

REQUEST FOR PROPOSALS

Aviation Fuel System Replacement

The Central Coast Regional District is seeking proposals from qualified proponents with demonstrated experience installing and removing aviation fuel systems.

Proposals clearly marked **“Request for Proposals – Aviation Fuel System Replacement”** will be accepted until **2 PM PDT on February 7th, 2022** by hard copy or electronic submission to pwm@ccrd.ca

Proposal documents and further information are available online at the BC Bid at <https://www.bcbid.gov.bc.ca>

The Central Coast Regional District reserves the right to accept or reject any or all proposals and to waive any informality in the proposals received, in each case without giving any notice. The Central Coast Regional District reserves the right to accept the proposal which is deemed most advantageous.

Fax submissions will **not** be accepted. The lowest or any proposal will not necessarily be accepted.

For further information, please contact:
Operations Management Department
E: pwm@ccrd.ca

Overview

The Central Coast Regional District (CCRD) is seeking proposals from qualified proponents with demonstrated experience supplying and installing new aviation fuel systems as well as experience in decommissioning legacy fuelling facilities.

The Services required are described in detail in the attached Schedule A, Terms of Reference.

1. INTRODUCTION

1.1. Form of Contract

The Preferred Proponent will enter into a form of contract for the delivery of the services based on the Proponent's proposal, the terms within this RFP, and negotiations with the Regional District.

1.2. Definitions

In this RFP the following definitions shall apply:

"Closing Time" has the meaning set out in Section 2.1;

"Contract" means a formal written contract between the Regional District and a Preferred Proponent to undertake the services;

"Office" means the office of the Central Coast Regional District located at 626 Cliff Street, Box 186, Bella Coola, BC V0T 1C0;

"Preferred Proponent(s)" means the Proponent(s) selected by the Regional District to enter into negotiations for a Contract;

"Proponent" means an entity that submits a Proposal;

"Proposal" means a proposal submitted in response to this RFP;

"Regional District" means the Central Coast Regional District;

"Regional District Representative" means the individual or position identified in section 2.5 hereof;

"RFP" means this Request for Proposal.

2. INSTRUCTIONS TO PROPONENT

2.1. Closing Time and Address for Proposal Delivery

Proponents have the option to submit proposals via email (in PDF Format to pwm@ccrd.ca) or hard copy to the Regional District delivered to the following address:

ATTN: Operations Management
Central Coast Regional District
626 Cliff Street, Box 186
Bella Coola, BC V0T 1C0

Proposals must be received:

- (a) on or before the following date and time (the “Closing Time”):
Time: 2:00 PM PST
Date: February 7th, 2022

It is the Proponent’s sole responsibility to ensure its Proposal is received at the email address set out above by the Closing Time.

Proposals received by fax will not be accepted.

Proposals will be opened in private by the Regional District after the Closing Time.

2.2. Late Proposals

Proposals received after the Closing Time will not be accepted or considered and will be returned upon the Proponent’s request and at the Proponent’s expense.

2.3. Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, or submitted electronically via email in PDF format, at any time before the Closing Time but not after. Amendments received by fax will not be accepted.

2.4. Inquiries

All inquiries related to this RFP will be directed in writing to the email address below (the “Regional District Representative”):

Operations Management
Central Coast Regional District
626 Cliff Street, Box 186
Bella Coola, BC V0T 1C0
E: pwm@ccrd.ca

Information obtained from any person or source other than the Regional District Representative may not be relied upon.

Inquiries will be made no later than three (3) days before the Closing Time. The Regional District reserves the right not to respond to inquiries made within three (3) days of the Closing Time. Inquiries and responses will be recorded and may be distributed to all Proponents at the discretion of the Regional District.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, will immediately notify the Regional District Representative. If the Regional District determines that an amendment is required to this RFP, the Regional District will issue an addendum in accordance with Section 2.5. Amendments to this RFP or any of the requirements stipulated hereunder must be in writing issued in accordance with Section 2.6 hereof to be effective.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

2.5. Addenda

If the Regional District determines that an amendment is required to this RFP, the Regional District will post a written addendum on the Regional District's website at www.ccrd.bc.ca that will form part of this RFP. No amendment of any kind to this RFP is effective unless it is posted in a formal written addendum on the Regional District website.

Upon submission of a Proposal, Proponents will be deemed to have received notice of all addenda that have been issued by the Regional District.

2.6. Examination of Documents

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules and all relevant documents, prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1. Package

Proposals shall be submitted in the Proposal Format as outlined in Schedule B. For hard copy submissions, proposals shall be submitted in a sealed package, marked on the outside with the Proponent's name and title of the project.

