific Pilotage Authority of a common service provider for both proposals. Proponents wishing to provide proposals for both RFPs must submit price proposals that distinguish between individual RFP proposals and combined RFP proposals.

Authority representative:

Brian Young
Director, Pilotage and Industry Liaison
mo-om@ppa-app.gc.ca

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PART A: ADMINISTRATION

1. GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to inform private sector businesses of a contract requirement of the Pacific Pilotage Authority (the “Authority”) and to solicit detailed proposals from interested and qualified parties (“proponents”) setting out one or more means by which the stated goals, objectives and other requirements of this RFP may be best met.

1.2 Identification

This RFP includes:

- The Request for Proposal notice (the “Notice”);
- Part A: Administration (“Part A”);
- Part B: Requirements (“Part B”); and,
- Part C: Attachments (“Part C”).

It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal may be rejected.

1.3 Changes to the RFP

Changes by the Authority to the RFP will be made in the form of written addenda or of reissued documents which will be available at least four working days prior to the RFP closing date. All addenda shall be considered to be integral to the RFP and having the same effect as if part of the original RFP. Current addenda supersede prior versions and prior information to the extent of any necessary inconsistencies.

The Authority will make every effort to distribute addenda to all registered or known proponents. However, it is solely the proponent’s responsibility to be aware of and familiarized with any addenda or supplementary information issued.

1.4 Ownership of Proposals

All proposals submitted, other than any proposal withdrawn prior to the opening of proposals or any late proposal, become the property of the Authority and will not be returned to proponents. Under the contract, the successful proponent will be required to assign copyright of the proposal and of all material produced during the project to the Authority.

1.5 Freedom of Information

All proposals will be received and held in confidence by the Authority and are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act and the Access to Information Act.

1.6 Conflict of Interest

Prospective proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent give rise, in the sole opinion of the Authority, to a conflict of interest in connection with this project.

1.7 Proponent Responsibility

While the Authority has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated contract. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions in respect of this RFP.

1.8 Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals that include any condition or modification, or otherwise contradict any of the terms and conditions of this RFP, will be as if not written and do not exist.

1.9 Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of the Authority pursuant to that contract are subject to the availability of funds in accordance with the Financial Administration Act.

1.10 Use of Request for Proposal

Any portion of this document, or any information supplied by the Authority in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the proponent agrees to hold in confidence all information supplied by the Authority in relation to this RFP.

1.11 No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Authority, including the evaluation committee and any elected officials of the country, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the Authority.

1.12 Lobbyist Registration Act

It is the proponent's responsibility to abide by all applicable laws. If the proponent falls within the parameters of the Lobbyists Registration Act or the Lobbying Act, then it is the proponent's responsibility to make this determination and register if necessary.

1.13 Liability for Errors

While the Authority has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Authority, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2. PREPARATION AND SUBMISSION

2.1 Proponent's Conference

A proponent's conference will not be held.

2.2 Site Viewing

A site viewing of the proponent's proposed operations facilities may be conducted by the Authority solely at their discretion during the evaluation phase.

2.3 Inquiries

Inquiries must be directed only to the Authority contact specified in the Notice. The Authority contact may require that an inquiry be submitted in writing. Inquiries and responses may be posted electronically as an amendment to the RFP Notice or distributed to all proponents at the Authority's option.

Inquiries will not be received after the date and time, if any, indicated as the inquiry deadline in the RFP Notice.

2.4 Proposal Outline

All copies of the proposal should conform to the proposal outline provided in the attachment to this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

2.5 Proposal Price

Proponents are solely responsible for their own expenses in preparing a proposal, including conducting negotiations with the Authority, if any. If the Authority elects to reject all proposals, the Authority will not be liable to any proponent for any claims, whether for costs or damages incurred by the proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever. All prices provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, except as provided for in Part B, Section 6.

The rates and prices specified in the proposal price will include all fees; cash allowances; contingencies; expenses of any kind unless otherwise specified in Part B, Section 6, and any taxes paid or to be paid by the bidder to a supplier for the performance of the work, but shall exclude Provincial Sales Tax (PST) chargeable to the Authority and the Goods and Services Tax (GST). The Authority will pay any applicable taxes payable by it under law or agreement with the relevant taxation authorities on the fees and, if payable, expenses [to the extent the contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities]. Expenses, if payable under the agreement, are claimed exclusive of GST. Invoices must show the calculation of any applicable PST and GST to be paid as a separate line item for the billing period(s).

Unless otherwise specified in Part B or C, bids on multi-year contracts are to be inclusive of inflation in future-year portions of the contract.

The proposal price shall be submitted in a separate envelope from the management and technical sections of the proposal, and in the manner specified in Parts B and C of this RFP.

2.6 Limitation of Damages

Further to the first paragraph under 2.5 above, the proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal and the proponent, by submitting a proposal, waives any claim for loss of profits if no contract is made with the proponent.

2.7 Cooperating Firms / Subcontractors

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Authority to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications and their respective roles in the project.

Negotiations during proposal evaluation, award and execution of the contract, and all contract payments shall be between the Authority and the prime contractor.

2.8 Submission

Four complete hard copies and one copy on CD or DVD of the proposal must be submitted in English and received at the location and before the time specified in the Notice.

A covering letter in the format attached in Part C must be submitted with the proposal (one copy only is sufficient).

Proposals must be submitted in envelopes clearly marked with the name and address of the proponent and the words, "**Proposal for Helicopter Hoisting Services for Marine Pilot Transfer British Columbia Southern Coastal Region**" on the envelope. The proposal price should be submitted in a separate envelope marked, "Proposal Price". All envelopes are to be sealed.

Proponents are solely responsible for timely delivery of their proposals to the Authority location specified. Late proposals will be returned unopened.

Unless otherwise provided for in Part B, proposals will not be accepted by facsimile or electronic transmission.

2.9 Revisions

Revisions to the proposal may be made prior to the closing date. Revisions:

- must be submitted in writing and identify the firm and the proposal being revised;
- must be in accordance with all RFP requirements;
- hard copy revisions must be submitted in a sealed envelope to the Authority address shown in the Notice;
- if submitted by facsimile or electronic transmission, any price revision should be stated in the form of an increase or decrease to the bid price by a specified value or unit, in words and figures, without disclosing the original price; and,

- must be signed or electronically submitted to the Authority contact specified in the Notice and sent by an authorized official of the firm, preferably by the same person signing the original submission.

Where a proponent submits multiple revisions to the proposal, each successive revision will nullify and replace any previous revisions unless the proponent numbers each revision sequentially and states on each new revision, that the new revision does not nullify previous revisions.

The proponent is solely responsible for the timely delivery of revisions. The Authority will not accept responsibility for the lack of availability of a facsimile machine at the closing location or for systems or other problems that may affect an electronic submission.

2.10 Withdrawal

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to the Authority contact identified in the Notice. Facsimile or electronic transmission of a request to withdraw is acceptable. A proposal withdrawn after the closing date cannot be resubmitted.

2.11 Independent Submission

Bid rigging is a criminal offence under the federal Competition Act. The Authority will report any suspicion of bid rigging immediately to the Director of Investigation and Research appointed under the Competition Act.

By submission of the proposal, the proponent certifies that the contents and prices in the proposal were independently developed without consultation with any other proponent or potential proponent.

Bid rigging, if proven, will be sufficient cause for rejection of the proposals of all proponents involved in that bid rigging and may result in disqualification from submission on all future Authority contracts for up to two years.

3. EVALUATION AND AWARD

3.1 Contract Award

Depending on the proposals submitted in response to this RFP, a contract will normally be negotiated and executed with the leading proponent (the “frontrunner”) selected in accordance with the evaluation format contained in this RFP. The lowest priced or any proposal will not necessarily be accepted.

The Authority reserves the right to:

- (a) award portions of the project to different proponents through separate contracts;
- (b) accept proposals in whole or in part, with or without negotiation;
- (c) refuse award of the contract to a proponent the Authority judges to be fully or over committed on other projects;
- (d) refuse award of the contract to a proponent where, in the Authority’s sole opinion, the proposal does not represent fair value;
- (e) refuse award of the contract to a proponent where, in the Authority’s sole opinion, the proposal price is considered too low to properly perform the contract; and,
- (f) in the case of a sole proposal being received, either:
 - (i) cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or,

- (ii) open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

The proponent will ensure that each member of the workforce who will perform the services in Canada under the contract is either a Canadian citizen, a permanent resident of Canada, holds a valid employment visa from the Government of Canada or is otherwise legally allowed to perform services in Canada.

3.2 Opening of Proposals

Envelopes containing the technical and management sections of the proposals are normally opened on or shortly after the closing date. To avoid the potential for price bias in the evaluation of proposals, proposal price envelopes are not opened until after the evaluation of the technical and management sections of proposals is completed, or as otherwise provided for in Part A, Section 3.5. Proposal opening and evaluation is not open to the public.

3.3 Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A “mandatory” is an item of information that must be submitted as part of a proposal as proof of eligibility or may apply to required attendance at a site viewing.

Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.

3.4 Evaluation of the Technical and Management Sections of Proposals

The technical and management sections of proposals will be evaluated in accordance with the Proposal Evaluation form attached to this RFP. Proposals must achieve the minimum evaluation points specified in the Proposal Evaluation form in order to be placed on a shortlist for further consideration. Evaluators will not consider any information that does not relate to the specific information requested in the requirement guidelines or attachments.

3.5 Presentation/Interview - Process and Evaluation

This subsection applies where a proposal presentation or interview of proponent personnel is indicated in Part B to be a part of the evaluation process. Where, following the evaluation under Part A, Section 3.4, the number of short-listed proponents is in excess of the Authority’s needs, the Authority may reduce the number of eligible proposals by:

- opening the proposal price envelopes,
- completing a preliminary price evaluation in accordance with the method indicated in the Proposal Evaluation form, and,
- selecting up to the number of proposals the Authority desires, the highest ranked proposals based on the preliminary price evaluation.

Proposals of those proponents who are not selected for a presentation/interview shall not be considered further in the evaluation.

The presentation/interview process shall be conducted in accordance with additional specifications provided in Part A, Section 3.9 of the RFP, if any. Presentations/interviews are for the purpose of determining proponent suitability and for expanding upon or clarifying information contained in the proposal. Presentations/interviews are not to be used by proponents as an opportunity to amend their

proposals or the proposal price. Proponents may have evaluation points deducted where an attempt is made to do so.

Following a presentation or interview process, the Authority shall evaluate the presentations/interviews in accordance with the Proposal Evaluation form. Proposals must achieve the minimum required evaluation points specified in the form in order to remain on the shortlist for further consideration.

3.6 Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation form, at the Authority's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Authority clarifies its needs.

