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**Invitation for Expressions of Interest (EOI)**

**Development of Standard Operating Procedures for  
Marine Operations at the Fundy Ocean Research Center for Energy  
site in the Minas Passage, Bay of Fundy**

**Closing Date:** January 20, 2011 (4:00PM AST)

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**Fundy Ocean Research Center for Energy (FORCE)**

[fundyforce.ca](http://fundyforce.ca)

902-406-1166

## **1. Invitation**

Expressions of Interest (EOI) are invited from consultants or consulting firms (hereafter referred to as “consultants”) interested in leading the development of FORCE’s Standard Operating Procedures for marine operations including deployment, operation and retrieval of Tidal In Stream Energy Conversion (TISEC) Devices by berth holders at FORCE’s facility in the Minas Passage, Bay of Fundy.

The SOPs will be developed in collaboration with FORCE’s current cable supply/installer and electrical engineer (as well as our other experts as required), and one or more berth holders.

This document provides a common framework for FORCE to assess each Proponent’s EOI.

## **2. Background**

FORCE is building Canada’s leading centre for tidal energy technology research and demonstration. FORCE collaborates with developers, regulators, and researchers to study the interaction between tidal turbines and the Bay of Fundy environment.

When construction is completed in September 2011 FORCE will provide a shared observation facility, submarine cables, grid connection, and environmental monitoring at its pre-approved test site. The site is well suited to testing, with water depths up to 45 meters at low tide, a sediment-free bedrock sea floor, straight flowing currents, and water speeds up to 5 meters per second.

The Province of Nova Scotia selected the three initial berth holders – Nova Scotia Power (with OpenHydro), ALSTOM (using a Clean Current design), and Minas Basin Pulp and Power (with Marine Current Turbines). In 2009, NS Power deployed the first commercial scale device in North America at the FORCE test site and successfully recovered it in December 2010. The Province will select a fourth berth holder early in 2011.

FORCE receives funding support from the Government of Canada, the Province of Nova Scotia, Encana Corporation, and the berth holders.

More information is available at [fundyforce.ca](http://fundyforce.ca)

## **3. Knowledge and skills required**

In formulating this EOI, FORCE considers it important to provide some indication of the potential scope of activity that is anticipated in relation the development of development of Standard Operating Procedures for TISECs.

At a minimum the Standard Operating Procedures will guide or control activities at our marine site including: deployment of TISEC devices, operation, and retrieval

and must include a separate category that addresses marine cable laying, protection and connection.

Some possible topics are shown in Schedule A. The list is neither exhaustive nor is everything listed necessarily required. It is purely for illustrative purposes. One of the successful consultant's first tasks will be to identify topics and rank them in order of importance and urgency so that we may together plan the development process.

Because the SOPs should be developed in consultation with FORCE's contractors (in particular its electrical engineer and subsea cable installer), berth holders, and government regulators, the ability to collaborate and lead collaborative processes is essential.

#### **4. Purpose of this Invitation for Expressions of Interest**

Consultants are invited to submit to FORCE an EOI that contains at a minimum the relevant information outlined in section 7.

Because this is an initial step, used to identify interested parties, FORCE does not wish the preparation of documentation to be burdensome or time consuming. We encourage consultants to make the submitted material as concise and brief as possible, not exceeding a maximum of 5 pages (not including the title page).

***Please note that response to this Invitation should not be seen as placing any obligation on FORCE to fund or any respondent to carry out any work.***

#### **5. Conflicts of Interest**

It is the responsibility of consultants to identify all possible conflicts of interest that may affect services.

#### **6. Guidelines for Submission of Expressions of Interest**

**Format:** Submissions are to be made as outlined in section 8. The document must be submitted in Word document format as follows: single spaced, single sided, font size 12-point, Times New Roman, 1" margins on all sides, and **5 pages maximum** (not including the title page) and contain the contents outlined in section 7.

The submission will be evaluated according to the criteria in Schedule B.

#### **7. EOI Contents**

The EOI shall clearly address all of the information requested in this section.

