



Request for Proposals

Valleyview Project

CONFORMED – Addendum 7

SUMMARY OF KEY INFORMATION

RFP TITLE	The title of this RFP is: Valleyview Project Proponents should use this title on all correspondence.
CONTACT PERSON	The Contact Person for this RFP is: Catherine Silman Email: catherine.silman@partnershipsbc.ca Please direct all Enquiries, in writing, to the above named Contact Person. No telephone or fax enquiries please.
ENQUIRIES	Proponents are encouraged to submit Enquiries at an early date and: <ul style="list-style-type: none"> ▪ for Enquiries of a technical nature: prior to 15:00 Pacific Time on the day that is 10 Business Days before the Submission Time for Technical Submissions ▪ for Enquiries of a financial nature: prior to 15:00 Pacific Time on the day that is 5 Business Days before the Submission Time for Financial Submissions to permit consideration by the Authority; the Authority may, in its discretion, decide not to respond to any Enquiry.
The following submissions are to be delivered at the times and location indicated below:	
SUBMISSION TIME FOR TECHNICAL SUBMISSIONS	November 16, 2016 at 11:00 Pacific Time
SUBMISSION TIME FOR FINANCIAL SUBMISSIONS	December 20, 2016 at 11:00 Pacific Time
SUBMISSION LOCATION	The Submission Location is: Suite 900 – 1285 West Pender Street Vancouver BC V6E 4B1 Attention: Catherine Silman
DELIVERY HOURS	Deliveries will be accepted at the Submission Location on weekdays (excluding Statutory Holidays) from 08:30 to 16:00 Pacific Time
The following submissions are to be delivered at the times and location indicated below:	
SUBMISSION TIME FOR COLLABORATIVE MEETING 1	August 16, 2016 at 16:00 Pacific Time

SUBMISSION TIME FOR COLLABORATIVE MEETING 2	September 13, 2016 at 16:00 Pacific Time
SUBMISSION TIME FOR INTERIM FINANCIAL REVIEW SUBMISSIONS	October 18, 2016 at 11:00 Pacific Time
SUBMISSION TIME FOR COLLABORATIVE MEETING 3	October 18, 2016 at 16:00 Pacific Time
SUBMISSION LOCATION	By email to the Contact Person: catherine.silman@partnershipsbc.ca

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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 a new Valleyview building in Coquitlam, B.C. to relocate the Maples Adolescent Treatment Centre and Provincial Assessment Centre programs (the “**Project**”) under a design-build agreement (the “**Design-Build Agreement**”).

1.2 ELIGIBILITY TO PARTICIPATE IN THIS RFP

Through a request for qualifications (“**RFQ**”) issued March 24, 2016 by the Ministry of Technology, Innovation and Citizens’ Services (the “**Authority**”), the following design-builders are qualified to participate in this RFP:

- EllisDon Corporation;
- Graham Design Builders LP; and
- PCL Constructors Westcoast 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	July 20, 2016
Proponent Kickoff Meeting	August 4, 2016
Business-to-Business Networking Session with Kwikwetlem First Nation	August 4, 2016
Site Visit 1 – All Proponents	August 4, 2016
Deadline for submitting Collaborative Meeting 1 materials	August 16, 2016
First Collaborative Meeting	Week of August 22, 2016 (Tuesday through Thursday)
Deadline for submitting Collaborative Meeting 2 materials	September 13, 2016
Second Collaborative Meeting	Week of September 19, 2016 (Tuesday through Thursday)
Site Visit 2 – All Proponents	Week of October 24, 2016
Interim Financial Review Submission	October 18, 2016
Deadline for submitting Collaborative Meeting 3 materials	October 18, 2016
Third Collaborative Meeting	Week of October 24, 2016 (Tuesday through Thursday)
Issue Final Draft Design-Build Agreement	November 7, 2016
Submission Time for Technical Submissions	November 16, 2016
Invitation to Submit Financial Submission	December 14, 2016
Submission Time for Financial Submissions	December 20, 2016
Selection of Preferred Proponent	January 2017
Contract Execution	January 2017
Design and Construction Commences	January 2017
Substantial Completion	December 2018

This estimated timeline is subject to change at the 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 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) in advance of each Collaborative Meeting, and no later than the Submission Time for Collaborative Meeting 1, Submission Time for Collaborative Meeting 2 and Submission Time for Collaborative Meeting 3, as applicable, each Proponent is strongly encouraged to provide the Authority with:
 - (1) a proposed meeting agenda (including any specialized advisors/engineers a Proponent would like in attendance from the Authority Representatives);
 - (2) a list of prioritized issues the Proponent would like to discuss, and any materials relevant to such issues;
 - (3) in order to allow sufficient time for the Authority to review, drawings or graphics illustrating potential design solutions by the Submission Time for Collaborative Meeting 1, Submission Time for Collaborative Meeting 2 and Submission Time for Collaborative Meeting 3, as applicable, in advance of each round of Collaborative Meetings. Material not submitted by the 16:00 Pacific Time deadlines may not be reviewed by the Authority; and
 - (4) the Authority may provide Proponents with comments on the agenda and a list of any prioritized issues the Authority would like to discuss;

An example of the structure of the Collaborative Meetings, as well as an agenda and suggested submission items are included in Section 2.3 below;

- (c) the Authority will determine which Authority Representatives will be present at any Collaborative Meeting;



- (d) except as may be expressly stated otherwise in this RFP, including Section 1.1, the Authority will retain all information received from a Proponent during a Collaborative Meeting(s) as strictly confidential, and will not disclose such information to the other Proponents or any third party. The Authority may disclose such information to its consultants and advisors who are assisting or advising the Authority with respect the Project;
- (e) 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 fulfil 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 unless otherwise permitted at the discretion of the Authority;
- (f) 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;
- (g) 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;
- (h) 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;
- (i) the Authority anticipates holding Collaborative Meetings with each Proponent prior to the Submission Time for Financial 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;

- (j) 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
- (k) it is expected that Collaborative Meetings will be held in Vancouver, B.C.

2.3 COLLABORATIVE MEETING STRUCTURE

A suggested approach for each of the Collaborative Meetings, including example agenda and submission items, is provided below:

(a) Collaborative Meeting 1:

- (1) architectural site plan option(s) with major blocking elements (e.g., client rooms, education spaces, recreational spaces, administration, support services, parking) showing key circulation, access and adjacencies;
- (2) a diagram illustrating any trees on the Site that the Proponent expects will need to be removed or relocated in order to fit their proposed design layout;
- (3) any unique architectural features that might be equivalent to specified items but need approval;
- (4) high level engineering strategies (mechanical, electrical, structural, civil, energy performance); and
- (5) commentary on affordability or expensive/problematic specification items.

(b) Collaborative Meeting 2:

- (1) resolution of any issues raised by the Authority in Collaborative Meeting 1;
- (2) architectural floor plans to a concept plan level of completion sufficient to illustrate functionality of spaces and key adjacencies;
- (3) civil works;
- (4) any features or proposed acceptable equivalents needing advanced consideration or review including engineering issues (refer to Section 6.15 for further details);
- (5) commentary on affordability or expensive/problematic specification items;
- (6) Proponent opinions on areas of the Statement of Requirements that may:
 - i. exceed typical industry specifications related to quality and performance for facilities of this type;

- ii. exceed good industry practices and related standards in relation to redundancy and spare capacity;
- iii. drive unexpected outcomes and/or costs; or
- iv. be achieved in a more efficient manner.

(c) Collaborative Meeting 3:

- (1) resolution of any issues raised by the Authority in Collaborative Meeting 2;
- (2) architectural floor plans to a concept plan level of completion sufficient to illustrate functionality of rooms, travel flows and key adjacencies;
- (3) any features or proposed acceptable equivalents needing advanced consideration or review including engineering issues (refer to Section 6.15 for further details); and
- (4) discussion of key elements of the Interim Financial Review Submission.

(d) Sample agenda below:

- (1) proposed design and functionality, including presentation of current design with changes from earlier submission(s) highlighted, and including any Authority feedback received;
- (2) discuss requirements of the Statement of Requirements, including any that may result in affordability concerns;
- (3) discuss any outstanding issues, or new issues, on any topic;
- (4) comments on the Initial Draft Design-Build Agreement; and
- (5) wrap up with Proponent replaying what they heard.