3.7 Evaluation of Proposal Price

Prices of only those proposals on the shortlist shall be evaluated in accordance with the method indicated on the Proposal Evaluation form. The proponent selected according to the method in use shall be the "frontrunner".

3.8 Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Where possible, verbal notification shall also be given.

3.9 Suitability of the Frontrunner

The Authority may interview key persons to assess their technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

The frontrunner may be interviewed and/or the Authority may conduct such independent reference checks or verifications as are deemed necessary by it to clarify, test or verify information contained in the proposal and to confirm the suitability of the frontrunner and each member of its workforce who is a key person(s), including reference checks from any source in which the frontrunner has been under contract. If the frontrunner is deemed unsuitable by the Authority, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or the Authority may choose to terminate the RFP process and not enter into a contract with any of the proponents.

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. Proponents will, for the purposes of this RFP, ensure they obtain written consent from each person before forwarding personal information to the Authority.

The proponent and all individuals who perform the services under the contract must be eligible to work lawfully in Canada and, upon request of the Authority, any individual who performs services under the contract must provide a valid Social Insurance Number or Work Permit as proof of his or her eligibility. For the purposes of proponent suitability, a proponent who is a 'related persons' or 'affiliated persons' or 'associated persons' (an 'Associated Person'), as those terms are defined or referenced in the federal Income Tax Act or related Canada Revenue Agency's interpretation bulletins, to an individual or corporation who has been disqualified from bidding by the Authority for a stated period of time will not be accepted. Upon request, the proponent must provide the Authority with: (i) the ownership of voting shares of the incorporated proponent, (ii) a list of individuals who exercise legal and/or operational

control over the proponent, and, (iii) a notarized declaration that the proponent is not an Associated Person in respect of a disqualified bidder nor is it in legal or operational control of, nor is it acting in concert with or at non-arms length with a disqualified bidder. By submission of a proposal, the proponent affirms it is not an Associated Person to, or acting in concert with, a disqualified bidder and undertakes to not knowingly do so during the term of the contract.

3.10 Negotiation with the Frontrunner

Negotiations may be held with the frontrunner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal as a result of negotiations,
- changes in technical content,
- contract details,
- contract payment details, and,
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within 14 days of notification to the frontrunner, the Authority may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the frontrunner according to the evaluation procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents. The Authority shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal. The Authority reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

3.11 Contract Execution

Following completion of negotiations, if any, or following the notification to a frontrunner of acceptance of his/her proposal, the Authority shall complete, as appropriate, the contract and forward the contract to the frontrunner for execution. The Authority reserves the right to modify the contract as necessary to be commensurate with the proposal or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL

A proposal **will** be rejected for any of the following reasons:

- (a) failure to include a specified “mandatory”;
- (b) failure to achieve the required minimum scores in the evaluation;
- (c) the proposal contains errors, omissions or misrepresentations which, in the sole opinion of the Authority, are of a serious nature;
- (d) the proponent is deemed unsuitable by the Authority;
- (e) in the sole opinion of the Authority, a proponent conflict of interest exists in connection with the project;
- (f) a proposal is submitted after the closing date;
- (g) unless otherwise provided for in Part B and/or C, a proposal is submitted via facsimile or electronic transmission; and/or,
- (h) other reasons specified in Part B and/or C of the RFP.

A proposal **may** be rejected for any of the following reasons:

- (a) failure to negotiate a contract with the frontrunner within 14 days of notification;
- (b) failure to return a duly executed agreement within the time specified in the Authority forwarding letter;
- (c) failure to follow the required outline;
- (d) the proposal is incomplete;
- (e) the proposal includes a condition contrary to the terms and conditions of the RFP;
- (f) technical/performance requirements specified in the RFP are not met;
- (g) the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP; and/or,
- (h) other reasons specified in Part B and/or C of the RFP.

5. DEFINITIONS

Throughout this RFP the following definitions will apply:

“aircraft” means the helicopter that meet the specifications as set out in this RFP;

“aircraft services” or “services” means all resources and personnel necessary to operate and maintain the helicopter to meet the Authority’s objectives;

“Authority” means the Pacific Pilotage Authority;

“contract” means a written agreement resulting from this RFP executed by the Authority and a contractor;

“contract year” means a defined twelve month period;

“contractor(s)” means the successful proponent(s) to this RFP who enters into a written contract with the Authority;

“class D” means a load with a person carried externally;

“day” or “daylight” means the time between the beginning of morning civil twilight and the end of evening civil twilight;

“disembark” means to unload, deplane or leave an aircraft;

“embark” means to load, emplane or enter an aircraft;

“hoist” means an approved lifting and lowering device attached to either the exterior or interior of a helicopter and used for the embarking and disembarking of cargo and persons from a helicopter in flight. The term “winch” can be more common than “hoist” in the marine environment;

“hoisting” means the deployment and retrieval of personnel and cargo by cable on an internally or externally mounted helicopter hoist. The term “winching” can be more common than “hoisting” in the marine environment;

“must”, “mandatory” or “shall” means a requirement that is to be met in order for a proposal to receive consideration;

“night” means the time between the end of evening civil twilight and the beginning of morning civil twilight;

“offshore” Per CAR 101.01(1) means a flight that is conducted to or from an offshore location and that is: (b) a sea pilot transfer flight;

“operating period” means the number of consecutive days that the aircraft are to be deployed and the services performed at locations determined by the Authority;

“proponent” means an individual or a firm that submits or intends to submit a proposal in response to this RFP;

“Request for Proposal” or “RFP” means the procurement process and the Authority’s requirements described in this document;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFP;

“transition aircraft” means any aircraft that may or may not fully comply with the requirements of this RFP which the proponent proposes to utilize for a short term (as acceptable to the Authority at its sole discretion) until the aircraft is available.

PART B: REQUIREMENTS

1. PURPOSE OF THIS RFP

The Pacific Pilotage Authority Canada provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations. The British Columbia coastal region has experienced a significant growth in vessel traffic and all forecasts indicate that this trend will continue. The Authority has identified helicopter hoisting as a viable marine pilot transfer method that would augment its current pilot launch fleet.

The Authority therefore, is seeking proposals from qualified helicopter companies for one hoist equipped Category A twin engine certified intermediate or medium lift sized helicopter approved for Class D external loads as per Canadian Aviation Regulations (CARs) 702.21 fully certified for non-emergency operations commencing with daylight operations in June 2022 with the ability to expand to night time operations by December 1, 2022. The Authority is looking for cost-effective opportunities without compromising safety and effectiveness. Proponents may propose two smaller aircraft capable of meeting the performance and load requirements. These are specified as: Three marine pilots with average weights of 220lbs, fuel endurance for 60 nautical mile range Victoria to Vancouver and 30 mile range Victoria return to the vessel location. Full aircraft crew is presumed to be two aircraft pilots and one hoist operator for 24/7 night operations. Contract proposal is to be priced for each of the agreement terms of five, seven and ten years. Transfer flights of sea pilots is defined as “offshore”.

The successful proponent will be responsible for all aspects of the service including the helicopter and equipment and all necessary regulatory approvals, support personnel including pilots, engineers and hoist operators, securing and maintaining acceptable base facilities in the Victoria area and providing

supplementary hoist training for marine pilots specific to the Authority's standards. The helicopter hoist service would commence with daylight only operations in June 2022, with the successful proponent responsible for effectively building the program to 24/7 service as it matures. It is the Authority's expectation that the successful proponent develop and implement 24/7 service by December 1, 2022.

2. TIMETABLE

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall be determined by the Authority.

| Event | Dates |
|---|-----------------|
| Advertise Request for Proposal | June 04, 2021 |
| Deadline for Request for Proposal questions | July 09, 2021 |
| Request for Proposal closes | August 13, 2021 |
| Proposal evaluation completed | November 2021 |
| Commencement of dialogue with frontrunner | December 2021 |
| Execution of contract | January 2022 |
| Service delivery starts | June 2022 |

3. PROJECT DESCRIPTION

3.1 Marine Pilotage Background

3.1.1 The Pacific Pilotage Authority Canada

The principal mandate of the Authority is to provide safe, reliable and efficient marine pilotage and related services in the coastal waters of British Columbia including the Fraser River.

3.1.2 Marine Pilotage

Within Canada, the federal Pilotage Act dictates the provision of pilotage services. The Pilotage Act is part of the larger Canada Marine Act and requires the maintenance of four separate Pilotage Authorities; the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authority. Each authority is mandated to provide a "safe and efficient" pilotage service for the area under its control and may do so by hiring employee pilots or by contracting with a private company for the services of marine pilots. There are currently over 400 marine pilots in Canada spread amongst 10 distinct groups.

In British Columbia, the Pacific Pilotage Authority employs eight Fraser River pilots for pilotage duties in the Fraser River and has a contract for services with The British Columbia Coast Pilots Ltd. in which 101 licensed marine pilots operate on British Columbia coastline. Under Canadian law every ship over 350 gross registered tons is required to utilize the services of a marine pilot when they enter the waters of British Columbia. The marine pilot is responsible to ensure the vessel is safely navigated through the various passageways along the coast so there is no damage to the ship, its crew, or the marine environment.

3.1.3 Dispatch

The process by which a pilot is assigned to move a vessel is initiated by the local agent for the ship or cargo owners. The agent will place a call to the Authority's dispatch office and request a pilot to move a ship from either one berth to another, from a berth to sea (or vice versa), or from one port to another. The dispatchers will enter the order into their computer system and dispatch the next available pilot from a rotation list. The pilot will receive a telephone call from the dispatchers informing him or her of his next assignment and will begin to make preparations for the assignment which includes reviewing the latest information regarding the route the vessel will take and its intended berth, making transportation arrangements, and planning the pre-assignment rest period to ensure that the pilot is adequately rested for the assignment.

3.1.4 Transportation Management

One of the more challenging logistical aspects of marine pilotage is the complex travel arrangements that apply to most assignments. Moving a ship from one port to another, for example, means the pilot must make arrangements to get to the berth where the ship is located and then get back home from the port where the ship is destined. Some assignments are relatively easy since the vessel is only moving from one berth within the harbour to another berth within the same harbour. Other assignments are more difficult since they originate in a distant out port, which can only be accessed by floatplane or helicopters, and completes in another out port more than 200 nautical miles away. A pilot can travel from six to eight hours before he reaches the vessel and actually begins his piloting assignment.

For assignments where the vessel is at anchor, the pilots will use a "water taxi" to board the vessel. A water taxi is a small passenger boat that is used in relatively calm waters to provide a taxi service between the ship and shore for pilots as well as crewmembers, ship's agents and government personnel.

