



**Interior Health**

Request for Proposals

Royal Inland Hospital  
Clinical Services Building

August 30, 2013

**SUMMARY OF KEY INFORMATION**

<b>RFP TITLE</b>	The title of this RFP is: <b>Royal Inland Hospital Clinical Services Building</b> Proponents should use this title on all correspondence.
<b>CONTACT PERSON</b>	The Contact Person for this RFP is: Dawn Hart, Partnerships BC <b>Email:</b> <a href="mailto:Dawn.Hart@partnershipsbc.ca">Dawn.Hart@partnershipsbc.ca</a> Please direct all Enquiries, in writing, to the above named Contact Person. <b>No telephone or fax Enquiries please.</b>
<b>ENQUIRIES</b>	Proponents are encouraged to submit Enquiries at an early date and: <ul style="list-style-type: none"> <li>▪ for Enquiries of a technical nature: prior to 5:00 pm Pacific Time on the day that is 10 Business Days before the Submission Time for Technical Submissions</li> <li>▪ for Enquiries of a financial nature: prior to 5:00 pm Pacific Time on the day that is 5 Business Days before the Submission Time for Financial Submissions</li> </ul> to permit consideration by the Authority; the Authority may, in its discretion, decide not to respond to any Enquiry.
<b>SUBMISSION TIME FOR TECHNICAL SUBMISSIONS</b>	January 15, 2014 at 2:00pm Pacific Time
<b>SUBMISSION TIME FOR FINANCIAL SUBMISSIONS</b>	February 28, 2014 at 2:00pm Pacific Time
<b>SUBMISSION LOCATION</b>	The Submission Location is: <b>300 – 707 Fort Street</b> <b>Victoria, BC V8W 3G3</b> <b>Attention: Dawn Hart</b>
<b>DELIVERY HOURS</b>	Deliveries will be accepted at the Submission Location on weekdays (excluding Statutory Holidays) from 08:30 to 16:00 Pacific Time

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## 1 INTRODUCTION

### 1.1 PURPOSE OF THIS RFP

The purpose of this request for proposals (“**RFP**”) is to invite eligible Proponents to prepare and submit Proposals to design and build the Royal Inland Hospital Clinical Services Building (the “**Project**”) under a Design-Build Agreement.

### 1.2 ELIGIBILITY TO PARTICIPATE IN THIS RFP

Through a request for qualifications (“**RFQ**”) issued May 15, 2013 by the Interior Health Authority (the “**Authority**”), the following design-builders are qualified to participate in this RFP:

- EllisDon Corporation;
- Graham Design-Builders LP; and
- Bird Design-Build Construction Inc.

Only these three Proponents, subject to changes in Proponent Team membership as permitted by this RFP, may submit Proposals or otherwise participate in this RFP.

## 2 RFP PROCUREMENT PROCESS

### 2.1 ESTIMATED TIMELINE

The following is the Authority's estimated timeline for the Project:

Activity	Timeline
Issue RFP and Initial Draft Design-Build Agreement to Proponents	August 30, 2013
First Collaborative Meeting	Week of October 7, 2013
Second Collaborative Meeting	Week of November 4, 2013
Third Collaborative Meeting	Week of December 2, 2013
Issue Final Draft Design-Build Agreement	Week of December 9, 2013
Submission Time for Technical Submissions	2:00pm Pacific Time on January 15, 2014
Invitation to Submit Financial Submission	February 14, 2014
Submission Time for Financial Submissions	2:00pm Pacific Time on February 28, 2014
Selection of Preferred Proponent	March 10, 2014
Contract Execution	March 2014
Design and Construction Commences	March 2014
Substantial Completion	February 2016

This estimated timeline is subject to change at the sole and absolute discretion of the Authority.

### 2.2 COLLABORATIVE MEETINGS

The Authority will make available certain of its personnel, consultants and advisors (the "**Authority Representatives**") to participate in Collaborative Meetings with the Proponents. The Authority expects the Collaborative Meetings to take place as follows:

- (a) the purpose of the Collaborative Meetings is to provide a process that will assist the Proponents to develop optimal solutions for the Project while minimizing the risk that a Proponent's solution is unresponsive to the Authority's requirements, and in particular:
  - (1) to permit the Proponent's Representatives to provide the Authority's Representatives with comments and feedback on material issues such as affordability or provisions of the Initial Draft Design-Build Agreement; and



- (2) to permit a Proponent to discuss with the Authority potential solutions and approaches that the Proponent may be considering for various aspects of its Proposal;
- (b)** at least 5 Business Days in advance of each Collaborative Meeting (10 Business Days in the case of any Collaborative Meeting with respect to insurance matters), each Proponent should provide the Authority with a proposed meeting agenda, a list of prioritized issues it would like to discuss, and any materials relevant to such issues. The Authority may provide Proponents with comments on the agenda and a list of any prioritized issues the Authority would like to discuss;
  - (c)** the Authority will determine which Authority Representatives will be present at any Collaborative Meeting;
  - (d)** at each Collaborative Meeting, a Proponent may have such officers, directors, employees, consultants and agents of the Proponent and the Proponent Team members present as the Proponent considers reasonably necessary for effective communication with the Authority and to fulfill the objectives of the Collaborative Meeting provided that the Authority may, in its discretion, limit the number of participants at any one meeting. Participation in Collaborative Meetings is in person only;
  - (e)** to facilitate free and open discussion at the Collaborative Meetings, Proponents should note that any comments provided by or on behalf of the Authority during any Collaborative Meeting, including in respect of any particular matter raised by a Proponent or which is included in any documents or information provided by a Proponent prior to or during the Collaborative Meeting, and any positive or negative views, encouragement or endorsements expressed by or on behalf of the Authority during the Collaborative Meetings to anything said or provided by Proponents, will not in any way bind the Authority and will not be deemed or considered to be an indication of a preference by the Authority even if adopted by the Proponent;
  - (f)** if for the purposes of the preparation of its Proposal a Proponent wishes to rely upon anything said or indicated at a Collaborative Meeting, then the Proponent must submit an Enquiry describing the information it would like to have confirmed and request that the Authority provide that information to the Proponent in written form and, if such information relates to a clarification, explanation or change to a provision of this RFP or the Design-Build Agreement, request an Addendum to this RFP clarifying and amending the provision in question;
  - (g)** by participating in the Collaborative Meetings a Proponent confirms its agreement with these procedures and acknowledges that the meetings are an integral part of the procurement process as described in this RFP and are in the interests of all parties;

- (h) the Authority anticipates holding three or more Collaborative Meetings with each Proponent prior to the Submission Time for Technical Submissions. Following the release of the RFP, the Authority will consult with each Proponent to confirm specific dates for Collaborative Meetings. If the Authority considers it desirable or necessary to schedule additional or fewer Collaborative Meetings, the Authority may, in its discretion, amend the anticipated schedule;
- (i) Proponents may request that the Authority schedule additional Collaborative Meetings on specific topics by providing the request in writing to the Contact Person with proposed dates and details of the topic or topics to be discussed; and
- (j) it is expected that Collaborative Meetings will be held in Kamloops or Kelowna, B.C.

### 2.3 COMMENTS ON THE DESIGN-BUILD AGREEMENT

Each Proponent should review the Initial Draft Design-Build Agreement for the purpose of identifying any issues or provisions that the Proponent would like to see clarified or amended. Following such review:

- (a) the Authority will invite Proponents as part of the Collaborative Meeting process to discuss possible clarifications or amendments to the Initial Draft Design-Build Agreement, including with respect to commercial, legal, and design and construction aspects of the Project;
- (b) at least 5 Business Days in advance of the Collaborative Meeting at which a Proponent wishes to discuss the Initial Draft Design-Build Agreement, each Proponent should provide the Authority with a prioritized list of requested changes, if any, to the Initial Draft Design-Build Agreement using the Proponent Comments Form attached as Appendix E, together with the agenda and issues list described in this Section 2.3(b); and
- (c) the Authority will consider all comments and requested clarifications or amendments received from the Proponents in the Collaborative Meetings and may respond to some or all of the comments received, and will amend the Initial Draft Design-Build Agreement as the Authority may determine in its discretion.

Prior to the Submission Time for Technical Submissions, the Authority intends to issue by Addendum one or more revised drafts of the Design-Build Agreement, including one that will be identified as the Final Draft Design-Build Agreement. The Authority may further modify the Final Draft Design-Build Agreement by Addendum prior to the Submission Time for Financial Submissions. The Final Draft Design-Build Agreement will be the common basis for the preparation of all Proposals, and Proponents should not in their Proposal make any modifications, changes or additions to the Final Draft Design-Build Agreement except for modifications, changes or additions to the Statement of Requirements as provided for in Section 4.3 or modifications, changes or additions provided for in Section 8.2.

## 2.4 DATA ROOM

The Authority has established a website to be used as an electronic data room (the “**Data Room**”) in which it has placed documents in the possession of the Authority that the Authority has identified as relevant to the Project and to the Project site, and that may be useful to Proponents. The Authority does not make any representation as to the relevance, accuracy or completeness of any of the information available in the Data Room except as the Authority may advise in writing with respect to a specific document. The Authority will grant Proponents access to the Data Room and will require Proponents to execute an agreement to keep information contained in the Data Room confidential.

The information in the Data Room may be supplemented or updated from time to time. Although the Authority will attempt to notify Proponents of all updates, Proponents are solely responsible for ensuring they check the Data Room frequently for updates and to ensure the information used by the Proponents is the most current, updated information.

## 2.5 INTERIM FINANCIAL REVIEW ON AFFORDABILITY

It is in the interests of the Authority and all Proponents to identify at an early stage of the procurement whether the Project, as defined in this RFP, is affordable within the limits set out in Section 4. Accordingly, as part of the Collaborative Meetings, Proponents and the Authority will conduct an interim financial review as follows:

- (a) the purpose of the interim financial review is to give early warning of any difficulty in staying within the Design-Build Price Ceiling, and to permit the Authority and the Proponents to consider and implement steps so that the Competitive Selection Process can proceed with confidence that Proposals will be within the Design-Build Price Ceiling;
- (b) at least 5 Business Days prior to the interim financial Collaborative Meeting, each Proponent should submit to the Authority its best estimate of the anticipated nominal cost of its Proposal (the “Nominal Cost of the Proposal”). While not prescribing the form of the submission, the Authority is expecting it to be no more than 10 pages in length and to include cost and input assumptions in sufficient detail to allow the Authority to understand the Proponent’s cost base (with at least all major cost headings included);
- (c) the Authority will retain each of the interim financial submissions as strictly confidential, and will invite each Proponent, as part of the interim financial Collaborative Meeting, to discuss any aspect of its submission, including any recommendations for amendment of the Project requirements if a Proponent determines that the Project as described will exceed the Design-Build Price Ceiling; and

- (d)** unless expressly referred to or included by reference in its Proposal, a Proponent's interim financial submission will not be considered part of its Proposal and the Authority will not consider or evaluate it as to adequacy, quality, content or otherwise.

The Authority understands that the values indicated in a Proponent's interim financial submissions are not a commitment and that all aspects could change in the final Proposal.

### 3 KEY PROJECT ELEMENTS

The Final Draft Design-Build Agreement contains the detailed requirements for the Project and is the basis for the Proponent's Proposal.

Any description or overview of the Initial Draft Design-Build Agreement or the Final Draft Design-Build Agreement in this RFP is provided for convenience only and does not replace, supersede, supplement or alter the Initial Draft Design-Build Agreement or the Final Draft Design-Build Agreement. If there are any inconsistencies between the terms of the Final Draft Design-Build Agreement and the description or overview of those terms set out in this RFP or the Initial Draft Design-Build Agreement, the terms of the Final Draft Design-Build Agreement will prevail.

#### 3.1 DESIGN-BUILDER

The Design-Builder will be responsible for all aspects of the Project in accordance with the Design-Build Agreement. This includes, but is not limited to, design and construction of the Facility as well as any and all work necessary to integrate the Facility into the existing Royal Inland Hospital.

#### 3.2 KEY COMMERCIAL TERMS

The following are key commercial terms that are included in the Design-Build Agreement:

- (a) Security for Obligations: The Design-Build Agreement requires that the Design-Builder provide certain security for its obligations, which will include performance and labour and materials bonds and liquidated damages and may include warranty holdbacks, letters of credit and parent company guarantees for items such as LEED certification, extended warranty and latent defects.

#### 3.3 MUNICIPAL APPROVALS

In accordance with the Design-Build Agreement, the Design-Builder will be responsible for obtaining all permits and approvals required for the design and construction of the Facility, and to ensure that its design for the Facility complies with the applicable zoning and related City of Kamloops (the "City") requirements.

