

# New Wildlife Fence Replacement

---



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

**The Charlo Regional Airport Authority New Wildlife Fence Replacement has been made possible through a financial assistance contribution from the Government of Canada under the Airports Capital Assistance Program (ACAP)**



# REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement

## Contents

1.0 Invitation.....	2
2.0 Background.....	2
3.0 PRE-BID INFORMATION.....	3
4.0 Submission of Proposals.....	3
5.0 Proposal Fees.....	4
6.0 Acceptance of Proposal.....	4
7.0 Right to Withdraw .....	4
8.0 Contractor Agreement.....	4
9.0 Insurance .....	4
13.0 Closing .....	5
14.0 Project Scope.....	6
15.0 Submission Requirements.....	7
16.0 Submission Instructions.....	9
17.0 Proposal Evaluation .....	9
18.0 Queries/Addenda during Proposal Period .....	9
19.0 Disclosure Obligations.....	10
20.0 Terms and Conditions.....	10
Unsuccessful Proponents will be notified in writing after the award of the Contract. ....	12
COST PROPOSAL FORM .....	13



# **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

## **1.0 Invitation**

The Charlo Regional Airport Authority Inc. (CRAA) invites written proposals from qualified firms (Proponent) for the replacement of the current Wildlife Fence with a new one at the Charlo Regional Airport. Proposals are solicited in accordance with the terms, conditions, and instructions as set forth in this Request for Proposals (RFP).

Submissions will be accepted at the CRAA Boardroom until 2:00 p.m. local time, Wednesday, June 23, 2021, at 2:00pm. Responses can be hand delivered or mailed to the Charlo Regional Airport Authority 291 Morris Street, Unit 101, Charlo NB E8E 2N1.

The submission must be sealed and marked clearly as:

**“New Wildlife Fence Replacement”**

### **INQUIRIES:**

Gilles Savoie  
Director Operations  
Charlo Regional Airport Authority Inc.  
506-789-3922  
Fax- 506-684-5509  
Email: gsavoie@charloairport.ca

## **2.0 Background**

The existing airport wildlife management fence is currently more than 45-year-old and some sections are in poor condition.

The Proponent will be responsible for any physical measurements or surveys required to complete the replacement of the existing wildlife fence and gates. The Proponent will also be required to interface with the Project Manager for this project, to ensure proper and timely completion of this project. Design must be approved by the Charlo Regional Airport prior to construction.

Due to the nature of the proposed fencing project, minimal impact to airport operations is anticipated however vigilance must be exercised during construction should the existing fence be removed prior to the new fencing being installed.

Prior to construction, the contractor and airport personnel will coordinate the proposed construction activities and schedule to ensure there is no disruption to airport operations. If a disruption is required applicable NOTAM's (A Notice to Airmen) will be issued.

Prior to the start of construction affected parties will be consulted and informed of the nature of the project and how airport operations will be affected.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

The contractor is advised that no equipment or personnel will be permitted on airside without an airport security escort.

### **3.0 PRE-BID INFORMATION**

#### **BIDDER QUESTIONS:**

All questions regarding details of this RFP should be directed electronically to the **Project Contact:** Gilles Savoie, director operations, at [gsavoie@charloairport.ca](mailto:gsavoie@charloairport.ca)

#### **MANDATORY SITE INSPECTION OF PREMISES:**

Proponents will make arrangements to conduct a mandatory Site Inspection of the existing Charlo Airport Wildlife fence. Please contact [gsavoie@charloairport.ca](mailto:gsavoie@charloairport.ca), **cell: 506-789-3922**.

#### **POSTING OF ADDENDA:**

If the Owner, for any reason, determines it is necessary to provide additional information relating to this RFP, such information will be communicated to all bidders by way of an addendum via email, but not within 48 hours of the time of closing.