When a vessel is inbound from sea, there are four specific locations on the B.C. coast where the vessel can pick up a pilot called "pilot boarding stations." One of these is located near Victoria, another on the west side of Vancouver Island at the entrance to the Alberni Inlet, a third at the northernmost tip of Vancouver Island, and the final one outside of Prince Rupert. In these locations the pilots take a "pilot launch" from the shore to the vessel. A pilot launch is a specialized boat made specifically for boarding and disembarking pilots from ships. The pilot launch picks up the pilot from shore and takes them out to meet the arriving vessel. This can take as little as 15 minutes as in the case of the Victoria pilot boarding station, or as long as two hours as in the case of the Prince Rupert pilot station.

4. GENERAL REQUIREMENTS AND SCOPE

4.1 General Requirements

The Authority is seeking proposals from qualified helicopter companies for a minimum of one, hoist-equipped, Category A, twin engine certified intermediate or medium lift sized helicopter approved for Class D external loads as per CARs 702.21 fully certified for non-emergency operations commencing with daylight operations in June 2022 which has the ability to expand to night time operations by December 1, 2022 and supporting personnel including trained pilots, engineers and hoist technicians for marine pilotage services on British Columbia's southern coastal region. The successful proponent will possess all relevant certifications as required by Transport Canada to conduct hoisting operations including airworthiness certification for all associated hoisting equipment including attachments and harnesses. The successful proponent will also be required to implement, on the Authority's behalf, the following:

- All legal, logistical and technical aspects that will enable the helicopter hoist transfer of marine pilots on and off moving ships;

- Supplemental hoist training for marine pilots specific to the Authority’s standards and proponent’s aircraft and operator specific SOPs ;
- Proponents may propose additional service in training to include: Class D operations, egress emergency training.
- Securing and maintaining an acceptable base for operations and support in the Victoria Harbour area. Ogden Point, within Victoria Harbour, is home to the busiest pilot launches that transfer pilots to and from ships at the 'Brotchie Ledge' boarding ground just south of the entrance to the port. Alternate or additional locations that a proponent may wish to submit may do so as per Part B, Section 6.3; and,
- Identifying and developing specific flight corridor(s) in support of obtaining necessary Transport Canada approvals allowing for the eventual expansion from daylight only into 24/7 operations as the program matures. This will be specific to geographically defined boarding areas as identified by the Authority. It is the Authority’s expectation that the successful proponent develop and implement daylight operations by June 2022 and 24/7 service by December 1, 2022.

It is anticipated that daylight only helicopter operations in the southern coastal region of British Columbia could initially approximate 500 hours per year. These hours include marine pilot transfers by helicopter hoisting, deck landings, general transportation and possible emergency requests. These estimates are based upon current workloads, however, the British Columbia southern coastal region in particular has experienced a significant growth in vessel traffic and all forecasts indicate that this trend will continue.

With the introduction of 24/7 operations December 1, 2022, it is anticipated that helicopter operations could approximate 700 hours per year.

The Authority will not guarantee or warrant the number of deployments or hours of service to the proponent.

4.2 Information Provided

To assist proponents in addressing the proposal requirements set out in Part B, Sections 5, the Authority supplies the following information:

| | |
|--------------|---|
| Appendix A | Documents to be Submitted with Proposal |
| Appendix B | Aircraft Type and Performance Requirements |
| Appendix B-1 | Aircraft Technical and Information Data (to be submitted with proposal) |
| Appendix C | Aircraft Maintenance Requirements |
| Appendix D | Aircraft Equipment and Specifications |
| Appendix E | Crew Requirements |
| Appendix F | Service Inspection Checklist |
| Appendix G | Pilot Information |
| Appendix H | Price Proposal (to be submitted with proposal) |
| Appendix I | Alternate Price Proposal (optional) |

5. REQUIREMENTS AND PROPONENT RESPONSE

5.1 General

All contractors are expected to provide the highest level of service quality with professional, trained and experienced personnel. It is expected that all personnel will freely contribute in a team environment to enhance safety and efficiency. The Authority looks to the service contractor for the technical expertise and background necessary to initiate helicopter hoisting services systems including procedural innovations to take maximum advantage of modern technology including aircraft systems and enhancements in a cost-effective, efficient manner without compromising safety and effectiveness. In addition, the service contractor will be expected to work with the Authority to collectively enhance the dispatching system.

The successful proponent will be required to have the committed management, highly qualified flight crews and support personnel that meet the Authority's competency criteria and be fully capable to perform assigned marine pilotage support functions. Proposals should clearly demonstrate an understanding of the use of helicopter hoisting for marine pilotage operations including the airworthiness certification and any required supplemental training for marine pilots to be safely hoisted on and off of vessels, and a clear understanding of the challenges that come with operating in the southern coastal region.

Proposals must clearly indicate how the Authority's prime objectives are met. In summary, these are:

- safety;
- cost effectiveness; and,
- reliable and secure supply/service.

Proposals should be in sufficient detail to allow evaluation against the evaluation criteria.

5.2 Management - Proponent Experience and Qualifications

Requirements

The successful proponent should have the experience and qualifications necessary to meet the Authority's helicopter, equipment and service requirements as set out in this RFP and the appendices.

Response

To meet the mandatory criteria

The proposal must include:

1. Proponent Identification

Please provide the following information:

- Organization Name
- Physical Address
- Contact Person Name
- Phone Numbers
- E-mail Address
- Website Address
- Principal Operators
- Authorized Company Signatory

2. As per the rights provided for in Part A, Section 3.9, provide the names of any persons or organizations you are or have been in association with.
3. Demonstrate your organization's understanding of helicopters to support the full range of the Authority's activities and your commitment and flexibility with working with the Authority to provide innovative and cost-effective services.
4. Provide the name address and phone number of your banker, accountant and lawyer and evidence of your financial stability to support operations and any required capital investment. Proponents identified as front runners will be required to supply additional supporting documentation.
5. Provide an overview of your organization including:
 - a) how long the organization has existed or operated in the current business area;
 - b) experience with contracting helicopter services and operating the helicopters proposed; and,
 - c) ownership structure.
6. Provide a list of names and contact information for whom you have provided similar helicopter services in the past five years.
7. Provide a summary of the qualifications and experience of the company's management personnel who oversee the provision of helicopter services.
8. Briefly describe the company's recruiting policies, procedures and proficiency testing and training program (including specialty training, human factor training, etc.).

Note: If sub-contractors are proposed, their experience and qualifications should be included. The prime contractor should be identified.

5.3 Technical – Aircraft and Equipment

Requirements

The Authority emphasizes safety; environmental protection and impact; performance; and, aircraft availability. The Authority is seeking one, hoist-equipped, Category A, twin engine certified intermediate or medium lift sized helicopter approved for Class D external loads as per CARs 702.21 fully certified for non-emergency operations commencing with daylight operations in June 2022 with the ability to expand to night time operations by December 1, 2022.

The Authority's requirements and specifications for the aircraft are set out in Appendix B. Proponents will supply only aircraft that meet Transport Canada legal and regulatory requirements necessary to provide this service. The Authority will confirm compliance prior to the commencement of the operating term. The proposal response should clearly demonstrate the proponent's ability to meet all of these requirements and include the applicable performance charts, supplements and Transport Canada approvals for the proposed aircraft, hoist and associated equipment. The Authority may give preference and award higher scores for aircraft enhancements, performance upgrades resulting in increased safety margins or provide cost savings for the type of operations required.

Aircraft Type and Performance Requirements are set out in Appendix B.

Aircraft Maintenance Requirements are set out in Appendix C.

Appendix D summarizes the equipment requirements for the following:

- Embarking and Disembarking (Class D external loads),
- Avionics and Communications,
- Passenger Carriage,
- External Cargo Carriage, and,
- Other Helicopter Equipment.

Proposal response should clearly demonstrate the proponent's ability to meet all of these requirements.

Innovation

The Authority is interested in continuous improvement in its marine pilotage capabilities including the best use of emerging technologies, industry supported enhancements and operator innovation.

Transition Aircraft

The Authority recognizes that there may not be sufficient lead time to ensure the deliverability of newly constructed, refurbished and/or updated aircraft and/or equipment for the commencement of the contract. The Authority's preference is to have the most modern highly capable helicopter as soon as possible for the duration of the agreement. However, to achieve this, the Authority will consider proposals with a time specific transition plan to ultimately meet or exceed the Authority's aircraft and equipment requirements and service delivery goals. This may necessitate the use of transition aircraft.

Under these circumstances, the Authority is prepared to accept transition aircraft provided transition aircraft meet the minimum requirements as set out in Appendix B, C and D and are supported with a well-documented plan to deliver the proposed aircraft and equipment.

Response

To meet the mandatory criteria

The proposal must include:

1. Identify the aircraft make, model, and type.
2. Confirm that the aircraft will meet all Transport Canada requirements.
3. Provide technical information and data for each aircraft proposed. Proposals should ensure that the aircraft meets the performance and maintenance requirements as set out in Appendix B and Appendix C. Proponents must include a completed Appendix B-1 for each aircraft proposed (including any transition aircraft), the required documents as listed on Appendix B-1 and documents summarized in Appendix A. Where the proposed aircraft relies on the use of a transition aircraft, and complete documentation for the proposed aircraft is not available, indicate this in Appendix A.
4. A statement from the proponent that the proposed aircraft will meet all the equipment requirements as set out in Appendix D.

Other

The proposal should:

5. Demonstrate that the proponent meets at least one of the following:
 - a) owns the specified aircraft;

- b) holds the certificate of registration for the aircraft;
- c) has a written agreement with the owner of the aircraft, valid for the contract term to operate the aircraft; and/or,
- d) has a confirmed secure option to purchase and/or lease for the aircraft demonstrated through a written agreement with the owner or by deposit receipt.

6. Describe the unique features of the proposed aircraft (including any enhancements, certifications, endorsements or equipment beyond the Authority's basic requirements) and how they meet and support the Authority's marine pilotage objectives.
7. Fully describe the hoist and any enhancements that exceed the Authority's basic requirements and may provide superior performance in marine pilotage activities.
8. Provide all related performance limitations and charts from the approved aircraft flight manuals and any related supplements for the final configuration for the aircraft and equipment being proposed. This should include both the dual and single engine limitations as applicable. Performance will be evaluated based on sea level and 10 degrees Celsius. Include noise certification and associated levels from the aircraft certification basis.
9. Describe the proponent supplied communication equipment – complete Appendix B-1 for communication equipment.
10. Provide a statement on the serviceability and any safety issues for the aircraft.
11. Discuss the proponent's plans for back-up aircraft.
12. Discuss any possible future enhancements to aircraft capabilities and/or equipment applicable to the Authority's requirements, potential lead times, extra costs and/or other areas of mutual interest.
13. Transition aircraft (if applicable).