Pursuant to the Design-Build Agreement, the Design-Builder will have the responsibility to obtain a development permit from the City as required for the Design-Builder's design of the Facility, and to obtain the City's approval for utility connections and other matters.

The City will meet separately and confidentially with individual Proponents. Proponents may request other meetings with the City prior to the Submission Time for Technical Submissions to allow Proponents to obtain information they may require for the preparation of Proposals. All Proponent meetings with the City will include an Authority representative.

### 3.4 GEOTECHNICAL AND SITE PREPARATION

The following information is available to Proponents in the Data Room:

- (a) The Authority has undertaken site preparation, all tender drawings and specifications are available to Proponents; and
- (b) The Authority will make available the geotechnical investigations in its possession which it considers appropriate without warranty regarding any recommendations for bearing pressures, settlements and the like, which may be contained in those reports.

The investigations and reports outlined in Section 3.4 of this RFP are limited to a factual record of materials and groundwater encountered at certain locations and elevations. If the Design-Builder chooses to rely in any way on the investigations and reports outlined in Section 3.4, the Design-Builder shall be deemed to have assumed and accepted all risks that the information as disclosed in the investigation and reports may not accurately or completely describe actual Site conditions including geotechnical, environmental, or soil conditions (including risk of boulders, rock and low strength soil) and ground water conditions (including risk of underground streams or water table conditions).

### 3.5 SITE CONSIDERATIONS AND DISCLOSED DATA

The Authority will make available the necessary as-built drawings and relevant site reports, however, neither the Authority or any of their collective representatives or consultants nor any other person on behalf of the Authority is in any way responsible or liable for the completeness, interpretation or accuracy of the as-builts or site reports or for any variation between site conditions actually encountered by the Proponent and those set out in the as-builts and site reports.

Proponents will be given the opportunity to undertake their own analysis, examinations and investigations of the site in order to satisfy themselves as to site conditions and the impact they could have on the Project. To do this, the Authority will facilitate the necessary access with each Proponent separately for the purpose of answering questions related to site conditions. In submitting a Proposal, Proponents are to confirm they understand the existing conditions, critical dimensions and limitations of the site.

### 3.6 SPACE REQUIREMENTS AND INDICATIVE DESIGN

The Design-Builder will be required to design and construct the Facility to accommodate the spaces, activities, functions, design features and adjacencies described in the Initial Draft Design-Build Agreement.

The Indicative Design reflects program areas and significant design. Functionality has been reviewed with Facility users who have provided input on the general layout, adjacencies, and staff flows. The Indicative Design should not be relied on by Proponents. It is for illustrative and general guidance purposes only and does not relieve the Design-Builder in any way of all responsibility for the design of the Facility

Drawings describing the Indicative Design for the Facility are available in the Data Room.

### 3.7 EQUIPMENT

An equipment list is provided as Appendix to Schedule 1 of the Design-Build Agreement. The Design-Builder is required to coordinate equipment installation with the building construction schedule while allowing delivery/installation as close to Substantial Completion as possible. All equipment that is Design-Builder installed is expected to be completed prior to Substantial Completion unless otherwise noted in the equipment list.

The Design-Builder will complete the design and construction of the Facility to accommodate all categories of equipment described in the equipment list in accordance with the Design-Build Agreement.

### 3.8 LEED®/ENERGY

The Design-Builder will be required to obtain LEED® Gold Certification for the Facility. The Facility has been registered with the Green Building Council under the LEED® Canada-NC 2009 rating system. Registration under LEED® NC 1.0 rating system allows for the use of certain credit targets or thresholds under LEED® NC 2009 or LEED® NC 1.0 as per equivalencies allowed by the Green Building Council.

### 3.9 WOOD FIRST

As required by the Wood First Act (British Columbia), the Design-Builder will be required to use wood wherever the building code requirements permit. Schedule 1 [Statement of Requirements] of the Design-Build Agreement provides a matrix that indicates specific locations where wood must be used. In addition, Proponents are encouraged to use wood in areas that may require innovation, including any building code alternative solutions.





## 4 AFFORDABILITY

A key objective of the Competitive Selection Process is to maximize the Project scope while meeting the Project’s Design-Build Price Ceiling requirements.

### 4.1 DESIGN-BUILD PRICE CEILING

The Authority has identified a mandatory Design-Build Price Ceiling of \$66,858,000, for the Nominal Cost of the Proposal. Project approvals by the Authority have been based on this Design-Build Price Ceiling.

### 4.2 NOMINAL COST CALCULATION

Each Proponent must calculate the Nominal Cost of its Proposal and should use the Form A1 - Breakdown of Contract Price, provided by the Authority. The completed Breakdown of Contract Price and the Nominal Cost of the Proposal calculation should be submitted with the Proponent’s Proposal. This Nominal Cost of the Proposal will be compared to the Design-Build Price Ceiling for evaluation purposes as described in Appendix A of this RFP.

The Breakdown of Contract Price is available in the Data Room as “Form A1 – Breakdown of Contract Price.xls”.

### 4.3 SCOPE LADDER

If not all of the elements of the Statement of Requirements are achievable within the Design-Build Price Ceiling, a Proponent may propose to reduce the scope of the Project by one or more of the scope items set out in an approved list (the “**Scope Ladder**”). Proponents proposing reductions to the scope of the Project will limit their proposed reductions to items identified by the Authority in the Scope Ladder, and reductions will only be made in the order set out in the Scope Ladder (e.g., the Scope Ladder item ranked 1 is to be used first).

For the purposes of discussion, Table 1 provides a preliminary list of Scope Ladder items to be used in the order shown.

**Table 1: Scope Ladder**

No.	Scope Ladder Item	Current Drafting	Revised Drafting
1	Vertical Louvre screens to Parkade	6.8.2.4.8 Parkade Wall Assembly <ul style="list-style-type: none"> <li>• Non-Insulated Metal Panel with Vertical Metal Louvers (parkade)</li> </ul>	6.8.2.4.8 Parkade Wall Assembly Parkade Wall Assembly The Parkade structure has open

	Elevations	<ul style="list-style-type: none"> <li>• Non-Insulated Phenolic Resin Panel with Vertical Metal Louvers (parkade)</li> </ul> <p>Parkade Wall Assembly</p> <p>The Parkade structure is essentially open, with part of the façade covered by cast-in-place concrete upstands to form guards and partial support for the metal panels / vertical louvers that will provide screening while allowing ample natural ventilation. A structural steel sub-girt system will be required to provide additional support of the metal panel system between the concrete structure.</p>	sections with part of the façade covered by painted cast-in-place concrete upstands to form guards.
2	Unit Paving Patterns	<p>8.2.3 Unit Paving on Sand Bed</p> <p>Unit pavers will be utilized in areas where a high level of finish is desired and/or a requirement for removal and replacement of paved surface in the future. These areas include the sidewalks along Columbia Street (5.6.2) and the south facing Memorial Plaza (5.6.4).</p>	<p>Concrete Paving</p> <p>8.2.4.1. Basic Requirements</p> <p>8.2.4.1.(1) Concrete paving will be utilized in areas that require firm long lasting hard surfaces for activities such as pedestrian pathways, loading docks and building entrances.</p>
3	Entrance Canopy	<p>3.2.1 Entrance Vestibules</p> <p>5.6.2 Columbia Street</p> <p>A covered walkway is to be provided along Columbia Street from the bus drop off area to the main entrance including protection of the retail entrances. The CSB main entry will be prominent as it needs to provide protection from curbside vehicular drop-off to the entry vestibule. This substantial canopy lends itself to be a focal point, an architectural feature and utilization of wood in a structural application. Heavy timber construction with good fire-resistance characteristics is proposed with either wood or glass soffits depending on the location.</p>	<p>5.6.2 Columbia Street Canopy</p> <p>All public and staff entries will be protected from snow and rain by means of recess, cantilevered or free-standing overhead structures.</p>
4	Gabian Retaining Wall	<p>8.2.5 Gabian Wall</p> <p>A Gabian wall is to designed and engineered on the east side of the parkade entrance in the location as shown on the Indicative Design</p>	<p>8.2.5 Retaining Wall</p> <p>A retaining wall is to designed and engineered on the east side of the parkade entrance in the location as shown on the Indicative Design</p>

		drawings and to comply with BC Building Code requirements. The Gabian Wall is to be designed to allow plant material to grow up the wall.	drawings and to comply with BC Building Code requirements.
5	Cooling Plant	7.4.2.3.(1) The cooling plant will be provided with adequate back up capacity and equipment redundancy to ensure continuous Facility operation at all times, with no noticeable reduction in service outcomes. Provide 100% cooling capacity redundancy for laboratory areas and 50% for office/administration/exam/clinical areas.	7.4.2.3.(1) The cooling plant will be provided with adequate back up capacity and equipment redundancy to ensure continuous Facility operation at all times, with no noticeable reduction in service outcomes. Provide 50% cooling capacity redundancy for laboratory areas and 50% for office/administration/exam/clinical areas.
6	Mechanical Penthouse	3.0 Design Principles 3.1.7. Visually shield rooftop mechanical and electrical equipment. The environment for M&E equipment and structures on the roof is at the discretion of the designer, but, in any case, M&E equipment and structures must be screened. All mechanical ductwork should be enclosed in the mechanical penthouse(s) or shielded from view.	3.1.7. Visually shield rooftop mechanical and electrical equipment. The environment for M&E equipment and structures on the roof is at the discretion of the designer, but, in any case, M&E equipment and structures must be screened. All mechanical ductwork should be screened or shielded from view.
7	Green Roofs	6.7.2.6.(10) Green Roofs are to be utilized on the Parkade and Retail roofs of the building that can be seen from the west Columbia Street hill. The extent and type of planting on the Green Roofs is to be reviewed with the City of Kamloops. The Parkade roof (CSB level 5) will have an accessible patio area as shown on the drawings. This patio will have concrete pavers on adjustable paver supports to provide a flat surface and allow for adequate under paver drainage. The west, north and east sides of the patio will have a tempered glass guardrail, a minimum of 1100 mm high, without a top rail. 8.2.10.1.(2) Where possible provide intensive Green Roofs to include hardy variety of shrubs, perennials and	Delete Section 6.7.2.6.(10) Delete Section 8.2.10.1.(2)

		ground cover to form a full, weed free mat of vegetation.	
8	Nurse Call System	7.9.17 Nurse Call System Provide a Rauland 5 Nurse call system and integrate it with the existing RIH system.	Delete section 7.9.17
9	Retail Space	Appendix 1H - Functional Program 10. Staff Support & Retail Retail area 600.0 net square meters	Delete Retail from program.
10	Curtainwall	6.8.2.4.7 Aluminum Curtainwall 6.8.2.4.7(g) The Design Builder is to utilize Curtainwall for all facades of the CSB, the connection to grade at Columbia Street and the Bridge Link. The major materials to be utilized in the curtainwall system are wood tresa, composite metal panels in at least two colors, clear vision glass and mullion caps as accents. The building massing and color must be approved by the Authority and eventually the City of Kamloops for the Development Permit.	6.8.2.4.7 Aluminum Curtainwall Delete 6.8.2.4.7(g)
11	Geothermal	7.4.1 Heating 7.4.1.1.(2)(b) Geoexchange field capacity to satisfy most of year-round heating. 7.4.2 Air Conditioning/Cooling 7.4.2.1.(2)(a) Sufficient Geoexchange field capacity to satisfy most of year-round cooling.	Delete Section 7.4.1.1.(2)(b) Delete Section 7.4.2.1.(2)(a)
12	Elevators	6.14.2.1(1) Performance Criteria for Elevators; and Supply and install a group of two (2) elevators with equipment and performance characteristics as generally described in this specification and indicated in Indicative Design drawings, in accordance with the Contract documents. Provide all necessary components to make elevator systems fully operational and functional, whether or not specifically referenced in this outline specification.	6.14.2.1(1)Supply and install one (1) elevator with equipment and performance characteristics as generally described in this specification and indicated in Architectural drawings, in accordance with the Contract documents. Provide all necessary components to make elevator systems fully operational and functional, whether or not specifically referenced in this outline specification.

## 5 PROPOSAL REQUIREMENTS

### 5.1 PARTICIPATION AGREEMENT

As a condition of participating in this RFP each Proponent must sign and deliver to the Contact Person a Participation Agreement, substantially in the form attached as Appendix F or otherwise acceptable to the Authority in its discretion. Proponents will not be permitted to participate in Collaborative Meetings or participate further in the Competitive Selection Process unless and until they have signed and delivered a Participation Agreement as required by this Section.

