



REQUEST FOR QUOTATION

Saba Renewable Energy Phase III Project – Civil / Site Engineering Consultancy Services for Solar PV Site Giles Quarter, Saba

Issue Date: August 09, 2024

Submission Date: September 02, 2024



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1. Introduction

The Rocky Mountain Institute (RMI) has been engaged by Saba Electric Company (SEC) as a Renewable Energy Client Engineering Consultant for the Saba Renewable Energy (RE) Phase 3 ground mount utility-scale solar + Battery Energy Storage System (BESS) Project, Giles Quarter, Saba.

Milestone Description		Date
Request for Proposals Issuance		9th August, 2024
Deadline for submittal of “Questions” for Questions & Answers (Q&A).		23rd August 2024
Proposal Submission Deadline [Electronic submission as per Section 9 – Submission Deadline]		09:00 hrs. 2nd September 2024
Awards Contract to Successful Bidder		13th September 2024
Signing of EIA Agreement, issuing Notice to Proceed, and sharing relevant documents.		18 th September, 2024
Submittal of Draft Detailed Site Plan	Consultant	TBD
Submittal of Client Feedback to Draft Detailed Site Plan	SEC/RMI	5 Working Days after the submittal of the draft Detailed Site Plan.
Submittal of Final Detailed Site Plan	Consultant	10 th December 2024 latest.

Table 1 - Proposed Project Schedule with Milestone Descriptions

2. Background

Saba Electric Company (SEC), in collaboration with the Public Entity (OLS), is seeking to increase its renewable energy (RE) fraction as part of its overall sustainable energy strategy to reach a 100% RE electricity generation target by 2025. SEC's existing operational facilities consist of a 4.3MVA diesel generation plant and 2.1MWp of installed solar PV capacity plus 2.3MWh of battery storage from the Saba RE Projects Phases 1 & 2.

The proposed Phase 3 solar + BESS renewable energy plant will be located on a 34,530 square meter site at Giles Quarter. The solar + BESS plant will be interconnected to the Saba grid either by extending Feeder #3 by 1km or by a new 2-3km 12kV feeder from the SEC Power Station (Feeder #4).

Please see Annex 1 which includes the following:

- Figures 1 - Site Location
- Figure 2 - Site Photograph
- Figure 3 - Site Boundary Survey
- Figure 4 - Topographic Map of site
- Figure 5 - Conceptual Site Plan showing a rendering of the proposed solar PV array, BESS Plant, Water Tank, and Driveway and Parking Areas.



3. Goals and Objectives

This Request for Quotation aims to receive bids for detailed civil engineering services (civil site plan, inclusive of site drainage and water harvesting) for the ground-mount utility-scale solar PV plus battery energy storage systems on the plot of land at Giles Quarters, Saba.

The primary objective of this Request for Quotation process is to have the following deliverables produced: (1) A Draft Detailed Site Plan and (2) A Final Detailed Site Plan as outlined in section 4 below.

Saba Electric Company (SEC), the Public Entity (OLS), the Planning Bureau of the Government of Saba, and RMI will review the draft report. RMI will aggregate all feedback and share it with the consultant to inform the preparation of the final report.

RMI is requesting quotations from Civil Engineering Consultants for Civil Engineering (detailed site plan including site drainage and water harvesting) Services for the Giles Quarter solar PV site as described in the scope of works below.

4. Scope of Works / Statement of Work

The consultant shall be required to:

1. Undertake civil engineering to produce a Draft Detailed Site Plan including:
 - a. Civil site plan indicating boundaries, topography, access roads, site drainage, water harvesting infrastructure, fencing, and large trees and other prominent vegetation.
 - b. Indication of earthworks (excavation/cut) based on conceptual plant layout.
2. Revise the Draft Detailed Site Plan based on feedback from reviewers to produce a Final Detailed Site Plan.
3. Travel to Saba and the Giles Quarter solar PV site as needed to ensure that a comprehensive civil assessment is undertaken.

5. Duration of Work

The consultant is to provide a work schedule showing the duration of individual tasks and the overall duration for completing the said assignment.

NOTE: The Final Detailed Site Plan MUST be submitted on December 10th, 2024, at the latest.



