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

**Preferred Providers: Small Commercial Vessels  
For Marine Excursions and Auxiliary Support  
At Fundy Ocean Research Center for Energy  
Test Site, Minas Passage, Bay of Fundy**

**Closing Date:** April 26, 2013 (4:00PM AST)

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

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

902-406-1166

## **1. Invitation**

In 2012, FORCE welcomed over 3,700 visitors to the FORCE observation facility. Many of these visitors included technology developers, government officials, and other FORCE participants and partners – many of whom have requested access to the water site to observe the tidal current from the surface. In addition, FORCE is planning marine operations in 2013 related to both sensor platform trials and subsea cable lay rehearsal and execution. FORCE seeks to create a list of qualified small vessel operators to support both these activities.

Expressions of Interest (EOI) are invited from vessel operators interested in providing marine excursions and support to planned marine operations as auxiliary support vessels to assist with tasks such as crew transfers, marine rescue, and survey, on an as needed basis, in and around FORCE's facility in the Minas Passage, Bay of Fundy.

This EOI applies to all small passenger-carrying vessels organized, accompanied or recommended by FORCE, intending to enter the FORCE demonstration site for the purposes of supporting operations or viewing the site or for photography.

This document provides a common framework for FORCE to assess each Proponent's EOI. Please ensure reading the entire document, including schedules A and B, before responding.

## **2. Background**

FORCE (Fundy Ocean Research Center for Energy) is Canada's lead test centre for tidal energy technology. FORCE collaborates with industry, government, and researchers to study the interaction between tidal turbines and the Bay of Fundy environment.

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 peak water speeds above 5 meters per second.

The Province of Nova Scotia selected four participants – Nova Scotia Power (with OpenHydro), ALSTOM (using the Clean Current design), and Minas Basin Pulp and Power (with Marine Current Turbines), and Atlantis Resources Corporation (in partnership with Lockheed Martin and Irving Shipbuilding). In 2009, NS Power deployed the first commercial scale device in North America at the FORCE test site.

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

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

Vessel operators 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 vessel operators to make the submitted material as concise and brief as possible, not exceeding a maximum of 5 pages (any copies of certification and/or references will not count towards this maximum).

***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. However, in undertaking this EOI, FORCE confirms it expects to book excursions from our list of preferred providers in 2013. There may be additional requirements from our partners, with whom we will share this list.***

### **4. Conflicts of Interest**

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

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

**Format:** Submissions are to be made as outlined in section 8. The document should 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 title page, copies of certification or references) and contain the contents outlined in section 7.

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

### **6. EOI Contents**

The EOI shall clearly address all of the information requested in this section. The EOI shall be organized with the subject headings in the sequence indicated:

- **Introduction:** a brief description of yourself and/or your company.
- **Experience:** as a vessel operator.
- **Vessel description:** please provide details of the vessel to be used.

- **Organization and Personnel:** a profile of the primary skipper (if different from above) and any other crew that may assist aboard the vessel.
- **Location:** vessel's harbour or boat slip.
- **Availability:** vessel and personnel availability in 2013 – please include approximate start/end dates plus any planned absence.
- **Rates (both hourly and daily, including any minimums)** and any other fees associated with providing vessel services. Quote in \$ CAN per hour and day.
- **Capacity:** maximum capacity of persons on board (total passengers and crew); maximum weight on board.
- **Certification:** please include copies of all required certification documents as follows (does not count towards 5 page maximum):
  - Vessel operating code certificate (Transport Canada certification)
  - Insurance certificate
  - Master's qualifications.
  - Authorized list of crew and their relevant training.
  - Certification for Master and crew for Transport Canada approved STWC safety training.
  - Other vessel or master certifications at discretion to demonstrate other general or specific competencies (not required).

**[Note:** If any items are out of date, please indicate the date by which certification will be renewed. FORCE will not engage or recommend any operator without valid certification per above requirements. Vessel documentation shall be reviewed by FORCE annually.]

- **References.** You may provide the names and contact information of three (3) references relevant to marine excursions (does not count towards 5 page maximum).
- **Signature.** The EOI must be signed by an authorized official.

## 7. SUBMISSION

You may respond electronically or by hard copy.

