

# TOWN OF MONTAGUE



## REQUEST FOR PROPOSALS

FOR INSTALLATION OF A SOLAR ARRAY AT THE CAVENDISH FARMS  
WELLNESS CENTRE IN MONTAGUE

TOWN OF MONTAGUE  
P.O. Box 546  
MONTAGUE, PE  
C0A 1R0

ISSUED BY: INVITATION

PROPOSALS DUE: SEPTEMBER 13, 2018

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## **1.0 GENERAL**

The following is a request for proposals for the provision of the installation of a solar array to the Town of Montague. The requirements of the submission are outlined in the Request for Proposals, and the requirements and objectives of the project are outlined in the Terms of Reference.

### **1.1 Introduction**

The Town of Montague is requesting proposals from qualified engineers for the installation of a 200kW solar array at the Cavendish Farms Wellness Centre located at 21 Sullivan Lane in Montague. The request for proposals is being publically issued.

### **1.2 Background Information**

Montague, with a population of approximately 1961, is the service centre of eastern Prince Edward Island. Providing a rich cultural heritage and progressive attitude, the Town is attractive as a community in which to live, raise a family, conduct business or just to visit. Its services include:

- Waterfront Marina, Recreation Facilities, Central Water and Sewer, Fire Protection, Parks;
- Library, Kings County Memorial Hospital, Day Cares, Dental Office, Veterinary Clinic, Pharmacies, Post Office;
- Clothing and Gift Stores, Flower Shops, Real Estate Offices, Food Outlets, Gas Stations, Bed and Breakfast Facilities, Hotel, and a variety of Other Businesses;
- Canadian Legion, Clubs, Churches, 3 Regional Schools and Fraternal Organizations.

The Town currently operates under a Council-Town Manager system of governance.

### **1.3 Definitions**

The Town:	The Town of Montague, Prince Edward Island.
The RFP:	This Request for Proposals for the provision of a turnkey solar array to help offset the cost of power at the Cavendish Farms Wellness Centre (CFWC).
The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Scope of Work of this Request for Proposal.

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## 2.0 INSTRUCTIONS TO PROPONENTS

### 2.1 Submission

The proponents shall submit three (3) copies of the sealed proposal, clearly marked with the name of the project. The proposals are to be submitted to:

Town Hall  
Town of Montague  
P. O. Box 546  
24 Queens Road  
Montague, PE  
C0A 1R0

Attention: Mr. Andrew Daggett  
Chief Administrative Officer

**No later than 2:00 pm on Thursday, September 13, 2018.**

Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical submission and the second envelope shall include the cost submission. Each envelope shall be clearly marked as to its contents. Submissions not using the two envelope system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the submitter. The final decision on whether to accept late proposals is at the Town's discretion.

Facsimile transmitted proposals will **not** be accepted.

### 2.2 Inquiries and Amendments

All inquiries concerning this Request for Proposal must be submitted no later than seven (7) working days prior to the closing date. All inquiries are to be directed to:

Mr. Andrew Daggett  
Town of Montague  
P. O. Box 546  
Montague, PE  
C0A 1R0

Phone: 902-838-2528, Fax: 902-838-3392

Email: [adaggett@montaguepei.ca](mailto:adaggett@montaguepei.ca)

To ensure consistency and fairness to all proponents, all firms who have received the Request for Proposals will receive any information with respect to significant inquiries in the form of written amendments or clarifications which will either be sent directly to each proponent no later than five

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(5) days prior to closing. Verbal explanations or instructions will not be binding.

### **2.3 Proponents Requirements**

The successful proponent must be licensed to practise Engineering in the Province of Prince Edward Island prior to commencement of the project.

## **3.0 TERMS AND CONDITIONS**

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.
- The Town will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Town of Montague does not bind itself to accept the lowest price, the highest scored, or any proposal submitted. Preference will be given to contractors demonstrating an Eastern PEI workforce as the Town of Montague wishes to strengthen and support the local economy.
- The Town has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Town as a result of the cancellation or reissuing of the Request for Proposal.
- The Town will not be responsible for any proposal that does not indicate the Request for Proposal reference, and the proponent's name.
- The Town will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Town's opinion, provides the best potential value to the Town and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Town decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Town reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.

