



**TOWN OF LUNENBURG  
RFP #TOL2021022**

**REQUEST FOR PROPOSALS:  
SOLAR FEASIBILITY REPORT**

Proposals will be received no later than:  
2:00 p.m. LOCAL TIME  
October 6, 2021

Addressed to:  
Katie MacMillan, BBA  
Business Coordinator  
Town of Lunenburg  
119 Cumberland Street  
Lunenburg, NS B0J 2C0

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## **1.0 GENERAL TERMS AND CONDITIONS**

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document. The Town’s Strategic Plan also referred to as the Comprehensive Community Plan is abbreviated as “CCP” throughout this document.

### **1.1 Purpose**

The Town is seeking proposals for the development of a solar feasibility report as further specified within this Request for Proposal (RFP).

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful Proponent may be evaluated, subject to the Town’s overriding discretion to determine what is in its best overall interests.

### **1.2 Proposal Submissions**

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Solar Feasibility Report**” and proposal document number **TOL2021022**, to Katie MacMillan, Business Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit two colour, physical hard copies of their proposal and one PDF copy via email to [kmacmillan@explorelunenburg.ca](mailto:kmacmillan@explorelunenburg.ca) or on a USB drive. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

### **1.3 Irrevocable Offer**

The Proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

### **1.4 Proposal Costs**

The Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town.

### 1.5 Municipal Contact for RFP

It shall be the Proponent's responsibility to clarify any points in question with the Town prior to submitting the proposal. Deadline for all inquiries is September 28, 2021. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: kmacmillan@explorelunenburg.ca

If a Proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website [www.explorelunenburg.ca/purchasing.html](http://www.explorelunenburg.ca/purchasing.html) to determine if any addendums have been issued prior to the submission deadline.

### 1.6 Opening

Proposals will only be received by:

Name: Katie MacMillan  
Title: Business Coordinator  
Email Address: kmacmillan@explorelunenburg.ca

**Two colour, physical hard copies and one PDF copy** of your proposal must be received by email prior to **2:00 p.m.** local time, **October 6, 2021**. Proposals will be signed by an official authorized to bind the Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent at the Town's discretion.

There will not be a public opening for this RFP. As this is a proposal document for which a number of criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

### 1.7 Selection Process

**Selection – Subject to Section 1.9 of this RFP**, the Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful Proponent(s) will be selected based upon evaluation criteria developed by the Town which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one Proponent only or more as the Town determines.

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**Evaluation Criteria – Subject to Section 1.9 of this RFP**, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

The Town will read, review and evaluate each proposal. The below evaluation criteria table is used as a reference only. The Town may in its sole and absolute discretion use or alter the below criteria or use some other evaluation criteria in its entirety. Selected Proponents may be asked to make a presentation of their proposal to the Town’s selection team.

<b>Evaluation Criteria</b>	<b>Percentage</b>
Price – value for money	<b>20%</b>
Ability to complete all RFP components	<b>15%</b>
Demonstrated understanding of project, work plan, methodology and schedule	<b>20%</b>
RFP presentation to selection team (TBA)	<b>15%</b>
Project timeline	<b>10%</b>
Knowledge, experience, and technical competence of the Proponent and the proposed project team members as well as their ability to address the project scope	<b>20%</b>
<b>TOTAL</b>	<b>100%</b>

**1.8 Modification and Withdrawal of Proposals**

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change conditions, terms or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town’s property. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP.

**1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights**

The Town is not under any obligation to award a contract, and reserves the right to terminate this RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the

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right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the Proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

### **1.10 Governing Law and Jurisdiction**

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

### **1.11 Proposal Form**

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

### **1.12 Freedom of Information and Protection of Privacy Act**

The Town is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions (FOIPOP) and other Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

### **1.13 Insurance Requirements**

The successful Proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence;
- b. Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence;
- c. Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP;
- d. and Proof of current WCB coverage.

### **1.14 Conflict of Interest**

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Special/Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

### **1.15 Nova Scotia Worker's Compensation**

The successful Proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP. If WCB coverage is not in place please explain why.

### **1.16 Consulting Services Agreement**

The successful Proponent will be required to enter into a contract for services with the Town in a Consulting Services Agreement based on the information contained in the RFP and the successful Proponent's proposal and any modifications thereto.