2.4 BUSINESS-TO-BUSINESS NETWORKING SESSION

The Authority intends to coordinate a session with Proponent Teams and the Kwikwetlem First Nation (the “KFN”) (“**Business-to-Business Networking Session**”) to provide an opportunity for:

- (a) the KFN to meet with the Proponent Teams and present the products and services which may be of interest to the Proponent Teams in delivering the Project; and
- (b) Proponent Teams to enhance their knowledge, understanding and awareness of the products and services available through the KFN.



2.5 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) each Proponent should, by the Submission Time for Collaborative Meeting 1, Submission Time for Collaborative Meeting 2 and Submission Time for Collaborative Meeting 3, as applicable, 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; 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 “**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.

2.6 DATA ROOM

The Authority has established a website to be used as an electronic 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 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.

2.7 INTERIM FINANCIAL REVIEW SUBMISSION

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 4.1.

Accordingly, as part of the third Collaborative Meeting, 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) prior to the Submission Time for Interim Financial Review Submission, each Proponent should submit to the Authority its best estimate of its anticipated Nominal Cost of the Proposal as calculated in accordance with Form A1 of Appendix B. 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, but not be limited to, the following:
 - (1) 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); and
 - (2) anticipated cost pressures and possible options to achieve affordability;
- (c) the Authority will retain each of the Interim Financial Review Submissions as strictly confidential, and will invite each Proponent, as part of the third 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 Review 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 Review Submission are not a commitment and that all aspects could change in the final Proposal.



2.8 PROPONENT'S CONTACT REPRESENTATIVE

The Authority may communicate solely with the Proponent's Contact Representative, and on behalf of the Authority, may disregard communications from any other person.

Although the Authority may rely on the Proponent's Contact Representative's authority to bind the Proponent, execution of documents by the Proponent's Contact Representative is not required. The Authority may rely on the authority to bind the Proponent by any person or persons representing the Proponent.



3 KEY PROJECT ELEMENTS

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:

- (a) design and construction of the new Facility, including integration of the various building components with each other;
- (b) obtaining all permits and approvals necessary for the construction of the Facility, excluding zoning approvals already in place, but including an occupancy classification;
- (c) provision of utilities and other Site services required, including off-site works as required for connection to existing Site infrastructure; and
- (d) Substantial Completion of the Facility by December 2018.

3.2 MUNICIPAL AND LAND OWNER 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 Coquitlam (the “City”) requirements.

The Authority has initiated preliminary discussions with respect to the City requirements for the Project and the Competitive Selection Process as follows:

- (a) building occupancy classification under the BC Building Code;
- (b) City engineering department requirements; and
- (c) design guidelines.



The Design-Builder may, at its risk, seek zoning variances or permit modifications for the benefit of its design and Proposal.

The Authority has also initiated preliminary discussions with BC Housing, the land owner, with respect to off-site servicing and services relocations (if required). BC Housing is managing the renewal of the Riverview Campus and is seeking to ensure that all new development is compatible with, and supportive of, current and future development and use of the Riverview Campus. BC Housing oversees general administration and operations of the Riverview Campus, including establishing policies, procedures and strategies related to tenancy interface with infrastructural network, construction and development of the property. The Design-Builder will be responsible for obtaining approvals from BC Housing for civil infrastructure and utility connections.

Proponents should not submit questions to the City or BC Housing regarding the Project. All such requests for information from the City or BC Housing are to be submitted to the Contact Person through the Enquiry process outlined in Section 6.6.

3.3 STAKEHOLDER COMMUNICATIONS

Each Proponent will have the opportunity to meet separately and confidentially with representatives from the City. Proponents may request such meetings with the City through the Contact Person 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 and will be coordinated through the Contact Person.

Proponents may at their discretion contact the Kwikwetlem First Nation (“**KFN**”), Kwikwetlem First Nation Enterprises Ltd. (“**KFNE**”) and their partners directly with regard to products and services available by or through them.

Requests for information from, or meetings with, the KFN or KFNE in respect of all other matters should be submitted to the Contact Person through the Enquiry process outlined in Section 6.6.

3.4 GEOTECHNICAL, ENVIRONMENTAL AND HERITAGE

The following investigations and reports have been completed to-date, and information is available to Proponents in the Data Room:

- (a) a site survey;
- (b) a geotechnical investigation;
- (c) an environmental investigation;



- (d) an archaeological report;
- (e) a hazardous materials report; and
- (f) an arborist's report and tree survey.

If the Design-Builder chooses to rely in any way on the investigations and reports outlined in Section 3.4, the Design-Builder will 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). The Authority may consider requests from the Design-Builder to conduct additional investigations on the Site.

3.5 SITE CONSIDERATIONS

By submitting a Proposal, Proponents confirm they understand the existing conditions, critical dimensions and limitations of the Site. Proponents should be aware that there is a family of bears which resides on the Riverview Campus adjacent to the Site and that the relevant provisions of the Wildlife Act (British Columbia) will apply.

Upon request, the Authority may arrange separate tours of the Site with each Proponent during which they may answer questions related to site conditions. If for the purposes of the preparation of its Proposal a Proponent wishes to rely upon anything said or indicated during a tour of the Site, 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.

3.6 SITE TOURS

The Authority is planning to conduct two Site tours which will include all three Proponent Teams. It is anticipated that the first tour (pre-demolition) will occur on August 4, 2016, and the second tour (post-demolition) will occur the week of October 10, 2016.

The Contact Person will provide Proponents with the details for the Site tours. The Authority will have full discretion over the timing of the Site tours.



3.7 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 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 upon 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.

3.8 EQUIPMENT

The Design-Builder will complete the Facility to accommodate equipment, including all required electrical and plumbing connections, structural support, seismic restraints and space for efficient access, all to the tolerances and specifications as may be specified and required by the manufacturers or suppliers of the equipment, and in accordance with the Design-Build Agreement.

An equipment list is provided as Appendix 1G.2 [Equipment List] of Schedule 1 [Statement of Requirements] 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.

3.9 LEED®

The Design-Builder will be required to obtain LEED® Gold Certification for the Facility. The Authority is responsible for registering the Project with the appropriate LEED® certification authority (either CaGBC or USGBC).

The Design-Builder's LEED® consultant will be the Project's main contact with the LEED® certification authority.

3.10 WOOD FIRST

The Design-Builder will comply with the requirements of the Wood First Act (British Columbia).



3.11 APPRENTICES ON PUBLIC PROJECTS IN BRITISH COLUMBIA

Proponents are referred to the “Apprentices on Public Projects in British Columbia Policy and Procedures Guidelines”. The Guidelines address use of registered apprentices and reporting on registered apprentices and trainees.

The Guidelines are available at <http://www2.gov.bc.ca/gov/content/industry/construction-industry/apprentices>.

The Design-Build Agreement includes a requirement for the Design-Builder to comply with the policy, procedure and guidelines.

3.12 FIRST NATIONS REQUIREMENTS

The KFN has developed the KFN Riverview Design Guidelines to outline their expectations around the Facility’s design. The Design-Builder will be required to incorporate these guidelines into the development of the Facility’s design..

Further, the KFN has indicated an interest in subcontracting opportunities (the details of which are described in the Initial Draft Design-Build Agreement) in connection with the construction of the Facility. The Design-Builder will be required to provide timely notice to the KFN of any relevant subcontract opportunities that may become available. The Design-Builder will be responsible for determining whether subcontracting proposals submitted by the KFN are qualified and competitive.

4 AFFORDABILITY

A key objective of the Competitive Selection Process is to achieve 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 \$58.1 million 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 should calculate the Nominal Cost of the Proposal and should use the Form A1 – Breakdown of Contract Price and Monthly Progress Payments, 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.

Form A1 is available in the Data Room as ‘Form A1 – Breakdown of Contract Price and Monthly Progress Payments’.

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 the table below (the “**Scope Ladder**”). Proponents proposing reductions to the scope of the Project should limit their proposed reductions to items identified by the Authority in the Scope Ladder, and reductions should only be made in the order set out in the Scope Ladder.

