



**SOUTHERN INTERIOR BEETLE ACTION COALITION
Request for Qualifications**

**GREEN ENERGY FEASIBILITY ANALYSIS
PROJECT**

**CONSULTING SERVICES
Request for Qualifications No. RFQ11-SIBAC1**

Issue date:
January 26, 2011

Closing date and time:

One complete Response must be received by email before 2:00 PM Pacific Time on February 21, 2011.

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1. Overview of the Requirement

The [Southern Interior Beetle Action Coalition](#) (SIBAC) is the managing partner for a consortium of partners who are leading a project titled “Green Energy as a Rural Development Tool”. It is anticipated that this project will start in February 2011.

As part of the project, SIBAC is interested in identifying a group of qualified individuals and consulting firms who would be available for contract work on this project. SIBAC intends to use responses to this Request for Qualifications to develop a “pool” of pre-qualified consultants who may be direct-awarded contracts or be invited to participate in a Request for Proposals competition for larger contracts.

The purpose of this Request for Qualifications is to qualify Consultants experienced in any or all of the following areas:

- a) Micro-hydro Independent Power Production feasibility analysis and engineering;
- b) Bio-Mass and Bio-Energy fuelled co-generation and/or combined heat and power feasibility analysis and engineering;
- c) Alternative energy development and feasibility analysis;
- d) Green Energy or Alternative Energy Business Development and Business Planning Skills;
- e) Financial analysis and preparing business plans for alternative energy development and installation projects.

Based on the review of the RFQ Responses, SIBAC intends to establish a List of Qualified Suppliers who, on an “as, if and when requested” basis, may be contacted directly, or asked to compete, to enter into a contract(s) for provision of the services described in section 4.

2. Request for Qualifications Definitions

Throughout this Request for Qualifications, the following definitions will be used:

- a) “SIBAC” means [Southern Interior Beetle Action Coalition](#);
- b) “BC Bid” means the electronic tendering service maintained by the Province;
- c) “BC Bid Website” means the website maintained by BC Bid at www.bcbid.ca, or any replacement website;
- d) “Contract” means a written contract executed by SIBAC and a Qualified Supplier;
- e) “Consultant” means a person nominated by a Respondent to be qualified in one or more Service Area;

- f) “List of Qualified Suppliers” or “List” means a list of names of Qualified Suppliers, who possess the qualifications described in this RFQ and that have satisfied any conditions set by SIBAC for being added to and staying on that list;
- g) “must”, or “mandatory” means a requirement that must be met in order for a Response to receive consideration;
- h) “Province” means Her Majesty the Queen in Right of the Province of British Columbia and includes the Ministry of Regional Economic and Skills Development.
- i) “Qualified Supplier” means a Respondent who an individual Consultant possessing the qualifications described in this RFQ that has satisfied any conditions set by SIBAC for being added to, and staying on, the List of Qualified Suppliers in that Service Area;
- j) “Respondent” means an individual or a company that submits, or intends to submit, a Response ;
- k) “Response” means a statement of qualifications for a Consultant submitted in reply to this RFQ;
- l) “RFQ” or “Request for Qualifications” means the process described in this document;
- m) “Service Area” means a category of service described in this RFQ in respect of which a List will be established; and
- n) “should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFQ.

3. Request for Qualifications

3.1 Enquiries

All enquiries related to this RFQ are to be directed, in writing by email to admin@sibacs.com. Information obtained from any other source is not official and should not be relied upon. Do not contact the Ministry/agency involved unless indicated as the contact person. Enquiries and answers may be recorded and distributed to all Respondents at SIBAC’s option. The cut off date for inquiries is February 11, 2011.

3.2 Closing Date

Three complete Response must be received by courier, postal mail or email before 2:00 PM Pacific Time on **February 21, 2011**. Electronic submissions by email are preferred.

Responses received after the date and time set out on the front cover of this RFQ will not be accepted and senders will be notified.

3.3 Qualifications Review Committee

Review of Responses will be by the project's management team and may include employees and contractors of SIBAC.

