

**REQUEST FOR PROPOSALS FOR THE PROVISION
OF CLIMATE VULNERABILITY ASSESSMENT AND
RESILIENCE PLANNING CONSULTANT SERVICES
FOR ELECTRICAL SECTOR IN DOMINICA FOR THE
POST HURRICANE MARIA RESTORATION PERIOD
OF THE DOMINICA ELECTRICITY SERVICES
LIMITED (DOMLEC), ELECTRICITY SUPPLY
SYSTEM IN THE COMMONWEALTH OF DOMINICA**

OCTOBER 2018

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1 INTRODUCTION AND OBJECTIVES

1.1 Intent of this Document

Proposals are invited for the provision of Climate Vulnerability Assessment and Resilience Planning Consultant Service for the Electrical Sector in Dominica to support their post Hurricane Maria efforts to restore the Electricity Generation and Supply System (The System) of the Commonwealth of Dominica, as well as their longer term strategic objectives which includes critical objectives relating Climate Resiliency and Renewable Energy generation. Under the Electricity Supply Act of 2006, Dominica Electricity Services Limited (DOMLEC) are the current Licensee with responsibility for the restoration and post restoration operations and management of The System. DOMLEC will therefore be seeking proposals from suitably qualified entities to tender on the above mentioned consultancy services as detailed in attached Terms of Reference (T.O.R), which includes the proposed Scope of Work, provided in **Appendix 1** of this document.

Tenderers are at liberty to append further details deemed desirable to the Tender Documents. Such details shall not be binding upon the Dominica Electricity Services Limited.

1.2 Corporate Background & Relevant Business Information

The Dominica Electricity Services Limited, hereinafter called the Requestor, is an investor-owned, vertically integrated electric utility, which supplies electricity to the island of the Commonwealth of Dominica under respective Generation (non-exclusive) and Transmission, Distribution and Supply (exclusive) licenses, in accordance with the aforementioned Act. . The Requestor operates Generation, and Transmission, Distribution and Supply (TD&S) systems summarized as follows:

1.2.2 Table 1 - Generation Plants

PLANT	GENERATING UNIT TYPE	TOTAL CAPACITY
FOND COLE POWER STATION	RECIPROCATING DIESEL	13.864 MW
SUGAR LOAF POWER STATION	RECIPROCATING DIESEL	6.830 MW
LAUDAT POWER STATION	HYDRO TURBINE	1.240 MW
TRAFALGAR POWER STATION	HYDRO TURBINE	3.520 MW
PADU POWER STATION	HYDRO TURBINE	1.880 MW
TOTAL CAPACITY		27.334 MW

1.2.3 Table 2 – TD&E System

LENGTH OF HV LINES (11 kV)	500 km
LENGTH OF LV LINES (400/240 V)	725 km
NO. TRANSFORMERS/ASSOCIATED LV CIRCUITS	1,489
NO. OF POLES	15,924
NO. OF STREETLIGHT FOR REPLACEMENT BY LED	2,500

The demand for the island is between 17 MW and 18 MW, which an off peak demand a low as 8 MW especially in the cooler months of the year.

The pre Maria customer base was over 36,000 with an average monthly electrical energy consumption of 8.4 GWh.

1.3 Impact of Hurricane Maria

Hurricane Maria made a direct hit on the Commonwealth of Dominica on September 19, 2018, resulting in widespread damage and destruction across the island and affecting all sector of the economy. The electricity sector was affected as follows:

1.3.1 Generation System

Over 60% of the DOMLEC's generating capacity affected immediately. Currently only 22% of the generating capacity remains unavailable as restoration work in this area continues.

1.3.2 TD&S System

Over 98% of this system was affected immediately following the hurricane. Our restoration efforts have seen:

1.4 Status of Restoration/Recovery

After one (1) year , the status of our restoration is as follows:

1.4.1 Generation System

From a capacity point of view, the generation system has been restored to the 78% level. 4.2 MW/30% of the Fond Cole power station's capacity remains unavailable, and similarly, 1.88 MW/28.3% of the Hydro capacity remains unavailable. Additional current pertinent generation system metrics are as follows:

- a) System Peak – 11.8 MW, 65% of pre TS Maria peak
- b) Net Energy Production (end Oct, 2017 – end Sept. 2018) – 46.08 GWh
- c) Current average weekly load demand – 1.48 Gwh/69% of pre TS Maria demand for a similar period.

