



120 Torbay Road • Prince Charles Building, Suite E210 • St. John's, Newfoundland and Labrador • A1A 2G8

## **REQUEST FOR PROPOSALS**

### **ENGINEERING/TECHNICAL ADVISORY SERVICES**

#### **Terms of Reference**

##### **Introduction**

The Board is an independent, quasi-judicial regulatory tribunal constituted by the *Public Utilities Act, R.S.N. 1990*. The Board has responsibility for regulating electric utilities, automobile insurance rates, petroleum products pricing, ambulance service licensing, trans-island bus service licensing and, where directed by Government, for determining expropriation compensation and conducting insurance reviews. Statutory responsibilities are carried out under the authority of: the *Public Utilities Act*; the *Electrical Power Control Act*; the *Petroleum Products Act*; the *Automobile Insurance Act*; the *Insurance Companies Act*; the *Motor Carrier Act*; the *Expropriation Act*; and the *Public Utilities Acquisition of Lands Act*.

*The Board's regulatory mandate requires oversight, examination and determinations in respect of various engineering and technical issues, particularly in relation to Newfoundland and Labrador Hydro and Newfoundland Power Inc.*

##### **Scope of Work**

The range of services to be provided will vary from year to year but will include a core level of activities relating to the Board's general supervisory role for electric utilities in accordance with the *Public Utilities Act*. In particular the technical advisor will:

- (1) Undertake research and analysis and provide advice to the Board on a variety of technical matters including capital programs, rate design, safety, reliability and quality of service issues;
- (2) Liaise with senior technical staff of the utilities as required;
- (3) Undertake projects related to specific matters before the Board, or with respect to special projects initiated by the Board; and
- (4) Work closely with Board staff, expert consultants engaged by the Board, and others as required.

##### **Qualifications and Experience**

The necessary qualifications and experience would normally be acquired through a minimum of 10 years of relevant work experience as a professional engineer, preferably in the electrical discipline. Experience in a utility and/or regulatory setting is preferred. Superior analytical, interpersonal and communication skills are essential, as well as demonstrated initiative and independence. The person must also be registered in good standing with Professional Engineers and Geoscientists of Newfoundland and Labrador (PEGNL).

### **Conflict of Interest Declaration**

The Board requires that the proponent provide a statement setting out that there are no potential conflicts or declaring any and all possible conflicts of interest. Failure to report any such conflict will be cause for disqualification.

### **Term of Engagement**

It is expected that the contract will be for an initial term of three years; however, the appointment will be on an annual basis with potential renewal based on performance every year over the three-year period. At the end of the initial three-year term the Board may renew for a further term of three years with terms to be negotiated. The Board reserves the unqualified right not to renew the contract.

### **Proposal Content**

Proposals must include the following:

- (1) An outline of the specific qualifications and experience relevant to the services to be provided;
- (2) Proposed fee arrangement for each year of the initial three-year term, and expectations with respect to reimbursement and
- (3) A Conflict-of-Interest declaration.

### **Conditions**

The Board will not be liable for any costs incurred by the proponents in the preparation and presentation of proposals.

The Board reserves the right to accept or reject any and/or all proposals. The lowest, or any proposal, will not necessarily be accepted and the Board may, at its sole discretion, accept a non-compliant proposal.

### **Process**

We invite applications from all qualified individuals and the Board values diversity in the work place and is an equal opportunity employer.

Applications will be received in confidence. If you are interested in joining the Board's professional and dedicated team, we welcome your application by email to [board@pub.nl.ca](mailto:board@pub.nl.ca) before 3:00 p.m., August 15th, 2025.

*Please take note that only those applicants selected for an interview will be contacted.*

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