



## Request for Qualifications

### Wood Innovation and Design Centre Project

RFQ # 4691

CONFORMED – June 4, 2012

## SUMMARY OF KEY INFORMATION

<b>RFQ TITLE</b>	The title of this RFQ is: <b>RFQ – Wood Innovation and Design Centre Project</b> Please use this title on all correspondence.
<b>CONTACT PERSON</b>	The Contact Person for this RFQ is: Catherine Silman Email: catherine.silman@partnershipsbc.ca Please direct all enquiries, by email, to the above named Contact Person. <u>No telephone enquiries please.</u>
<b>ENQUIRIES</b>	Respondents are encouraged to submit enquiries at an early date to permit consideration by the Authority; the Authority may, in its discretion, decide not to respond to any enquiry received after 15:00 PST on the day that is 15 days before the Submission Time.
<b>RECEIPT CONFIRMATION FORM</b>	The Addenda and any further information relating to this RFQ will be directed only to parties who have completed and returned the Receipt Confirmation Form.
<b>SUBMISSION TIME</b>	The Submission Time is: <b>12:00 Noon on June 5, 2012</b>
<b>SUBMISSION LOCATION</b>	Responses are to be submitted to: 2320 – 1111 West Georgia Street, Vancouver BC V6E 4M3 <b>Attention: Catherine Silman</b>

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## 1 INTRODUCTION

### 1.1 PURPOSE OF THIS RFQ

The purpose of this request for qualifications (“**RFQ**”) is to invite interested parties to submit Responses indicating their interest in, and qualifications for, the project. Based on these Responses, the Ministry of Jobs, Tourism and Innovation (the “**Authority**”) intends to select, in accordance with the terms of this RFQ, a shortlist of up to three (the “**Proponents**”) to be invited to participate in the next stage of the Competitive Selection Process, the request for proposals (“**RFP**”) stage.

This RFQ is not a tender or an offer or a request for proposals, and there is no intention by the Authority to make an offer by issuing this RFQ.

Under the Competitive Selection Process, the Authority is seeking to enter into a contract (the “**Design-Build Agreement**”) with a qualified entity (the “**Design-Builder**”) to design and build a minimum six-storey Wood Innovation and Design Centre (“**WIDC**” or the “**Facility**”) in Prince George, B.C. (the “**Project**”).

If a capitalized term used in this RFQ is not defined in Section 7 of this RFQ, it will be defined in the section of the RFQ in which it is first used.

### 1.2 ADMINISTRATION OF THIS RFQ

Partnerships British Columbia Inc. (“**Partnerships BC**”) is managing this RFQ and the Competitive Selection Process on behalf of the Authority.

### 1.3 ELIGIBILITY

Any interested party, or parties, may submit a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, partnerships or any other legal entities.

### 1.4 PROJECT BRIEF

The Authority has issued a Project Brief for the purpose of providing an informal and convenient summary of aspects of the Project. The Project Brief is not included as part of the RFQ or RFP, and is not intended to be included with, or referred to in any way in interpreting the requirements of, the RFQ, the RFP, the Design-Build Agreement, or to in any way define or describe any party’s rights with respect to the Project.



## 2 THE PROJECT

### 2.1 WOOD INNOVATION AND DESIGN CENTRE PROJECT

The Working Roundtable on Forestry (the “**Roundtable**”) was formed in 2008, and was tasked with identifying key issues and opportunities facing the forest sector in British Columbia (B.C.), and making recommendations to ensure a strong, vibrant, sustainable forest industry in B.C. for this and future generations. Through the work of the Roundtable, discussions with industry, and future economic indicators for export opportunities, it is apparent that there is a need for a facility that fosters collaboration between industry, academia and government.

The WIDC will be located in downtown Prince George, B.C. and will promote expertise in advanced building systems, engineered wood products, interior wood design and applications, and other value-added wood products. The WIDC will house academic and research programs focused on advancing British Columbia’s expertise in wood-related products, and highlight new and innovative wood building products and techniques.

The University of Northern British Columbia is developing an academic program with an emphasis on wood design and construction. The remaining space will be allocated for complementary provincial and municipal economic development and related industry use.

### 2.2 PROJECT OBJECTIVES

To aid in the development of the Project’s scope and programming, the following objectives have been established for the Project:

- Develop capacity for building large, non-residential and multi-use buildings utilizing wood and innovative wood products;
- Bring together builders, architects, designers and engineers to advance the commercialization of innovative wood products, technologies and building processes;
- Strengthen B.C.’s expertise and global reputation as leaders in wood-based construction and design and engineered wood products;
- Contribute to the revitalization of downtown Prince George;
- Build an iconic building, incorporating innovative wood products (e.g., CLT (cross-laminated timber)) and design;
- Foster collaboration between post-secondary institutions, industry and governments; and

- Available for occupancy by September 2014.

## 2.3 PROJECT TEAM

### 2.3.1 Ministry of Jobs, Tourism and Innovation

The Ministry of Jobs, Tourism and Innovation is a ministry of the Government of British Columbia. The Authority's portfolio includes programs that promote a supportive and attractive business environment in British Columbia.

Additional information about the Authority is available at [www.gov.bc.ca/jti](http://www.gov.bc.ca/jti).

