



## REQUEST FOR QUOTATION

# Saba Renewable Energy Phase III Project – Environmental Impact Assessment for Solar PV Site Giles Quarter, Saba

**Issue Date: July 26, 2024**

**Submission Date: August 19, 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 Quarters, Saba.

Milestone Description		Date
Request for Proposals Issuance		26th July, 2024
Deadline for submittal of “Questions” for Questions & Answers (Q&A).		09 <sup>th</sup> August, 2024
Proposal Submission Deadline [ <b>Electronic submission as per Section 9 – Submission Deadline</b> ]		<b>09:00 hrs. 19th August, 2024</b>
Awards Contract to Successful Bidder		30th August, 2024
Signing of EIA Agreement, issuing Notice to Proceed, and sharing relevant documents.		04 <sup>th</sup> September, 2024
Submittal of Draft EIA Report	EIA Consultant	TBD
Submittal of Client Feedback to Draft EIA Report	SEC/RMI	5 Working Days after the submittal of the draft report
Submittal of Final EIA Report	EIA Consultant	10 <sup>th</sup> December, 2024

Table 1 - Proposed Project Schedule with Milestone Descriptions

## 2. Background

Saba Electric Company (SEC), in collaboration with the Public Entity Saba (OLS), is seeking to increase its renewable energy (RE) fraction as part of its overall sustainable energy strategy to reach a 100% renewable energy electricity generation target by 2025. SEC's existing operational facilities consist of 4.3MVA diesel generation plants and 2.1MWp of installed solar PV plus 2.3MWh of battery storage from 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 12kV feeder 2-3km from the SEC Power Station (Feeder #4).

RMI requests quotations from qualified Environmental Consultants for the Environmental Impact Assessment described below.

### **3. Goals and Objectives**

The goal of this Request for Quotation is the undertaking of environmental impact assessment services for the ground-mount utility-scale solar PV plus battery energy storage systems at Giles Quarters, Saba. The Giles Quarters site is 34,530 square meters.

This Request for Quotation's primary objective is the production of two reports. The required documents/reports are as follows:

- Draft Environmental Impact Assessment Report
- Final Environmental Impact Assessment Report

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

RMI is requesting quotations from environmental consultants for environmental impact assessment consultancy services for ground-mount utility-scale solar PV plus battery energy storage systems at Giles Quarters, Saba, as described in the scope of work section below.

### **4. Scope of Works / Statement of Work**

The consultant shall be required to perform an Environmental Impact Assessment regarding the ground-mount solar plants and battery energy storage systems at Giles Quarters, Saba. The location has already been decided on, so the scope of the EIA is limited to this location. The Environmental Impact Assessment has been classified as Category B, naming that it has to be carried out.

On Saba the Environmental Management Act BES (*Wet volkshuisvesting, ruimtelijke ordening en milieubeheer BES*) is applicable. Although an Environmental Impact Assessment may not be required according to this legislation, SEC and OLS have decided to carry out an Environment Impact Assessment (EIA) and take the legal requirements includes in that legislation into account. The EIA needs to be performed in accordance with European directives 2011/92/EU and 2014/52/EU as well. The procedure regarding the EIA that has to be followed is stipulated in chapter 7 of the Environmental Management Act BES, and Annex IV of European directive 2014/52/EU. Therefore the report has to contain the following data:

- A description of the proposed activity, including in particular:
  - (a) a description of the location of the project;
  - (b) a description of the physical characteristics of the whole project, including, where relevant, requisite demolition works, and the land-use requirements during the construction and operational phases;
  - (c) a description of the main characteristics of the operational phase of the project, including energy demand and energy used, nature and quantity of the materials and natural resources (including water, land, soil and biodiversity) used;

(d) an estimate, by type and quantity, of expected residues and emissions (such as water, air, soil and subsoil pollution, noise, vibration, light, heat radiation) and quantities and types of waste produced during the construction and operation phases.

