

Request for Proposal – Solar Panel Installation - Village of Youngstown, AB

Section 1: Organization Background and Project Purpose

1.1 Background

Harvest Sky Economic Development Corporation (Harvest Sky EDC) (formerly Cactus Corridor Economic Development Corporation) was formed on November 8th, 2012. Our shareholders include the Town of Hanna, Village of Youngstown, Alberta's Special Areas and the Hanna Learning Centre.

Our purpose is creating endless possibilities in the Harvest Sky Region and our vision is that we will be the destination of choice for investors, visitors and residents.

1.2 Vision for Project

Harvest Sky EDC has been working on a number of projects over the past few years with the support of Prairies Economic Development Canada (formerly Western Economic Diversification). Community redevelopment is one of the projects that has been undertaken, specifically for the Village of Youngstown this includes the installation of solar panels on one or more of their community owned facilities.

1.3 Project Purpose

The project purpose is to attract a solar panel installer that can identify the most beneficial facility (or facilities) to design and install solar panels on community owned facilities in the Village.

Section 2: Project Scope

2.1 Project Terms of Reference and Requirements

The Solar Panel Installation – Village of Youngstown project has the following required components:

- Determination of the most beneficial community owned facility or facilities for a solar array.
- Design a system to work on that facility (or facilities).
- Install solar panels up to a pre-determined value on one or more of those facilities.

2.2 Project Governance

The project will be guided by Harvest Sky EDC (its manager and board) in conjunction with the Village of Youngstown administration as directed by council. The successful proponent will report to the Harvest Sky EDC manager.

2.3 Project Budget

The successful proponent will be the one that maximizes the available funding which results in the largest benefit to the Village. This is a competitive bidding process and Harvest Sky EDC reserves the right to accept a proposal other than the lowest proposal without stating reasons.

2.4 Expected Deliverables

- A short summary of which community facilities would benefit the most from solar panel installation.
- Design and installation of a solar panel array.

Meetings and other forms of communication with Harvest Sky EDC will be required from the Consultant throughout the course of this project. Contact between the Consultant and Harvest Sky EDC will occur when needed, at no cost to the project sponsors.

2.5 Timeline

In order to assist Proponents, the following are the proposed key dates and events with respect to this RFP process. Such dates are negotiable and may change based upon circumstances, without notice.

Deliverables	Timelines
RFP issued	March 3, 2022
Response to RFP required	March 17, 2022
Proponent selected	March 24, 2022
Initial meeting, presentation of work plan, methodology, scope of project	By March 31, 2022
Report of identified facility for installation of solar panels	By April 30, 2022
Installation of solar panels completed	By December 31, 2022

2.6 Payment Schedule

Please advise within proposal as to the required payment terms.

Section 3: Submission Format and Requirements

3.1 Cover Letter

Proposals must include a cover letter signed by an authorized official.

3.2 Corporate Information

Proposals must include a description of the proponent's background with particular emphasis on previous experience managing similar projects and relevant expertise.

3.3 Technical Proposal

The Consultant must supply an outline that clearly demonstrates the following:

- Consultant’s understanding of the project purpose, objectives, and scope
- Consultant’s proposed approach and methodology and a suggested work plan outlining the project phases and milestones
- Identification of any assumptions upon which the proposal is based
- Consultant’s willingness and ability to comply with all Terms and Conditions as outlined in this RFP
- References from clients on similar work

3.4 Project Staff and Qualifications

The Proposal must include the following information regarding the project team:

- Description of capabilities and related qualifications
- Previous work assignments and training in any relevant area of expertise

In the event the Consultant intends to utilize the services of additional individuals on a sub-contracting basis, to perform selected aspects of this project, the overall coordination and responsibility for the Proposal must be assumed by the Consultant and the Consultant is deemed solely responsible for all incurred costs related to sub-Consultants. The Consultant and any of their agents or sub-Consultants must meet all regulatory requirements as outlined by both provincial and federal acts and regulations, pertaining to labour, health and safety and taxation laws.

All sub-Consultants must be identified in the proposal along with the associated services they will provide. Harvest Sky EDC reserves the right to accept or reject any sub-Consultant.

Section 4: General Terms and Conditions

All terms and conditions, as outlined in this RFP, must be clearly reflected within the Proposal. In instances where the Consultant is unable to meet any of the terms and conditions and deliverables as outlined, specific notation must be clearly expressed within the contents of the written proposal document.

4.1 Submission and Closing Date

All submissions should be submitted no later than **4:30 pm on March 17th, 2022** Alberta time.

Information Requests and Proposal Submission to	Closing Date
Mark Nikota Economic Development Manager Harvest Sky Economic Development Corporation P. O. Box 1255; 203-2 nd Ave West; Hanna, Alberta; T0J 1P0 Phone: (403) 854-0589 Email: mark.nikota@harvestsky.ca	March 17, 2022 @ 4:30 pm AB time RFP Title and Closing Date are to be marked on sealed envelope if quote is mailed or couriered, or in the Subject Line if quote is emailed.

