



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS

**HOUSEHOLD HEATING INSPECTION SERVICES
HIGH EFFICIENCY WOODSTOVES IN NUNATSIAVUT COMMUNITIES PROGRAM - 2021**

**Issue Date:
Monday March 8th, 2021**

**Closing date and time:
4:00 p.m. ADT Monday March 29, 2021**

Project Overview, Objectives and Scope

The Nunatsiavut Energy Security Plan, adopted in 2016, revealed that heat security (defined as access to clean, affordable, and reliable heat) was amongst the greatest energy-related challenges in Nunatsiavut communities. The assessment demonstrated that more than half of the dwellings in Nain and Hopedale are inadequately heated (57 per cent in Nain and 63 per cent in Hopedale), with the average for all Nunatsiavut communities being 43 per cent.

As a result, the Nunatsiavut Government (NG) has developed and has been implementing a high efficiency woodstoves replacement program to improve home heating for Labrador Inuit residents in the five Inuit communities in Nunatsiavut (the “Program”). High efficiency woodstoves reduce wood consumption and lengthen burn times which increases the quality of heating while also improving air quality.

Eligible households with a gross income of less than \$100,000 can receive a high efficiency woodstove, with all costs covered by the program. Eligible households with a gross income exceeding \$100,000 will be expected to pay 25% of the stove and installation costs (which will vary but cost approximately \$1,200).

Nunatsiavut Government will issue an open application process in April, May, and June of 2021 for eligible households to receive a high efficiency woodstove. As a part of the application process eligible households will be required to sign a consent form to provide access to their home for the purpose of a limited building inspection. NG anticipates approving 100 households in the initial roll out of the program, necessitating limited building inspections throughout Nain, Hopedale, Makkovik, Postville, and Rigolet, before installations proceed.

Through this Request for Proposals, the NG is seeking proposals from qualified firms to provide limited building assessment inspections and repair estimate reports for each of the identified homes qualified as eligible for receiving a high efficiency woodstove.

The successful proponent will provide the following services to the NG:

- Detailed inspection reports for each home to determine the cost and safety of proceeding with a high efficiency wood stove installation which include:
 - Examine quality of existing chimney and stove pipe and determine if they are in need of replacement
 - Evaluate existing electrical outlets for blower kits and determine if new outlets or outlet repositioning is required
 - Determine whether reinforcing of floor is required to support increased weight of a high efficiency woodstove
 - Determine if other minor repairs are necessary on a case-by-case basis
- Provide a scope of work and cost estimate for each household

Requirements

Specific requirements outlined below do not constitute the final terms of an agreement or an engagement. A formal written agreement between the two parties will determine the ultimate terms.

Mandatory Requirements

Proponents must be capable of providing accredited professional services and have experience in building inspections, with emphasis on residential inspections preferred. Consultants and all team members must state their professional qualifications and certifications including authorizations to undertake their disciplines in the Province of Newfoundland and Labrador.

Evaluation Criteria for Proposals

The NG will evaluate each Proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the Proposal submitted in response to this RFP;
- b) Relevant experience of the firm;
- c) Relevant experience and knowledge of key personnel;
- d) Total price of performed service
- e) References, including the contact information of former clients;
- f) Inuit Content as outlined in the Nunatsiavut Government’s *Procurement Act*; and
- g) Other criteria as may be applicable.

The NG reserves the right to discuss any and/or all proposals, and to request additional information from the proponents.

The NG may not accept the lowest-cost or any proposal and the NG reserves the right to cancel this RFP. Any proposal that is accepted may be accepted in whole or in part.

The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proponent, even if the proponent's score is '0'.**

Proposal Content

Table of Contents

Proposals should include a table of contents properly indicating the section and page numbers of the information included.

Executive Summary

Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the proponent’s unique qualifications and services.

Background Information

Provide general information on the proponent, including a brief history and the number of years in business. The proposal should include resumes, relevant project experience, availability, current workload and office location of all key personnel.

Project experience

Project experience should include a comprehensive list of relevant Project of key personnel, including links to any publically available examples where possible.

Organizational Chart

The chart should indicate the names of the individuals to be involved in the major tasks of the project and the lines of responsibility. The organizational chart should also include the specific responsibilities of the key personnel and their role on the project team.

Quote

The proponent should include a detailed quote for the services requested

References

The proponent should include references related to relevant work experience.

Other Benefits

The proponent should describe any other services or benefits the NG may realize through these services.

Instructions to Proponents

Enquiries

All enquiries regarding this Request for Proposals (RFP) must be made in writing by fax or e-mail and addressed to:

Attn: Nick Mercer – Regional Energy Coordinator, Nunatsiavut Secretariat
Telephone: (709) 899-0041
Fax: (709) 947-3543
Mail: P.O. nick.mercer@nunatsiavut.com

Such enquiries should be delivered on or before Monday, March 15, 2021 so that questions and answers can be sent to all proponents as an addendum. Information given by word of mouth will not be valid or enforceable.

Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

To be considered, electronic copies of proposals should be sent to Nick Mercer, Regional Energy Coordinator at nick.mercer@nunatsiavut.com.

Hard copies of proposals will also be accepted, must be clearly marked "*HOUSEHOLD HEATING INSPECTION SERVICES – High Efficiency Woodstoves in Nunatsiavut Communities Program 2021*" and be received at:

Nunatsiavut Government
P.O. Box 909, Happy Valley – Goose Bay, NL A0P 1E0
Attn: Nick Mercer – Regional Energy Coordinator, Nunatsiavut Secretariat

NOTE: FACSIMILE TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) on Monday, March 29, 2021 (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date.

General Conditions

Governing Law

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of this RFP.

Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, 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 this RFP, no proponent shall have any claim for any 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.

Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement between any proponent and the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with employees or agents of the NG (including the Nunatsiavut Assembly) regarding this RFP, other than the representative(s) identified without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proponent's proposal.

Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation survives the termination of the RFP process.

Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG.

Release of Information

While Proposal is Open:

The names of individuals or companies who have picked up the proposal will **not** be released.

At Proposal Opening:

Only the names of the bidders will be released.

After Proposal Opening:

No further information will be released until after the contract is awarded.