If the proposed aircraft and/or equipment is not available for the proposed contract start, and a transition aircraft and/or equipment is proposed, provide the following:

- a) For newly manufactured or refurbished aircraft or equipment enhancements:
 - manufacturer's schedule and "slot" numbers,
 - delivery date,
 - manufacturer's confirmation and confidence in delivery dates, and,
 - schedule for any significant milestones (i.e. Transport Canada type approvals).
- b) A full description of the transition aircraft and/or equipment clearly demonstrating how this meets the Authority's requirements.
- c) A specific transition plan from the transition aircraft to the proposed aircraft and/or equipment.
- d) Any unique requirements during the transition period.

5.4 Technical – Personnel and Services

Requirements

Operating helicopter hoists safely and efficiently requires a high degree of coordination between the pilot and the hoist operator. The Authority recognizes that although there is no formal certification required by Transport Canada for hoist operators, the hoist operation requires all flight crew to have thorough training, experience and team proficiency to ensure safe marine pilotage operations. Therefore, it is important that the proponent have training programs in place and current hoisting experience that include hoisting for work methods.

Only those pilots that have the necessary experience and training and are listed on the Authority's pilot directory can be assigned to provide the services under any contract. Flight crew, including hoist operators, qualifications, experience and training requirements are set out in Appendix E.

During the annual operating period, the Authority requires helicopter services in anticipation of or in response to marine pilotage demands. The Authority expects that the contractor will be available to respond to these requirements by supplying fully serviceable and appropriately equipped aircraft whose availability will be free of major scheduled maintenance events and have sufficient operational and support infrastructure with experienced and trained personnel.

The contractor will be responsible for securing and maintaining acceptable base facilities, preferably in the Victoria area. Alternate or additional locations that a proponent may wish to submit can do so as per Part B, Section 6.3.

Proponents may be expected to provide occasional helicopter services (including maintenance) in small, remote and/or unimproved locations with basic or limited infrastructure. The helicopter services may be expected to deploy on an occasional basis with little advance notice.

Contractors are expected to fully manage personnel requirements to meet Transport Canada requirements and the Authority's service requirements. The Authority will not risk manage alert status and/or aircraft positioning or other aircraft service requirements to assist the contractor in this area. The contractor will provide sufficient aircraft flight crew (including necessary relief personnel) to fully support all aircraft and provide the required services.

Response

The proponent should comply with the service requirements as set out in this document and the crew qualifications set out in Appendix E. The proposal response should clearly demonstrate the proponent's ability to meet these requirements and include:

To meet the mandatory criteria

The proposal must include:

1. Helicopter flight crew information for each proposed crew member including pilots (Pilot Information sheets as set out in Appendix G) and hoist operators.

Other

Please provide:

2. For pilots, a description of any previous experience with hoist operations including documentation of hoist missions performed.

3. For hoist operators, a description of previous experience with hoist operations including hoist mission documentation and a record of all training carried out.
4. A description of engineers and maintenance crews, their experience and qualifications.
5. An overview of the company's safety training, pilot proficiency programs and hoist training.
6. A description of the company's ability to maintain continuous service and dispatch requirements throughout the annual operating period including the ramping up to 24/7 hour coverage (e.g. meet the CARs requirements, reserve staff, double-crewing and their qualifications, aircraft maintenance and serviceability, etc.). The response should include a description of the company's maintenance and technical support capabilities including:
 - a) maintenance control organization including organization chart;
 - b) the company's experience and qualifications in maintaining the proposed aircraft;
 - c) the composition, expected qualifications and experience of the maintenance team (including relief engineers) that will be responsible for field maintenance and ensuring that all aircraft are ready to meet the annual service requirements;
 - d) the maintenance facilities, capabilities, location and how the maintenance will be performed if the aircraft is positioned away from the designated base during the operating period. Include proof of Approved Maintenance Organization or contract for maintenance as described in the operators Maintenance Control Manual;
 - e) back-up capabilities (e.g. aircraft, avionics, pilots, etc.); and,
 - f) contingency strategies.
7. A description of the company's ability to ensure all maintenance requirements and services are conducted in a timely fashion to ensure continuous availability of the helicopter operating in a highly mobile role.
8. Describe how self-sufficient the helicopter group is when required to move between operating locations.
9. The proposed crew rotation schedule.

Service Quality

The Authority is considered a leader in the provision of marine pilotage operations. This reputation has been earned in part through the contribution of its contractors working in partnership with the Authority.

The Authority expects that helicopter contractors be industry leaders in the supply of quality service. The Authority requires that contractors employ a professional, results orientated approach that embraces and promotes team contributions to the continuous improvement of marine pilotage operations. The contractors will be subject to audit of all aspects of the service contract and related operations.

To meet the mandatory criteria

The proposal must include:

10. Provide copies of your last two (2) Transport Canada audits. If the audits or validation reports are not available, provide a letter from the accountable executive detailing the reason.

Other

Please provide:

11. Describe your approach to fostering the highest level of quality in the provision of helicopter services.

Safety/Risk Management

The Authority is strongly committed to safety in all its marine pilotage activities. For the provision of helicopter services, the Authority seeks similarly committed organizations.

To meet the mandatory criteria

The proposal must include:

12. Company Aviation Safety Policy Statement/Commitment signed by Accountable Executive/CEO (SMS requirements).

13. Confirmation of insurance coverage (contractors are required to have liability insurance coverage during the operational period with a single event limit of a minimum of ten million dollars).

Other

Please provide:

14. To assist the Authority in understanding the proponent's commitment to safety, the proposal should briefly describe:

- a) the company's Safety Management System (SMS), including proof of functionality, for example, proof of internal SMS audit, occurrence reporting, and action resolution model, etc.;
- b) the company's Aviation Safety Training Program. A copy should be available to the Authority on request; and,
- c) the company's Risk Management/Safety Plan or tool kit.

15. Identify the proponent's Aviation Safety Officer (including background, etc.), or how that role is handled within the organization.

16. Provide the following detail on the proponent's operations:

- a) the average annual hours (throughout the last five years) the company has flown and the type of flying activities;
- b) the company's number of reportable aviation accidents within the past five years and a description of the action undertaken to avoid reoccurrence; and,
- c) the number of aviation incidents reported by the company in the past year and the company's approach in dealing with these reports.

Environmental Safeguards

The Authority requires that contractors conduct all support functions in strict compliance with applicable environmental protection legislation and regulations. Contractors are required to have established spill avoidance and cleanup procedures and be fully prepared to implement with contractor supplied personnel and response equipment. The proponent's response should clearly demonstrate a strong commitment to safeguarding the environment in all aspects of helicopter services. The proposal should:

Other

Please provide:

17. Describe the proponent's Environmental Management Program.
18. Describe the proponent's spill avoidance procedures, response plan and resources available to mitigate or assist in the cleanup of environmental incidents when deployed in the field (including in remote locations).
19. Furthermore, describe the company's commitment to diversity, including Indigenous, ethnic, cultural, and gender diversity.

The Government of Canada is committed to diversity and Indigenous peoples. Proponents will also be evaluated on their commitment to offer goods and/or services with Indigenous Peoples of British Columbia and in the rest of Canada. Such goods/services may be offered in conjunction with companies owned and/or managed by Indigenous Peoples or the employment of Indigenous Peoples within the work force directly assigned in fulfilling the requirement of this RFP.

20. Identify the proponent's management structure or how that responsibility is handled within the organization.
21. Provide any other evidence of a strong corporate commitment towards the protection of British Columbia's natural water, air and land resources. For example, include a company environmental policy statement, signed by the CEO or designate.

5.5 Price Proposal

The response should fully describe all terms and conditions of the price proposal (see Section 6).

The price proposal(s) must be submitted in a separate sealed envelope accompanying the proponent's response.

6. PRICE PROPOSAL

6.1 Requirements

1. The proponent is required to submit a price proposal for each agreement term of five, seven and ten years. Each price proposal should include the following information:
 - a) helicopter type and identification;
 - b) total availability fee for the annual 365 day operating period;
 - c) hourly flight time rate for hours flown within the operating period; and,
 - d) any other costs

2. For each price proposal, the agreement term requested must be clearly indicated as five, seven and ten years. The annual operating period is defined as 365 days during the contract term. The Authority reserves the right, but is under no obligation, to renew the contract for up to three additional years.

The Authority proposes that commencing June 1, 2023, or at the first year anniversary, whatever comes last, all availability, daily and hourly flight rates will be adjusted on an annual basis by 100% of the British Columbia CPI for the calendar year immediately preceding the year to which such amounts are applicable.

To support the marine pilotage objectives, the Authority will supply and/or pay the costs, including any applicable taxes, of the following:

- aircraft fuel,
- airport landing fees,
- accommodation, meals and ground transportation fees for air crew and maintenance staff when away from their designated base at predetermined maximum rates, and,
- all other costs are the responsibility of the contractor. The response should fully describe all terms and conditions of the price proposal.

3. The company's price proposal is for year one of each agreement term. Indicate on Appendix H and as part of your price proposal:

- a) acceptance of the Authority's proposal to annually adjust the availability fees, daily rates and flight time rates using the previous year's change in the British Columbia CPI; or,
- b) a full description on how year one fees will be annually adjusted; or,
- c) fixed annual pricing for each year of the agreement term providing the amounts for each subsequent year.

4. Any other requirements of the Authority should be clearly noted.

5. In all cases, the price proposal should clearly relate to the aircraft proposed. To assist the proponents in submitting a price proposal and the Authority in evaluating price submissions, proponents should complete each price proposal as per the format set out in Appendix H.

The price proposals must be submitted in a separate sealed envelope accompanying the proponent's response.

6.2 Response

1. Each price proposal should clearly relate to the aircraft service proposed. To assist the proponents in submitting a price proposal and the Authority in evaluating price submissions, proponents should complete a price proposal in the format as set out in Appendix H. A separate Appendix H - Price Proposal is required for each pricing option, based on the type of aircraft proposed and the number of years in the contract term.

2. Any other requirements of the Authority should be clearly noted.

The Price Proposals should be submitted on the Price Proposal template attached in Appendix H.

The Price Proposals must be submitted in a separate sealed envelope accompanying the proponent's response.

6.3 Alternate Price Proposals (Appendix I)

In addition to the above stated required price proposals, the Authority will consider and proponents may submit an alternate price proposal with respect to:

- guaranteed minimum utilization hours,
- price change associated with a proposed change in the services that vary from those outlined in this RFP, and,
- alternate or secondary base location (other than Victoria).

Alternate price proposals must be clearly matched to a proposed helicopter, equipment and services, fully describe all terms and conditions and be in sufficient detail to allow evaluation using the operational assumptions set out. Any alternate price proposal should clearly demonstrate how the Authority's requirements are met, how operational and/or costs efficiencies will be realized and any other benefits realized through innovative approaches and technical enhancements to meet future service demands.

Proponents choosing to submit an alternate price proposal must also submit the price proposal outlined herein.

The alternate price proposal must be clearly identified and submitted in a separate sealed envelope accompanying the proponent's response marked as "Alternate Price Proposal" on the envelope.

