



Civil Engineering Services

Civil Engineering Services Standing Offer

Proposal Submission Deadline: 12:00 p.m., June 13, 2008

Request for Proposals

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1 Background

1.1 Wind Energy Institute of Canada

The Wind Energy Institute of Canada (WEICan – *pronounced We-Can*) in North Cape, Prince Edward Island, was officially opened on October 11, 2006. The world-class wind energy research expertise and capabilities developed in Prince Edward Island at the former Atlantic Wind Test Site since 1980 were transferred to the Institute.

WEICan's mandate includes testing, research and development in the area of small wind turbine testing.

1.2 Services required

We are seeking to retain a consultant, for the remainder of the current financial year (to March 31, 2009), to advise us on a range of civil and structural engineering matters related to our ongoing activities. Detailed technical information will be supplied to the winning bidder. Outline technical details are contained below.

2 Services Required – Technical Details

The successful engineering firm will:

- Inspect and familiarize themselves with the existing site, soil conditions and equipment.
- Review existing soil geotechnical analysis, further tests are not part of this contract.
- Consult with WEICan's Project Engineer to verify structural integrity of each turbine manufacturer's tower and foundation based on the soil conditions at the site.
- Prepare detailed drawings of all design work suitable for fabrication, installation and documentation.
- Provide copies of all design drawings and technical information on the tower and foundation.
- Assist WEICan with tender proposal and bid review as necessary.
- Site inspection of each foundation to confirm that the work meets design specifications before each tower is erected.
- Recommend modifications as needed to bring substandard elements up to design criteria.
- Inspect existing Lagerwey turbine tower and foundation to determine its applicability for future use.

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- Review existing foundations for applicability to other turbines.
 - All work must be done to meet Provincial code requirements.

When complete, WEICan expects that the foundation and installed equipment will provide a system that will operate at the design ratings.

3 Reporting

A report shall be provided after each inspection.

All text documents to be in MS Word and PDF formats. All drawings are to be in AutoCAD format.

4 Period of Contract

The contract shall commence upon the date of award and be in effect to March 31, 2009.

The contract can be renewed with the agreement of both parties.

5 Skill/Experience Requirements of Contractor

The Engineer/project team must have:

- Training and experience in structural and civil design;
- Experienced group of professionals with the ability to respond to WEICan request will be an asset;
- Excellent communication skills; and
- Proven ability to meet deadlines.

6 Performance Standards

Services are to be performed under this contract in a manner fully satisfactory to the Wind Energy Institute of Canada.

7 Evaluation Criteria

Proposals will be evaluated on:

- Price/cost on a per hour basis;
- Price/cost on a per hour basis while travelling;
- Estimated travel expenses;
- Ability to meet deadlines;
- Ability to quantify and interpret data;
- Quality of the proposal; the level of understanding of the work required as demonstrated by the proposal and the approach taken;
- Experience in similar projects; and
- Experience and qualifications of team member(s) who will assume responsibility for delivering the quoted services.

8 Travel and Administrative Expenses

- Administrative costs are to be borne by the contractor.
- Travel expenses will be reimbursed with receipts.

9 Contract Award

The contract will be awarded on merit and submissions will not be judged on price alone.

10 Method of Payment

Monthly invoices of work to date, will be paid upon acceptance by the Wind Energy Institute of Canada.

11 Contents of the Proposal

Proposals must contain information about the members of the project team and related experience, a summary of costs and charge rates, and evidence that all evaluation criteria have been considered.

To guide proposal preparation, WEICan suggests it may be helpful for bidders to make a non-mandatory visit to the site between 11:30 and 12:30 on June 9th. Please notify WEICan in advance if you plan to visit.

12 Number of Copies of Bid Required

One electronic copy (in Word or PDF format) and one hard copy are to be submitted to the Contracting Authority.

13 Proposal Submission Deadline

Proposals will be received up to 12:00 p.m. on June 13th, 2008. Proposals received after this time will not be considered and will be returned unopened to bidders.

14 Address Proposal to:

ATTENTION

Gerald Giroux, PEng, BSc

gerald.giroux@weican.ca

Wind Energy Institute of Canada

21741 Route 12

NORTH CAPE PE C0B 2B0

15 Costs

The total cost of this project is expected not to exceed \$15,000.

16 Additional Information

Additional information may be obtained by contacting Gerald Giroux at (902) 882-2746. Information provided in response to phone calls or emails that are considered essential would be sent to all firms.