

Request For Proposal
Preliminary Design Solar Voltaic Power Farm



REQUEST FOR PROPOSALS
Preliminary Design Solar Voltaic Power Farm

March 3, 2020

Saskatoon John G. Diefenbaker International Airport



DATES TO REMEMBER
Last Day for Questions: Thursday, March 12,
2020 at 2:00 P.M.
Closing Date and Time: Thursday, March 19,
2020 at 2:00 P.M. Saskatoon Time



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Table of Contents

1.0 The Saskatoon Airport Authority.....	3
2.0 Current Airport Land and Facilities.....	3
3.0 Description of Preliminary Design	4
3.1 The Proponent Shall:	4
3.2 List of Deliverables	4
4.0 Pre-Proposal Information.....	5
4.1 Evaluation	5
4.2 Cost of Preparation.....	5
4.3 Confidentiality.....	5
4.4 Acceptance of Proposal	6
4.5 Law.....	6
4.6 Binding Nature of Proposal.....	6
5.0 Instructions to Proponents	7
6.0 Closing Date.....	8

List of Figures

Figure 1: Airport Boundary.....	3
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Request For Proposal

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1.0 The Saskatoon Airport Authority

The Saskatoon Airport Authority (the "Authority") is undertaking preliminary design of a Solar Photovoltaic Power Farm on the airport property.

The Authority is responsible for the management, operation and development of the Saskatoon John G. Diefenbaker International Airport (the "Airport") in accordance with a 60-year ground lease entered into on January 1, 1999 with Transport Canada and subsequently a further 20-year extension to the original ground lease has been granted. The Authority is committed to providing the highest level of service to the City of Saskatoon residences its surrounding communities.

2.0 Current Airport Land and Facilities

The current boundary of the Saskatoon John G. Diefenbaker International Airport is as noted in Figure 1 below.