### 2.3.2 Ministry of Advanced Education

The Ministry of Advanced Education ("**AVED**") is a ministry of the Government of British Columbia. AVED was created to help British Columbians develop the knowledge and skills needed to reach their full potential and to ensure B.C. successfully competes in the global knowledge economy. AVED provides leadership to a dynamic, integrated and responsive post-secondary system to maximize benefits for all British Columbians

Additional information about AVED is available at [www.aved.gov.bc.ca](http://www.aved.gov.bc.ca).

### 2.3.3 Partnerships BC

Partnerships BC was established by the Province of British Columbia to evaluate, structure and implement partnership delivery solutions for public infrastructure.

The Authority has engaged Partnerships BC to manage the procurement of the Wood Innovation and Design Centre Project

Additional information about Partnerships BC is available at [www.partnershipsbc.ca](http://www.partnershipsbc.ca).

## 2.4 ADVANCE WORK BY THE AUTHORITY

The following sections provide an overview of the work undertaken on the Project to-date, and work planned to be undertaken prior to Contract Award ("**Contract Award**").

### 2.4.1 Approval

Authority and Province approvals are required prior to proceeding with the RFP and to enter into and sign the Design-Build Agreement. The Authority will endeavour to obtain these specific approvals.





#### 2.4.2 Site Zoning

The proposed Site for the Project is in downtown Prince George on the footprint of the former Prince George Hotel at the corner of George Street and Fifth Avenue. The Site is appropriately zoned for the Project.

#### 2.4.3 Programming

The Authority is in the process of completing its programming, indicative design and drafting of the Statement of Requirements.

### 2.5 GENERAL SCOPE OF THE DESIGN-BUILDER'S RESPONSIBILITY

#### 2.5.1 Design-Build Agreement

The Project will be delivered under a design-build agreement. The Authority intends to attach a draft of the design-build contract (the "**Draft Design-Build Agreement**") to the RFP which will include:

- (a) Statement of Requirements for the design and construction of the Facility; and
- (b) Proposed commercial terms.

The Final Draft Design-Build Agreement (the "**Final Draft Design-Build Agreement**") will be the basis upon which proposals (the "**Proposals**") will be prepared in response to the RFP.

#### 2.5.2 General Scope of Responsibility

The Authority anticipates that the general scope of the Design-Builder's responsibility under the Design-Build Agreement will be as follows:

- (a) Design

The Design-Builder will be responsible for all aspects of the design for the Facility including the integration of the various building components with each other. The final design will comply with the Statement of Requirements that will be included in the Design-Build Agreement, and all applicable laws, including the City of Prince George (the "**City**") zoning. The Project will be required to be LEED® Gold or equivalent. The RFP will request Proposals that include representative designs.

- (b) Construction

The Design-Builder will be completely responsible for:

- (1) obtaining in a timely manner, all permits and approvals necessary for construction of the Facility, excluding zoning approvals already in place;
- (2) provision of utilities and other site services required to support the Facility, including off-site works as required to connect the Facility to existing City infrastructure; and
- (3) completion of construction of the Facility by September 2014.

(c) Finance

It is anticipated that the Authority will make payments during construction, the amount, timing and terms and conditions of which will be set out in the RFP.

It is anticipated that there will be an Affordability Ceiling in the RFP stipulating a maximum value of the payments over the construction period, and that it will be mandatory to comply with this requirement.

(d) Wood First

As contemplated by the Wood First Act (British Columbia), the Design-Builder will be required to use wood in the Project consistent with Wood First legislation.

(e) Communication and Consultation

The Authority and the Design-Builder will work together on all aspects of public communication and consultation as set out in the Design-Build Agreement.

## 2.6 COMMERCIAL TERMS

### 2.6.1 Key Commercial Terms

The following are some of the key commercial terms that the Authority anticipates will be included in the Design-Build Agreement:

- (a) Payment: the Authority will make payments to the Design-Builder over the construction period as defined in the Design-Build Agreement; and
- (b) Extended Warranty: the Authority anticipates requiring the Design-Builder to provide an extended warranty for the Project.

### 3 COMPETITIVE SELECTION PROCESS

This section describes the process that the Authority expects to use in the selection of a Preferred Proponent and the execution of the Design-Build Agreement. The anticipated Competitive Selection Process includes two stages: (a) the RFQ stage and (b) the RFP stage.

#### 3.1 RFQ STAGE

The Authority anticipates that it will select a shortlist of no more than three Respondents, and then issue an RFP to that shortlist only.

#### 3.2 RFP STAGE

The objective of the RFP stage is to select the Preferred Proponent who may be offered the opportunity to enter into the Design-Build Agreement, and to award the Design-Build Agreement.

##### 3.2.1 Collaborative Meetings

The RFP stage will include collaborative discussions (the “**Collaborative Meetings**”) relating to technical and commercial matters through workshops and topic meetings in accordance with the terms of the RFP, to allow Proponents to provide comments on Project-specific issues raised through the process.