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- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Town and issuing of a Letter of Intent.
  - Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals and the total cost of their proposal.
  - The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the Town and will not be returned.

### **3.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

## **4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The Technical Submission shall include all the information required to rate the proposal with the exception of the cost component.

The Technical Submission will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

The requirements of this project are outlined in Section 6 -Terms of Reference.

### **4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.

### **4.2 Work Plan/Project Methodology**

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

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#### **4.3 Qualifications and Experience of Firms**

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and sub-consultant shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale. Descriptions of project(s) shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their roles and responsibilities on the project,
- client reference contact information.

#### **4.4 Project Team**

The proponent shall present the Project Team's key personnel, including their roles and responsibilities. The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects should be demonstrated. Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name
- Education (relevant)
- Work Experience
- Similar projects involved and role in this project
- Licensing, certification and/or authorization

#### **4.5 Past Performance and References**

As part of the evaluation of the submission, the Town shall review the proponents past performance on similar projects and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

#### **4.6 Project Schedule**

The proponent shall provide a detailed schedule and work plan that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

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The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

#### **4.7 Costing Submission**

The costing submission shall be submitted in a separate envelope. The envelope shall be clearly marked "COSTING SUBMISSION" and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

The Town is requesting the work be undertaken on a "complete and turnkey" basis with an upset limit (maximum total cost). The costing submission shall clearly state the upset limit with any applicable taxes shown separately but included in the total cost.

Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted.

At no time shall the contract upset limit be exceeded without prior written authorization of the Town of Montague.

The costing submission shall include a breakdown of all fees in the form of a Fee Schedule.

#### **4.8 Evaluation of Proposals**

Ratings will be confidential and no details will be released to any of the other proponents. The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding of the Project	15
2. Work Plan/Project Methodology	20
3. Qualifications and Experience of Firms	15
4. Project Team	15
5. Past Performance and References	10
6. Project Schedule	5
<b>Subtotal Technical Submission</b>	<b>80</b>

7. Cost of Services	20
TOTAL	
<b>MAXIMUM TOTAL POINTS</b>	100

#### **4.9 Proposal Submission Format**

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11 point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

#### **5.0 TERMS OF PAYMENT**

The consultant shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested). The invoice shall include the project title, a description of the work completed, and a billing summary.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

#### **6.0 TERMS OF REFERENCE**

##### **6.1 Background**

The Cavendish Farms Wellness Centre (the facility) was opened in 2009 and serves the Town of Montague and surrounding area with meeting room facilities, an Olympic size ice hockey surface, a community Library, canteen services, and two walking tracks. The facility is a large user of power during the winter months while the ice making system is operational. A study of the facility has determined that the electrical power usage is about 300kW. The facility has two power meters installed and, if necessary, power will be redirected such that each meter has at least 100kW of usage to make full use of the Provincial regulations that limit 100kW of production per meter. This regional facility provides an ice surface, a Library and meeting rooms which are used by the area citizens and visitors. This project will install a solar field to be connected to the facility energy supply system so as to allow for use of the power in the facility first, and metering of the power to the grid when power production is more than power usage. The system must be capable of net metering the power usage and production and should be surge protected from the electrical power grid.

##### **6.2 Documents**



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The following documents will be made available:

- Any relevant maps and plans, as available;
- Development permits, as necessary;
- Approval to connect to the Maritime Electric grid.

### **6.3 Project Objectives**

The overall objective of the project is to install a 200kW solar array at the Cavendish Farms Wellness Centre in Montague. More specifically the objectives are:

- To incorporate 200kW of solar power generation into the Wellness Centre power grid to offset electrical power costs;
- To ensure the development is completed in a safe and efficient manner that will have a minimum of 25 years of generating ability at 80% efficiency;
- To ensure the solar array construction and attachment to the power grid conforms with Provincial Legislation;

### **6.4 Scope of Work**

The scope of work to be completed by the consultant as part of this project is summarized in the following sections. This scope of services is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under these Terms of Reference unless they are deemed unforeseeable or are required to meet expanded project objectives.