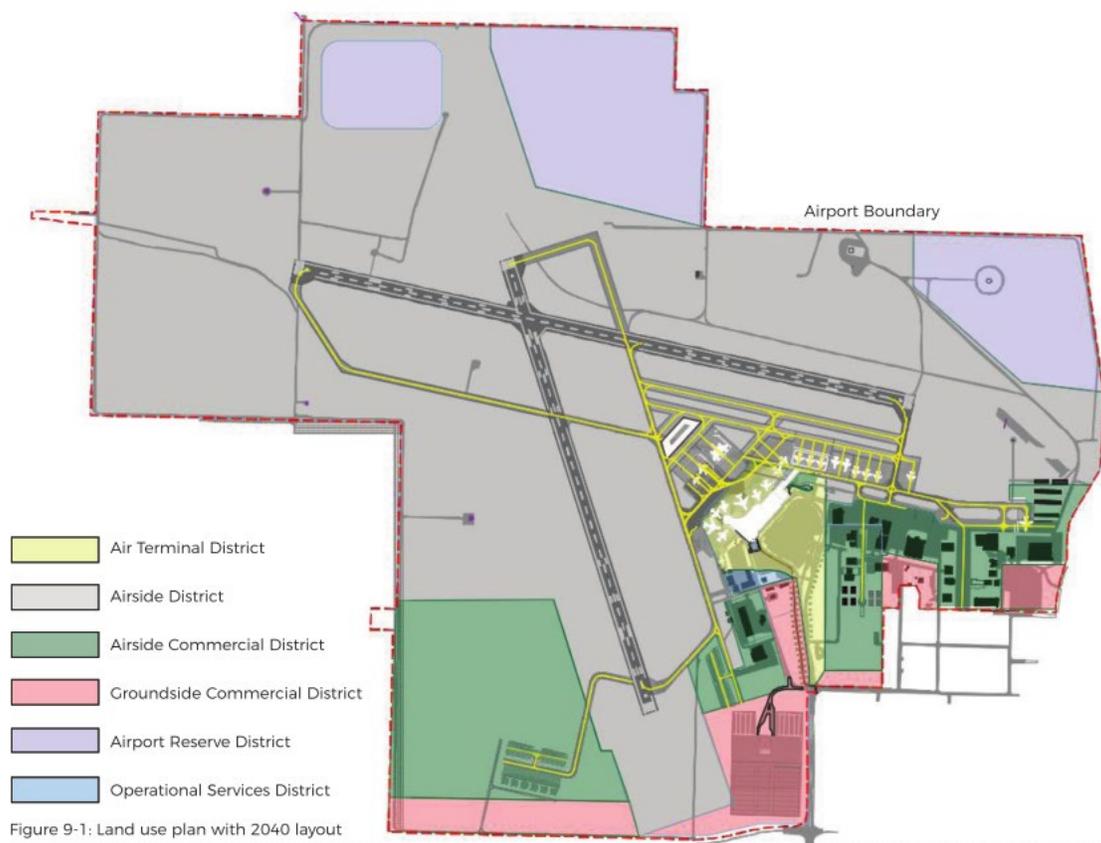


Figure 1: Airport Boundary

Request For Proposal

Preliminary Design Solar Voltaic Power Farm

3.0 Description of Preliminary Design

In 2019, the Authority's Board of Directors committed to enhancing the Airport's sustainability profile with a target of reducing the airports carbon footprint per passenger by 20% from 2015 levels by the year 2023. Leveraging Saskatchewan's solar potential, the Authority is seeking engineering services in completing preliminary design of a 1 MW (Megawatt) solar farm on the Airport property.

3.1 The Proponent Shall:

- 3.1.1 Demonstrate a proven history of successful projects similar in size and scope.
- 3.1.2 Have Airport Experience with an understanding of airport industry standards.

3.2 List of Deliverables

The Preliminary Design shall include, but not be limited to, the following:

- 3.2.1 Initial and forecasted assessments of a 1 MW solar farm on airport property. The detailed assessment at minimum shall provide for the anticipated life of the project, the expected annual yield in kWh, cost savings, carbon reduction and expected annual expenditure for the duration of the useful life of the asset in which the Airport can reasonably expect to benefit from in the short and long term.
- 3.2.2 Design preliminary construction plans for a 1 MW solar farm which will maximize the annual total electrical offset to the existing consumption profile of the Airport on a chosen location.
- 3.2.3 Utilizing airport industry (Transport Canada, ICAO, FAA etc.) best practices on site selection, the successful firm will provide a location that is cost effective, provides ease of access and conforms to all Nav Canada, Transport Canada and Municipal as well as other standards and regulations related to safe operation of a solar farm at the Airport.
- 3.2.4 Provide a Glint and Glare analysis to determine location and impact on airport operations.
- 3.2.5 Provide construction timelines, total project construction cost outlays and any other related information related to the construction plans.
- 3.2.6 In completing the preliminary design work in conjunction (Liaise) with SaskPower to ensure all interconnection services and regulations are abided by in completing a preliminary design and estimated associated costs.
- 3.2.7 Provide preliminary electrical engineering of electrical tie in to existing airport electrical system.
- 3.2.8 Considerations in planning that would provide for future long-term flexibility.
- 3.2.9 Options of operating models self-owned versus partnership opportunities for solar such as P3 or third-party development.
- 3.2.10 Completion of preliminary design to be completed prior to May 29, 2020.

Request For Proposal Preliminary Design Solar Voltaic Power Farm

- 3.2.11 Provide total consultation fees for above work including preliminary design drawings, project analysis and a Class D estimate to be used for detailed design and construction budgets.

It is expected that the Authority shall award the contract by March 27, 2020. The Proponents response, this RFP and the Authority's signed Purchase Order form the contract documents. A draft of the study report shall be presented to the Authority no later than May 29, 2020 with a final report submitted no later than July 24, 2020. Regular updates on the progress of the study will be required once every [2] weeks.

4.0 Pre-Proposal Information

It is the intention of the Authority to award a contract to the proponent who provides the best overall value to the Authority. Accordingly, the Authority may not award the contract to the lowest priced proposal nor to any proponent, if, in the sole opinion of the Authority none of the proposals offer the best overall value or suites its needs. The Authority further reserves the right to negotiate with any single or group of Proponents to seek modifications to any Proposal submitted, after closing, to achieve the most advantageous Proposal to best suit the needs of the Authority.

4.1 Evaluation

The Authority will be evaluating all qualified and/or deemed acceptable proposals on the following criteria:

- The proponent's organizational and technical capability to provide service, (25 points)
- Past performance and experience with similar solar projects, (15 points)
- Completion Schedule, (10 points)
- Price or fee, (25 points)
- References (10 points) and,
- Value Added (15 points)

Proponents are advised that the lowest or any proposal submitted may not necessarily be accepted.

