

Request for Proposal

NEW PILOT LAUNCH VESSEL



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

Request for Proposal

NEW PILOT LAUNCH VESSEL

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: October 25, 2018

File: 2018 New pilot launch

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

New Pilot Launch Vessel

Pacific Pilotage Authority

The Pacific Pilotage Authority (the “Authority”) invites proposals from firms capable of supplying a new pilot launch meeting the requirements outlined herein. The Authority provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations. This Request for Proposal is for the replacement of existing marine pilotage launch vessels.

Proponent inquiries will not be accepted after 15 December 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, January 9th, 2019 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

TABLE OF CONTENTS

PACKAGE CONTENTS COVER SHEET.....1
NOTICE OF REQUEST FOR PROPOSAL 3
PART A: ADMINISTRATION 5
 1. GENERAL INFORMATION 5
 2. PREPARATION AND SUBMISSION 7
 3. EVALUATION AND AWARD 9
 4. SUMMARY OF CAUSES FOR REJECTION OF A PROPOSAL.....12
 5. DEFINITIONS13
PART B: REQUIREMENTS 14
 1. PURPOSE OF THIS RFP 14
 2. TIMETABLE 14
 3. PROJECT DESCRIPTION15
 4. GENERAL REQUIREMENTS AND SCOPE 16
 5. REQUIREMENTS AND PROPONENT RESPONSE 16
 6. PRICE PROPOSAL 19
 7. EVALUATION 19
 8. PROPOSAL FORMAT20
PART C: ATTACHMENTS.....21
 REQUIRED PROPOSAL OUTLINE 26
 PROponent COVERING LETTER 27
 APPENDIX A DOCUMENTS TO BE SUBMITTED WITH PROPOSAL.....28
 APPENDIX B PILOT LAUNCH AND OUTFIT REQUIREMENTS29
 APPENDIX C PRICE PROPOSAL.....30

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 shipyard 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.

The proposal price specified in the proposal price will include all fees; cash allowances; contingencies; expenses of any kind for performance of the work described by the RFP.

The proposal price shall additionally include all fees and expenses associated with the certification and classification of the vessel by an approved Class Society to their Rules and to the applicable Regulations of Transport Canada.

The proposal price shall provide accounting of all taxes and import duties which may be required to be paid by the proponent in order to complete the work.

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 CURRENCY

All monetary amounts (including Proponent financial information and pricing) should be expressed in Canadian dollars and in the "local" or "home" currency of the Proponent. The Authority will determine which currency to use in the contract when it selects the Preferred Proponent.

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

Five 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, “**New Pilot Launch Vessel**” 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:

- (a) award portions of the project to different proponents through separate contracts;
- (b) accept proposals in whole or in part, with or without negotiation;
- (c) refuse award of the contract to a proponent the Authority judges to be fully or over committed on other projects;
- (d) refuse award of the contract to a proponent where, in the Authority’s sole opinion, the proposal does not represent fair value;
- (e) 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,
- (f) in the case of a sole proposal being received, either:
 - (i) 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 any services related to completion of the contract in Canada 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 Section of Proposals

The technical section 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.

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, and
- contract payment details.

If a written contract cannot be negotiated within 20 business 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 20 business 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:

“Authority” means the Pacific Pilotage Authority;

“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

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 PPA currently owns a fleet of five pilot launches ranging in length from 19 to 22 meters. The PPA is currently seeking proposals from Proponents interested in providing a new pilot launch vessel to PPA meeting the technical requirements included in this RFP. The PPA would like to begin a fleet renewal program in which a one vessel is purchased every five years, and would like to use a consistent design for future vessels.

The successful proponent will be responsible for all aspects of design, construction and delivery of the new launch vessel including all necessary regulatory approvals as applicable in Canada.

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	October 26 , 2018
Deadline for Request for Proposal questions	December 15, 2018
Deadline to Submit Proposal	January 9, 2019
Proposal evaluation completed	January 30, 2019
Execution of contract	March 1, 2019
Vessel Arrival at designated location	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 REQUIREMENTS AND SCOPE

4.1 General Requirements

The Authority is seeking proposals from qualified companies to provide a new pilot launch vessel. The successful proponent will have the ability to design and build a pilot launch, specifically designed and equipped for running transfers (i.e. when the vessels are underway with speeds of up to 15 knots) with all relevant certifications as required by Transport Canada to operate a pilot launch. The vessel should be designed and constructed with consideration to a 25 year minimum service life expectancy.

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 Specification (provided in separate document)
Appendix C	Price Proposal (to be submitted with proposal)

5. REQUIREMENTS AND PROPONENT RESPONSE

5.1 General

The Authority looks to the proponent for the technical expertise and background necessary for designing and construction of a pilot launch vessel. It is the Authority's expectation that the proposed pilot launch vessel will be of the highest standard with respect to design, cost-effectiveness and without compromising safety for both launch crew and pilots.