3.2. Form of Proposal

The Regional District reserves the right to waive any informality in Proposals, or non-compliance with any formality required under this RFP (whether or not material), reject any or all Proposals or accept the Proposal deemed most favorable in the interests of the Regional District, in the Regional District's sole discretion. Furthermore, the Regional District reserves the right to negotiate with any proponent in its discretion.

3.3. Signature

The Proposal shall be signed by a person authorizing to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;

- (b) If the Proponent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venture should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Regional District that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venture is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Proponent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1. Evaluation

The Regional District will evaluate the Proposals by applying the evaluation criteria described in Appendix A to identify the most suitable Proponent. The criteria will be applied without priority or weighting established in advance of the evaluation. The Regional District will apply the criteria evenly and fairly to all Proposals.

4.2. Additional Information

The Regional District may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Regional District may make such requests to only selected Proponents without advising other Proponents or providing them with an opportunity to respond to such questions or to provide additional information. The Regional District may consider such clarifications or additional information in evaluating a Proposal.

4.3. Regional District's Discretion in Evaluation

The Regional District may, in its sole discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking of any aspect of a Proposal, including if the Regional District considers that any Proposal or any part of a Proposal requires clarification or more complete information, contains defects, ambiguities, alterations, qualifications, omissions, inaccuracies or misstatements, or does not for any reason whatsoever satisfy the Regional District that the Proposal meets any requirements of this RFP at any time, or for any other reason the Regional District in its discretion deems appropriate and in the interests of the Regional District and this RFP, or either of them:

- (a) waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy and any resulting ineligibility on the part of the Proponent;
- (b) independently consider, investigate, research, analyse, request or verify any information or documentation whether or not contained in any Proposal;
- (c) request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Regional District, including the time, location, length and agenda for such interviews or presentations;
- (d) conduct reference checks relevant to the Proponent to verify any and all information regarding a Proponent and to conduct any background investigations that it considers necessary in the course of the RFP process, and rely on and consider any relevant information in the evaluation of Proposals;
- (e) conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;

- (f) seek Proposal clarification with Proponents to assist in making its evaluation;
- (g) not proceed to review and evaluate, or discontinue the evaluation of any Proposal, and disqualify the Proponent from this RFP; and
- (h) request clarifications or additional information from a Proponent with respect to any Proposal, and consider such clarifications or additional information in evaluating a Proposal.

4.4. Selection of Proponent

The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria set out in Appendix 1. The Regional District is not bound to accept the lowest priced Proposal. The Regional District reserves the right to accept or reject any Proposal in whole or in part. The Regional District's ratings of Proponents may be subjective and it is the Regional District's intent that the evaluation of each criteria will be relative to the strength of the other Proposals received. A Contract may or may not take place as a result of Proposals received.

4.5. Good Faith Negotiations

By submission of its Proposal, the Proponent agrees that if at any time in the 60 days from the Closing Time it is selected by the Regional District to enter into negotiations for a Contract, the Proponent will, in good faith, participate in negotiations with the Regional District and use reasonable commercial efforts to reach agreement and finalize a Contract with the Regional District based on the Proponent's Proposal.

4.6. Negotiation of Contract and Award

If the Regional District selects a Preferred Proponent(s), then it may:

- (a) Invite the Preferred Proponent(s) to enter into discussions with the Regional District to reach agreement on a final Contract with the Preferred Proponent(s); or
- (b) Enter into discussions with the Preferred Proponent(s) to clarify any outstanding issues and attempt to finalize the terms of the Contract(s), including financial terms. If discussions are successful, the Regional District and the Preferred Proponent(s) will finalize the Contract(s);
- (c) If at any time the Regional District in its sole discretion, forms the opinion that an agreement acceptable to the Regional District is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the Regional District may then either open discussions with another Proponent or terminate this RFP and retain or obtain the services in some other manner.

5. GENERAL CONDITIONS

5.1. No Regional District Obligation

This RFP is not a tender and does not commit the Regional District in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the Regional District reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP process.

5.2. Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Regional District relating to or arising from this RFP. The Regional District and its representatives, agents, consultants and advisors 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 matter whatsoever, incurred by the Proponent in the preparation and submission of a Proposal, or the participation in negotiations for a Contract, or any other activity related to or arising out of this RFP.

5.3. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under or arises from this RFP prior to the signing of a formal written Contract.

5.4. Conflict of Interest

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Regional District, its elected or appointed officials or employees. The Regional District may rely on such disclosure.