Item	Summary Description	Changes to Performance Specifications
(i)	Reduce area of the Administration Zone by 150 square metres through reducing the size of offices and meeting rooms, or open plan strategies.	Statement of Requirements Appendix 1B
(ii)	Subject to Proponent’s vertical transportation study, reduce minimum requirement from “a group of two (2) elevators and one (1) simplex elevator (or as required to service the Facility)” to “one (1) elevator and one (1) simplex elevator (or as required to service the Facility)”.	Statement of Requirements Section 6.14.2.1

Item	Summary Description	Changes to Performance Specifications
(iii)	Remove the requirement for an additional future building area (minimum 1,500 square metres) to be incorporated into the Structural Design.	Statement of Requirements Section 3.14.1.6
(iv)	Proponent may propose a natural ventilation solution (in lieu of air conditioning) in the Administrative Zone.	Statement of Requirements Section 7.3
(v)	Reduce the number of underground parking stalls, followed by surface parking stalls as required, to meet the minimum required by the City's parking bylaws.	Statement of Requirements Section 4.3.3.5

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 Submission 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 7.1, Proponents must submit the Financial Submission 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
 - i. 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 bound copies numbered 1 through 5 (one copy marked as “Master”), and one electronic copy (USB flash drive) in PDF, .DWG or Microsoft Excel 2010 format, as appropriate, without security, with a label on each describing its contents, appropriately packaged and clearly marked “Request for Proposals for Valleyview



Project”. For its Technical Submission, a Proponent should submit drawings according to the requirements described in Appendix B.

6.2.1 Electronic Copies

To facilitate the Authority’s evaluation, Proponents should provide the electronic copies of their Technical Submission and Financial Submission in a number of separate files. As a minimum breakdown, and with reference to Appendix B, Proponents should provide individual files for the following Proposal Requirement sections:

- (c) Entire Technical Submission
- (d) Package 1: Transmittal Package (Technical)
- (e) Package 2: Technical Submission
 - (1) Proponent Team
 - (2) Project Approach, Management and Construction
 - (3) Design and Construction
- (f) Package 3: Scored Elements
- (g) Package 4: Transmittal Package (Financial)
- (h) Package 5: Financial Submission

In addition, Proponents should provide individual files for each drawing or sketch logically organized in folders for each discipline with a reference to the specific Proposal Requirement section.

6.3 NO FAX OR EMAIL SUBMISSION

Proposals submitted by fax or email will not be accepted, except as specifically permitted in this RFP.

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

All enquiries regarding any aspect of this RFP should be directed to the Contact Person by email (each an “Enquiry”).

Proponents are encouraged to submit Enquiries at an early date to permit consideration by the Authority:

- (a) for Enquiries of a technical nature: prior to 15:00 Pacific Time on the day that is 10 Business Days before the Submission Time for Technical Submissions; and
- (b) for Enquiries of a financial nature: prior to 15:00 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) 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;
- (d) 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;
- (e) notwithstanding Sections 6.6 (c) and (d):
 - (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, 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 Contact Person will not respond to any communications sent by fax.

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 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) in favour of the Authority, 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

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 of its Proponent Team after it was shortlisted by the Authority under the RFQ, or there is a material change in ownership or control (which includes the ability to direct or cause the direction of the management actions or policies of a member) 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 judgement, 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 90th 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 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 specific requirements related to Design and Construction, such as room types and sizes, adjacencies, access requirements, products, materials, equipment and technical systems (including structural, foundation, mechanical (HVAC), information technology and electrical) 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 alternatives that when considered by the Authority in its discretion, continue to meet the Authority's objectives.

A Proponent may submit an Enquiry marked "Commercial in Confidence – Acceptable Equivalent" that identifies the applicable section(s) of the Statement of Requirements that contain the requirement(s) and the Proponent's proposed equivalent that it considers will be equal to or better than the specified requirement(s) and that will still meet the Authority's objectives, along with supporting materials. The Authority may, in its discretion, request clarification, further information or additional supporting materials for the proposed equivalent.

The Authority may, in its discretion:

- (a) respond to indicate that the proposed equivalent is acceptable;



- (b) respond to indicate that the proposed equivalent is acceptable subject to the Proponent's compliance with any conditions identified by the Authority;
- (c) respond to indicate that the Authority does not consider the proposed equivalent to be acceptable;
- (d) request clarification, further information or additional material;
- (e) not respond to the Enquiry; or
- (f) 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 – Acceptable Equivalent” 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 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 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, ambiguities, 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 scoring and 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, 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 Design-Builder'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 Design-Builder's relationships with its principal subcontractors;
- (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 by 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:
 - iii. the failure of the Preferred Proponent to satisfy any conditions set out in the Final Draft Design-Build Agreement; or
 - iv. 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
- (b) 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 30 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 180 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 \$75,000 (inclusive of any GST 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) \$75,000 (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 \$75,000 (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 offer and resulting arrangements will not be governed by this RFP.

8.7 DEBRIEFS

The Authority will, following Contract Execution, upon request from a Proponent within 60 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 Conflict of Interest Adjudicator (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 seeks advice or assistance 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) Boughton Law Corporation (COI Adjudicator);
- (b) McMillan LLP (Fairness Advisor);
- (c) Bull, Housser & Tupper LLP (Legal Advisor);
- (d) Capex Project Advisory Services, Inc.;
- (e) JCM Consulting;
- (f) SSA Quantity Surveyors Ltd.;
- (g) IBI Group and their sub-consultants, including:
 - (1) CWMM Consulting Engineers Ltd.;
 - (2) MCW Consultants Ltd.;
 - (3) Aspyr;
 - (4) Aplin & Martin Consultants Ltd.;
 - (5) Pinchin West Ltd.; and
 - (6) PWL Partnership Landscape Architects Inc.;
- (h) Perkins+Will;
- (i) RPG Resource Planning Group Inc.;
- (j) RWDI Consulting Engineers and Scientists;
- (k) Gunn Vertical Transportation;
- (l) CFT Engineering Inc.;
- (m) ILM Hardware Consulting;



- (n) the Authority, Partnerships BC, BC Housing, Ministry of Children and Family Development, Community Living British Columbia, including their former and current employees who fall within the definition of Restricted Party; and
- (o) JM Architecture Inc.;
- (p) Patrick R. Stewart Architect (PRSA);
- (q) Phillip Hall; and
- (r) Jemma Scoble and Associates Consulting Ltd.

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 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.

No Shared Use Persons have been identified for this Project.



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 circumstances 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

Subject to the confidentiality conditions in Schedule 1 of the Participation Agreement, 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; however, such information or parts thereof may be released pursuant to requests under FOIPPA or other applicable legislation.

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 GENERAL 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) reject 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, 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 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 Joan Young from McMillan LLP (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

Bull, Housser & Tupper LLP is a Restricted Party. By submitting a Proposal, the Proponent expressly consents to Bull, Housser & Tupper LLP 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 Bull, Housser & Tupper LLP 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 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 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 DEFINITIONS AND 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.

“Adjusted Nominal Cost of the Proposal” has the meaning set out Appendix A.

“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);
- (b) two corporations, if
 - (1) 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,
 - (2) 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
 - (3) 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;
- (c) 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;
- (d) a partnership and a majority-interest partner of the partnership;
- (e) two partnerships, if
 - (1) the same person is a majority-interest partner of both partnerships,

- (2) a majority-interest partner of one partnership is affiliated with each member of a majority-interest group of partners of the other partnership, or
 - (3) 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;
- (f) a person and a trust, if the person
- (1) is a majority-interest beneficiary of the trust, or
 - (2) would, if this subsection were read without reference to this paragraph, be affiliated with a majority-interest beneficiary of the trust; and
- (g) two trusts, if a contributor to one of the trusts is affiliated with a contributor to the other trust and
- (1) a majority-interest beneficiary of one of the trusts is affiliated with a majority-interest beneficiary of the other trust,
 - (2) 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
 - (3) 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 Ministry of Technology, Innovation and Citizens’ Services.

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

“BC Housing” means the BC Housing Management Commission.

“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 4.2 and Appendix B.

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

“Business-to-Business Networking Session” has the meaning set out in Section 2.4.

“City” means the City of Coquitlam.

“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 has been executed and delivered and all conditions to the effectiveness of the Design-Build Agreement have been satisfied.

“**Data Room**” has the meaning set out in Section 2.6.

