

# Request for Proposal

Floating Dock Replacement for Victoria Launch Station



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

# Request for Proposal

## Floating Dock Replacement for Victoria Launch Station

### 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: June 01, 2022

File: Floating Dock Replacement - 2022

*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

Replacement Floating Dock for Victoria Pilot Launch Station

Pacific Pilotage Authority

The Pacific Pilotage Authority (the “Authority”) invites proposals from firms capable of supplying a floating dock for the Victoria pilot launch station. The Authority provides marine pilotage services as mandated by the Pilotage Act (Canada) and its associated regulations.

Proponent inquiries will not be accepted after 30 June 2022. Inquiries are to be directed only to the Authority representative identified below and must be in writing to the email address below.

Proposals will be received no later than 2:00 p.m. Pacific Daylight Time, July 22, 2022 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:

Paulo Ekkebus  
Director, Marine Operations  
mo-om@ppa-app.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 be held to allow for viewing of the existing installation.

### 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).

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 of the proposal must be submitted 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, “**Floating Dock Replacement for Victoria Pilot Launch 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:

- (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 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 equipment necessary to construct and install the new floats and remove the existing floats;

**“Authority”** means the Pacific Pilotage Authority;

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

**“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;

**“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, and Cape Beale. Each pilot station is serviced with one or more pilot launch(es). The Authority owns and operates 5 pilot launches. These are stationed at Victoria, Steveston, and Prince Rupert launch station. When not in operation the pilot launches are docked at their respective pilot launch station. At all pilot

launch stations these docks are floating docks. At the Victoria and Prince Rupert pilot launch station they are owned and maintained by the Pacific Pilotage Authority.

The floating docks at the Victoria pilot launch station have reached their end of life and are due to be replaced. The PPA is therefore seeking proposals from qualified suppliers, to submit proposals for replacement floating docks.

The successful proponent will be responsible for all aspects of the service including the construction and installation of the new floating docks.

## 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	15 June 2022
Deadline for Request for Proposal questions	30 June 2022
Request for Proposal closes	22 July 2022
Proposal evaluation completed	12 August 2022
Execution of contract	26 August 2022

## 3. PROJECT DESCRIPTION

### 3.1 Floating Docks in Victoria

#### 3.1.1 Current Situation

The Authority is seeking proposals from qualified companies for construction and replacement of the current floating docks at the Victoria Pilot Launch Station. The current floating dock consists out of three individual floating dock sections and is kept in place by a single monopile and 3 4-pile with staple construction. The successful proponent will propose a construction that will not require the removal or installation of different or additional piles. In other words, the existing piles are being reused, and the new floating docks will consider an installation that will not interrupt the current securing method.

The current floating docks consist of the timber construction. It is the Authority's desire to replace the timber construction with a parallel float like construction type with a paver stone walkway. A tray for services such as electricity and water should be accessible by removing some of the pavers.

## 4. GENERAL REQUIREMENTS AND SCOPE

### 4.1 General Requirements

The Authority is seeking proposals from qualified companies for replacement of the existing floating docks at the Victoria Pilot Launch Station.

The successful proponent will have the ability to design and construct the new docks, remove the existing docks, install the new docks, and make up all connections to services.

## 4.2 Requirements for construction and installation

### 4.2.1 Design and Construction

Refer to Appendix B1: Statement of Requirements

### 4.2.2 Installation

The Victoria pilot launch station is the busiest in British Columbia performing in excess of 6000 pilot transfers per year. As such the entire station cannot be out of commission for any period of time as the launches need to be available 24/7. The removal and installation shall take into account the continuous running operation of pilot transfer services and the pilot launches. The current installation consists of three floats, which will all need to be replaced at the same time in order to minimize disruption. Short term rafting of launches is possible with coordination of the launch master on duty and the shore engineer.

All work that is performed at the station must take into account the environmentally sensitive nature of the location and be done in a manner to ensure that no pollution of the waterway occurs.

## 4.3 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 B1	Statement of Requirements
Appendix B2	Sketches of current floating dock at Victoria Pilot Launch Station
Appendix C	Price Proposal (to be submitted with proposal)

Important Note: Sketches are provided “as is” and are provided for reference only. Actual measurements and dimensions are the responsibility of the proponent.

## 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 performing the work in a cost-effective, efficient manner without compromising safety and effectiveness.