The Authority anticipates that the RFP stage will allow Proponents to provide input on the Draft Design-Build Agreement as follows:

- (a) the Authority will invite each Proponent to review the Draft Design-Build Agreement as attached to the RFP and then meet confidentially and separately with the Authority to discuss any comments or amendments that the Proponent requests to be considered;
- (b) the Authority will consider all comments and requested amendments received from the Proponents and may, at the discretion of the Authority, amend the Draft Design-Build Agreement, and by one or more Addenda, issue a revised Draft Design-Build Agreement; and
- (c) ultimately, the Authority will issue the Final Draft Design-Build Agreement as the common basis for the preparation of Proposals by the Proponents.

##### 3.2.2 RFP Submission

The form of the RFP submission will be described in the RFP. The RFP submission is expected to include the following:

- (a) a fully binding Proposal to design and build the Facility;

- (b) a commitment to enter into the Design-Build Agreement by the Design-Builder; and
- (c) committed pricing and schedule for the Project.

**3.3 COMPENSATION FOR PARTICIPATION IN THE COMPETITIVE SELECTION PROCESS**

The Authority will not provide any compensation to Respondents for participating in the RFQ stage of the Competitive Selection Process.

It is the intention of the Authority that, if the Competitive Selection Process is successfully completed, partial compensation of \$75,000 will be paid to each Proponent that is not selected as the Preferred Proponent, subject to the terms of the RFP and provided that such Proponent meets all the conditions for payment described in the RFP. These conditions are anticipated to include, but will not be limited to, the submission of a bona fide and responsive Proposal, the transfer of all intellectual property rights to the Authority, and the execution and delivery of a full release of any and all Claims and a waiver of liability in favour of the Authority.

**3.4 COMPETITIVE SELECTION TIMELINE**

The following is the Authority’s estimated timeline for the Competitive Selection Process and the Project:

Activity	Timeline
RFQ issue date	April 13, 2012
Introductory Project Meeting	May 3, 2012
RFQ Submission Time	June 5, 2012
Respondent interviews/presentations (optional)	June 18 to 20, 2012
Announce Shortlisted Respondents	June 2012
Issue RFP and Draft Design-Build Agreement to Proponents	July 2012
Collaborative Meetings	August – October 2012
Issue Final Draft Design-Build Agreement	October 2012
RFP Submission Time	November 2012
Selection of Preferred Proponent	December 2012
Contract Award	January 2013
Construction commences	January 2013
Substantial Completion	September 2014

All dates in the above timeline are subject to change at the discretion of the Authority.



### 3.5 INTRODUCTORY PROJECT MEETING

The Authority intends to hold a meeting to introduce the Project to which all interested parties will be invited. Attendance will not be mandatory. Minutes will not be prepared or circulated. Any issues arising that require clarification will be included in this RFQ by way of Addendum. It is anticipated that the meeting will include a tour of the Site. The date of this meeting will be May 3, 2012 in Prince George, British Columbia. All parties who wish to attend should complete and submit a Receipt Confirmation Form for further details.



## 4 SUBMISSION AND PROCESS INSTRUCTIONS

### 4.1 MANDATORY REQUIREMENTS

Responses to this RFQ must be received at the Submission Location before the Submission Time as stated in the Summary of Key Information. Responses received after the Submission Time will not be considered and will be returned unopened. All times will be determined with reference to the clock used by the Contact Person for that purpose.

### 4.2 RESPONSE FORM AND CONTENT

Responses to this RFQ should be in the form and content described in Appendix A.

### 4.3 LANGUAGE OF RESPONSES AND ENQUIRIES

Responses should be in English. Any portion of a Response not in English may not be evaluated.

### 4.4 NO FAX OR EMAIL SUBMISSION

Responses submitted by fax or email will **not** be accepted.

### 4.5 RECEIPT OF COMPLETE RFQ

Respondents are solely responsible to ensure that they have received the complete RFQ, as listed in the Table of Contents of this RFQ, plus any Addenda. Each and every Response is deemed to be made on the basis of the complete RFQ issued prior to the Submission Time. The Authority accepts no responsibility for any Respondent that does not receive all RFQ information.

### 4.6 RECEIPT CONFIRMATION FORM

Any further information relating to this RFQ will be directed only to parties who have completed and returned the Receipt Confirmation Form (Appendix B). This form will be completed, executed and delivered to the Contact Person via email.

### 4.7 ENQUIRIES

All enquiries regarding any aspect of this RFQ should be directed to the Contact Person by email, and the following will apply to any enquiry:

- (a) the Authority may, in its discretion, choose to not respond to any enquiry;
- (b) any responses will be in writing;
- (c) enquiries to, and responses from, the Contact Person will be recorded;
- (d) a Respondent may request that a response to an enquiry be kept confidential if the Respondent considers the enquiry to be commercially sensitive, and if the Authority decides that an enquiry should be distributed to all Respondents, then the Authority will permit the enquirer to withdraw the enquiry rather than receive a response; and
- (e) subject to Section 4.7 (d), any enquiry and response may, in the Authority's discretion, be distributed to all Respondents, if the Authority in its discretion considers the matter to be a matter of substance or a matter that should be brought to the attention of all Respondents for purposes of fairness in, or maintaining the integrity of, the Competitive Selection Process. The Authority may keep either or both the enquiry and response confidential if in the judgment of the Authority it is fair or appropriate to do so.

#### **4.8 UNOFFICIAL INFORMATION**

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

#### **4.9 DELIVERY AND RECEIPT OF FAX AND EMAIL COMMUNICATIONS**

No fax communication with the Contact Person is permitted with respect to the Project.

