



Old Crow Solar PV Project

PV Solar System
Request for Proposal

FORMS OF PROPOSAL

Proponents are requested to provide comprehensive information as outlined in the RFP Documents to enable complete and accurate evaluation of their Proposal. Omission of any information that the VGFN deems as pertinent to the Proposal may cause the Proposal to receive a lower rating through evaluations, or may cause the Proposal to be disqualified at the VGFN's absolute discretion.

1. Addenda and Questions and Answer Acknowledgement
 2. Proposal Submission
 3. Fixed Cost for Scope of Work
 4. Proposed Alterations / Optimizations
 5. Proposed Project Work Schedule
 6. Technical Documents / Information
 7. Rate Sheet-Ongoing Work | Change Orders | Additional Work
 8. Proposed Personnel
 9. Experience in Similar Work
 10. Form of Contract
-



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2. PROPOSAL SUBMISSION

Proponent's Legal Business Name:			
Address:			
City:			
Province / State			
Postal Code / ZIP			
Phone:			
Fax:			
Email:			
Business Status: (check box)	<input type="checkbox"/> Incorporated	<input type="checkbox"/> Sole Partnership	<input type="checkbox"/> Partnership
If Incorporated - Location and Date			
Contact Name for this proposal:			
Contact Name Title:			
Contact Phone Number:			
Contact Email:			
Contract Signature & Title:			

In witness whereof, Proponent has executed at this day of, 2018.

Authorized Signatory(s)

(print name)	(signature)
(print name)	(signature)



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3. FIXED COST FOR THE SCOPE OF WORK

Provide a detailed fixed cost for the Scope of Work (Appendix C). Consider the following information when detailing the fixed costs. Section 4 of Appendix C details the full scope of work.

3.1 Costs to include

Accommodation, meals and local labour and machine and equipment rental costs (local only) will be provided by VGFN. Proponents should not include these costs but provide sufficient information for VGFN to calculate cost adders.

3.2 Material Shipping

Shipping options are limited in Old Crow. For small shipment, Air North (<http://www.flyairnorth.com/Cargo/CargoInfo.aspx#>) or Alkan Air (<http://alkanair.com/>) can be hired.

For large shipment, we recommend Proponents to consider Lynden Transport to ship material by truck to Fairbanks Alaska, and use their sister company, Lynden Air Cargo and their Hercules to air freight to Old Crow. Lynden Transport can manage the paperwork for crossing the border and re-entry to Canada. The Owner verified with Lynden Air Cargo that recent US tariff on PV panels will not be imposed on this Project, since the panels are only in transit in the US.



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Contact information:

Sandra Darke
Lynden Transport
sdarke@lynden.com
[780-960-9444](tel:780-960-9444)

Adam Murray
Director of Business Development & Marketing
Lynden Air Cargo
amurray@lynden.com
907-227-0494
<http://www.lynden.com/lac/hercules-cargo-load-planner.html>

3.3 Temporary Storage in Old Crow

Temporary storage will be available (free of charge) for material shipped to Old Crow before installation. Depending on shipment size, Proponent will be responsible for organizing the logistics of receiving the shipment.

3.4 Pricing

Costs paid by contractor and billable to VGFN (expand as necessary):

Design Costs		\$
Procurement Costs		\$
Materials Breakdown		
PV Panels	Unit Cost (\$)	\$
	Cost (\$)	\$
PV Panels shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Panel frames	Unit Cost (\$)	\$
	Cost (\$)	\$
Panel frames shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Combiner	Unit Cost (\$)	\$
	Cost (\$)	\$
Combiner shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$



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Wiring	Unit Cost (\$)	\$
	Cost (\$)	\$
Wiring shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
EC Combiner Panel	Unit Cost (\$)	\$
	Cost (\$)	\$
EC Combiner Panel shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Grounding equipment	Unit Cost (\$)	\$
	Cost (\$)	\$
Grounding equipment shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Fencing	Unit Cost (\$)	\$
	Cost (\$)	\$
Fencing shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Bird management equipment	Unit Cost (\$)	\$
	Cost (\$)	\$
Bird management equipment shipping	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
(Other – add lines as necessary)	Unit Cost (\$)	\$
	Cost (\$)	\$
(Other – add lines as necessary)	Total weight (kg)	
	Total volume (m ³)	
	Cost (\$)	\$
Installation and testing cost		\$
Flights for contractors		\$
Total Cost		\$

Cost paid direct by VGFN:

- To determine food and accommodation costs:

Number of contractors personnel on site	
Number of days on site	



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- To determine local labour requirements (excluding machinery operator). Note day and evening shifts can be negotiated later.