Since the objective is to produce documents that are easily understood the EOI should demonstrate exemplary communication skills, be complete, and make a

convincing case that the consultant can perform high quality work. The EOI shall be organized with the subject headings in the sequence indicated:

- **Introduction** including a brief description of your firm and its areas of concentration and expertise
- **Experience and Past Performance** developing Standard Operating practices in collaboration with stakeholders and other professionals.
- **Experience** in the energy and marine sectors.
- **Organization and Personnel** including a profile of the person who will be the primary contact and any personnel proposed to be involved in services to FORCE
- **Location** of your office or offices
- **Availability:** it is important this work get underway early in 2011.
- **Hourly rate(s)** and other fees associated with providing services for each person expected to be involved on behalf of the consultant
- **References.** You may provide three (3) references for which similar work has been provided. Please note that the three references are in addition to the maximum 5 page submission.
- **Signature.** The EOI must be signed by an authorized official.

## 8. SUBMISSION

You may respond electronically or by hard copy. If by hard copy please provide four copies.

Please submit your EOI to:

<b><i>In writing or on disc/memory stick</i></b>  <b>FORCE</b> C/O OEER 5151 George Street, Suite 400 P.O. Box 2664 Halifax, NS B3J 3P7 <b>Attention:</b> Jennifer Matthews <b>Re:</b> Expression of Interest	<b><i>Electronically</i></b>  <a href="mailto:Matt.Lumley@fundyforce.ca">Matt.Lumley@fundyforce.ca</a> <b>Subject:</b> Expression of Interest
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EOIs must be submitted no later than **4PM AST, January 20, 2010**. EOIs received after that time will not be considered. All EOIs received by the deadline will receive an acknowledgement by email.

## **9. ENQUIRIES**

Enquiries regarding FORCE or the selection process should be directed to:

**Matt Lumley**  
**Communications, FORCE**  
**Tel: 902.406.1166 ext. 2**  
**E-mail : [Matt.Lumley@fundyforce.ca](mailto:Matt.Lumley@fundyforce.ca)**

FORCE will respond to requests for clarification as soon as is reasonably possible. FORCE will respond in writing or orally as deemed appropriate in the circumstances.

FORCE reserves the right to make any or all questions and answers to enquiries available to all other proponents. Generally, only substantial answers that clarify the process will be distributed. Please check the website at [fundyforce.ca/eoi](http://fundyforce.ca/eoi) for any updates.

## **10. EOI Modification and Withdrawal**

Addenda will be accepted until the closing date. EOIs may be withdrawn on written request of the proponent any time.

## **11. EOI Changes and Amendments**

FORCE may issue addenda and/or clarification to the EOI as necessary. FORCE, will notify all proponents in writing if any changes are made to the EOI. The closing date may be extended.

## **12. Principal Contact for the EOI**

Each EOI should include the name and title of one individual who may be contacted in the event that further clarification of the EOI is required.

## Schedule A

- **Marine safety including**
  - hazard identification,
  - risk assessment by task,
  - accident-incident reporting,
  - berth holder plan requirement and assessment.
  
- **Berth holder marine operations plan requirements and assessment including**
  - device deployment & removal plan,
  - subsea cable handling and connection/disconnection,
  - damage or break to subsea cable,
  - waste, and
  - environmental management.

**Note: this list is provided for illustrative purposes only. The actual list of SOPs to be developed will be determined with the benefit of the successful consultant's advice.**

## **Schedule B EVALUATION CRITERIA**

### **Evaluation Criteria for Assessment of Expression of Interest**

The following are mandatory requirements. Expressions of Interest not meeting them will receive no further consideration during the evaluation process:

- All information requested in this Expression of Interest is provided;
- Demonstrated experience with the requirements identified in the EOI.

EOIs will be evaluated according to FORCE's procurement criteria and their completeness, content, and evidence of successful implementation and management of similar programs for similar organizations, and the abilities of the Proponent and its staff.

The criteria for evaluating EOIs are:

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|---|-----------|
| • Experience, directly and indirectly related | 40 points |
| • EOI content and completeness                | 30 points |
| • Financial                                   | 30 points |