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 understands pilot launch vessel requirements and your commitment and flexibility with working with the Authority to provide an innovative and cost-effective launch vessel.

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; and
- b) experience with building pilot launch vessels.

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

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

Pilot Launch Technical Requirements are set out in Appendix B.

Response

To meet the mandatory criteria

The proposal must include:

1. Basic description of the proposed vessel, and conformation that it will meet all of the functional requirements included in the Technical Specification.
2. Confirm that the proposed vessel will meet all relevant Classification Society Rules and Transport Canada Regulations.
3. Provide technical information demonstrating that the proposed vessel meets all technical requirements of the Technical Specification. While a full, detailed drawing and specification package is not required as part of the RFP response, the response should include enough technical content to allow the Authority to evaluate the suitability of the proposed design.

At the minimum, the RFP response should include the following items:

- General Arrangement
- Tank Plan
- Midship Section
- Machinery Arrangement
- Shafting Arrangement
- Concept Electrical One Line Diagram
- Navigation Light Plan
- Fill, Vent and Sounding Diagram
- Fuel Oil System Diagram
- Bilge, Ballast and Fire System Diagram
- Speed and Endurance Predictions
- Stability Analysis Summary
- Weight and CG calculations
- Outline Technical Specification of Hull, Outfit and Machinery

Other

The proposal should:

4. 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.

5.4 Technical – Construction, Commissioning, Testing and Delivery

Requirements

The proponent must demonstrate that they have the means and ability to provide a launch vessel which meets all the technical requirements set out in Appendix B. In this section, the proponent should provide an outline plan for the construction, commissioning, testing and delivery of the vessel, describing how, where, and by whom each phase of the work will be completed. The proponent should also provide a schedule for the above activities and the associated design and engineering work.

Response

The proposal must include:

1. Describe the plan for construction, commissioning, testing, and delivery of the vessel, including details of where the activities will take place and who (proponent or sub-contractor) will be responsible for the conduct of each activity.
 - Proposed shipyard location and experience
 - Commissioning Plan
 - Testing Plan
 - Vessel Delivery
 - Training plans for crew
 - Commitment to safety
 - Total Schedule

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 completion of the full Scope of Work as described in the RFP.
2. The price proposal should include accounting for, and payment of, all applicable fees and expenses related to Classification of the vessel by a recognized IACS Class Society, and certification of all relevant certificates as required by Transport Canada.
3. The price proposal should include accounting for, and payment of, all applicable taxes and import duties both within the country of build, and Canada, as applicable.
4. All monetary amounts (including Proponent financial information and pricing) should be expressed in Canadian dollars and in the "local" or "home" currency of the Proponent. The Authority will determine which currency to use in the contract when it selects the Preferred Proponent.
5. 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 vessel 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.
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) Five 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 C 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>		
Proponent's Experience and Qualifications	5	60%
<u>Technical</u>		
Pilot Launch and Equipment	40	60%
Construction through Delivery	15	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).

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
			A	B	C	D	E					
MANAGEMENT	Max Pts											
<ul style="list-style-type: none"> Demonstrates understanding and commitment Previous Pilot Vessels delivered 	2											
	3											
Subtotal (1)	5											
TECHNICAL	Max Pts											
Pilot launch Vessel												
Technical Specification												
Spec	Criteria											
101	LOA < 20m	2										
101	Vessel Speed	2										
104	Classed with TC RO	2										
110	Removable, resilient mounted Deckhouse	2										
306	Overhead Windows at helm station	2										
306	The forward and side windows and skylights in the wheelhouse are electrically heated	2										
306	Deadlights for all	2										

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

	windows										
330	Three berths for crew	2									
330	Six pilots seats	2									
340	Wheelhouse arrangement meets requirements	2									
360	NOVEC or FM200 fixed fire fighting (not CO2)	2									
365	Stern Mounted MOB Scoop	2									
405	Anchor Equipment arranged to minimize tripping	2									
450	Fendering Arrangement PPA Standard	2									
510	Main Engines IMO Tier III	2									
510	Fuel Consumption at 80% MCT	2									
530	Hamilton Waterjets	2									
625	External Light arrangement	2									
910	Navigation and Controls Equipment meet requirements	2									
	Special Features of design	2									
Subtotal (2)		40									

TECHNICAL Construction through Delivery	Max Pts	A	B	C	D	E
• Proposed shipyard location and experience	1					
• Commissioning Plan	1					
• Testing Plan	1					
• Vessel Delivery	3					
• Training plans for crew	3					
• Commitment to Quality and Safety	3					
• Total Schedule	3					
Subtotal (3)	15					

(1) Subtotal Points: Min=3 Max=	5	-	-	-	-	-
(2) Subtotal Points: Min=24 Max=	40	-	-	-	-	-
(3) Subtotal Points: Min=9 Max=	15	-	-	-	-	-
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')						

