

Request for Proposal

**PILOT LAUNCH SERVICE FOR PINE ISLAND PILOT STATION (PORT
HARDY)**



**PACIFIC PILOTAGE AUTHORITY CANADA
Suite 1000, 1130 West Pender Street
Vancouver, BC V6E 4A4**

Request for Proposal

PILOT LAUNCH SERVICE FOR PINE ISLAND PILOT STATION (PORT HARDY)

PACKAGE CONTENTS COVER SHEET

- Notice of Request for Proposal
- Table of Contents
- Part A: Administration
- Part B: Requirements
- Part C: Attachments
 - Evaluation Criteria and Weightings
 - Required Proposal Outline, including covering letter format
 - Appendices

Date: March 23, 2018

File: 2018 Pine Island

Pacific Pilotage Authority Canada Suite 1000, 1130 West Pender Street Vancouver, BC V6E 4A4

Contractor Instructions:

1. Please check to ensure that your package is complete.

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NOTICE OF REQUEST FOR PROPOSAL

Pilot Launch Services for Marine Pilot Transfer – Pine Island Pilot Station

Pacific Pilotage Authority

The Pacific Pilotage Authority (the “Authority”) invites proposals from firms capable of supplying pilot launch services for the Pine Island Pilot Station. The Authority provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations. This Request for Proposal is for the renewal of existing marine pilotage launch services.

Proponent inquiries will not be accepted after 25 April 2018. Inquiries are to be directed only to the Authority representative identified below and must be in writing to both email addresses below.

Proposals will be received no later than 2:00 p.m. Pacific Daylight Time, May 07, 2018 at the address below. Late proposals will not be accepted. Proposals must be submitted in accordance with the terms and conditions specified in the information package.

To obtain further information, please contact

Pacific Pilotage Authority Canada
Suite 1000, 1130 West Pender Street
Vancouver, BC, V6E 4A4

The lowest priced or any proposal will not necessarily be accepted.

Authority representative:

Brian Young
Director, Marine Operations
brian@ppa.gc.ca; marineops@ppa.gc.ca

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PART A: ADMINISTRATION

1. GENERAL INFORMATION

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to inform private sector businesses of a contract requirement of the Pacific Pilotage Authority (the “Authority”) and to solicit detailed proposals from interested and qualified parties (“proponents”) setting out one or more means by which the stated goals, objectives and other requirements of this RFP may be best met.

1.2 Identification

This RFP includes:

- The Request for Proposal notice (the “Notice”);
- Part A: Administration (“Part A”);
- Part B: Requirements (“Part B”); and,
- Part C: Attachments (“Part C”).

It is the responsibility of proponents to ensure that they have all the components of the RFP package, including all attachments and subsequent addenda.

References to the RFP in the Notice, in any Part, or in any attachment are references to the RFP in its entirety.

Proponents are advised to read the RFP thoroughly and respond appropriately to the entire RFP. An incomplete proposal may be rejected.

1.3 Changes to the RFP

Changes by the Authority to the RFP will be made in the form of written addenda or of reissued documents which will be available at least four working days prior to the RFP closing date. All addenda shall be considered to be integral to the RFP and having the same effect as if part of the original RFP. Current addenda supersede prior versions and prior information to the extent of any necessary inconsistencies.

The Authority will make every effort to distribute addenda to all registered or known proponents. However, it is solely the proponent’s responsibility to be aware of and familiarized with any addenda or supplementary information issued.

1.4 Ownership of Proposals

All proposals submitted, other than any proposal withdrawn prior to the opening of proposals or any late proposal, become the property of the Authority and will not be returned to proponents. Under the contract, the successful proponent will be required to assign copyright of the proposal and of all material produced during the project to the Authority.

1.5 Freedom of Information

All proposals will be received and held in confidence by the Authority and are subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act and the Access to Information Act.

1.6 Conflict of Interest

Prospective proponents are not eligible to submit a proposal if current or past corporate or other interests of the proponent give rise, in the sole opinion of the Authority, to a conflict of interest in connection with this project.

1.7 Proponent Responsibility

While the Authority has made every effort to ensure an accurate representation of information in the RFP, proponents must conduct their own investigations into the material facts affecting the anticipated contract. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions in respect of this RFP.

1.8 Acceptance of Terms

Proposals are submitted and accepted on the basis that proponents have read and agree to all the terms and conditions of this RFP. Proposals that include any condition or modification, or otherwise contradict any of the terms and conditions of this RFP, will be as if not written and do not exist.

1.9 Funding Limitation

Notwithstanding any other provision of this RFP, the contract contemplated by this RFP and the financial obligations of the Authority pursuant to that contract are subject to the availability of funds in accordance with the Financial Administration Act.

1.10 Use of Request for Proposal

Any portion of this document, or any information supplied by the Authority in relation to this RFP may not be used or disclosed for any purpose other than for the submission of proposals. Without limiting the generality of the foregoing, by submission of a proposal the proponent agrees to hold in confidence all information supplied by the Authority in relation to this RFP.

1.11 No Lobbying

Proponents must not attempt to communicate directly or indirectly with any employee, contractor or representative of the Authority, including the evaluation committee and any elected officials of the country, or with members of the public or the media, about the project described in this RFP or otherwise in respect of the RFP, other than as expressly directed or permitted by the Authority.

1.12 Lobbyist Registration Act

It is the proponent's responsibility to abide by all applicable laws. If the proponent falls within the parameters of the Lobbyists Registration Act or the Lobbying Act, then it is the proponent's responsibility to make this determination and register if necessary.

1.13 Liability for Errors

While the Authority has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for proponents. The information is not guaranteed or warranted to be accurate by the Authority, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

2. PREPARATION AND SUBMISSION

2.1 Proponent's Conference

A proponent's conference will not be held.

2.2 Site Viewing

A site viewing of the proponent's proposed operations facilities may be conducted by the Authority solely at their discretion during the evaluation phase.

2.3 Inquiries

Inquiries must be directed only to the Authority contact specified in the Notice. The Authority contact may require that an inquiry be submitted in writing. Inquiries and responses may be posted electronically as an amendment to the RFP Notice or distributed to all proponents at the Authority's option.

Inquiries will not be received after the date and time, if any, indicated as the inquiry deadline in the RFP Notice.

2.4 Proposal Outline

All copies of the proposal should conform to the proposal outline provided in the attachment to this RFP. Failure to follow the prescribed outline may result in a reduction in evaluation points or may be cause for rejection. If alternative solutions are offered, submit the information in the same format using subheadings to identify alternatives.

2.5 Proposal Price

Proponents are solely responsible for their own expenses in preparing a proposal, including conducting negotiations with the Authority, if any. If the Authority elects to reject all proposals, the Authority will not be liable to any proponent for any claims, whether for 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. All prices provided in the proposal shall be in Canadian dollars and shall not be increased or decreased after the submission deadline, except as provided for in Part B, Section 6.

The rates and prices specified in the proposal price will include all fees; cash allowances; contingencies; expenses of any kind unless otherwise specified in Part B, Section 6, and any taxes paid or to be paid by the bidder to a supplier for the performance of the work, but shall exclude Provincial Sales Tax (PST) chargeable to the Authority and the Goods and Services Tax (GST). The Authority will pay any applicable taxes payable by it under law or agreement with the relevant taxation authorities on the fees and, if payable, expenses [to the extent the contractor is entitled to claim credits (including GST input tax credits), rebates, refunds or remissions of the tax from the relevant taxation authorities]. Expenses, if payable under the agreement, are claimed exclusive of GST. Invoices must show the calculation of any applicable PST and GST to be paid as a separate line item for the billing period(s).

