

REQUEST FOR PROPOSALS
Electrical Inspection Services
BER2024-012

Issue Date: December 3, 2024

Closing Date: December 20, 2024

Closing Time: 2:00 pm ADT

Address

Berwick Town Hall
236 Commercial Street
Berwick NS B0P 1P0

Contact

Name: Jen Boyd, Chief Administrative Officer
Email: admin@berwick.ca

INVITATION

The Berwick Electric Commission (BEC) and the Town of Mahone Bay Electric Utility (the Partners) are seeking proposals from qualified individuals or firms to provide comprehensive electrical inspection services in accordance with the Canadian Electrical Code, applicable regulations, and municipal by-laws. The successful Proponent will ensure all electrical work in new construction, renovations, and installations complies with the regulatory requirements.

Proponents may bid on services for one or both Partners.

The Berwick Electric Commission (BEC) provides electricity to over 1,600 customers in and to the south of Berwick, Nova Scotia proper (Appendix A).

Mahone Bay Electric Utility (MBEU) provides electricity to approximately 800 customers in and to the southeast of Mahone Bay, Nova Scotia proper (Appendix B), as well as manages services for the Riverport Electric Light Commission (RELC), which consists of approximately 800 customers, is located roughly 22 km from Mahone Bay (Appendix C).

A detailed scope of work is included in this Request for Proposals. The Proponent shall enter a contract for the work described in this document with one or both Partners. The Partners reserve the right to terminate or modify the contract under the conditions outlined in this RFP or when deemed necessary by the Partners.

A complete Proposal must be received before **2:00 p.m. AST December 20, 2024** in order to be considered.

Proponents may submit one hard copy in a sealed envelope, or one PDF copy marked **"BER2024-012: Electrical Inspection Services"** to:

Jen Boyd
Chief Administrative Officer
Town of Berwick
236 Commercial Street, PO Box 130
Berwick, NS B0P 1E0

admin@berwick.ca

SECTION 1: PROJECT OVERVIEW AND REQUIREMENTS

1.1 OVERVIEW

As described in the Invitation, the Partners are seeking proposals from qualified individuals or firms to provide comprehensive electrical inspection services in accordance with the Canadian Electrical Code, applicable regulations, and municipal by-laws. The successful Proponent will ensure all electrical work in new construction, renovations, and installations complies with the regulatory requirements.

In the event of the successful Proponent failing to execute the services required by this Request for Proposals, the Partners(s) shall be entitled to cancel the contract summarily, in which event the Proponent shall be liable for any additional expense incurred by reason of the Partner(s) having to call for new proposals tenders or having to accept any less favourable submission.

1.2 SCOPE OF WORK

The Electrical Inspector will be responsible for performing inspections, reviewing installations, and ensuring that all electrical work complies with the Nova Scotia Electrical Code, relevant legislation, and safety standards. The inspector will work closely with local authorities, contractors, and the public to ensure compliance with all applicable electrical standards. The scope of the Proponent's work shall include but not be limited to:

- a. Conduct Electrical Inspections:
 - i. Inspect electrical installations in residential, commercial, and industrial properties;
 - ii. Verify compliance with the Nova Scotia Electrical Code, regulations, and applicable safety standards;
 - iii. Conduct inspections at various stages of electrical work, including rough-in, final, and special inspections as required.
- b. Review and Verify Permits:
 - i. Review electrical permits issued for construction and renovation projects;
 - ii. Ensure all necessary permits are obtained before work begins;
- c. Reporting and Documentation:
 - i. Prepare detailed reports and documentation for each inspection, noting compliance or deficiencies.

- ii. Issue correction notices and follow-up inspections for any deficiencies found during initial inspections.
- d. Collaboration and Communication:
 - i. Provide technical support and guidance to contractors, electricians, and homeowners regarding compliance with electrical standards.
 - ii. Liaise with municipal officials, fire departments, and other stakeholders to ensure safety and regulatory compliance;
 - iii. Respond to inquiries and concerns from the public and contractors in a professional manner;
- e. Safety and Compliance Audits:
 - i. Perform safety and compliance audits on electrical systems in existing buildings, when necessary;
 - ii. Evaluate and advise on the installation and maintenance of electrical systems to mitigate hazards.
- f. Attendance at Meetings:
 - i. Attend meetings with municipal officials, contractors, and other stakeholders as required.
 - ii. Provide input and recommendations on electrical code interpretation and changes to relevant policies.