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

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

“**Design-Build Construction Manager**” means the individual responsible for leading the construction of the Project, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

“**Design-Build Design Firm(s)**” means the firm(s) engaged by the Design-Builder to design the Project, as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

“**Design-Build Design Manager**” means the Design-Builder’s representative in charge of oversight of the design-build design team, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

“**Design-Build Director**” means the individual who represents the Design-Builder and has overall responsibility to design and build the Project, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

“**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, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

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

“**Facility**” means the buildings, utility connections, landscaping and other improvements to be constructed by the Design-Builder pursuant to the Design-Build Agreement.



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

“**Final Draft Design-Build Agreement**” has the meaning set out in Section 2.5.

“**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.

“**GST**” means Goods and Services Tax.

“**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, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

“**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), as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP:

- Design-Build Director;
- Design-Build Design Manager;
- Lead Architect; and
- Design-Build Construction Manager.

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.

“**KFN**” is the Kwikwetlem First Nation.

“**KFN Riverview Design Guidelines**” means the Kwikwetlem Riverview Design Guidelines posted in the Data Room.

“**KFNE**” has the meaning set out in Section 3.3.



“Lead Architect” means the individual responsible for leading the design of the Project, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

“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 \$150,000 in the form set out in Appendix G or in such other form acceptable to the Authority in its discretion.

“Project” has the meaning set out in Section 1.1.

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

“Proponent’s Contact Representative” means for a Proponent, the person who under the RFQ for such Proponent was the “Respondent’s Representative” (as such term is used in the RFQ), as such person may be changed from time to time by the Proponent by written notice to the Authority, and who is fully authorized to represent the Proponent in any and all matters related to this RFP.

“Proponent Team” means a Design-Builder, its Design-Build Design Firms, its Key Individuals and Guarantors, as identified in the Proponent’s RFQ Response and as may have been changed pursuant to the RFQ or as may be changed pursuant to this RFP.

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

“Proposal Declaration Form” means a form substantially as set out in Appendix C or as otherwise acceptable to the Authority

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

“Proposal Validity Period” has the meaning set out in Section 6.13.



“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 including all appendices, as may be amended by Addenda.

“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 Collaborative Meeting 1” means the date and time identified as such in the Summary of Key Information.

“Submission Time for Collaborative Meeting 2” means the date and time identified as such in the Summary of Key Information.

“Submission Time for Collaborative Meeting 3” means the date and time 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 Interim Financial Review 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.

11.2 INTERPRETATION

In this RFP:

- (a) any action, decision, determination, consent, approval or any other thing to be performed, made, or exercised by or on behalf of the Authority, including the exercise of “discretion” or words of like effect, unless the context requires it, is at 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) 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;
- (g) 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; and
- (h) this RFP may be subject to the terms of one or more trade agreements.

APPENDIX A EVALUATION OF PROPOSALS

Provided as a separate document.



APPENDIX B PROPOSAL REQUIREMENTS

Provided as a separate document.



APPENDIX C PROPOSAL DECLARATION FORM

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: Ministry of Technology, Innovation and Citizens' Services
c/o Partnerships British Columbia Inc.
Suite 900 – 1285 West Pender Street
Vancouver BC V6E 4B1

Attention: Catherine Silman

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 (individuals and companies)	Address	Role of Proponent Team Member (e.g., Design-Builder, Lead Architect, Guarantor)



PROPONENT REPRESENTATIVE

Name

Name of Employer

Address

Email Address

Name of Authorized Signatory

Telephone

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

By executing this Relationship Disclosure Form, the Proponent is making the disclosure 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 <i>examples provided below</i>
<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:

Name of Firm – Proponent:

Address:

Email Address:

Telephone:

Name of Authorized Signatory for Proponent:

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

Section 2.4 (Comments on the Design-Build Agreement)

Valleyview Project

Section	Proposed Change (including detailed drafting, and, if applicable, blacklining)	Reasons for Proposed Change



APPENDIX F PARTICIPATION AGREEMENT

[Insert Month, Day Year]

Ministry of Technology, Innovation and Citizens' Services
c/o Partnerships British Columbia Inc.
Suite 900 – 1285 West Pender Street
Vancouver BC V6E 4B1

Attention: Catherine Silman, Contact Person

Dear Sirs/Mesdames:

Re: Valleyview Project– Participation Agreement in respect of the Request for Proposals issued by Ministry of Technology, Innovation and Citizens' Services (the Authority) on July 20, 2016, 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,

(Name of Proponent)

Authorized Signatory

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.
- (b) **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.
- (c) **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.
- (d) **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.
- (e) **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.

- (f) **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.
- (g) **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: Ministry of Technology, Innovation and Citizens' Services
c/o Partnerships British Columbia Inc.
Suite 900 – 1285 West Pender Street
Vancouver BC V6E 4B1
(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 One Hundred and Fifty Thousand (CDN \$150,000) 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 \$150,000 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.

Authorized Signatory

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 NOT USED



APPENDIX K BONDING UNDERTAKING

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

To: Ministry of Technology, Innovation and Citizens' Services

Re: Request for Proposals

Valleyview Project

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 Valleyview Project, 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



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 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.

- (d) Scored Elements:

The Authority will also evaluate and score each Technical Submission against the criteria described in Table 1 of this Appendix A. Table 1 describes these criteria and indicates the maximum points available for each criterion and the weighting of each sub-criterion of the criterion where applicable. Where weightings are not indicated, sub-criterion will be weighted equally.

Table 1 – Scored Elements Evaluation Criteria and Weighting		
Related Section in Appendix B	Criteria	Points
4.1	<p>Experience and Space</p> <p>Design of key spaces results in a sense of openness and space.</p> <p><u>Evaluation Considerations:</u> The Authority will consider how effectively the design of key indoor and outdoor spaces connects these environments and generates a sense of open space, contributing to a positive experience among clients, staff and visitors. In the evaluation, the following will be considered:</p> <ol style="list-style-type: none"> 1. Where feasible, indoor and outdoor spaces should be connected through design, which may include incorporating views to the outdoors, use of materials, and/or features; 2. Common spaces, corridors and stairwells should incorporate design features that contribute to a sense of expanse, which may include high or vaulted ceilings, and/or the use of glass or other visually non-obstructive materials. <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the design requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 20 points:</u> Between 1 and 20 points will be awarded for exceeding the minimum design requirements set out in Schedule 1 of the Design-Build Agreement in a manner consistent with the evaluation considerations described above.</p>	20
4.2	<p>Daylight and Views</p> <p>Access to natural light and views throughout the Facility, with a priority on client rooms and spaces, is optimized.</p> <p><u>Evaluation Considerations:</u> The Authority will consider the level of effectiveness in design to bring natural light and exterior views into client spaces, which reflects an understanding of how these elements can improve mental health outcomes. In the evaluation, the following will be considered:</p> <ol style="list-style-type: none"> 1. Natural light should directly or indirectly affect the maximum number of client rooms and spaces; 	20

Table 1 – Scored Elements Evaluation Criteria and Weighting		
Related Section in Appendix B	Criteria	Points
	<p>2. Design in relation to natural light should allow for flexibility to accommodate the needs of light-sensitive clients and those with other light-affected conditions;</p> <p>3. Views to the outdoors should optimize connection of client spaces to the surrounding environment and minimize awareness of negative views, incorporating both short and long distances.</p> <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 20 points:</u> Between 1 and 20 points will be awarded for exceeding the minimum requirements set out in Schedule 1 of the Design-Build Agreement in a manner consistent with the evaluation considerations described above.</p>	
4.3	<p>Outdoor Living</p> <p>Design of outdoor recreational spaces and play areas makes effective use of the property and connects indoor and outdoor spaces, while ensuring safety and security of clients, where appropriate.</p> <p><u>Evaluation Considerations:</u> The Authority will consider the following:</p> <ol style="list-style-type: none"> 1. Design of landscapes adjacent to the Facility should optimize the number and diversity of recreation spaces to accommodate the diversity of client ages and needs, including supervised, unsupervised and secure spaces; 2. Design enables easy access to outdoor recreation spaces from indoor client spaces, including the gymnasium, supporting an experience of indoor/outdoor living. <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 15 points:</u> Between 1 and 15 points will be awarded for exceeding the minimum requirements set out in Schedule 1 of the Design-Build Agreement in a manner</p>	15