- A description of the reasonable alternatives, in this case the project location has already been decided on, therefore the scope of the reasonable alternatives will be limited to project design, technology, size as scale, as well as an indication of the main reasons for selecting the chosen option, including a comparison of the environmental effects.
- A description of the relevant aspects of the current state of the environment (baseline scenario) and an outline of the likely evolution thereof without implementation of the project as far as natural changes from the baseline scenario can be assessed with reasonable effort on the basis of the availability of environmental information and scientific knowledge;
- A description of the factors: population, human health, biodiversity (flora and fauna), land, soil (f.e. erosion and compaction), water (hydro morphological changes, quantity and quality), air, climate, material assets, cultural heritage, including but not limited to the landscape.
- A description of the likely significant effects of the project on the environment regarding above mentioned factors;
- A description of the forecasting method or evidence, used to identify and assess the significant effects on the environment, including details of difficulties encountered compiling the required information and the main uncertainties involved;
- A description of mitigating measures, if possible and/or monitoring arrangement;
- A description of the expected significant adverse effects of the project on the environment deriving from the vulnerability of the project to risks of major accidents and/or disasters which are relevant to the project concerned, whereas the consultant can take into account that the project will be build following specifications for resisting category 3 hurricanes;
- A non-technical summary of the information in relation to above points;
- A reference list detailing the sources used for the descriptions and assessments included in the report.

Furthermore any research needed in order to assess the different aspects as mentioned, have to be included in the scope of Works, i.e. research regarding noise or flora and fauna.

There has been made an earlier EIA in the frame of the study of Pondera, and an Climate Risk Assessment screening. Elements from both need to be integrated as part of the EIA.

## 5. Duration of Work

The consultant is to provide a work schedule showing the duration of individual tasks (in this case, mostly individual assessments regarding research and the drafting of reports) and the overall duration of the completion of the said assignment.

**NOTE: The Final Report MUST be submitted on December 10<sup>th</sup>, 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 an Excel file of Appendix 2 – Declaration by Bidder, email [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org); include **“Saba EIA Consultancy Services RFQ Appendix 2 Excel”** 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. If consultants from other bureaus are used to conduct certain research, also the details of relevant qualifications and experience from those bureaus are necessary, as well as a combined offer.
- iii. A description of the methodology that will be used to carry out the proposed work. Which will be in line with the requirements as mentioned in the scope of the Work and are in accordance with the current state of science.
- iv. A work schedule for the completion of the work, indicating task durations, task sequence, task relationships and total project duration. Note: **The Final EIA Report MUST be submitted on or before 19<sup>th</sup> August 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](mailto:olewis.contractor@rmi.org); include **“Saba EIA Consultancy Services RFQ Appendix 1 Excel”** in the subject line.
- vi. Bidders shall provide a comprehensive description of their employment activities in the business and, specifically, this assignment, local Saba, and women's team members.
- vii. A proposed payment schedule aligned with the work schedule.
- viii. An indication of when the consultant shall begin working on this project if selected (start date).
- ix. The final deliverable shall be submitted by December 10<sup>th</sup>, 2024, at the latest.

## 7. Selection Criteria

### EVALUATION CRITERIA AND SELECTION PROCESS

NOTE: No Bidder shall make unsolicited contact with the SEC/RMI team between the date of submission of bids and the award of the contract. The SEC/RMI team will be responsible for contacting the Bidder in



writing should any clarifications on a bid be required. This is to ensure a transparent and fair evaluation process and instill confidence in its fairness and transparency.

**Bid selection process**

The evaluation, review, and approval of the evaluation report and the award of the contract will be the responsibilities of a Saba Electric Company (SEC) and RMI team as follows:

1. Evaluation of bids → SEC & RMI 3-person team.
2. Drafting of Evaluation Report → SEC & RMI 3-person team
3. Review and approval of Evaluation Report → SEC & RMI 2-person Team
4. No Objection of Contract Award → SEC
5. Contract Award → RMI

A Standstill provisions shall NOT apply. Upon conclusion of the evaluation process, all Bidders will be notified of this procurement outcome. Candidates who have not submitted the winning bid will have the opportunity to start injunction proceedings within 10 calendar days (the so-called Alcatel-term) after the announcement of the winning bid. These proceedings should be initiated at the Court of First Instance on Saba. If the injunction proceedings are not initiated in time, the Candidate is considered to have waived its right to contest the procedure or the results thereof.”