5.5. Confidentiality

All submissions become the property of the Regional District and will not be returned to the Proponent. All submissions will be held in confidence by the Regional District unless otherwise required by law. Proponents should be aware the Regional District is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

5.6. Insurance

The successful Proponent will, in the event of award, be required to provide to the Regional District, within ten (10) days of award:

- (a) proof of public liability insurance for injury, property damage or death arising from the Proponent's operations under the agreement in an amount not less than **FIVE MILLION (\$5,000,000) DOLLARS** naming the Central Coast Regional District as additional named insured;
- (b) proof of professional liability insurance in an amount of not less than **TWO MILLION (\$2,000,000) DOLLARS**; and
- (c) proof of registration with WorkSafe BC.

Schedule A

Terms of Reference

Introduction

Bella Coola Airport (CYBD) is a certified airport owned and operated by the Central Coast Regional District, located approximately 12 kilometers east of Bella Coola. There is currently a fuel dispensing system that consists of a fueling cabinet and two large above-ground fuel tanks. A site plan and photographs of the existing fuel system are included in Appendix 2.

The Regional District seeks to replace the existing fuel system with a new state-of-the-art facility including a new fueling cabinet (registers, pumps, 150' self-retracting hose, etc), 1 (one) 25,000 L Jet A tank, and 1 (one) 10,000 L 100 LL (avgas) tank. The new turn-key system should be capable of allowing pilots to purchase and dispense Jet-A and 100 Low Lead fuel without the need of an attendant. The new payment system shall include a software solution that will allow the Regional District to remotely manage the fuel system, including the ability to generate detailed financial reports, update fuel prices, etc. The existing fueling cabinet, tanks (2), hoses and ancillary equipment must be removed from site as part of this project. However, the existing fueling system shall remain operational until the new system has been fully commissioned and capable of dispensing fuel to customers.

Proponents are encouraged to visit the Airport and inspect the existing fueling system and proposed site location in advance of their bid submission. Inspections are by appointment only and must be completed within three (3) days of the closing date of this RFP. To make an appointment, proponents are to contact the Operations Manager:

Ken McIlwain
Operations Manager, Central Coast Regional District
pwm@ccrd.ca
250 799 5291



Schedule A (cont.)

Scope of Work

The purpose of this contract is to remove the existing fuelling system and install a new turn-key fuel system including removal of the existing system, site preparation, and the installation and commissioning of a new replacement fueling system. The successful proponent will also be required to provide staff training on the system complete with 5 (five) years of software and hardware support.

Project Specifications

General Requirements

- 24/7 unattended fuel payment system with self diagnostic capability
- Remote site management and monitoring through a secure internet connection to update pricing, access transaction data, perform inventory management, and obtain detailed financial reports
- Fuelling system capable of dispensing 150 liters per minute, with deadman control switch in accordance with CSA B836-14
- Separate cabinets for Jet A and 100 LL avgas
- Avgas hose size – 1” in diameter with a length not less than 150’
- Jet fuel should have 2 hose reels as follows:
 - One (1) hose – 1” in diameter with a length not less than 150’
 - One(1) hose – 1.5” in diameter with a length not less than 100’ c/w quick detach nozzle and “single point” attachment to ensure no spillage and fast fuelling
- Large Digital display that enables fuellers to see how many Litres has been dispensed from a distance of 75’-150’ away
- One (1) 25,000 L Jet A Fuel Tank , on a concrete foundation
- One (1) 10,000 L 100 LL avgas Fuel Tank, on a concrete foundation
- 6’ high permitter chain linked fence surrounding the fuelling tanks
- Ability to operate in all-weather environments between -40 C to +40 .
- Ability to recover from power outages
- Microsoft Operating System – Windows 10 & Microsoft database technology
- Staff Training complete with 5 Year System Support
- Automated system alert via e-mail when problems exist such as offline/low power
- Software and hardware support for a period of five (5) years from the date of commissioning

Schedule A (cont.)

Existing Fuelling System

- It is assumed that the new system will be installed and commissioned prior to the removal of the existing system as fuelling operations need to be maintained throughout the project
- Any fuel remaining in the existing tanks must be salvaged, by polishing or other means in accordance with existing regulations, standards and codes
- Once all existing tanks, meters, registers, etc, have been removed from the site, the contractor is responsible for grading, levelling and hydroseeding the site

New System Sales, Transaction, and Financial Management

- Visa, Mastercard, Amex, Interac Debit and Visa Debt enabled
- Chip and PIN enabled
- Manual card entry
- EMV compatible system
- Compliant with Payment Card Industry Data Security Standards and industry standards for security measures
- Account status and detailed event logging
- Detailed credit, debit, and fleet card sales reports
- Online and real time bank communications
- Custom receipts, receipt reprinting, and electronic (e-mail) receipt option
- Payment and statement management

Underground Utility Locates

It is the responsibility of the successful contractor to contact all utility service providers and request underground utility service locates. Any damage that occurs as a result of the neglect of the successful contractor shall be the contractor's responsibility.