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)
- 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 the work scope and your commitment and flexibility with working with the Authority to provide innovative and cost-effective services.

4. Provide an overview of your organization including:

- a) how long the organization has existed or operated in the current business area;
- b) experience with designing, building, and installing docks,
- c) ownership structure.

5. Provide a list of names and contact information for whom you have provided similar services 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 – Dock Replacement

### Requirements

The Authority is seeking replacement of the existing floating docks at the Victoria Pilot Station with new docks suitable for mooring two pilot launches.

The new dock requirements and existing dock arrangements are shown in Appendix B1 and B2.

The new docks must fit within the footprint of the current docks, provide docking arrangements for two launches simultaneously, provide services for two launches simultaneously, and provide for additional small vessel docking.

### New Dock Design and Construction

The proponent responsible to design new floats that meet the Authority's requirements as described above and In Appendix B1. Proponent must prepare drawings and technical documentation to describe the new design. The new design is to be presented to the Authority for approval prior to commencing procurement of materials or starting construction.

Proponent is responsible for purchasing of all materials, supplies, and equipment necessary to construct and outfit the new docks.

Proponent is responsible for construction of the new docks, including outfitting of equipment, to a stage that which they are ready for transport to the Authority's Victoria location. This work must occur at a location other than the Victoria Pilot station, and cannot interfere with ongoing pilotage activities. Construction activity should be at a location where the PPA representatives can visit occasionally to monitor progress.

Proponent is responsible for transport of the new floats from the construction facility to the Victoria Pilot Launch station.

### Existing Dock Decommissioning and Removal

Prior to installation of the new docks, the existing docks must be decommissioned and removed. Proponent is responsible for carrying out this work.

The following tasks are indicative of the scope of work anticipated for the decommissioning and removal phase. Proponent is responsible for determining the final scope of work:

- Disconnect water and power services to the existing docks
- Removal of existing pile-capture steel structure, and replacement with temporary securing means until actual dock removal
- Removal of dock stairs at each berth (to be done immediately before removal of each dock)

The proponent is responsible for removal of docks from the Authority's docking area and disposal of old docks in accordance with applicable regulations, and will bear all costs associated with same.

### New Dock Installation and commissioning

The proponent is responsible for transporting the new docks from their place of manufacture to the Authority's facility.

Staging of the docks in or around the Authority's existing docks may be possible, but must be coordinated with the Authority so that ongoing pilotage activities are not impacted.

Proponent is responsible for moving each new dock into place, and then commissioning the docks.

The following tasks are indicative of the scope of work anticipated for the commissioning phase. Proponent is responsible for determining the final scope of work:

- Connect water and power services to the new docks
- Completion of pile-capture steel structure
- Installation of dock stairs at each berth

For the replacement of Dock 1, the proponent will also be responsible for securing the access ramp while the dock is being replaced.

## Response

### *To meet the mandatory criteria*

The proposal must include:

1. Describe the plan completing the work, 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 fabrication facility location and experience
  - Engineering Plan
  - New dock transport
  - Decommissioning and Removal Plan
  - Installation and Commissioning Plan
  - Old dock disposal

### 5.4 Other

Describe the company's commitment to diversity, including Indigenous, ethnic, cultural, and gender diversity.

The Government of Canada is committed to diversity and Indigenous peoples. Proponents will also be evaluated on their commitment to offer goods and/or services with Indigenous Peoples of British Columbia and in the rest of Canada. Such goods/services may be offered in conjunction with companies owned and/or managed by Indigenous Peoples or the employment of Indigenous Peoples within the work force directly assigned in fulfilling the requirement of this RFP.

### 5.5 Price Proposal

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

## 6. PRICE PROPOSAL

### 6.1 Requirements

1. The proponent is required to submit a price proposal for the construction and installation of the floating docks and disposal of old docks.
2. Any requirements of the Authority should be clearly noted.
3. 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.

**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.

<b>Mandatory Criteria-Administration</b>
a) Four hard copies of the proposal must be submitted.
b) Proponent Covering Letter signed by an authorized representative.
c) Proposal 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
<b>Mandatory Criteria-Proponent Response</b>
f) Completed Appendices A

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:

<b>Criteria</b>	<b>Weighting</b>	<b>Minimum Score</b>
<u>Management</u>	10	60%
Proponent's Experience and Qualifications		
<u>Technical</u>		
Dock Design and Construction	25	60%
Dock Replacement Strategy	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).

