

HERRING CONSERVATION & RESEARCH SOCIETY (HCRS)

STATEMENT OF INTEREST

STOCK ASSESSMENT TEST FISHING PROGRAM

SECTION 2 – SHORE-BASED DIVE SURVEY

A herring scuba dive spawn survey program may be conducted in 2014 in the following areas: Haida Gwaii (Queen Charlotte Islands), Prince Rupert, Central Coast, Strait of Georgia, and West Coast Vancouver Island. Chartered vessels may be selected to participate in the program as specified in this Statement of Interest.

Section 2 specifies the requirements for a Shore-based dive survey charter vessel. Requirements for Vessel-based dive survey charter vessels are described in Section 1.

Applicants are advised to read the documents carefully. All information requested in the application must be completed for the application to be evaluated. Incomplete or illegible applications will be disqualified.

Bids for all charters will be received in the form of dollars per day. (GST not included.) There is no requirement to retire a roe herring licence for any of the charters.

Applicants are advised the terms for required marine and liability insurance have been changed to reflect new requirements of Public Works. See information in costing section.

Please forward the completed applications to:

**Herring Conservation & Research Society
101 - 5170 Dunster Road* Box 403
Nanaimo, BC V9T 6M4**

Applications will be received up to 16:00, January 29, 2014.

- Applications can be delivered via mail, courier, or dropped off. Courier deliveries are accepted during normal business hours (Monday to Friday: 09:00 – 17:30; Saturday: 09:00 to 15:00).
- If you wish to drop off your application at another location you must make arrangements with Greg Thomas. The selection process will not be delayed because of missing or late applications.
- Faxed or emailed applications will not be accepted
- The lowest, or any bid will not necessarily be accepted.

If additional information is required, please call Greg Thomas at 250-741-6759.

(* HCRS mail box is located in the "Print Three" office at 101 – 5170 Dunster Road, corner of Dunster Rd and Mostar Road, Nanaimo. ph 250-751-2994)

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OVERVIEW OF 2014 DIVE SURVEY PROGRAM

CHARTER #	AREA	TYPE OF OPERATION	DATES	DURATION	DESCRIBED IN SECTION
Dive 1	HG – 2E/2W	Vessel-based Dive	Flexible Start [^]	23	1
Dive 2	Areas 3, 4, and 5	Vessel-based Dive	Flexible Start ^{^^}	20	1
Dive 3	Areas 6, 7, and 8	Vessel-based Dive	Flexible Start	27	1
Dive 4	Areas 14, 15, 17, 18	Vessel-based Dive	Flexible Start ^{^^^}	17	1
Dive 5	Areas 14, 15, 17, 18	Vessel-based Dive	Flexible Start ^{^^^}	17	1
Dive 6	Areas 23, 24, and 25	Vessel-based Dive	Flexible Start ^{^^}	21	1
Dive 7	Areas 14,15,17,18, 23,24,25	Shore-based Dive	As required	10	2
	[^] Unpaid break periods may be required				
	^{^^} Up to 3 day unpaid break period				
	^{^^^} Up to 7 day unpaid break period				

CHARTER DESCRIPTION

Charter # Dive 7 St. of Georgia/West Coast of Vancouver Island

One charter dive vessel for herring spawn survey with total duration of 10 days within a 45 day period. Start date is flexible, but may be as early as the last week of February. All coverage will be completed by April 30, 2014. The charter vessel must be of sufficient size to accommodate the vessel operator, two divers, and dive equipment. The charter will operate in the St. of Georgia and/or the West Coast of Vancouver Island and will be utilized to cover spawns as directed by the Fishery Manager and HCRS. The charter vessel must be mobile, that is, capable of being trailered between dive locations and must be able to cruise at 20 knots. The vessel must be capable of doing shallow water spawn assessment, and capable of carrying three people and associated dive gear. Exact start date for this charter will depend on the dates that spawning occurs. The period of spawn assessment will be determined in consultation with the Fishery Manager.