1.3 MINIMUM QUALIFICATIONS

At a minimum, the Proponent shall possess the following qualifications:

- a. Valid Red Seal Certification as a Journeyman Electrician or equivalent recognized in Nova Scotia;
- b. A minimum of 5 years of experience in the electrical trade, with a focus on installation, inspection, and code compliance;
- c. Thorough knowledge of the Nova Scotia Electrical Code, regulations, and safety standards;
- d. Experience in report writing, documentation, and record-keeping;
- e. First Aid/CPR and WHMIS certification; and
- f. Strong interpersonal and communication skills.

1.4 SERVICE AREA

The Proponent's work is bounded by the geographic service area depicted in Appendices A, B and C to this Request for Proposals.

1.5 WORKING CONDITIONS

Electrical Inspections in support of the Partners are required year-round. The Proponent or the Proponent's team shall be capable of performing the work in the following environmental conditions (not an exhaustive list):

- a. Precipitation (rain, snow etc);
- b. Extreme temperatures (summer or winter);
- c. Uneven terrain (hilly, rough or uneven ground, different pavement surfaces);
- d. tall grass or vegetation;
- e. Stairs or ramps.

Considering the working conditions outlined in this Section, the Proponent shall submit a Safety Plan that includes a risk assessment and addresses the full range of hazards associated with this work (and details mitigation measures and equipment) with their response to this RFP. The Proponent shall supply all safety equipment required for all team members engaged in the work for the duration of the contract, refreshed/replaced as necessary to ensure fit for purpose. Safety equipment is subject to approval, inspection and, if necessary, rejection by the Proprietors.

1.6 COMMENCEMENT OF WORK

The Proponent shall be prepared to commence work within 30 calendar days of contract signing. Any impediments to the commencement of work shall be communicated to the Partner(s) as soon as they become apparent.

1.7 REQUIREMENTS

Certificate of Compliance Workers Compensation

The successful proponent will be expected to supply a copy of their current and valid safety accreditation issued by Nova Scotia Workers' Compensation Board or Certificate of Recognition (COR) issued by Construction Safety Nova Scotia.

The successful proponent will be expected to provide a valid clearance letter issued by the Worker's Compensation Board of Nova Scotia.

Insurance and Liability Requirements

The successful Proponent shall provide the following insurance coverage:

- Commercial general liability insurance for all operations and activities of the Proponent; including listing the Berwick Electric Commission as an additional insured and providing a certificate of insurance;
- Professional insurance with exclusive limits applicable to the project in question; coverage shall commence from the start of the project and be maintained through to completion; and
- Limits of insurance will be sufficient for type of project in question. Minimum acceptable limit to be \$2,000,000.

1.8 DELIVERABLES

Proposals should be detailed enough to demonstrate how the Proponent's expertise, staff, and resources best meet the needs of the Partners, as described in this Request for Proposal ("RFP"). The proposal shall include the following:

- List of key personnel responsible and their expertise for the work;
- List of sub-contractors, if any, and the components for which they will be responsible; and
- At least three references for similar work completed in the last five (5) years.

1.11 EVALUATION CRITERIA

Each proposal will be evaluated to determine the degree to which it responds to the requirements as set out in this document.

- Knowledge and Experience (50%) – Demonstrated knowledge and experience in completing similar work;
- Cost– (50%)

Whenever possible the Partners will endeavor through its procurement process to open opportunities to local business. In the event where competitive submissions are judged to be equal, and where the submissions include a local firm, the award shall go to the local firm. This mechanism shall be known as *the tie-breaker provision*.

1.12 REVIEW PANEL

All submissions received prior to closing will be evaluated by a *Review Panel* consisting of at least three key personnel from each of the Partners.



The *Review Panel* reserves the right to perform any of the following and take the information obtained into account in evaluating a Proposal including the right to:

Seek clarification or verify information provided by a Proponent with respect to this RFP;

Contact any or all of the references supplied by a Proponent to verify any information or data submitted by the Proponent and to obtain information about past performance;

Interview either via teleconference or at the Berwick Electric Commission's offices any or all of the key personnel

SECTION 2 – PROPOSAL SUBMISSION

2.1 PROPOSAL SUBMISSION

A complete Proposal must be received before **2:00 p.m. local time December 20th, 2024** in order to be considered.

Proponents may submit one hard copy in a sealed envelope, or one PDF copy marked "**BER2024-012: Electrical Inspection Services**" to:

Jen Boyd
Chief Administrative Officer
Town of Berwick
236 Commercial Street, PO Box 130
Berwick, NS B0P 1E0

admin@berwick.ca

2.2 CLARIFICATION AND ADDENDA

All questions concerning this Proposal shall be directed in writing to the following:

Jen Boyd, Chief Administrative Officer
Email: admin@berwick.ca

Any changes to this RFP shall be stated in writing by Addenda. Verbal statements made by any of the Partners staff or their representatives shall not be binding.