**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"> <li>Late, Withdrawn, Unsolicited</li> <li>All Mandatories Submitted with Proposal</li> </ul>					
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"> <li>Demonstrates understanding and commitment</li> <li>Diversity, including Indigenous peoples, ethnic, cultural and gender diversity</li> <li>Past experience</li> </ul> <b>Subtotal (1)</b>	4										
	2										
	4										
	<b>10</b>										
TECHNICAL <i>Dock Construction and Replacement</i>	Max Pts	A		B		C		D		E	
<ul style="list-style-type: none"> <li>Dock design meets basic requirements</li> <li>Dock Replacement strategy meets Authority's needs</li> </ul> <b>Subtotal (2)</b>	10										
	10										
	<b>20</b>										

<b>(1) Subtotal Points: Min=6 Max=</b>	<b>10</b>								
<b>(2) Subtotal Points: Min=12 Max=</b>	<b>20</b>								
<b>TOTAL MANAGEMENT AND TECHNICAL</b>	<b>30</b>								

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

SHORTLISTING	A	B	C	D	E
<b>SHORTLISTED</b> 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 – total price including all taxes						

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

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



**REQUEST FOR PROPOSAL  
Proposal Evaluation**

**MANAGEMENT EVALUATION**

<b>Term</b>	<b>The award of evaluation points is based upon the degree to which the proposal:</b>
Demonstrated understanding and commitment	<ul style="list-style-type: none"> <li>• Clarity of proposal</li> <li>• Demonstrate understanding of the specific needs of the project</li> <li>• Demonstrate that the proposed project team has the skills and understanding to complete the project</li> </ul>
Diversity, including Indigenous peoples, ethnic, cultural and gender diversity	<ul style="list-style-type: none"> <li>• Demonstrates commitment to Indigenous, ethnic, cultural, and gender diversity</li> <li>• Demonstrates commitment to working with Indigenous Peoples through employment</li> <li>• Demonstrates partnership with Indigenous companies in fulfillment of requirements in this RFP</li> </ul>
Past experience	<ul style="list-style-type: none"> <li>• Provides client references which can confirm the proponent’s abilities have been demonstrated on similar previous projects</li> </ul>

**TECHNICAL EVALUATION**

<b>Term</b>	<b>The award of evaluation points is based upon the degree to which the proposal:</b>
Dock design meets basic requirements	<ul style="list-style-type: none"> <li>• Provides a full description and design to demonstrate that proposed docks meet basic requirements</li> <li>• Dock construction is suited for intended service</li> </ul>
Dock Replacement strategy meets Authority’s needs	<ul style="list-style-type: none"> <li>• Full description of decommissioning and installation strategy to meet requirements</li> <li>• Demonstrate an understanding of the Authority’s needs to maintain service throughout the replacement</li> <li>• Provides innovative and collaborative solutions</li> </ul>

**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 to Complete Scope** | The price to complete the stated 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 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: Floating Dock Replacement for Victoria Pilot Launch Station

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** \_\_\_\_\_

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

<b>Technical – Dock Replacement (Part B, Section 5.3)</b>	<b>Included</b>
Proposed fabrication facility location and experience	
Engineering Plan	
New dock transport	
Decommissioning and Removal Plan	
Installation and Commissioning Plan	
Old dock disposal	

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

## APPENDIX B-1 Project Requirements



**ROBERT ALLAN**  
Naval Architects & Marine Engineers

**Robert Allan Ltd.**  
Naval Architects & Marine Engineers  
[www.ral.ca](http://www.ral.ca)

# Statement Of Requirements (SOR)

## Victoria Pilot Station Floating Docks

### Pacific Pilotage Authority

Date: May 20, 2022  
Reference: 218-047  
Revision: 1.1

The following technical requirements apply to the three (3) floating dock sections that together, will comprise the Authority's floating dock.

The dock is to have spots for three, 19 to 22m pilot launches to be docked simultaneously on the outside face, with additional spaces for docking of smaller vessels on the inside face.

Dock 1 is the dock closest to shore access, and supports the ramp from shore.

Dock 2 is the middle dock.