Please submit your EOI to:

<p><b><i>In writing or on disc/memory stick</i></b></p> <p><b>FORCE</b> Fundy Ocean Research Center for Energy 5151 George Street, Suite 602 PO Box 2573, Halifax, NS</p> <p><b>Attention:</b> Matt Lumley <b>Re:</b> Expression of Interest</p>	<p><b><i>Electronically</i></b></p> <p><b><a href="mailto:Matt.Lumley@fundyforce.ca">Matt.Lumley@fundyforce.ca</a></b> <b>Subject:</b> Expression of Interest</p>
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EOIs must be submitted no later than **4PM AST, April 26, 2013**. EOIs received after that time will not be considered.

All EOIs received by the deadline will receive an acknowledgement by email.

## 8. 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.

## **9. EOI Modification and Withdrawal**

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

## **10. EOI Changes and Amendments**

FORCE may issue addenda and/or clarification to the EOI as necessary. FORCE, will notify proponents in writing and via website (<http://fundyforce.ca/media-center/opportunities/>) if any changes are made to the EOI. The closing date may be extended.

## **11. 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

**Note: this Standard Operating Procedure (SOP) is in draft form. FORCE reserves the right to make changes prior to engagement.**

<b>DRAFT SOP Marine Excursions within the FORCE Test Area</b>
<p><b>1. Purpose</b></p> <p>This Standard Operating Procedure (SOP) describes the requirements for excursion trips into any of the FORCE test areas.</p>
<p><b>2. Scope</b></p> <p>This SOP applies to all passenger carrying vessels, whether organized, accompanied or recommended by FORCE, intending to enter the FORCE demonstration site for the purposes of viewing the site or for photography. In the event that a third party independently charters a vessel in order to enter the FORCE demonstration site, it is expected that these guidelines are followed.</p> <p>It does not permit; contact or any form of interaction with any marine energy devices or buoys, surveys, crew transfers, deliveries or collections to/from devices or to/from working vessels – all of these activities are covered by the FORCE Site Access or Work Permit systems.</p>
<p><b>3. Vessel Requirements</b></p> <p>Prior to a site visit; copies of the vessel operating code certificate (Transport Canada certification), insurance certificate and Master’s qualifications shall be sent to FORCE and shall be electronically filed within FORCE systems for reference. Vessel documentation shall be reviewed by FORCE annually. The Master and crew must have Transport Canada approved STWC safety training and be willing to provide a copy of the certificate prior to conducting charters.</p> <p>The vessel operator will provide a designed spotter from shore in case of Emergency Response and will have radio communications with the Master at all times. A back-up Emergency Response vessel that could be contacted in the event of an emergency situation must be on standby for all excursions. FORCE will be notified of the Emergency Response vessel and Captain prior to every excursion.</p> <p>An authorized list of crew (with training) must also be provided.</p>

#### **4. Excursion Guidelines**

Passenger boarding shall take place only at harbour steps or a boat slip. Any loading of equipment or baggage shall be loaded under supervision of the vessel crew and shall be lowered by rope or hoist where required. The vessel master is at all times responsible for the safety and welfare of his crew and passengers. Safe weather limits shall be established for the trip by the Master, taking into account the vessel capabilities, number of passengers, experience of the passengers and trip purpose. The vessel Master shall review current Notices to Mariners. Vessels are requested to remain at least 500m from devices, unless permitted otherwise by FORCE or the developer.

Wildlife are sensitive to noise and disturbance, particularly marine mammals which use the test sites as a habitat – due care is to be taken.

#### **5. Passenger Briefing**

The vessel master shall ensure that all passengers receive a safety briefing which shall include emergency procedures, exits, personal safety equipment, life rafts and an introduction to the nominated first aider.

#### **6. Notifications**

FORCE shall be notified prior to all visits in order to establish activity levels on site and to safely co-ordinate traffic. The vessel shall always notify FORCE, normally by text, on site entry & egress (including total number of Personnel On Board).

#### **6. Equipment Requirements**

Properly fitted personal flotation devices must be provided and follow Transport Canada guidelines as outlined <http://www.tc.gc.ca/eng/marinesafety/debs-obs-equipment-lifejackets-information-1324.htm#lj2>

Immersion suits that follow Passenger Immersion suit standards as required by Transport Canada if the water temperature is below 15°C.

## **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.

All successful proponents will be considered preferred providers for FORCE marine excursions and may be engaged at FORCE's discretion based on availability and per agreed terms.