2.3 AMENDMENT OR WITHDRAWAL OF TENDER

Proposals may only be amended or withdrawn by using the same method as proposal submission prior to the time of RFP Closing.

2.4 OFFER, ACCEPTANCE, REJECTION

The Partners reserves the right to accept or reject any tender, and to cancel the tendering process and reject all tenders at any time prior to the award of Contract without incurring any liability to affected tenderers, including without limitation the lowest tender, and to award the Contract to whomever the Partners in their sole and absolute discretion deems appropriate notwithstanding any custom of the trade nor anything contained in the Contract Documents or herein. The Partners shall not, under any circumstances, be responsible for any costs incurred by the Tenderer in preparing its Tender.

Without limiting the generality of the foregoing, the Partners reserves the right, in its sole and absolute discretion, to accept or reject any Tender in which the view of the Partners is incomplete, obscure, or irregular, which has erasures and corrections in the documents, which contains exceptions and variations, which omits one or more prices, or which contains prices the Partners considers unbalanced.

Criteria which may be used by the Partners in evaluating tenders and awarding the Contract are in the Partners' sole and absolute discretion and, without limiting the generality of the foregoing, may include one or more of: price, total cost to the Partner, the amount of Nova Scotia content; the amount of Canadian content; reputation; claims history of Tenderer; qualifications and experience of Tenderer and its personnel; quality of services and personnel proposed by the Tenderer; ability of the Tenderer to ensure continuous availability of qualified and experienced personnel; the Construction Schedule and Plan; the proposed Labour and Equipment; and the proposed Supervisory Staff.

Should the Partners not receive any tender satisfactory to the Partners in its sole and absolute discretion, the Partners reserves the right to re-tender the Project, or negotiate a contract for the whole or any part of the Project with anyone or more persons whatsoever, including one or more of the Tenderers.

2.5 DISQUALIFICATION FOR INAPPROPRIATE CONTACT

Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Berwick Electric Commission Council, Berwick Electric Commission staff, or members of the review panel not identified in this RFP with respect to this RFP or the Services prior to awarding the contract for this RFP may lead to disqualification.

2.6 CONFIDENTIALITY

All documents provided during the RFP process may not be used for any purpose other than the submission of a proposal. Proponents shall not use information obtained through the RFP process without written permission from the Berwick Electric Commission.

2.7 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Proponents agree to public disclosure of the contents of its submission in response to the RFP subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything in the submission that the Proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above. The work described in this RFP is being

