



# Request for Proposal

## Renewable Energy Co-op Feasibility Study

**Issue Date: July 10, 2018**

**Closing Date: July 30, 2018**

**Closing Location:**

Environment Lethbridge  
319-6 St S  
Lethbridge, AB T1J 2C7

**Attention:**

Kathleen Sheppard, Executive Director  
Telephone: (403) 330-6241  
Email: [info@environmentlethbridge.org](mailto:info@environmentlethbridge.org)

### 1.0 Executive Summary

Environment Lethbridge requests Proposals from interested consultants for the provision of professional services to conduct a feasibility study for the establishment of a renewable energy co-operative in Lethbridge, Alberta. A final report is to be submitted by Friday, November 23, 2018 and the successful proponent shall present highlights from the final report to Environment Lethbridge by or on Friday, November 30, 2018.

### 2.0 Instructions to Proponents

All contract documents are available through Environment Lethbridge, on its website ([www.environmentlethbridge.ca](http://www.environmentlethbridge.ca)) or by contacting Kathleen Sheppard, Executive Director, Environment Lethbridge; phone (403) 330-6241 and email: [info@environmentlethbridge.org](mailto:info@environmentlethbridge.org). The proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their bid. Questions regarding specifications can be directed to: Kathleen Sheppard, Executive Director, Environment Lethbridge; phone (403) 330-6241 and email: [info@environmentlethbridge.org](mailto:info@environmentlethbridge.org).

Proposals will be accepted up to **4 p.m. local time (Mountain Daylight Time) Monday, July 30, 2018**.

All proposal submissions must be in English. Submissions by email to [info@environmentlethbridge.org](mailto:info@environmentlethbridge.org) are preferred.

It is the sole responsibility of the proponent to ensure that their proposal is received by the time

stipulated. Proposals received after the stipulated time will be rejected. Environment Lethbridge reserves the right to accept or reject all or any proposal and to waive any informality, incompleteness or error in any proposal.

Proponents must refer to the RFP Documents for the terms governing the Bid process. All proposals received by Environment Lethbridge become the property of Environment Lethbridge.

### **3.0 Defined Terms (Proposal Terminology)**

1. "Closing Date and Time" means **4 p.m. local time (Mountain Daylight Time) Monday, July 30, 2018**, being the time and date after which the evaluation of Submissions will take place by the Evaluation Team for the purposes of determining the Short-list Proponents.
2. "Consortium" means two or more individuals and/or organizations that together submit a response to this RFP.
3. "Contract" means the written agreement resulting from the Request for Proposals executed by the Village and the successful Proponent.
4. "Contract Administrator" means the Executive Director of Environment Lethbridge.
5. "Project" means the work described herein, to research, assess and develop a feasibility study for the development of a renewable energy co-operative and present the study report so that a decision may be made whether to pursue development of the co-operatives.
6. "Proponent" means an individual, company, partnership or consortium or other entity or entities that submits, or intends to submit, a proposal in response to this Request for Proposals and with a view to entering into a Contract.
7. "Proposal" means a formal response prepared by a Proponent to this RFP and is the statement of information that substantially complies with the form and content requirements of this RFP.
8. "RFP" means this Request for Proposals and any Schedules or Appendices attached to this document, as they may be amended by Environment Lethbridge.
9. "Services" means the functions, duties, tasks and responsibilities to be provided by the Services Contractor as described in the Contract.
10. "Services Contractor" means the successful Proponent with whom Environment Lethbridge has entered into a Contract to perform the work for the purposes of this Contract.
11. "Short-list Proponent(s)" means an individual or a company that is requested to do a follow up interview.
12. "Should", "desirable" or "ask" means a requirement having a significant degree of importance to the objectives of the RFP and therefore relevant to evaluations.
13. "Study" means the feasibility study for the renewable energy co-operative.
14. "Submission" means a formal response submitted by a Proponent to this RFP and is the statement of information that substantially complies with the form and content requirements of this RFP.
15. "Will", "must", "shall", "mandatory" or "required" means a requirement set out in this RFP that must be agreeable to a Proponent, otherwise the Village may, in its sole and absolute discretion, give the Proponent's proposal no further consideration, or deduct points in its evaluation.
16. "Work" means all services, goods, labour, materials, equipment and anything else to be done or supplied by the Services Contractor, or incorporated into the Project by the Services Contractor as required by the Contract.