6. RFQ Submission Requirements

Responses to this RFQ must include the following at a minimum:

- i. Appendix 2—The Declaration of Bidder Form **MUST** be completed, signed, and returned as part of the bidder submission. *“Bidders are required to fill in Appendix 2 regarding grounds of exclusion. SEC can exclude a bidder from participation if, following the declaration, there are grounds of exclusion.”* For a Word file of Appendix 2 – Declaration by Bidder, email olewis.contractor@rmi.org; include **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Appendix 2 Word”** in the subject line.
- ii. The names of the project team members who will be responsible for carrying out the work and their respective roles. Details of relevant qualifications and experience for each member of the proposed project team (CVs) are mandatory.
- iii. A description of the methodology that will be used to carry out the proposed work. This methodology will be in accordance with the requirements mentioned in the scope of the Work and with the current state of science.
- iv. A work schedule for the completion of the work, indicating task durations, task sequences, task relationships, and total project duration. Note: **The Final Detailed Site Plan MUST be submitted on or before 10th December 2024.**
- v. The quotation is on a Firm-Fixed-Fee basis. As per Appendix 1—Financial Pricing Schedule, a cost breakdown table with standard rates and prices for each line item and the total quotation cost shall be provided in an Excel file and PDF formats. Any transportation and accommodation costs (where relevant) should be reflected as separate line items in the cost breakdown table referred to above. **Completed Appendix 1 - Financial Pricing Schedule in Excel and PDF formats MUST be submitted.**
*For an Excel file of Appendix 1 – Financial Pricing Schedule, email olewis.contractor@rmi.org; include **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Appendix 1 Excel”** in the subject line.*
- vi. A proposed payment schedule aligned with the work schedule.
- vii. An indication of when the consultant can begin working on this project if selected.
- viii. The final deliverable shall be submitted by December 10th, 2024, at the latest.

7. Selection Criteria

The following combined scoring method will be adopted in selecting the best offer:

Criteria	Weighting
Technical Component (Qualifications, Experience, Methodology, Work Schedule):	60%
Cost Component:	40%



8. Question and Answer (Q&A) Log

RMI will manage a Q&A log for the benefit of bidders. Please submit questions to fneverson.contractor@rmi.org and olewis.contractor@rmi.org; include **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Q&A”** in the subject line.

Responses to questions will be periodically sent to all bidders who have confirmed their interest in this RFQ by emailing fneverson.contractor@rmi.org and olewis.contractor@rmi.org, including **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Interested Bidders”** in the subject line. Shared responses shall be anonymous of the entity that posed the question(s). Responses shall not be construed as in any way amending, modifying, or altering the meaning and intent of this RFQ unless the RFQ is amended via an addendum.

The Q&A submission deadline is 23rd August 2024.

9. Submission Deadline

The deadline for submission of responses to this RFQ is September 02, 2024.

All responses or questions should be emailed to fneverson.contractor@rmi.org and olewis.contractor@rmi.org with the subject: **Saba RE Phase 3 Civil Engineering (Detailed Site Plan) Consultancy Services RFQ.**

10. Validity of Quotations/Proposal

The proposal (including cost quotations) must be valid for 90 days.

Quotations submitted in response to this RFQ shall constitute binding offers and must be signed by a duly authorized representative of the Bidder.

Bidders are solely responsible for their own costs in preparing responses and for subsequent negotiations with RMI, if any. RMI will not be liable to any bidder for any claims, whether for costs or damages incurred by the bidder in preparing the response, loss of anticipated profit related to any final contract, or any other matter whatsoever.



11. List of appendices

1. Appendix 1 - Financial Pricing Schedule. For an Excel file of Appendix 1 – Financial Pricing Schedule, email olewis.contractor@rmi.org; include **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Appendix 1 Excel”** in the subject line.
2. Appendix 2 – Declaration by Bidder. For a Word file of Appendix 2 – Declaration by Bidder, email olewis.contractor@rmi.org; include **“Saba Civil Engineering (Detailed Site Plan) Consultancy Services RFQ Appendix 2 Word”** in the subject line.



12. Appendix 2 - Declaration by Bidder Grounds of Exclusion

Date: *[insert day, month, and year]*

Reference RFQ: *Saba RE Phase 3 Civil Engineering (Detailed Site Plan).*

To: *[insert full name of Employer]*

We, the undersigned, apply to be selected for the referenced Request for Quotation (RFQ) and declare that:

- (a) **No reservations:** We have examined and have no reservations to the RFQ Document, including Addendum(s) No(s).: *[insert the number and issuing date of each addendum]*.
- (b) **No conflict of interest:** We have no conflict of interest related to any Saba Electric Company (SEC) and or RMI personals.
- (c) **Grounds relating to criminal convictions:** Has the bidder itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organization, corruption, fraud, terrorist offences or offenses linked to terrorist activities, money laundering or terrorist financing, child labor and other forms of trafficking in human beings, by a conviction rendered at the most five years ago.
 Yes No
- (d) **Grounds relating to the payment of taxes and social security contributions:** Has the bidder breached its obligations relating to the payment of taxes and social security contributions, both in the country in which it is established and the contracting entity if other than the country of establishment?
 Yes No
- (e) **Grounds relating to professional misconduct:** Has the bidder, to its knowledge, breached its obligations in the field of environmental law, social law, or labor law?
 Yes No
- (f) **Grounds relating to insolvency:** Is the economic operator bankrupt or the subject of insolvency or winding-up or in arrangement with creditors?
 Yes No
- (i) **True and correct:** All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.