Unless otherwise specified in Part B or C, bids on multi-year contracts are to be inclusive of inflation in future-year portions of the contract.

The proposal price shall be submitted in a separate envelope from the management and technical sections of the proposal, and in the manner specified in Parts B and C of this RFP.

2.6 Limitation of Damages

Further to the first paragraph under 2.5 above, the proponent, by submitting a proposal, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal and the proponent, by submitting a proposal, waives any claim for loss of profits if no contract is made with the proponent.

2.7 Cooperating Firms / Subcontractors

Where two or more independent firms are cooperating in the submission of a proposal, the proposal shall be submitted in the name of one firm that shall be considered by the Authority to be the prime contractor. Firms other than the prime contractor shall be identified in the proposal as subcontractors. The proposal must identify all subcontractors, their qualifications and their respective roles in the project.

Negotiations during proposal evaluation, award and execution of the contract, and all contract payments shall be between the Authority and the prime contractor.

2.8 Submission

Four complete hard copies and one copy on CD or DVD of the proposal must be submitted in English and received at the location and before the time specified in the Notice.

A covering letter in the format attached in Part C must be submitted with the proposal (one copy only is sufficient).

Proposals must be submitted in envelopes clearly marked with the name and address of the proponent and the words, “**Pilot Launch Services for Marine Pilot Transfer – Pine Island Pilot Station**” on the envelope. The proposal price should be submitted in a separate envelope marked, “Proposal Price”. All envelopes are to be sealed.

Proponents are solely responsible for timely delivery of their proposals to the Authority location specified. Late proposals will be returned unopened.

Unless otherwise provided for in Part B, proposals will not be accepted by facsimile or electronic transmission.

2.9 Revisions

Revisions to the proposal may be made prior to the closing date. Revisions:

- must be submitted in writing and identify the firm and the proposal being revised;
- must be in accordance with all RFP requirements;
- hard copy revisions must be submitted in a sealed envelope to the Authority address shown in the Notice;
- if submitted by facsimile or electronic transmission, any price revision should be stated in the form of an increase or decrease to the bid price by a specified value or unit, in words and figures, without disclosing the original price; and,

- must be signed or electronically submitted to the Authority contact specified in the Notice and sent by an authorized official of the firm, preferably by the same person signing the original submission.

Where a proponent submits multiple revisions to the proposal, each successive revision will nullify and replace any previous revisions unless the proponent numbers each revision sequentially and states on each new revision, that the new revision does not nullify previous revisions.

The proponent is solely responsible for the timely delivery of revisions. The Authority will not accept responsibility for the lack of availability of a facsimile machine at the closing location or for systems or other problems that may affect an electronic submission.

2.10 Withdrawal

Unless specified in Part B as irrevocable, a proposal may be withdrawn by submitting a written request to withdraw to the Authority contact identified in the Notice. Facsimile or electronic transmission of a request to withdraw is acceptable. A proposal withdrawn after the closing date cannot be resubmitted.

2.11 Independent Submission

Bid rigging is a criminal offence under the federal Competition Act. The Authority will report any suspicion of bid rigging immediately to the Director of Investigation and Research appointed under the Competition Act.

By submission of the proposal, the proponent certifies that the contents and prices in the proposal were independently developed without consultation with any other proponent or potential proponent.

Bid rigging, if proven, will be sufficient cause for rejection of the proposals of all proponents involved in that bid rigging and may result in disqualification from submission on all future Authority contracts for up to two years.

3. EVALUATION AND AWARD

3.1 Contract Award

Depending on the proposals submitted in response to this RFP, a contract will normally be negotiated and executed with the leading proponent (the “frontrunner”) selected in accordance with the evaluation format contained in this RFP. The lowest priced or any proposal will not necessarily be accepted.

The Authority reserves the right to:

- award portions of the project to different proponents through separate contracts;
- accept proposals in whole or in part, with or without negotiation;
- refuse award of the contract to a proponent the Authority judges to be fully or over committed on other projects;
- refuse award of the contract to a proponent where, in the Authority’s sole opinion, the proposal does not represent fair value;
- refuse award of the contract to a proponent where, in the Authority’s sole opinion, the proposal price is considered too low to properly perform the contract; and,
- in the case of a sole proposal being received, either:
 - cancel the RFP, return the proposal unopened to the proponent, and re-solicit proposals for better response with or without any change being made to the RFP; or,

- (ii) open the proposal without reference to the proponent, and, if such proposal does not merit contract award under the terms and conditions of this RFP, cancel the RFP and re-solicit proposals with or without any change being made to the RFP.

The proponent will ensure that each member of the workforce who will perform the services in Canada under the contract is either a Canadian citizen, a permanent resident of Canada, holds a valid employment visa from the Government of Canada or is otherwise legally allowed to perform services in Canada.

3.2 Opening of Proposals

Envelopes containing the technical and management sections of the proposals are normally opened on or shortly after the closing date. To avoid the potential for price bias in the evaluation of proposals, proposal price envelopes are not opened until after the evaluation of the technical and management sections of proposals is completed, or as otherwise provided for in Part A, Section 3.5. Proposal opening and evaluation is not open to the public.

3.3 Mandatory Requirements

Proponents are cautioned to carefully read the mandatory requirements specified in the RFP and respond appropriately. A “mandatory” is an item of information that must be submitted as part of a proposal as proof of eligibility or may apply to required attendance at a site viewing.

Proposals not meeting all mandatory requirements of the RFP will be rejected without further consideration.

3.4 Evaluation of the Technical and Management Sections of Proposals

The technical and management sections of proposals will be evaluated in accordance with the Proposal Evaluation form attached to this RFP. Proposals must achieve the minimum evaluation points specified in the Proposal Evaluation form in order to be placed on a shortlist for further consideration. Evaluators will not consider any information that does not relate to the specific information requested in the requirement guidelines or attachments.

3.5 Presentation/Interview - Process and Evaluation

This subsection applies where a proposal presentation or interview of proponent personnel is indicated in Part B to be a part of the evaluation process. Such presentations/interview will be held at the sole discretion of the Authority. Where, following the evaluation under Part A, Section 3.4, the number of short-listed proponents is in excess of the Authority’s needs, the Authority may reduce the number of eligible proposals by:

- opening the proposal price envelopes,
- completing a preliminary price evaluation in accordance with the method indicated in the Proposal Evaluation form, and,
- selecting up to the number of proposals the Authority desires, the highest ranked proposals based on the preliminary price evaluation.

Proposals of those proponents who are not selected for a presentation/interview shall not be considered further in the evaluation.

The presentation/interview process shall be conducted in accordance with additional specifications provided in Part A, Section 3.9 of the RFP, if any. Presentations/interviews are for the purpose of determining proponent suitability and for expanding upon or clarifying information contained in the

proposal. Presentations/interviews are not to be used by proponents as an opportunity to amend their proposals or the proposal price. Proponents may have evaluation points deducted where an attempt is made to do so.

Following a presentation or interview process, the Authority shall evaluate the presentations/interviews in accordance with the Proposal Evaluation form. Proposals must achieve the minimum required evaluation points specified in the form in order to remain on the shortlist for further consideration.

3.6 Clarification

Notwithstanding that a presentation/interview process has not been indicated in the Proposal Evaluation form, at the Authority's sole discretion, one or more proponents may be asked to provide additional clarification respecting their proposals, or to address areas where the Authority clarifies its needs.