BC Hydro

100-amp electrical service is available at the airport but is not located adjacent to the new fuel system location. It is the responsibility of the successful proponent to extend/upgrade the electrical service as required to provide a turn-key aviation fuelling system at the cost of the proponent. The contractor is to ensure that a new power meter base and electrical panel are located inside the fenced inside of a secure cabinet/building.

The CCRD has opened a ticket with BC Hydro in order to obtain approvals to extend the electrical servicing to the new fueling system location on the east end of the Apron. The successful proponent would be provided the ticket information with BC Hydro and will be required to complete the regulatory approval process with BC Hydro.

Schedule A (cont.)

Site Safety, Security, and Clean-up

The contractor shall ensure that the site is always kept safe, free of Foreign Object Debris (FOD), and in a clean and orderly state during the installation process. The contractor shall take all precautions necessary to ensure the safety of personnel and equipment used on site. The contractor must at their own expense provide, erect, and maintain all barriers, fences, or other measures required to ensure the site is safe and secure during the removal, installation, and commissioning phases of the project. During non-working hours, the contractor shall ensure the site is cleared of FOD and is secured.

The contractor shall at no time act in a manner that could endanger aviation safety and shall always comply with the direction of the Airport Manager and / or Regional District.

Once the existing fuelling system has been removed, the contractor is required to grade, level and hydroseed the old fuelling site.

Regulations

The contractor shall comply with all relevant federal provincial, and municipal standards and regulations pertaining to the installation of a new fuelling system, as well as the removal of the existing, including regulations imposed by Measurements Canada, CSA B836-14, National Fire Code of Canada, BC Fire Code and others as applicable.

Working Hours

Working hours to be agreed upon with the onsite project manager at the start of construction. No work shall be carried out on statutory holidays without the written approval from the CCRD.

Site Restoration

The contractor shall restore all disturbed areas to an equivalent or better condition than existed prior to the commencement of the contract. Costs of all restoration shall be included in the Proponent's upset limit.

Schedule of Work

Proponents shall indicate when work would commence and approximately how long it would take to complete the project. Meeting dates, milestones, and other key events should be clearly identified on a project schedule.

The project is to be completed no later than July 15, 2022.

Schedule B

Contents of Submission

Proposals will contain sufficient information to demonstrate to the Regional District that the Proponent is qualified to provide the specified Scope of Work within the identified timeline, and at a suitable cost. Proposals should be structured as follows:

Corporate Qualifications and References

Proponents are to include a brief summary of the firm's background, areas of expertise, office location, and support team location. List any sub-consultants that will be used to complete the assignment, including their background, expertise, and location.

Proposals shall include at least three (3) abstracts that outline previous projects with similar product installation and commissioning services completed within the past five (5) years. The abstracts shall include the project value, location, and client references complete with contact information.

Proposed Cardlock System and Software Solution

Proponents are to confirm their understanding of the Scope of Work and clearly describe how their proposed cardlock system and software solution would meet the requirements set forth in the Terms of Reference. The proposed system shall include design, engineering, supply, installation, project management, programming, testing, training, warranty, maintenance, repairs, and licensing if required. Preference is given to cardlock system and software solutions that have been successfully implemented in similar applications.

Training and Support

Proponents shall describe how they will deliver a training program to ensure that all Regional District Staff are knowledgeable in the use of the system, as soon as possible once the new cardlock system has been installed.

Proponents shall describe how ongoing support will be available once the system is implemented. Proponents are to include the size and qualifications of the support and training team as well as the turnaround time for responding to questions and addressing issues. Support services for a period of five (5) years should be included in the total upset price. Proponents should also indicate the subscription fee for support services once the 5-year timeline has expired. If proponents offer different levels of subscription services, the details of each subscription and its cost should be included.

Work Plan and Schedule

Proposals shall include a work plan and implementation schedule that includes project tasks, sequencing, and milestones.