### **4.0 Submission of Proposals**

The Charlo Regional Airport Authority Inc. will receive sealed Proposals, marked accordingly, and addressed and delivered to the Charlo Regional Airport Authority Inc. Administration office prior to 2:00 p.m. local time on June 23, 2021.

Any proposals received at this office after the closing date and time shown above will not be accepted and will be returned.

Changes in the Proposal will only be considered when submitted in writing in a sealed envelope and providing such change is received at the Administration office prior to the established closing date and time.

The Charlo Airport will not be responsible for any costs incurred in the preparation or presentation of proposals. All proposals become property of the Charlo Regional Airport Authority Inc. upon submission and will not be returned.

Proposals must be submitted with sufficient detail to allow the Charlo Airport to evaluate the proposal from the documents received.



# **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

## **5.0 Proposal Fees**

All prices are to be quoted in Canadian funds and exclude HST. Firm bid prices only will be considered, and no variations of any sealed bid price will be permitted.

## **6.0 Acceptance of Proposal**

This RFP should not be construed as a contract to purchase goods or service. The Charlo Airport is not bound to accept the lowest price or any proposal from those submitted. Proposals will be assessed considering the evaluation criteria.

After the submission of proposals, interviews and negotiations may be conducted with some of the proponents, but there shall be no obligation to receive further information, whether written or oral, from any proponent nor to disclose the nature of any proposal received. Any or all proposals shall not necessarily be accepted. The Charlo Airport shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. The Charlo Airport reserves the right to modify the terms of the RFP at any time in its sole discretion.

## **7.0 Right to Withdraw**

The Airport reserves the right to withdraw this Request for Proposal at any time prior to signing a contract.

## **8.0 Contractor Agreement**

The Contractor shall be required to enter into a standard agreement.

## **9.0 Insurance**

Eligible Proponents must provide with their proposal:

1. Letter of good standing with the Workers Compensation Board of New Brunswick.
2. Letter of Insurance Company stating availability of Professional Liability Insurance.
3. Proof of Comprehensive Automobile Liability Insurance for all owned vehicles, non-owned vehicles and lease: \$1,000,000 inclusive per occurrence.
4. General Contractor construction and liability insurance availability.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

### **10.0 Proposal Evaluation Criteria**

The following criteria will be considered in the evaluation:

- Achievements of firm on comparable projects
- Resources available, and experience of key personnel on other related projects
- Technical and customer relations reputation of the proponent
- Quality of proposal
- Methodology, service delivery, including guarantees of performance
- Fee schedule

The screening factors to select the successful proposal may include other factors as deemed required at the sole discretion of the Charlo Regional Airport Authority Inc.

### **11.0 Duration of Offer**

Proposals shall remain open for acceptance and shall remain irrevocable for a period of ninety (90) days following the closing date, irrespective if the airport has accepted any proposal.

### **12.0 Proposed Schedule**

The following schedule has been proposed for this project:

- Release of RFP June 09, 2021
- Proposal Submission Deadline June 23, 2021
- Award of Contract June 28, 2021
- Project Start Date July 28, 2021
- Project Completion Date September 28, 2021

### **13.0 Closing**

Proposals are to be submitted on or before 2:00pm local time Wednesday, June 23, 2021, to the following address:

**Charlo Regional Airport Authority Inc.  
291 Morris St. Unit 101  
Charlo, NB  
E8E 2N1  
Tel: 506-789-3922**

**Attention: Gilles Savoie, Director Operations**

Late or misdirected proposals will not be accepted and will be returned unopened. No part of any proposal will be accepted if faxed.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

### **14.0 Project Scope**

#### **14.1.2 Site Diagrams (See Annex A)**

#### **14.1.3 Airport Site / Existing Perimeter Fencing**

The current perimeter fencing at the Charlo Airport is constructed of post and wire fence and stands 1.2m (4 feet) tall. The site is large (181 hectares) and generally has topographic features easily conducive to the installation of perimeter fencing (mostly flat terrain). Most of the existing perimeter fence installation areas are clear of trees. However, there will be a requirement for some tree clearing along a portion of the airport property to allow for the new wildlife fence installation.