3.7 Evaluation of Proposal Price

Prices of only those proposals on the shortlist shall be evaluated in accordance with the method indicated on the Proposal Evaluation form. The proponent selected according to the method in use shall be the "frontrunner".

3.8 Frontrunner Notification

The frontrunner shall be notified in writing of his/her status. Where possible, verbal notification shall also be given.

3.9 Suitability of the Frontrunner

The Authority may interview key persons to assess their technical or managerial abilities and to determine if they would be adequate for the proper performance of the proposed contract.

The frontrunner may be interviewed and/or the Authority may conduct such independent reference checks or verifications as are deemed necessary by it to clarify, test or verify information contained in the proposal and to confirm the suitability of the frontrunner and each member of its workforce who is a key person(s), including reference checks from any source in which the frontrunner has been under contract. If the frontrunner is deemed unsuitable by the Authority, or if the proposal is found to contain errors, omissions or misrepresentations of a serious nature, the originally selected frontrunner may be rejected and another proponent selected as the frontrunner according to the evaluation format, or the Authority may choose to terminate the RFP process and not enter into a contract with any of the proponents.

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. Proponents will, for the purposes of this RFP, ensure they obtain written consent from each person before forwarding personal information to the Authority.

The proponent and all individuals who perform the services under the contract must be eligible to work lawfully in Canada and, upon request of the Authority, any individual who performs services under the contract must provide a valid Social Insurance Number or Work Permit as proof of his or her eligibility. For the purposes of proponent suitability, a proponent who is a 'related persons' or 'affiliated persons' or 'associated persons' (an 'Associated Person'), as those terms are defined or referenced in the federal Income Tax Act or related Canada Revenue Agency's interpretation bulletins, to an individual or corporation who has been disqualified from bidding by the Authority for a stated period of time will not

be accepted. Upon request, the proponent must provide the Authority with: (i) the ownership of voting shares of the incorporated proponent, (ii) a list of individuals who exercise legal and/or operational control over the proponent, and, (iii) a notarized declaration that the proponent is not an Associated Person in respect of a disqualified bidder nor is it in legal or operational control of, nor is it acting in concert with or at non-arms length with a disqualified bidder. By submission of a proposal, the proponent affirms it is not an Associated Person to, or acting in concert with, a disqualified bidder and undertakes to not knowingly do so during the term of the contract.

3.10 Negotiation with the Frontrunner

Negotiations may be held with the frontrunner including, but not limited to, matters such as:

- price, insofar as a change in price is directly associated with a change in the proposal as a result of negotiations,
- changes in technical content,
- contract details,
- contract payment details, and,
- expectations of the parties applicable to the service requirements.

If a written contract cannot be negotiated within 14 days of notification to the frontrunner, the Authority may terminate negotiations with that proponent and negotiate a contract agreement with another proponent selected as the frontrunner according to the evaluation procedure, or may choose to terminate the RFP process and not enter into a contract with any of the proponents. The Authority shall not be obligated in any manner to any proponent whatsoever until a written contract has been duly executed relating to an approved proposal. The Authority reserves the right to modify the RFP at any time during the negotiation phase without notification to other proponents.

3.11 Contract Execution

Following completion of negotiations, if any, or following the notification to a frontrunner of acceptance of his/her proposal, the Authority shall complete, as appropriate, the contract and forward the contract to the frontrunner for execution. The Authority reserves the right to modify the contract as necessary to be commensurate with the proposal or to recognize any new matter which may have arisen since the commencement of the RFP process.

The frontrunner must complete and return the contract within the time period specified in the letter forwarding the contract for signature. Failure to do so may result in cancellation of the award.

4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL

A proposal **will** be rejected for any of the following reasons:

- (a) failure to include a specified “mandatory”;
- (b) failure to achieve the required minimum scores in the evaluation;
- (c) the proposal contains errors, omissions or misrepresentations which, in the sole opinion of the Authority, are of a serious nature;
- (d) the proponent is deemed unsuitable by the Authority;
- (e) in the sole opinion of the Authority, a proponent conflict of interest exists in connection with the project;
- (f) a proposal is submitted after the closing date;
- (g) unless otherwise provided for in Part B and/or C, a proposal is submitted via facsimile or electronic transmission; and/or,

(h) other reasons specified in Part B and/or C of the RFP.

A proposal **may** be rejected for any of the following reasons:

- (a) failure to negotiate a contract with the frontrunner within 14 days of notification;
- (b) failure to return a duly executed agreement within the time specified in the Authority forwarding letter;
- (c) failure to follow the required outline;
- (d) the proposal is incomplete;
- (e) the proposal includes a condition contrary to the terms and conditions of the RFP;
- (f) technical/performance requirements specified in the RFP are not met;
- (g) the proposal specifies a pricing or a basis of payment which differs from that specified in the RFP; and/or,
- (h) other reasons specified in Part B and/or C of the RFP.

5. DEFINITIONS

Throughout this RFP the following definitions will apply:

“services” means all resources and personnel necessary to operate and maintain the pilot launch(es) to meet the Authority’s objectives;

“Authority” means the Pacific Pilotage Authority;

“backup launch” means a launch approved by the Authority’s Pilot Transportation Safety Committee to be used in case the primary launch breaks down or requires maintenance;

“contract” means a written agreement resulting from this RFP executed by the Authority and a contractor;

“contract year” means a defined twelve month period;

“contractor(s)” means the successful proponent(s) to this RFP who enters into a written contract with the Authority;

“must”, “mandatory” or “shall” means a requirement that is to be met in order for a proposal to receive consideration;

“proponent” means an individual or a firm that submits or intends to submit a proposal in response to this RFP;

“Request for Proposal” or “RFP” means the procurement process and the Authority’s requirements described in this document;

“running transfer” means a transfer between an ocean-going vessel and a pilot launch while both vessels are underway, typically done at speeds between 8-12 knots;

“should” or “desirable” means a requirement having a significant degree of importance to the objectives of this RFP

“transfer at Pine Island” means a pilot launch having to transit from Port Hardy to the Pine Island pilot station and back irrespective of how many marine pilots are transferred to or from a single vessel

“transition launch” means a launch approved by the Authority’s Pilot Transportation Safety Committee to be used as an interim launch until the proposed launch can be used

PART B: REQUIREMENTS

1. PURPOSE OF THIS RFP

The Pacific Pilotage Authority Canada provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations. The Pacific Pilotage Authority Canada (PPA) is a federal Crown corporation with a mandate to provide a safe and efficient pilotage service as mandated by the Pilotage Act (Canada) and its associated regulations. These pilotage services are provided in all coastal waters on the west coast of Canada from the Washington State border in the south to the Alaskan border in the north including the waters of the Fraser River.

Pilotage services are provided by a licensed pilot on board vessels over 350 gross tonnage. Pilots are embarked on such vessels at 5 of the Authority’s pilot stations: Sand Heads, Brotchie Ledge, Triple Island, Cape Beale and Pine Island. The first four pilot stations are serviced by pilot launches owned and operated by the Authority’s launches while the last station, Pine Island, is serviced by a contractor.

The service agreement with the incumbent operator for Pine Island has expired and needs to be tendered as per PPA policy. The PPA is therefore seeking proposals from qualified suppliers, including the incumbent, to provide a pilot launch service at the Pine Island Station (based in Port Hardy) servicing vessels transiting the inside passage as well as Port McNeil and north west Vancouver Island ports. This station is frequented by vessels entering the compulsory pilotage waters of British Columbia to the various ports. It’s most frequent work is cruise vessels from May to September every year.