### **4.0 Background**

This project will investigate the feasibility of establishing a locally-owned renewable energy cooperative in Lethbridge. This project will include consultation processes targeted to community members, local

renewable energy companies, local First Nations (Kainai and Piikani) and possible community investors.

Community members and organizations have expressed interest in developing a renewable energy cooperative in Lethbridge, but further analysis is required to determine the pros and cons and overall feasibility of implementing this initiative. A co-op would increase the amount of renewable energy that is generated by the local community while potentially offering a lower entry investment to local residents who wish to contribute to the development of renewable energy projects.

#### **4.1 Purpose**

The Feasibility Study is the first step in the assessment process and will provide guidance and direction to Environment Lethbridge as to whether the proposed concepts are viable and whether to proceed to the next step - a more detailed business plan and market study. The Contract will be administered by Environment Lethbridge.

#### **Project Objectives**

1. Profile and assess other similar renewable energy co-operatives and their levels of success.
2. Define and assess the market potential and market opportunities for a proposed renewable energy co-operative in Lethbridge.
3. Provide guidance and direction to Environment Lethbridge in the establishment of a renewable energy co-operative.

#### **4.2 Project Concept Overview**

Southern Alberta contains some of the best potential in Canada for renewable energy projects (both wind and solar). Recent incentives from the provincial government have increased the development of renewable energy projects, however, the overall cost of renewable energy projects remains prohibitive for many. The establishment of a locally-owned renewable energy co-operative has the potential to create an opportunity for additional investment in local renewable energy projects.

Environment Lethbridge's concept of a renewable energy co-operative includes the following:

- raises capital to invest in renewable energy generation, mostly likely from wind or solar PV, and energy efficiency
- invests in projects that are located in southern Alberta
- is a co-operative business or social enterprise, owned and governed by its members
- projects may be owned in-full by the co-operative or in partnership with First Nations, Métis communities, charities and non-profits, other community groups and/or municipal entities, including schools, health centres, or renewable energy businesses
- generates a return on investment for co-operative members and Environment Lethbridge
- may be managed by Environment Lethbridge or its agent

## **5.0 Project Deliverables (Work Required)**

The required Project Deliverables for this Study will result in a feasibility study for the proposed renewable energy co-operative.

It is requested that responding proponents address the following Study Scope of Work and Deliverables requirements as part of their RFP Proposal Submission:

### **5.1 Scope of Work**

1. Undertake research to summarize the policy frameworks governing renewable energy and co-operatives in Alberta.
2. Undertake market research to identify and profile both for-profit and non-profit renewable energy co-operatives. To include, for example:
  - a. Co-operative structure and management including governance, management and finances
  - b. Investment models and any investment partnerships, including return on investment
  - c. Completed and active renewable energy projects, including details on energy generated and, if available, sources of capital
  - d. Success and risk factors that are key in operations of the co-operative and completion of successful renewable energy projects.
3. Conduct an analysis of the feasibility of establishing a renewable energy co-operative in Lethbridge including the following:
  - a. Assessment of scope and complexity of local renewable energy projects
  - b. Identification of potential project partners and investors, including contact information
  - c. Financial analysis including start-up costs, and projected revenues and expenditures
  - d. Market analysis including number of potential co-op members, market potential for renewable energy projects
  - e. Cost benefit analysis as to the impact of developing and leading the cooperative on Environment Lethbridge
4. Conduct, in cooperation with Environment Lethbridge, community consultations such as focus groups and interviews with potential project partners to determine viability and level of interest in a local renewable energy co-operative.
5. Make a recommendation as to the feasibility of a renewable energy co-operative in Lethbridge.

## **5.2 Deliverables**

1. A Draft report is required for review and comments by Environment Lethbridge.
2. A Final report is required and must include all deliverables listed under section 5.
3. A Final report presentation is required to be made to Environment Lethbridge.
4. Regular reporting throughout the term of the Contract to the Executive Director of Environment Lethbridge.
5. The Contract must be completed by December 15, 2018.