### 5.2 PROPOSAL FORM AND CONTENT

Proposals should be in the form and include the content described in Appendix B. Each Proponent may only submit one Technical Submission and, if invited to do so, one Financial Submission.

## 6 SUBMISSION INSTRUCTIONS

### 6.1 SUBMISSION TIMES AND SUBMISSION LOCATION

With respect to the delivery of Proposals:

- (a) Technical Submission:** Proponents must submit the technical portion of the Proposal to the Submission Location by the Submission Time for Technical Submissions. The Technical Submission should be made up of the following:
- (1) the cover letter (and all attachments) to the Technical Submission as described in the Technical Submission Section of Appendix B; and
  - (2) the portion of the Proposal Requirements described in the Technical Submission Section of Appendix B.
- (b) Financial Submission:** If invited to do so pursuant to Section 7.2 **Error! Reference source not found.**, Proponents must submit the financial portion of the Proposal to the Submission Location by the Submission Time for Financial Submissions. The Financial Submission should be made up of the following:
- (1) a completed Proposal Declaration Form in the form attached as Appendix C;
  - (2) the cover letter (and all attachments) to the Financial Submission as described in the Financial Submission Section of Appendix B;
  - (3) the portion of the Proposal Requirements described in the Financial Submission section of Appendix B;
  - (4) if and to the extent required in order to keep the Nominal Cost of the Proposal from exceeding the Design-Build Price Ceiling, written descriptions of:
    - i. proposed amendments to the scope of the Project, made in accordance with Section 4.3; and
    - ii. amendments to its Technical Submission if reasonably required as a direct result of such scope changes.

### 6.2 NUMBER OF COPIES

For each of its Technical Submission and Financial Submission, a Proponent should submit five hard copies (four bound copies numbered 1 through 4; plus one unbound copy marked as "Master") and one

electronic copy (CD or USB flash drive in PDF format, with a label on each describing its contents) appropriately packaged and clearly marked "Request for Proposals for Royal Inland Hospital Clinical Services Building". For its Technical Submission, a Proponent should submit drawings according to the requirements described in Appendix B.

### 6.3 NO FAX OR EMAIL SUBMISSION

Proposals submitted by fax or email will not be accepted.

### 6.4 LANGUAGE OF PROPOSALS

Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

### 6.5 RECEIPT OF COMPLETE RFP

Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to the Submission Time for Technical Submissions. The Authority accepts no responsibility for any Proponent lacking any portion of this RFP.

### 6.6 ENQUIRIES

Proponents are encouraged to submit Enquiries using the Request for Information Form (Appendix J) at an early date to permit consideration by the Authority:

- for Enquiries of a technical nature: prior to 5:00 pm Pacific Time on the day that is 10 Business Days before the Submission Time for Technical Submissions; and
- for Enquiries of a financial nature: prior to 5:00 pm Pacific Time on the day that is 5 Business Days before the Submission Time for Financial Submissions.

The Authority may, in its discretion, decide not to respond to any Enquiry.

All Enquiries regarding any aspect of this RFP should be directed to the Contact Person by email, and the following applies to any Enquiry:

- (a) responses to an Enquiry will be in writing;
- (b) all Enquiries, and all responses to Enquiries from the Contact Person, will be recorded by the Authority;
- (c) the Authority is not required to provide a response to any Enquiry;

- (d) a Proponent may request that a response to an Enquiry be kept confidential by clearly marking the Enquiry “Commercial in Confidence” if the Proponent considers that the Enquiry is commercially confidential to the Proponent;
- (e) if the Authority decides that an Enquiry marked “Commercial in Confidence”, or the Authority’s response to such an Enquiry, must be distributed to all Proponents, then the Authority will permit the enquirer to withdraw the Enquiry rather than receive a response and if the Proponent does not withdraw the Enquiry, then the Authority may provide its response to all Proponents;
- (f) notwithstanding Sections 6.6 (d) and 6.6 (e):
  - (1) if one or more other Proponents submits an Enquiry on the same or similar topic to an Enquiry previously submitted by another Proponent as “Commercial in Confidence”, the Authority may provide a response to such Enquiry to all Proponents; and
  - (2) if the Authority determines there is any matter which should be brought to the attention of all Proponents, whether or not such matter was the subject of an Enquiry, including an Enquiry marked “Commercial in Confidence”, the Authority may, in its discretion, distribute the Enquiry, response or information with respect to such matter to all Proponents.

Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

## 6.7 ELECTRONIC COMMUNICATION

Proponents should only communicate with the Contact Person by email. Other methods of communication, including telephone or fax, are discouraged.

The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email where such email communications or deliveries are permitted by the terms of this RFP:

- (a) the Authority does not assume any risk or responsibility or liability whatsoever to any Proponent:
  - (1) for ensuring that any electronic email system being operated for the Authority or Partnerships BC is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent’s transmission cannot be received; or



(2) if a permitted email communication or delivery is not received by the Authority or Partnerships BC, or received in less than its entirety, within any time limit specified by this RFP; and

(b) all permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

## 6.8 ADDENDA

The Authority may, in its sole and absolute discretion through the Contact Person, amend this RFP at any time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to Enquiries as provided by Section 6.6, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of the Authority is authorized to amend or clarify this RFP. The Authority will provide a copy of all Addenda to all Proponents.

## 6.9 INTELLECTUAL PROPERTY RIGHTS

### (a) Grant of Licence

Subject to Section 6.9 (b), by submitting a Proposal, each Proponent will, and will be deemed to have:

- (1) granted to the Authority a royalty-free licence without restriction to use for this Project any and all of the information, ideas, concepts, products, alternatives, processes, recommendations, suggestions and other intellectual property or trade secrets (collectively the "**Intellectual Property Rights**") contained in the Proponent's Proposal, or that are otherwise disclosed by the Proponent to the Authority; and
- (2) waived or obtained a waiver of all moral rights contained in the Proposal.

Proponents will not be responsible or liable for any use by the Authority or any sub-licensee or assignee of the Authority of any Intellectual Property Rights contained in a Proposal.

### (b) Exceptions to Licence

The licence granted under Section 6.9 (a) does not extend to Third Party Intellectual Property Rights to non-specialized third-party technology and software that are generally commercially available. By submitting a Proposal, each Proponent represents to the Authority that it owns or

has, and will continue to own or have at the Submission Time for Technical Submissions, all necessary rights to all Third Party Intellectual Property Rights contained in its Proposal or otherwise disclosed by the Proponent to the Authority and, subject to the foregoing exceptions, has the right to grant a licence of such Third Party Intellectual Property Rights in accordance with Section 6.9 (a).

#### **6.10 DEFINITIVE RECORD**

If there is any inconsistency between the paper form of a document and the digital, electronic or other computer readable form, the electronic conformed version of the document in the custody and control of the Authority prevails.

#### **6.11 AMENDMENTS TO PROPOSALS**

A Proponent may:

- (a) amend any aspect of its Technical Submission by delivering written notice, or written amendments, to the Submission Location prior to the Submission Time for Technical Submissions;
- (b) amend any aspect of its Financial Submission by delivering written notice, or written amendments, to the Submission Location prior to the Submission Time for Financial Submissions; and
- (c) in its Financial Submission, amend its Technical Submission as contemplated in Section 6.1 (b).

A Proponent may not amend any aspect of its Proposal except as set out above.

#### **6.12 CHANGES TO PROPONENT TEAMS**

If for any reason a Proponent wishes or requires to add, remove or otherwise change a member, or the role of a member, of its Proponent Team after it was shortlisted by the Authority under the RFQ, or to remove a member of its team, or to include new members on its team, or there is a material change in ownership or control of a member of the Proponent Team, or there is a change to the legal relationship among any or all of the Proponent and its Proponent Team members, then the Proponent must submit a written application to the Authority for approval, including supporting information that may assist the Authority in evaluating the change. The Authority, in its discretion, may grant or refuse an application under this Section, and in exercising its discretion the Authority will consider the objective of achieving a competitive procurement process that is not unfair to the other Proponents. For clarity:

- (a) the Authority may refuse to permit a change to the membership of a Proponent Team if the change would, in the Authority's judgment, result in a weaker team than was originally shortlisted;  
or
- (b) the Authority may, in the exercise of its discretion, permit any changes to a Proponent Team, including changes as may be requested arising from changes in ownership or control of a Proponent or a Proponent Team member, or changes to the legal relationship among the Proponent and/or Proponent Team members, such as the creation of a new joint venture or other legal entity or relationship in place of the Proponent Team originally shortlisted.

The Authority's approval may include such terms and conditions as the Authority may consider appropriate.

### 6.13 VALIDITY OF PROPOSALS

By submitting a Proposal, each Proponent agrees that:

- (a) its Proposal, including all prices and input costs, will remain fixed and irrevocable from the Submission Time for Financial Submissions until midnight at the end of the 90<sup>th</sup> Business Day following the Submission Time for Financial Submissions (the "**Proposal Validity Period**"); and
- (b) after the expiry of the Proposal Validity Period, all prices and input costs in its Proposal may not be adjusted unless the Proponent provides notice to the Authority of any proposed adjustment and demonstrates to the satisfaction of the Authority that the Proponent has used its best efforts to continue to maintain the prices and input costs firm and valid, but that despite such best efforts, the specified adjustments to the prices and input costs are required solely as a direct result of one or more events that:
  - (1) are external to the Proponent and the Proponent Team members;
  - (2) could not have been prevented by, and are beyond the control of, the Proponent and any of its Proponent Team members; and
  - (3) constitute a material adverse change to the conditions underlying the prices and input costs that are subject to the adjustment.

A Proponent may indicate in its Proposal a Proposal Validity Period that exceeds 90 Business Days.

#### **6.14 MATERIAL CHANGE AFTER SUBMISSION TIME FOR FINANCIAL SUBMISSIONS**

A Proponent will give immediate notice to the Authority of any material change that occurs to a Proponent after the Submission Time for Financial Submissions, including a change to its membership or a change to the Proponent's financial capability.

#### **6.15 ACCEPTABLE EQUIVALENTS**

The Statement of Requirements is intended to generally be performance-based, but includes in some instances specifically required elements of Design and Construction, such as products, materials, equipment, and building systems that the Authority considers are important to meet the Authority's objectives. However, the Authority wishes to provide some flexibility for Proponents to propose equivalent elements that on an overall basis may, in accordance with the process below, be considered by the Authority in its discretion to meet the Authority's objectives.

A Proponent may submit an Enquiry marked "Commercial in Confidence" that identifies the section(s) in the Statement of Requirements that contain the element for which the Proponent wishes to propose an equivalent, the proposed equivalent that it considers will be equal to or better than the specified element in meeting the Authority's objectives, and supporting materials. The Authority may, in its discretion, request additional supporting materials.

The Authority may, in its discretion:

- (a) respond to indicate that the proposed equivalent is acceptable;
- (b) respond to indicate that the Authority does not consider the proposed equivalent to be acceptable;
- (c) not respond to the Enquiry; or
- (d) provide any other response in accordance with Section 6.6.

The provisions of Section 6.6 relating to "Commercial in Confidence" Enquiries will apply, including with respect to withdrawal of an Enquiry, Enquiries by more than one Proponent on the same or similar topics, or the Authority's determination if there is a matter which should be brought to the attention of all Proponents.

If the Authority responds to a "Commercial in Confidence" Enquiry, or responds to any Enquiry that is not "Commercial in Confidence" regarding a proposed equivalent to indicate that the proposed equivalent is acceptable, a Proponent may make its Technical Submission on the basis of the response and the use of

the acceptable equivalent will not in and of itself be a failure to meet the requirements set out in Appendix A.

Unless the Authority responds to indicate that a proposed equivalent is acceptable, a Proponent is at risk that the use of a proposed equivalent will be not substantially meet the requirements set out in Appendix A and that the Authority may not invite the Proponent to provide a Financial Submission.

The Authority will be under no obligation to provide the indication of acceptability of the proposed equivalent to the Proponent or to any other Proponent.

Despite any indication by the Authority of the acceptability of an equivalent, the Design-Builder remains responsible for fulfilling all of its obligations and responsibilities under the Design-Build Agreement.

Following selection of the Preferred Proponent, the Design-Build Agreement will, in accordance with Section 8.2, be amended to include all acceptable equivalent(s) used by that Preferred Proponent, or negotiated by the Authority and the Preferred Proponent, whether or not proposed by any other Proponent.