The following provisions shall apply to any communications with the Contact Person, or the delivery of documents to the Contact Person, by email where such email communications or delivery is permitted by the terms of this RFQ:

The Authority does not assume any risk or responsibility or liability whatsoever to any Respondent:

- (a) for ensuring that any electronic email system being operated for the Authority or Partnerships BC is in good working order, able to receive emails, or not engaged in receiving other emails such that a Respondent's email cannot be received; and/or
- (b) if a permitted email communication or delivery is not received by the Contact Person, or received in less than its entirety, within any time limit specified by this RFQ.

All permitted email communications with, or delivery of documents 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 or by the clock used by the Contact Person for that purpose.

#### **4.10 ADDENDA**

The Authority may, in its discretion through the Contact Person, amend or clarify the terms or contents of this RFQ at any time before the Submission Time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFQ, and no other form of communication, whether written or oral, including written responses to enquiries as provided by Section 4.7, will be included in, or will in any way amend or clarify this RFQ. Only the Contact Person is authorized to amend or clarify this RFQ by issuing an Addendum. No other employee or agent of the Authority is authorized to amend or clarify this RFQ. The Authority will send any Addendum to all parties who have delivered a completed Receipt Confirmation Form.

#### **4.11 DEFINITIVE RECORD**

The electronic conformed version of the RFQ in the custody and control of the Authority prevails.

#### **4.12 REVISIONS PRIOR TO THE SUBMISSION TIME**

A Respondent may amend or withdraw its Response at any time prior to the Submission Time by delivering written notice to the Contact Person at the Submission Location prior to the Submission Time.

#### **4.13 RESPONSE DECLARATION FORM**

Respondents are required to complete the Response Declaration Form, substantially in the form attached as Appendix D or as otherwise acceptable to the Authority in the Authority's discretion, and should include the completed form as part of its Response. The Response Declaration Form will be executed by a signatory with authority to bind each member of the Respondent Team, and for clarity such signatory may be different than the Respondent's Representative.

#### **4.14 RELATIONSHIP DISCLOSURE FORM**

A Respondent is required to complete and execute the Relationship Disclosure Form, substantially in the form attached as Appendix E, or as otherwise acceptable to the Authority in the Authority's discretion.



## 5 EVALUATION

### 5.1 EVALUATION

The evaluation of Responses will be carried out by the Authority with assistance from other persons as the Authority may decide it requires, including technical, financial, legal and other advisors or employees of the Authority or Partnerships BC.

### 5.2 EVALUATION CRITERIA

The Authority will evaluate Responses by application of the Evaluation Criteria as outlined in Appendix A.

### 5.3 EVALUATION AND SELECTION PROCEDURES

To assist in the evaluation of the Responses, the Authority may, in its sole discretion, but is not required to:

- (a) conduct reference checks relevant to the Project with any or all of the references cited in a Response to verify any and all information regarding a Respondent, inclusive of its directors/officers and Key Individuals;
- (b) conduct any background investigations and/or seek any additional information that it considers necessary in the course of the Competitive Selection Process;
- (c) seek clarification of a Response or supplementary information from any or all Respondents;
- (d) request interviews/presentations with any, some, or all Respondents to clarify any questions or considerations based on the information included in Responses or seek any supplementary information; and
- (e) rely on and consider any information obtained as a result of such reference checks, background investigations, requests for clarification or supplementary information, interviews/presentations, and/or any additional information in the evaluation of Responses.

The Authority is not obligated to complete a detailed evaluation of all Responses and may, in its discretion, after completing a preliminary review of all the Responses, discontinue evaluation of any Respondent who, when compared to the other Respondents, the Authority judges is not in contention to be shortlisted.

The Authority will notify Respondents of the RFQ results by sending a written notice to the Respondent's Representative.

The Authority will conduct a debriefing, upon request, for any Respondent if the debriefing is requested within three months after a shortlist has been announced. In a debriefing the Authority will discuss the relative strengths and weaknesses of that Respondent's Response, but the Authority will not disclose or discuss any confidential information (the "**Confidential Information**") of another Respondent.

#### 5.4 INTERVIEWS/PRESENTATIONS

Respondents may be required by the Authority to have interviews or present their Response during the evaluation process at the request of the Authority. The presentations should be specific to the Project and may not contain any marketing information of the Respondent or any member of the Respondent Team.

#### 5.5 CHANGES TO PROPONENT TEAMS

The Authority intends to issue the RFP only to the entities that have been shortlisted under this RFQ (Proponents). If for any reason a Proponent wishes or requires to make a change to its list of team members as listed in the Respondent's Response (either by adding new members, deleting listed members, or substituting new members for listed members), then the Proponent will submit a written application (with such information as the Authority may require, including a comprehensive description of the change, the reason for the change and sufficient information and documentation, including as to suitability, knowledge, skills, resources, experience, qualification and abilities of the new member to the Authority for approval. The Authority, in its sole discretion, may grant or refuse to grant permission for a change to a Proponent's team list, considering the Authority's objective of achieving a Competitive Selection Process that is not unfair to other Proponents, and without limiting the above.