7. EVALUATION

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

7.1 Mandatory Criteria

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

| |
|--|
| Mandatory Criteria-Administration |
| a) Four hard copies and one electronic copy of the proposal must be submitted. |
| b) Proponent Covering Letter signed by an authorized representative. |
| c) Proposal must be in English and must not be sent by mail, facsimile or e-mail. |
| d) Proposal must be received at the closing location before the specified closing date and time. |
| e) A completed Appendix A – Documents to be Submitted with proposal, with all specified supporting documents |
| Mandatory Criteria-Proponent Response |
| f) Meets all specifications as outlined in Appendices B, C, D, E, F |

Proposals meeting the mandatory requirements will be further assessed against the following desirable evaluation criteria.

7.2 Desirable Criteria

The following criteria form the basis upon which evaluation of proposals will be made:

| Criteria | Weighting | Minimum Score |
|---|------------------|----------------------|
| <u>Management</u> | | |
| Corporate Experience and Qualifications | 10 | 60% |

| | | |
|------------------------|-----|-----|
| | | |
| <u>Technical</u> | | |
| Aircraft and Equipment | 25 | 60% |
| Personnel and Services | 25 | 60% |
| | | |
| <u>Sub Total</u> | 60 | |
| <u>Price</u> | 40 | |
| Total | 100 | |

7.3 Price Evaluation

The total price for each of the agreement terms will be evaluated based on the information submitted in the Price Proposal (Appendix H). Total price for evaluation purposes will be used to determine the lowest price per point and will be based on the following quantities.

| Description | Unit of Measurement | Estimated Quantity |
|--|-------------------------|--------------------|
| 365 day operating period daylight operations | Total Availability Fee | Total as Proposed |
| | Hourly Flight Time Rate | 500 hours |
| 365 day operating period 24/7 operations (beginning December 2022) | Total Availability Fee | Total as Proposed |
| | Hourly Flight Time Rate | 700 hours |

NOTE: the estimated quantities are for evaluation purposes only and in no way reflect any expectations of the Authority on actual usage.

The total evaluation points of the management and technical sections of each shortlisted proposal are divided into the total price (as determined above) to obtain a price per point.

7.4 Alternate Price Proposal Evaluation

Once a frontrunner(s) has been selected based on the original proposal price requirements, the Authority will consider any alternative proposed and reserves the right to negotiate the price of the proposed alternative with the frontrunner(s).

8. PROPOSAL FORMAT

In order to provide consistency in proponent response and to ensure each proposal receives full consideration, please follow the Required Proposal Outline in Part C.

PART C: ATTACHMENTS



Pacific Pilotage Authority Canada

Administration de pilotage du Pacifique Canada

**REQUEST FOR PROPOSAL
Proposal Evaluation**

PROPOSAL EVALUATION

| PROJECT | CONTRACTOR IDENTIFICATION |
|------------------------|---------------------------|
| PROJECT NAME: _____ | A _____ |
| PROJECT NUMBER: _____ | B _____ |
| CONTRACT NUMBER: _____ | C _____ |
| NATURE OF WORK: _____ | D _____ |
| LOCATED AT: _____ | E _____ |

| OPENING AND COMPLIANCE | A | B | C | D | E |
|---|---|---|---|---|---|
| <ul style="list-style-type: none"> Late, Withdrawn, Unsolicited All Mandatories Submitted with Proposal | | | | | |
| ACCEPTED FOR EVALUATION (Yes/No) <small>Attach details regarding reasons for rejecting any proposal</small> | | | | | |

PROPOSALS OPENED AT _____ A.M./P.M. ON THE _____ DAY OF _____ 20_____.

WITNESSES: _____ Presiding Official: _____.

| PROPOSAL EVALUATION | ONLY ACCEPTED PROPOSALS CONSIDERED | | | | | | | | | |
|---------------------|--|-------|--------|-------|--------|-------|--------|-------|--------|-------|
| | Rating = Evaluation "Decimal" Scale on the following page Score = Rating x Maximum Points | | | | | | | | | |
| | Rating | Score | Rating | Score | Rating | Score | Rating | Score | Rating | Score |

| MANAGEMENT | Max Pts | A | B | C | D | E |
|--|-----------|---|---|---|---|---|
| <ul style="list-style-type: none"> Demonstrates understanding and commitment | 2 | | | | | |
| <ul style="list-style-type: none"> Organizational experience | 4 | | | | | |
| <ul style="list-style-type: none"> Diversity, including Indigenous peoples, ethnic, cultural and gender diversity | 2 | | | | | |
| <ul style="list-style-type: none"> Past performance | 2 | | | | | |
| Subtotal (1) | 10 | | | | | |
| TECHNICAL <i>Aircraft and Equipment</i> | Max Pts | A | B | C | D | E |
| <ul style="list-style-type: none"> Helicopter and equipment meet basic requirements | 2 | | | | | |
| <ul style="list-style-type: none"> Regulatory aspects - aircraft and equipment meet basic requirements | 2 | | | | | |
| <ul style="list-style-type: none"> Unique features and enhancements beyond basic requirements | 6 | | | | | |
| <ul style="list-style-type: none"> Aircraft serviceability and back-up aircraft | 3 | | | | | |
| <ul style="list-style-type: none"> Innovation | 6 | | | | | |

Request for Proposal | PACIFIC PILOTAGE AUTHORITY CANADA Suite 1000, 1130 West Pender Street Vancouver, BC V6E 4A4

| | | | | | | | | | | |
|--|-----------|--|--|--|--|--|--|--|--|--|
| • Helicopter efficiency based on sample missions | 6 | | | | | | | | | |
| Subtotal (2) | 25 | | | | | | | | | |

| TECHNICAL Personnel and Services | Max Pts | A | B | C | D | E |
|--|--------------------|----------|----------|----------|----------|----------|
| • Proposed base locations and infrastructure | 3 | | | | | |
| • Air crew and maintenance crew meet minimum requirements/operational availability | 5 | | | | | |
| • Experience with the proposed aircraft and/or similar roles | 5 | | | | | |
| • Service quality | 5 | | | | | |
| • Commitment to safety | 5 | | | | | |
| • Environmental safeguards | 2 | | | | | |
| Subtotal (3) | 25 | | | | | |

| | | | | | | |
|---|-----------|---|---|---|---|---|
| (1) Subtotal Points: Min=6 Max= | 10 | - | - | - | - | - |
| (2) Subtotal Points: Min=15 Max= | 25 | - | - | - | - | - |
| (3) Subtotal Points: Min=15 Max= | 25 | - | - | - | - | - |
| TOTAL MANAGEMENT AND TECHNICAL | 60 | | | | | |

| SHORTLISTING | A | B | C | D | E |
|--|----------|----------|----------|----------|----------|
| SHORTLISTED Each subtotal point score must equal or exceed the minimum required score in line (1), (2), & (3) (Enter 'Yes' or 'No') | | | | | |

| PRICE EVALUATION | | ONLY SHORT LISTED PROPOSALS CONSIDERED | | | | |
|---|--------------|---|----------|----------|----------|----------|
| Lowest Price per Point | | A | B | C | D | E |
| Price Proposal – price per point | 5 yr | | | | | |
| | 7 yr | | | | | |
| | 10 yr | | | | | |

| RECOMMENDATIONS | SIGNATURES |
|------------------------|-------------------------------------|
| | <hr/> <hr/> <hr/> |
| | Evaluation Team Chair: _____ |

| | | |
|---|--|-------------|
| PROPOSAL _____ ACCEPTED (A, B, or C, etc.) | SIGNATURE OF AUTHORIZED EXPENSE AUTHORITY: _____ | DATE: _____ |
|---|--|-------------|

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MANAGEMENT EVALUATION

| Term | The award of evaluation points is based upon the degree to which the proposal: |
|--|---|
| Demonstrated understanding and commitment | <ul style="list-style-type: none"> • Clarity of proposal • Demonstrate understanding of respective roles and responsibilities in marine pilotage activities • Similar commitment |
| Organizational experience | <ul style="list-style-type: none"> • Demonstrates that the company has delivered services similar to those in the RFP • Demonstrates an experienced management team • Demonstrates that the proponent has been in business for a reasonable period of time • Minimizes legal, financial, and project risk to the Authority • Demonstrates the proponent is financially stable and able to finance the carrying costs of the equipment and services • Demonstrates that the proponent has a satisfactory previous work record • Demonstrates ability to recruit and retain qualified staff • Supports a solid aviation culture |
| Diversity, including Indigenous peoples, ethnic, cultural and gender diversity | <ul style="list-style-type: none"> • Demonstrates commitment to Indigenous, ethnic, cultural, and gender diversity • Demonstrates commitment to working with Indigenous Peoples through employment • Demonstrates partnership with Indigenous companies in fulfillment of requirements in this RFP |
| Past experience | <ul style="list-style-type: none"> • Provides client references which can confirm the proponent's abilities have been demonstrated on similar assignments • Innovative and responsive culture |

TECHNICAL EVALUATION

| Term | The award of evaluation points is based upon the degree to which the proposal: |
|--|--|
| Helicopter – aircraft and equipment meets the minimum requirements | <ul style="list-style-type: none"> • Full description to meet basic requirements • Limited risk on availability of specific aircraft |
| Regulatory aspects – helicopter and all equipment meets basic requirements | <ul style="list-style-type: none"> • Full description to meet requirements • Limited risk on availability of specific aircraft • 24/7 expansion ability |
| Unique features and enhancements beyond basic requirements | <ul style="list-style-type: none"> • Described with discussion of merits, appropriateness to specific role and value to the Authority • Aircraft enhancements such as cockpit visibility, reduced noise levels, night vision capability, other |
| Helicopter serviceability and back up aircraft | <ul style="list-style-type: none"> • Aircraft make/model serviceability record meets or exceeds minimum regulatory requirements • Description of back-up aircraft or arrangements • Suitability to the service expectations |
| Innovation | <ul style="list-style-type: none"> • Demonstrates a progressive approach, willingness to explore and work together • Past examples of new ideas • Ideas for future |
| Helicopter efficiency based on sample missions | <ul style="list-style-type: none"> • Number of pilots/missions • Mission fuel burn and time to ship • Start up/shut down (time required) |
| Proposed base locations and infrastructure | <ul style="list-style-type: none"> • Suitability to the service needs • Meets future growth expectations • 24/7 expansion ability |
| Air crew and maintenance crew meet minimum requirements/Operational availability | <ul style="list-style-type: none"> • As provided to meet requirements • Demonstrated understanding of situations and role • Demonstrates organizational depth, flexibility, approach and co-operation |

| | |
|---|--|
| <ul style="list-style-type: none"> Maintain continuous service and ability to handle and meet extraordinary demand Continued availability in highly mobile role | <ul style="list-style-type: none"> Back-up capabilities and contingency strategies to meet goals Description of maintenance organization and program to meet readiness requirements, use of progressive maintenance program Provides necessary equipment, personnel, support services to fully operate in mobile role |
| Experience with the proposed aircraft and/or similar roles | <ul style="list-style-type: none"> Specific experience in helicopter hoisting role with similar organizations Experience with proposed aircraft |
| Service quality | <ul style="list-style-type: none"> Demonstrated commitment TC audits and follow up |
| Commitment to safety | <ul style="list-style-type: none"> Good description that demonstrated an up-to-date approach and strong commitment SMS program |
| Environmental safeguards | <ul style="list-style-type: none"> Demonstrated commitment and understanding of role |

MINIMUM EVALUATION POINTS REQUIREMENT

Proposals must achieve the specified minimum evaluation points in each of the management and technical evaluations to be considered further in the evaluation and award process. Proposals that meet or exceed all minimum values are classified as 'shortlisted' proposals.