The successful proponent will be responsible for all aspects of the service including the launch and a backup launch and all necessary regulatory approvals, support certified crew, and maintaining an acceptable dock in Port Hardy.

2. TIMETABLE

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from this RFP may vary and shall be determined by the Authority.

Event	Dates
Advertise Request for Proposal	March 26 – May 07, 2018
Deadline for Request for Proposal questions	April 25, 2018
Request for Proposal closes	May 07, 2018

Proposal evaluation completed	May 10, 2018
Execution of contract	May 20, 2018
Service delivery starts	As negotiated per Part A Section 3.9

3. PROJECT DESCRIPTION

3.1 Marine Pilotage Background

3.1.1 *The Pacific Pilotage Authority Canada*

The principal mandate of the Authority is to provide safe, reliable and efficient marine pilotage and related services in the coastal waters of British Columbia including the Fraser River.

3.1.2 *Marine Pilotage*

Within Canada, the federal Pilotage Act dictates the provision of pilotage services. The Pilotage Act is part of the larger Canada Marine Act and requires the maintenance of four separate Pilotage Authorities; the Atlantic, Laurentian, Great Lakes and Pacific Pilotage Authority. Each authority is mandated to provide a "safe and efficient" pilotage service for the area under its control and may do so by hiring employee pilots or by contracting with a private company for the services of marine pilots. There are currently over 400 marine pilots in Canada spread amongst 10 distinct groups.

In British Columbia, the Pacific Pilotage Authority employs eight Fraser River pilots for pilotage duties in the Fraser River and has a contract for services with The British Columbia Coast Pilots Ltd. in which 108 licensed marine pilots operate on British Columbia coastline. Under Canadian law every ship over 350 gross registered tons is required to utilize the services of a marine pilot when they enter the waters of British Columbia. The marine pilot is responsible to ensure the launch is safely navigated through the various passageways along the coast so there is no damage to the ship, its crew, or the marine environment.

3.1.3 *Dispatch*

The process by which a pilot is assigned to move a vessel is initiated by the local agent for the ship or cargo owners. The agent will place a call to the Authority's dispatch office and request a pilot to move a ship from either one berth to another, from a berth to sea (or vice versa), or from one port to another. The dispatchers will enter the order into their computer system and dispatch the next available pilot from a rotation list. The pilot will receive a telephone call from the dispatchers informing him or her of his next assignment and will begin to make preparations for the assignment which includes reviewing the latest information regarding the route the vessel will take and its intended berth, making transportation arrangements, and planning the pre-assignment rest period to ensure that the pilot is adequately rested for the assignment.

3.1.4 *Transportation Management*

One of the more challenging logistical aspects of marine pilotage is the complex travel arrangements that apply to most assignments. Moving a ship from one port to another, for example, means the pilot must make arrangements to get to the berth where the ship is located and then get back home from the port where the ship is destined. Some assignments are relatively easy since the vessel is only moving from one berth within the harbour to another berth within the same harbour. Other assignments are more difficult since they originate in a distant out port, which can only be accessed by floatplane or helicopters, and

completes in another out port more than 200 nautical miles away. A pilot can travel from six to eight hours before he reaches the vessel and actually begins his piloting assignment.

For assignments where the vessel is at anchor, the pilots will use a "water taxi" to board the vessel. A water taxi is a small passenger boat that is used in relatively calm waters to provide a taxi service between the ship and shore for pilots as well as crewmembers, ship's agents and government personnel.

When a vessel is inbound from sea, there are four specific locations on the B.C. coast where the vessel can pick up a pilot called "pilot boarding stations." One of these is located near Victoria, another on the west side of Vancouver Island at the entrance to the Alberni Inlet, a third at the northernmost tip of Vancouver Island, and the final one outside of Prince Rupert. In these locations the pilots take a "pilot launch" from the shore to the vessel. A pilot launch is a specialized boat made specifically for boarding and disembarking pilots from ships while underway. The pilot launch picks up the pilot from shore and takes them out to meet the arriving vessel. This can take as little as 15 minutes as in the case of the Victoria pilot boarding station, or as long as one hour and a half as in the case of the Prince Rupert pilot station.

4. GENERAL REQUIRMENTS AND SCOPE

4.1 General Requirements

The Authority is seeking proposals from qualified companies for pilot launch services at its Pine Island pilot station. The successful proponent will possess a pilot launch, specifically designed and equipped for running transfers (i.e. when the vessels are underway) with all relevant certifications as required by Transport Canada to operate a pilot launch. The successful proponent will be required to implement, on the Authority's behalf, the following:

- All legal, logistical and technical aspects that will enable the pilot launch transfer of marine pilots on and off doing running transfers; and
- Ensure the pilot launch is available on a 365/24/7 basis for pilot transfers; and
- Ensure a back-up launch is available in case of repairs or maintenance to ensure continued service; and
- Securing and maintaining an acceptable dock for operations in the Port Hardy for the duration of the contract.

The Authority will not guarantee or warrant the number of assignments or hours of service to the proponent. For reference the Authority provides the following assignment numbers for the last years.

Year	Assignments
2008	389
2009	335
2010	292
2011	343
2012	344
2013	451
2014	451
2015	362
2016	407
2017	421

4.2 Information Provided

To assist proponents in addressing the proposal requirements set out in Part B, Sections 5, the Authority supplies the following information:

- Appendix A Documents to be submitted with Proposal
- Appendix B Pilot Launch Technical and Information Data
- Appendix B-1 Pilot Launch and Outfit Requirements
- Appendix C Price Proposal (to be submitted with proposal)

5. REQUIREMENTS AND PROPONENT RESPONSE

5.1 General

All contractors are expected to provide the highest level of service quality with professional, trained and experienced personnel. It is expected that all personnel will freely contribute in a team environment to enhance safety and efficiency. The Authority looks to the service contractor for the technical expertise and background necessary for running pilot in a cost-effective, efficient manner without compromising safety and effectiveness. In addition, the service contractor will be expected to work with the Authority to collectively enhance the dispatching system.

The successful proponent will be required to have the committed management, qualified crews and support personnel that meet the Authority's competency criteria and be fully capable to perform assigned marine pilotage support functions.

Proposals must clearly indicate how the Authority's prime objectives are met. In summary, these are:

- safety;
- cost effectiveness; and,
- reliable and secure supply/service.

Proposals should be in sufficient detail to allow evaluation against the evaluation criteria.

5.2 Management - Proponent Experience and Qualifications

Requirements

The successful proponent should have the experience and qualifications necessary to meet the Authority's requirements as set out in this RFP and the appendices.

Response

To meet the mandatory criteria

The proposal must include:

1. Proponent Identification

Please provide the following information:

- Organization Name
- Physical Address
- Contact Person Name

- Phone Numbers
- E-mail Address
- Website Address (where applicable)
- Principal Operators
- Authorized Company Signatory

2. As per the rights provided for in Part A, Section 3.9, provide the names of any persons or organizations you are or have been in association with.

3. Demonstrate your organization's understanding of pilot launch services to support the full range of the Authority's activities and your commitment and flexibility with working with the Authority to provide innovative and cost-effective services.

4. Provide the name address and phone number of your banker, accountant and lawyer and evidence of your financial stability to support operations and any required capital investment. Proponents identified as front runners will be required to supply additional supporting documentation.