APPLICATION DETAILS

Application Details

- Identified minimum requirements must be met before the bid is considered compliant.
- Preference will be given to skippers / vessels with a good record of previous dive survey experience.
- Photos of the dive vessel must be enclosed to assist the selection committee.
- The Dive Supervisor and one additional diver must be identified in the proposal. The dive supervisor must have at least two years of herring spawn survey experience. Naming an additional diver with herring spawn dive experience will improve the rating of the bid. Both the supervisor and the additional diver must be approved by DFO.
- Substitution of dive vessel after selections are made must have the approval of PBS Dive Officer (Charles Fort). There will be in-season checks made to verify that the dive vessel used is the one that is specified in the bid.

Costing Information

- All dive survey vessels must ensure that all crew, passengers, and divers are covered by WCB. Contractors must arrange their own WCB coverage. Applicants are advised to call WorkSafe BC (1-888-922-2768) to obtain an estimate of costs.
- Successful applicants will be asked to provide proof of full marine and liability insurance prior to commencing their charter. Note required terms of insurance have been changed to reflect requirements by Public Works. A full description of required marine and liability insurance can be obtained from Greg Thomas. The HCRS does not have to be listed as a named insurer. However, vessel must be insured for charter work, and for having a DFO person on board for a portion of the charter. Applicants are asked to check this carefully with their insuring company, as additional costs may be incurred for this coverage.
- The successful applicant will pay all costs incurred by the vessel. These costs include (but are not limited to) fuel, WCB coverage, liability insurance, and costs of survey related cellular / satellite phone calls.
- The supply of a vessel and operator to HCRS is subject to GST. The contractor must provide a GST Registration Number, and must include this number on the invoice to the HCRS.
- The contractor will be required to attend, at their own expense, two DFO / industry meetings: Sign up and postseason meetings will be held in Vancouver.

Operational Information

- The herring dive survey will follow the procedures outlined in the “Herring Spawn Survey Manual”, which will be included in the data kit. (Note – a 2009 version of the manual is available online at <http://www.pac.dfo-mpo.gc.ca/science/species-especes/pelagique-pelagique/herring-hareng/hertags/pdf/SurveyManual.pdf>)
- All dives must comply with B.C. Occupational Health and Safety Regulations. Any omissions in this document of generally accepted safe diving practices are not to be taken as a lack of endorsement of those practices.
- Any modifications to the dive survey protocol should only be done after consulting the HCRS or DFO Science staff.
- Vessel and crew should be prepared to conduct sounding and other monitoring activities if time permits.
- All vessels will load and unload DFO equipment at the Pacific Biological Station in Nanaimo. Skippers should ensure that all equipment is onboard before leaving PBS.
- Charters will begin and end in the areas of operation of their charter.
- The contractor must sign a contract with the HCRS prior to beginning spawn assessment operations.
- Final payment for charter will not be issued until all data is submitted and equipment is returned.

REQUIREMENTS AFTER THE CHARTER IS AWARDED

- Copies of diver documentation, including CSA Occupational SCUBA certificates, First Aid / CPR certificates and Transportation endorsement must be sent to PBS Dive Officer (Charles Fort) prior to the charter commencing. The HCRS will not issue the contract until all paperwork is submitted.
- Proof of Marine and Liability Insurance must be provided to the project coordinator prior to the charter commencing (as per new terms).
- The charter may not commence diving until proof of satisfactory compressor air test has been received.
- The charter may not commence diving until the HCRS contract has been signed and returned to the HCRS.

VESSEL REQUIREMENTS

General Vessel Requirements

- Vessels must conform fully to Transport Canada safety requirements, must meet all regulatory requirements, and must be in excellent overall condition. Vessels must be certified for the crew, including the skipper and one DFO person
- Vessel size must be adequate to make open water passages, and to perform duties in exposed areas of the coast in winter conditions.
- The vessel must have sufficient deck space to load and unload and store dive equipment when not in use.
- A compressor of adequate size to fill 5 or 6 tanks over a two or three hour time period is required. Test results from an accredited lab showing compressor air has passed CSA Z180.1 or CSA 275.2-04 standards for diving operations within the last year must be available on board and must be presented prior to commencement of spawn survey operations. (This documentation must be sent to the PBS Dive Officer, Charles Fort) The charter may not commence diving until proof of satisfactory air test has been received.
- The following equipment is mandatory:
 - Echo sounder.
 - VHF radio
 - Cellular phone in areas where there is cell phone coverage
 - Chart Plotter
 - Satellite phone
- Contractor must supply a computer with a minimum of Windows XP (or better) operating system installed. If the computer doesn't already have a running copy of the HSD data herring spawn data entry program, it must be delivered to Charles Fort (250-756-7259) at the Pacific Biological Station sometime prior to commencing the charter. The computer must be available at PBS for a minimum of two weeks, to enable software installation and testing
- Safety Equipment. Flares, dive flags, radio, whistles, auxiliary propulsion (e.g. oars, kicker) are required. The dive vessel must carry field oxygen (E or D cylinders) and a Level I first aid kit during diving operations. A throw line to assist recovering divers is required. Dive tenders greater than 6 m in length must have an EPIRB.
- Ladders to enable divers to get out of the water.