The Authority's discretion to give approval for changes to a Proponent's team membership includes discretion to approve requests for changes to facilitate or permit changes in ownership or control of a Respondent or a team member; and discretion to approve changes to the legal relationship between team members such as the creation of a new joint venture or other legal entity that will take the place of the Proponent.

The Authority may refuse to permit a change to the membership of a Proponent's team if:

- (a) the change would, in the Authority's judgment, result in a weaker team than the Respondent's team as listed in its Response to this RFQ; or
- (b) the evaluation of the new team, using the Evaluation Criteria described in Appendix A, would rank the Respondent with its changed team lower than another Respondent that had not been shortlisted.



## 6 RFQ TERMS AND CONDITIONS

### 6.1 NO OBLIGATION TO PROCEED

This RFQ does not commit the Authority in any way to proceed to an RFP stage or award a contract, and the Authority reserves the complete right to, at any time, reject all Responses and to terminate the Competitive Selection Process established by this RFQ and proceed with the Project in some other manner as the Authority may decide in its discretion.

### 6.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND CONFIDENTIALITY

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. Except as expressly stated in this RFQ and subject to the FOIPPA or other applicable legislation, all documents and other records submitted in response to this RFQ will be considered confidential; however, such information or parts thereof may be released pursuant to requests under FOIPPA or other applicable legislation.

By submitting a Response, the Respondent represents and warrants to the Authority that the Respondent has complied with applicable laws, including by obtaining from each individual 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 Response for the purposes of, or in connection with, this RFQ and the Competitive Selection Process.

### 6.3 CONFIDENTIALITY OF AUTHORITY INFORMATION

All non-public information pertaining to, or provided by, Partnerships BC or the Authority obtained by a Respondent as a result of participation in this RFQ is confidential and will not be disclosed without written authorization from Partnerships BC or the Authority (as applicable). By submitting a Response, a Respondent will be deemed to have agreed to all the terms of the Confidentiality Agreement attached as part of Appendix C to this RFQ.

Proponents will also be required to sign a Participation Agreement (the “**Participation Agreement**”) as a condition of participating in the RFP, and such agreement will include confidentiality and other provisions. The Authority expects that the form of the Participation Agreement will be substantially as set out in Appendix F.



#### **6.4 COST OF PREPARING THE RESPONSE**

Each Respondent is solely responsible for all costs it incurs in the preparation of its Response, including without limitation all costs of providing information requested by the Authority, attending meetings, and conducting due diligence.

#### **6.5 NO REPRESENTATION OR WARRANTY**

Each Respondent acknowledges by its submission of a Response that it has investigated and satisfied itself of every condition that affects the Project. Each Respondent further acknowledges and represents that its investigations have been based on its own examination, knowledge, information and judgment, and not upon any statement, representation or information made or given by the Authority, the Contact Person or any advisor to the Authority, other than the information contained in this RFQ. Submission of a Response is deemed to be conclusive evidence that the Respondent has made such investigations and that the Respondent is willing to assume, and does assume, all risks affecting the Project, except as otherwise specifically stated in this RFQ. The Authority accepts no responsibility for any Respondent lacking any information.

#### **6.6 RESERVATION OF RIGHTS**

The Authority reserves the right, in its discretion, to exercise any or all of the following rights:

- (a) amend the scope of the Project, modify, cancel or suspend the RFQ process or any or all stages of the Competitive Selection Process, at any time for any reason;
- (b) accept or reject any Response based on the Evaluation Criteria as evaluated by the Authority;
- (c) disqualify a Response that fails to meet the stated Mandatory Requirements under Section 4.1 of this RFQ, or for any of the reasons set out in Section 2.2 of Appendix A, or any other reason the Authority determines appropriate;
- (d) waive a defect, irregularity, non-conformity or non-compliance in or with respect to a Response or failure to comply with the requirements of this RFQ, except for Mandatory Submission Requirements, and accept that Response even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFQ would otherwise render the Response null and void;
- (e) not accept any or all Responses;

- (f) reject or disqualify any or all Response(s) for any reason without any obligation, compensation or reimbursement to any Respondent or any of its team members;
- (g) re-advertise for new Responses, call for quotes, proposals or tenders, or enter into negotiations for this Project or for work of a similar nature;
- (h) make any changes to the terms of the business opportunity described in this RFQ; and
- (i) amend, from time to time, any date, any time period or deadline provided in this RFQ, upon written notice to all Respondents who submitted a Receipt Confirmation Form.

## 6.7 LIMITATION OF DAMAGES

Each Respondent, by submitting a Response, agrees that in no event will the Authority or Partnerships BC, or any of their employees, advisors or representatives, be liable, under any circumstances, for any Claim, or to reimburse or compensate the Respondent in any manner whatsoever, including but not limited to costs of preparation of the Response, loss of anticipated profits, loss of opportunity, or for any other matter. Without in any way limiting the above, each Respondent specifically agrees that it will have absolutely no Claim against the Authority or any of its employees, advisors or representatives if the Authority for any reason whatsoever:

- (a) does not select a shortlist of Respondents;
- (b) suspends, cancels or in any way modifies the Project or the Competitive Selection Process (including modification of the scope of the Project or modification of this RFQ or both);
- (c) accepts any compliant or non-compliant Response or selects a shortlist of one or more Respondent(s);
- (d) under the terms of this RFQ, permits or does not permit a Restricted Party to advise, assist or participate as part of a Respondent Team; or
- (e) for any breach or fundamental breach of contract or legal duty of the Authority, whether express or implied.