Project Cost Estimate - Upset Limit

A detailed budget that outlines the total cost for the project including all expenses and taxes related to the delivery of the scope of work. The estimate submitted by the Proponent shall be the upset limit and the Proponent shall not be paid more than the upset limit without prior written approval from the Regional District.

If additional costs are to be incurred above the upset limit, written authorization to proceed must be obtained from the Regional District prior to the commencement of the additional work. No invoice will be honoured for any work that was not authorized by the CCRD in writing. Verbal authority, regardless of the source, will not be honoured in any case.

Appendix 1

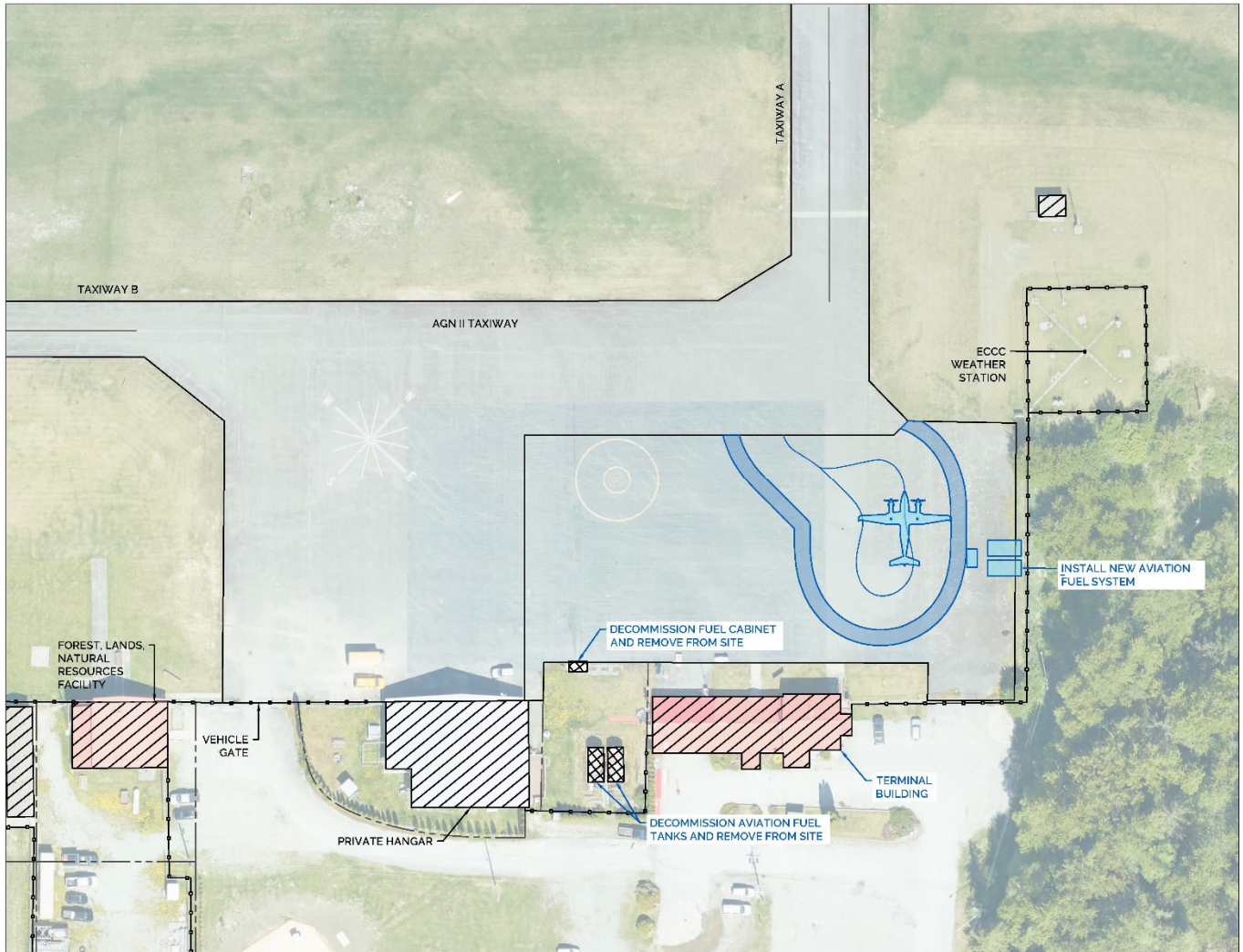
Proposal Evaluation Format

1. All Proposals will be reviewed by an Evaluation Team, which will consist of Regional District staff and other participants as required, such as engineering personnel and Advisory Committee members.
2. The Evaluation Team will verify all Proposals against the mandatory criteria. Proposals that do not meet all mandatory criteria will be removed from further consideration. Proposals that meet the mandatory criteria will be assessed and scored against using the Evaluation Criteria. Each member of the Evaluation Team will independently complete the Proposal Evaluation Form for each qualified Proposal.
3. Upon completion of the Proposal Evaluation Form by each Evaluation Team member, the scores given by each Evaluation Team member will be averaged for each Proposal. The Regional District will select the Proponent which it determines is the most advantageous to the Regional District based on the Evaluation Criteria.
4. Evaluation team members will use the following Proposal Evaluation Form to guide the completion of the RFP Evaluation.