**a) Administrative Compliance of the Bid [Responsive / Non-Responsive] / [Pass/Fail]**

All bids will be reviewed to determine whether they are responsive or non-responsive to the requirements of this RFQ, i.e., “Administrative compliance.” The following factors will be considered when evaluating the administrative compliance of bids:

1. Has the RFQ Bid been delivered as per the Submission of Bid Instructions? Yes/No
2. Has the RFQ Bid been delivered by the submission deadline? Yes/No
3. Does the RFQ Bid contain the RFQ Submission Requirements as per Section 6 RFQ Submission Requirements of the RFQ document? Yes/No

<b>Administrative Compliance - Check List Requirements</b>	
No.	Required Documents with Bid Submittal (Yes/No)
1	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.
2	A description of the methodology that will be used to carry out the proposed work.
3	A work schedule for the completion of the work, indicating task durations, proposed travel to Abaco (if required), and total project duration.



4	A cost breakdown table with standard rates and prices for each line item and the total bid cost. 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.
5	A comprehensive description of their employment activities in the business and, specifically, this assignment, local Saba and women's team members.
6	An indication of when the consultant shall begin working on this project if selected (start date).
7	A proposed payment schedule

Table 2 – Administrative Compliance - Check List Requirements

Non-responsive bids will be rejected, and the remaining ones will be evaluated and rated based on the criteria outlined below. SEC and RMI reserve the right to interview or request presentations and demonstrations as needed, all in the pursuit of a fair and transparent evaluation process.

The SEC/RMI Evaluation Team will evaluate the Technical Proposals using the following adjectival ratings for items (b), (C), and (D) below.

<b>Adjectival</b>	<b>Score:</b> Percentage of the maximum number of points rounded down	<b>Description</b>
Exceptional	100%	Greatly exceeds all minimum requirements of the criteria; has a high probability of success; contains no weakness or deficiencies.
Good	75%	Exceeds all the minimum requirements of the criteria; has an above average probability of success; contains no significant weakness and only minor, correctable weaknesses exist.
Acceptable	50%	Meets all the minimum requirements of the criteria; has an average probability of success; no significant weaknesses and any deficiencies can be readily corrected.
Marginal	25%	Fails to meet one or more of the minimum requirements of the criteria; low probability of success; major weaknesses and/or significant number of deficiencies exist.
Unacceptable	0%	Fails to meet any of the minimum requirements of the criteria; proposal needs major revisions; very low probability of success.

Table 3 – Technical Proposal Adjectival Ratings Criteria





## **b) Technical Evaluation Criteria of the Bid [40-points]**

The primary criteria for evaluation of the Bids will assess and document the Bidder's response to this RFQ. The following factors will be considered when evaluating the technical aspects of the bids:

### **Technical Evaluation: 40-points**

- **Technical Component (Qualifications)(8-points):**
  - Identification of a team consisting of multiple disciplines to complete tasks (4-points)
  - Bachelor's Degree or Higher for Environmental/Scientific Lead (4-points)
- **Technical Component (Experience)(24-points):**
  - No. of year working in the Environmental Assessment industry? - Lead Engineer (4-points)
  - No. of years as an Environmental Assessment Company? (4-points)
  - No. of Renewable Energy EIAs bidder company has completed in the last 5 years? (8-points)
  - Provide two (2) references from renewable energy EIA clients (8-points)
- **Technical Component (Methodology)(8-points)**
  - Clarity of the Design and set out of methodology (4-points)
  - Relevance of methodology to scope of works (4-points)

## **c) Bid Schedule and Duration of Work [12-points]**

The primary criteria for evaluation of the Bids will assess and document the Bidder's response to this RFQ. The following factors will be considered when evaluating the Schedule and Duration aspects of the bids:

### **Schedule & Duration of Work: 12-points**

- **Schedule detail and Work Duration (12-points)**
  - Is the schedule sufficiently detailed (# of tasks identified, sequencing of task, and linkage/relationship between tasks) (4-points)
  - Is duration reasonable (length of time and start and finish dates)? (2-points)
  - Does the schedule indicate the submittal of the Final EIA Report on or before December 10th, 2024? (5-points)
  - Payment Schedule alignment with Project Work /Plan Schedule (1-points)

## **d) Employment Practices Criteria [8-points]**

The primary criteria for evaluation of the Bids will assess and document the Bidder's response to this RFQ. The following factors will be considered when evaluating the Employment Practices aspects of the bids:

### **Employment Practices: 8-points**

- **A description of the way in which the bidder contributes to the empowerment of women specifically for this assignment and generally (6 points)**
  - The number of female employees and their roles relating to this assignment? (2-points)



- The number of female employees and their roles relating to the bidder company? (2-points)
- Description of bidder's policies regarding emancipation and the promotion of gender equality within the company. (2-points)
- **A description of the way in which the bidder contributes to the empowerment of local labor specifically for this assignment (2 points)**
  - The number of local labor to be employed and their roles relating to this assignment? (2-points)

