



NEWFOUNDLAND AND LABRADOR  
**BOARD OF COMMISSIONERS OF PUBLIC UTILITIES**  
120 Torbay Road, P.O. Box 21040, St. John's, Newfoundland and Labrador, Canada, A1A 5B2

## **REQUEST FOR PROPOSAL**

### **Terms of Reference Consulting Services Preparation and Issuance of Public Tender for Leased Accommodations**

#### **Purpose**

The Newfoundland and Labrador Board of Commissioners of Public Utilities (the “Board”) is seeking proposals for the provision of consulting services to assist the Board in preparing and issuing a public tender for leased accommodations.

In this regard the Board requires the assistance of an experienced and qualified consultant(s) to advise and guide the Board in developing a leased accommodations plan. This plan will set out all space, functional and technical needs, taking into account the specialized technologies and unique requirements of the Board’s operations, and establish the framework for detailed planning, design and specifications necessary for tendering, evaluation and selection of accommodations.

#### **Introduction**

The Board is an independent, quasi-judicial regulatory tribunal constituted by the *Public Utilities Act, R.S.N. 1990*. The Board has responsibilities for regulating electric utilities, automobile insurance rates, petroleum products pricing, ambulance service licensing, trans-island bus service licensing and, where directed by Government, expropriations and insurance reviews.

The Board conducts public hearings in relation to its mandate which are held in the Board’s hearings room. Over the past ten years the Board has made significant technological improvements to its hearings room which have enabled the Board to streamline and provide prompt public access to its hearing processes. The consultant will have to take into consideration the specialized functional requirements and unique technologies associated with the hearing room, including having instantaneous document review, as well as networking and audio/video capabilities.

The existing lease for the Board’s current accommodations expires on May 31, 2018.

## **Scope of Work**

Working in conjunction with designated officials of the Board the scope of work will include the following activities:

1. Prepare a detailed leased accommodations plan (LA Plan), based on the Board's organizational structure and operational needs (e.g., the requirement to accommodate public hearings) and accommodation requirements, taking into consideration functional adjacencies, furnishings and equipment.
2. Prepare tender documents describing appropriate space, general construction requirements, special fit-up considerations and boundary locations for the proposed leased accommodations.
3. In conjunction with Board officials, provide oversight and monitoring services of the tendering process and issue addenda as required.
4. Evaluate lease proposals received for pricing and compliance with tender and provide recommendations for the Board's consideration for tender acceptance. Prepare tender acceptance documents for execution by the bidder and the Board.
5. Provide oversight and monitoring of the work and work schedule required for the LA Plan fit-up in accordance with the approved drawings and tender documents.
6. Provide construction management services in overseeing the implementation of all leasehold improvements ensuring compliance with the tender, including applicable codes and standards.
7. Assist in the preparation of the lease if, and as, required.

## **Eligibility**

Before submitting a proposal for the provision of consulting services to the Board consultants are advised to ensure that they can:

- (i) demonstrate experience in the preparation of tender documents in providing services similar to those being requested by the Board; and
- (ii) confirm that they have the capacity, appropriate level of resources and support services to provide the required service.

## **Project Timing**

Work on this project can commence immediately upon authorization to proceed. It is anticipated that timing for project consulting activities will be completed within the following time frames:

Plan development to final approval	4 weeks
Preparation of tender documents	3 weeks
Public tendering process including evaluation and acceptance	<u>3 weeks</u>
Total estimated consulting time allocation to tender award	10 weeks

## **Proposal Content:**

Proposals should include the following:

- (i) a general description of the experience in providing services similar to those being requested by the Board;
- (ii) policies with respect to billing practices and payment; and
- (iii) names and contact information of three references for whom similar services have been provided.

## **Proposal Evaluation**

Proposals will be evaluated on the basis of the following:

- (i) experience in developing similar services as being requested by the Board;
- (ii) professional and technical qualifications of personnel assigned;
- (iii) the quality of the proposal and the extent to which it demonstrates insights how the LA Plan can be successfully executed;
- (iv) access to an appropriate level of resources and support services;
- (v) the absence of conflict of interest; and
- (vi) rates.

## **Conditions**

1. The Board will not be liable for any costs incurred by the proponents in the preparation and presentation of their proposals in response to the request for proposals.
2. The Board reserves the right to accept or reject any or all proposals. The lowest or any proposal shall not necessarily be accepted.
3. Proponents may be required to meet with Board officials prior to the selection of the successful consultant.
4. All materials developed by the consultant in preparation of the LA Plan and tender documents shall be considered property of the Board.

## **Process**

**Bidders are advised that an on-site briefing will be held at 10:00 a.m., Wednesday, March 22, 2017, at the present location of the Board for familiarization of the unique and specialized technological requirements of the Hearings rooms.**

## **Closing Date and Time**

Three paper copies of the proposals must be received by the Board no later than **3:00 p.m., Wednesday, March 29, 2017.**

The Board will accept proposal submissions by email to meet the 3:00 p.m., March 29<sup>th</sup> deadline where confirmation is received that paper copies are enroute to the Board.

For mail or courier delivery the envelope should be sealed and clearly marked and addressed as follows:

## **Proposal for Consulting Services for Leased Accommodations**

Director of Corporate Services and Board Secretary  
Board of Commissioners of Public Utilities  
P.O. Box 21040  
Suite E-210, 120 Torbay Road  
St. John's, NL A1A 5B2.

Additional information may be obtained by contacting Cheryl Blundon, Director of Corporate Services and Board Secretary, by email, ([cblundon@pub.nl.ca](mailto:cblundon@pub.nl.ca)), or telephone, 709-726-8600.