PERSONNEL

- A full crew complement is required, but in no case to be less than three: a vessel operator and 2 certified divers.
- When applicants are hiring divers, they should discuss and clearly define the terms and conditions of employment. Some things to consider and clarify are: what date do you

expect divers to be available; if you are paying divers on a daily rate will you pay them for weather days, when no diving takes place; will you pay them travelling time to and from the vessel; if you get an extension, will they be available to work?

Contractor

- The contractor is responsible for making the proper arrangements to have divers on board as required to survey all spawns in their contract area. Vessel operators are required to notify Charles Fort of any in-season personnel changes.
- It is the Contractor's responsibility to train divers, tenders, and compressor operators as required and ensure that their duties are carried out safely and correctly.
- In addition to diving related responsibilities, the Contractor will be responsible for data collection, and for the preparation of the final data package for DFO. However, the contractor should be aware that problems with the data package will reflect on their charter performance, as well as on the rating. Payment will not be issued until a complete and satisfactory data package is submitted.
- The dive supervisor, vessel operator, and one additional diver must be identified in the proposal. Both the supervisor and the additional diver must be acceptable to DFO.

Vessel Operator

- The vessel operator should be fully knowledgeable of the management areas concerned, and must have a minimum of 5 years experience as a vessel operator and the required transport Canada certification (include with application)
- Vessel operator must have a current Marine Emergency Duties certificate.
- Vessel operator should be competent and knowledgeable in the diving apparatus being used, the diving operation in progress and emergency diving procedures. All vessel operators must be trained in first aid oxygen therapy, and CPR, and carry proof of this training. WorkSafe B.C. approved courses are available through community colleges, St. John's Ambulance, and other agencies. Contact Charles Fort (250-756-7259) if you need help finding a particular course.
- Please list experience (such as spawn survey) in the charter area, as well as in other areas.

Dive Supervisor

- One of the two divers will be designated as the 'Dive Supervisor'. The Dive Supervisor is defined as a person having complete and direct responsibility for the diving operation, and for ensuring that all safety and survey protocols are followed by dive teams. The Dive Supervisor and the vessel operators are responsible for making certain that diving operations adhere to Work Safe B.C. regulations.
- The Dive Supervisor is required to have at least two years experience in herring spawn assessment techniques. (A list of potential candidates is available on request.)

Divers

- Neither a recreational diving certificate nor a Seafood Harvesting Licence will be considered as acceptable certification. Divers must have biological dive survey experience. Bids with herring spawn survey experience will be ranked higher.
- All divers are to be certified as CSA Occupational SCUBA divers. In addition to carrying documentation proving this certification, they must also have documentation showing a valid dive medical clearance and valid First Aid / CPR certificates.

Diver Equipment

Divers are expected to have equipment that is in good working condition. Maintenance records as required by WorkSafe B.C. are to be available for inspection.

- All divers are to carry a watch.
- Depth gauges are to be tested at the start of the survey
- Diver to tender signalling devices (whistle, "safety sausage" or orange garbage bag, flare, or strobe) are now required for open water dives.
- Buoyancy Compensation Devices are now required "appropriate to the diving conditions" In kelp beds, extra care must be taken to secure inflator hoses and loose straps.
- Divers might require extra weight to survey safely in shallow water.
- Kelp: Divers will carry at least one entanglement knife, secured on the upper body where it is accessible without twisting.
- All extraneous gear, unused hose whips, etc. to be removed or secured.
- Kelp survey should be done by divers experienced in kelp environment.