Dock 3 is the furthest dock, and has additional piling supports at the far end,

## 100 – General / Regulatory

The floating docks are to be of robust construction in order to withstand annual year-round weather events on Victoria. The pilot launch station is located at Ogden Point, and although protected by a floating barge, does experience swell and wave action. This is especially the case for westerly weather patterns.,

### Dimensions (approx.)

- Dock 1:
  - Length between piles: 42'7"
  - Length on Deck: 42'9"
  - Width on deck: 11'
  - Freeboard: 21"
  
- Dock 2:
  - Length between piles: 42'

- Length on Deck: 40'3"
- Width on deck: 11'
- Freeboard: 21"
  
- Dock 3:
  - Length between piles: 43'7"
  - Length on Deck: 40'3"
  - Width on deck: 11'
  - Freeboard: 21"

There are metal ramps between each pair of docks (2 ramps), to facilitate transfer of personnel and goods. Docks are to be fitted with slides to suit the ramps.

Design Life: Docks are to be designed and constructed for a minimum 20 year design life without the need for any maintenance that cannot be performed with the docks in place.

Regulatory: Docks must meet all Federal, Provincial, and local regulations with respect to design and construction (e.g. any protective anodes must be of accepted material).

## 200 – Dock Structure

The floating docks are to be of robust construction and fabricated of materials suitable for life in a marine environment.

Underwater portions must be impervious to oil and fuel, marine life, and protected from corrosion.

Above water side faces should be either constructed of cedar, or be fitted with replaceable cedar facing, with countersunk bolts, to present a surface suitable for bringing boats alongside.

Decking to be of material impervious to oil and fuel, must be suitable for transport of equipment, and must have a surface suitable for use when wet (i.e. have non-skid properties). Suitable materials include; concrete (including pavers), wood (cedar), expanded galvanized steel grating, or a combination of all.

The docks should be built with a main services trench running the length of all three floats, to accommodate electrical, water, and other services. The trench shall be readily accessible from the deck of the floats, with easily removable cover plates (e.g. expanded steel, pavers, or timber). There should be additional trenches running from the main trench to the electrical service points for each launch.

## 300 – Outfitting

Dock 1 provides access from shore via a long gangway which rests on the float. Dock 1 must have sufficient flotation to ensure that the float can support the ramp without affecting the float freeboard. Dock 1 must be fitted with a replaceable wear plate or rails in way of the ramp landing on deck.

Provide the following safety equipment:

- Each dock to have one lifering stand, in a location agreed upon with the Owner's Representative.
- One retractable emergency ladder at the far end of Dock 3. Ladder to be accessible and able to be deployed by a person in the water, and to be of a contrasting colour (red or yellow).

## 400 – Dock Fittings

The series of three docks combined shall have berths for three pilot launches to be docked simultaneously, with one launch at each dock.

The following items are to be provided for each berth:

- The pilot launches rest against a 38 foot “docking wall” when alongside the floats. This docking wall shall be designed in order to withstand any pressure developed while berthing alongside the float. The docking walls should have vertical rub-strakes for the vessel to rest against. Vertical rub-strakes are to have replaceable low friction plastic rub pads (Teflon or similar).
- While alongside, the pilot launch is moored with mooring ropes. These ropes hang from stanchions while away from the float or dock. Stanchions must be incorporated in the design to facilitate easy docking and undocking. Usually, only two stanchions are used per pilot launch.
- The docks shall also be fitted with four tie-up cleats on each side of the docks (total number 24) , arranged to the satisfaction of the Owner's Representative
- In order to access the pilot launches a set of stairs is positioned at each docking wall in order to climb the difference between the freeboard of the floating docks and the pilot launch.
- The float design must ensure the docking wall and stairs can sit on the float without affecting the float freeboard.