PRICE EVALUATION

Only short listed proposals considered

| | |
|-------------------------------|--|
| Lowest Price Per Point | The total evaluation points of the technical and management sections of each shortlisted proposal are divided into the proposal price to obtain a price per point. |
|-------------------------------|--|

- If two or more leading proposals are identically scored having the same price per point, then the contract may be awarded based on further evaluation criteria as determined by the Authority.

EVALUATION DECIMAL SCALE

| Rating | Description | |
|--------|----------------|--|
| 1.0 | Excellent | Exceeds the requirements of the criterion in superlative beneficial ways; very desirable. |
| 0.9 | Very Good | Exceeds the requirements of the criterion in ways that are beneficial to the Authority's needs. |
| 0.8 | Good | Exceeds the requirements of the criterion, but in a manner that is not particularly beneficial to the Authority's needs. |
| 0.7 | | Fully meets all requirements of the criterion. |
| 0.6 | Average | Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical. |
| 0.5 | | Barely meets most of the requirements of the criterion to a minimum level. May be lacking in some areas that are not critical. |
| 0.4 | Poor | Addresses most, but not all, of the requirements of a criterion to the minimum level. Lacking in critical areas. |
| 0.3 | | Poor to very poor. |
| 0.2 | Very Poor | Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas. |
| 0.1 | | Very poor to unsatisfactory. |
| 0.0 | Unsatisfactory | Does not satisfy the requirements of the criterion in any manner. |

REQUIRED PROPOSAL OUTLINE

Contractor Instructions:

The proposal must be prepared and submitted in accordance with the following outline. Be sure to address all the requirements of the RFP. This outline is not intended as a guide, nor does it replace, the requirements of the RFP.

1. PROPONENT COVERING LETTER

Proponent Covering Letter in the format attached signed by the person(s) authorized to sign on behalf of and bind the company to all of the terms and conditions of the RFP and statements made in the proposal submission.

2. TABLE OF CONTENTS (optional where proposals are fewer than 20 pages.)

Show the page numbers of all major headings.

3. EXECUTIVE SUMMARY (optional where proposals are fewer than 20 pages.)

Summarize in no more than three pages the key features of the proposal, excluding price.

4. MANDATORY CRITERIA

A completed Appendix A, indicating that all supporting documents have been attached. Be sure to include all mandatory items as required in the RFP. Failure to do so will result in the proposal receiving no further consideration.

5. MANAGEMENT PROPOSAL

Indicate the proponent's qualifications for the project, including past projects having similar requirements to the one being bid upon. Summarize the qualifications of key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them. Be sure to address all the requirements and specifications contained in the RFP.

6. TECHNICAL PROPOSAL

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Indicate timelines, milestones and products to be delivered. If subcontractors are being used, clearly indicate the role of each in the delivery of the project. Be sure to address all the requirements and specifications contained in the RFP.

7. PRICE PROPOSAL (submitted separately)

It is the practice of the Authority to evaluate the technical and management proposals without the knowledge of proponent prices. This avoids any possible perception of price-related bias in the evaluation. To make this manner of evaluation possible, submit the price proposal in a separate sealed envelope from the remainder of the proposal.

The price proposal shall be made in accordance with the requirements of the RFP-see Appendix H.

8. ATTACHMENTS

Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.

PROPONENT COVERING LETTER

PROPONENT LETTERHEAD

Date

Pacific Pilotage Authority Canada Suite 1000, 1130 West Pender Street Vancouver, BC, V6E 4A4

Attention: Brian Young

Re: RFP Helicopter Hoisting Services for British Columbia Southern Coastal Region

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Yours Truly,

| | |
|---------------|--|
| Signature: | Legal Name of Proponent, and Doing Business As Name If Applicable: |
| Printed Name: | Address: |
| Title: | |
| Date: | Proponent Contact Phone Number: |

**APPENDIX A
DOCUMENTS TO BE SUBMITTED WITH PROPOSAL**

Proponent Name _____

| AIRCRAFT AND EQUIPMENT (Part B, Section 5.3) | Included |
|---|-----------------|
| Confirmation of the following approvals or certification must be submitted with the Proposal: | |
| 1. Transport Canada Operating Certificate. | |
| 2. Copies of Transport Canada amendments and approvals for the following activities: <ul style="list-style-type: none"> • Helicopter hoisting operations, • Airworthiness certification for hoist equipment including harnesses and attachments | |
| 3. The proposed aircraft's (as configured) weight and balance report as per the manufacturer's maintenance requirements. | |
| 4. A completed Appendix B-1 - Aircraft Technical and Information Data , for the proposed aircraft | |
| 5. Performance limitations and charts from the approved aircraft flight manuals and related supplements. (see Section 5.3 #8) Include noise certification. | |
| 6. Statement from the proponent that the proposed aircraft have all of the equipment described in Appendix D | |

| PERSONNEL AND SERVICES (Part B, Section 5.4) | Included |
|--|-----------------|
| 7. Confirmation of insurance coverage. | |
| 8. Helicopter flight crew information sheets for each proposed crew member including pilots (Appendix G) and hoist operators. | |
| 9. Company Aviation Safety Policy Statement signed by CEO or Accountable Executive (SMS requirement). | |
| 10. Copies of last two Transport Canada audits. If the audits or validation reports are not available, provide a letter from the accountable executive detailing the reason. | |

| PRICE PROPOSAL (Part B, Section 6) | Included |
|--|-----------------|
| 11. A completed Appendix H for each pricing option. The Price Proposal must be submitted in a separate sealed envelope accompanying the proponent's response | |

APPENDIX B AIRCRAFT TYPE AND PERFORMANCE REQUIREMENTS

1. AIRCRAFT REQUIREMENTS

Proposed aircraft will meet the following criteria:

1. One hoist-equipped Category A twin engine certified intermediate or medium lift sized helicopter approved for Class D external loads as per CARs 702.21 which has the ability to expand to night time operations by December 1, 2022;
2. Meets all performance requirements as described in Section 2 below;
3. Meets all aircraft specifications and equipment requirements as per Appendix D;
4. In possession of a Certificate of Airworthiness;
5. Have all required Transport Canada approvals;
6. Must be well presented and clean, as far as is practical, air-worthy and maintained according to the Transport Canada approved maintenance schedule;
7. Be fully equipped with all safety, communication, navigation and other equipment as required by Transport Canada;
8. Operational Empty Weight of Aircraft
 - The aircraft will be “stripped down” of equipment not applicable to the provisions of services under this contract, in order to maximize load carrying capability;
 - Operational empty weight of aircraft, with all required equipment as set out in Appendix D and will be required to be verified by supporting documentation;
 - Operational empty weight verification will use the type certificate data sheets and manufacturers weight and balance instructions listed in the aircraft maintenance manuals to ensure the aircraft are weighed with and include all required minimum items of equipment including fuel, oils and ballast as may be specified; and,
 - Aircraft will be weighed at the start of contract to verify operational empty weights.
9. Aircraft will be required to meet the Authority contract entrance condition inspection to ensure readiness at the start of the operating period (see Appendix F);
10. During the operating period, the aircraft may be required to have the Authority’s corporate identification attached; all corporate logos and identification must be approved by the Authority; and,
11. The aircraft meets all the manufacturers and Transport Canada minimum equipment requirements.

2. AIRCRAFT PERFORMANCE SPECIFICATIONS

Aircraft Performance - Minimum Requirements

Hoist equipped Category A twin engine certified intermediate or medium lift sized helicopter approved for Class D external loads as per CARs 702.21 which has the ability to expand to night time operations by December 1, 2022.

Demonstrated Category A performance is required anytime the aircraft is used to hover over or land on any vessel. Loading requirements per Part B section 1.

APPENDIX B-1
AIRCRAFT TECHNICAL AND INFORMATION DATA

Proponent Name _____

NOTES:

- A completed Appendix B-1 must be submitted for the aircraft (including transition aircraft) proposed;
- Reference Appendix B, C and D for a full description of the requirements.

1. General Information and Identification (see Appendix B)

| | |
|---|--|
| HELICOPTER | |
| Manufacturer | |
| Type | |
| Aircraft Make and Model | |
| Aircraft Serial Number | |
| Aircraft Registration | |
| Year of Manufacture | |
| Hours on Airframe | |
| General description of the aircraft, including general aircraft condition | |

2. Aircraft Specifications (see Appendix B)

| | |
|--|--|
| HELICOPTER | |
| Engine Type | |
| Latest Operational Empty Weight (see #8 in Appendix B) with supporting documentation | |
| Latest Power Assurance Check Values | |
| Passenger Capacity | |

3. Communications Equipment (see Appendix D for specific requirements)

| | |
|---|---|
| HELICOPTER | |
| Communication Equipment | <i>In addition to all Legislative and regulatory requirements</i> |
| VHF-AM Transceivers | |
| FM Transceiver | |
| Communication System Headsets | |
| Satellite Voice Communication or equivalent direct communication device | |
| Navigation Equipment | <i>In addition to all Legislative and regulatory requirements</i> |
| Automated Flight Following | |
| Global Positioning System | |

APPENDIX C AIRCRAFT MAINTENANCE REQUIREMENTS

Prior to the commencement of the availability period, the contractor must demonstrate to the Authority that the contract aircraft meets the following:

- that at least 300 hours of operation remain before a required engine and/or gearbox overhaul;
- at least 300 hours of operation remain before the next scheduled major type inspection or demonstrate that the next scheduled will not compromise in any way the ability of the aircraft to meet the availability provisions;
- any planned requirement for maintenance that may otherwise result in the aircraft not being available has been carried out or exempted; and,
- In the event that the contracted machine is not able to provide service and a replacement machine is supplied by the contractor, the replacement machine must be accepted and deemed suitable by the Authority.