3.4 Review and Selection

The qualifications review committee will check responses against the mandatory criteria. Responses not meeting all mandatory criteria will be rejected without further consideration. Responses that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria. **Responses not achieving a pass in every category** will not be further considered. Successful Respondents will be notified by SIBAC and placed on a List of Qualified Suppliers for the Project.

3.5 Signed Responses

The Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed by a person authorized to sign on behalf of the Respondent.

3.6 Changes to Response Wording

The Respondent will not change the wording of its Response after the closing date and time specified on the front cover of this RFQ, and no words or comments will be added to the Response unless requested by SIBAC for purposes of clarification.

3.7 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with SIBAC, if any. SIBAC will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

3.8 Acceptance of Responses

This RFQ is not an agreement to purchase services. SIBAC is not bound to enter into a Contract with any Qualified Supplier. Responses will be assessed in light of the qualification review criteria. SIBAC will be under no obligation to receive further information, whether written or oral, from any Respondent.

3.9 Definition of Contract

Notice in writing to a Respondent that it has been identified as a Qualified Supplier will neither constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFQ. Only if a Qualified Supplier and SIBAC enter into a subsequent full written Contract will a Respondent acquire any legal or equitable rights or privileges.

3.10 List of Qualified Suppliers Not Binding

A Qualified Supplier may withdraw its name from the List of Qualified Suppliers by notifying SIBAC in writing. SIBAC may withdraw a name of a Qualified Supplier from the List of Qualified Suppliers by notifying that Qualified Supplier in writing.

3.11 Modification of Terms

SIBAC reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ or the List of Qualified Suppliers at any time without entering into a Contract.

3.12 Ownership of Responses

All documents, including Responses, submitted to SIBAC become the property of SIBAC. They will be received and held in confidence by SIBAC.

3.13 Confidentiality of Information

Information pertaining to SIBAC obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from SIBAC.

3.14 Collection and Use of Personal Information

Respondent 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. If this RFQ requires Respondents to provide SIBAC with personal information of employees who have been included as resources in response to this RFQ, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to SIBAC. Such written consents are to specify that the personal information may be forwarded to SIBAC for the purposes of responding to this RFQ and use by SIBAC for the purposes set out in the RFQ. SIBAC may, at any time, request the original consents or copies of the original consents from Respondents, and upon such request being made. Respondents will immediately supply such originals or copies to SIBAC.

3.15 Additional Information on the RFQ

All subsequent information regarding this RFQ, including changes made to this document, will be posted on the BC Bid Website. It is the sole responsibility of the Respondent to check for amendments and additional information on the BC Bid Website.

3.16 Form of Contract

Any Contract with a Qualified Supplier will be substantially similar to the terms and conditions of the Province's Service Contract General, a copy of which is available on the Internet at:

http://www.pc.gov.bc.ca/psb/GSA/General_Service_Agreement.doc

4. Services

4.1 Service Areas

The following subsections list the types of services that SIBAC may require from qualified suppliers:

- a) Micro-hydro Independent Power Production feasibility analysis and engineering;
- b) Bio-Mass and Bio-Energy fuelled power generation, co-generation and/or combined heat and power feasibility analysis and engineering;
- c) Alternative energy development and feasibility analysis;
- d) Green Energy or Alternative Energy Business Development and Business Planning Skills.
- e) Financial analysis and preparing business plans for alternative energy development and installation projects.

4.2 Pricing

Respondents are required to provide the Appendix B pricing information for each Consultant.

4.3 Location and Facilities

Projects may require Consultants to work on site from time to time, but Consultants should be prepared to work at their own off-site work location and must be able to be contacted by telephone, fax and e-mail. Consultants should have access to standard office automation tools (i.e., e-mail, MS Word, MS Excel, and MS PowerPoint).

5. Use of List

5.1 Guidelines

The guidelines set out in this Section 5 regarding the use of the List of Qualified Suppliers are subject to change from time to time as SIBAC may deem necessary, without notice to the Consultants or firms on the List.