## 500 – Not Used

## 600 – Other Services

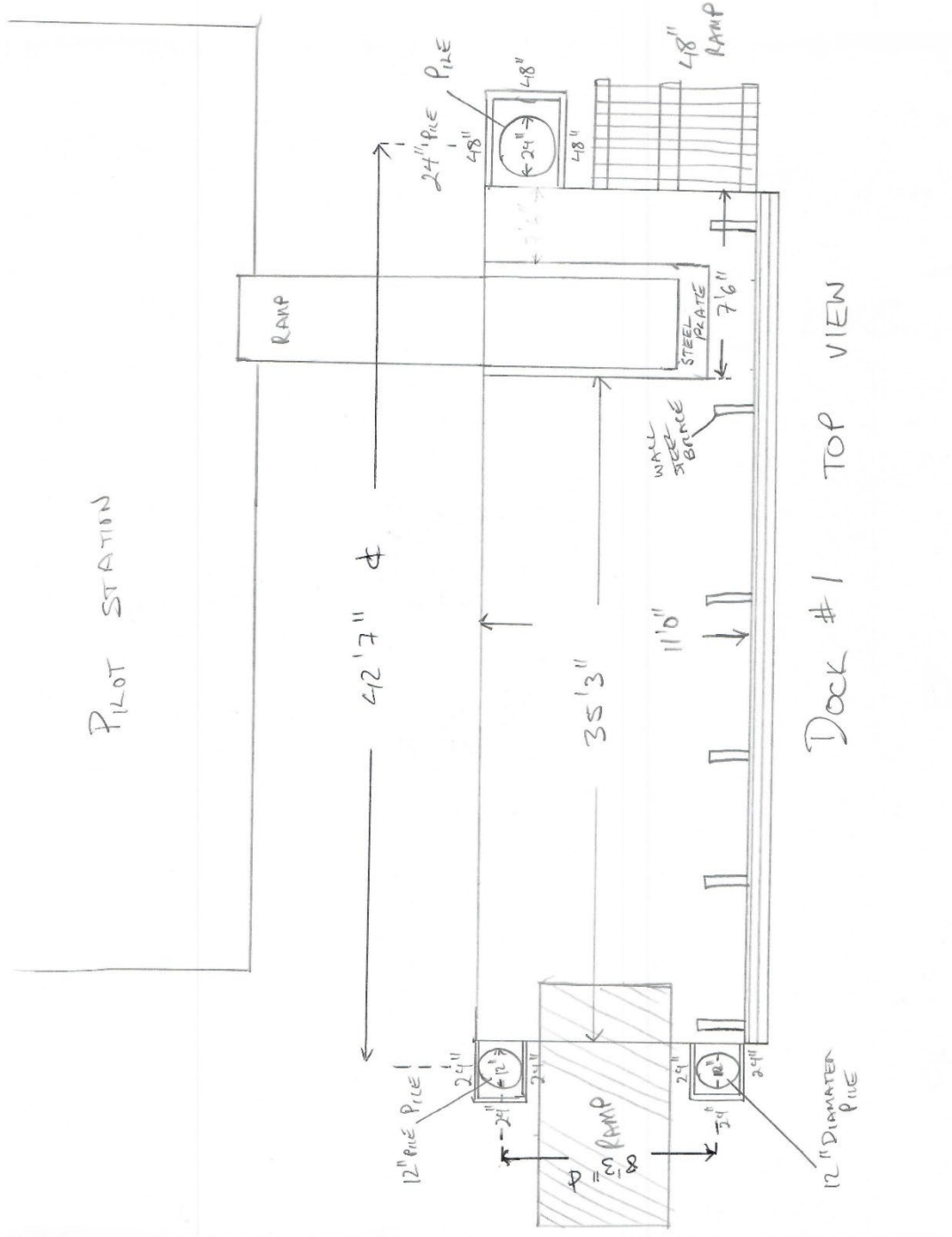
Each berth is to be equipped with a potable water faucet with hose holder on post.

