



Fisheries and Oceans
Canada

Pêches et Océans
Canada

Procurement Hub - Fredericton
301 Bishop Drive
Fredericton, NB
E3C 2M6

F5211-140338

December 29, 2014

**Subject: RFP F5211-140338 – Bedford Institute of Oceanography
Comprehensive Energy Audit**

ADDENDUM NO. 2

Further to the above- mentioned Request for Proposal documentation previously forwarded to your firm, Addendum (#2) is hereby issued.

Questions and Answers:

Q1) When will the contract be awarded? With responses to the RFP being due January 6, 2015, a draft report being due February 9, 2015 with a Final Report being due March 16, 2015 there is already a very tight timeline to perform the work.?

A1) The anticipated contract award date is the week of January 12th. . The dates for the draft report submission can be modified but we require final report submission by March 31, 2015.

Q2) Draft report due date is Feb 9 , 2015 , which is only 3 – 4 weeks after the earliest anticipated award date which is insufficient time to produce a draft final report based on the required scope. Could the draft report due date be pushed back to Feb 20, 2015? Final report due date of March 16, 2015 can remain as long as the draft report review period is no more than 10 days.

A2) Yes this is acceptable.

Q3) The level 2 standard audit of the identified buildings can be scoped and priced. The level 3 analysis of identified EMOs, however, cannot be scoped and priced until the number of EMO's is known, which will be after completion of the level 2 audit. Will the

selection of EMO's for level 3 audit be made by the consultant or client? If selection is by the consultant, will the client provide minimum standards of acceptance for EMO's that the consultant can use to evaluate all EMO's identified?

A3) The selection will be by the client (project authority) based on recommendations from the consultant.

For item:

6. Deliverables

The following deliverables are required at completion of the Energy Audit:

- Provide an ASHRAE Level 2 Energy Audit as defined in ASHRAE Procedures for Commercial Energy Audits (PCBEA), Second Edition and as detailed above. Identify energy management opportunity (EMO) items requiring an ASHRAE Level 3 Audit as defined in ASHRAE Procedures for Commercial Buildings Energy Audits (PCBEA), Second Edition.
- Provide an ASHRAE Level 3 Energy Audit as defined in the ASHRAE PCBEA, Second Edition for the EMOs selected for further study.

Q4) Does DFO have a specific target for energy reduction under this audit program? Targets could be expressed in percentage energy or cost; or a reduction by a specific unit of measure such as ekWh/m².

A4) There are not targets for energy reduction, however government of Canada has set targets for greenhouse gas emission under the Federal Sustainable Development Strategy "Relative to 2005 emission levels, reduce Canada's total GHG emissions by 17%" DFO and other departments have are taking initiatives to collectively work toward achieving this goal. Factoring in emissions from Nova Scotia Power for the production of electricity, the Bedford institute of Oceanography is DFO's largest contributor to GHG emissions.

Q5) For task 5.4, will this review and update consist of a review of work by others or will the proponents be expected to calculate the viability of the projects from scratch?

A5) This task involves reviewing work & preliminary calculations by others. However, proponent is required to update actual energy performance of project using "as-built" information provided by Departmental Representative as opposed to concept design projections. Further proponent will be required to update project saving calculations, for example greenhouse gas reductions require updating (previous calculations are ~4 years old and would not have used the correct emission factors).

Q6) Section 9 - schedule. The schedule suggests that the draft audit report for all buildings is due on February 9th. Assuming the project takes 2 weeks to award following the closing on January 6th, this allows only 2.5 weeks for analysis and reporting. We

suggest that the project timeline be reconsidered as the scale of the project lends itself to 12-16 weeks as an appropriate timeframe for completion of the work.

A7) The proposed schedule is tight, in particularly due to our need to tender for 40 days. Unfortunately we are required to have final report completed by March 31, 2015. We can't allow 12-16 weeks to complete work. The dates for the draft report can be modified but we need final audit completed by end of fiscal.

Q8) Section 27 of the Offer of Services states that "Services and communications provided by the Contractor in performance of the Work shall be provided in both Official Languages...". Is the audit to be provided in both official languages?

A8) We only require the audit in English.

Q9) Are the Historic Energy Reports available for review during the RFP process?

A9) Yes, but we don't have electronic copies that can be sent out. Arrangements can be made to view these onsite at BIO by contacting Jeff Hilchey at 902-292-6543 who will be available all non-holiday days over the next two weeks except. Jan 2nd.

Q10) Mandatory Requirement M1 states that the proponent "Provide proof that the bidder has an account in good standing with the Provincial Workers Compensation Board/Commission". Is liability insurance acceptable for companies that are not required to purchase Provincial Workers Compensation Board Insurance?

A10) Yes. We generally require both liability insurance and a clearance letter from the provincial workers compensation board indicating the firm is in good standing. See link for how to obtain letter: <http://www.wcb.ns.ca/Workplace-Injury-Insurance/Request-a-Clearance-Letter.aspx> If a company is not required to purchase provincial workers compensation board insurance (i.e. not a mandated industrial and having three workers or less at any given time, than company must indicate this and only liability insurance would be required.

Q11) With Energy Modeling being an invaluable tool in performing energy audits, is the Building Energy Modeling Professional (BEMP) certification from ASHRAE an acceptable certification under R1 of the Point Rated Criteria?

A11) Yes.

All other Terms and Conditions for this requirement remain unchanged.

Yours truly,

Cathi Harris
Senior Contracting Officer,
Procurement Hub