### **e) Financial Evaluation Criteria [40-points]**

The primary criteria for evaluation of the Bids will assess and document the Bidder's response to this RFQ. The following factors will be considered when evaluating the Employment Practices aspects of the bids:

1. The bidder with the lowest Price gets a maximum point of 40 points.
2. All bidders' financials within +/- 5% of the Owner's Cost estimate would score a maximum of 40 points.
3. Other bids outside +/- 5% of the Owner's Cost estimate would receive points based on 40 minus 1 point for (1) every 2 percent difference above or (2) for every 5 percent below between Base/Lowest Bid Price (+/- 5%) & the bidder's price.
4. Bids whose price is more than 30 percent higher than the Lowest Bid Price will not receive points.

**Note: Bidders must complete the shared Appendix 1—Financial Pricing Schedule (in Excel and PDF files).**

### **f) Most Economically Advantageous Bid/Bid Score**

The following method will be used when evaluating the Most Economically Advantageous Bid to be nominated as the Preferred Bidder:

- The bidder that is Administrative Compliance RESPONSIVE.
- The bidder that scores the highest number of points after summing the Technical, Schedule and Duration of Work, Employment Practices, and Financial scores.

**Note: Bidders must achieve a minimum Most Economically Advantageous score of 70% overall to be considered for award of contract**



## 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](mailto:fneverson.contractor@rmi.org) and [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org); include **“Saba EIA Study Consultancy Services RFQ Q&A”** in the subject line.

Responses to questions will be sent periodically to all bidders who have confirmed their interest in this RFQ by emailing [fneverson.contractor@rmi.org](mailto:fneverson.contractor@rmi.org) and [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org) include **“Saba EIA Study 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 10<sup>th</sup> August 2024.

## 9. Submission Deadline

The deadline for submission of responses to this RFQ is 09:00 hrs Eastern Caribbean Time, August 19th, 2024.

All responses should be emailed to [fneverson.contractor@rmi.org](mailto:fneverson.contractor@rmi.org) and [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org) with the subject: **Saba ESIA Study Consultancy Services RFQ Quotation Submission.**

## 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.

## 12. List of appendices

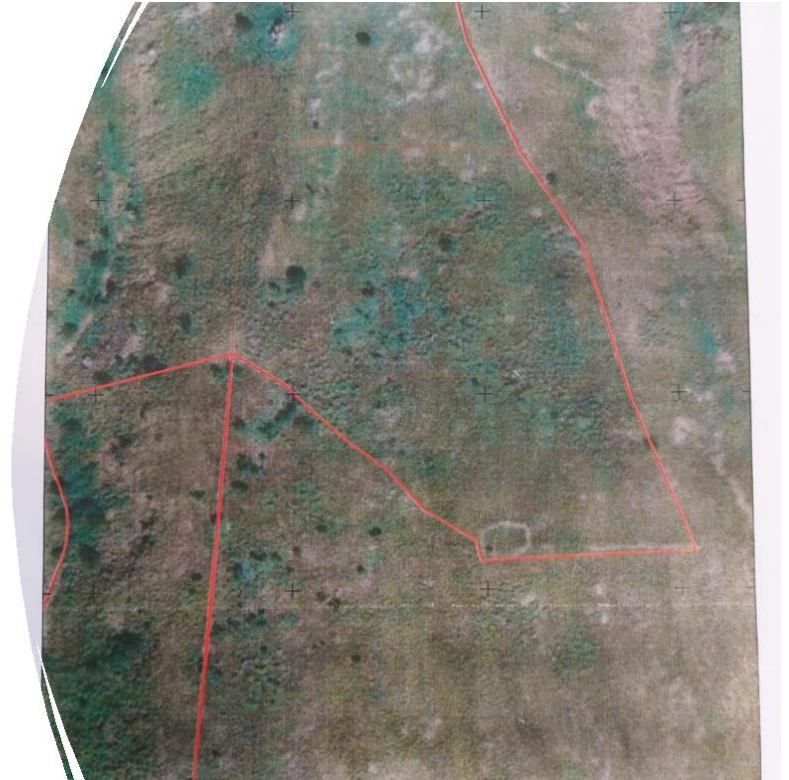
1. Appendix 1 - Financial Pricing Schedule. For an Excel file of Appendix 1 – Financial Pricing Schedule, email [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org); include **“Saba EIA Consultancy Services RFQ Appendix 1 Excel”** in the subject line.
2. Appendix 2 – Declaration by Bidder. For an Excel file of Appendix 2 – Declaration by Bidder, email [olewis.contractor@rmi.org](mailto:olewis.contractor@rmi.org); include **“Saba EIA Consultancy Services RFQ Appendix 2 Excel”** in the subject line.