## 7 EVALUATION

### 7.1 MANDATORY REQUIREMENTS

The Authority has determined that the following are the Mandatory Requirements:

- (a) the Proponent must have signed and delivered to the Contact Person the Participation Agreement in accordance with Section 5.1;
- (b) the Technical Submission must be received at the Submission Location before the Submission Time for Technical Submissions and, if invited to submit such, the Financial Submission must be received at the Submission Location before the Submission Time for Financial Submissions;
- (c) the Nominal Cost of the Proposal as at the Submission Time for Financial Submissions must not exceed the Design-Build Price Ceiling; and
- (d) Proponents proposing reductions to the scope of the Statement of Requirements must do so in accordance with Section 4.3.

Subject to Section 7.2, the Authority reserves the right to evaluate any Proposal where the Scope Ladder has been exhausted and the Design-Build Price Ceiling requirements have not been met, but will do so only in the event that the Proposals received from all the Proponents do not meet the Design-Build Price Ceiling requirement as per Section 7.1 (c) above.

### 7.2 EVALUATION OF PROPOSALS

The Authority will evaluate Proposals in the manner set out in Appendix A. The Authority will not evaluate a Proposal if it has been rejected, or if the applicable Proponent has been disqualified, in accordance with this RFP.

The Authority may, in its discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal, including if the Authority considers that any Proposal, including the Technical Submission or the Financial Submission, or any part of a Proposal, requires clarification or more complete information, contains defects, alterations, qualifications, omissions, inaccuracies or misstatements, or does not for any reason whatsoever satisfy the Authority that the Proposal meets any requirements of this RFP at any time, or for any other reason the Authority in its discretion deems appropriate and in the interests of the Authority and this RFP, or either of them:

- (a)** waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy, and any resulting ineligibility on the part of the Proponent, or any member of the Proponent Team;
- (b)** independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal;
- (c)** request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of the Authority, including the time, location, length and agenda for such interviews or presentations;
- (d)** conduct reference checks relevant to the Project with any or all of the references cited in a Proposal and any other persons (including persons other than those listed by Proponents in any part of their Proposals) to verify any and all information regarding a Proponent, inclusive of its directors/officers and Key Individuals, and to conduct any background investigations that it considers necessary in the course of the Competitive Selection Process, and rely on and consider any relevant information from such cited references in the evaluation of Proposals;
- (e)** conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;
- (f)** not proceed to review and evaluate, or discontinue the evaluation of any Proposals, including any Technical Submission or Financial Submission, and disqualify the Proponent from this RFP; and
- (g)** seek clarification or invite more complete, supplementary, replacement or additional information or documentation from any Proponent or in connection with any Proposal, including with any Technical Submission or Financial Submission or any part of their component packages.

Without limiting the foregoing or Appendix A, the Authority may, in its discretion (and without further consultation with the Proponent), reject any Proposal which in the opinion of the Authority:

- (a)** is materially incomplete or irregular;
- (b)** contains omissions, exceptions or variations (including any modifications, changes or additions to the Final Draft Design-Build Agreement, other than as provided for in Sections 4.3 or 8.2) not acceptable to, or material to, the Authority;
- (c)** contains any false or misleading statement, claims or information; or
- (d)** contains any false statements, criminal affiliations or activities by a Proponent or Proponent Team member.

To enable the Authority to take any one or more of the above-listed steps, the Authority may enter into separate and confidential communications of any kind whatsoever, with any person, including any Proponent. The Authority has no obligation whatsoever to take the same steps, or to enter into the same or any communications in respect of all Proponents and Proposals, or in respect of any Proponent, including the Proponent whose Proposal is the subject of the review or evaluation, as the case may be.

The review and evaluation, including the ranking, of any Proposal may rely on, take into account and include any information and documentation, including any clarification, more complete, supplementary and additional or replacement information or documentation, including information and documentation obtained through any of the above-listed investigations, research, analyses, checks, and verifications.

Proponents may not submit any clarifications, information or documentation in respect of the Technical Submission after the Submission Time for Technical Submissions and in respect of the Financial Submission after the Submission Time for Financial Submissions, without the prior written approval of the Authority or without an invitation or request by the Authority.

If any information, including information as to experience or capacity, contained in a Proposal is not verified to the Authority's satisfaction, the Authority may, in its discretion, not consider such cited experience, capacity or other information.

The Authority is not bound by industry custom or practice in taking any of the steps listed above, in exercising any of its discretions, in formulating its opinions and considerations, exercising its discretions in making any decisions and determinations, or in discharging its functions under or in connection with this RFP, or in connection with any Proponent, Proposal, or any part of any Proposal, including any Technical Submission or Financial Submission.

As part of the evaluation of a Technical Submission, the Authority may identify that the Authority is not satisfied that the Technical Submission meets one or more requirements of the Final Draft Design-Build Agreement. The Authority may, but is not required to, reject that Proposal in accordance with the terms of this RFP. If the Authority does not exercise its discretion to reject the Proposal, the Authority may provide to the Proponent a list of the items that the Authority is not satisfied meet the requirements of the Final Draft Design-Build Agreement. The Proponent will, if selected as Preferred Proponent, be required to comply with the requirements of the Final Draft Design-Build Agreement, including by rectifying any non-compliances (material or otherwise) in its Proposal. By submitting its Financial Submission, a Proponent that has received such a list will be deemed to have agreed to comply with the requirements of the Final Draft Design-Build Agreement, including by rectifying any non-compliances (material or otherwise) in its Proposal.



The Authority is not responsible for identifying all areas in which a Technical Submission does not meet the requirements of the Final Draft Design-Build Agreement. Irrespective of whether the Authority has identified or has failed to identify any such areas (including whether the Authority has provided a list or not), a Proponent is not relieved in any way from meeting the requirements of this RFP, and if selected as Preferred Proponent will not be relieved from meeting all requirements of the Final Draft Design-Build Agreement, including by rectifying any non-compliances (material or otherwise) in its Proposal.

The Authority will, subject to the provisions of this RFP, invite each Proponent that has delivered a Technical Submission that has not been rejected to submit a Financial Submission.

## 8 SELECTION OF PREFERRED PROPONENT AND AWARD

### 8.1 SELECTION AND AWARD

If the Authority selects a Preferred Proponent, the Proponent with the highest ranked Proposal will be selected as the Preferred Proponent, and the Authority will invite the Preferred Proponent to enter into final discussions to settle all terms of the Design-Build Agreement, based on the Preferred Proponent's Proposal, including any clarifications that the Preferred Proponent may have provided during the evaluation of Proposals.

If for any reason the Authority determines that it is unlikely to reach final agreement with the Preferred Proponent, then the Authority may terminate the discussions with the Preferred Proponent and proceed in any manner that the Authority may decide, in consideration of its own best interests, including:

- (a) terminating the procurement process entirely and proceeding with some or all of the Project in some other manner, including using other contractors; or
- (b) inviting one of the other Proponents to enter into discussions to reach final agreement for completing the Project.

Any final approvals required by the Authority, such as from the Provincial Government, will be conditions precedent to the final execution or commencement of the Design-Build Agreement.

### 8.2 FINAL DRAFT DESIGN-BUILD AGREEMENT

It is the intention of the Authority that:

- (a) any issues with respect to the Initial Draft Design-Build Agreement will be discussed during the Collaborative Meetings and fully considered prior to issuance of the Final Draft Design-Build Agreement; and
- (b) once issued, the Final Draft Design-Build Agreement will not be further substantively modified and will be executed by the Preferred Proponent without further substantive amendment, except for changes, modifications and additions:
  - (1) relating to the determination by the Authority, in its discretion, of which:
    - i. parts, if any, of the Proposal are to be incorporated by reference or otherwise, into the Design-Build Agreement or otherwise pursuant to express provisions of the Design-Build Agreement; or

- ii. modifications, changes or additions, if any, requested by a Proponent pursuant to Section 4.3 that are acceptable to the Authority;
- (2) to those provisions or parts of the Final Draft Design-Build Agreement that are indicated as being subject to completion or finalization, or which the Authority determines in its discretion require completion or finalization, including provisions that require:
- i. modification or the insertion or addition of information relating to the Proponent's formation (e.g., corporate, partnership or trust structure) and funding structure; and
  - ii. modification or the insertion or addition of information in order to reflect accurately the nature of the Proponent's relationships with its principal subcontractors (including each of the project contractors);
- (3) required by the Authority to complete, based on the Proposal, any provision of the Final Draft Design-Build Agreement, including changes, modifications and additions contemplated in or required under the terms of the Final Draft Design-Build Agreement;
- (4) that are necessary to create or provide for a legally complete, enforceable and binding agreement;
- (5) that enhance clarity in legal drafting; or
- (6) that reflect acceptable equivalents in accordance with Section 6.15.

The Authority also reserves the right in its discretion to negotiate changes to the Final Draft Design-Build Agreement and to the Preferred Proponent's Proposal.

Upon Contract Execution, the Design-Build Agreement, and the instruments and documents to be executed and delivered pursuant to it, supersede (except as expressly incorporated therein) the RFP and the Proposal submitted in respect of the Design-Builder.

### 8.3 PREFERRED PROPONENT SECURITY DEPOSIT

Subject to the terms of this RFP:

- (a) the Authority will invite the Preferred Proponent to deliver the Preferred Proponent Security Deposit on or before the date and time specified by the Authority, such date not to be earlier than 5 Business Days after notification of the appointment of the Preferred Proponent; and

- (b)** the Preferred Proponent's eligibility to remain the Preferred Proponent is conditional upon the Preferred Proponent delivering the Preferred Proponent Security Deposit to the Authority on or before the date and time specified by the Authority.

#### 8.4 RETURN OF SECURITY DEPOSIT

Subject to Section 8.5, the Authority will return the Preferred Proponent Security Deposit to the Preferred Proponent:

- (a)** within 10 Business Days after receipt by the Authority of notice of demand from the Preferred Proponent, if:
- (1) the Authority exercises its right under Section 10.1 to terminate this RFP prior to entering into the Design-Build Agreement for reasons unrelated to the Preferred Proponent or any member of the Preferred Proponent's Proponent Team; or
  - (2) the Authority fails, within the Proposal Validity Period, to execute and deliver an agreement substantially in the form of the Final Draft Design-Build Agreement finalized by the Authority in accordance with Section 8.2, provided that such failure is not the result of:
    - i. the failure of the Preferred Proponent to satisfy any conditions set out in the Final Draft Design-Build Agreement; or
    - ii. any extensions to the Proposal Validity Period arising from any agreement by the Authority to negotiate changes to the Final Draft Design-Build Agreement pursuant to Section 8.2; or

within 10 Business Days after Contract Execution with such Preferred Proponent.

#### 8.5 RETENTION OF SECURITY DEPOSIT

Notwithstanding any receipt by the Authority of the notice described in Section 8.4, the Authority may, in its discretion, draw on, retain and apply the proceeds of the Preferred Proponent Security Deposit for the Authority's own use as liquidated damages, if:

- (a)** the Proponent or any Proponent Team member is in material breach of any term of this RFP or the Participation Agreement; or
- (b)** after receipt of written notice from the Authority:

- (1) the Preferred Proponent fails to execute and deliver an agreement substantially in the form of the Final Draft Design-Build Agreement finalized by the Authority in accordance with Section 8.2; or
- (2) Contract Execution fails to occur within 20 Business Days (or such longer period as the parties may agree) of receipt of such notice from the Authority,

unless:

- (3) any such failure was the result of a significant event which could not have been reasonably prevented by, or was beyond the reasonable control of, the Preferred Proponent; and
- (4) the Preferred Proponent demonstrates to the Authority's satisfaction, acting reasonably, that the occurrence of such significant event would materially frustrate or render it impossible for the Preferred Proponent to perform its obligations under the Design-Build Agreement for a continuous period of 125 Business Days as if the Design-Build Agreement was in force and effect.

#### **8.6 PARTIAL COMPENSATION FOR PARTICIPATION IN THIS RFP**

Upon execution of the Design-Build Agreement, the Authority will pay \$50,000 (inclusive of any taxes payable) to each unsuccessful Proponent that:

- (a)** complied with the Mandatory Requirements;
- (b)** received an Invitation to Submit a Financial Submission;
- (c)** has not withdrawn from the Competitive Selection Process or been disqualified by the Authority in accordance with the terms of this RFP; and
- (d)** provides to the Authority written acknowledgment of:
  - (1) the disclaimers, limitations and waivers of liability and claims contained in this RFP, including Section 10.13; and
  - (2) the grant of Intellectual Property Rights to the Authority and waiver of moral rights pursuant to Section 6.9.