- 5.1.1 The List of Qualified Suppliers will be in effect until **December 31, 2012**.

- 5.1.2 SIBAC may, in its sole discretion, from time to time, use the List of Qualified Suppliers in connection with projects or assignments. The criteria for selecting Qualified Suppliers for each project or task will vary, depending upon the requirements of the applicable project or task and could involve requiring a Consultant to have a certain demonstrated experience and proficiency level in one or more Service Areas depending on the specific requirements of the project or assignment.
- 5.1.3 Any Contracts entered into with a Qualified Supplier will be:
- a) between SIBAC and the individual Consultant where the Qualified Supplier is the individual Consultant, and
 - b) between SIBAC and a company and specifying the individual Consultant(s) to be engaged where the Qualified Supplier is a Respondent company.
- 5.1.4 Qualified Suppliers may be contacted on an "as, if and when requested" basis and may be contacted directly or asked to compete on opportunities for the provision of services in accordance with the selection method set out in paragraph 5.1.5 or as revised by SIBAC and communicated to all Qualified Suppliers from time to time. If a Qualified Supplier's requested Consultant is unavailable for a contemplated project or assignment, the Qualified Supplier may propose a substitute resource to SIBAC for evaluation and consideration.
- 5.1.5 SIBAC may select a Qualified Supplier from the List using one or more of the following selection methods:
- a) If the estimated Contract value is **less than \$25,000** SIBAC may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier;
 - b) If the estimated Contract value is **\$25,000 or more and less than \$75,000**, SIBAC may directly invite a Qualified Supplier to provide a quotation based on Consultant availability and on specified requirements (e.g., deliverables, milestones, term, etc.) of the project or assignment with the intent to enter into Contract negotiations with that Qualified Supplier if SIBAC determines that **only one Qualified Supplier has a Consultant that:**
 - i. is available to undertake the project or assignment; or,
 - ii. has the necessary qualifications to carry out the project or assignment based on SIBAC specific assessment of the Consultant qualifications.
 - c) If the estimated Contract value is **\$25,000 or more and less than \$75,000, and more than one Qualified Supplier has a Consultant available** who has the necessary qualifications to carry out the project or assignment based on SIBAC specific assessment of the Consultant qualifications, SIBAC may, in

its sole discretion, use a competitive or other selection process between a minimum of three (if available) such Qualified Suppliers that evaluates each Qualified Supplier's available Consultants, proposed approach, pricing, experience, or other elements required for the project or assignment. SIBAC may in its sole discretion consider other Qualified Suppliers' available Consultants that, in SIBAC sole opinion, meet SIBAC qualification criteria for the project or assignment (e.g., specialization, experience level, etc.).

- d) If the estimated Contract value is **\$75,000 or more, and more than one Qualified Supplier has a Consultant available** who has the necessary qualifications to carry out the project or assignment based on SIBAC specific assessment of the Consultant qualifications, SIBAC will invite all such Qualified Suppliers to compete for the project or assignment.
 - e) Notwithstanding subparagraphs a), b), c), and d), SIBAC may directly negotiate a contract with a Qualified Supplier where one of the following exceptional conditions applies:
 - i. only one available Consultant is qualified to provide the services;
 - ii. an unforeseeable emergency exists and the services could not be obtained in time by means of a competitive process;
 - iii. a competitive process would interfere with SIBAC ability to maintain security or order or to protect human, animal or plant life or health; or
 - iv. the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise confidentiality, cause economic disruption or be contrary to the public interest.
- 5.1.6 Qualified Suppliers will immediately, during the period that the List is in effect, advise SIBAC of any material changes to the information contained in their Response.
- 5.1.7 SIBAC has the sole discretion to remove a Qualified Supplier from the List of Qualified Suppliers for unsatisfactory performance by a Qualified Supplier in a Contract or for failing to meet the requirements for staying on the List of Qualified Suppliers as set out in this RFQ or as may be communicated by SIBAC from time to time.
- 5.1.8 SIBAC has no obligation to:
- a) inquire as to the availability of a substitute Consultant when advised by a Qualified Supplier that the Consultant named on the List is not available for a particular project;

- b) evaluate or accept any substitute Consultant proposed by a Qualified Supplier;
- c) enter into a Contract with any one or more Qualified Suppliers; or
- d) invite any one or more Qualified Suppliers to participate in competitive processes for a Contract.