13. Annex 1 – Identified site Giles Quarter Area Map and Topographic Survey Map

## Proposed RE Project Location

Giles Quarter Area

- Solar PV and Battery Storage Park



*Figure 1 – Giles Quarter Area*



*Figure 2 – Giles Quarter Area*

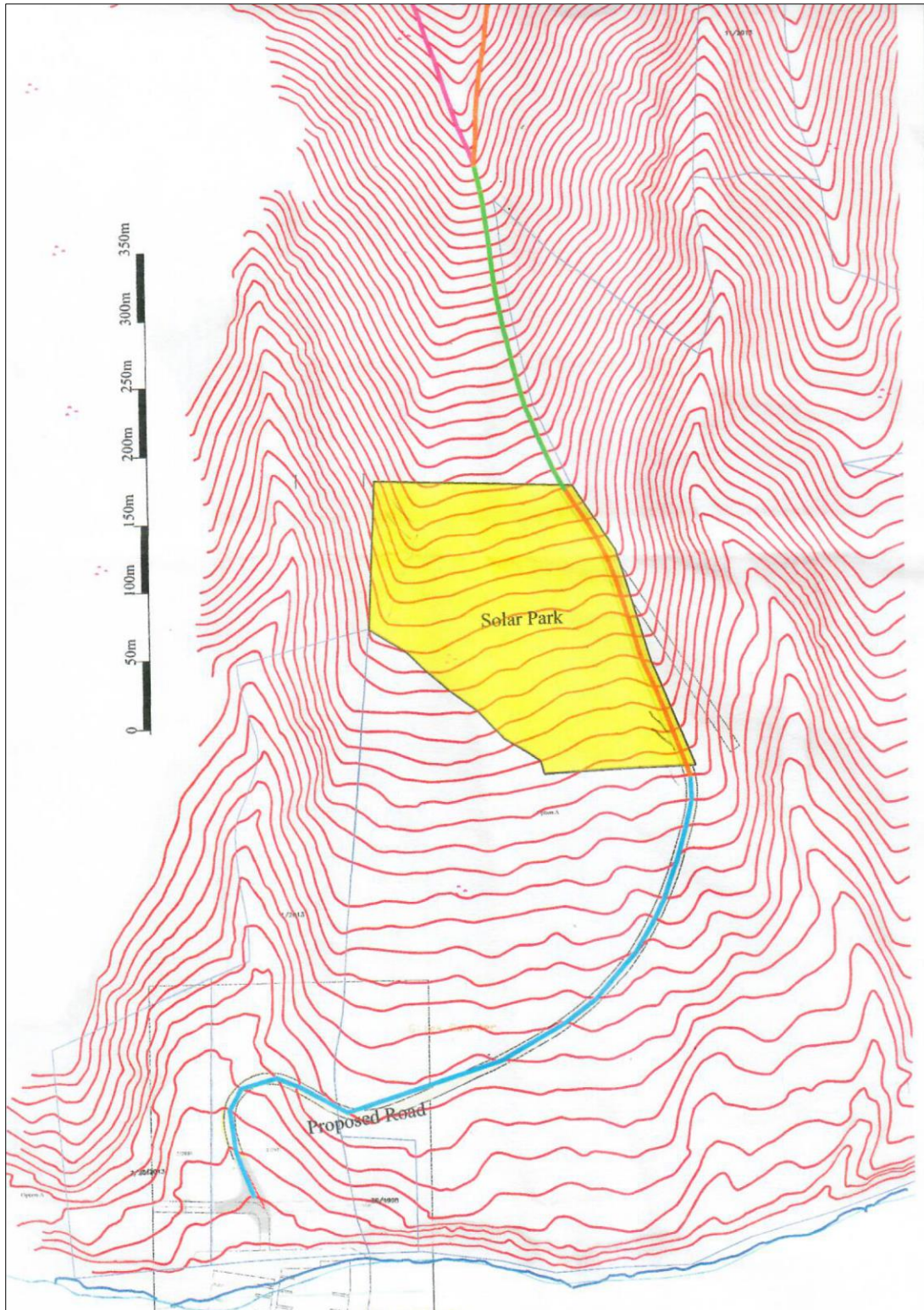


Figure 3 – Giles Quarter Area Solar PV + BESS Site and Access Road Topographic Map