## **6.0 Selection Criteria**

The following desirable criteria will be applied to evaluate all Proposals received and select Short-list Proponent(s):

### **6.1 Proposal Evaluation Criteria**

#### **A. Capability [35 points]**

1. Team Knowledge, Skills and Abilities: Proponents should describe in two (2) pages or less why their skills and experience qualify them for undertaking and completing this Work.
  - Summary of Team expertise and qualifications.
  - Demonstrated experience / Company Experience and project management experience.
  - Knowledge and experience leading and executing market research and feasibility studies.

- Current knowledge and/or expertise and experience with renewable energy.
- Demonstration of abilities to work with diverse, multiple client groups and/or small, rural client groups

2. Team Composition: A complete listing of all key personnel who will be assigned to this Project must be provided. Include their relevant experience, qualifications for this Project, roles and responsibilities, and availability.

**B. Methodology / Approach [35 points]**

1. Work Plan: A detailed work plan must be provided that details the Proponent's approach / proposed method of accomplishing each of the tasks identified above in the Project Deliverables.

- Practicality of approach and presentation.
- How the Proponent proposed to undertake the Work and achieve the Project Deliverables.
- Include schedule of milestones, project meetings, progress reports.

2. Effort Levels: Provide details of staff/team hours and brief description of duties of each key member of the Project Team.

- Provide in detail total staff/team hours proposed for the entire Project and anticipated distribution amongst team members as applicable, including subcontractors and other proposed team members.
- A brief description of duties of each key member of the Project Team; and identification of project lead(s) and reporting relationships of team members.

3. Innovation: Provide detailed information on any proposed innovations that may enhance the Project Work.

4. Schedule: Provide detailed information that outlines the Proponent's schedule to complete the Work / Project Deliverables noted above. Include milestones, project meetings, progress reports.

**C. Historical Performance [15 points]**

1. Provide examples of past performances – previous relevant and similar work.
  - Proponents should demonstrate in one (1) page or less their experience, skills, abilities through other project examples; include past experience in delivering two (2) or more projects in the past five (5) years of similar scope and complexity.

**D. Fee Structure / Pricing [15 points]**

1. A detailed Project budget must be provided
2. A detailed outline of the total cost to complete the work, including disbursements and applicable taxes, and costs for each work phase with associated timelines must be provided.
3. A summary of hourly or daily rates for each member of the Project Team must be included.

**6.2 Other Proposal Requirements**

1. The Proposal Submission must include an outline of how the Proponent will regularly report to Environment Lethbridge.
2. Included in the Proposal Submission will be resumes of Project Team members proposed to

be assigned to the Project.

3. All subcontractors that are intended to be used in providing any Work services will be identified, and the Submission shall provide the same information on the subcontractor that is provided on the Proponent and project team members.

4. Provide any information, not described in the RFP, which the Proponent feels would highlight their particular skills and experience that would be beneficial to the Work and the Village.

5. The Proponent is asked to also identify a per diem cost to undertake any additional work that is required; any additional work must be specifically authorized by Kathleen Sheppard, Executive Director with Environment Lethbridge, in writing before it can proceed.

## **7.0 Evaluation of Proposals**

Evaluation of the Proposals, selection of the Short-list Proponent(s) and selection of the Services Contractor will be conducted by representatives of Environment Lethbridge.

All compliant proposals will be evaluated and scored according to the Selection Criteria noted above. Only those invited for a follow-up interview (Short-list Proponent(s)) will be contacted.

## **8.0 Selection and Award**

Short-list Proponent(s) will be requested to do a follow-up interview either in person or using other alternate technology.

A list of minimum three (3) references must be provided to Environment Lethbridge by Short-list Proponent(s), including addresses, email or telephone numbers. Provision of references is deemed to include permission for Environment Lethbridge to contact those references. Where in the opinion of Environment Lethbridge a Short-list Proponent receives an unsatisfactory reference, Environment Lethbridge reserves the right to reject the Short-list Proponent's Submission.

Environment Lethbridge aims to enter into a Contract with the Short-list Proponent(s) who has the highest overall scoring results from the proposal and interview evaluation process, and satisfactory reference checks.