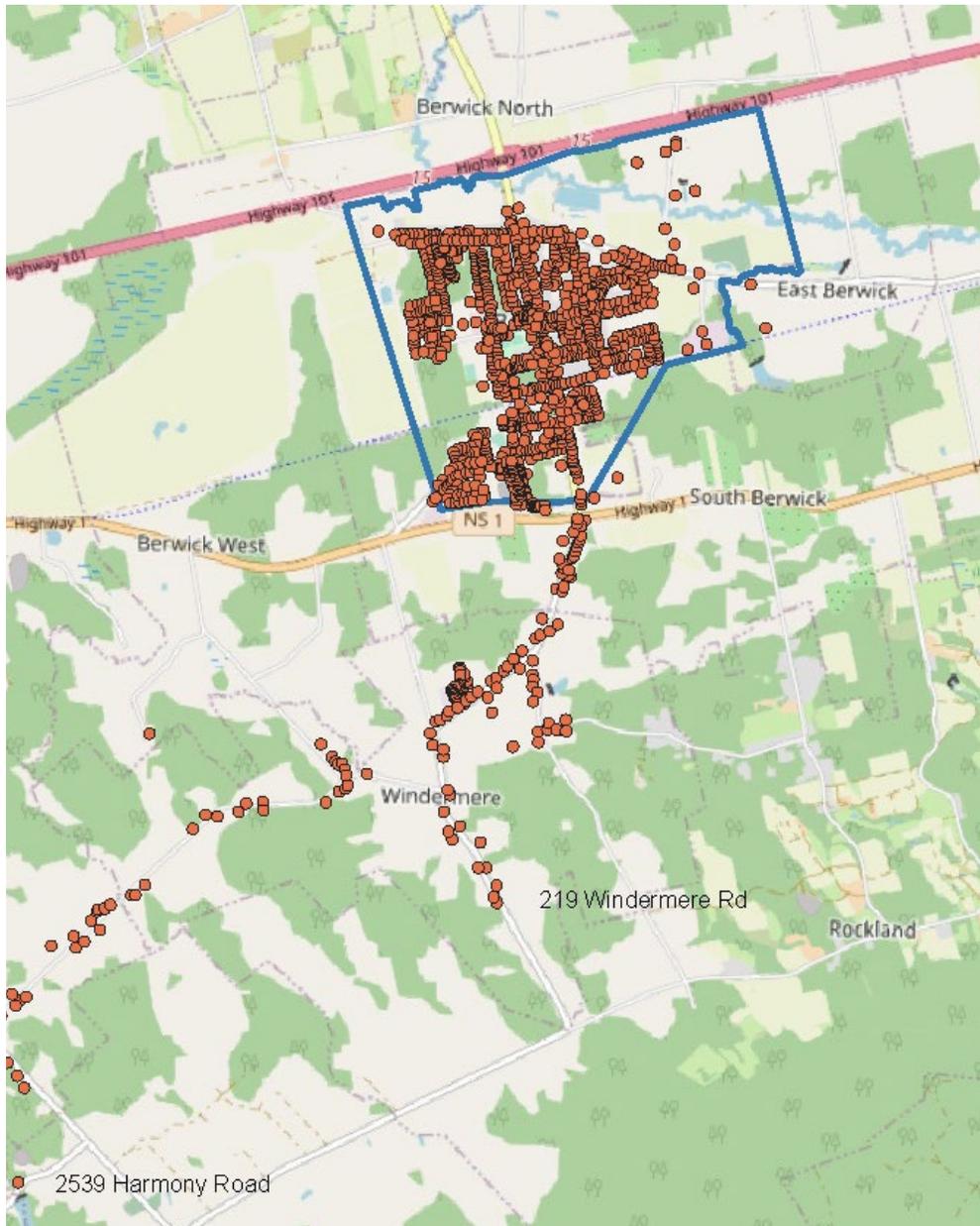
conducted with public funds, and the fees and expenses proposed in the Proponent's submission will be made public.

2.8 CONFLICT OF INTEREST

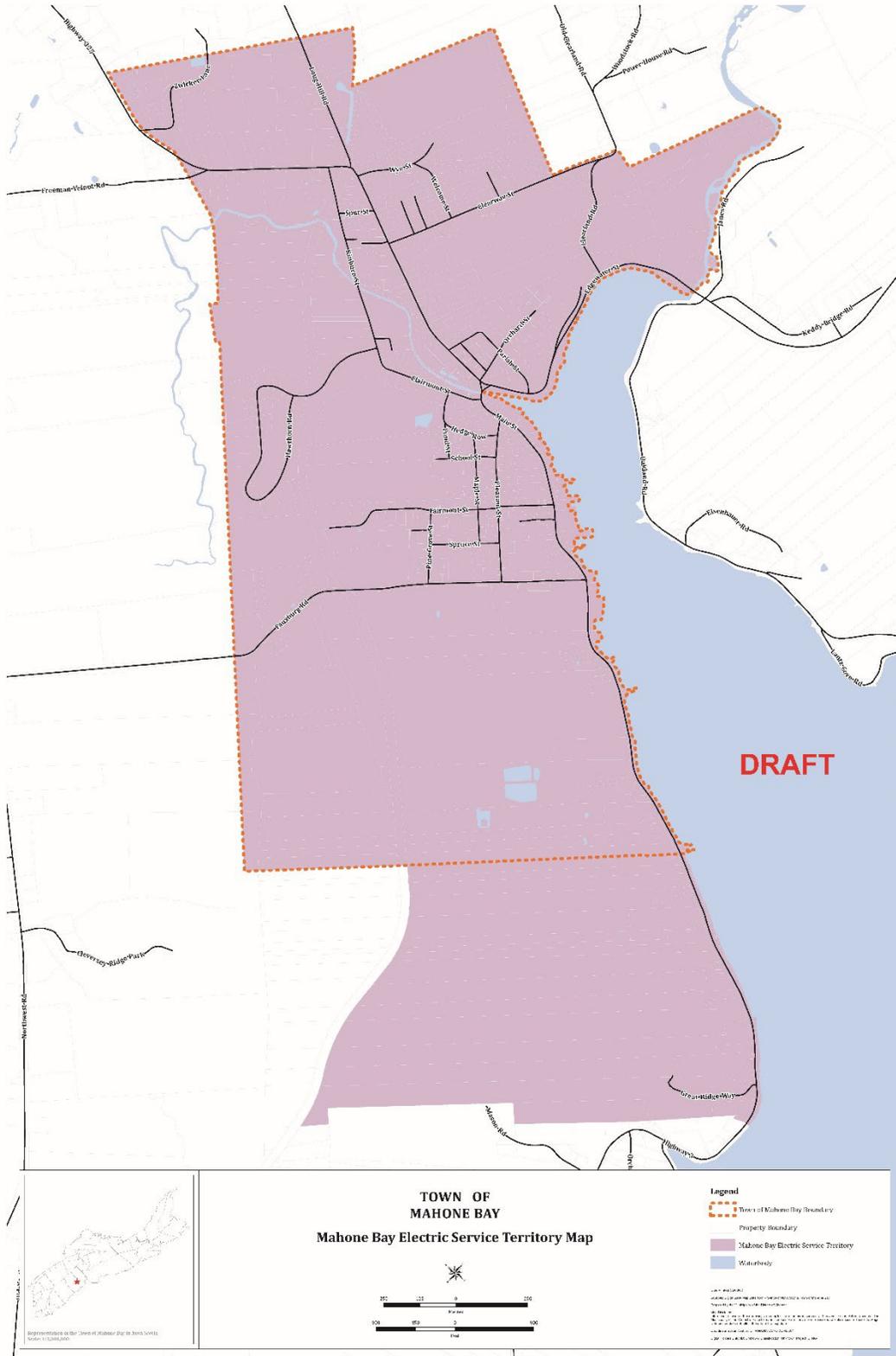
Proponents and their employees shall take all reasonable steps to ensure avoidance of all direct or indirect conflicts of interest between any of their individual interests and those of the Berwick Electric Commission. If the Proponent or any one of its personnel becomes aware of any reasonable possibility of any such conflicts, then the Proponent shall promptly disclose to the Berwick Electric Commission the facts and circumstances pertaining to same.