5. Provide an overview of your organization including:

- a) how long the organization has existed or operated in the current business area;
- b) experience with contracting pilot launch services and operating pilot launches proposed; and,
- c) ownership structure.

6. Provide a list of names and contact information for whom you have provided similar pilot launch services in the past five years.

7. Provide a brief summary of the qualifications and experience of the company's management personnel who oversee the provision of launch services.

8. Briefly describe the company's recruiting policies, procedures and proficiency testing and training program.

Note: If sub-contractors are proposed, their experience and qualifications should be included. The prime contractor should be identified.

5.3 Technical – Pilot Launch and Equipment

Requirements

The Authority emphasizes safety; environmental protection and impact; performance; and, pilot launch availability. The Authority is seeking one, pilot launch suitable to perform pilot transfers at Pine Island pilot station in prevailing weather conditions. The proposal response should clearly demonstrate the proponent's ability to meet all of these requirements.

Pilot Launch and Outfit Requirements are set out in Appendix B.

Note: The Authority places a heavy emphasis on recovery system(s). Proponents should note that the proposed launch must have a man overboard recovery system meeting or exceeding the standard on the current Authority's launches, the Pacific Scout and Pacific Navigator.

Continued Service

The proponent is to demonstrate how 365/24/7 service will be guaranteed. The Authority accepts the presence of a backup launch that does not necessarily need to meet the requirements of the proposed primary launch. As such the Authority is prepared to accept a backup launch(es) meeting minimum requirements as set out by, and in consultation with, the Authority's PTS Committee.

Transition Launch

The Authority recognizes that there may not be sufficient lead time to ensure the deliverability of newly constructed, refurbished and/or updated pilot launch for the commencement of the contract. The Authority's preference is to have the most modern pilot launch as soon as possible for the duration of the agreement. However, to achieve this, the Authority will consider proposals with a time specific transition plan to ultimately meet or exceed the Authority's pilot launch and outfit requirements and service delivery goals. This may necessitate the use of transition launch.

Under these circumstances, the Authority is prepared to accept transition launch(es) provided these meet minimum requirements as set out by, and in consultation with, the Authority's PTS Committee. The in service date for a transition launch must be on or before 01 April 2019.

Response

To meet the mandatory criteria

The proposal must include:

1. Identify the launches (Certificate of Registration).
2. Confirm that the launches will meet all Transport Canada requirements (provide other certificates such as Inspection Certificate, Record of Safety Equipment, etc.)
3. Provide technical information and data for **each** launch proposed. Proposals should ensure that the launch meets the Pilot Launch and Outfit Requirements as set out in Appendix B unless the launch is a backup or transition launch. In the case of a transition or backup launch, the proponent needs to demonstrate with which items the launch is compliant from Appendix B. Proponents must include a completed Appendix B-1 for **each** launch proposed (including any transition and backup launch), the required documents as listed on Appendix B and documents summarized in Appendix A. Where the proposed launch relies on the use of a transition launch, and complete documentation for the proposed launch is not available, indicate this in Appendix A.
4. A statement from the proponent that the proposed launch will meet all the equipment requirements as set out in Appendix B.
5. Provide details on fuel consumption. The total (anticipated) consumption of main engines including generators per hour of operation at 95% total power should be provided for each proposed launch.

Other

The proposal should:

6. Demonstrate that the proponent meets at least one of the following:
 - a) owns the specified pilot launch;
 - b) holds the certificate of registration for the pilot launch;

c) has a written agreement with the owner of the pilot launch, valid for the contract term to operate the launch; and/or,

d) has a confirmed secure option to purchase and/or lease for the pilot launch demonstrated through a written agreement with the owner or by deposit receipt.

7. Describe the unique features (if any) of the proposed pilot launch (including any enhancements [e.g. roll-over capability], certifications, endorsements or equipment beyond the Authority's basic requirements) and how they meet and support the Authority's marine pilotage objectives.

8. Provide the approved title page of the pilot launch's approved stability booklet.

9. Provide details as to the approved maximum amount of pilots that can be transported at any time with the required amount of crew on board.

10. Discuss the proponent's plans for back-up pilot launch.

11. Transition pilot launch (if applicable).

If the proposed pilot launch and/or equipment is not available for the proposed contract start, and a transition pilot launch and/or equipment is proposed, provide the following:

a) For newly manufactured or refurbished pilot launch or equipment enhancements:

- manufacturer's schedule and "slot" numbers,
- delivery date,
- manufacturer's confirmation and confidence in delivery dates, and,
- schedule for any significant milestones (i.e. Transport Canada type approvals).

b) A full description of the transition pilot launch and/or equipment clearly demonstrating how this meets the Authority's requirements.

c) A specific transition plan from the transition pilot launch to the proposed pilot launch and/or equipment.

d) Any unique requirements during the transition period.

5.4 Technical – Personnel and Services

Requirements

In order to perform marine pilot transfers safely and efficiently, a high degree of coordination between the launch master and the crew is required. Given the prevailing conditions at Pine Island the Authority requires a total of three crew on the pilot launch. While the launch master will position the pilot launch, the two crew members are to be on deck assisting the pilot(s) with the (dis)embarkation process. The Authority recognizes that although the Minimum Safe Manning Document issued by Transport Canada for the pilot launch may require only a total crew of two, the Authority insists on three crew members on board during pilot transfers.

Furthermore, pilot transfers are operations done with an increased risk and therefore, it is important that the proponent have training programs in place for existing and new personnel they may wish to consider hiring for this RFP. Contractors are expected to fully manage personnel requirements to meet Transport Canada requirements and the Authority's service requirements. It is the proponent's responsibility to ensure Hours of Rest are strictly adhered to for all launch crew.

The contractor will be responsible for securing and maintaining acceptable dock facilities in Port Hardy.

Response

The proponent should comply with the service requirements as set out in this document and the crew qualifications as required by Transport Canada for the proposed launch. The proposal response should clearly demonstrate the proponent's ability to meet these requirements and include:

To meet the mandatory criteria

The proposal must include:

1. A description of present personnel anticipated to be employed on the proponent's contract with the Authority. Descriptions of certificate of competence, experience for each individual. The Authority requires a minimum certificate of competency of "Master 150 Gross Tonnage, Domestic" for the master.
2. If the proponent has no personnel in Port Hardy a description of how the proponent anticipates manning the pilot launch and anticipated recruitment plans and staffing levels.
3. A description of the proponent' training plan for new crew and the anticipated level of competence required at the end of the training.

Other

Please provide:

4. A description of the company's ability to maintain continuous service and dispatch requirements throughout the annual operating period including during the quieter winter months ensuring 24/7 hour coverage.

Service Quality

The Authority is considered a leader in the provision of marine pilotage operations. This reputation has been earned in part through the contribution of its contractors working in partnership with the Authority.

The Authority expects that pilot launch contractors be industry leaders in the supply of quality service. The Authority requires that contractors employ a professional, results orientated approach that embraces and promotes team contributions to the continuous improvement of marine pilotage operations. The contractors will be subject to audit of all aspects of the service contract and related operations.

To meet the mandatory criteria

The proposal must include:

5. Provide evidence of service availability from other contracts and demonstrate on time performance or similar key performance measurements.

Safety/Risk Management

The Authority is strongly committed to safety in all its marine pilotage activities. For the provision of pilot transfers, the Authority seeks similarly committed organizations.

To meet the mandatory criteria

The proposal must include:

6. A company statement demonstrating commitment to safety signed by Accountable Executive/CEO.

7. Confirmation of insurance coverage (contractors are required to have liability insurance coverage during the operational period).

