REQUEST FOR PROPOSALS

for

Western Region Energy Investment Plan
Implementation Services

For the Western Regional Enterprise Network (Western REN)

Attn: Evan Nemeth, enemeth@westernren.ca

Release Date: Wednesday, August 5, 2020
Deadline for Proposals: Friday, August 21, 2020
REQUEST FOR PROPOSALS

2020-08-05 Western REN – Western Region Energy Investment Plan Implementation Services

1. Purpose

With the Western Region Energy Investment Plan as a guide, the Western REN seeks to implement the top 2-4 opportunities identified within the document. This will increase the region's energy independence and security, lower energy use and carbon emissions, and create green jobs.

2. Western REN Mission

To guide and navigate regional economic development in Western Nova Scotia, supporting business growth in communities.

3. Western REN Mandated Activities:

   a) Develop, implement, and monitor a regional economic development strategy.
   b) Retention and/or expansion of existing businesses and attraction of new ones.
   c) Inform partners and stakeholders about local business climate conditions as well as regional challenges and opportunities.

4. Organizational Background

The Western REN is an inter-municipal corporation of seven (7) neighbouring municipal units – the Municipalities of Argyle, Barrington, Clare, Digby, and Yarmouth, and the Towns of Digby and Yarmouth. The Western REN receives its operational budget through a matching funding partnership with the Province of Nova Scotia.

Under the direction of a private sector-led Board of Directors, the Western REN partners widely with other provincial and regional organizations and programs to develop economic strategies, coordinate economic development efforts within the region, and focus on helping businesses grow.

5. Project Background

The transmission lines along the Valley corridor are 69kV, and understood to be at or near capacity. This dated infrastructure is impeding investment attraction in the Western Region of Nova Scotia.

As part of the Western REN’s recent Investment Opportunities & Strategies work, staff have engaged with businesses, associations, and municipalities within the Western Region to identify strategic sectors which provide significant economic impact. The three that were identified as
being most impactful are Fisheries, Renewable Energy, and Forestry. There are many opportunities for renewable energy in the region, with access to the highest tidal ranges in the world on the Bay of Fundy, some of the highest solar exposure levels in the province, 14 existing wind energy farms, and a proven distributed energy model at Université Sainte-Anne. Further, there are substantial biomass opportunities from the waste streams of the seafood processing sector, and the forestry sector, with under 3% of wood harvested annually in the region.

In February 2019, the Western REN released an RFP for the development of a Western Region Energy Investment Plan. The objectives of this process were to:

1) Establish a baseline of energy consumption, identifying opportunities for efficiencies, and energy performance benchmarking
2) Identify opportunities for green energy generation and storage, as well as district heat and energy to support the forestry industry; and
3) Outline actions to achieve a Low Carbon Future, which would reduce overall energy consumption, thereby creating space on the transmission grid for investment attraction, and green energy exports.

The now completed WREIP document outlines a number of opportunities with the potential to meet the objectives outlined above.

6. Project Objectives

The successful proponent will – in full partnership with the Western REN and key partners – identify the top 2-4 opportunities identified within the WREIP document, and assist in implementing them by applying for funding from relevant funding streams, as outlined in the Scope of Work, below.

7. Scope of Work

The Western REN requires support to complete the following activities:

1. Identification of the top 2-4 opportunities identified within the WREIP document, according to the following criteria:
   a. Able to be implemented at this time with existing technologies;
   b. Provide a starting point for the region to track improvements in efficiencies over time and set targets for the cost-effectiveness of energy consumption at the municipal, business, and household level.
   c. Consider current regional economic landscape and which projects will have the most impact on priority sectors
   d. Identify innovative technologies and approaches will help meet targets with the added benefit of reducing GHG emissions.

2. Outlining the steps required to bring the opportunities to implementation.
3. Engage with relevant partners (private sector, industry organizations, Nova Scotia Power Inc., educational institutions, industry experts, various levels of government, etc.) to strengthen the proposals and maximize local buy-in.
4. Identification of relevant financing, innovative financial instruments, and funding streams to bring the opportunities to implementation.
5. Preparation and submission of qualifying proposals to relevant funding streams and financial bodies.

8. Deliverables

Utilizing work completed by Western REN, the consultants will be required to provide the following deliverables:

1. A report that identifies the top 2-4 opportunities from the WREIP document. This document must include:
   a. Evidence based logic for the selection of the 2-4 opportunities;
   b. An outline of the required steps, and barriers related to each selected opportunity, including who the lead partners would need to be;
   c. An outline of the required technologies, infrastructure, workforce, education, etc.;
   d. Identification of the best locations for these opportunities to be situated within the boundaries of the Western Region; and
   e. A breakdown of the financial implications of the opportunities, including the required costs to implement, operational costs, return on investment including timelines, relevant funding streams and financial instruments, etc.
2. Submission to relevant funding streams for each of the identified top 2-4 opportunities.
3. Assistance in the formation of innovative financial instruments necessary to implement and/or collect return on investment from the opportunities, if required.