#### **6.4.1 Design of 200kW Solar Array**

This project will install a 200kW photovoltaic system (the system) to be connected to the facility energy supply system so as to allow for use of the power in the facility first, and metering of the power to the grid when power production is more than power usage. The PV system shall include 2 individual arrays of 100 KW each with connection to the two electrical systems (2 meters) at the Montague Wellness Centre. Each array will have its own power conversion and connection to the 2 x behind the meter electrical system at the centre. The systems shall be capable of working together in parallel if required. Each system shall be capable of grid-tied or island operation in the event of a grid power failure with the ability to operate in parallel with a battery and / or standby gen. The converters shall provide energy production and health data to a logging system and remote dashboard capacity for public display, as well as remote monitoring by town officials and maintenance personnel. It is the intention of the town to enter into a net metering agreement with the Maritime Electric Company Limited (MECL) and the successful

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vendor will be responsible for providing equipment, engineering, drawings, etc. that is required to meet MECL and local / national electric codes within the price of the system.

Panels would be expected to maintain at least 80% of their output capacity over their expected life time of 25 years. The degradation of their output would be linear over time from 1-25 years use, with not greater than 2.5% degradation in the first year. Consideration will be given to system efficiencies and lower degradation rates and system selection will not be based on price only; financial savings over time will be measured against increased investment.

The system will include an energy management system that allows for future enhancements to the system such as the addition of energy storage, wind, integration of a standby generator, etc. The power system will be configured to provide these connection points for future expansion without modification to the existing system – i.e. electrical tie in points will exist. The Energy Management System (EMS) shall have the SW modules built in for the addition of these features and will not require further development to enable them in the future when they are added. The EMS shall be capable of communicating with the utility to take advantage of future revenue streams such as distributed grid voltage and frequency support as well as local peak shaving to reduce utility demand metering charges.

It will be the responsibility of the PV provider to carry out a geo survey to determine soil composition, depth of bedrock, etc, and recommend the best type of anchor system and then stake out the location for the anchors. The placement of the anchors will be under the direction of the PV provider and the anchors must be installed so as to ensure no movement from freeze/thaw cycles. The panels must be ground installed and at a minimum distance of 4 meters between each row of panels to allow for maintenance vehicles to pass between the rows of panels. The bottom of the panels must be at a minimum of 2.5 meters above the ground level.

#### **6.4.2 Deliverables**

- Three hard copies and one electronic copy of the RFP to design and install the solar array will be prepared and delivered to the Town.

#### **6.5 Consultants Responsibilities**

The Consultant's responsibilities will include, but not necessarily be limited to:

- Meet with Town Council and Staff to discuss project requirements;
- Review any relevant documents;
- Fulfill the requirements of the project as listed in the Scope of Work.

#### **6.6 Town's Responsibilities**

The Town's responsibilities will include:

- Review proposals and select successful proponent;

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- Enter into negotiations with the successful proponent;
  - Provide consultant with existing information and reports where available;
  - Review draft submissions and provide comments and direction.
  - Provide necessary development permits and construction approvals.

#### **6.7 Project Submission Formats**

Draft and final reports shall be presented on standard size paper (8 ½" x 11"), and may be double sided, unless otherwise directed.

All electronic files to be submitted, shall be on USB portable drive (jump drive), and shall be in a format compatible with Microsoft Word or PDF. Project photographs and maps, if applicable to the project, shall be provided in a digital format.

#### **6.8 Proposed Schedule**

1) Request for Proposal Issued	August 30, 2018
2) Submission of Proposal	September 13, 2018
3) Award of Contract	September 24, 2018
4) Submission of Draft Work Plan	September 26, 2018
5) Submission of Final Work Plan	September 28, 2018