



REQUEST FOR PROPOSALS No. 24-059

Wellington Pump Station Upgrade Motor Control Center Supply

ISSUED: November 8, 2024

CLOSING DATE AND TIME:

Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on November 26, 2024

Submissions and Questions are to be directed to:

Chris Mathie, Project Engineer
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2
Phone: 250-390-6561
Email: cmathie@rdn.bc.ca

Questions are requested at least five (5) calendar days before the closing date.

Proposals will not be opened in public.



1. INSTRUCTIONS TO PROPONENTS

1.1 Closing Date/Time/Submission Method

Submissions must be received on or before **3:00 PM (15:00 hrs), Local Time, on November 26, 2024.**

Submission Method:

By Email: In PDF format with “**24-059 Wellington Pump Station Upgrade – MCC Supply**” as the subject line at this electronic address:

cmathie@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions. Submissions received in any other manner will not be accepted.

1.2 Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.3 Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca/) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.4 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.5 Unsuccessful Vendors

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The purpose of this Request for Proposal is to solicit submissions from qualified firms to provide one (1) Motor Control Centre (MCC) equipment package to support the RDN's Wellington Pump Station upgrade project.

The MCC package will include smart motor controls, a BC Hydro approved service entrance, automatic transfer switch, harmonic mitigation, and active power factor correction to meet the design requirements.

Installation is anticipated for Spring of 2025, firms are to provide lead times with submission. All products are to be supplied per Incoterms 2020 Delivery Duty Paid (DDP), Greater Nanaimo Pollution Control Centre, 4600 Hammond Bay Road, Nanaimo, BC.

3. BACKGROUND

The Regional District of Nanaimo (RDN) owns and operates the Wellington Pump Station (WPS) wastewater lift station, located at 5420 Entwhistle Drive, Nanaimo, BC. The facility was constructed in 1976 and has only seen minor upgrades during its lifetime.

The Electrical Equipment being replaced is original and past its service life. A new electrical building will be constructed as part of the upgrade project to house the new service entrance and all supporting electrical equipment.

4. SCOPE OF SERVICES

The scope shall include but not necessarily be limited to the engineering, supply, fabrication and shipping of the following:

- One (1) Motor Control Center as detailed on the attached project specification and drawings.
- Onsite operator and maintenance staff training (1 x 8hr day total).
- Onsite start-up and commissioning support (1 x 8hr day total).
- Installation, operation and maintenance manual in electronic (searchable pdf) format, clearly marked with equipment number (1 total).
- Shop drawings (CAD and PDF)

The following scope is not included:

- Process controls, instrumentation and PLC integration.
- Generator supply and integration.
- Electrical installation.
- Site Commissioning.

5. DELIVERABLES AND OUTCOMES

The desired outcome of this RFP is to receive One (1) Motor Control Centre that is reliable for continuous use, low maintenance, and of a proven design.



The deliverables shall include but not necessarily be limited to the engineering, supply and shipping of the One (1) MCC meeting all requirements of the Division 16 technical specifications in **Appendix A** along with onsite training, startup and commissioning support and a comprehensive operation and maintenance manual.

6. REFERENCE/BACKGROUND INFORMATION

- **Appendix A** – Division 16 Technical Specifications
- **Appendix B** – Project Drawings
- **Appendix C** – Sample Contract

7. PROPOSAL SUBMISSION AND EVALUATION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.

| Submission Requirements and Evaluation Criteria | Points |
|--|------------|
| Firm price, in Canadian dollars (CAD), for design and supply of one (1) motor control center specified herein per Incoterms 2020 Delivery Duty Paid (DDP), Greater Nanaimo Pollution Control Centre, Nanaimo, BC. | 40 |
| List daily rates to provide onsite representation for training, startup and commissioning services separately from the equipment supply price. Rates to be stated as 1) Travel day and 2) Onsite day and are to include all associated expenses. | |
| Preliminary Drawings. Including MCC elevation, Sample VFD Schematics and electrical room general arrangement. | 20 |
| Three (3) recent project references with contact information. | 10 |
| Indicate shipping weight and offloading requirements. | 5 |
| Preliminary equipment cutsheets detailing major components. | 5 |
| Proposed project and drawing delivery schedule based on date of award. | 10 |
| Quality Management process, any associated certifications, and details of equipment Warranty. | 5 |
| A statement of your firm's approach to advancing equity and sustainability in corporate operations and service provisions, including any certifications in this regard. | 5 |
| TOTAL | 100 |

Proposals will be evaluated on the following basis 60% Technical, 40% Financial, per the above table.

The lowest price proposal will receive full marks for the financial score. Other proposals will receive reduced scores based on the proportion higher than the lowest price. i.e. $\text{Score} = \text{Min Cost} / \text{Cost} \times \text{Fee Points}$.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.



The RDN may evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete, irregular or contains any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. PROPOSED PURCHASE CONTRACT

The RDN's preferred form of Contract is attached herein (see **Appendix C**). Proponents should carefully review this form of Contract. Should any vendors request that RDN consider revisions to the form of Contract, Proponents should include any clauses of concern in their proposal submission and suggest replacement language.

9. GENERAL CONDITIONS

9.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

9.2 Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3 Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

9.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.