The Respondent waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, if the Respondent is not shortlisted in the Competitive Selection Process or for any other reason whatsoever.

## 6.8 OWNERSHIP OF RESPONSES

All Responses submitted to the Authority become the property of the Authority.



## **6.9 CONFIDENTIALITY, DISCLOSURE AND TRANSPARENCY**

The Authority is committed to an open and transparent Competitive Selection Process while understanding the Respondents' need for protection of confidential commercial information. To assist the Authority in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavour.

The Authority expects to disclose the following information during this stage of the Competitive Selection Process: this RFQ document, the number of Respondents, and the names of Proponents.

To ensure that all public information generated about the Project is fair and accurate and will not inadvertently or otherwise influence the outcome of the Competitive Selection Process, the disclosure of any public information generated in relation to the Project, including communications with the media and the public, will be coordinated with, and is subject to prior approval of, the Authority.

Respondents will notify the Authority of any and all requests for information or interviews received from the media.

Respondents will ensure that all members of the Respondent Team and all others associated with the Respondent also comply with these requirements.

## **6.10 NO COMMUNICATION OR COLLUSION**

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

Respondents and their Respondent Team members are not to discuss or communicate, directly or indirectly, with other Respondents or their Respondent Team members or any of their respective directors, officers, employees, consultants, advisors, agents or representatives regarding the preparation, content or submission of their Responses or any other aspect of the Competitive Selection Process.

## **6.11 NO LOBBYING**

A Respondent, and any firms, corporations or individual member of a Respondent Team, or any of their respective representatives, will not attempt to communicate directly or indirectly with respect to the Project with any representative of the Authority, Partnerships BC, the Fairness Advisor's firm except the

individual appointed as Fairness Advisor, or any representative of the Authority, at any stage of this RFQ process, including during the evaluation process, except as expressly directed or permitted by the Authority. The Authority reserves the right to disqualify a Respondent that contravenes this Section 6.11.

## 6.12 RELATIONSHIP DISCLOSURE AND REVIEW PROCESS

The Authority reserves the right to disqualify any Respondent that in the Authority's opinion has a conflict of interest or an unfair advantage, whether it is existing now or is likely to arise in the future, or may permit the Respondent to continue and impose such conditions as the Authority may consider to be in the public interest or otherwise required by the Authority.

Respondents will submit the form attached as Appendix E and disclose all conflicts of interest or unfair advantage.

Respondents, including all firms, corporations or individual member of a Respondent Team, will promptly disclose to the Contact Person any potential conflict of interest and existing business relationships they may have with the Authority, Partnerships BC or any members of the Authority or others providing advice or services to the Authority with respect to the Project, or any other matter that gives rise, or might give rise, to an unfair advantage. At the time of such disclosure, the Respondent will advise the Contact Person how the Respondent proposes to mitigate, minimize or eliminate the situation.

For the purposes of this RFQ, references to unfair advantage include references to Confidential Information that is not, or would not reasonably be expected to be, available to all Respondents.

The Authority and the Conflict of Interest Adjudicator (or the "**COI Adjudicator**") may, in their discretion, consider actual, perceived or potential conflicts of interest and unfair advantage.

### 6.12.1 Use or Inclusion of Restricted Parties

The Authority may, in its discretion, disqualify a Respondent, or may permit a Respondent 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 Respondent is a Restricted Party, or if the Respondent uses a Restricted Party:

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



Each Respondent is responsible, and bears the onus, to ensure that neither the Respondent nor any Respondent Team member uses or seeks advice or assistance from any Restricted Party or includes any Restricted Party in the Respondent Team except as permitted by this Section 6.12.

#### 6.12.2 Current Restricted Parties

At this RFQ stage, and without limiting the definition of Restricted Parties, the Authority has identified the following persons, firms or organizations as Restricted Parties.

- Borden Ladner Gervais LLP;
- Boughton Law Corporation
- CEI Architecture Planning Interiors and their sub-consultants, including:
  - AME Group
  - AES Group
  - Aplin & Martin Consultants Ltd.
- Associated Engineering Ltd.;
- CFT Engineering Ltd.;
- SS+A Quantity Surveyors Ltd.;
- Jane Shackell, QC;
- Miller Thomson LLP;
- Forestry Innovation Investments Ltd.
- FPInnovations; and
- The Authority and Partnerships BC, including their former and current employees who fall within the definition of Restricted Party.

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

#### 6.12.3 Shared Use

A Shared Use Person is a person identified by the Authority as eligible to enter into arrangements with any and all Respondents but may not enter into exclusive arrangements with any Respondent. As of the date of this RFQ, no Shared Use Persons have been identified.

#### 6.12.4 Conflict of Interest Adjudicator

The Authority has appointed a COI Adjudicator to provide decisions on conflicts of interest or unfair advantage issues, including whether any Person is a Restricted Party.

The COI Adjudicator and the Authority may make decisions or exercise rights under this Section 6.12 and this RFQ for conflicts of interest, unfair advantage whether addressed in advance or otherwise, and all provisions of this Section 6.12 will apply with such modifications as the Authority or the COI Adjudicator may consider necessary.