Table 1 – Scored Elements Evaluation Criteria and Weighting		
Related Section in Appendix B	Criteria	Points
	consistent with the evaluation considerations described above.	
4.4	<p>Distinctive Zones and Circulation</p> <p>Transitions among residential, educational and recreational zones and within program Neighbourhoods are distinct and result in experiential variability for clients. In addition, circulation pathways and connections within the building and amongst outdoor spaces create a journey-like experience and encourage encounters among staff, clients and visitors.</p> <p><u>Evaluation Considerations:</u> The Authority will consider the level of effectiveness in design to create distinctive zones, Neighbourhoods and circulation, which reflects an understanding of how these elements can improve mental health outcomes. In the evaluation, the following will be considered:</p> <ol style="list-style-type: none"> 1. Design elements should create differences for clients as they move from one area to another through design and architecture; 2. Circulation spaces provide opportunities for staff, clients and visitors to meet, interact and socialize. <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 15 points:</u> Between 1 and 15 points will be awarded for exceeding the minimum requirements set out in Schedule 1 of the Design-Build Agreement in a manner consistent with the evaluation considerations described above.</p>	15
4.5	<p>Cultural and Heritage Integration</p> <p>Interior and exterior design features connect the Facility with the community, including its unique culture and heritage.</p> <p><u>Evaluation Considerations:</u> The Authority will consider the following:</p> <ol style="list-style-type: none"> 1. Design elements reflecting first nations culture; 	15

Table 1 – Scored Elements Evaluation Criteria and Weighting		
Related Section in Appendix B	Criteria	Points
	<p>2. Materials, features and other design elements that reflect the therapeutic landscape and natural outdoor environment of the Riverview Campus should be utilized.</p> <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 15 points:</u> Between 1 and 15 points will be awarded for exceeding the minimum requirements set out in Schedule 1 of the Design-Build Agreement as well as the degree to which the requirements set out in sections 2 to 6, inclusive, of the KFN Riverview Design Guidelines are addressed in a manner consistent with the evaluation considerations described above.</p>	
4.6	<p>Natural Airflow</p> <p>Use of operable windows for ventilation is optimized while ensuring safety and minimizing energy impacts.</p> <p><u>Evaluation Considerations:</u> The Authority will consider the following:</p> <ol style="list-style-type: none"> 1. Operable windows should be utilized for ventilation in client spaces where appropriate; 2. In accommodating use of operable windows, energy use management systems and/or controls should be implemented to minimize energy costs. <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Schedule 1 of the Design-Build Agreement. <u>Maximum 10 points:</u> Between 1 and 10 points will be awarded for exceeding the minimum requirements set out in Schedule 1 of the Design-Build Agreement in a manner consistent with the evaluation considerations described above.</p>	10
4.7	<p>Noise</p> <p>Noise effects that may be disturbing to clients are minimized through design and use of materials.</p> <p><u>Evaluation Considerations:</u></p>	5

Table 1 – Scored Elements Evaluation Criteria and Weighting		
Related Section in Appendix B	Criteria	Points
	<p>The Authority will consider the following:</p> <ol style="list-style-type: none"> 1. Traffic noises should be mitigated in client spaces; 2. Sounds that could be disturbing to clients should be mitigated through design elements; 3. Happy sounds associated with play and positive social interactions should be experienced by clients, staff and visitors. <p>Scoring: <u>Minimum 0 points:</u> No points will be awarded for meeting the requirements set out in Appendix 1D of Schedule 1 of the Design-Build Agreement. <u>Maximum 5 points:</u> Between 1 and 5 points will be awarded for exceeding the minimum requirements set out in Appendix 1D of Schedule 1 of the Design-Build Agreement in a manner consistent with the evaluation considerations described above.</p>	
	Total Points	100

The Technical Submission will be scored and awarded points based on the level of achievement of the criteria in Table 1, based on information provided in the Technical Submission as described in Appendix B, Proposal Requirements.

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 does not exceed the Design-Build Price Ceiling;
- (b) the Proponent's plan, including bonding and insurance elements, is robust and deliverable;
- (c) the Proponent has the financial capacity to meet the obligations of the Project; and
- (d) 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 of this RFP, have been used to achieve the Design-Build Price Ceiling. The Proposals will then be ranked in accordance with the Proponent's use of Scope Ladder items such that the Proponent using the least Scope Ladder items will be ranked the highest, and the Proponent using the most Scope Ladder items will be ranked the lowest.

If as a result of the foregoing ranking, two or more Proposals are ranked highest, those Proposals (and only those Proposals) will be ranked in accordance with Step 2.

Step 2: Lowest Adjusted Nominal Cost of the Proposal

The Authority will calculate the Adjusted Nominal Cost of the Proposal by doing the following:

- (a) Scored Elements Adjustment

For the purposes of evaluation and ranking only, the Nominal Cost of the Proposal will be adjusted based on:

- (1) calculating the number of points greater than 30 and less than 90 out of 100;
- (2) multiplying that calculated number of points by \$96,769 (the value of a point allocated by the Authority for this purpose); and
- (3) subtracting the product from the Nominal Cost of the Proposal.

The Proposal which offers the lowest Adjusted Nominal Cost of the Proposal as determined by the Authority will receive the highest ranking and be designated the highest-ranked Proposal.

Step 3: Most Advantageous to the Authority

If the Adjusted Nominal Cost of the Proposal of one or more of the other Proposals is not more than \$250,000 higher than the Proposal with the lowest Adjusted Nominal Cost of the Proposal, then the Authority will select from among the Proposal with the lowest Adjusted Nominal Cost of the Proposal and the other Proposals with an Adjusted Nominal Cost of the Proposal not more than \$250,000 higher than the Proposal that in the Authority's discretion is the most advantageous to the Authority, and such Proposal will be designated as the highest ranked Proposal. The Authority expects that it will have to conclude that there are compelling advantages as compared to the Proposal with the lowest Adjusted Nominal Cost of the Proposal before a Proposal with a higher Adjusted Nominal Cost of the Proposal will be selected.

APPENDIX B: PROPOSAL REQUIREMENTS

Proposals are to be presented in two submissions: a Technical Submission and a Financial Submission, each of which consists of the following packages:

TECHNICAL SUBMISSION

Package 1: Transmittal Package for Technical Submission

Package 2: Technical Submission (Technical Review)

Package 3: Technical Submission (Scored Elements)

FINANCIAL SUBMISSION

Package 4: Transmittal Package for Financial Submission

Package 5: Financial Submission (Financial Review)

Note:

The tables below describe the requirements for the Technical Submission and Transmittal Package, and the Financial Submission and Transmittal Package. For ease of reference, Proposals should be written using the section numbers and titles as indicated with variations, if any, clearly identified. Any deviation in a Proposal from the requirements of the RFP or the Final Draft Design-Build Agreement should be clearly noted. Where the Proponent believes there is a redundant request in the requirements of the RFP, the Proponent can prepare the information in one location and clearly refer the evaluators to this location as applicable.

Where a narrative explanation is required, Proponents should limit their narrative to 1500 words in each case.

Proponents should provide required drawings in 24" x 36" format or A1 Metric (five sets) and 11" x 17" format or A3 Metric (three sets).

Proponents may substitute the 24" x 36" drawings with a 36" x 48" format, if desired. Where provided electronically, drawings must be to scale and in PDF format.



Defined terms have the meaning set out in the RFP or the Final Draft Design-Build Agreement as the context may require. References to schedules and appendices are to the schedules and appendices to the Final Draft Design-Build Agreement unless otherwise specified.



Table 1: Transmittal Package for Technical Submission

Package 1: Transmittal Package for Technical Submission

The transmittal package is to contain the following information and documents:

- a) Name and contact details for the Proponent’s Representative.

Please note: The Proponent’s Representative will be the only person to receive communications from the Contact Person regarding the RFP.

- i. Name;
- ii. Employer;
- iii. Mailing/courier addresses;
- iv. Telephone number; and
- v. Email address.

- b) Provide the Company/Firm name and names of the Key Individuals for the following team members:

- i. Design-Build Director;
- ii. Design-Build Design Manager;
- iii. Lead Architect; and
- iv. Design-Build Construction Manager;

Proponents should submit the required information in the following format:

Individual’s Name	Company Name	Role

- c) Relationship Disclosure Form(s).
- d) Overview table of contents for all parts of the Proposal.

Package 2: Technical Submission (Technical Review)

The Technical Submission should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables in their Technical Submission to demonstrate to the satisfaction of the Authority that the Proponent is capable of performing the obligations and responsibilities of the Design-Builder and delivering the Project in accordance with the Design-Build Agreement, and that the Proponent has a good understanding of the Project and the work.