If the Authority exercises its right under Section 10.1 to terminate the RFP process prior to entering into the Design-Build Agreement with a Proponent, the Authority will pay to each Proponent that satisfies the requirements (to the extent applicable) set out in (a) – (d) above the lesser of:

- (a) \$50,000 (inclusive of any taxes payable); and
- (b) the substantiated out-of-pocket costs reasonably incurred by the Proponent in preparing its Proposal,

provided that if the Authority exercises such rights after the selection of a Preferred Proponent, the Preferred Proponent must have delivered the Preferred Proponent Security Deposit in accordance with Section 8.3 to be entitled to receive any such payment.

In determining whether to make available the partial compensation described in this Section 8.6, the Authority considered the potential value of obtaining the licence to the Authority of rights to the Intellectual Property Rights and the waiver of moral rights pursuant to Section 6.9. Accordingly, the Authority may, in its discretion, offer to pay up to \$50,000 (inclusive of any taxes payable) to a Proponent that is not otherwise entitled to payment under this Section 8.6 on conditions established by the Authority in its discretion. The conditions may include the Authority reviewing the Intellectual Property Rights (such as for a Proposal that was returned) and being satisfied with the value of such rights and the Proponent entering into an agreement with the Authority granting licence rights to the Authority. Such arrangements will not be governed by this RFP.

## 8.7 DEBRIEFS

The Authority will, following Contract Execution, upon request from a Proponent within 40 Business Days of Contract Execution, conduct a debriefing for that Proponent.

## 9 CONFLICT OF INTEREST AND RELATIONSHIP DISCLOSURE

### 9.1 RESERVATION OF RIGHTS TO DISQUALIFY

The Authority reserves the right to disqualify any Proponent that in the Authority's opinion has a conflict of interest or an unfair advantage (including access to any confidential information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or may permit the Proponent to continue and impose such conditions as the Authority may consider to be in the public interest or otherwise required by the Authority.

### 9.2 RELATIONSHIP DISCLOSURE

Each Proponent, including each member of the Proponent Team, should fully disclose all relationships they may have with the Authority, any Restricted Party, or any other person providing advice or services to the Authority with respect to the Project or any other matter that gives rise, or might give rise, to a conflict of interest or an unfair advantage:

- (a) by submission of completed Relationship Disclosure Forms with its Proposal; and
- (b) at any time during the Competitive Selection Process by written notice addressed to the Contact Person promptly after becoming aware of any such relationship.

At the time of such disclosure, the Proponent will include sufficient information and documentation to demonstrate that appropriate measures have been, or will be, implemented to mitigate, minimize or eliminate the actual, perceived or potential conflict of interest or unfair advantage, as applicable. The Proponent will provide such additional information and documentation and implement such additional measures as the Authority or the COI Adjudicator may require in its discretion in connection with the consideration of the disclosed relationship and proposed measures.

### 9.3 USE OR INCLUSION OF RESTRICTED PARTIES

The Authority may, in its discretion, disqualify a Proponent, or may permit a Proponent to continue and impose such conditions as the Authority may consider to be in the public interest or otherwise required by the Authority, if the Proponent is a Restricted Party, or if the Proponent uses a Restricted Party:

- (a) to advise or otherwise assist the Proponent respecting the Proponent's participation in the Competitive Selection Process; or
- (b) as a Proponent Team member or as an employee, advisor or consultant to the Proponent or a Proponent Team member.

Each Proponent is responsible to ensure that neither the Proponent nor any Proponent Team member uses or obtains advice or assistance in relation to the Project from any Restricted Party, or includes any Restricted Party in the Proponent Team.

#### 9.4 CURRENT RESTRICTED PARTIES

At this RFP stage, and without limiting the definition of Restricted Parties, the Authority has identified the following persons as Restricted Parties:

- (a) Douglas Hopkins, Boughton Law Corp. (Legal Advisor);
- (b) John Singleton, Q.C., Singleton Urquhart (Fairness Advisor);
- (c) Dialog (Compliance Team) and their sub-consultants, including:
  - (1) AME Consulting Group;
  - (2) Genivar;
  - (3) L.A. West Associates;
  - (4) McElhanney Consulting;
  - (5) LMDG Building Code Consultants; and
  - (6) Opus International Consultants.
- (d) Thurber Engineering;
- (e) SSA Quantity Surveyor's Ltd.; and
- (f) the Authority and Partnerships BC, including their former and current employees who fall within the definition of Restricted Party.

This is not an exhaustive list of Restricted Parties. Additional persons may be added to, or deleted from, the list during any stage of the Competitive Selection Process through an Addendum.

#### 9.5 CONFLICT OF INTEREST ADJUDICATOR

The Authority has appointed a Conflict of Interest Adjudicator (the "**COI Adjudicator**") to provide decisions on conflicts of interest, unfair advantage or exclusivity issues, including whether any person is a Restricted Party. The Authority may, at its discretion, refer matters to the COI Adjudicator.

#### 9.6 REQUEST FOR ADVANCE DECISION

A Proponent or a prospective member or advisor of a Proponent who has any concerns regarding whether a current or prospective employee, advisor or member of that Proponent is, or may be, a



Restricted Party, or has a concern about any conflict or unfair advantage it may have, is encouraged to request an advance decision by submitting to the Contact Person, not less than 10 Business Days prior to the Submission Time for Technical Submissions, by email, the following information:

- (a) names and contact information of the Proponent and the person for which the advance opinion is requested;
- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage;
- (c) a description of the steps taken to date, and future steps proposed to be taken, to mitigate the conflict of interest or unfair advantage, including the effect of confidential information; and
- (d) copies of any relevant documentation.

The Authority may make an advance decision or may refer the request for an advance decision to the COI Adjudicator. If the Authority refers the request to the COI Adjudicator, the Authority may make its own submission to the COI Adjudicator.

If a Proponent or prospective team member or advisor becomes a Restricted Party, it may be listed in an Addendum or in subsequent Competitive Selection Process documents as a Restricted Party.

## 9.7 THE AUTHORITY MAY REQUEST ADVANCE DECISIONS

The Authority may also independently make advance decisions, or may seek an advance decision from the COI Adjudicator, where the Authority identifies a potential conflict, unfair advantage, or a person who may be a Restricted Party. The Authority will, if it seeks an advance decision from the COI Adjudicator, provide the COI Adjudicator with relevant information in its possession. If the Authority seeks an advance decision from the COI Adjudicator, the Authority will give notice to the Proponent, and may give notice to the possible Restricted Party so that it may make its own response to the COI Adjudicator.

The onus is on the Proponent to clear any potential conflict, unfair advantage, or Restricted Party, or to establish any conditions for continued participation, and the Authority may require that the Proponent make an application under Section 9.6.

## 9.8 DECISIONS FINAL AND BINDING

The decision of the Authority or the COI Adjudicator, as applicable, is final and binding on the persons requesting the ruling and all other parties including Proponents, Proponent Team members and the Authority. The Authority or the COI Adjudicator, as applicable, has discretion to establish the relevant

processes from time to time, including any circumstances in which a decision may be amended or supplemented.

The Authority may provide any decision by the Authority or the COI Adjudicator regarding conflicts of interest to all Proponents if the Authority, in its discretion, determines that the decision is of general application.

## 9.9 SHARED USE

A Shared Use Person is a person identified by the Authority as eligible to do work for more than one Proponent, including a person who has unique or specialized information or skills such that the Authority considers in its discretion their availability to all Proponents to be desirable in the interests of the Competitive Selection Process. Any Shared Use Person will be required to agree not to enter into exclusive arrangements with any Proponent.

As of the date of this RFP, no Shared Use Persons have been identified.

## 9.10 EXCLUSIVITY

Unless permitted by the Authority in its discretion or permitted as a Shared Use Person, each Proponent will ensure that no member of its Proponent Team, or any Affiliated Person of any member of its Proponent Team, participates as a member of any other Proponent Team.

If a Proponent contravenes the foregoing, the Authority reserves the right to disqualify the Proponent or may permit the Proponent to continue and impose such conditions as may be required by the Authority. Each Proponent is responsible, and bears the onus, to ensure that the Proponent, its Proponent Team members and their respective Affiliated Persons do not contravene the foregoing.

A Proponent or a prospective Proponent Team member who has any concerns regarding whether participation does or will contravene the foregoing is encouraged to request an advance decision in accordance with this Section through the following process:

- (a) to request an advance decision on matters related to exclusivity, the Proponent or prospective Proponent Team member should submit to the Contact Person, not less than 10 Business Days prior to the Submission Time for Technical Submissions by email, the following information:
  - (1) names and contact information of the Proponent or prospective Proponent Team member making the disclosure;
  - (2) a description of the relationship that raises the possibility of non-exclusivity;

- (3) a description of the steps taken to date, and future steps proposed to be taken, to mitigate any material adverse or potential material adverse effect of the non-exclusivity on the competitiveness or integrity of the Competitive Selection Process; and
- (4) copies of any relevant documentation.

The Authority may require additional information or documentation to demonstrate to the satisfaction of the Authority in its discretion that no such non-exclusivity exists or, if it does, that measures satisfactory to the Authority in its discretion have been or will be implemented to eliminate or mitigate any risk to the competitiveness or integrity of the Competitive Selection Process.

#### 9.10.1 Exclusivity – the Authority May Request Advance Decisions

The Authority may also independently make advance decisions, or may seek an advance decision from the COI Adjudicator, where the Authority identifies a matter related to exclusivity. The Authority will, if it seeks an advance decision from the COI Adjudicator, provide the COI Adjudicator with relevant information in its possession. If the Authority seeks an advance decision from the COI Adjudicator, the Authority will give notice to the Proponent so that it may make its own response to the COI Adjudicator.

The onus is on the Proponent to clear any matter related to exclusivity or to establish any conditions for continued participation, and the Authority may require that the Proponent make an application under Section 9.10.

#### 9.10.2 Exclusivity – Decisions Final and Binding

The decision of the Authority or the COI Adjudicator, as applicable, is final and binding on the persons requesting the ruling and all other parties including Proponents, Proponent Team members and the Authority. The Authority or the COI Adjudicator, as applicable, has discretion to establish the relevant processes from time to time, including any circumstance in which a decision may be amended or supplemented.

The Authority may provide any decision by the Authority or the COI Adjudicator regarding matters related to exclusivity to all Proponents if the Authority, in its discretion, determines that the decision is of general application.

## 10 RFP TERMS AND CONDITIONS

### 10.1 NO OBLIGATION TO PROCEED

This RFP does not commit the Authority to select a Preferred Proponent or enter into a Design-Build Agreement, and the Authority reserves the complete right to at any time reject all Proposals, and to terminate this RFP and the Competitive Selection Process and proceed with the Project in some other manner.

### 10.2 NO CONTRACT

Other than to the extent provided in the Participation Agreement, this RFP is not a contract between the Authority and any Proponent, nor is this RFP an offer or an agreement to purchase work, goods or services. No contract of any kind for work, goods or services whatsoever is formed under, or arises from this RFP, or as a result of, or in connection with, the submission of a Proposal, unless the Authority and the Preferred Proponent execute and deliver the Design-Build Agreement, and then only to the extent expressly set out in the Design-Build Agreement.

### 10.3 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All documents and other records in the custody of, or under the control of, the Authority are subject to the Freedom of Information and Protection of Privacy Act (“**FOIPPA**”) and other applicable legislation.

By submitting a Proposal, the Proponent represents and warrants to the Authority that the Proponent has complied with applicable Laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Authority and the use, distribution and disclosure of such information as part of the Proposal for the purposes of, or in connection with, this RFP and the Competitive Selection Process.

### 10.4 COST OF PREPARING THE PROPOSAL

Subject to Section 8.6, each Proponent is solely responsible for all costs it incurs in the preparation of its Proposal, including all costs of providing information requested by the Authority, attending meetings and conducting due diligence.

### 10.5 CONFIDENTIALITY OF INFORMATION

All information pertaining to the Project received by any Proponent or Proponent Team member through participation in this RFP is confidential and may not be disclosed without written authorization from the

Contact Person, and in no event will a Proponent discuss the Project with any member of the public or the media without the prior written approval of the Authority. Except as expressly stated in this RFP, and subject to FOIPPA or other applicable legislation, all documents and other records submitted in response to this RFP will be considered confidential.

The Authority has engaged Partnerships BC. Partnerships BC has been, and continues to be, involved in other projects, and the Authority may receive information in respect of other projects which may be relevant to the Project. Subject to the terms of this RFP, including limitations on “Commercial in Confidence” information under Section 6.6, the Authority may, in its discretion, disclose information that is available from the Project to Partnerships BC and other projects, and may obtain information from other projects.