2 DESCRIPTION OF SERVICES REQUIRED

As per details in Appendix 1, DOMLEC requires the services outlined in the Terms of Reference (TOR) and associated Objectives and Scope of Work to:

- (a) Climate risk and vulnerability assessment together with the corresponding adaptation/risk management plan of actions;
- (b) The determination of the main design parameters to guide the design process of the selected adaptation/risk management measures;
- (c) Prepare a training program to strengthen DOMLEC’s capacity to mainstream climate change considerations and respond to extreme events with the potential to impact its critical assets.

It is recognized that there exists a significant number of methodologies and approaches to conducting the required studies. The consultant is free to select a logical framework and methodological approach to conducting the proposed study.

2.1 Safety and Environmental Policies and Procedures

The Tenderer shall demonstrate the ability to conform with the Requestor’s Health, Safety and Environmental Policies and Procedures generally, and specifically with its Contractor Safety Work Program (CSWP). The requirements of same are set out in Appendices 2-5. Tenderers who have not met the requirements as set out in the CSWP, will not be considered for award. .

2.2 Prices

The Requestor intends to have a detailed pricing arrangement for the services provided, in order to assist with the evaluation of tenders, and ultimately to facilitate prudent management throughout the engagement of the Engineering Services. Prices are to be stated in United States Dollars (US\$) and as per the pricing structure is as follows in Table 3 below:

2.2.1 Table 3 – Pricing Structure for Organizational Review Consultancy Services

ITEM	DETAIL	COST (US\$)
Consultancy Service	Professional Fees	
	Air Travel	
	Per Diem	
	Local Transportation	
	Hotel/Other Lodgings	
	Report Preparation and Reproduction	
Sub Total		
Contingencies		
Total		

2.3 Tenderer's Profile and Qualifications

The Tenderer must qualify as set out in Appendix 1, TOR for Climate Vulnerability Assessment and Resilience Planning Consultant Service for the Electrical Sector in Dominica

2.7 Project Duration

The duration of the project is expected to be from November 2018 to end May 2019, during which time it is expected that the requisite services as tendered will be provided throughout the entire duration.

Table 4 below provides approximate timelines for key deliverables.

2.7.1 Table 4 – Key Project Deliverables & Timeline

DELIVERABLES		TARGET DATE
Report and recommendations for the selection of Design Parameters		February 2019
Nationwide Climate Risk Vulnerability Assessment		Mid March 2019
Site Specific Vulnerability Assessments	Two Sites	March 2019
	Two Sites	April 2019
	Two Sites	May 2019

3 TENDERERS' INSTRUCTIONS

3.1 Contact Person

Any further information required for this request for proposal may be obtained from:

Dave Stamp – Generation Manager/ CDB Loan Project Coordinator
C/o Dominica Electricity Services
18 Castle Street
Roseau
Commonwealth Of Dominica
(767) 255-6170/6117 (Office), (767) 235-9965 (Mobile), (767) 448-6082(Fax) or
(dave.stamp@domlec.dm)

3.2 Submission of Tenders

Tenders may be submitted by either of the following methods:

1. In a sealed envelopes marked on the outside **CLIMATE VULNERABILITY ASSESSMENT AND RESILIENCE PLANNING CONSULTANCY SERVICES TENDER** and bearing the name and address of the Tenderer, and addressed and delivered to:

The Project Coordinator – CDB Loan
C/o Dominica Electricity Services Limited
18 Castle Street, P.O. Box 1593
Roseau
Commonwealth Of Dominica

2. Via email as follows

- a. Captioned: The Project Coordinator – CDB Loan
- b. Email address: dave.stamp@domlec.dm copied to tamra.paul@domlec.dm – Assistant to The Project Coordinator.

3. Tenders must be delivered by **16:00 hrs. on October 26, 2018**

3.3 Evaluation Schedule

The tender “opening” shall take place at 16.30 **hours on October 29, 2018 at the Requestor’s headquarters at 18 Castle Street, Roseau.** Results will be summarized and published by 16.00 hours on November 1, 2018.