Table 2: Technical Submission (Technical Review)

Section No.	Title	Contents (Package 2, Technical Review)
1.	PROPONENT TEAM	Proposal Requirements
1.1	Team Organization	<ul style="list-style-type: none"> a) Provide an organization chart(s), at the corporate level, showing the relationships between Proponent Team members (including major sub-trades and consultants), reporting relationships, and any anticipated changes contemplated over the life of the Design-Build Agreement. b) Provide the business relationships amongst the Proponent Team members (e.g., corporation, joint venture, partnership, subcontractor agreement, and consultant service agreement).
2.	PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION	Proposal Requirements
2.1	Approach and Project Schedule	<ul style="list-style-type: none"> a) Confirm compliance of the Proposal with the Statement of Requirements. b) Confirm if any acceptable equivalents, to the extent they have been previously accepted by the Authority as described in Section 6.15 of the RFP, have been used.

Section No.	Title	Contents (Package 2, Technical Review)
		<p>c) Provide a preliminary project schedule in the form of a Gantt chart, identifying (at a minimum) the following information in bullets i. through vi, as well as written narrative explaining how the Design and Construction will be implemented to achieve the milestone dates and describing the key milestones and decisions on how each align and work together:</p> <ul style="list-style-type: none"> i. Effective Date and Target Substantial Completion Dates; ii. Critical path items; iii. Development of plans and reports during the construction phase, including: <ul style="list-style-type: none"> 1) Health and Safety Plan; 2) Project Management Plan; and 3) Commissioning Plan. iv. Design period, including User Group consultation reviews and Submittal schedules and Authority review at various stages as described in the Design-Build Agreement; v. Provision of mock ups and required demonstrations including a detailed description of schedule, location, scope and method of development; vi. Construction Period: <ul style="list-style-type: none"> 1) Site establishment and mobilization; 2) Securing approvals, including permits and licenses; 3) Major construction stages; 4) Utility relocations and/or protection; 5) Testing, commissioning, integration, programming and training; 6) Deficiency review period; 7) Staff move-in period; and 8) Other significant work functions.

Section No.	Title	Contents (Package 2, Technical Review)
		d) Provide a written narrative describing the proposed project controls, including how the Proponent will manage cost, schedule, documents, procurement and contract administration.
2.2	Construction Approach and Safety	a) Describe and provide details of the Proponent's Construction management plan including: <ul style="list-style-type: none"> i. The overall construction methodology and general approach; ii. Coordination with City of Coquitlam and BC Housing; iii. Construction constraints, risks and mitigation strategies; iv. Approach to safety including a safety policy statement providing the Proponent's health and safety objectives; and v. Approach to site access and egress.
2.3	Quality Management	a) Provide a draft Quality Management Plan which integrates the design and construction teams, and include the following: <ul style="list-style-type: none"> i. Quality control and quality assurance procedures to be implemented; ii. Processes, testing, certification and auditing that will be performed; iii. The Design-Builder's approach to managing the sub-trades' quality management responsibilities; and iv. Provide an organization chart that depicts the responsibility of the Design-Builder and the Design-Build Design Firm(s) in ensuring the quality of the design and construction.
2.4	Commissioning	a) Describe and provide details of the Proponent's process for managing commissioning including a table of contents or description of the major elements of the Commissioning Plan, as described in section 33 of the Design-Build Agreement.
3	DESIGN AND CONSTRUCTION	Proposal Requirements
3.1	Facility Design	Provide a narrative and schematic summaries of the Design to explain the Proponent's proposal including, but not limited to:

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> a) Exterior renderings demonstrating proposed massing, materials and image of the Facility, landscape, and the context within the Site, including: <ul style="list-style-type: none"> i. The scale of the Facility in the context of the Riverview Campus; and ii. The exterior appearance; b) Interior renderings illustrating the main entry and client reception lobby, and standard client room; c) Narrative supported by three exterior renderings, as a minimum, presenting different views, required to communicate intent; d) Site plan showing existing key spot elevations and finish grade levels; and e) Describe and provide details of how the Proponent will preserve sufficient flexibility in the initial design submitted in its Proposal to accommodate changes during the detailed design development process that will take place post-contract award.
3.2	Clinical Design	<ul style="list-style-type: none"> a) Provide written and graphical summaries to demonstrate how the design of the Facility meets the following design principles: <ul style="list-style-type: none"> i. Best practices in mental health; ii. Lean Design; iii. Healing environment; iv. Daylighting; v. Lines of sight; and vi. Standardization. b) Provide functional relationship drawings (1:200 architectural plans) indicating the location and functional relationships of all residential Neighbourhoods and administration, education, recreation and residential zones, horizontal and vertical circulation, and internal traffic flow (i.e., client, staff, visitor and non-clinical support services): <ul style="list-style-type: none"> i. Use colour to illustrate the program elements and to differentiate internal circulation systems as above; ii. Drawings are to show major elements such as doors, windows, and major millwork locations; and

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> iii. Drawings are to show room designations (to match the Accommodation Schedule), doors, windows, interior glazed screens, millwork, plumbing fixtures, furniture and equipment. Drawings must also illustrate lines of sight from key staff areas to Client spaces. <p>c) Provide an Accommodation Schedule (room list) for all Functional Space Requirements identifying for each space:</p> <ul style="list-style-type: none"> i. An area summary of the Proponent’s design by department that includes the total net area, a gross area, and the net to gross area ratios for each department; ii. An area summary of the Facility that includes Facility total net and gross areas; and iii. Amount of any variance(s) in net area between the Proponent’s design and the Statement of Requirements expressed in real terms and as a percentage. <p>The Accommodation Schedule should follow the Excel template that has been provided in the Data Room. The Authority expects that the Proponent will not change the sequence and terminology in the template provided as it follows the Statement of Requirements.</p>
3.3	Client, Staff and Family Experiences	<p>Provide narratives, supported by plans, renderings and sketches as needed, that demonstrate how the Facility design enhances patient, staff and family experiences:</p> <ul style="list-style-type: none"> a) Describe how the design of the Facility optimizes the utilization of natural light (includes Direct Natural Light and borrowed natural light) through the room configuration, placement of equipment and furniture, and structural elements; b) Describe how the design of the Facility allows flexibility; and c) Describe how the design of the Facility provides an unobstructed view to the outdoors for mental well-being and calming.
3.4	Site Development	<p>Provide site plans, together with narrative and information, sufficient to demonstrate the intent of the design and its conformance with the requirements of the Statement of Requirements, including:</p> <ul style="list-style-type: none"> a) A Facility site plan showing:

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> i. A colour-coded Site circulation strategy illustrating travel routes for vehicles and pedestrians; staff and visitor arrival and drop-off at main entries; service delivery and waste removal; as well as routes for firefighting and disaster response access; ii. Surface parking plan and access to structured parking; and iii. Landscape plan for the Site.
3.5	Wayfinding	<ul style="list-style-type: none"> a) Describe in written narrative, and provide supporting sketches of, the wayfinding and signage program including: <ul style="list-style-type: none"> i. Exterior wayfinding and directional signage; and ii. Interior wayfinding and directional signage. b) The narratives should include: <ul style="list-style-type: none"> i. How the interior design and wayfinding concepts are well-integrated and coordinate with the Facility design; ii. How wayfinding is intuitive within the Facility; iii. The approach used in the exterior wayfinding scheme and how it is integrated with the Facility's interior wayfinding scheme; iv. Ease of access to the Facility; and v. How the wayfinding scheme integrates with the community.
3.6	Architecture	<ul style="list-style-type: none"> a) Provide schematic level drawings, together with narrative and information, sufficient to demonstrate the intent of the design and its conformance with the requirements of the Statement of Requirements, including: <ul style="list-style-type: none"> i. Building envelope details; ii. All floor plans (1:100) with area overlays that are consistent with the intention of the Facility; iii. Roof plans; iv. Building sections and all building elevations; and

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> v. A draft elevator capacity and utilization report justifying the number of elevators planned for (if the relevant Scope Ladder item is utilized by the Proponent). b) Provide a brief outline specification for the following list of materials and finishes: <ul style="list-style-type: none"> i. Exterior building envelope (wall assemblies and roof, windows, doors); ii. Interior finishes; and iii. Outdoor spaces. c) Provide three interior renderings (at a minimum) of the Facility that present different views to communicate interior design intent. d) Provide schedules of room finishes, millwork, furniture finishes, fixtures, fittings and Design-Builder-supplied equipment. e) Provide a master colour palette and sample board of exterior envelope materials. f) Provide any Building Code “alternative solutions” supported by a code consultant’s report outlining and supporting the proposed approach.
3.7	Leadership in Energy and Environmental Design (LEED®) Gold	<ul style="list-style-type: none"> a) Describe how the proposal will obtain LEED® Gold certification. b) Provide a preliminary Project scorecard checklist which identifies targeted credits.
3.8	Structure	<ul style="list-style-type: none"> a) Provide a narrative and schematic level drawings (1:100), including the following: <ul style="list-style-type: none"> i. A description of the structural system and the load paths, including the proposed location of walls or other lateral force-resisting elements; ii. Floor and roof framing plans, identifying dimensions of the structural grid, design loads, structural member sizes, and finished floor elevations; iii. Foundation plans, including design criteria of site classification and bearing assumptions; and iv. A description of the lateral force resisting system, ductility-related force modification factors, and overstrength related force modification factors used in the seismic design.