#### **14.1.4 Existing Gates**

Existing perimeter fence gates are of miscellaneous construction/types and will require replacement due to their poor condition and to match the height of the new wildlife control fence. 5 proposed gates will be (6.0 m wide double swing gates) and 1 Pedestrian gate will require replacement.

#### **14.1.5 Specific Services**

The proponent will be required to perform the following services:

#### **14.1.6 WILDLIFE CONTROL PERIMETER FENCING PROJECT**

The proposed project involves the removal of the old fence and the installation of a new fixed knot wildlife control perimeter fence for the airport site /perimeter area complete with connections to the existing air terminal building chain link fencing system.

The new fence will be located along the existing perimeter post and wire fence alignment.  
(Exception the FPL area on apron II)

Clearing, grubbing, and grading may be required along sections of the proposed fencing.

#### **14.1.7 Drainage Crossings/Culverts**

One culvert will require the installation of steel grades on one end(airside) for wildlife control.

#### **14.1.8 Access Gates**

New 6.0m wide chain-link swing vehicle gates are proposed for:

Service road access to old training area

Service road access Laviolette Farm

Service road access to Hangar on Apron two

Service road access to Apron Two Hangar

Service road access near the Dam Road

Pedestrian gate access gate near fire hydrant at DNR tanks.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

All access gates are to be chain-link fencing installation.

The existing air terminal building system fencing, and access gates will remain.

The existing perimeter post and wire fencing (approx. 1.2m high) will be removed.

The existing access gates installed along the post and the wire fencing alignment will be removed. (Miscellaneous types).

The fence, fence post and gates removed will be retained by the airport and stored at a designated area.

Airport Security Signage will be supplied by the airport and installed by the contractor at regular intervals along the fence area as described and approved by the airport.

### **14.1.9 Summary of Proposed Project**

The proposed project is the installation of new wildlife control perimeter fencing in all areas where 4ft post/wire fencing exists. The following principal components are included:

Installation of approx. 17000 feet of 8 feet tensile fixed knot wildlife fencing along the existing post and wire fencing alignment.

Placement and compaction of fill material in low lying areas (as required),

Installation access gates (6m wide double wide swing gates, 5 total) and one pedestrian gate

Installation of security signage at gates and at regular intervals along the fence alignment.

### **14.1.10 Fencing Type**

The fencing required by the Charlo Airport / proposed for wildlife control at the Charlo Airport is high tensile fixed knot fencing without barbed wire and Galvanized posts concreted in place.

### **14.1.11 Fencing Height**

The height of fence required by the Charlo Airport is 8 feet fence. (High-tensile fixed-knot fencing)

### **Schedule**

The Proponent shall prepare a schedule indicating his proposed project implementation timeline, from date of acceptance of commission to project completion.

## **15.0 Submission Requirements**

### **15.1 Cover Letter**

A cover letter indicating the Proponent's ability to complete the assignment, within the schedule required, and the name and telephone number of the prime contact.





## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

### **15.1.1 Management**

The Proponent shall demonstrate relevant experience of key personnel to be involved in this project. Supply resumés including name of individual, company position, years with the company, work and educational background, tasks to be assigned on this project, percentage of work weeks to be committed to this project for the following key personnel:

- A. Project Manager
- B. Project Surveyor
- C. Project Site Supervisor

The Proponent shall also demonstrate a plan for maintaining on-time schedule performance and techniques to maintain quality workmanship.

### **15.1.2 Past Experience**

The Proponent shall demonstrate prior corporate experience listing only projects awarded within the last five (5) years with either of the following criteria projects of a similar size and scope to this project. Scoring may be more favorable if both criteria are met. Also include the following information for each project listed (items are of equal importance):

- 1. The Proponent's experience in Wildlife Management fence installation.
- 2. The Proponent's recent experience in meeting the completion schedule for similar projects.