9. Proposal Conditions

All proposals must be submitted electronically, in PDF format, to enemeth@westernren.ca. Electronic transmissions must have the following in the subject heading: “2020-08-05 Western REN – Western Region Energy Investment Plan Implementation Services”. Submissions must be received by Friday, August 21st, 2020, no later than 4:00 pm (ADT). Submissions received after this time will be disqualified from the competition.

All inquiries shall be directed, in writing, to: Evan Nemeth, Western REN Economic Development Officer, at enemeth@westernren.ca. The deadline for inquiries for this RFP is 3:00 pm. (ADT) on Friday, August 14th, 2020. The Western REN reserves the right not to respond to inquiries received after this deadline.

Amendments to a Proposal may be submitted if received electronically prior to the Closing Time and must have the following in the subject heading: “2020-08-05 Western REN - Western Region Energy Investment Plan Implementation Services Amendment”.
Any and all costs associated with the preparation and submission of the RFP, including any costs incurred by the Consultant after the closing time, will be borne solely by the Consultant.

The decision to issue or not issue an addendum is entirely at the sole discretion of the Western REN. Any addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Western REN.

10. Proposal Format

Firm Identification and Contact
Each respondent will provide their full legal name, if incorporated, and the name, title, address, telephone number, and email address of the individual to be contacted with respect to the submission.

Project Team and Experience
The respondent should identify all proposed team members and their role in the project. For each proposed member indicate:
- Name and firm association; if different from contact
- Role in the project
- A brief description of the individuals’ qualifications and their experience, both professional and practical
- A list of relevant previous assignments and a brief description of their roles
- Three (3) references for similar projects undertaken in a rural setting.

Comprehension of the Assignment
Indicate your understanding of the scope and complexity of the assignment. Indicate any problems or issues likely to be encountered.

Please share samples of your work that demonstrate relevant skills.

Approach
Describe your methodology, including research, engagement, developing a draft, providing revisions, and final presentation of a plan for approval. Please describe any relevant and/or unique attributes of your approach.

Fees and expenses
Provide a schedule of fees and expenses setting out rates of remuneration of consultant(s) team members as well as an estimate of the time each member will devote to the project. Ensure this section identifies a maximum price for the project including all expenses and HST.

Please include a break down of prices by each deliverable.

11. Key Dates
In order to assist the Consultants, following are key target dates and Events with respect to this RFP process. Such dates are not guaranteed and may change based upon circumstances.

a) RFP issued August 05, 2020
b) Inquiries received up to August 14, 2020
c) Closing Date for submission of Proposals August 21, 2020
d) Evaluation and Award (if any) August 25, 2020

12. Selection Process

The proposals will be reviewed by a Selection Committee appointed by the Western REN. A scoring system will be used in accordance with the scope of work, consultant experience, and value. The proposal with the lowest bid will not necessarily be accepted. The Western REN retains the right to accept or reject any or all of the proposals received.

13. Negotiations

The award of the contract may be subject to negotiations. Such negotiations include, but are not limited to, the following:

a) changes or work refinements in the service requirements or scope of work proposed by the Lead Consultant;

b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Consultant;

c) specific contract details as deemed reasonable for negotiation by the Western REN; and,

d) structure of the Consultant team and participants.

14. General and contact information

Inquiries
All inquiries shall be directed, in writing, to Economic Development Officer, Evan Nemeth enemeth@westernren.ca, and must be received no later than 3:00pm (ADT) Friday, August 14, 2020.

Request a copy of the Western Region Energy Investment Plan
All requests for a copy of the Western Region Energy Investment Plan shall be directed via email to Economic Development Officer, Evan Nemeth, enemeth@westernren.ca.

Proposal Submission
All electronic submissions must be received by no later than 4:00 pm (ADT) on Friday, August 21, 2020.
Respondents must submit one (1) electronic copy of the proposal with a subject heading of: “2020-08-05 Western REN – Western Region Energy Investment Plan Implementation Services Proposal”.

Respondents will receive an email to confirm receipt. It is the Respondent’s responsibility to follow up if no confirmation reply is received.

**Notification**
During the period of August 21, 2020 to August 25, 2020, submissions will be assessed, and proponents may be contacted to answer questions or to present their proposal. The successful respondent will be notified by August 25, 2020 of the conditional award. The unsuccessful respondents will be informed in writing.

15. **Publication of the Results of this RFP**

The Western REN will publish the name of the successful Consultant on their website and on the Provincial Tenders site.

16. **Conflict of Interest**

By submitting a Proposal, the Consultant warrants that neither they nor any of their officers or directors, or any employee with authority to bind the Consultant, has any financial or personal relationship or affiliation with any elected official or employee of the Western REN or their immediate families which might in any way be seen by the Western REN to create a conflict.

17. **Freedom of Information and Protection of Privacy Act (NS)**

Consultants should note that the Western REN is subject to the Freedom of Information and Protection of Privacy Act (Nova Scotia), which imposes significant obligations on the Western REN’s Consultant(s) to protect all personal information acquired from the Western REN during provision of any service to the Western REN.