There is no requirement to refer all conflict of interest or unfair advantage issues to the COI Adjudicator.

#### 6.12.5 Request for Advance Decision

A Respondent or a prospective member or advisor of a Respondent Team who has any concerns regarding whether a current or prospective employee, advisor or member of that Respondent Team 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 in accordance with this section.

To request an advance decision on whether a person is a Restricted Party, a Respondent or prospective team member or advisor of that Respondent Team should submit to the Contact Person, not less than 10 days prior to the Submission Time by email, the following information:

- (a) names and contact information of the Respondent and the person or firm 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 provide input regarding the issues raised to the COI Adjudicator.

Subject to Section 6.2, all requests for advance decisions will be treated in confidence. If a Respondent 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.

#### 6.12.6 The Authority May Request Advance Decision

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 possible Respondent and may give notice to the possible Restricted Party so that they may provide input regarding the issues raised to the COI Adjudicator.

The onus is on the Respondent 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 Respondent make an application under Section 6.12.5.

#### 6.12.7 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 Respondents, Respondent 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 reconsidered.

#### 6.12.8 Exclusivity

Unless permitted by the Authority in its discretion or permitted as a Shared Use Person, the following may only participate as a member of one Respondent Team:

- a Prime Team Member;
- a Key Individual; and
- the Affiliated Persons of a Prime Team Member or a Key Individual.

If any Respondent, Prime Team Members, Key Individuals or their respective Affiliated Persons contravenes the foregoing, the Authority reserves the right to disqualify any or all of affected Respondents, or only the lowest-ranked such Respondent, or may permit any or all such Respondents to continue and impose such conditions as may be required by the Authority. Each Respondent is responsible, and bears the onus, to ensure that the Respondent, its Prime Team Members and Key Individuals and their respective Affiliated Persons do not contravene the foregoing.

A Respondent or a prospective Prime Team Member or a Key Individual of a Respondent who has any concerns regarding whether participation does or will contravene the foregoing is encouraged to request an advance decision. To request an advance decision on matters related to exclusivity, the Respondent

or prospective Prime Team Member or Key Individual of that Respondent should submit to the Contact Person, not less than 10 days prior to the Submission Time by email, the following information:

- (a) names and contact information of the Respondent or Prime Team Member or a Key Individual or prospective Respondent or Prime Team Member or a Key Individual making the disclosure;
- (b) a description of the relationship that raises the possibility of non-exclusivity;
- (c) 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
- (d) 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.

### **6.13 FAIRNESS ADVISOR**

The Authority has appointed Jane Shackell, QC of Miller Thomson as the Fairness Advisor to monitor the Competitive Selection Process. The Fairness Advisor will act as an independent observer of the fairness of the implementation of the Competitive Selection Process, up to the selection of a Preferred Proponent. The Fairness Advisor will provide a written report to the Authority that the Authority will make public.

The Fairness Advisor will be:

- (a) provided full access to all documents, meetings and information related to the process under this RFQ which 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 RFQ.

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

## 7 DEFINITIONS

In this RFQ:

**“Addenda”** or **“Addendum”** means each amendment to this RFQ issued by the Contact Person as described in Section 4.10.

**“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) or (b);
- (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.

**“Affordability Ceiling”** means the maximum sum of the nominal milestone payments (inclusive of all taxes except HST) to be paid to the Design-Builder as defined in the Design-Build Agreement.

**“Authority”** means Her Majesty the Queen in right of the Province of British Columbia as represented by the Minister of Jobs, Tourism and Innovation (the Province).

**“AVED”** means the British Columbia Ministry of Advanced Education.

**“City”** means the City of Prince George.

**“Claim”** means any claim, demand, liability, damage, loss, 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 3.2.1.

**“Conflict of Interest Adjudicator”** or **“COI Adjudicator”** has the meaning set out in Section 6.12.4.

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

**“Confidential Information”** has the meaning set out in Appendix C.

**“Confidentiality Agreement”** means the agreement referred to in Appendix C to this RFQ.

**“Construction Lead”** means the party responsible for providing construction services.

**“Contact Person”** means the person identified as such in the Summary of Key Information, or such other person as may be appointed by the Authority for that purpose.



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

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

“**Design-Builder**” means the entity proposed by the Respondent who is competing to be shortlisted at the RFQ stage, to be named the Preferred Proponent at the RFP stage, and to enter into the Design-Build Agreement with the Authority.

“**Design Lead**” means the party responsible for providing design services.

“**Draft Design-Build Agreement**” means the draft form of Design-Build Agreement issued under the RFP, as amended pursuant to the terms of the RFP.

“**Evaluation Criteria**” means the criteria referred to in Section 2.1 of Appendix A to this RFQ.

“**Facility**” has the meaning set out in Section 1.1.

“**Fairness Advisor**” has the meaning set out in Section 6.13.

“**Final Draft Design-Build Agreement**” has the meaning set out in Section 2.5.1.

“**Freedom of Information and Protection of Privacy Act**” or “**FOIPPA**” has the meaning set out in Section 6.2.

“**Key Individuals**” of a Respondent means the specific firms and persons, exclusive to the Respondent, who are the Construction Lead, the Design Lead, the Building Envelope Specialist, the Code Consultant, the Structural Engineer and the Project Manager.

