



Request for Proposals

COLD STORAGE ENGINEERING SERVICES

22 JUNE 2020

Corner Brook Port Corporation

PO Box 1165, 61 Riverside Drive
CORNER BROOK, NL A2H 6T2
Tel. 709-634-6600 Fax. 709-634-6620
www.cornerbrookport.com

Request for Proposals Cold Storage Engineering Services

TABLE OF CONTENTS

I. Introduction

- A. Background
- B. Purpose of the Request
- C. Project Description

II. Scope of Services

III. Proposal Format

- A. Description of Organization, Management and Team Members
- B. Organization Qualifications
- C. References, Related Experience and Examples of Work

IV. Selection Process

- A. Qualifications
- B. Selection Criteria
- C. Proposed Selection and Project Schedule
- D. Award of Contract

V. Proposal Due Date and Delivery

VI. Conditions of Request

- A. General Conditions
- B. Liability of Costs and Responsibility
- C. Validity
- D. Professional Services Agreement
- E. Oral and Written Explanations
- F. Proponent's Representative
- G. Insurance

I. Introduction

Corner Brook Port Corporation (“CBPC” or “Port”) is requesting proposals from qualified engineering firms to assist the Port with the design and construction of a cold storage facility to be located dockside at the Port of Corner Brook.

A. Background

CBPC is a non-profit community-based organization responsible for the stewardship and operation of the Port of Corner Brook. CBPC oversees the management of a range of port assets including the dock, six rental buildings, three ancillary buildings and 22 acres of waterfront land.

CBPC aims to facilitate port growth and development through its two-pronged mandate. The first is to provide a high-quality ocean transportation and distribution link to meet the needs of western Newfoundland and the second is to contribute to regional economic development. CBPC has primarily been an industrial port with focus on pursuing industrial projects, particularly those with the potential to increase port activity and stimulate the local and/or regional economy. CBPC’s objective is to align port capabilities and regional capacity and invest in infrastructure where viable long-term opportunities exist.

B. Purpose of the Request

The Port desires to obtain the services of a professional engineering firm to assist the Port with all aspects of design and construction of a cold storage facility. The services required include preliminary investigation, design, provision of a public tender and construction management.

C. Project Description

This project, proposed by the Corner Brook Port Corporation, is intended to significantly contribute to the Newfoundland and Labrador fishing industry by providing access to safe cold storage in a location that is strategically positioned on the wharf to give direct access to the port’s international container service. The completion of the project will increase business opportunities to both fish harvesters and processors through lower costs, quicker time to market and better direct access to international markets promoting economic development for seafood processors, harvesters and other businesses in the surrounding areas and strengthening the regional and provincial economy.

The project plan is to construct a cold storage facility on the dock with capacity between 5,000 to 7,000 pallets. The facility will utilize the existing transit shed which is approximately 65 meters long by 35 meters wide (2,275 m²) and include an extension to the existing building. The area available for the extension is approximately 90 meters by 35 meters. It is anticipated that the existing building will be able to accommodate storage at three pallets high, while the extension will be constructed to allow pallets to be stacked five high. The existing building should also retain an area of sufficient size to allow import container inspection by Canada Border Services. Other minor facilities may be required in the final design.

The design of the facility should optimize the space available to provide the maximum number of pallet units possible, considering roof heights and logistical issues including operational concerns related to accepting product, offloading trucks, and stuffing refrigerated containers. Design of the

facility should include an assessment of the existing structure, electrical, refrigeration and ventilation systems and all other systems requiring replacement or upgrade. The design process must include an assessment of the existing roof to determine if it is feasible or preferred to increase the roof height to increase the volume of pallets which could be stored in this area, and whether the cost of increasing the roof height is justified by the additional units of storage achieved.

The cold storage facility should be constructed with separate rooms with separate refrigeration system controls to allow for different levels of operation if the facility is operating at less than 100% capacity. Design should also consider operating efficiencies which would be expected to minimize long term operating costs.

The design process should include consultation with the logistics provider at the Port, Logistec Stevedoring Limited, to ensure that the design considers the logistical issues of the operation. The design should also consider the experiences of other cold storage facilities and consultation with industry representatives to gain insight into the key success components of such facilities as well as critical design and operational flaws.