Proposal Evaluation Form

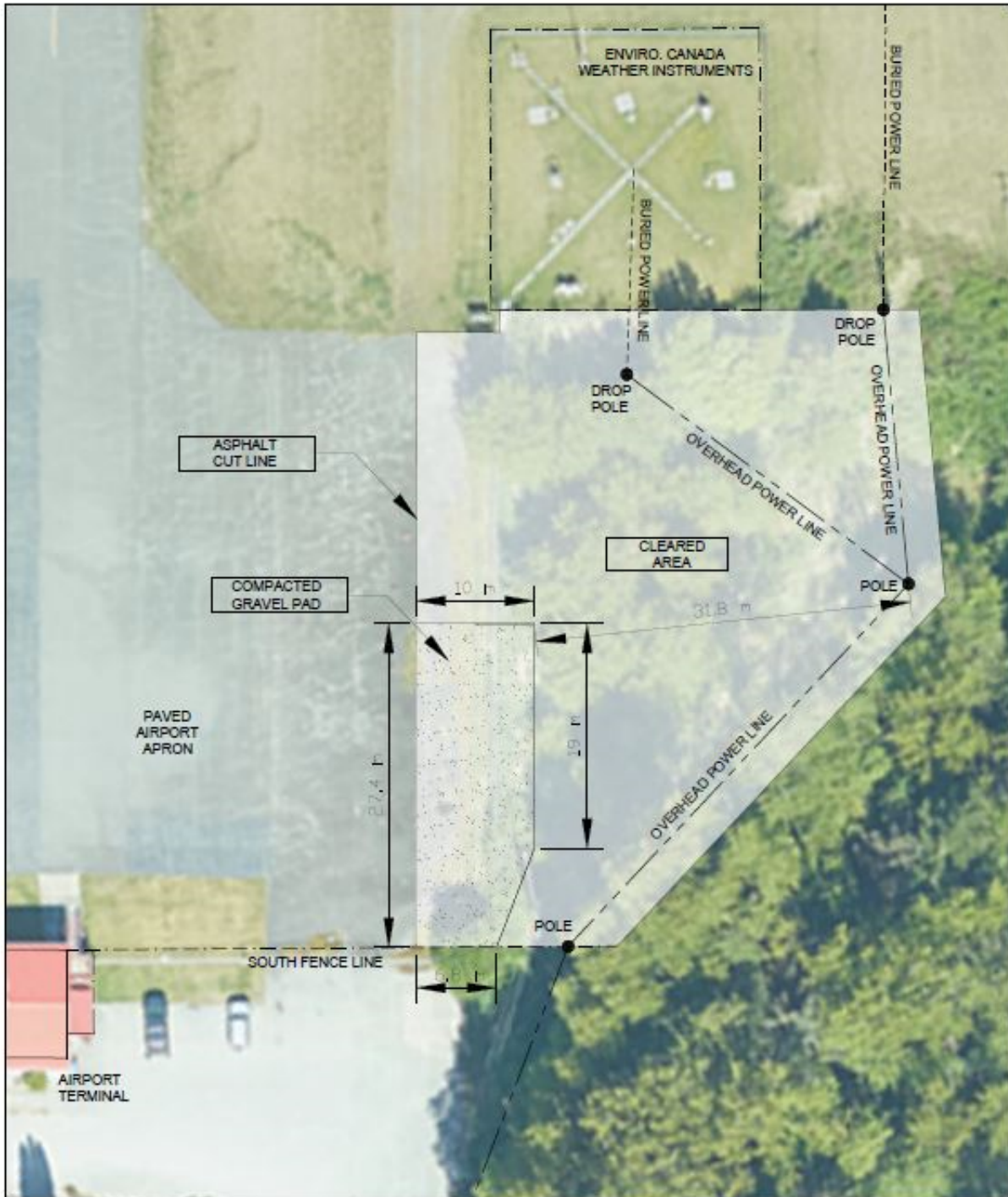
STEP ONE:		YES	NO
Mandatory Criteria:	Proposal received prior to closing (includes acknowledgement of all addendums)		
	Proposed Software Solution Provided		
	Work Plan and Schedule Provided		
	Three (3) References		
STEP TWO:		Maximum Points	Points
Evaluation Criteria	Corporate Qualifications and Experience	20	
	Proposed Software Solution and Equipment	30	
	Maintenance Training and Support	10	
	Work Plan	10	
	References	10	
	Financial [20%] - Points for Price = (lowest cost proposal divided by proposal being evaluated) x (20 pt. weight)	20	
TOTAL SCORE		100	