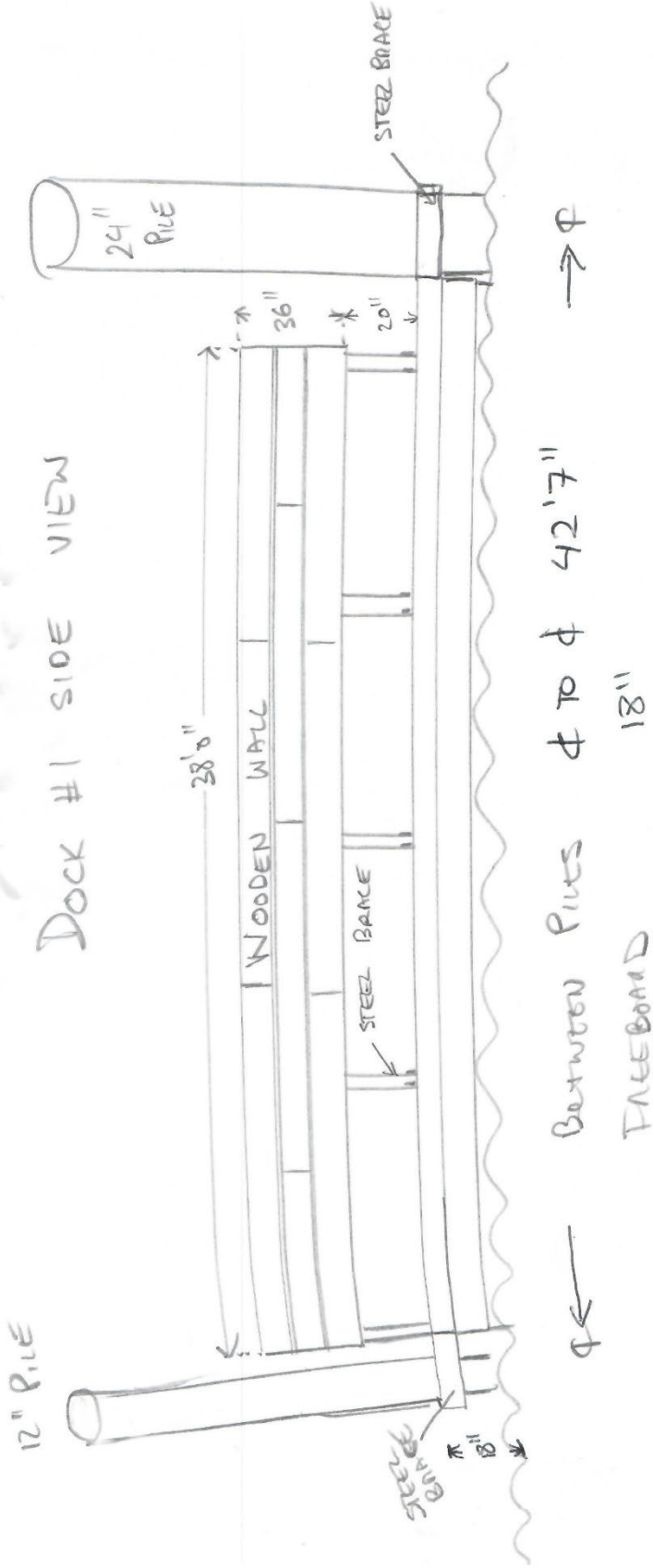
Water distribution to be via main services trench.

DEF distribution piping via main services trench, with connection at each berth.