Historical Contract Non-Performance, Pending Litigation, and Litigation History

[The following table shall be filled in for the bidder]

Bidder's Name: [insert full name]

Date: [insert day, month, year]

Non-Performed Contracts			
<input type="checkbox"/> Contract non-performance has not occurred since 1 st January 2019.			
<input type="checkbox"/> Contract(s) not performed since 1 st January 2019.			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and US\$ equivalent)
	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation			
<input type="checkbox"/> No pending litigation since 1st January 2019.			
<input type="checkbox"/> Pending litigation.			
Provide details for pending litigations:			



Litigation History in accordance with Section III, Table 1 Qualification Criteria, and Requirements

- No Litigation History.
- Litigation History.

Provide details for litigations History:

Signed *[insert signature(s) of an authorized representative(s) of the bidder]*

Name *[insert full name of person signing the Quotation]*

In the capacity of *[insert capacity of the person signing the Quotation]*

Duly authorized to sign the Quotation for and on behalf of:

Bidder's Name *[insert full name of Bidder]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number]* day of *[insert month]*, *[insert year]*

13. Annex 1 – Giles Quarter Site Information



Figure 1 – Giles Quarter Site Location



Figure 2 – Giles Quarter Site

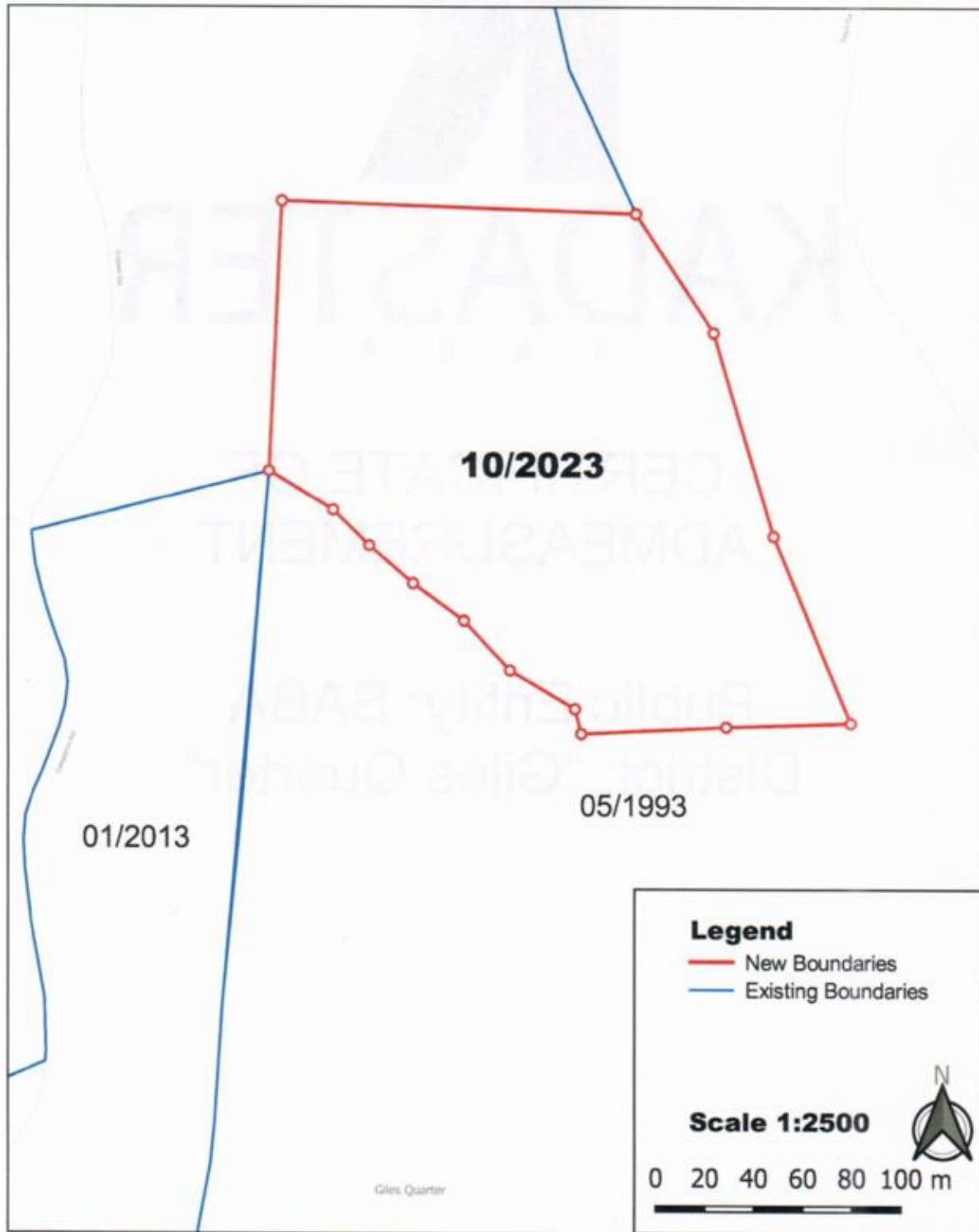


Figure 3 – Giles Quarter Area Solar PV + BESS Site Boundary Survey

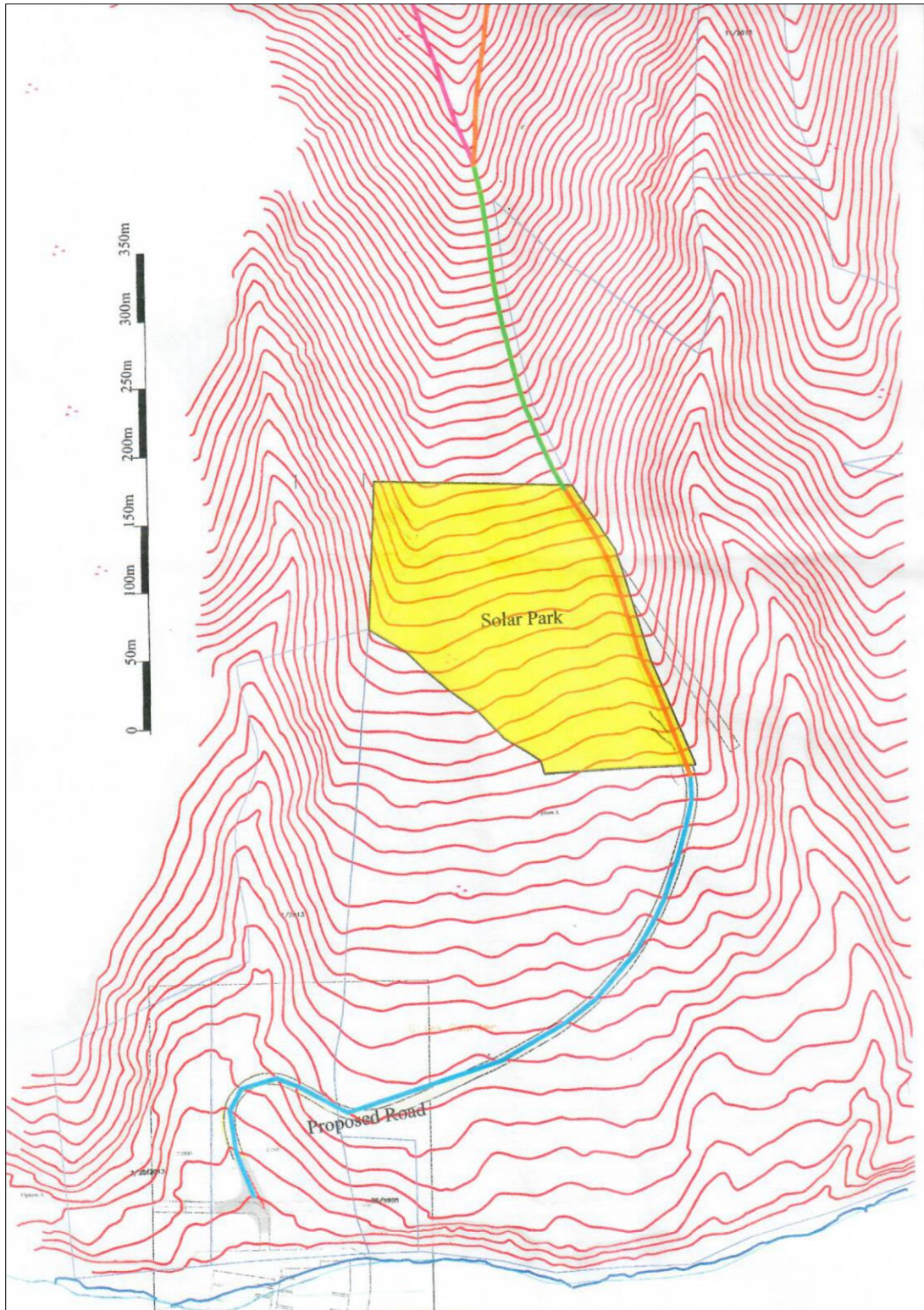


Figure 4 – Giles Quarter Area Solar PV + BESS Site and Access Road Topographic Map