Appendix 2 – Site Plan and Photographs



Airport Site Plan

Appendix 2 (cont.) – Site Plan and Photographs



Pad and Hydro Pole Location Drawing

Appendix 2 (cont.) – Site Plan and Photographs

New Proposed Site



Appendix 2 (cont.) – Site Plan and Photographs



Existing Fuel System – To Be Removed



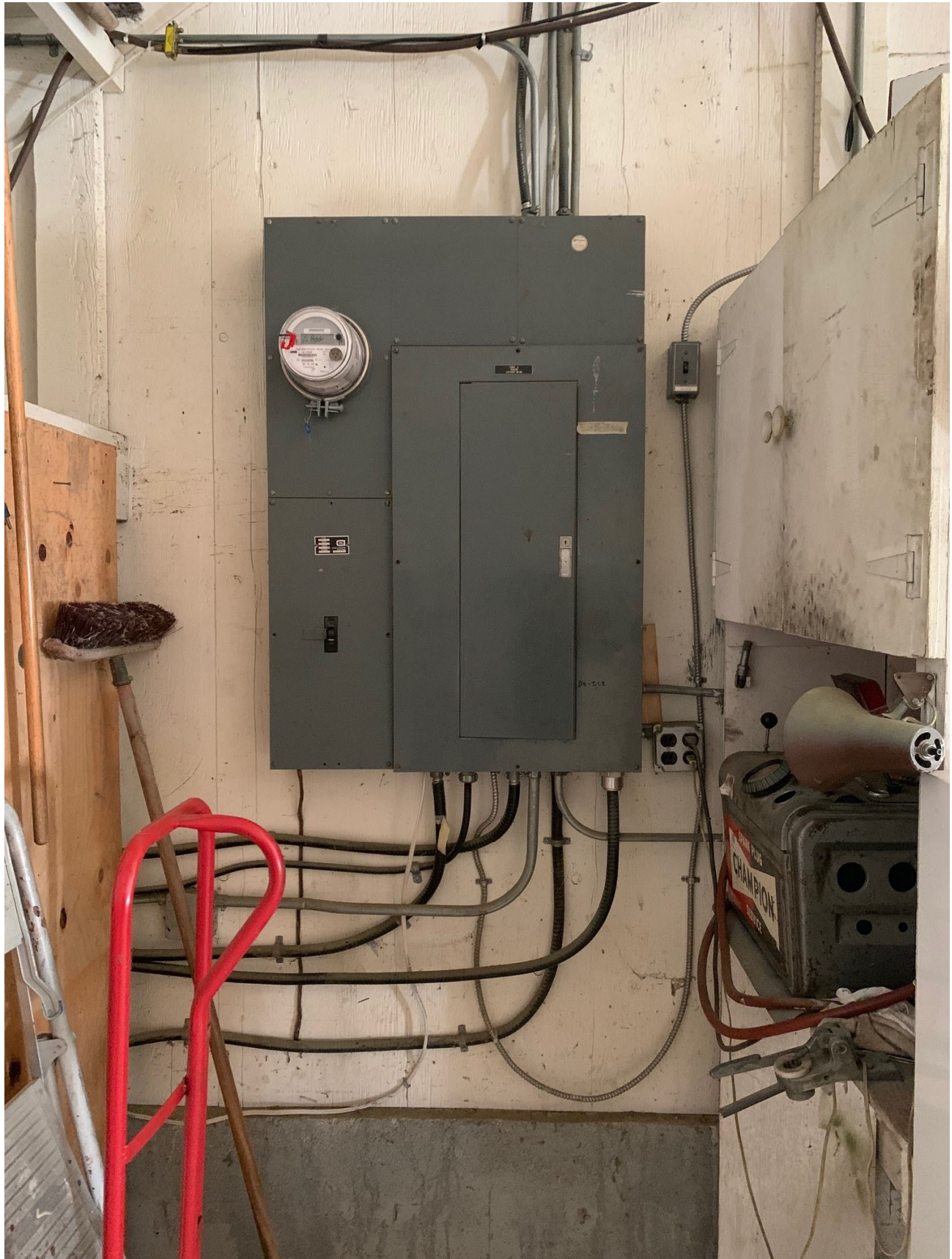