4.2 Cost of Preparation

Any and all costs incurred by the proponent in the preparation of a response to this RFP shall be borne solely by the proponent.

4.3 Confidentiality

The Authority agrees to use its best efforts to keep confidential all proposals received from proponents but shall not be liable for inadvertent release of any information

Request For Proposal Preliminary Design Solar Voltaic Power Farm

contained in the proposal. The material contained in the successful proposal may be incorporated into a contract.

4.4 Acceptance of Proposal

No act of the Authority other than a written notice of award signed by the President and Chief Executive Officer or other signing Officer of the Authority addressed to the successful proponent at the address provided in the proposal shall constitute and acceptance of a proposal.

4.5 Law

The law governing this proposal and any subsequent agreement (if any) shall be the law of the Province of Saskatchewan.

4.6 Binding Nature of Proposal

By submitting a Proposal in response to this RFP, each Proponent agrees that:

- 4.6.1 It has received and carefully reviewed the RFP and any addenda;
- 4.6.2 Except as specified in the Proposal,
 - 4.6.2.1 (no other person has or will have any interest (direct or indirect) nor any share in any proposed contract which may result from this RFP;
 - 4.6.2.2 no collusion, arrangement or price fixing agreement between the Proponent and any other person regarding Proposals submitted on this RFP has been or will be made;
 - 4.6.2.3 the Proponent has no undeclared knowledge regarding any other Proposals which may be or have been submitted in response to this RFP; and
 - 4.6.2.4 no comparison of figures, agreement or arrangement (express or implied) with any other person regarding this RFP has occurred.
 - 4.6.2.5 Its Proposal is irrevocable after close of bidding and shall not be withdrawn until an award is made to the successful Proponent (if any) or until this Proposal has been considered and/or rejected by the SAA.

Request For Proposal Preliminary Design Solar Voltaic Power Farm

5.0 Instructions to Proponents

- 5.1 Proponents shall submit one (1) complete copy of its response to the RFP including a covering letter signed by a person with the authority to bind the proponent.
- 5.2 Proponents are asked to provide as much information as possible when replying to each point throughout the proposal and proponents must identify any specific requirements with which it is unable to comply. Further opportunity to supply additional information or details after closing should not be assumed.
- 5.3 Proponents shall include at least three (3) references. With each reference, the proponent shall include the reference company name, address and phone number, as well as the name and position of a contact person. The Authority reserves the right to contact references without prior notification to the proponent.
- 5.4 All applicable taxes shall be extra to the fee schedule submitted.
- 5.5 In the event only one proposal is received, the Authority reserves the right to open the proposal without being bound to award any contract to that proponent.
- 5.6 The Authority, in its sole discretion, reserves the right to extend the Closing Date and Time of this RFP by up to five (5) days without notice.
- 5.7 Submissions send by fax will not be accepted.
- 5.8 All proposals submitted become the property of the Authority unless a request to withdraw is made prior to the closing date and time.
- 5.9 At a minimum, Proponents must carry professional liability insurance to cover all consultants, directors, officers, and employees as to the described services rendered to the Authority in connection with the described project subject to a minimum \$250,000.00 per "claim made" with a limit of liability per calendar year of \$2,000,000 inclusive of defense costs/expense.
- 5.10 The successful Proponent shall be required assign any drawings, plans and specification for the project to the Authority.

Request For Proposal Preliminary Design Solar Voltaic Power Farm

6.o Closing Date

To be considered, your proposal must be titled "Solar Voltaic Preliminary Power Farm Preliminary Design" and submitted as follows either in hard copy or electronically no later than **2:00 p.m.**

Saskatoon Time on Thursday, March 19, 2020:

Saskatoon Airport Authority
Suite 1, 2625 Airport Dr.
Saskatoon, SK
S7L 7L1

Attention:
Beverly Horne, Contract Administrator

Email: bhorne@skyxe.ca

All questions must be submitted in writing and received no later than 2:00 P.M. Saskatoon Time on Thursday March 12, 2020.

Technical Details: Andrew Leeming, VP Operational Excellence
Ph: 306-975-6466

Shaun Grinde, Manager Airport Development
Ph: 306-975-4820

Submission Details: Beverly Horne, Contract Administrator
Ph: 306-975-4346