Section No.	Title	Contents (Package 2, Technical Review)
		b) Provide a narrative explaining how the structural design can accommodate expansion in accordance with Section 3.14.1.6 of the Statement of Requirements.
3.9	Mechanical Systems	a) Provide brief descriptions, schematics, and 1:100 drawings showing each of the following systems as applicable: <ul style="list-style-type: none"> i. Main energy sources; ii. Heating and cooling plants; iii. Domestic hot and cold water systems at various temperatures; iv. Domestic water filtration and softening systems; v. Plumbing fixtures; vi. Sanitary and storm drainage systems; vii. Space heating and cooling systems; viii. Ventilation systems; ix. Exhaust systems; x. Energy recovery systems; xi. Sound attenuation and vibration isolation; xii. Control systems; and xiii. All major mechanical space locations. b) Describe the proposed fire protection system and how it will integrate with the fire detection systems incorporated within the electrical, hydraulic and/or mechanical installations.
3.10	Electrical Systems	Provide a narrative and schematic level drawings (1:100), including the following: <ul style="list-style-type: none"> a) Provide a site plan (1:200) showing location and configuration of services (power, telephone, cable TV, fire alarm, and any other electrical communication); b) Provide single-line design drawings and design documentation for electrical services and distribution system showing and describing:

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> i. Origin of supply(s); ii. Sub-distributions throughout the Facility; iii. Anticipated type and sizing of protective devices and bussing; iv. Transfer switches, metering, and motor control of equipment loads; and v. Provisions for future system capacity and equipment. <p>c) Provide single-line design drawings and design documentation for lighting and power, showing and describing:</p> <ul style="list-style-type: none"> i. Positions and types of site lighting; ii. Lighting and controls, including proposed day lighting measures and energy management measures; iii. Proposed power monitoring systems; and iv. Anticipated minimum lighting levels in all areas and rooms. <p>d) Describe the electrical services to be provided through narrative and include details of:</p> <ul style="list-style-type: none"> i. Power distribution and maximum demand calculations; ii. Type(s) of lighting to be used, incorporating standards of design and exit lighting; iii. Standby and uninterrupted power supply requirements and distribution; iv. Proposed equipment for power distribution, lighting and emergency generator; and v. Emergency evacuation and intercommunication systems.
3.11	Communication Systems	<p>a) For each of the following, succinctly describe the system, major equipment and integration approach, demonstrating how the proposed solutions meet the technical requirements described in Schedule 1 – Statement of Requirements, including its appendices:</p> <ul style="list-style-type: none"> i. ESS network architecture, including access layer, core layer and proposed connectivity with Authority network; ii. structured cabling, including major pathways, main and sub telecommunication rooms, backbone cabling;

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> iii. wireless infrastructure, supported by preliminary wireless predictive study; iv. wireless staff communications system; v. public address system; vi. audio visual system, including video conferencing; and vii. intercommunication systems. <p>b) Provide system line or riser diagrams and typical floor plans supporting the narratives provided for Section 3.11(a) above and for systems listed therein, including:</p> <ul style="list-style-type: none"> i. field devices and quantities; ii. typical main and telecom room layouts; and iii. typical AV with videoconferencing room layout with viewing analysis. <p>c) Provide an overall high-level technology logical framework diagram depicting communications and ESS sub systems and proposed integration between systems.</p>
3.12	Electronic Safety and Security	<p>a) For each of the following, succinctly describe the system, major equipment, and integration approach, demonstrating how the proposed solutions meet the technical requirements described in Schedule 1 – Statement of Requirements, including its appendices:</p> <ul style="list-style-type: none"> i. access control; ii. video surveillance (security and clinical); iii. intrusion detection; and iv. client assist. <p>b) Provide system line or riser diagrams and typical floor plans supporting the narratives provided for Section 3.12 a) above.</p>

Section No.	Title	Contents (Package 2, Technical Review)
		<p>c) Provide a succinct description of the proposed wireless duress system, including how it will meet the required location resolution as described in Schedule 1 – Statement of Requirements.</p> <p>d) Provide the general layout of fire alarm system, including initiation, detection and monitoring devices, speakers and strobes, fire phones, digital voice command panel, annunciators, amplifier cabinets and auxiliary power supplies. Describe the integration with the ESS, specifically the access control system.</p>
3.13	Civil Works	<p>a) Provide a narrative and schematic level civil drawing(s) for onsite civil works, including the following:</p> <ul style="list-style-type: none"> i. Onsite plan showing storm water drainage, sanitary sewer, domestic and fire flow water supply, electrical, storage tanks, roads, parking, sidewalk, and any temporary works; and ii. Grading plan of the site with cross-sections through any retaining walls.
3.14	Landscape	<p>a) Provide narrative and schematic level landscape drawing(s) for onsite landscape development, sufficient to demonstrate the intent of the design, including the following:</p> <ul style="list-style-type: none"> i. One site drawing showing retained trees, open areas, sidewalks, fenced areas, site furniture, gardens, entry spaces and any other major elements; and ii. One plan view and at least one perspective rendering of the secured exterior program space(s), at grade and above grade if applicable, showing planters and other deck elements. <p>b) Include a narrative describing how the proposed parking solution maximizes site efficiency while following CPTED design principles.</p>

Section No.	Title	Contents (Package 2, Technical Review)
3.15	Equipment	Provide the following: a) A summary of the processes and activities that will be undertaken to ensure all equipment, including IMIT components, are received, placed, installed and commissioned prior to Substantial Completion. b) Outline of the roles and timing the Design-Builder would expect the Authority to provide in achieving the above.
3.16	Infection Prevention and Control	a) Describe and provide details of how the design will achieve the infection control requirements described in the Statement of Requirements. b) Include a description of finishes proposed on exposed surfaces as well as locations of hand wash sinks.

Table 3: Technical Submission (Scored Elements)

Section No.	Title	Contents (Package 3, Scored Elements)
4.	SCORED ELEMENTS	Proposal Requirements
4.1	Experience and Space	Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how the Facility design enhances, client, staff and visitor experiences as described in Appendix A (section 4.1): a) Describe how the design of the Facility creates a sense of open expanse; and b) Describe how the design of the Facility connects the indoor and outdoor spaces.
4.2	Daylight and Views	Provide narratives, supported by plans, renderings, daylighting studies and line of sight analysis as needed that demonstrate how the Facility design uses light and views to optimize client experiences as described in Appendix A (section 4.2): a) Describe how the design of the Facility optimizes the utilization of natural light (includes Direct Natural Light and borrowed natural light) through the room configuration, room location, window location, and structural elements; b) Describe how the design of the Facility provides flexibility in light levels to accommodate light-sensitive clients; and c) Describe how the design of the Facility provides unobstructed, positive views to the outdoors

Section No.	Title	Contents (Package 3, Scored Elements)
		for mental well-being and healing.
4.3	Outdoor Living	<p>Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how the Facility design integrates indoor and outdoor spaces as described in Appendix A (section 4.3):</p> <ul style="list-style-type: none"> a) Describe how the design of the Facility provides ease of access to outdoor recreation spaces from indoor client spaces, including how it is appropriate for the ages and need of clients and the varying levels of supervision and security required; and b) Describe how the landscape design accommodates the number of, and diversity of, recreation spaces.
4.4	Distinctive Zones and Circulation	Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how the design of the Facility incorporates elements that result in different experiences for clients which can improve mental health outcomes as described in Appendix A, section 4.4.
4.5	Cultural and Heritage Integration	Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how key interior and exterior design elements incorporate and coordinate with the overall Facility and how design elements in sections 2 to 6 of the KFN Riverview Design Guidelines have been incorporated and coordinated with the overall Facility design and reflect the unique cultural and heritage environment as described in Appendix A, section 4.5.
4.6	Natural Airflow	<p>As described in Appendix A, section 4.6:</p> <ul style="list-style-type: none"> a) Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how the design of the Facility will optimize ventilation through operable windows where appropriate; and b) Describe how the design of the Facility will minimize energy costs as a result of optimized ventilation.