5.1.9 SIBAC reserves the right, in its sole discretion, to:

- a) employ open competitions that include suppliers external to the List of Qualified Suppliers;
- b) otherwise engage suppliers external to the List of Qualified Suppliers in connection with any project required by SIBAC; and
- c) at any time, cancel, extend, expand or make a call to the market-place to renew the List of Qualified Suppliers.

5.1.10 SIBAC may not necessarily select the Qualified Supplier offering the lowest rates, and may also review the qualifications or other criteria required for a specific project.

6. Qualifications Review Criteria

6.1 Mandatory Criteria

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

Mandatory Criteria
a) The Response must be received at the closing location by the specified closing date and time.
b) The Response must be in English and must be sent by courier, postal mail or email. If electronic copy is submitted, then it must be in either MS Word or PDF format. If delivery by hard copy is selected, three (3) hard copies of the Response must be submitted <u>plus</u> one (1) electronic copy of the Response must be submitted, either in MSWord or PDF format and on CD.
c) The response must include a completed and signed covering letter in the same form as Appendix A.
d) The response must include corporate references in the form as Appendix C.

- e) The Response must include a completed form, in substantially the same form as Appendix B, for each Consultant to be considered.

6.2 Desirable Criteria

Responses meeting the mandatory requirements will be further assessed against the following desirable criteria. A Respondent **not achieving a pass** will receive no further consideration during the qualifications review.

Desirable Criteria	Points Available	Minimum score (if applicable)
Demonstrated Service Area Experience	75	50
Relevant Education, Background and Qualifications of Respondent Consultant	25	17.5
TOTAL	100	

6.3 Qualifications Review Stages

Stage 1

Responses will be checked for compliance with the Mandatory Criteria. Responses that do not meet the mandatory requirements will receive no further consideration.

Stage 2

For each Service Area, Consultants will be assessed on their education, professional and other designations, skills, and relevant experience as presented in their submitted Appendix B and résumé. SIBAC reserves the right to interview Consultants when reviewing these criteria for clarification purposes.

Stage 3

Reference checks may be done by SIBAC and project partners during the qualifications review and the term of the List to confirm any submitted Appendix B information about Consultants. SIBAC reserves the right to contact references other than those provided by the Respondent. If any of the references are unsatisfactory to SIBAC, the Consultant may be excluded or removed from the List of Qualified Suppliers in SIBAC sole discretion.

Stage 4

Respondents will be notified of their status on the List of Qualified Suppliers.

7. Response Details

7.1 Responses are to be submitted in the following format and sequence to ensure that they receive full consideration during evaluations and that the evaluations themselves may be handled in an efficient and consistent manner. All pages should be consecutively numbered.

- a) The Response covering letter set out in Appendix A;
- b) 1-2 page information overview of the Respondent or Respondent firm, e.g., types of services offered, length of time in business, and accomplishments;
- c) A maximum of 10 pages,(excluding samples of previous work) providing information in the format described in Appendix B.

7.2 Desirable Criteria Details

a) Demonstrated Experiences:

The following sub-sections list the areas and details of the types of services that SIBAC requires from Qualified Suppliers:

- Micro-hydro Independent Power Production feasibility analysis and engineering;
 - Experience in developing feasibility studies, engineering studies and/or business plans for micro-hydro power development;
 - Experience working with local governments and First Nations to conduct pre-feasibility and feasibility analysis of micro-hydro power development.
- Bio-Mass and Bio-Energy fuelled power generation, co-generation and/or combined heat and power feasibility analysis and engineering;
 - Experience in developing feasibility studies, engineering studies and/or business plans for bio-mass and bio-energy development;
 - Experience working with local governments and First Nations to conduct pre-feasibility and feasibility analysis of bio-mass or bio-energy development.
- Alternative energy development and feasibility analysis;
 - Experience in developing feasibility studies, engineering studies and/or business plans for alternative energy development and feasibility analysis.
- Green Energy or Alternative Energy Business Development and Business Planning Skills;
 - Experience in conducting project financial analysis and business plan preparation for micro-hydro, bio-mass, bio-energy and/or other forms of alternative energy development.