Existing Fuel Cabinet – To Be Removed

Appendix 2 (cont.) – Site Plan and Photographs



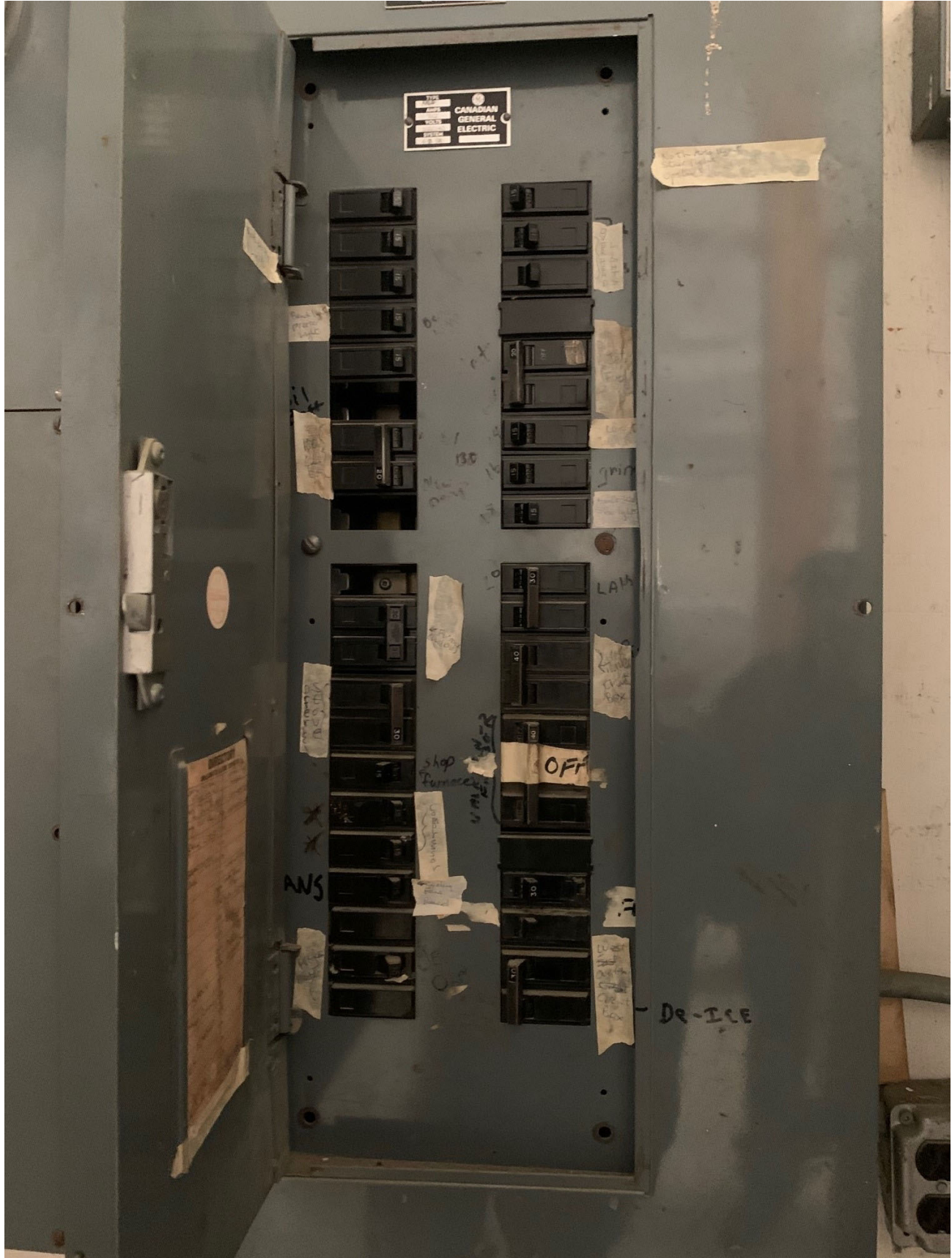
Existing Fuel Cabinet and Tanks – To Be Removed

Appendix 2 (cont.) – Site Plan and Photographs



Electrical Panel for Existing System

Appendix 2 (cont.) – Site Plan and Photographs



Electrical Panel for Existing System