DATA REQUIREMENTS AND DELIVERABLES

- A brief logbook recording vessel activities is required and must be maintained onboard (details will be provided.) A paper copy is not required, but an electronic copy (Word, Word Perfect, etc.) of this logbook that can be edited will be required. Final payment will not be authorized until logbook is received.
- A vessel master report is required at the end of the charter which summarizes the points of interest in the program, issues encountered, comments on spawning distribution and abundance, and recommendations for changes to the program. A template will be provided.
- Completed paperwork for use of diver recalls.
- The completed spawn data survey package must be submitted to Charles Fort (Pacific Biological Station) within 2 weeks of the finishing date of the charter. Dive gear must be returned to PBS. Final payment will not be authorized until all gear is returned, and data is received.

APPLICATION INFORMATION FOR 2014 SHORE-BASED DIVE SURVEY (pg 1 of 2)

The M.V. _____ is hereby offered as a herring dive survey vessel by the undersigned:

Name(s) of Owners

Address (include postal code and area
code for phone

Phone

Contractor Name _____ **Contact Number** _____

Please list all relevant experience of Vessel Operator: list number of years experience as Vessel Operator, list tickets held, include description of experience in the area(s) applied for. Use separate sheet if desired.

Vessel Operator: Name _____		Contact Number: _____	
List vessel operator experience			
Year	Area	Type (e.g. fishing)	Vessel
Marine Tickets held:			
Please attach Vessel Operator's Marine Emergency Duties certificate if available			

Dive Supervisor: Name _____		Contact Number _____
List herring spawn diver experience		
Year	Location	Vessel

Additional Diver: Name _____		Contact Number _____
List experience in herring spawn assessment program		
Year	Location	Vessel

APPLICATION INFORMATION FOR 2014 SHORE-BASED DIVE SURVEY (pg 2 of 2)

Photos of dive vessel must be included:

DIVE VESSEL SPECIFICATIONS

Length:	_____	Beam:	_____
Construction material:	_____	Fuel capacity:	_____
Navigational Equipment:	_____	Draft:	_____
Cruising speed:	_____	Sounder:	_____
VHF Radio 1:	_____	VHF Radio 2:	_____
EPIRB*	_____	Oxygen:	_____
Type of first aid kit:	_____	Engine & HP:	_____

**(EPIRB required if dive vessel greater than 6 m in length)*

List safety equipment that will be available for divers (mandatory flares, dive flags, radio, "auxiliary propulsion" (use separate sheet if preferred):

List computer specs:

List compressor specs or describe arrangements for tank fills:

BID INFORMATION FOR 2014 SHORE-BASED DIVE SURVEY

Vessel Name: _____
GST Number _____
Contractor Name: _____

Please enter your bid in dollars per day (not including GST) for the following test fishing locations:

#	AREA	DATES	DURATION (days)	BID
D7	Gulf/WCVI	Flex start approximately Feb 25	10	

Signature of Contractor: _____

Where the contractor is not the registered owner of the vessel offered, the registered owner must sign below.

I, _____, being the registered owner of
the vessel _____, do hereby authorise
_____, to offer said vessel for service from _____
to _____ inclusive, and further offer him / her exclusive use of the vessel
during that period, including the right to enter into contract for the provision of the services in the
expression of interest document.