## **9.0 Proposal Submission (Mandatory Requirement)**

Proposals must be submitted by email prior to the Closing Date and Time noted above. The Proponent must sign the documents or the proposal cannot be accepted. The Proponent, by signing, confirms that he or she is authorized to legally bind the proponent. The legal name and address of the Proponent is to be used on the proposal documents.

All costs incurred by proponents in the preparation and presentation of their proposal will be at their own expense.

## **10.0 Other RFP and Proposal Submission Terms**

### **10.1 Discrepancies or Omissions**

Proponents finding discrepancies or omissions in the Request for Proposals documents or having any doubts to the meaning or intent of any part thereof, should immediately notify Kathleen Sheppard,

Executive Director in writing by email. Responses, if not already addressed in the RFP, will be issued in the form of an Addendum and posted to the Environment Lethbridge website. No oral interpretations will be effective to modify any provisions of the Proposal, unless a written Addendum has been issued by the Executive Director prior to the advertised Closing Date and Time. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the Request for Proposals period shall be considered part of this document and will become part of the final Contract document.

#### **10.2 Irrevocability of Proposals**

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the Closing Date and Time. Upon closing time, all Proposals become irrevocable and may not be withdrawn for a period of 60 days following the Closing Date and Time. By submission of a proposal, the Proponent agrees that should its Proposal be deemed successful, the Proponent will enter into a contract with Environment Lethbridge, the content and format of such contract to be determined by Environment Lethbridge.

#### **10.3 Alterations to Proposal**

Prior to the Request for Proposals Closing Date and Time, any Proponent may withdraw or change their Proposal without penalty or forfeiture, by giving notice in writing or email to: Kathleen Sheppard, Executive Director, Environment Lethbridge, 319-6 St S, Lethbridge, AB, T1J 2C7; email: [info@environmentlethbridge.org](mailto:info@environmentlethbridge.org).

#### **10.4 Liability for Errors**

While Environment Lethbridge used considerable efforts to ensure an accurate representation of the information in this Request for Proposals, the information contained in the Request for Proposal is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by Environment Lethbridge, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposals.

#### **10.5 Agreement with Terms**

By submitting a Proposal, the Proponent agrees to all the terms and conditions of this Request for Proposals. Proponents who have obtained the Request for Proposals must not alter any portions of the document, with the exception of adding information requested. To do so will invalidate the proposal.

#### **10.6 Modification of Terms**

Environment Lethbridge reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion.

#### **10.7 Proponents Expenses**

Proponents are solely responsible for their own expenses in preparing a Proposal and for subsequent negotiations with Environment Lethbridge, if any. If Environment Lethbridge elects to reject all Proposals, Environment Lethbridge will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

#### **10.8 Acceptance and Rejection of Proposals**

Environment Lethbridge may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, Environment Lethbridge reserves the right to reject any or all Proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal. Environment Lethbridge is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. *Environment Lethbridge shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed related to an approved proposal.*

#### **10.9 No Contract is formed as a consequence of this Invitation to Submit Proposals**

Environment Lethbridge reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities, and to accept the offer deemed most favourable to Environment Lethbridge.

Proposals must meet all the requirements stated herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced obscure or that contain additions not called for, reservations, erasures, alternation or irregularities of any kind, may be rejected.

Environment Lethbridge reserves the right to obtain additional information from the Proponents to clarify the information in their submission.

In the event that only one proposal is received, Environment Lethbridge reserves the right to return the proposal unopened. Proposals received after the Closing Time and Date will not be opened.

#### **10.10 Contract Negotiation**

Environment Lethbridge reserves the right to negotiate specific terms of the contract with the short-listed proponents prior to the final award of the contract. Environment Lethbridge also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

#### **10.11 Confidentiality and Security**

This document or any portion thereof may not be used for any purpose other than submission of Proposal. The successful Proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is Environment Lethbridge's policy to maintain confidentiality with respect to all confidential information related to the Requests for Proposals.

#### **10.12 Failure to Comply**

If the Proponent is awarded the contract proposed and fails or refuses to enter that contract, the Proponent shall without limitation be liable to Environment Lethbridge in securing a substitute proponent.

## **Closing Remark**

We thank you for your interest in submitting a proposal and if you have any questions, please contact Kathleen Sheppard, Executive Director, Environment Lethbridge.