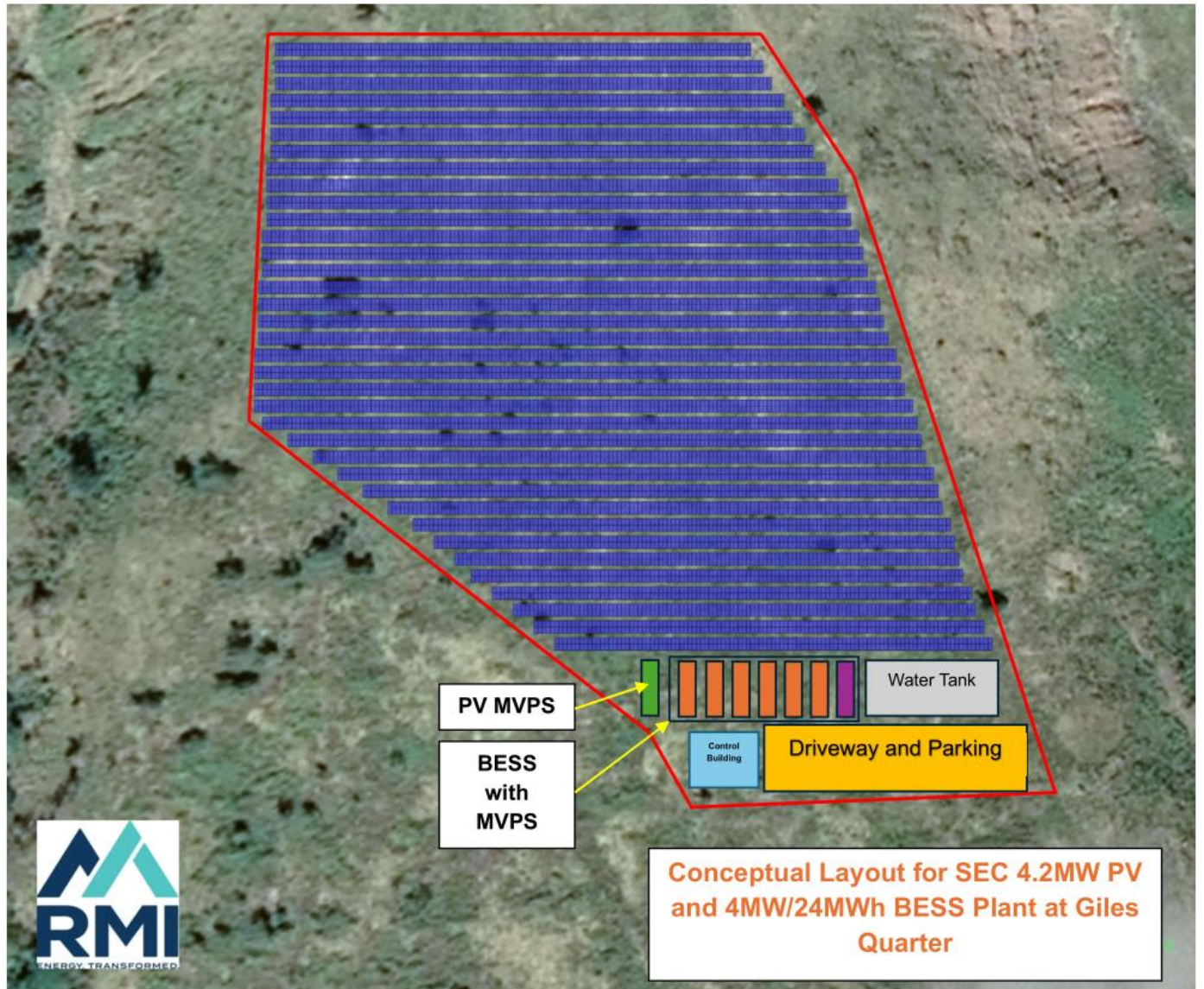


Figure 5 – Giles Quarter Area Solar PV + BESS Project Potential Conceptual Layout