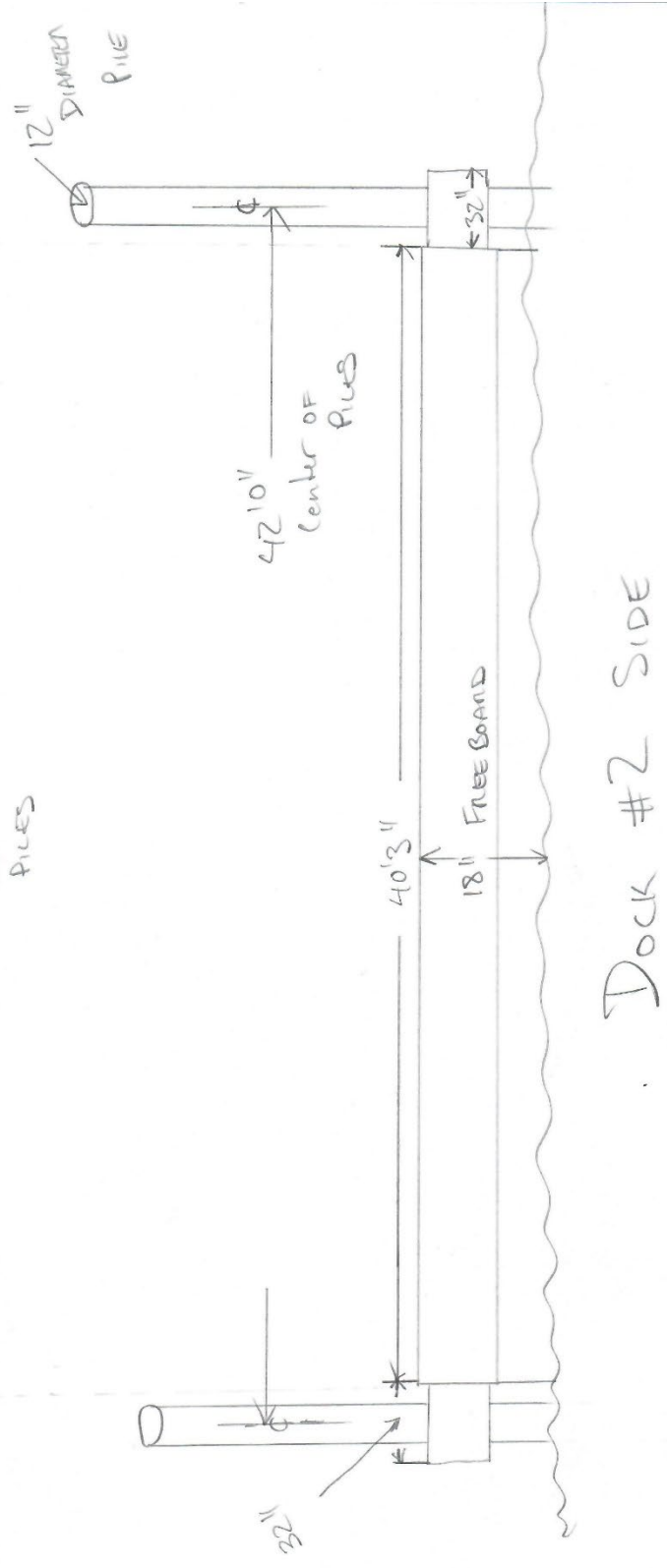
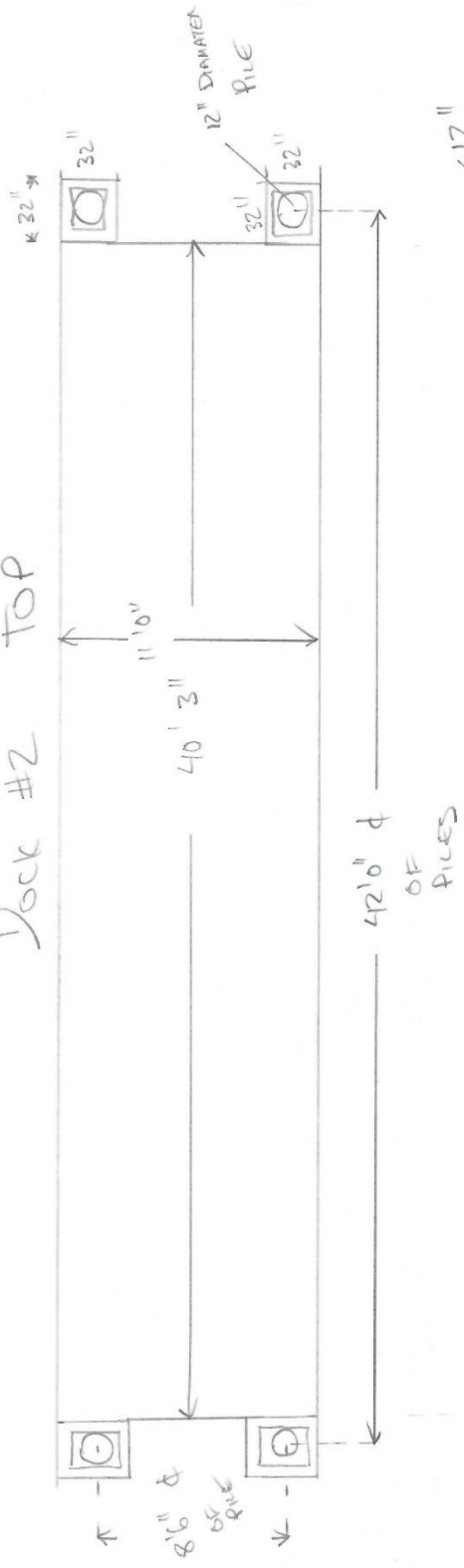