Appendix 1. Dive Vessel Considerations

1. Tender vessels must comply with Transport Canada Small Commercial Vessels regulations.
2. Herring gillnet punts are not acceptable as diver vessels. The ideal vessel is usually an aluminium hulled whaler or v-hull design, 18 - 22 feet long, outboard powered, with a small cabin and provision for extra buoyancy. Inflatables, while more stable, lack the deck space of an aluminium work boat, are often less manoeuvrable, and are subject to rock damage.
3. Equipment capacity. Capable of carrying 2 divers, boat operator, dive and survey gear, with room for the divers to don gear without danger of falling overboard.
4. Stability. Divers must be able to exit and enter the loaded dive vessel without threatening to swamp it, especially in swells. The vessel transom must be high enough to manoeuvre in reverse without taking excess water over the stern. Tender should have enough reserve buoyancy to remain afloat if swamped.
5. Manoeuvrability. Must be able to manoeuvre close to divers without running them over, to avoid rocks, and to accurately lay lead lines.
6. Ability to beach. Dive vessel must be capable of landing safely on a beach and working in shallow water.
7. Fixed struts or slow-reacting leg hydraulics in inboard/outboards are not suitable for this work. Larger vessels with hulls which are difficult to repair, or highly susceptible to rock damage are also not suitable.
8. Engine unaffected by repeated shut downs & start ups. During diver retrieval the tender's engine must be stopped to eliminate the possibility of a diver contacting a moving prop. Diesel inboard engines are designed for continuous operation, so operators may be reluctant to increase wear and fouling by repeatedly starting and stopping of the engine.
9. Shelter. In very cold locations or locations where transects are short and the divers do not swim enough to keep warm, some protection from the wind contributes greatly to diver comfort.
10. Wind. High sided, flat bottomed punts are subject to wind action and are not suitable, especially in exposed locations where the vessel is manoeuvring among rock piles. This design hinders the ability of the boat operator to retrieve divers safely and efficiently.
11. Ease of diver entry. Repeated entry from the water adds to divers' fatigue, and excess fatigue contributes to accidents. High sides will hamper the emergency retrieval of an injured diver.

Appendix 2. General Requirements for Herring Spawn Survey Safe Diving Procedures

1. Hours of operation: Daylight only: 0730 - 1900 PST (1700 on days of low light/visibility)
2. Divers can expect to make 2 to 10 repetitive dives per day, depending on location.
3. All dives will be no decompression dives, using the DCIEM tables or other WorkSafe B.C. approved table (written exemption required for non-DCIEM tables).
4. Dive logs are to be kept current at all times.

5. Computers to be used ONLY as a backup to dive logs and tables. Dives to be logged as square dives, bottom time = start of descent to time diver's head appears at surface. This discounts offgassing time at shallow (< 3 msw) stations and increases the safety margin for multiple dives.
6. Where a repetitive dive's repetitive group letter is less or equal to that of a preceding dive, divers will follow the correct procedure to avoid Repetitive Group loops (DCIEM Diving Manual, 1-24).
7. Spot diving to locate ends of spawn or location of spawn shallower than 60 feet:
 - a) Use either buddy pair or single diver secured to a buoy line.
 - b) Ascent rate NOT to exceed 15 metres (50 fsw) per minute.
 - c) Work across or up the slope (deep to shallow).
8. Seaward end of transect will be dropped at a maximum depth of 20 metres, using depth sounder, and marked by a buoy with a maximum of 20 metres of line.
9. Descent rate is not to exceed 18 metres / 60 fsw per minute.
10. Divers work upslope from deep to shallow, not exceeding 15 metres / 50 fsw per minute ascent rate, unless otherwise specified by the dive tables used.
11. Solo diving (24.35) is only permitted if:
 - a) the diver has a buoy and line to the surface clipped securely to his/her equipment OR is in constant audio communication with the tender.
 - b) no macrocystis kelp or other entanglement hazard is present.
 - c) a dressed standby diver is available in the tending skiff. This skiff may tend only one solo diver at a time.
12. Deep Spawn (below 20 metres / 60 feet) is to be surveyed using buddy pairs.
 - a) The dive may be run as a multi-level dive using DCIEM procedures (DCIEM Diving Manual 1-26). In this case one diver surveys the spawn bed while the second monitors depth and time and controls the dive.
 - b) Both divers are to terminate the dive with enough air left to allow either to make a controlled ascent to the surface while sharing air, including recommended safety stops.
13. When recovering divers, the skiff's engine is to be shut off, unless working in a surf zone or other area where it is necessary to move the skiff immediately once the divers are back on board.
14. If it is necessary to tow divers (out of a surf zone or macrocystis bed), the dive tender will either:
 - a) travel in reverse if the divers are hanging onto the skiff's gunwales, or
 - b) use a towline so that the divers are towed astern well clear of the skiff's propeller.
15. Dive vessel is to remain at dive site at all times.
16. VHF channel 16 or previously arranged working channel to be monitored during diving operations.
17. All hazardous occurrences (accidents or near-misses) are to be logged.