Appendix A: Berwick Electric Service Territory

The red dots represent Berwick Electric customers.

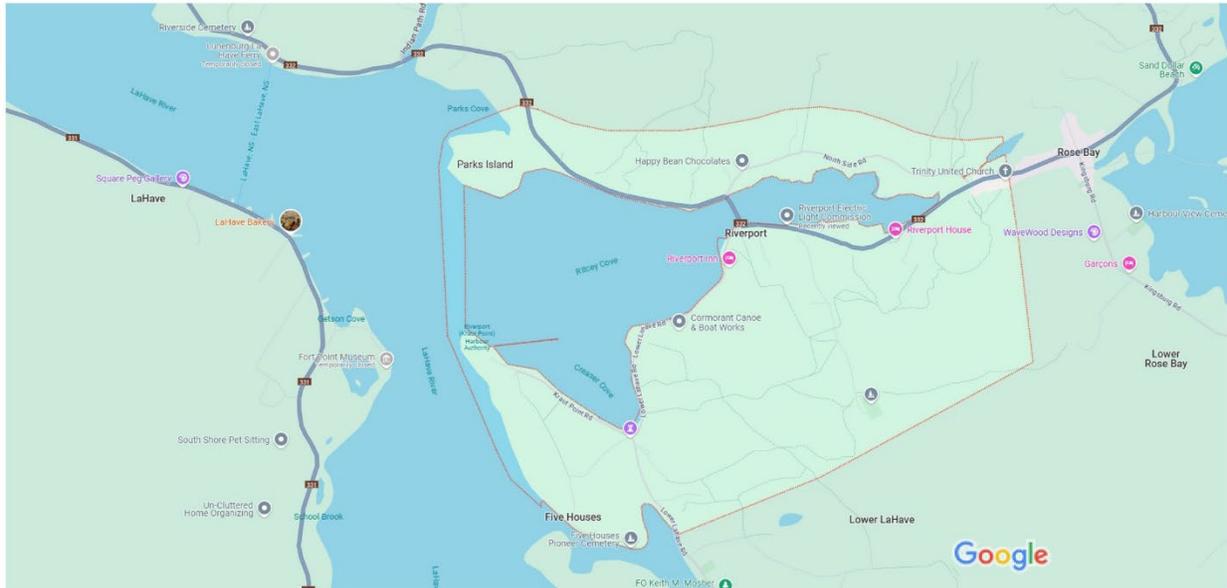


Appendix B: Mahone Bay Electric Utility Service Territory



Appendix C: Riverport Electric Light Commission Service Territory

The map below is an estimated outline of the RELC territory only.



Map data ©2024 Google 200 m