Section No.	Title	Contents (Package 3, Scored Elements)
4.7	Noise	Provide narratives, supported by plans, renderings and sketches as needed that demonstrate how the design of the Facility and use of materials will mitigate traffic and other disruptive noises and allow for positive sounds to be experienced by clients, staff and visitors as described in Appendix A, section 4.7.

Package 4: Transmittal Package for Financial Submission

The transmittal package is to contain the following information and documents:

- A letter confirming that the cost of the Proposal is within the Design-Build Price Ceiling and is valid for a period of 90 days beyond the date of this Financial Submission;
- Confirmation of the Scope Ladder items used, if any, to achieve the Design-Build Price Ceiling;
- Confirmation that there have been no changes to the Proponent Team other than those with respect to which the Proponent has complied with Section 7.12 of the RFP; and
- One (1) fully executed copy of Appendix C – Proposal Declaration Form.

Package 5: Financial Submission

The Financial Submission should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables in their Financial Submission to demonstrate that the Financial Submission substantially satisfies the requirements of this RFP.

Proponents should provide a cover letter with their Financial Submission that includes or attaches:

- (a) Confirmation of bonding undertakings; and
- (b) Completed Form A1 – Breakdown of Contract Price and Monthly Progress Payments.

Section No.	Title	Contents (Package 4, Financial Submission)
5.	Basis of Financial Submission	
5.1	Proposal Authorization	Certified copies of board resolutions or other legally binding evidence where applicable from the Design-Builder approving the Proposal and authorizing submission of the Proposal in response to this RFP.
5.2	Insurance and Bonding	<p>a) Demonstrate the insurability of the Proponent Team by providing written confirmation from insurers that the insurance coverage required by the Final Draft Design-Build Agreement will be available for the Project if the Design-Builder is awarded a contract.</p> <p>b) Demonstrate the bondability of the Design-Builder by providing written confirmation, generally in the form of the bonding undertaking contained in Appendix K, from a surety company acceptable to the Authority and authorized to transact the business of suretyship in British Columbia, that the bonding requirements of the Final Draft Design-Build Agreement will be available for the Project if the Proponent is awarded a contract.</p> <p>The Proponent may alternatively provide the surety’s standard form Consent of Surety or Agreement to Bond in respect of a commitment to provide the required performance bond and labour and material payment bond.</p>
5.3	Financial Capacity	<p>a) Demonstrate the financial capacity of the Design-Builder by providing a description of the company that will manage the cash flow and working capital including:</p> <ul style="list-style-type: none"> i. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years; and ii. Details of any credit rating(s). <p>b) Provide written authorization to permit the Authority to perform a credit check.</p>

Section No.	Title	Contents (Package 4, Financial Submission)
6.	Proposal Price	
6.1	Price Validity	Confirm all prices listed in the Proposal will remain valid for the period of at least 90 days after the Submission Time for Financial Submissions.
6.2	Form A1 – Breakdown of Contract Price and Monthly Progress Payments	<p>a) Proponents must submit Form A1 – Breakdown of Contract Price and Monthly Progress Payments in both electronic and hard copy. Form A1 will include:</p> <ul style="list-style-type: none"> i. The breakdown of the contract price adding up to the Nominal Cost of the Proposal; and ii. Estimated monthly progress payments over the construction schedule: <ul style="list-style-type: none"> a. Estimated progress payments must coincide with work completed based on the Time Schedule. <p>b) The Proponent’s Form A1 should be consistent with the following:</p> <ul style="list-style-type: none"> i. Produced using the template supplied by the Authority with no changes or entries other than as indicated in the model; ii. Produced in Microsoft Excel version 2010 or newer; iii. Except where otherwise expressly indicated, include all taxes other than GST; iv. Be expressed in Canadian dollars; and v. Include no hidden or password-protected cells or sheets. <p>c) All sheets should be printed clearly and legibly on 8.5” x 11” paper including row and column references on each page. ‘Form A1 – Breakdown of Contract Price and Monthly Progress Payments’ is supplied in the Data Room.</p>

Form A1 – Breakdown of Contract Price and Monthly Progress Payments

Refer to the Excel document titled ‘Form A1- Breakdown of Contract Price and Monthly Progress Payments’ which is provided in the Data Room.

Form A1 includes a Breakdown of Contract Price input sheet substantially in the form of Table 1 below which includes prices for the work required as described in the RFP and the Design-Build Agreement. These prices include all taxes other than GST, except where otherwise expressly indicated. Provide the cost breakdown for the development, design, construction and commissioning of the Facility to be used in the establishment of the Nominal Cost of the Proposal. These cost estimates should also describe the basis upon which the capital costs have been developed, clearly identifying any exclusions.

Form A1 also includes a Monthly Progress Payments input sheet substantially in the form of Table 2 below which requires the calculation of estimated monthly progress payments over the construction period. These estimated monthly progress payments and the breakdown of the contract price will be used to help determine the Schedule of Prices to be used in Schedule 6 of the Design-Build Agreement as described in the Design-Build Agreement.

Table 1: Breakdown of Contract Price

Breakdown of Contract Price	
	Value
HARD COSTS	
Division 1 - General Requirements	\$ -
Division 2 - Existing Conditions	\$ -
Division 3 - Concrete	\$ -
Division 4 - Masonry	\$ -
Division 5 - Metals	\$ -
Division 6 - Wood, Plastics and Composites	\$ -
Division 7 - Thermal and Moisture Protection	\$ -
Division 8 - Openings	\$ -
Division 9 - Finishes	\$ -
Division 10 - Specialties	\$ -
Division 12 - Furnishings	\$ -
Division 13 - Special Construction	\$ -
Division 14 - Conveying Equipment	\$ -
Division 21 - Fire Suppression	\$ -
Division 22 - Plumbing	\$ -
Division 23 - Heating, Ventilating and Air Conditioning (HVAC)	\$ -

Division 25 - Integrated Automation	\$	-
Division 26 - Electrical	\$	-
Division 27 - Communications	\$	-
Division 28 - Electronic Safety and Security	\$	-
Division 31 - Earthwork	\$	-
Division 32 - Exterior Improvements	\$	-
Division 33 - Utilities On Site	\$	-
Division 33 - Utilities Off Site	\$	-
Landscape Maintenance	\$	-
Site Contamination Clean Up (if applicable)	\$	-
Other (specify)	\$	-
Hard Costs Sub-Total	\$	-
SOFT COSTS		
Architectural Design Fees	\$	-
Structural Design Fees	\$	-
Mechanical Engineering Design Fees	\$	-
Electrical Engineering Design Fees	\$	-
Civil Engineering Design Fees	\$	-
Geotechnical Engineering Design Fees	\$	-
Building Envelope Consultants Fees	\$	-
Landscape Architect Fees	\$	-
Infection Control Professional Fees	\$	-
Code Consultant Fees	\$	-
Legal Advisor Fees	\$	-
Other Consultant - Specify	\$	-
Other Consultant - Specify	\$	-
Other Consultant - Specify	\$	-
Insurances - Specify	\$	-
Insurances - Specify	\$	-
Development Permit	\$	-
Building Permit	\$	-
Other - Specify	\$	-
Other - Specify	\$	-
Soft Costs Sub-Total	\$	-

Table 2: Monthly Progress Payments

Period Ending	Expected Monthly Construction Period Payments
Month 1	
Month 2	
Month 3	
...	
...	
...	
...	
...	
Nominal Cost of the Proposal	\$xx