The design process should consider the necessity for reefer plugs on the exterior of the building to permit product to be moved into refrigerated containers in preparation for loading onto a vessel. All costs related to the installation of plugs and upgrading of electrical equipment should be included in the project.

The successful engineering firm will be expected to provide a recommendation on the procurement process for the project considering minimizing project costs, completing the project in a timely manner, and within budget. Options under consideration include:

- 1) Engineering firm to design facility, issue single or multiple tenders for construction of building and supply and installation of refrigeration equipment and racking;
- 2) Engineering firm to specify finished building requirements to design parameters, issue tender for design and build of turnkey operation;
- 3) Engineering firm to specify finished building requirements to design parameters, issue tender for design and build of warehouse and separate tender for supply and installation of racking equipment; and provide coordination between multiple contractors.

In all options, the engineering team will be expected to monitor construction, coordinate work between contractors, sign off on progress claims, evaluate change orders and represent the owner's interests on the project.

The port would prefer to have the renovation of the existing building expedited so that a volume of cold storage will be available at the start of the 2021 fishing season.

II. Scope of Services

The Port desires to obtain the services of a professional engineering firm to provide Engineering Services for the construction of a cold storage facility at the Port of Corner Brook. The scope of work includes, but is not limited to, the following:

1. Provide staff and services to complete the project in a timely manner giving due consideration to the project timelines.
2. Provide design and/or construction management services for the project.
3. Provide in-house personnel or sub-consultants for civil, mechanical, electrical, architectural and other engineering disciplines as required.
4. Provide the full range of engineering services including preliminary studies, public and or industry outreach, drawings, specifications, public tendering, estimates and other professional services.
5. Review and develop standard plans and specifications.
6. Respond to issues related to building permits.
7. During construction make on-site visits; review material submittals, shop drawings and test results; respond to RFIs; draft and approve change orders; and review progress claims.

III. Proposal Format

All proposals shall include the following minimum information:

A. Description of Organization, Management and Team Members

Provide a description of the team/consultant organization, and a work plan that identifies the personnel to be assigned to each task. The organization description should clearly identify who will be the project manager for this term contract, and the day to day contact person for the job. Include resumes of key personnel and indicate which branch office they work out of. The Port expects to work with the same project manager during the duration of the contract.

B. Organization Qualifications.

Provide an outline of the organization qualifications indicating relevant background experience and capabilities for this work. Give examples of work accomplished that is similar in size and content to the proposed cold storage facility. If the proposing firm is likely to be using a subconsultant for the type of work discussed in the Scope of Services, provide information on that subconsultant.

C. References, Related Experience and Examples of Work.

Provide client references with phone numbers for relevant work. Specify the client, location, consultant firm members and participating individuals and role on team (principal, project director, etc.), type of work, implementation results or status, examples of work, and other relevant information as needed.

IV. Selection Process

A. Qualifications. All proposals received by the due date will be evaluated by the Port. Only information which is received in response to the RFP or any subsequent interview will be evaluated. The Port will judge the responses of each proposing firm in several critical areas. The Port, at its discretion may request additional information or invite selected proponents to an oral interview to further assess qualifications and assist in the final selection process.

B. Selection Criteria.

The Port will select the most qualified proposal based on the following factors.

Responses to the RFP should address the qualities and indicators that are listed below:

1. Ability of the Firm to Carry Out and Manage the Proposed Project.

An assessment of the past experience of the organization in cold storage facilities. Qualities and indicators that will receive consideration include the number and types of cold storage projects the organization or its employees have completed; the organization's ability to be responsive to the Port's needs, the general level of experience in the areas of supervision, coordinating and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the project under the firm's direction.

2. Capabilities of the Consultant Team Members.

Assessment of the capabilities of the individuals that will be engaged in the project. Qualities and indicators that will receive consideration include what professionals will be doing/working on each task; the various professional, technical, and educational achievements and registrations of each organization and individuals involved; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

3. Proximity to the Project Involved for the Team.

The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the firm's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location. Firms located in the City of Corner Brook, or who have a team member who lives in the Corner Brook region, may be given local preference.

4. Willingness to Comply with the Proposed Agreement Terms.

Proponent's are requested to provide a professional services agreement. Proposals will be rated based on the terms provided in the proposed contract.