APPENDIX B-2  
 Sketches of Current Floats

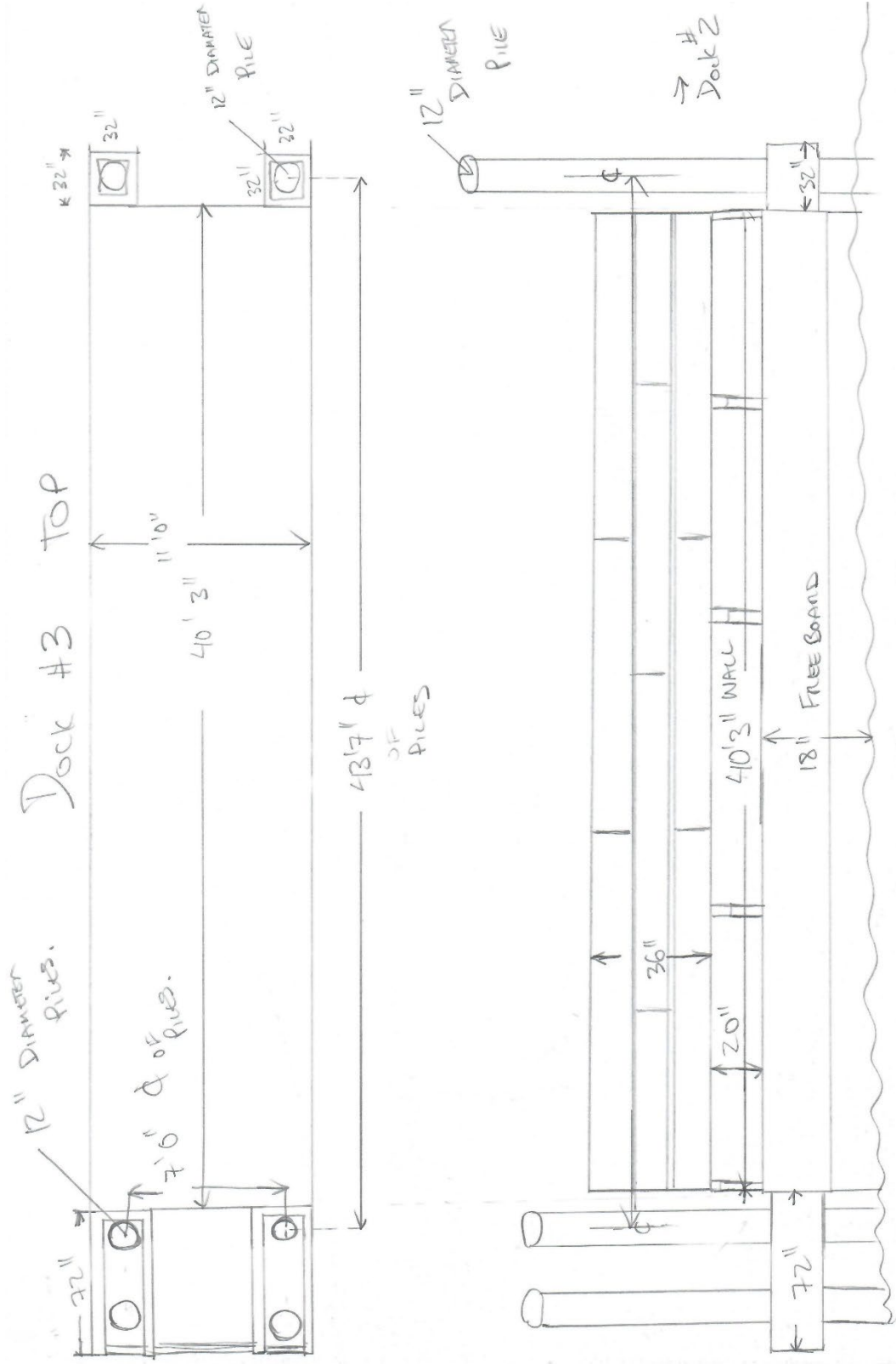




# Dock #2 TOP



# Dock #2 SIDE



Dock #3 SIDE

## APPENDIX C PRICE PROPOSAL

**Proponent Name** \_\_\_\_\_

### NOTES:

- Complete one Price Proposal form;
- The work must directly correspond to the information provided in this RFP;
- Provide proposed payment milestone schedule corresponding to project milestones

### Cost Proposal:

Task 1: Engineering and Construction	
Task 2: Transport and Installation of new docks	
Task 3: Transport and disposal of old docks	
Total Cost of Mandatory Work	