4 PROCEDURE FOR AWARDING CONTRACT

4.1 Bid Evaluations and Award

The Requestor may make such investigations as it deems necessary to determine the qualification and ability of the Tenderer to provide the requested services and the Tenderer shall furnish to the Requestor all such information and data required for this purpose.

The Requestor, reserves the right to, not accept the lowest or any tender.

After conducting its evaluations, and the Requestor will make an award/awards, and will advise both successful and unsuccessful Tenderers via written communication. Thereafter the Requestor will enter into contract negotiations with the successful Tenderer(s). If the parties are unable to conclude negotiations for a contract within three months of the award the Requestor reserves the right to select the next most eligible bid or to go back out to public tender.

Appendix 2.5



DOMINICA ELECTRICITY SERVICE LIMITED

CONTRACTOR SAFE WORK PROGRAM

1. **The Contract Planning Stage:** covers the Safety, Health & Environmental requirements (Job Hazard Analysis) and technical aspects of the job (scope of the work). The process is as follows:
 - a. The Contract Manager plans the work and develop the scope. He may use consultants where required.
 - b. The Contract Manager undertakes a Job Hazard Analysis (JHA) for the works using the JHA form.
 - c. The Contract Manager sends out Request for Proposal (RFP) documents. The said RFP also includes a request for a JHA to be undertaken by the bidders.

2. **Prequalification and Bid Evaluation Stage:** The awarding of contracts will not only be on grounds of price and technical ability, but also on the bidder's ability to satisfy the safety and environmental standards and requirements of DOMLEC, and other applicable laws, regulations or standards.
 - a. The bidder completes the Bidder HSE Qualification form (Appendix 3 in the Contractor Safety Program document).
 - b. The Contract Manager collects the tender documents which will also include the JHA Form and the Bidder HSE Qualification form.
 - c. The Contract Manager conducts a bid analysis on the basis of price, technical ability, HSE standard, and law/regulation compliance to select a contractor for the project. The analysis should be done using the Bid Analysis Form.
 - d. The Contract Manager should also validate that the contractor meets the insurance, Social Security and the Inland Revue Division requirements.
 - e. The HR & Admin. Department will maintain an updated list of registered and JHA- trained contractors. Only contractors who have done the JHA training should be selected for contractual work with DOMLEC.
 - f. The Contract Manager will then informs the successful contractor.
 - g. The Contract Manager should use the JHA which he created during the planning stage and the JHA from the contractor to create the JHA to be used for the project.

- h. The Contract Manager then drafts out the contract and attaches a copy of the JHA.
- i. The Contract Manager may update this JHA when there is an incident, change in job scope, changes in technology or every three years.

Contract Orientation: includes General and Site Orientation with contractor and team prior to starting work with DOMLEC.

- j. The Orientation Form should be used as a guide to conduct the orientation and must be dated and signed off by the respective persons.
- k. The orientation form should be completed and filed by the Contract Manager.

3. **Execution and Monitoring:** During this stage:

- a. The contractor shall conduct a daily written tailgates using the Tailgate Form
- b. The Contract Manager should conduct regular monitoring of the work in progress, HSE requirements, technical, regulatory and other compliance.
- c. Other supervisors may also conduct routine work observation and document their findings using the Job Observation Form.
- d. Contractor's incidents should be reported using the Contractor Incident Report Form in appendix 4 of the CSP document and proactives should be reported using the Proactive Report Forms.
- e. HSE Noncompliance will result in corrective actions appropriate to the nature and seriousness of the issue, as determined by DOMLEC.

4. **Contract Completion:** At the end of the job a contract review should be conducted.

- a. At the end of the job the Contract Manager shall conduct a contract review using the Contract Review Form.
- b. The Contract Review Form shall be completed and signed off by both the contractor and the Contract Manager
- c. The Contract Review Form should provide the contractor with the opportunity for feedback for continuous improvement.

Attachments:

- 1. JHA Form
- 2. Bidder HSE Qualification Form
- 3. Bid Analysis Form

4. Orientation Form
5. Tailgate Form
6. Job Observation form
7. Contractor Incident Reporting Form
8. Proactive Reporting Form Contract