### **1.17 Human Rights Act**

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

### **1.18 Ownership of Data and Information**

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

## 2.0 SPECIFICATIONS AND REQUIREMENTS

### 2.1 Background and Overview

In November 2020 the Town adopted a new Strategic Plan referred to as the CCP as noted above. The CCP is available to view or download on the Town's website at the following link: <https://explorelunenburg.ca/purchasing.html>. The CCP calls for solar energy projects at multiple scales within the Town. In this RFP the Town is seeking proposals from qualified consultants to assess the solar feasibility of two particular Town sites one of which is located outside the Town: the Town of Lunenburg Water Treatment Plant (WTP) at 524 Northwest Road, located in the outlying rural Municipality of the District of Lunenburg; and the Town of Lunenburg Wastewater Treatment Plant (WWTP) located at 125 Starr Street within the Town of Lunenburg. At the Town's WTP there is a large open field at the back of the property on which the Town is interested in determining the feasibility of installing a ground mounted solar array. The solar array would be designed to take advantage of Nova Scotia Power's (NSP) less than 100kW net metering program. While the Town operates its own municipal Electric Utility within the Town and some surrounding areas, the Town is a customer of NSP at the WTP.

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At the site of the Town's WWTP there are two large open areas which may be suitable for another ground mounted solar array. One is directly behind the WWTP and is in the vicinity of a former municipal solid waste disposal area. The other is to the west which is used as a municipal compost site. An aerial photo of the sites is attached in Schedule "B".

The Town has budgeted **\$20,000 plus HST** to complete this project phase by March 31, 2022. This initial work will form the basis of the next project phases including, but not limited to detailed tender specifications and solar facilities construction in fiscal 2022/23.

### 2.2 Scope of Work

Under the direction of the Town Engineer (TE) with input from the Town's advisory team, the successful Proponent's minimum scope of work will include the below noted components. Proponents are encouraged to suggest additional means of accomplishing this scope of work based on their previous professional experience.

- a) Review of Electrical equipment
  - Review the WTP and WWTP buildings electrical equipment and determine the feasibility of either or both plants tying in a grid tied solar array.
  - Provide basic cost estimates for plant electrical upgrades to facilitate the use of solar energy.



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- b) Design suggestions
  - Provide basic design recommendations that fit within each property for maximum solar gain.
  - Consider additional future expansion within the Town owned property at the WWTP site.
  - Provide cost estimates for building the solar array taking into consideration any geotechnical considerations.
- c) Annual Production report
  - Provide a sample annual production report for possible future use to determine solar array functionality, system metrics and loss.
- d) Estimates for each solar array cost payback.
- e) Breakdown of estimated project cost and timelines to develop specifications and construction of solar array(s). A Gantt chart shall be provided at a minimum.
- f) Provide suggestions for funding partners and programs including but not limited to Provincial and Federal governments, NSP, Federation of Canadian Municipalities (FCM), etc.

### **2.3 Proposal Deliverables**

All proposals must contain the following minimum information:

- a) A cover letter signed by an officer of the company authorized to execute a contract with the Town.
- b) Detailed project work plan description including a statement of understanding, research, analysis, detailed work approach and methodology must be set out in the proposal. The work plan should list specific tasks and any options or alternatives. A Gantt chart containing the key tasks, milestones, meetings, presentations, sequence and duration of each task. This will include the proposed scheduling of a draft Plan presentation set out above.
- c) Demonstrated experience working with municipalities on similar projects. A list of these relevant projects completed, sample documents and the names and contact information of three references who can speak to the quality of the work performed. The successful proponent should have demonstrated experience preparing tender specifications for the construction of a solar array of similar capacity to that being considered by the Town.
- d) Identify the key contacts for the project and all personnel and sub-contractors who will be assigned to work on this project, including a description of their relevant qualifications and experience.
- e) Identify any Town staff or other resource support and/or additional information the Proponent will seek to complete the RFP components.
- f) Proposed budget and breakdown of costs and expenses related to project. A charge out rate list for all Proponent staff and relevant sub-contractors is required.

**3.0 PROPOSAL FORM**

NAME OF PROPONENT: \_\_\_\_\_

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

**Amount of Proposal**..... \$ \_\_\_\_\_

HST..... \$ \_\_\_\_\_

Total..... \$ \_\_\_\_\_

**Details of Proposal** – please attach your submission details as required in this RFP.

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Signature \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Date \_\_\_\_\_

4.0 SCHEDULES

Schedule "A" – Water Treatment Plant Aerial View



Schedule "B" – Wastewater Treatment Plant and Surrounding Area Aerial View