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PRICE EVALUATION		ONLY SHORT LISTED PROPOSALS CONSIDERED				
Price Proposal – total price including all taxes, certification fees and import duties		A	B	C	D	E
RECOMMENDATIONS		SIGNATURES				
		<hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> <p style="margin-top: 20px;">Evaluation Team Chair: _____</p>				
PROPOSAL _____ ACCEPTED (A, B, or C, etc.)		SIGNATURE OF AUTHORIZED EXPENSE AUTHORITY:			DATE:	



**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 the specific needs of the project • Demonstrate that the proposed project team has the skills and understanding to complete the project
Past experience	<ul style="list-style-type: none"> • Provides client references which can confirm the proponent's abilities have been demonstrated on similar previous projects

TECHNICAL EVALUATION – Pilot Launch Technical Specification

The award of evaluation points is based upon the degree to which the proposal meets the requirements set out in the technical specification.

TECHNICAL EVALUATION – Construction through Delivery

Term	The award of evaluation points is based upon the degree to which the proposal:
Proposed shipyard location and experience	<ul style="list-style-type: none"> • Demonstrate that the proposed shipyard facility has the skills and understanding to complete the project • Provides client references which can confirm the proposed shipyard facility's abilities have been demonstrated on similar previous projects
Commissioning Plan	<ul style="list-style-type: none"> • Provide evidence that a detailed Commissioning Plan will be prepared and followed as the vessel nears completion. Commissioning Plan is to include provisions for Owner's crews to be present during start-up and final commissioning of major machinery
Testing Plan	<ul style="list-style-type: none"> • Provide evidence that a detailed Testing Plan will be prepared and followed prior to delivery of the vessel. Testing Plan is to include provisions for Owners' crews to attend vessel trials.
Vessel Delivery	<ul style="list-style-type: none"> • Proposed plan for delivery meets the Authority's objectives • Delivery plan ensures vessel is delivered to Authority's preferred location
Training Plans for Crews	<ul style="list-style-type: none"> • Provide evidence that a detailed Training Plan will be prepared and carried out to provide Owner's crew with training on the systems and operation of the vessel.
Commitment to Quality and Safety	<ul style="list-style-type: none"> • Provide evidence that the nominated shipyard facility has a demonstrated commitment to quality and safety.
Total Schedule	<ul style="list-style-type: none"> • Provide a schedule showing timeline from award of contract through arrival of vessel on West Coast of Canada

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 Pilot Launch Prices will be evaluated based on total price meeting indicated scope of work.

- 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 company.

PROPONENT COVERING LETTER

PROPONENT LETTERHEAD

Date

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

Attention: Brian Young

Re: New Pilot Launch Vessel

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 _____

Proponent Experience and Qualifications (Part B, Section 5.2)	Included
Complete response to all items in Part B, Section 5.2	

Pilot Launch and Equipment (Part B, Section 5.3)	Included
Vessel description and technical details	
Vessel Drawings	
Description of special features	

Construction, Commissioning, Testing and Delivery (Part B, Section 5.4)	Included
Details of shipyard	
Outlines of Commissioning Plan and Testing Plan	
Intent for vessel delivery	
Outline of Crew Training Plan	
A Company Safety Policy Statement	
Project Schedule	

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

APPENDIX B PILOT LAUNCH AND OUTFIT REQUIREMENTS

See separate Technical Specification Document

APPENDIX C PRICE PROPOSAL

Proponent Name _____

NOTES:

- The launch and description must directly correspond to the launch information provided on Appendix B
- All pricing is inclusive of all aspects of the RFP including delivery of the vessel and payment of all taxes, import duties, and certification fees.
- Proponents should provide pricing using the format below. Proponents are free to provide additional pricing breakdown.
- Currency: depending on the Shipyard location proposed, Proponents may wish to also propose a Home currency in addition to the CDN currency for consideration by the Authority. The Authority reserves the right in its sole discretion to select the currency for the contract that would be in its best interest.

ITEM	DESCRIPTION	PRICE	
		CDN (\$)	HOME CURRENCY List Currency: _____
1	New Pilot Launch Vessel (includes design, engineering, manufacturing, assembly, commissioning, and testing)	\$ _____	\$ _____
2	Delivery to West Coast of Canada	\$ _____	\$ _____
3	Basic Crew Training	\$ _____	\$ _____
4	Classification and Certification Fees	\$ _____	\$ _____
	Total Proposal Price	\$ _____	\$ _____

APPLICABLE TAXES AND FEES

Itemize all applicable taxes and fees (including GST, HST, PST, Canadian Customs, imports, duties, etc.) that will be applicable to the Total Proposal Price listed above

ITEM	AMOUNT
	\$ _____
	\$ _____
	\$ _____
	\$ _____
Total Taxes and Fees	\$ _____