- Financial analysis and preparing business plans for alternative energy development and installation projects;

b) Relevant Education and Qualifications:

Description of respondent's educational background, employment history or qualifications that are relevant to the project and the service areas as described above.

Appendix A – Response Covering Letter

Letterhead or Respondent’s name and address

Date

**SOUTHERN INTERIOR BEETLE ACTION COALITION – GREEN ENERGY FEASIBILITY ANALYSIS
PO Box PO Box 3006
Kamloops, BC
V2C 6B7**

Attention: **Dalyce Brandt**
Email: admin@sibacs.com

Subject: **List of Qualified Suppliers
Request for Qualifications No. RFQ11-SIBAC1, including any
amendments or additions (the “Request For Qualifications”)**

NOTE: amendments and additions will be posted to the BC Bid website at www.bcbid.ca. It is the Respondent’s sole responsibility to check for amendments and additional information.

The enclosed Response is submitted in response to the above-referenced Request for Qualifications.

We have carefully read and examined the Request for Qualifications and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Respondent.

Yours truly,

Signature

Name: _____

Title: _____

Telephone Number: _____

E-mail address: _____

Legal name of Respondent: _____

Date: _____

Appendix B – Consultant Qualification Summary

Each consultant must indicate the service area that they are seeking consideration for. Individuals and consulting companies interested in responding to this Request for Qualifications are requested **to submit a maximum ten page submission for sections 1 through 6 below) with the following mandatory sections for each service area:**

- 1) Name of individual(s) offering their consulting services;
- 2) Detailed description of the experience of all the individuals identified in the RFQ response in working on micro-hydro, bio-mass, bio-energy or other forms of alternative energy projects and/or alternative energy business development and planning; and financial analysis and preparing business plans for alternative energy development and installation projects.
- 3) Detailed description of previous alternative energy projects that the RFQ respondents have been involved in;
- 4) Description of previous experience working with local governments and First nations on alternative energy feasibility analysis and business planning;
- 5) A description of the hourly and daily consulting fee charge-out rates of all individuals identified in the RFQ response. Respondents should also provide any differential rate they charge for travel time;
- 6) Provide four (4) references and respective contact information for previous clients, as per Appendix C; and
- 7) In addition to the above, Respondents **must** provide electronic copies of two samples of previously completed consulting reports/studies (maximum 50 pages).

Not all individuals and companies responding to this RFQ will receive contract work. SIBAC will engage with different individuals and companies from the RFQ pool and will select the individual/company they feel is best suited/appropriate for a specific contract.

Appendix C Corporate References

The Ministry reserves the right to contact any Clients of referenced projects or work, provided throughout the request for proposal response to verify statements made in the proposal, in addition to the corporate references identified below. Expand the sections as needed (To a maximum of 6 (Six) pages).

Proponent Name:	
Address:	Telephone Number:
City, Province, Postal Code:	Fax Number:
Number of Years providing similar or like in nature:	

Provide four (4) Corporate references for implemented projects of a similar or like nature.

1 Organization Name & Address	
Contact Name:	
Telephone:	
Brief Description of the Project / Service:	
Duration of Project	
Contract Number:	

2 Organization Name & Address	
Contact Name:	
Telephone:	
Brief Description of the Project / Service:	
Duration of Project	
Contract Number:	

3 Organization Name & Address	
Contact Name:	
Telephone:	
Brief Description of the Project / Service:	
Duration of Project	
Contract Number:	

4 Organization Name & Address	
Contact Name:	
Telephone:	
Brief Description of the Project / Service:	
Duration of Project	
Contract Number:	