APPENDIX D AIRCRAFT EQUIPMENT AND SPECIFICATIONS

1. EMBARKING/DISEMBARKING REQUIREMENTS (Class D external loads)

The contractor will be required to supply and install the following equipment complete with supporting STC or Transport Canada approvals documentation. All equipment must meet Transport Canada operational approvals.

Hoist Install Kit and Accessories

The contractor is required to supply the following in support of marine pilot hoisting operations:

- Supply and install an externally mounted, electrically powered hoist on the specified aircraft complete with pendant control assembly and new hoist cable at the start of contract;
- Supply at all times at least one spare hoist assembly of same manufacturer and model number to ensure operational continuity in the event of scheduled and unscheduled maintenance;
- Hoists must be rated for 600 pounds (272 kg);
- Hoists must have a minimum speed (raise/lower) of 240 feet per minute (fpm) at 300 pounds;
- Hoists must be capable of operator up/down variable speed;
- Hoists must be capable of high fleet angle;
- Hoist cables must be a minimum length of 250 feet;
- Hoist Hook (Lifesaving Systems Corp. Model 410-E, D-LOK Hoist Hook or equivalent);
- Must be able to provide, at all times, one spare 3/16” hoist cable (minimum 250 ft). If a spare cable is used a new spare must be ordered immediately;

- Supply and install one Zephyr Axel Cut Model NSN# 5110-01-521-1998 or equivalent; and,
- Three Transport Canada approved (STC equivalent or Transport Canada Approval) internal personnel safety anchors.

2. AVIONICS AND COMMUNICATIONS

Considerable emphasis is placed on the provision of high quality communication systems. The contractor will be required to supply and/or install the following equipment, obtain the necessary approvals, supply suitable power and any additional wiring, cabling, etc. that may be necessary for the particular installation and provide on-going maintenance. The contractor will also be required to ensure attention is paid to the installation's accessibility and ergonomics.

2.1 Specifications

The proponent supplied communication package must meet the following specifications:

1. Two VHF-AM aeronautical transceiver operating in the frequency band of 118.000 to 136.975 MHz, with a minimum of 760 channels in no greater than 25 KHz increments, and a minimum of 5 watts carrier output power.
 2. One VHF-FM aeronautical transceivers operating in the frequency band of 150.000 to 174.000 MHz, with a minimum of 25 programmable memory channels. The operator must be able to program any usable frequency within the band and select any of the 32 standard CTCSS tones while in flight. The installed FM transceiver must be capable of 10 watts carrier output power (but be capable of switching to 1 watt) and providing operator selection of both wide and narrow-band modulation for each channel (Main and Guard). The installed FM transceiver package must be capable of 2 programmable Guard channels that can be monitored simultaneously with the Main channel.
 3. Two approved audio control systems shall be installed providing the pilot and copilot/observer separate systems that provide independent controls for selection of multiple receiver audio outputs and transmitter microphone and key line inputs. Each system shall also provide separate controls for the adjustment of both ICS and Receiver audio levels, and provide independent key lines for transmit and ICS.
 4. Two approved audio control systems (which may be combined in a single unit) shall be installed in the rear passenger compartment, that provide independent controls for selection of multiple receiver audio outputs and transmitter microphone and key line inputs. Each system shall also provide separate controls for the adjustment of both ICS and Receiver audio levels, and provide independent key lines for transmit and ICS. One system must provide key lines for transmit and ICS in the hoist control pendant, to allow for communication between the hoist operator and line personnel.
- The installed audio system must have passenger headset stations in the following configuration (as a minimum): One (1) headset for pilot station, one (1) headset for co-pilot station, (4) headset stations in rear passenger cabin, all headset stations in the cabin must be equipped with drop cords that have push-to-talk capability. The installed audio system must also be capable of intercom between all headset stations.
5. One aeronautical automated flight following (AFF) or resource tracking system. Tracking system to include transceiver, controls and antenna(s). Tracking system must include integral GPS, connection to external GPS is not permitted. The successful proponent will be required to grant the Authority permission to access its tracking system for dispatch integration.

6. One aeronautical satellite phone system or equivalent direct communications system. May be installed as stand-alone system or combined with AFF/resource tracking system. Satellite phone system must be interfaced to aircraft audio control system.

7. One Automated Identification System (AIS) marine tracking system to be supplied as loose equipment and/or fixed mounted.

8. One Global Positioning System (GPS) shall be installed in the cockpit. It should be located where the pilot can clearly view the display. System must utilize an externally mounted GPS antenna and have the ability to have its database updated annually. Aviation portable GPS units are acceptable provided they meet these requirements.

9. One ATC transponder and altitude reporting system must be installed. The system must be maintained and inspected in accordance with the applicable CARs regulations and standards.

10. One automatic-fixed/portable Emergency Locator Transmitter (ELT) utilizing an external antenna must be installed. Only ELTs manufactured under TSO C-126 (121.5/243.0/406 MHz) are acceptable.

2.2 Avionics Installation and Maintenance Standards

All avionics systems used in or on the aircraft for this contract and their installation and maintenance shall comply with all manufacturer's specifications and applicable CARs standards.

All avionics systems used in or on the aircraft for this contract shall be installed with adherence to the aircraft manufacturer's Electrical Standard Practices Manual, where applicable, and also to FAA AC 43.13-1B Chapter 11, "Aircraft Electrical Systems", and Chapter 12, "Aircraft Avionics Systems", as well as AC 43.13-2A Chapter 1, "Structural Data", Chapter 2, "Radio Installation" and Chapter 3, "Antenna Installation", or other applicable aircraft standard practices

All installed avionics systems required by this contract shall function as intended. All audio systems shall be reasonably noise-free, offering clear, intelligible communication between all stations and be compatible with flight helmets.

3. PASSENGER CARRIAGE

1. The aircraft will be equipped with approved seating to permit passenger seating to the normal carrying capacity of the aircraft;

2. Life jackets must be available for all passengers as required by CARs; and,

3. All deck and wall mounted tie-down fittings shall be installed and available for use.

4. EXTERNAL CARGO CARRIAGE

1. The aircraft will be required to be equipped with a cargo hook rated for a minimum of 2500lbs (1134kg).

2. Standard long line equipment will be made available if required on behalf of the Authority.

5. OTHER HELICOPTER EQUIPMENT

1. The aircraft will be required to be equipped for dual pilot flight night operations. Proponents may specify auto pilot systems and detail any related benefit to the proposed operation;

2. The aircraft will be fitted with approved protection against damage from wire strikes both above and below the forward fuselage; and,

3. The aircraft will be equipped with two 110 volt ac plug-ins located on rear end of centre console from non-sign wave invertors capable of a minimum of 15 amps each.

APPENDIX E CREW REQUIREMENTS

1. FLIGHT CREWS - PILOT QUALIFICATIONS

- Valid commercial license;
- Annual recurrence training and valid pilot proficiency on type;
- Pilot-in-command - minimum 3,000 hours;
- Minimum 500 hours pilot-in-command on type;
- Experienced in operations to moving ships including deck landing and hoisting;
- Experienced in mountainous terrain and confined landing sites;
- Trained in accordance with the company's training manual;
- 100 hours pilot-in-command in the past twelve months;
- Formal mountain course with in -flight training exercise (date, instructor name and location of course required);
- Pilot decision-making training, Transport Canada or equivalent;
- Aerial work training as per sections 722.76(6)(d) of CARs, Embarking and Disembarking persons, and Helicopter Class D External Loads;
- Formal underwater egress training prior to commencement of service with currency maintained every two years;
- Able to meet certification requirements for marine pilot hoist operations; and,
- A back-up or replacement pilot suitable to the Authority must be available to undertake the services within 24 hours should the primary pilot be unavailable for whatever reason.

2. FLIGHT CREWS - HOIST OPERATOR QUALIFICATIONS

- Documentation of hoist operator experience including hoisting for work methods;
- Documentation of hoist operator experience with proposed aircraft and hoist type;
- Documentation of hoist operator working experience with proponent's flight crew (pilots);
- Hoist training documentation; and,
- Other associated formal training documentation.

3. MAINTENANCE CREWS

- Aircraft Maintenance Engineers (AME) must be authorized to perform maintenance in accordance with the company maintenance policy manuals and available for daily routine maintenance;
- AME must be fully licensed in accordance with current Transport Canada requirements;

- Each aircraft must have its own separate AME; and,
- AME will be trained and proficient in hoist installation, maintenance and inspection requirements.

4. GENERAL

- The contractor will supply pilots and hoist operators with survival suits and flight helmets;
- The contractor will supply one dedicated personal communication device (smart phone) to each pilot, hoist operator and engineer, capable of sending and receiving e-mail, text messages and cellular phone calls. These devices will remain with the aircrew and will be used by the Authority as their primary contact link;
- The contractor is required to supply a minimum of one maintenance support vehicle equipped to support all required scheduled maintenance requirements; and,
- The contractor will supply three portable FM radios per helicopter (for use by pilot, hoist operator and engineer), which are programmed with all specified channels.

APPENDIX F SERVICE INSPECTION CHECKLIST

| | |
|---|--|
| AIR CARRIER: | |
| REGISTRATION: | |
| A/C TYPE: | |
| AIRFRAME TOTAL TIME: | |
| EMPTY WEIGHT (LBS): (Include All Contract Requirements) | |

GENERAL MAINTENANCE REQUIREMENTS

| Equipment | Comments | Functional (Y/N) |
|--|----------|------------------|
| At least 300 hours of operation remain on any major components (e.g. engine, gearbox, etc.) before a required overhaul | | |
| No major inspections during availability | | |
| At least 300 hours of operation remain before the next scheduled 300 hourly service | | |

HOIST INSTALL KIT and ACCESSORIES

| Equipment | Comments | Functional (Y/N) |
|--|----------|------------------|
| Primary hoist Hoist manufacturer Model S/N Hoist speed Hours or cycles on counter Load rated for 600lbs Y/N Electrically powered Y/N | | |

| | | |
|---|------------------------|--|
| High fleet angle capable Y/N Operator up/down variable speed | | |
| Secondary hoist Hoist manufacturer Model S/N Hoist speed Hours or cycles on counter Load rated for 600lbs Y/N Electrically powered Y/N High fleet angle capable Y/N Operator up/down variable speed | | |
| Hoist Pendant Control Assembly – Model S/N | | |
| Hoist Hook S/N | | |
| New hoist cable installed S/N | | |
| Number of spare hoist cables S/N | | |
| Approved Ceiling Mounted Strap Handle – STC or LSTC | | |
| Hoist Personnel Safety Lanyard Anchor Points STC or LSTC | | |
| Two (2) Hoist Operator Safety Lanyard Anchors STC or LSTC | | |
| Heli passenger access step installed on starboard side (if required) | | |
| Hoist Cable Guard Skid Protector (skid only) | | |
| Manual Cable Cutters (Zephyr Axel Cut model NSN 5110-01-521-1998 or equivalent) | | |
| Pilot's Hoist Over Ride Switch installed | | |
| Visual confirmation of Squib installation and confirm expiry date | | |
| Pilot-activated Cable Cutter Switch off and Guarded | | |
| Airworthiness approved helicopter hoist harnesses and attachments | Specify approval basis | |