### **15.1.3 Schedule**

The Proponent shall provide a detailed schedule.

### **15.1.4 Organization and Methodology**

The methodology proposed to carry out the assignment supported by a matrix of the proposed level of effort for each team member within the phases/tasks identified is to be provided. The section should, as a minimum, address the project in terms of organization, tools, techniques, and quality assurance/quality control.

### **15.1.5 References**

The Proponent shall provide the names and contact information of a least (3) references. Ideally these references should be related to projects of similar size, scope, and level of complexity.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

### **16.0 Submission Instructions**

Submit Proposals as follows:

1. Cover Sheet
2. Provide two (2) original signed copies of the Cost Proposal and Technical Proposal.

Submission Package must be sealed and clearly marked:

**“New Wildlife Fence Replacement”**

### **17.0 Proposal Evaluation**

Proposals will be evaluated based on both cost and technical considerations. Award will be made to the Proponent whose proposal is most advantageous to the Charlo Airport, price, and other factors considered.

**Mandatory Requirements:** Proponents who fail to satisfy the mandatory requirements will not be considered. The mandatory requirements are:

1. Completeness of the submission including satisfactory evidence of experience.

### **18.0 Queries/Addenda during Proposal Period**

#### **18.1 Queries**

All queries regarding RFP Documents shall be directed, in writing, during the Proposal period to:

**Gilles Savoie** Telephone: 506-789-3922  
**Director Operations** Fax: 506-684-5509  
**291 Morris Street, Unit 101** E-mail: [gsavoie@charloairport.ca](mailto:gsavoie@charloairport.ca)  
**Charlo, NB**  
**E8E 2N1**

Questions relevant to the RFP which results in a change to the RFP will be answered in writing by addenda to all Proponents.



# **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

## **18.2 Addenda**

During the Proposal period, Charlo Regional Airport may advise the Proponents by written Addenda of required additions, deletions, or alterations of the RFP. Only those instructions, which are confirmed by Addenda, shall become an integral part of the RFP.

A copy of any addenda received shall be signed and included with the proposal to acknowledge receipt and acceptance of the addenda.

The Charlo Airport will not issue addenda after 12:00 noon on the 2<sup>nd</sup> business day prior to the closing date/time, without providing an extension of time.

## **19.0 Disclosure Obligations**

### **19.1 Sub Consultants or Sub Contractors:**

The Proponent shall disclose in the Proposal, the names of any Sub-Consultants and/or Sub-Contractors that it intends to use in performing the Services outlined in this proposal.

### **19.2 Conflict of Interest:**

The Proponent and its partner, directors, officers, employees, agents, and volunteers shall not provide any services to the Charlo Airport, where the provision of such services, actually or potentially, creates a conflict of interest with the provision of services pursuant to the Contract. The Proponent shall disclose to the Charlo Airport without delay any actual or potential situations that may be reasonably interpreted as either a conflict of interest or potential conflict of interest.

## **20.0 Terms and Conditions**

The Charlo Airport does not bind itself to accept any proposal and may proceed, in its sole discretion, as it determines following receipt of the proposals. The Charlo Airport reserves the right to accept any proposal in whole or in part or to discuss with any Proponent different or additional terms to those envisaged in this RFP or in such Proponent proposal.

The Charlo Regional Airport Authority has the right to:

1. Reject any or all the proposals.
2. Accept any proposal.
3. If only one proposal is received, elect to accept, or reject it.
4. Elect not to proceed with the project at all as it so determines in its sole and absolute discretion.



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

5. Alter the schedule, proposal call process or procedures or objectives of the project or any other aspect of the Request for Proposal, as it may determine in its sole discretion.

All costs and expenses incurred by a Proponent relating to the preparation or presentation of its proposal shall be borne by the Proponent. The Charlo Airport is not liable to pay such costs and expenses or to reimburse or to compensate a Proponent under any circumstances. All proposals once submitted become property of the Charlo Airport and will not be returned.