Other

Please provide:

8. A list of reportable occurrences the proponent reported under the Transportation Safety Board Regulations for the last two years (if any).

Environmental Safeguards

The Authority requires that contractors conduct all support functions in strict compliance with applicable environmental protection legislation and regulations. Contractors are required to have established spill avoidance and cleanup procedures and be fully prepared to implement with contractor supplied personnel and response equipment. The proponent's response should clearly demonstrate a strong commitment to safeguarding the environment in all aspects of pilot launch services. The proposal should:

9. Describe the proponent's spill avoidance procedures, response plan and resources available to mitigate or assist in the cleanup of environmental incidents.

5.5 Price Proposal

The response should fully describe all terms and conditions of the price proposal (see Section 6).

The price proposal(s) must be submitted in a separate sealed envelope accompanying the proponent's response.

6. PRICE PROPOSAL

6.1 Requirements

1. The proponent is required to submit a price proposal for each agreement term of five, ten and fifteen years. Each price proposal should include the following information:

- a) pilot launch and identification;
- b) cost per transfer at Pine Island pilot station; and,
- c) any other costs

2. For each price proposal, the agreement term requested must be clearly indicated as five, ten and fifteen years. The annual operating period is defined as 365 days during the contract term.

The Authority proposes that as of the year commencing June 1, 2019, the cost per transfer at Pine Island will be adjusted on an annual basis by 100% of the British Columbia CPI for the calendar year immediately preceding the year to which such amounts are applicable.

To support the marine pilotage objectives, the Authority will contribute to the costs, including any applicable taxes, of the pilot launch fuel. All other costs are the responsibility of the contractor. The response should fully describe all terms and conditions of the price proposal.

3. The company's price proposal is for year one of each agreement term. Indicate on Appendix C and as part of your price proposal:

- a) acceptance of the Authority's proposal to annually adjust the cost per transfer at Pine Island pilot station using the previous year's change in the British Columbia CPI; or,
- b) a full description on how year one fees will be annually adjusted; or,
- c) fixed annual pricing for each year of the agreement term providing the amounts for each subsequent year.

4. Any other requirements of the Authority should be clearly noted.

5. In all cases, the price proposal should clearly relate to the launch proposed. To assist the proponents in submitting a price proposal and the Authority in evaluating price submissions, proponents should complete each price proposal as per the format set out in Appendix C.

The price proposals must be submitted in a separate sealed envelope accompanying the proponent's response.

6.2 Response

1. Each price proposal should clearly relate to the pilot launch service proposed. To assist the proponents in submitting a price proposal and the Authority in evaluating price submissions, proponents should complete a price proposal in the format as set out in Appendix C. A separate Appendix C - Price Proposal is required for each pricing option, based on the type of pilot launch proposed and the number of years in the contract term.

2. Any other requirements of the Authority should be clearly noted.

The Price Proposals should be submitted on the Price Proposal template attached in Appendix C.

The Price Proposals must be submitted in a separate sealed envelope accompanying the proponent's response.

7. EVALUATION

This section details all of the mandatory and desirable criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation.

7.1 Mandatory Criteria

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria-Administration
a) Four hard copies and one electronic copy of the proposal must be submitted.
b) Proponent Covering Letter signed by an authorized representative.
c) Proposal must be in English and must not be sent by mail, facsimile or e-mail.
d) Proposal must be received at the closing location before the specified closing date and time.
e) A completed Appendix A – Documents to be Submitted with proposal, with all specified supporting

documents
Mandatory Criteria-Proponent Response
f) Completed Appendices A, B, and B-1 for each proposed launch.

Proposals meeting the mandatory requirements will be further assessed against the following desirable evaluation criteria.

7.2 Desirable Criteria

The following criteria form the basis upon which evaluation of proposals will be made:

Criteria	Weighting	Minimum Score
<u>Management</u>	10	60%
Proponent's Experience and Qualifications		
<u>Technical</u>		
Pilot Launch and Equipment	25	60%
Personnel and Services	25	60%
<u>Sub Total</u>	60	
<u>Price</u>	40	
Total	100	

7.3 Price Evaluation

The price for each of the agreement terms will be evaluated based on the information submitted in the Price Proposal (Appendix C).

NOTE: the estimated quantities are for evaluation purposes only and in no way reflect any expectations of the Authority on actual usage.

8. PROPOSAL FORMAT

In order to provide consistency in proponent response and to ensure each proposal receives full consideration, please follow the Required Proposal Outline in Part C.

PART C: ATTACHMENTS



Pacific Pilotage
Authority Canada

Administration de pilotage
du Pacifique Canada

**REQUEST FOR PROPOSAL
Proposal Evaluation**

PROPOSAL EVALUATION

PROJECT

CONTRACTOR IDENTIFICATION

PROJECT NAME:	A _____
PROJECT NUMBER:	B _____
CONTRACT NUMBER:	C _____
NATURE OF WORK:	D _____
LOCATED AT:	E _____

OPENING AND COMPLIANCE

	A	B	C	D	E
<ul style="list-style-type: none"> Late, Withdrawn, Unsolicited All Mandatories Submitted with Proposal 					
ACCEPTED FOR EVALUATION (Yes/No) <small>Attach details regarding reasons for rejecting any proposal</small>					

PROPOSALS OPENED AT _____ A.M./P.M. ON THE _____ DAY OF _____ 20_____.

WITNESSES: _____ Presiding Official: _____.

PROPOSAL EVALUATION

ONLY ACCEPTED PROPOSALS CONSIDERED

Rating = Evaluation "Decimal" Scale on the following page
Score = Rating x Maximum Points

		Rating	Score	Rating	Score	Rating	Score	Rating	Score	Rating	Score
MANAGEMENT	Max Pts	A		B		C		D		E	
<ul style="list-style-type: none"> Demonstrates understanding and commitment 	2										
<ul style="list-style-type: none"> Organizational experience 	4										
<ul style="list-style-type: none"> Past performance 	4										
Subtotal (1)	10										
TECHNICAL	Max Pts	A		B		C		D		E	
Pilot launch and Equipment											
<ul style="list-style-type: none"> Pilot launch and equipment meet basic requirements 	6										
<ul style="list-style-type: none"> Regulatory aspects - pilot launch and equipment meet basic requirements 	6										
<ul style="list-style-type: none"> Pilot launch serviceability and back-up launch 	7										
<ul style="list-style-type: none"> Launch efficiency based on fuel consumption 	6										
Subtotal (2)	25										
TECHNICAL	Max Pts	A		B		C		D		E	
Personnel and Services											
<ul style="list-style-type: none"> Proposed dock location and 	6										

Request for Proposal | PACIFIC PILOTAGE AUTHORITY CANADA Suite 1000, 1130 West Pender Street Vancouver, BC V6E 4A4

infrastructure										
• Launch crew meet minimum requirements/operational availability	5									
• Experience with the proposed launch and past experience of crew	4									
• Training plans for crew	4									
• Commitment to safety	4									
• Environmental safeguards	2									
Subtotal (3)	25									

(1) Subtotal Points: Min=6 Max=	10	-	-	-	-	-
(2) Subtotal Points: Min=15 Max=	25	-	-	-	-	-
(3) Subtotal Points: Min=15 Max=	25	-	-	-	-	-
TOTAL MANAGEMENT AND TECHNICAL	60					
SHORTLISTING		A	B	C	D	E
SHORTLISTED Each subtotal point score must equal or exceed the minimum required score in line (1), (2), & (3) (Enter 'Yes' or 'No')						

PRICE EVALUATION	ONLY SHORT LISTED PROPOSALS CONSIDERED					
		A	B	C	D	E
Price Proposal – price per transfer	5 yr					
	10 yr					
	15 yr					

RECOMMENDATIONS	SIGNATURES
	<hr/> <hr/> <hr/>
	Evaluation Team Chair: _____

	SIGNATURE OF AUTHORIZED EXPENSE AUTHORITY:	DATE:
PROPOSAL _____ ACCEPTED (A, B, or C, etc.)		