AVIONICS and COMMUNICATION EQUIPMENT REQUIREMENTS

| Equipment | Comments | Functional |
|---|----------|------------|
| Two VHF-AM aeronautical transceivers operating in the frequency band of 118.000 to 136.975 MHz, with a minimum of 760 channels in no greater than 25 KHz increments, and a minimum of 5 watts carrier output power. | | |
| One VHF-FM aeronautical transceiver operating in the frequency band of 150.000 to 174.000 MHz, with a minimum of 25 programmable memory channels. Operator must be able to program any usable frequency within the band and select any of the 32 standard CTCSS tones while in flight. The FM transceiver is capable of 10 watts carrier output power | | |

| | | |
|---|--|--|
| (but capable of switching to 1 watt) and provide operator selection of wide and narrow-band modulation for each channel (Main and Guard). FM transceiver package must be capable of 2 programmable Guard channels that can be monitored simultaneously with the Main channel. | | |
| Two approved audio control systems shall be installed providing the pilot and copilot/observer separate systems with independent controls for selection of multiple receiver audio outputs and transmitter microphone and key line inputs. Each system shall also provide separate controls for the adjustment of both ICS and Receiver audio levels, and provide independent key lines for transmit and ICS. | | |
| Two audio control systems (may be combined in a single unit) accessible from the rear passenger compartment, providing port and starboard side headset stations with separate and independent controls for selection of multiple receiver audio outputs and transmitter microphone and key line inputs. Each system shall also provide separate controls for the adjustment of both ICS and Receiver audio levels, and provide independent key lines for transmit and ICS. One system must provide key lines for transmit and ICS in the hoist control pendant, to allow for communication between the hoist operator and line personnel. | | |
| Minimum 4 Radio Communication Headsets and stations in rear cabin and one (1) headset each for pilot and co-pilot station | | |
| One Global Positioning System (GPS) installed in the cockpit and located where the pilot can clearly view the display. Must utilize an externally mounted GPS antenna and have the ability to have its database updated annually. Aviation portable GPS units are acceptable provided they meet these requirements. | | |
| One aeronautical AFF/resource tracking system to include transceiver, controls and antenna(s) and must include integral GPS. (connection to external GPS is not permitted) | | |
| One aeronautical Satellite phone system or equivalent direct communications system. Installed as stand-alone system or combined with AFF/resource tracking. Satellite phone system must be interfaced to aircraft audio control system. | | |
| One ATC transponder and altitude reporting system installed and must be maintained and inspected in accordance with the applicable CARS regulations and standards. | | |
| Automated Identification System (AIS) marine tracking system to be loose equipment or fixed mounted. | | |
| All required avionics systems function as intended (clear, noise-free and compatible with flight helmets). | | |

OTHER HELICOPTER EQUIPMENT REQUIREMENTS

| Equipment | Comments | Functional (Y/N) |
|--|-----------------|-------------------------|
| General Condition of Fuselage Exterior (Paint, doors/windows, fluid leaks, etc.) | | |
| General Condition of Fuselage Interior (Flooring, roof/wall blankets, etc.) | | |
| Condition of Rotors | | |
| Dual Flight Controls Installed | | |
| All floor and wall tie-down fittings installed and available for use. | | |
| 110 volt AC plug-ins - minimum 15 AMP non-sign wave inverter at rear end of center console | | |
| Cargo Hook - Minimum lift: 2500 Lbs (1134 Kg) | | |

SAFETY/EMERGENCY EQUIPMENT REQUIREMENTS

| Equipment | Comments | Functional |
|--|-----------------|-------------------|
| Emergency Exits Marked | | |
| One automatic-fixed/portable Emergency Locator Transmitter (ELT) with external antenna, manufactured under TSO C-126 (121.5/243.0/406 Mhz). Location marked on exterior. | | |
| Fire Extinguishers – type, size, location | | |
| Life Vests – type, number, location | | |
| Safety and Survival Gear – date checked, location | | |
| Convex Mirrors (2) – under nose of helicopter | | |
| Wire Strike Kit: both above and below the forward fuselage | | |
| 2 forward facing, high visibility, alternating, white strobe recognition lights, under front of helicopter. | | |

PASSENGER CARRIAGE REQUIREMENTS

| Equipment | Comments | Functional |
|---|-----------------|-------------------|
| Approved seating to carrying capacity of helicopter | | |

| | | | |
|-----------------------------------|--|---------------------|--|
| INSPECTED BY: (PRINT AND SIGN) | | DATE: (YY/MM/DD) | |
|-----------------------------------|--|---------------------|--|

FOR:

Pacific Pilotage Authority

**APPENDIX G
PILOT INFORMATION**

Falsification or misrepresentation of data will result in removal from the Authority's Directory.

Print full legal name including first, middle(s), and last name

FW License #

RW License #

LICENSE DATA (Check current only. If licensed for both fixed and rotary wing show as F/R)

| Type | Endorsements | Ratings |
|---------------------|----------------|----------------|
| / Airline Transport | / Floats | / Instructor |
| / Commercial | / Multi Engine | / Instrument |
| / Flight Engineer | / Night | / Engineer |
| / Flight Navigator | / Skis | / Other (list) |
| / Private | / IFR | |

SPECIALTY TRAINING

| Training | Agency/Company | Course Date |
|-----------------|----------------|-------------|
| Mountain Flying | | |
| H.U.E.T. | | |
| P.D.M. | | |
| Other | | |
| Other | | |

EXPERIENCE (Hours by Aircraft Type and Model)

| Aircraft Type | PIC Hours | Total Hours | PIC Hours Last 12 Months | % Mountain Time | PIC Hours Flying/Landing Confined Areas | Geographic Areas |
|---------------|-----------|-------------|--------------------------|-----------------|---|------------------|
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| TOTALS | | | | | | |

SPECIALTY FLYING EXPERIENCE (Estimated hours of training and experience)

| | | | | | |
|----------|-----|------------|-----|----------|-----|
| Hoisting | Hrs | Longlining | Hrs | Offshore | Hrs |
|----------|-----|------------|-----|----------|-----|

PAST EMPLOYMENT (Last 5 years)

| Year | Company Name | Location | Supervisor's Name |
|-------------|---------------------|-----------------|--------------------------|
| | | | |
| | | | |
| | | | |

I certify that the information entered on this form is true to the best of my knowledge and belief.

PILOT SIGNATURE

DATE

COMPANY NAME

AUTHORIZED SIGNATURE OF THE COMPANY

DATE

PRINTED NAME OF AUTHORIZED COMPANY SIGNATORY ABOVE

SIGNATURE OF AUTHORITY REPRESENTATIVE

DATE

PRINTED NAME OF AUTHORITY SIGNATORY ABOVE

APPENDIX H PRICE PROPOSAL

Proponent Name _____

NOTES:

- Complete one Price Proposal form for each agreement term proposed for the 365 day annual operating period and the option as to the type of aircraft proposed;
- Proponents will propose a five, seven and ten year agreement term;
- The aircraft type and description must directly correspond to the aircraft information provided on Appendix B-1;
- Helicopter and supporting personnel will be based at the proponent's facilities in the Victoria harbour area at the start of the operating period;
- Adjustments for inflation as per Part B, Section 6 will be applied for subsequent years of the agreement, unless otherwise noted in the proposal and this appendix;
- All pricing excludes fuel; and,
- The estimated quantities are for evaluation purposes only and in no way reflect any expectations of the Authority on actual usage.

Proponent Name _____

Individual Helicopter _____

Agreement Term _____ (5, 7 or 10 years)

| | A | B | C | D | E | F | G |
|---------------------------|--|---|---|--|---|---|--|
| Aircraft Type Description | Total Availability Fee for 365 day Operating Period Daylight only operations | Hourly Flight Time Rate During the Daylight only Operating Period | Total Availability Fee plus flight hour rate @ 500 estimated hours C=A + (Bx500) | Total Availability Fee for 365 day Operating Period 24/7 operations (beginning Dec 2022) | Hourly Flight Time Rate during the 24/7 Operating Period (beginning Dec 2022) | Total Availability Fee plus flight hour rate @ 700 estimated hours F=D + (Ex700) | Total G=C + F |
| | | | | | | | |

Annual Fee Adjustment (Check one)

- Annual adjustments to the availability fees, daily rates and flight time rates using the previous year's change in the Canada CPI;
- Annual fees will be adjusted as follows: – please fully describe and provide any necessary calculations
- Specific and fixed annual fees for each year of the agreement term as follows:
Provide a table substantially in the form above, noting the proposed fees for each year of the agreement term

Other costs and description:

Note: The quantities shown in columns C and F are estimations only.

APPENDIX I ALTERNATE PRICE PROPOSAL (Optional)

Proponent Name _____

NOTES:

- Complete one Price Proposal form for each agreement term proposed for the 365 day annual operating period and the option as to the type of aircraft proposed;
- Proponents will propose a five, seven and ten year agreement term;
- The aircraft type and description must directly correspond to the aircraft information provided on Appendix B-1;
- Helicopter and supporting personnel will be based at the proponent's facilities in _____ at the start of the operating period;
- Adjustments for inflation as per Part B, Section 6 will be applied for subsequent years of the agreement, unless otherwise noted in the proposal and this appendix;
- All pricing excludes fuel; and,
- The estimated quantities of flight hours are for evaluation purposes only and in no way reflect any expectations of the Authority on actual usage.

Proponent Name _____

Individual Helicopter _____

Agreement Term _____ (5, 7 or 10 years)

| | A | B | C | D | E | F | G |
|---------------------------|--|---|---|--|---|---|--|
| Aircraft Type Description | Total Availability Fee for 365 day Operating Period Daylight only operations | Hourly Flight Time Rate During the Daylight only Operating Period | Total Availability Fee plus flight hour rate @ ___ estimated hours C=A + (Bx___) | Total Availability Fee for 365 day Operating Period 24/7 operations (beginning year 2) | Hourly Flight Time Rate during the 24/7 Operating Period (beginning year 2) | Total Availability Fee plus flight hour rate @ ___ estimated hours F=D + (Ex___) | Total G=C + F |
| | | | | | | | |

Annual Fee Adjustment (Check one)

- Annual adjustments to the availability fees, daily rates and flight time rates using the previous year's change in the Canada CPI;
- Annual fees will be adjusted as follows: – please fully describe and provide any necessary calculations
- Specific and fixed annual fees for each year of the agreement term as follows:
Provide a table substantially in the form above, noting the proposed fees for each year of the agreement term

Other costs and description:

Note: The quantities shown in columns C and F are estimations only.