Number of local labourers required per day	
Number of work days	

- To determine machinery and equipment rental cost (see Appendix F for machinery list available)

	Billable Resource	Unit	Number of day/hours
<i>Example</i>	<i>e.g. CAT 988 Loader</i>	<i>Hourly</i>	<i>10</i>
1			
2			
3			
4			
5			



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4. PROPOSED ALTERATIONS / OPTIMIZATION

Proponent should provide proposed alterations or optimization (if applicable).

Proponents may attach supporting documents as required.



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5. PROPOSED PROJECT WORK SCHEDULE

Supply schedule for procurement and install components. Reference the overall project schedule included in Section 4. This will be used as a project baseline and to confirm proposers understanding of the work involved.



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6. TECHNICAL DOCUMENTS / INFORMATION

Include all technical documents / information requested in the Scope of Work Document (Appendix C - Section 7):

1. Equipment Data sheets (inverter, PV modules, communication, combiner boxes, cables, etc)
 2. Single line diagram
 3. Communication diagram
 4. Bill of material with ratings and makes of components
 5. Outline drawing of the equipment (PV modules, Invertors, combiner boxes) with its certified maximum dimensions and weight.
 6. PV system simulation
 7. Typical schematic or diagram circuits showing as a minimum:
 - a. How many modules per string
 - b. How many strings per container box
 - c. How many trunks per inverter
 - d. How many inverters
 8. Type test certificates for similar equipment
 9. Guarantee / Warranty details for equipment
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7. RATE SHEET - ONGOING WORK / CHANGE ORDERS / ADDITIONAL WORK

Proponent is requested to provide personnel rates. VGFN with the agreement of the Proponent may request additional work on a time and materials basis.

Personnel rates shall be in Canadian Dollars and include all costs of performing the Work and all applicable duties and taxes except the Canadian Federal Goods and Services Tax (GST). GST should be identified as a separate item to all or any requested pricing items.

Personnel Rates:

Personnel rates are to be all inclusive including benefits, overhead, mark-up and all other employee and/or subcontractor related costs.

Personnel by Occupation	Hourly Rate	Overtime	Double Time

Proponent is to identify and quantify any additional costs not identified in the rates above.



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8. PROPOSED PERSONNEL

Proponent is requested to provide information on the personnel that Proponent is proposing to perform the Work, including but not limited to, the key personnel indicated below.

Proponent should attach a resume or curriculum vitae (CV) detailing the experience, education, training, and certificates held by the Project Manager and key personnel assigned to the project.

1. The name of the proposed Project Manager and his/her previous related work experience. If there will be more than one Project Manager, Proponent should provide details.

2. The names and qualifications of the proposed key personnel including previous related work experience, training, certifications, affiliations, etc.

3. The average number of workers the Proponent proposes to employ and maintain for the Work.

Proponent may attach additional pages, as required to provide complete information. Resumes and/or CV's should be attached, referencing this Proposal Form.

Note: Substitution of personnel, including but not limited to the named Project Manager(s) and key personnel, will only be with the express written consent of VGFN.



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9. EXPERIENCE IN SIMILAR WORK

Proponent is to provide a list of at least (3) references for projects in similar scope and size to the Work contemplated in this RFP including when the work was completed, a description of the work, the client for whom the work was performed and a budgeted value for the work.

The proponent is to advise if any projects were delayed or ran over budget, the reasoning for the overrun(s), and the mitigation strategy that was employed to bring the project back on track. Additional information should be attached, referencing this Proposal Form.

External References:

Reference #1

Client Organization:			
Contact Person:			
Street Address:			
Telephone Number:			
Email Address:			
Description of Services:			
Year Completed:		Work Value:	

Reference #2

Client Organization:			
Contact Person:			
Street Address:			
Telephone Number:			
Email Address:			
Description of Services:			
Year Completed:		Work Value:	

Reference #3

Client Organization:			
Contact Person:			
Street Address:			
Telephone Number:			
Email Address:			
Description of Services:			
Year Completed:		Work Value:	



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10. FORM OF CONTRACT

Please supply Proponent preferred form of contract.