4.2 Conditions of Proposals Received

Any proposal received after the specified closing date and time may not be considered.

The consultant or contracting organization which proposes to contract with Harvest Sky EDC is referred to as the Consultant. If the Consultant discovers an error or omission in their proposal, they can withdraw their proposal up to two (2) hours before the proposal closing date; otherwise, their proposal is binding as submitted.

All proposals submitted shall be open for acceptance and are irrevocable for a period of sixty (60) days from the proposal closing date.

Harvest Sky EDC reserves the right not to accept any of the proposals submitted and can re-open competition for this contract.

4.3 Acceptance or Rejection of Proposal

The Consultant is expected to enter into a contract within ten (10) working days of the notification date of acceptance by Harvest Sky EDC of their proposal.

4.4 Proposal Return

The proposal and accompanying documentation submitted by the Consultant becomes the property of Harvest Sky EDC and will not be returned.

4.5 Proposal Alteration

Proposals submitted shall be final and may not be altered by subsequent offering, discussion, or commitments without the mutual consent of both parties in writing.

4.6 Period of Commitment

All Proposals must be firm for a period of at least 90 (ninety) days from the RFP closing date and will be used by Harvest Sky EDC as the basis for any formal Contract.

4.7 Proposal Rejection

Harvest Sky EDC may reject any or all Proposals or cancel this RFP at any time.

4.8 Modification of Terms

Harvest Sky EDC reserves the right to modify the terms of this RFP at any time at its sole discretion.

4.9 Incurred Costs

Harvest Sky EDC shall not be liable for any costs for preparation or presentation of proposals.

4.10 Questions

All questions related to this RFP shall be directed to the contact on the RFP cover sheet in writing or via email. Enquiries and responses will be recorded and may be distributed to all vendors at the discretion of Harvest Sky EDC. Verbal responses to any inquiries are not binding to either party.

4.11 Confidentiality

Information obtained by the Consultant as a result of participation in relation to this RFP is confidential and must not be disclosed by the Consultant except as authorized by Harvest Sky EDC.

4.12 Intellectual Property

All intellectual property and reports created or acquired from this project remain the property of Harvest Sky EDC and will not be returned.

4.13 Authority

Harvest Sky EDC is the sponsor and project manager of this project. Harvest Sky EDC at its sole discretion shall have the final approval or rejection of the project deliverables and any and all negotiations with the Consultant.

If the Consultant is not meeting the terms of the project contract, Harvest Sky EDC reserves the right to discontinue the Consultant's work at each and any stage of the project.

4.14 Taxation

GST must be identified separately in the proposal.

4.15 Licensing

Dependent upon the status of the Consultant's mode of business operations, the Consultant must be legally allowed to practice business in the Province of Alberta.

4.16 Contractual Warranties

The Contract will be governed by the Laws of the Province of Alberta.

All documents, records and information gathered in the course of completing the Contract will remain the exclusive property of the Harvest Sky EDC.

The Consultant, its agents and employees will be required to maintain the strictest confidence concerning any and all information pertaining to this Contract.

The Contract shall not be assigned by the Consultant under any circumstances.

The Consultant shall indemnify and hold harmless Harvest Sky EDC from any and all third-party claims, demands, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Consultant, the Consultant's employees or agents, the performance by the Consultant of the Contract,

including any losses, breaches of security, unauthorized disclosure of information or unauthorized use of records or information.

The Consultant's Proposal will form an official part of the formal Contract by virtue of its attachment to the negotiated Contract document. Claims made in the Proposal will therefore be considered by all parties as contractual warranties. Any provisions in the attached Proposal may also be duplicated in the Contract as a direct provision.

In the event of any inconsistency between the accepted Consultant's Proposal, the original RFP and the signed Contract, the Contract will take precedence.

Section 5: Evaluation of Responses

5.1 Criteria for Evaluating Proposals

- Demonstrated understanding of project goals, objectives and scope
- Quality, expertise and accessibility of personnel assigned to the project
- Quality of business case
- Ability to start work immediately and have it completed by the defined deadline
- Recommendations from prior clients (including list of references) for whom the Bidder has performed similar studies
- Projected costs in labor and materials for completing the project

5.2 Award or Rejection of Bid

Any award made is subject to a signed Contract. If a Contract between the Consultant and Harvest Sky EDC cannot be negotiated in a timely fashion to Harvest Sky EDC's satisfaction, the award may be withdrawn.

Harvest Sky EDC reserves the right to withdraw the award at any time for any reason during the Contract negotiation process. If the successful bidder is unable to fulfill the terms of the Contract, Harvest Sky EDC will take appropriate action, which may include awarding the contract to an alternate Bidder.