The Charlo Airport shall not be responsible for any delays or costs associated with any reviews or approval process, or with obtaining any regulatory approvals.

The Charlo Airport reserves the right to approve changes in the management and/or ownership structure of the Proponent after receipt of its proposal.

Any written information received by the Charlo Airport from a Proponent pursuant to a request from the Charlo Airport as part of the Request for Proposal process shall be considered as an integral part of the proposal.

If it becomes necessary to revise any part of this RFP, or if the Proponents require additional data to interpret any of its provisions, the revisions or additional data will be provided to all Proponents. If revisions or additional data are necessary after the closing date for proposals, revisions or additional data will be provided only to those Proponents who have submitted responses and met the basic requirements. Such Proponents will then modify their proposal on such items as the Charlo Airport may specify.

No media release pertaining to this RFP shall be issued without the prior written approval of the Charlo Airport.

This RFP does not constitute an offer of any nature or kind whatsoever by the Charlo Airport to the Proponent.

The Charlo Airport may modify, amend, or revise any provision of this RFP or issue any addenda at any time. Any modification, amendment, revision, or addenda will be in writing and will be provided to all Proponents.

The Charlo Airport reserves the right to request the clarification of the contents of any proposal. The Charlo Airport may choose to meet with some or all the Proponents to discuss aspects of their respective proposals. The Charlo Airport may require Proponents to submit supplementary documentation clarifying any matters contained in their proposals and seek the respective Proponent's acknowledgement of that interpretation.

It is the nature of this RFP process that this RFP and/or the submission of the proposal in response to the RFP will not constitute a binding agreement but will only form the basis for the finalization of



## **REQUEST FOR PROPOSAL CHARLO REGIONAL AIRPORT AUTHORITY INC. New Wildlife Fence Replacement**

the terms upon which the Charlo Airport and the chosen Proponent will enter into an agreement and does not mean that the proposal is necessarily totally acceptable in the form submitted.

After the selection of the proposal, if any, the Charlo Airport has the right to negotiate with the Proponent and, as part of that process, to negotiate changes, amendments, or modifications to the Proponent's proposal without offering the other Proponents the right to amend their proposal. If the Proponent is a joint venture or consortium, the proposal must be signed by a representative of each participating entity.

The Charlo Airport reserves the right to verify any information from third parties and receive additional information regarding the Proponent, its directors, officers, shareholders/owners, and any other Proponent, associated with the proposal as the Charlo Airport may require and, in that regard, to receive releases and consent forms as may be required for such information to be obtained.

The Proponent shall declare as part of its proposal any perceived or actual conflict of interest in terms of the submission of its proposal or the performance of the Contract.

The successful Proponent, if any, will be notified in writing, and whereupon the Proponent will be required to sign an agreement for the services described herein and will begin work within a time agreed upon with the Charlo Airport Authority Inc.

Unsuccessful Proponents will be notified in writing after the award of the Contract.



**REQUEST FOR PROPOSAL  
CHARLO REGIONAL AIRPORT AUTHORITY INC.  
New Wildlife Fence Replacement**

**COST PROPOSAL FORM**

I/We hereby offer to provide services described in the Request for Proposal to the Charlo Airport Authority Inc.

I/We agree to supply all materials, equipment, labor, and all services to execute the assignment in accordance with the Request for Proposal dated June 23, 2021.

\_\_\_\_\_  
NAME OF PROPONENT

\_\_\_\_\_  
SIGNATURE OF COMPANY OFFICIAL  
Provide a signature for each official in joint venture

\_\_\_\_\_  
DATE



**REQUEST FOR PROPOSAL  
CHARLO REGIONAL AIRPORT AUTHORITY INC.  
New Wildlife Fence Replacement**





**REQUEST FOR PROPOSAL  
CHARLO REGIONAL AIRPORT AUTHORITY INC.  
New Wildlife Fence Replacement**