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**REQUEST FOR PROPOSAL
Proposal Evaluation**

MANAGEMENT EVALUATION

Term	The award of evaluation points is based upon the degree to which the proposal:
Demonstrated understanding and commitment	<ul style="list-style-type: none"> • Clarity of proposal • Demonstrate understanding of respective roles and responsibilities in marine pilotage activities • Similar commitment
Organizational experience	<ul style="list-style-type: none"> • Demonstrates that the company has delivered services similar to those in the RFP • Demonstrates an experienced management team • Demonstrates that the proponent has been in business for a reasonable period of time • Minimizes legal, financial, and project risk to the Authority • Demonstrates the proponent is financially stable and able to finance the carrying costs of the equipment and services • Demonstrates that the proponent has a satisfactory previous work record • Demonstrates ability to recruit and retain qualified staff • Supports a solid safety culture
Past experience	<ul style="list-style-type: none"> • Provides client references which can confirm the proponent's abilities have been demonstrated on similar assignments • Innovative and responsive culture

TECHNICAL EVALUATION

Term	The award of evaluation points is based upon the degree to which the proposal:
Pilot launch – pilot launch meets the minimum requirements	<ul style="list-style-type: none"> • Full description to meet basic requirements
Regulatory aspects – pilot launch and equipment meet regulatory requirements	<ul style="list-style-type: none"> • Full description to meet requirements • Fitted with a recovery system to satisfaction of PPA
Pilot launch serviceability and back up launch	<ul style="list-style-type: none"> • Launch meets or exceeds minimum regulatory requirements • Description of back-up pilot launch or arrangements • Suitability to the service expectations
Launch efficiency based on fuel consumption	<ul style="list-style-type: none"> • Launch operates efficient with respect to total fuel consumption
Proposed dock location and infrastructure	<ul style="list-style-type: none"> • Suitability to the service needs
Launch crew meet minimum requirements/operational availability	<ul style="list-style-type: none"> • As provided to meet requirements • Demonstrated understanding of situations and role • Demonstrates organizational depth, flexibility, approach and co-operation • Back-up capabilities and contingency strategies to meet goals • Description of maintenance organization and program to meet readiness requirements, use of progressive maintenance program • Provides necessary equipment, personnel, support services to fully operate in role
Training plans for crew	<ul style="list-style-type: none"> • Training requirements are clearly laid out • Crews are sufficiently trained prior to working independently
Service quality	<ul style="list-style-type: none"> • Demonstrated commitment
Commitment to safety	<ul style="list-style-type: none"> • Good description that demonstrated an up-to-date approach and strong commitment • TSB reports review
Environmental safeguards	<ul style="list-style-type: none"> • Demonstrated commitment and understanding of role

MINIMUM EVALUATION POINTS REQUIREMENT

Proposals must achieve the specified minimum evaluation points in each of the management and technical evaluations to be considered further in the evaluation and award process. Proposals that meet or exceed all minimum values are classified as 'shortlisted' proposals.

PRICE EVALUATION

Only short listed proposals considered

Price Per Transfer	The price of a transfer at Pine Island with the vessel departing and returning to Port Hardy.
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- If two or more leading proposals are identically scored having the same price per point, then the contract may be awarded based on further evaluation criteria as determined by the Authority.

EVALUATION DECIMAL SCALE

Rating	Description	
1.0	Excellent	Exceeds the requirements of the criterion in superlative beneficial ways; very desirable.
0.9	Very Good	Exceeds the requirements of the criterion in ways that are beneficial to the Authority's needs.
0.8	Good	Exceeds the requirements of the criterion, but in a manner that is not particularly beneficial to the Authority's needs.
0.7		Fully meets all requirements of the criterion.
0.6	Average	Adequately meets most of the requirements of the criterion. May be lacking in some areas that are not critical.
0.5		Barely meets most of the requirements of the criterion to a minimum level. May be lacking in some areas that are not critical.
0.4	Poor	Addresses most, but not all, of the requirements of a criterion to the minimum level. Lacking in critical areas.
0.3		Poor to very poor.
0.2	Very Poor	Minimally addresses some, but not all, of the requirements of the criterion. Lacking in critical areas.
0.1		Very poor to unsatisfactory.
0.0	Unsatisfactory	Does not satisfy the requirements of the criterion in any manner.

REQUIRED PROPOSAL OUTLINE

Contractor Instructions:

The proposal must be prepared and submitted in accordance with the following outline. Be sure to address all the requirements of the RFP. This outline is not intended as a guide, nor does it replace, the requirements of the RFP.

1. PROPONENT COVERING LETTER

Proponent Covering Letter in the format attached signed by the person(s) authorized to sign on behalf of and bind the company to all of the terms and conditions of the RFP and statements made in the proposal submission.

2. TABLE OF CONTENTS (optional where proposals are fewer than 20 pages.)

Show the page numbers of all major headings.

3. EXECUTIVE SUMMARY (optional where proposals are fewer than 20 pages.)

Summarize in no more than three pages the key features of the proposal, excluding price.

4. MANDATORY CRITERIA

A completed Appendix A, indicating that all supporting documents have been attached. Be sure to include all mandatory items as required in the RFP. Failure to do so will result in the proposal receiving no further consideration.

5. MANAGEMENT PROPOSAL

Indicate the proponent's qualifications for the project, including past projects having similar requirements to the one being bid upon. Summarize the qualifications of key staff and how these staff will be organized and supervised on the project. If subcontractors are being used, include the same information for each of them. Be sure to address all the requirements and specifications contained in the RFP.

6. TECHNICAL PROPOSAL

Indicate your understanding of the key requirements of the project and the methodology you will use in undertaking the project. Indicate timelines, milestones and products to be delivered. If subcontractors are being used, clearly indicate the role of each in the delivery of the project. Be sure to address all the requirements and specifications contained in the RFP.

7. PRICE PROPOSAL (submitted separately)

It is the practice of the Authority to evaluate the technical and management proposals without the knowledge of proponent prices. This avoids any possible perception of price-related bias in the evaluation. To make this manner of evaluation possible, submit the price proposal in a separate sealed envelope from the remainder of the proposal.

The price proposal shall be made in accordance with the requirements of the RFP-see Appendix C.

8. ATTACHMENTS

Attach any additional information such as company brochures, a list of previous projects undertaken by the firm, personnel resumes, etc.

PROPONENT COVERING LETTER

PROPONENT LETTERHEAD

Date

Pacific Pilotage Authority Canada Suite 1000, 1130 West Pender Street Vancouver, BC, V6E 4A4

Attention: Brian Young

Re: Pilot Launch Service for Pine Island Pilot Station (Port Hardy)

The enclosed proposal is submitted in response to the above-referenced Request for Proposal, including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the Request for Proposal and agree that any inconsistent provisions in our proposal will be as if not written and do not exist. We have carefully read and examined the Request for Proposal, including the Administrative Section, and have conducted such other investigations as were prudent and reasonable in preparing the proposal. We agree to be bound by statements and representations made in our proposal.

