

Request for Proposal: Green Energy Centre of Excellence 2018-5



Project Description and Purpose

Enterprise Saint John (ESJ) and its key stakeholder partners have established a task force to investigate, develop and promote the establishment of a centre of excellence in the green energy sector in the Saint John Region with particular emphasis on the areas of advanced manufacturing and modular fabrication (Mod Fab). ESJ is inviting firms to submit a proposal to undertake a project in support of these efforts. This project shall have the following key outcomes:

1. The taskforce shall gain a thorough understanding of the current market conditions and subsequent opportunities in this industry sector.
2. The taskforce shall have a better understanding of the competitive advantage of Saint John as a fabrication centre for green energy projects.
3. The taskforce shall have a list of planned or potential projects with key contact information to be used as a lead generation tool by the industry partners

Background

Saint John has a long history in its construction and fabrication industries. Regional companies have participated in the construction of ships, heavy industrial plants, gas, oil fired and nuclear power plants and a variety of other light industrial construction projects. Saint John is strategically located on the Bay of Fundy, on Canada's East Coast. From this position, the region is well positioned to receive and ship goods to the Northeast U.S., the Caribbean and Europe. The regional infrastructure includes three industrial parks, Port Saint John, which is the third largest port in Canada for volume, a heavy lift barge terminal and multimodal transportation connections. The presence of local industries, including an oil refinery, pulp, paper and tissue mills, and various power plants, have allowed a strong supply chain to develop to support ongoing maintenance and expansion efforts. The green energy sector, including tidal, solar and wind power has been identified as a growing market with rapidly advancing technologies. There are a number of key initiatives ongoing throughout the northeast U.S., Eastern Canada and elsewhere that can provide opportunities for the Saint John region to employ their strategic advantages to participate in innovation, design, construction and delivery of modules in support of these projects.

Objective

The objectives of this project are:

1. To complete a full market scan identifying key market sectors and projects, major players, competing locations and facilities.
2. To consult with regional industry members to identify capabilities, capacity and potential areas of opportunity.
3. Identify specific opportunities, areas of potential innovation, competitive advantages and complete a SWOT analysis.
4. The research compiled will be used to create a comprehensive plan for the implementation of a marketing program and effective lead generation activities.

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Deliverables

The list of deliverables identified in this section is not exhaustive. Proponents are expected to provide any additional appropriate recommendations to fulfill the objectives of the project including:

1. Market Scan: A complete written report and overall review of competing locations and their facilities, major current players in this sector and their competitive strengths and weaknesses
2. Stakeholder Consultation: A complete written report and overall review of findings from stakeholder interviews. A focus should be placed on identifying competitive advantages, capacities, level of knowledge and experience.
3. SWOT: Using the information gathered in deliverables 1 and 2, produce a detailed SWOT analysis which clearly identifies areas of differentiation, competitive advantages, opportunities in under serviced areas and any capacity, skill or facility gaps that could be remedied.

Governance

The project manager will be Enterprise Saint John. It will be the sole point of contact and upon consultation with the task force will make routine decisions as required according to the project scope. The successful contractor will be expected to meet with the project manager at an initial project kick-off meeting and then participate in bi-weekly meetings to provide status updates and discuss any potential issues. These meetings can be face to face or by teleconference.

Time frame

All associated work and activities must be completed, and the final report delivered no later than **Thursday, December 3, 2018.**

Selection Criteria

The successful contractor will be determined based on the scoring rubric attached as Appendix A. Please note that determination of best value may not result in the lowest cost proposal being accepted.

Please include the following information in your quotation:

1. The quote shall be a firm fixed price and shall include all associated costs related to the above requested tasks and deliverables,
2. A complete company biography which clearly demonstrates your track record with similar or related work or projects with references etc.
3. Your proposal should fully illustrate your firm's knowledge of the marketplace and should include resumes of key staff, resources to be employed to complete the work,

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Selection Criteria (cont'd)

4. your methodology for completing the work and any additional details on the deliverables including the final report. Similar information should be provided for any sub-contracting companies you intend to use.

Payment Schedule

You will be expected to submit one invoice for the entire scope upon delivery of the final report. Payment will be made by cheque, typically within 30 days of receipt of the invoice.

Enterprise Saint John reserves the right to NOT award a contract as a result of this solicitation.

Quotations are due September 28, 2018 by 3:00 PM Atlantic Standard Time (4:00 GMT).

Please e-mail all proposals directly to Ian McCoy, Director of Investment Attraction for Enterprise Saint John at imccoy@enterprisesj.com. Questions for clarification should be directed to the same contact. Should questions or requests for clarification be received, the questions and their answers will be distributed to all those invited to respond to the RFP.

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APPENDIX A

GREEN ENERGY SECTOR PROPOSAL EVALUATION RUBRIC		
CRITERIA	VALUE	SCORE
SIGNIFICANT KNOWLEDGE OF THE GREEN ENERGY SECTOR, ADVANCED MANUFACTURING AND MODULAR FABRICATION INDUSTRY, ITS KEY PLAYERS AND THE MEMBERS OF THE VALUE CHAIN	10	
METHODOLOGY TO BE USED TO ACHIEVE PROJECT OUTCOMES	10	
DEMONSTRATED ACCESS TO DATA TO ACHIEVE PROJECT OUTCOMES	10	
SIGNIFICANT KNOWLEDGE OF THE TRANSPORTATION AND LOGISTICS SECTOR	5	
DEMONSTRATED UNDERSTANDING OF THE PROJECT	10	
COMPLETENESS AND SUITABILITY OF APPROACH AND WORKPLAN	15	
RESOURCES AVAILABLE TO FIRM	15	
COST	20	
ADDITIONAL VALUE TO BE DELIVERED	5	
TOTAL	100	