5. Billing Rate

Cost, while not determinative, will be considered in the selection process. The selected firm will be expected to maintain the proposed billing rates through the duration of the

project. CBPC would prefer to have a pre-determined price structure for this project which is not related to the final tender price of work to be completed.

C. Proposed Selection and Project Schedule.

Proposal Due Date: July 7, 2020 by 12:00 noon

Selection Interviews (if needed): July 10 – 15, 2020

Award of Agreement: July 20, 2020

Projected Agreement Start Date: July 20, 2020 to end project completion

Project Completion Date: December 31, 2021

D. Award of Contract.

It is anticipated that the award of an agreement for services will be made by CBPC as early as July 20, 2020, with notice to proceed issued immediately thereafter.

V. Proposal Due Date and Delivery

The Proposal shall be submitted in electronic format (PDF) to the Chief Executive Officer of CBPC's mailbox at jchow@cornerbrookport.com by 12:00 noon on July 7, 2020. It is the Proponent's responsibility to clearly identify the RFP name in the email subject line "RFP for COLD STORAGE ENGINEERING SERVICES". It is also the Proponent's responsibility to acknowledge and respond to the response email indicating that the Proposal has been received. The Port shall not be held liable for negligence on the Proponent's part to confirm acknowledgement of receipt of the Proposal. If the Proponent does not receive a Confirmation of Delivery from the CEO, it is the Proponent's responsibility to follow up directly with CBPC to advise of the submission of the Proposal and to re-submit if necessary. The time and date on the email, as received in the CEO's general mailbox, will serve as the official received date and time stamp. To allow sufficient time to submit and acknowledge the submittal of your proposal, RFP's with a time stamp up to 5:00 p.m. NL time will be accepted.

VI. Conditions of Request

A. General Conditions.

The Port reserves the right to cancel or reject all or a portion or portions of the request for proposal without notice. Further, the Port makes no representations that any agreement will be awarded to any organization submitting a proposal. The Port reserves the right to reject any and all proposals submitted in response to this request or any addenda thereto. The Port also reserves the right to reject any subconsultant or individual working on a consultant team and to replace the subconsultant or individual with a mutually acceptable replacement. Any changes to the proposal requirements will be made by written addendum.

B. Liability of Costs and Responsibility.

The Port shall not be liable for any costs incurred in response to this request for proposals. All costs shall be borne by the person or organization responding to the request. The person or organization responding to the request shall hold the Port harmless from any and all liability,

claim or expense whatsoever incurred by or on behalf of that person or organization. All submitted material becomes the property of the CBPC. The selected lead consultant will be required to assume responsibility for all services offered in the proposal whether or not they possess them within their organization. The selected lead consultant will be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

C. Validity.

The proponent agrees to be bound by its proposal for a period of sixty (60) days commencing July 7, 2020, during which time the Port may request clarification or correction of the proposal for the purpose of evaluation. Amendments or clarifications shall not affect the remainder of the proposal, but only that portion so amended or clarified.

D. Agreement for Professional Services.

An agreement for Professional Services should be provided as part of the Submission. CBPC reserves the right to negotiate the terms and conditions contained in the Agreement for Professional Services. Failure to reach a satisfactory Agreement for Professional Services can be the basis for the Port disqualifying a proponent. The consultant agreement will not be executed by the Port without first being signed by the proponent.

E. Oral and Written Explanations.

The Port will not be bound by oral explanations or instructions given at any time during the review process or after the award. Oral explanations given during the review process and after award become binding when confirmed in writing by the CEO of CBPC. Written responses to question(s) asked by one proponent will be provided to all proponents who register with CBPC to receive such information. Proponent's may register by email to jchow@cornerbrookport.com with the subject line REGISTRATION FOR COLD STORAGE ENGINEERING SERVICES PROPOSAL and providing the email contact to receive the information.

F. Proponent's Representative.

The person signing the proposal must be a legal representative of the firm authorized to bind the firm to an agreement in the event of the award.

G. Insurance

General Liability, Automobile, Professional Liability, and other insurances are required in the amount required under standard licensing requirements.

For further information regarding this Request for Proposals contact:

Jackie Chow, CEO

jchow@cornerbrookport.com

709-634-6600