## 10.6 RESERVATION OF RIGHTS

The Authority reserves the right, in its discretion, to:

- (a) amend the scope of the Project and/or modify, cancel or suspend the Competitive Selection Process at any time for any reason;
- (b) accept or reject any Proposal based on the Authority’s evaluation of the Proposals in accordance with Appendix A, and in particular the Authority is not obliged to select the Proposal with the lowest Nominal Cost of the Proposal;
- (c) disqualify a Proposal that fails to meet the Mandatory Requirements;
- (d) waive a defect, irregularity, non-conformity or non-compliance in or with respect to a Proposal or failure to comply with the requirements of this RFP except for Mandatory Requirements (but subject to the Authority’s right with respect to the Design-Build Price Ceiling requirement as set out in Section 7.1, and accept that Proposal even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFP would otherwise render the Proposal null and void;
- (e) reject, disqualify or not accept any or all Proposals without any obligation, compensation or reimbursement to any Proponent or any of its team members subject to any payment required pursuant to Section 8.6;
- (f) re-advertise for new Proposals to this or a modified RFP, call for quotes, proposals or tenders, or enter into negotiations for this Project or for work of a similar nature;
- (g) make any changes to the terms of the business opportunity described in this RFP;

- (h) negotiate any aspects of a Preferred Proponent's Proposal; and
- (i) amend, from time to time, any date, time period or deadline provided in this RFP, upon written notice to all Proponents.

#### **10.7 NO COLLUSION**

Proponents and Proponent Team members, their employees and representatives involved with the Proposal, including Key Individuals, will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, advisor, agent or representative of any other Proponent (including any Proponent Team member or Key Individual of such other Proponent) regarding the preparation, content or representation of their Proposals.

By submitting a Proposal, a Proponent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Proponent and Proponent Team, represents and confirms to the Authority, with the knowledge and intention that the Authority may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents.

#### **10.8 NO LOBBYING**

Proponents, Proponent Team members, and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to the Project, this RFP, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to the Project, this RFP, or the Competitive Selection Process, directly or indirectly, with any representative of the Authority, the Government of British Columbia (including any Minister or Deputy Minister, any member of the Executive Council, any Members of the Legislative Assembly, or any employee of the Authority), Partnerships BC, any Restricted Parties, or any director, officer, employee, agent, advisor, consultant or representative of any of the foregoing, as applicable, for any purpose whatsoever.

In the event of any lobbying or communication in contravention of this Section, the Authority in its discretion may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration and the Proponent will not be eligible for, or receive, the partial compensation as set out in Section 8.6.

## 10.9 OWNERSHIP OF PROPOSALS

All Proposals submitted to the Authority become the property of the Authority and will be received and held in confidence by the Authority, subject to the provisions of FOIPPA and this RFP.

## 10.10 DISCLOSURE AND TRANSPARENCY

The Authority is committed to an open and transparent procurement process. To assist the Authority in meeting its commitment, Proponents will cooperate and extend all reasonable accommodation to this endeavour.

The Authority expects to publicly disclose the following information during this stage of the Competitive Selection Process:

- (a) the RFP;
- (b) the number of Proponents; and
- (c) the name of Proponents.

Following Contract Execution, the Authority expects to publicly disclose:

- (a) the Fairness Advisor's report; and
- (b) the final Design-Build Agreement excluding those portions that may be redacted pursuant to the application of FOIPPA.

Each Proponent agrees that:

- (a) to ensure that all public information generated about the Project is fair and accurate and will not inadvertently or otherwise influence the RFP process, the disclosure of any public information generated in relation to the Project, including communications with the media and the public, must be coordinated with, and is subject to prior written approval of, the Authority;
- (b) it will notify the Authority of any and all requests for information or interviews received from the media; and
- (c) it will ensure that all of the Proponent Team members and others associated with the Proponent comply with the requirements of this RFP.

### 10.11 FAIRNESS ADVISOR

The Authority has appointed John Singleton, Q.C. (the “**Fairness Advisor**”) to monitor the Competitive Selection Process. The Fairness Advisor will provide a written report to the Authority that the Authority will make public.

The Fairness Advisor will be:

- (a) provided with full access to all documents, meetings and information related to the evaluation processes under this RFP that the Fairness Advisor, in its discretion, decides is required; and
- (b) kept fully informed by the Authority of all documents and activities associated with this RFP.

Proponents may contact the Fairness Advisor directly with regard to concerns about the fairness of the Competitive Selection Process.

### 10.12 LEGAL ADVISOR

Fasken Martineau is a Restricted Party. By submitting a Proposal, the Proponent expressly consents to Fasken Martineau continuing to represent the Authority for all matters in relation to this RFP and the Project, including any matter that is adverse to the Proponent, despite any information of the Proponent and any solicitor-client relationship that the Proponent may have had, or may have, with Fasken Martineau in relation to matters other than this RFP and the Project. This Section is not intended to waive any of the Proponent’s rights of confidentiality or solicitor-client privilege. The Authority reserves the right at any time to waive any provision of this Section.

### 10.13 LIMITATION OF DAMAGES

Each Proponent on its own behalf and on behalf of the Proponent Team and any member of a Proponent Team:

- (a) agrees not to bring any Claim against the Authority or any of its employees, advisors or representatives (including the Fairness Advisor and the COI Adjudicator) for damages in excess of the amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal for any matter in respect of this RFP or Competitive Selection Process, including:
  - (1) if the Authority accepts a non-compliant proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP or the Competitive Selection Process;or



- (2) if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the Authority exercises any rights under this RFP; and
- (b)** waives any and all Claims against the Authority or any of its employees, advisors or representatives (including the Fairness Advisor and the COI Adjudicator) for loss of anticipated profits or loss of opportunity if no agreement is made between the Authority and the Proponent for any reason, including:
- (1) if the Authority accepts a non-compliant proposal or otherwise breaches or fundamentally breaches the terms of this RFP or the Competitive Selection Process;  
or
- (2) if the Project or Competitive Selection Process is modified, suspended or cancelled for any reason (including modification of the scope of the Project or modification of this RFP or both) or the Authority exercises any rights under this RFP.

This Section does not limit the Authority's obligation to make payment under Section 8.6, but in no event will the Authority's liability exceed the amount calculated pursuant to Section 8.6.

## 11 INTERPRETATION

### 11.1 DEFINITIONS

Capitalized terms in this RFP that are not defined in this Section have the meaning given in the Design-Build Agreement.

In this RFP:

**“Addenda”** or **“Addendum”** means an addendum to this RFP issued by the Contact Person as described in Section 6.8.

**“Affiliated Persons”**, or affiliated persons, or persons affiliated with each other, are:

(a) a corporation and

- (1) a person by whom the corporation is controlled,
- (2) each member of an affiliated group of persons by which the corporation is controlled, and
- (3) a spouse or common-law partner of a person described in subparagraph (1) or (2);

two corporations, if

- (4) each corporation is controlled by a person, and the person by whom one corporation is controlled is affiliated with the person by whom the other corporation is controlled,
- (5) one corporation is controlled by a person, the other corporation is controlled by a group of persons, and each member of that group is affiliated with that person, or
- (6) each corporation is controlled by a group of persons, and each member of each group is affiliated with at least one member of the other group;

a corporation and a partnership, if the corporation is controlled by a particular group of persons each member of which is affiliated with at least one member of a majority-interest group of partners of the partnership, and each member of that majority-interest group is affiliated with at least one member of the particular group;

a partnership and a majority-interest partner of the partnership;

two partnerships, if

- (7) the same person is a majority-interest partner of both partnerships,

(8) a majority-interest partner of one partnership is affiliated with each member of a majority-interest group of partners of the other partnership, or

(9) each member of a majority-interest group of partners of each partnership is affiliated with at least one member of a majority-interest group of partners of the other partnership;

a person and a trust, if the person

(10) is a majority-interest beneficiary of the trust, or

(11) would, if this subsection were read without reference to this paragraph, be affiliated with a majority-interest beneficiary of the trust; and

two trusts, if a contributor to one of the trusts is affiliated with a contributor to the other trust and

(12) a majority-interest beneficiary of one of the trusts is affiliated with a majority-interest beneficiary of the other trust,

(13) a majority-interest beneficiary of one of the trusts is affiliated with each member of a majority-interest group of beneficiaries of the other trust, or

(14) each member of a majority-interest group of beneficiaries of each of the trusts is affiliated with at least one member of a majority-interest group of beneficiaries of the other trust.

**“Authority”** means the Interior Health Authority.

**“Authority Representatives”** has the meaning set out in Section 2.2.

**“Breakdown of Contract Price”** means the form in which Proponents are to provide the Authority costing of the Project and the calculation of the Nominal Cost of the Proposal as set out in Section 4 and Appendix B.

**“Business Day(s)”** means a standard day for conducting business, excluding government holidays and weekends.

**“City”** means the City of Kamloops, British Columbia.

**“Claim”** means any claim, demand, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto.

**“Collaborative Meetings”** has the meaning set out in Section 2.2.

**“Competitive Selection Process”** means the overall process for the selection of a Preferred Proponent for the Project including, but not limited to, this RFP stage.

**“Conflict of Interest Adjudicator”** or **“COI Adjudicator”** means the person described in Section 9.5.

**“Contact Person”** means the person identified as such in the Summary of Key Information.

**“Contract Execution”** means the time when the Design-Build Agreement and all other agreements related to the Project have been executed and delivered and all conditions to the effectiveness of the Design-Build Agreement have been satisfied.

**“Design-Build Agreement”** has the meaning set out in Section 1.1.

**“Design-Build Construction Manager”** means the individual responsible for leading the construction of the Project.

**“Design-Build Design Manager”** means the Design-Builder’s representative in charge of oversight of the design-build design team.

**“Design-Build Director”** means the individual who represents the Design-Builder and has overall responsibility to design and build the Project.

**“Design-Build Price Ceiling”** has the meaning set out in Section 4.1.

**“Design-Builder”** means the entity that enters into the Design-Build Agreement with the Authority and who has direct responsibility to design and build the Project.

**“Enquiry”** has the meaning set out in Section 6.6.

**“Facility”** means the means the Royal Inland Hospital Clinical Services Building.

**“Fairness Advisor”** has the meaning set out in Section 10.11.

**“Final Draft Design-Build Agreement”** has the meaning set out in Section 2.3.

**“Financial Submission”** has the meaning set out in Appendix B.

**“Freedom of Information and Protection of Privacy Act”** or **“FOIPPA”** has the meaning set out in Section 10.3.

**“Guarantor”** means an entity providing financial and/or performance support to the Design-Builder by way of a guarantee or a commitment to provide a parent company guarantee or other proposed credit support in relation to the Project.

**“Indicative Design”** has the meaning set out in Schedule 1 [Statement of Requirements].

**“Initial Draft Design-Build Agreement”** means the draft Design-Build Agreement labeled “Initial Draft Design-Build Agreement” and posted in the Data Room.

**“Intellectual Property Rights”** has the meaning set out in Section 6.9.

**“Key Individual(s)”** of a Proponent means the specific individuals, exclusive to the Proponent, filling the following roles (or equivalent) in the Proponent’s Proposal. Key Individuals may fill multiple roles provided they have the qualifications and experience for all the roles. A Key Individual role may only be filled by one individual:

- Design-Build Director;
- Design-Build Design Manager;
- Lead Architect;
- Lead Electrical Design Engineer;
- Lead Mechanical Design Engineer; and
- Design-Build Construction Manager.

**“Lead Architect”** means the individual responsible for leading the design of the Project.

**“Lead Electrical Design Engineer”** means the individual responsible for leading the electrical design of the Project.

**“Lead Mechanical Design Engineer”** means the individual responsible for leading the mechanical design of the Project.

**“Mandatory Requirements”** means the Proposal Requirements described in Section 7.1.

**“Nominal Cost of the Proposal”** means the nominal sum of the values in the Breakdown of Contract Price.

**“Participation Agreement”** has the meaning set out in Section 5.1.

**“Partnerships BC”** means Partnerships British Columbia Inc.

**“Preferred Proponent”** means the Proponent selected by the Authority pursuant to this RFP to finalize the Design-Build Agreement.

**“Preferred Proponent Security Deposit”** means an irrevocable letter of credit in the amount of \$50,000 in the form set out in Appendix H or in such other form acceptable to the Authority in its discretion.

**“Project”** means the design and construction of the Facility and all other works ancillary to the Facility in accordance with the Design-Build Agreement.

**“Proponent”** means one of the design-builders identified in Section 1.2.

**“Proponent Team”** means a Design-Builder, its Design-Build Design Firms, and its Key Individuals.

**“Proposal”** means a proposal submitted in response to this RFP.

**“Proposal Requirements”** means the requirements described in Appendix B.

**“Proposal Validity Period”** has the meaning set out in Section 0.

**“Relationship Disclosure Form”** means a form substantially as set out in Appendix D or as otherwise acceptable to the Authority.

**“Request for Proposals”** or **“RFP”** means this request for proposals.

**“Request for Qualifications”** or **“RFQ”** has the meaning set out in Section 1.2.

**“Restricted Party”** means those persons (including their former and current employees) who had, or currently have, participation or involvement in the Competitive Selection Process or the design, planning or implementation of the Project, and who may provide a material unfair advantage or confidential information to any Proponent that is not, or would not reasonably be expected to be, available to other Proponents.

**“Scope Ladder”** has the meaning set out in Section 4.3.

**“Shared Use Person”** has the meaning set out in Section 9.9.

**“Statement of Requirements”** means the functional requirements and specifications for the design and construction of the Facility as set out in the Design-Build Agreement, including Schedule 1 [Statement of Requirements].

**“Submission Location”** means the submission location identified as such in the Summary of Key Information.

**“Submission Time for Financial Submissions”** means the date and time identified as such in the Summary of Key Information.

**“Submission Time for Technical Submissions”** means the date and time identified as such in the Summary of Key Information.

**“Technical Submission”** has the meaning set out in Appendix B.

**“Third Party Intellectual Property Rights”** means all Intellectual Property Rights of any person which is not a member of, or a related party to, a member of the Proponent Team.

**“Total Facility Development and Capital Costs”** of a Proposal means the amount described as such in, and calculated in accordance with, Pricing Form A6 (Total Facility Development and Capital Cost).

## 11.2 INTERPRETATION

In this RFP:

- (a) when an action, decision, consent, approval or any other thing is said to be in the Authority’s “discretion” or words of like effect, unless the context otherwise requires it means the sole, absolute and unfettered discretion of the Authority;
- (b) the use of headings is for convenience only and headings are not to be used in the interpretation of this RFP;
- (c) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of, or Appendix to, this RFP;
- (d) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- (e) the word “including” when used in this RFP is not to be read as limiting;
- (f) all dollar values are Canadian dollars unless otherwise indicated;
- (g) a reference to a “person” includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government authority; and
- (h) each Appendix attached to this RFP is an integral part of this RFP as if set out at length in the body of this RFP.

## APPENDIX A EVALUATION OF PROPOSALS

The Authority will evaluate the Proposals in accordance with this Appendix A.

### 1. TECHNICAL SUBMISSIONS

Subject to the terms of this RFP, including Section 7.1 Mandatory Requirements and Section 7.2 Evaluation of Proposals, the Authority will evaluate each Technical Submission to determine whether the Authority is satisfied that the Technical Submission substantially meets the following requirements:

- (a) the provisions of this RFP, including the requirements set out in:
  - (1) Appendix B of this RFP; and
  - (2) the Final Draft Design-Build Agreement;
- (b) demonstration that the Proponent has a good understanding of the Project and the obligations of the Design-Builder under the Design-Build Agreement; and
- (c) demonstration that the Proponent is capable of:
  - (1) performing the obligations and responsibilities of the Design-Builder; and
  - (2) delivering the Project in accordance with the Design-Build Agreement.

**If the Authority is not satisfied that the Technical Submission substantially meets the above requirements, the Authority may reject the Proposal and not evaluate it further.**

### 2. FINANCIAL SUBMISSION

Subject to the terms of this RFP, including Section 7.1 Mandatory Requirements and Section 7.2 Evaluation of Proposals, the Authority will evaluate each of the Financial Submissions to determine whether the Authority is satisfied that the Financial Submission substantially meets the following requirements:

- (a) in accordance with Section 7.1 of the RFP, the Nominal Cost of the Proposal as at the Submission Time for Financial Submissions must not exceed the Design-Build Price Ceiling;
- (b) each Proponent should indicate whether any Scope Ladder items were used to allow the Nominal Cost of the Proposal to be below the Design-Build Price Ceiling. Proponents proposing reductions to the Statement of Requirements must do so in accordance with Sections 4.3 and 7.1;
- (c) The Proponent has the financial capacity to meet the obligations of the Project;



- (d) The Proponent has confirmation of a bonding undertaking for a performance bond and a labour and materials payment bond, each in the amount of 50 per cent of the Nominal Cost of the Proposal; and
- (e) the provisions of this RFP, including the requirements set out in:
  - (1) Appendix B of this RFP; and
  - (2) the Final Draft Design-Build Agreement.

**If the Authority is not satisfied that the Financial Submission substantially meets the above requirements, the Authority may reject the Proposal and not evaluate it further.**

### **3. RANKING PROCESS**

Proposals that have not been rejected will be ranked according to the following process:

#### **Step 1: Highest on Scope Ladder**

Each Proposal will be examined to identify the extent to which, if at all, Scope Ladder items, as described in Section 4.3 have been used to achieve the affordability requirements described in Section 4. The Proposals will then be ranked based on their use of Scope Ladder items, with the Proposal using the least Scope Ladder items being ranked the highest, and the Proposal using the most Scope Ladder items being ranked the lowest.

If two or more Proposals are ranked highest under Step 1, those Proposals (and only those Proposals) will be ranked in accordance with Step 2 below.

#### **Step 2: Lowest Nominal Cost**

If two or more Proposals are ranked highest under Step 1, the Proposal which offers the lowest Nominal Cost of the Proposal will receive the highest ranking and be designated the highest-ranked Proposal.

If two or more of the Proposals that are ranked highest under Step 2 have the same Nominal Cost of the Proposal and it is the lowest Nominal Cost of the Proposal, the Authority will select from among such Proposals the Proposal that in the Authority's discretion is the most advantageous to the Authority and such Proposal will be designated as the highest ranking Proposal.

## APPENDIX B PROPOSAL REQUIREMENTS

Provided as a separate document.

## APPENDIX C PROPOSAL DECLARATION FORM

This Proposal Declaration must be executed by the Proponent. By executing this Proposal Declaration, the Proponent agrees to the provisions of the RFP and this Proposal Declaration. Capitalized terms are defined in Section 11.1 of this RFP.

[RFP Proponent's Letterhead]

To: Interior Health Authority

Attention: Dawn Heart

In consideration of the Authority's agreement to consider our Proposal in accordance with the terms of the RFP, the Proponent hereby agrees, confirms and acknowledges on its own behalf and on behalf of each member of the Proponent Team, to the extent applicable to such Proponent Team member and within the reasonable knowledge of such Proponent Team member, that:

### 1. Proposal

- (a) this Proposal Declaration Form has been duly authorized and validly executed by the Proponent;
- (b) the Proponent is bound by all statements and representations in its Proposal;
- (c) its Proposal strictly conforms with the RFP and that any failure to strictly conform with the RFP may, in the discretion of the Authority, be cause for rejection of its Proposal;
- (d) its Proposal is made without collusion or fraud; and
- (e) the Authority reserves the right to verify information in its Proposal and conduct any background investigations including criminal record investigations, verification of the Proposal, credit enquiries, litigation searches, bankruptcy registrations and other investigations on all or any of the Proponent Team members, and by submitting a Proposal, the Proponent and each Proponent Team member agrees that they consent to the conduct of all or any of those investigations by the Authority.

### 2. Acknowledgements with Respect to the RFP

- (a) the Proponent and each Proponent Team member has received, read, examined and understood the entire RFP including all of the terms and conditions, all documents listed in the RFP "Table of Contents", and any and all Addenda;
- (b) the Proponent has provided a Proposal that does not exceed the Design-Build Price Ceiling as defined in the RFP;
- (c) the Proponent and each Proponent Team member agrees to be bound by the entire RFP including all of the terms and conditions, all documents listed in the RFP Table of Contents, and any and all Addenda;
- (d) the Proponent's representative identified below is fully authorized to represent the Proponent and each Proponent Team member in any and all matters related to its Proposal, including but not limited to providing clarifications and additional information that may be requested in association with the RFP;
- (e) the Proponent has disclosed all relevant relationships of the Proponent and each Proponent Team member, in accordance with the instructions and format outlined in the Relationship Disclosure Form; and
- (f) the Final Draft Design-Build Agreement is in a form acceptable to the Proponent and the Proponent will comply with the requirements of the Final Draft Design-Build Agreement, including by rectifying any non-compliances (material or otherwise) in its Proposal.

**3. Consent of Proponent Team**

- (a) the Proponent has obtained the express written consent and agreement of each member of the Proponent Team, as listed below, to all terms of this Proposal Declaration Form to the extent applicable to such Proponent Team member, and within the reasonable knowledge of such Proponent Team member.

**4. The Proponent Team consists of:**

Name	Address	Key Individual

**PROPONENT REPRESENTATIVE**

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Name

---

Name of Employer

---

Address

---

Email Address

---

Name of Authorized Signatory

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Telephone

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Signature

If the Proponent is a joint venture, consortium or special purpose entity – by each of its joint venture or consortium members, as applicable, as identified in the response to the RFQ as the respondent or the respondent team lead(s), or as otherwise acceptable to the Authority.

## APPENDIX D RELATIONSHIP DISCLOSURE FORM

This form must be completed by the Proponent Team on its own behalf and on behalf of each member of the Proponent Team.

The Proponent declares on its own behalf and on behalf of each member of the Proponent Team that:

- (a)** this declaration is made to the best of the knowledge of the Proponent and, with respect to relationships of each member of the Proponent Team, to the best of the knowledge of that member;
- (b)** the Proponent and the members of the Proponent Team have reviewed the definition of Restricted Parties and the non-exhaustive list of Restricted Parties;
- (c)** the following is a full disclosure of all known relationships the Proponent and each member of the Proponent Team has, or has had, with:
  - (1) the Authority;
  - (2) any listed Restricted Party;
  - (3) any current employees, shareholders, directors or officers, as applicable, of the Authority or any listed Restricted Party;
  - (4) any former shareholders, directors or officers, as applicable, of the Authority or any listed Restricted Party, who ceased to hold such position within two calendar years prior to the Submission Time for Technical Submissions; and
  - (5) any other person who, on behalf of the Authority or a listed Restricted Party, has participated or been involved in the Competitive Selection Process or the design, planning or implementation of the Project or has confidential information about the Project or the Competitive Selection Process.

Name of Proponent Team Member	Name of Party with Relationship (e.g., list Authority, Restricted Party)	Details of the Nature of the Relationship with the listed Restricted Party/Person (e.g., Proponent Team member was an advisor to the Restricted Party from 2005-2006)
<i>e.g. Firm Name Ltd.</i>	<i>Partnerships BC</i>	<i>Firm Name Ltd. is working with Partnerships BC on Project X.</i>
<i>e.g. John Smith</i>	<i>Authority Name</i>	<i>Employee from 19XX – 20XX</i>

(Each Proponent Team to submit one Relationship Disclosure Form. Add additional pages as required. Corporate disclosures only need to be provided once and not repeated for every individual of that company).

**NAME OF PROPONENT:**

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Name of Firm – Proponent:

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Address:

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Email Address:

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Telephone:

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Name of Authorized Signatory for Proponent:

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Signature:

If the Proponent is a joint venture, consortium or special purpose entity – by each of its joint venture or consortium members, as applicable, as identified in the response to the

RFQ as the respondent or the respondent team lead(s), or as otherwise acceptable to the Authority.



