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Our File: 58880.010

February 25, 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 RFQ 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 has been divided into two components, a Request for Qualifications (“RFQ”) to be followed by a Request for Proposals (“RFP”). This is my report on the RFQ process under RFQ no. 5587.

My appointment was formalized on February 28, 2013. Either I or my alternates, Stephen Berezowskyj and Scott Brearley, have attended more than twenty meetings since then, including meetings of the Design/Build Team, the Evaluation Team, collaborative meetings with the Project Proponents, Special Topic meetings with the Proponents and meetings with the Due Diligence Committee. Additionally, I have been copied on and have reviewed ongoing correspondence between the Contact Person, the Evaluation Team and the Proponents.

In all of the foregoing, I have determined that the procurement process followed in relation to RFQ No. 5587 was transparent, robust and without bias being shown to any one or more of the Proponents. Additionally, I have found those involved in the evaluation process and those responsible for its management, to be keenly aware of the importance to abide by fairness principles and the rules of this procurement as set out in the RFQ documentation and Evaluation Guidelines.

In short, I have found the RFQ phase of the procurement process for the Surrey Biofuel Project to be fair throughout.

Respectfully submitted,



John R. Singleton, Q.C.