Yours Truly,

Signature:	Legal Name of Proponent, and Doing Business As Name If Applicable:
Printed Name:	Address:
Title:	
Date:	Proponent Contact Phone Number:

**APPENDIX A
DOCUMENTS TO BE SUBMITTED WITH PROPOSAL**

Proponent Name _____

LAUNCH AND EQUIPMENT (Part B, Section 5.3)	Included
Confirmation of the following approvals or certification must be submitted with the Proposal:	
Certificates of Registry for all proposed pilot launches	
Details of the AR or Authorized Representative for each pilot launch	
Proof that the AR is making the subject vessel available for the length of the contract	

PERSONNEL AND SERVICES (Part B, Section 5.4)	Included
Confirmation of insurance coverage.	
Details of proposed crew (certificates of competency) where available. Details on experience in running pilot transfers (location, weather, number of transfers)	
A Company Safety Policy Statement signed by CEO or Accountable Executive (SMS requirement).	

PRICE PROPOSAL (Part B, Section 6)	Included
A completed Appendix C for each pricing option. The Price Proposal must be submitted in a separate sealed envelope accompanying the proponent's response	

APPENDIX B PILOT LAUNCH AND OUTFIT REQUIREMENTS

1. PILOT LAUNCH REQUIREMENTS

Proposed launch will meet the following criteria:

The pilot launch is to comply with the following Regulatory Items:

- Launch to be registered in Canada
- Launch is to be certified to operate in Canada in the waters required to transfer pilots to and from Port Hardy and the contracted pilot station.
- Launch to comply with all applicable Transport Canada Regulations, including, but not limited to:
 - Canada Shipping Act, 2001
 - TP 14530 Guidelines for the Construction and Inspection of Pilot Launch and the standards referenced therein
- All certificates pertaining to the inspection, approval, certification, safety procedures and operation of the launch shall be framed under glass and posted on board as required. Certificates shall be valid for a minimum period of 12 months after acceptance of the Launch. Certificates shall include but not be limited to the following:
 - Radio certificate
 - Builder's Certificate
 - Compass Adjustment Certificate
 - Life Saving Equipment Certificate (for Canadian waters)
 - Fire Fighting Equipment Certificate
 - Fire and Safety Plans
- Launch design and arrangements must be inspected and approved by Transport Canada or by a Classification Society recognized by Transport Canada's Delegated Statutory Inspection Program (DSIP) to provide Delegated Approval of the design on behalf of Transport Canada Marine Safety.
- Launch to be delivered with Transport Canada or Class Approved Trim and Stability Booklet
- The Contractor will provide the Authority will all necessary forms and certificates to ensure the launch satisfies all applicable National regulations, so that the launch is fully compliant, operational and in use by a date negotiated in accordance with Part A section 3.9.
- Launch General Particulars to meet the following criteria:
 - Length Over All (LOA) to be between 16 and 20 meters.
 - Complement:
 - Crew = 3 persons
 - Passengers (pilots) = 6 persons
 - Performance:
 - Calm Water speed ($H_s < 0.25m$) = 25 Knots
 - Open Water Speed ($H_s = 3m$) = 15 knots
 - Endurance:
 - Sufficient fuel to transit to and from Port Hardy to the contracted pilot station in 3m seas, and loiter on station for 6 hours, with 20% reserve fuel.
 - Maximum sound levels during free running in trials condition, with HVAC system operating are not to exceed 75 dB(A) in the wheelhouse and passenger space

Launch Outfit to meet the following criteria:

- Powering and propulsion package to be to Regulatory approval. Propulsion system to be propeller or water jet.

- The vessel must be powered by at least two engines which can be operated independently from each other.
- There must be two sets of propulsion/steering controls, one in the wheelhouse and one aft for use during the recovery of a pilot/person from the water.
- Launch to be equipped with Regulatory compliant and Authority approved Man Overboard (MOB) recovery system. Preference is for a system equivalent to or better than the systems currently in use on the Pacific Scout or Pacific Navigator.
- Launch to be equipped with a minimum of two (2) adjustable beam search lights forward and one (1) adjustable beam search light aft; capable of illuminating a 1m² white painted board at 100m range on a dark night with a clear atmosphere
- Means of illumination of the sea within 5m of the vessel
- Launch to be equipped with the Authority's approved MOB beacon system such as ORCA or an AIS based system.
- Electronic Chart plotter (ECS system) to be equipped with one button MOB alarming
- Electronic Chart plotter (ECS system) to be compatible with an AIS transponder. Launch either to be equipped with a Class A AIS Transponder or be able to accommodate installation and integration of same at later date.
- Launch to be equipped with radar which is compatible with an AIS transponder.
- One (1) 110 VAC outlet to be available in wheelhouse
- All pilot launches provided by the Contractor shall be maintained in a thoroughly efficient and seaworthy state. The pilot launches shall be crewed as noted above, and be under the command of a competent Master/Operator who holds a 150 ton certificate of competency or higher. The crew of each such Launch shall be trained in the rescue of pilots from the water, and will participate in rescue exercises as and when directed by the Authority. The annual Pilot Transportation Safety (PTS) Committee evaluation of the launches and crew are to be at no cost to the Authority. During the annual PTS Committee evaluation, the Contractor will be responsible only for the normal operating costs of the launch.
- The Contractor shall possess an Operations Manual for the use and guidance of its operations personnel, containing, inter alia, instructions, checklists and other information relating to the operations of the pilot launches, in accordance with Applicable Laws, standards and recommended practices. Notwithstanding and in addition to the foregoing, the Contractor shall adhere to any and all standards of performance developed and approved by the PTS Committee.
- The Contractor shall submit to the Authority copies of the Certificates mentioned in Section (a) above.
- Each pilot launch shall be properly equipped for the purposes for which it is being used hereunder.

**APPENDIX B-1
PILOT LAUNCH TECHNICAL AND INFORMATION DATA**

Proponent Name _____

NOTES:

- A completed Appendix B-1 must be submitted for the pilot launch proposed;
- Reference Appendix B for a full description of the requirements.

1. General Information and Identification (see Appendix B)

LAUNCH	
Built	
Type of vessel	
Year built	
Location of built	
Main propulsion	
Propulsion Type	
Fuel consumption (liters per hour) at 95% total power	
General description of the launch, including general condition	

2. Other

Proof of approved stability booklet (approved page only)	
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**APPENDIX C
PRICE PROPOSAL**

Proponent Name _____

NOTES:

- Complete one Price Proposal form for each agreement term proposed for the 365 day annual operating period and the option as to the pilot launch proposed;
- Proponents will propose a five, ten and fifteen year agreement term;
- The launch and description must directly correspond to the launch information provided on Appendix B-1;
- Adjustments for inflation as per Part B, Section 6 will be applied for subsequent years of the agreement, unless otherwise noted in the proposal and this appendix;
- All pricing excludes fuel; and,
- The estimated quantities are for evaluation purposes only and in no way reflect any expectations of the Authority on actual usage.

Agreement Term _____ (5, 10 or 15 years)

Price per Transfer at Pine Island	
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Annual Fee Adjustment (Check one)

- Annual adjustments to the price per transfer at Pine Island using the previous year's change in the Canada CPI;
- Annual fees will be adjusted as follows: – please fully describe and provide any necessary calculations
- Specific and fixed annual fees for each year of the agreement term as follows:
Provide a table substantially in the form above, noting the proposed fees for each year of the agreement term

Other costs and description: