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Our File: 58880.010

November 28, 2014

City of Surrey
14245 - 56th Avenue
Surrey, BC V3X 3A2

Attention: Vincent Lalonde
City Manager and Project Board Chair

Dear Sirs/Mesdames:

Re: Surrey Biofuel Processing Facility
Fairness Advisor Report RFP No. 5587

I was appointed Fairness Monitor for the procurement phase of the Surrey Biofuel Processing Facility Project on February 28, 2013. The procurement phase was divided into two components: a Request for Qualifications (“RFQ”) to be followed by a Request for Proposals (“RFP”). My report on the RFQ process was delivered on February 25, 2014. This is my report on the RFP process.

Prior to the commencement of the RFP phase, I was provided with and reviewed a copy of the RFP, including its appendices. This involved a review and consideration of the Evaluation Guidelines and the draft Project Agreement.

During the course of the RFP phase either I or my alternate, Stephen Berezowskyj, attended in person or by telephone conference more than 40 sessions dealing with various aspects of the Project. This included Collaborative meetings with each of the proponents submitting to the RFP and meetings with the Evaluation Teams and Evaluation Committee during its evaluation and scoring of the proposals.

In addition to these meetings, I was copied on all correspondence exchanged between the Contact Person and the proponents and between PartnershipsBC and Surrey and the Evaluation Teams. I also received copies of and reviewed Requests for Clarifications issued to the proponents and Requests for Information issued by the proponents, and the responses to each.

Upon conclusion of the evaluation process I was presented with and reviewed a copy of the Evaluation Committee’s report to the Project Steering Committee.

Based on my review of the foregoing documentation and my observations of the various meetings mentioned above, I am satisfied that the procurement process for RFP 5587 was fair, transparent and robust. I did not observe any bias being shown to any one or more of the proponents and I found all those involved with the evaluation process to be keenly aware of the need to abide by the terms and conditions of the RFP and principles of fairness.

When fairness issues surfaced, as they are bound to do in a project of this complexity and nature, I was satisfied that they were resolved with all due dispatch and in a fair and equitable manner.

In the result, I have found that the procurement process for the Surrey Biofuels Project was conducted in a fair and transparent manner throughout. The participants in the process are to be commended for their adherence to fairness principles and for successfully completing their assigned tasks in an exemplary manner.

Respectfully submitted,

A handwritten signature in black ink, consisting of a large, sweeping oval followed by several smaller, more intricate loops and a final flourish.

John R. Singleton, Q.C.