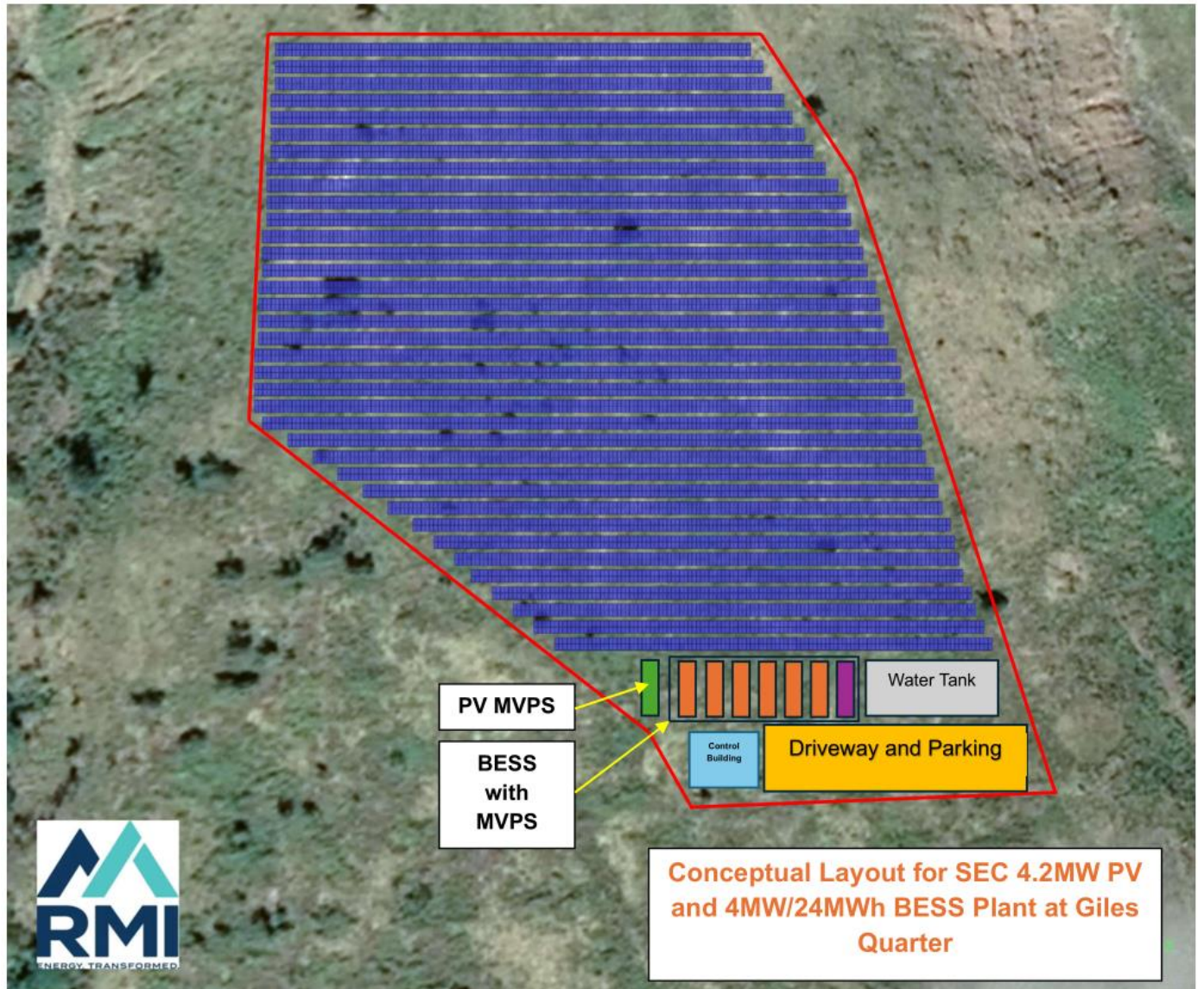


Figure 4 – Giles Quarter Area Solar PV + BESS Project Conceptual Layout