**APPENDIX E PROPONENT COMMENTS FORM**

**(Collaborative Meetings – s. 2.3(b))**

**Royal Inland Hospital Clinical Services Building**

Section	Proposed Change (including detailed drafting)	Reasons for Proposed Change	Authority Response

## APPENDIX F PARTICIPATION AGREEMENT

[Insert Month, Day Year]

Interior Health Authority  
c/o Partnerships British Columbia Inc.  
300 – 707 Fort Street  
Victoria, BC V8W 3G3

Attention: Dawn Hart, Contact Person

Dear Sirs/Mesdames:

Re: Royal Inland Hospital Clinical Services Building – Participation Agreement in respect of the Request for Proposals issued by the Interior Health Authority (the Authority) on [Insert Month, Day Year], as amended or otherwise clarified from time to time, including by all Addenda (the “RFP”)

This letter agreement sets out the terms and conditions of the Participation Agreement between [Insert Name of Proponent] (the “Proponent”) and the Authority, pursuant to which the Proponent agrees with the Authority as follows:

- (a) **Defined Terms.** Capitalized terms not otherwise defined in this Participation Agreement have the meanings given to them in the RFP
- (b) **Participation.** The Proponent agrees that as a condition of participating in the RFP, including the Competitive Selection Process, Collaborative Meetings and access to the Data Room, the Proponent will comply with the terms of this Participation Agreement and the terms of the RFP.
- (c) **Confidentiality.** The Proponent will comply with, and will ensure that all of the Proponent Team members and others associated with the Proponent also comply with, the confidentiality conditions attached as Schedule 1 to this Participation Agreement, all of which conditions are expressly included as part of this Participation Agreement.
- (d) **Terms of RFP.** The Proponent will comply with and be bound by, and will ensure that all of the Proponent Team members and others associated with the Proponent also comply with and are bound by, the provisions of the RFP, all of which are incorporated into this Participation Agreement by reference. Without limiting the foregoing the Proponent agrees:
  - (1) that the terms of this Participation Agreement do not limit the Proponent’s obligations and requirements under the RFP, any Data Room agreement, or any other document or requirement of the Authority;

- (2) to be bound by the disclaimers, limitations and waivers of liability and claims and any indemnities contained in the RFP, including Section 10.13 (Limitation of Damages) of the RFP. In no event will the liability of the Authority exceed the amount calculated pursuant to Section 8.6 (Partial Compensation for Participation in the RFP) of the RFP;
- (3) that the Authority's and the Proponent's obligations in respect of payments of partial compensation or other similar payment are as set out in Section 8.6 (Partial Compensation for Participation in the RFP) of the RFP; and
- (4) that the Authority's and the Proponent's obligations in respect of the Preferred Proponent Security Deposit are as set out in Sections 8.3, 8.4 and 8.5 of the RFP.

**(e) Amendments.** The Proponent acknowledges and agrees that:

- (1) the Authority may in its sole and absolute discretion amend the RFP at any time and from time to time; and
- (2) by submitting a Proposal the Proponent accepts, and agrees to comply with, all such amendments and, if the Proponent does not agree to any such amendment, the Proponent's sole recourse is not to submit a Proposal.

**(f) General.**

- (1) *Capacity to Enter Agreement.* The Proponent hereby represents and warrants that:
  - i. it has the requisite power, authority and capacity to execute and deliver this Participation Agreement;
  - ii. this Participation Agreement has been duly and validly executed by it, or on its behalf by the Proponent's duly authorized representatives; and
  - iii. this Participation Agreement constitutes a legal, valid and binding agreement enforceable against it in accordance with its terms.
- (2) *Survival following cancellation of the RFP.* Notwithstanding anything else in this Participation Agreement, if the Authority, for any reason, cancels the Competitive Selection Process or the RFP, the Proponent agrees that it continues to be bound by, and will continue to comply with, Sections (c) of this Participation Agreement.
- (3) *Severability.* If any portion of this Participation Agreement is found to be invalid or unenforceable by law by a court of competent jurisdiction, then that portion will be severed and the remaining portion will remain in full force and effect.

- (4) *Enurement.* This Participation Agreement enures to the benefit of the Authority and binds the Proponent and its successors.
- (5) *Applicable Law.* This Participation Agreement is deemed to be made pursuant to the laws of the Province of British Columbia and the laws of Canada applicable therein and will be governed by and construed in accordance with such laws.
- (6) *Headings.* The use of headings is for convenience only and headings are not to be used in the interpretation of this Participation Agreement.
- (7) *Gender and Number.* In this Participation Agreement, words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa.
- (8) *Including.* The word including when used in this Participation Agreement is not to be read as limiting.

Yours truly,

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(Name of Proponent)

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Authorized Signatory

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Name of Authorized Signatory  
(please print)

## SCHEDULE 1 – Confidentiality Conditions

(a) Definitions. In these confidentiality conditions:

- (1) **Confidential Information** means all documents, knowledge and information provided by the Disclosing Party to, or otherwise obtained by, the Receiving Party, whether before or after the date of the RFP, whether orally, in writing or other visual or electronic form in connection with or relevant to the Project, the RFP, the RFQ or the Competitive Selection Process, including, without limitation, all design, operational and financial information, together with all analyses, compilations, data, studies, photographs, specifications, manuals, memoranda, notes, reports, maps, documents, computer records or other information in hard copy, electronic or other form obtained from the Disclosing Party or prepared by the Receiving Party containing or based upon any such information. Notwithstanding the foregoing, Confidential Information does not include information which:
  - i. is or subsequently becomes available to the public, other than through a breach by the Receiving Party of the terms of this Schedule 1;
  - ii. is subsequently communicated to the Receiving Party by an independent third party, other than a third party introduced to the Receiving Party by the Disclosing Party or connected with the Project, without breach of this Schedule 1 and which party did not receive such information directly or indirectly under obligations of confidentiality;
  - iii. was rightfully in the possession of the Receiving Party or was known to the Receiving Party before the date of the RFP and did not originate, directly or indirectly, from the Disclosing Party;
  - iv. was developed independently by the Receiving Party without the use of any Confidential Information; or
  - v. is required to be disclosed pursuant to any judicial, regulatory or governmental order validly issued under applicable law;
- (2) **Disclosing Party** means the Authority or any of its Representatives;
- (3) **Permitted Purposes** means evaluating the Project, preparing a Proposal, and any other use permitted by the RFP or this Participation Agreement;

- (4) **Receiving Party** means a Proponent or any of its Representatives;
- (5) **Representative** means a director, officer, employee, agent, accountant, lawyer, consultant, financial advisor, subcontractor, Key Individual, Project team members or any other person contributing to or involved with the preparation or evaluation of Proposals or proposals, as the case may be, or otherwise retained by the Receiving Party, the Authority or Partnerships BC in connection with the Project.

**Confidentiality.** The Receiving Party will keep all Confidential Information strictly confidential and will not without the prior written consent of the Authority, which may be unreasonably withheld, disclose, or allow any of its Representatives to disclose, in any manner whatsoever, in whole or in part, or use, or allow any of its Representatives to use, directly or indirectly, the Confidential Information for any purpose other than the Permitted Purposes. The Receiving Party will make all reasonable, necessary, and appropriate efforts to safeguard the Confidential Information from disclosure to any other person except as permitted in this Schedule 1, and will ensure that each of its Representatives agrees to keep such information confidential and to act in accordance with the terms contained herein.

**Ownership of Confidential Information.** The Authority owns all right, title and interest in the Confidential Information and, subject to any disclosure requirements under applicable law, and except as permitted by this Schedule 1, the Receiving Party will keep all Confidential Information that the Receiving Party receives, has access to, or otherwise obtains strictly confidential for a period of three years after the date of the RFP, and will not, without the prior express written consent of an authorized representative of the Authority, which may be unreasonably withheld, use, divulge, give, release or permit or suffer to be used, divulged, given or released, any portion of the Confidential Information to any other person for any purpose whatsoever.

**Limited Disclosure.** The Receiving Party may disclose Confidential Information only to those of its Representatives who need to know the Confidential Information for the purpose of evaluating the Project and preparing its Proposal or proposal as applicable and on the condition that all such Confidential Information be retained by each of those Representatives as strictly confidential. The Receiving Party will notify Partnerships BC, on request, of the identity of each Representative to whom any Confidential Information has been delivered or disclosed.

**Destruction on Demand.** On written request, the Receiving Party will promptly deliver to Partnerships BC or destroy all documents and copies thereof in its possession or control constituting or based on the Confidential Information and the Receiving Party will confirm that delivery or destruction to Partnerships BC in writing, all in accordance with the instructions of Partnerships BC (for this purpose information stored electronically will be deemed destroyed upon removal from all storage systems and devices);

provided, however, that the Receiving Party may retain one copy of any Confidential Information which it may be required to retain or furnish to a court or regulatory authority pursuant to applicable law.

**Acknowledgment of Irreparable Harm.** The Receiving Party acknowledges and agrees that the Confidential Information is proprietary and confidential and that the Authority or Partnerships BC may be irreparably harmed if any provision of this Schedule 1 were not performed by the Receiving Party or any party to whom the Receiving Party provides Confidential Information in accordance with its terms, and that any such harm could not be compensated reasonably or adequately in damages. The Receiving Party further acknowledges and agrees that the Authority will be entitled to injunctive and other equitable relief to prevent or restrain breaches of any provision of this Schedule 1 by the Receiving Party or any of its Representatives, or to enforce the terms and provisions hereof, by an action instituted in a court of competent jurisdiction, which remedy or remedies are in addition to any other remedy to which the Authority may be entitled at law or in equity.

**Waiver.** No failure to exercise, and no delay in exercising, any right or remedy under this Schedule 1 by the Authority will be deemed to be a waiver of that right or remedy.

## APPENDIX G PREFERRED PROPONENT SECURITY DEPOSIT

[Note: The Preferred Proponent Security Deposit should be a Letter of Credit substantially in the following form, issued by, or confirmed by, a Canadian chartered bank acceptable to the Authority in its discretion and be callable at the bank's counters in Vancouver, British Columbia.]

TO: Interior Health Authority

<>

(the "Beneficiary")

RE PREFERRED PROPONENT SECURITY DEPOSIT

IRREVOCABLE LETTER OF CREDIT NO: \_\_

Dear Sirs:

At the request of our client, \_\_\_\_\_ (the Customer), we hereby issue in your favour our irrevocable letter of credit No. \_\_\_\_\_ (Letter of Credit) for a sum not exceeding in the aggregate [Insert Value in Words] (CDN \$[Insert Value]) effective immediately.

This bank will immediately pay to you under this Letter of Credit any amount or amounts claimed, not exceeding in the aggregate the sum of CDN \$[Insert Value] upon your written demand(s) for payment being made upon us at our counter during normal business hours, **[Note: insert address of Bank in Vancouver, British Columbia]**, Canada referencing this irrevocable Letter of Credit No.

\_\_\_\_\_ dated \_\_\_\_\_.

Partial drawings are permitted.

This Letter of Credit is issued subject to Uniform Customs and Practice for Documentary Credits, 2007 Revision, ICC Publication No. 600.

Drawings up to the full amount of the Letter of Credit may be made where the drawing is accompanied by a certificate executed by an authorized signatory of the Beneficiary stating that:



- (a) the person signing the certificate is an authorized signatory of the Beneficiary; and
- (b) the Beneficiary is entitled to draw upon this Letter of Credit.

Any drawings made under this Letter of Credit must be accompanied by the original or certified copy of this Letter of Credit, together with an original certificate complying with the conditions set out above.

We will honour your written demand(s) for payment on presentation without enquiring whether you have a legitimate claim between yourself and our said Customer.

All banking charges are for the account of the Customer.

This Letter of Credit will remain in full force and effect and, unless renewed, will expire at the close of business on **[Insert Date]**.

Notice of non-renewal will be provided to the Beneficiary in writing by registered mail by not later than 20 Business Days before the expiry date.

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Authorized Signatory

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Authorized Signatory

**APPENDIX H CONSTRUCTION INSURANCE UNDERWRITING QUESTIONNAIRE**

Posted in the Data Room.

**APPENDIX I INITIAL DRAFT DESIGN-BUILD AGREEMENT**

Posted in the Data Room.

**APPENDIX J REQUEST FOR INFORMATION FORM**

**REQUEST FOR INFORMATION**

**Royal Inland Hospital Clinical Services Building**

Request Number: \_\_\_\_\_

Proponent Team: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Request:  Information     Clarification     Meeting

Do you request this query to be Commercial in Confidence?     Yes     No

The following format may be used for single and multiple enquiries.

**Enquiry / Enquiries:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX K BONDING UNDERTAKING**

**Date:** [Insert Month, Day Year] **No.** \_\_\_\_\_

**To:** Interior Health Authority

**Re:** Request for Proposals

**Royal Inland Hospital Clinical Services Building**

We \_\_\_\_\_ (name of Surety), a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Canada as Surety, are the Surety for \_\_\_\_\_ (Proponent). Our client has demonstrated to us in the past an ability to complete its projects in accordance with the conditions of its contracts and we have no hesitation in recommending its services to you.

Our client wishes to submit a Proposal for the captioned Project, which we understand will require a Performance Bond of 50% of the Nominal Cost of the Proposal and a Labour and Materials Payment Bond of 50% of the Nominal Cost of the Proposal. Based on the information available at this time, and subject to our assessment of the Royal Inland Hospital Clinical Services Building, and our client’s work program at the time of submission of its Proposal, we do not anticipate a problem in supporting the captioned Project and supplying the requisite bonds if asked to do so. However, the execution of any bonds will be subject to an assessment of the final contract terms, conditions, financing and bond forms by our client and us.

If we can provide any further assurances or assistance, please don’t hesitate to call upon us.

(Name of Surety)

\_\_\_\_\_ (Seal)

\_\_\_\_\_

Attorney-In-Fact