“**Mandatory Requirements**” has the meaning set out in Section 4.1.

“**Nominated Projects**” has the meaning set out in Section 1 of the Evaluation Criteria in Appendix A of this RFQ, and as requested in Form A-1 Nominated Project Details of Appendix A.

“**Participation Agreement**” means the form substantially as attached as Appendix F to this RFQ.

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

“**Preferred Proponent**” means the company, firm, consortium or other legal entity selected by the Authority during the RFP stage to negotiate the Design-Build Agreement.

**“Prime Team Member”** means an individual or entity that:

- (a) is the Respondent;
- (b) will undertake the lead development role in respect of the Project; or
- (c) is the Design-Builder.

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

**“Project Brief”** has the meaning set out in Section 1.4.

**“Project Manager”** means the individual who represents the Design-Builder and has overall responsibility to design and build the Project, as described in the Response.

**“Proponent”** means a Respondent who has been shortlisted under this RFQ to be eligible to submit a Proposal in response to the RFP.

**“Proposal”** means the submission prepared by a Proponent in response to the Request for Proposals.

**“Receipt Confirmation Form”** means the form substantially as attached as Appendix B to this RFQ.

**“Relationship Disclosure Form”** means the form substantially as attached as Appendix E to this RFQ.

**“Respondent”** means any company, firm, consortium or other legal entity that signs and submits a Receipt Confirmation Form confirming an intention to submit a Response.

**“Respondent Team”** means the entire team, as described in the Respondent’s Response, that will prepare the Respondent’s Proposal under the RFP and will perform the obligations of the Design-Builder under the Design-Build Agreement. For clarity, the Respondent Team includes both firms and individuals.

**“Respondent’s Representative”** means the person or firm, identified in the Receipt Confirmation Form (Appendix B) and Response Declaration Form (Appendix D), who is fully authorized to represent the Respondent in any and all matters related to its Response.

**“Response”** means the formal response to this RFQ by a Respondent.

**“Response Declaration Form”** means the form substantially as attached as Appendix D to this RFQ.

**“Restricted Party”** means those persons or firms (including their former and current employees) who have a conflict of interest or had, or currently have, participation or involvement in the Competitive Selection Process or the design, planning or implementation of the Project, and who have or may provide



a material unfair advantage, including without limitation as a result of any Confidential Information that is not, or would not reasonably be expected to be, available to all other Respondents.

**“RFP”** means the Request for Proposals, which may be issued by the Authority as a stage of the Competitive Selection Process.

**“RFQ”** means this Request for Qualifications, including the Appendices, issued by the Authority as the first stage of the Competitive Selection Process.

**“Roundtable”** means the Working Roundtable on Forestry.

**“Shared Use Person”** means those persons or firms, if any, who are specifically named in Section 6.12.3.

**“Site”** means the site upon which the Project is to be constructed.

**“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.

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

**“Submission Time”** means the time and date indicated as such in the Summary of Key Information.

**“WIDC”** means the Wood Innovation and Design Centre.

## APPENDIX A RESPONSE GUIDELINES AND EVALUATION CRITERIA

### **Table of Contents – Appendix A**

#### **Part 1. Response Guidelines**

#### **Part 2. Evaluation**

#### **Part 3. Response Format**

#### **Attached Sample Form: Form A-1: Nominated Project Details**

**Part 1. Response Guidelines**

**Responses should:**

- (a) be clearly marked with the words, “**Response to RFQ – Wood Innovation and Design Centre Project**” to the Submission Location;
- (b) be limited to 50 double-sided sheets, including appendices, for Package 2;
- (c) include all of the information requested in this Appendix A; and
- (d) be submitted as follows:

Package	Contents	Number of Copies
Package 1	1) Transmittal Letter; 2) Response Declaration Form (see Appendix D of this RFQ) signed by the Respondent; 3) A table containing the names and company names of the Key Individuals; and 4) Relationship Disclosure Form (see Appendix E of this RFQ) signed by the Respondent and each member of the Respondent Team.	One  One  One  One
Package 2	Response (see Part 3 of this Appendix A) excluding the financial information provided in Package 3.	One unbound copy marked “Master”; 6 bound copies; and One electronic copy.
Package 3	Financial information (see Section 4 of Part 3 of this Appendix A).	One unbound copy marked “Master”; 6 bound copies; and One electronic copy.

## Part 2. Evaluation

### 2.1 Evaluation Criteria

The Authority will evaluate Responses by applying the Evaluation Criteria and weighting in Table 1, in accordance with each section of the Response content requirements outlined in Table 2.

Without limiting in any way the Authority's rights and discretions, including in section 6.6 of this RFQ, in respect of any of the requirements referenced in Table 2 of this Appendix A, the Authority may in its discretion, after reviewing the contents of the Response in accordance with section 4 of Table 1 of this Appendix A, discontinue the evaluation of any Response if the Respondent is determined to be unable to demonstrate its financial viability.

**Table 1: Evaluation Criteria and Weighting**

Section	Weighting	Evaluation Criteria
<b>Section 1</b> Introduction and Nominated Projects	Not Evaluated	Each Response should contain the following information: 1.1 Proposed Respondent Team 1.2 Contact Information 1.3 Nominated Projects See Section 1 of Response Format (Part 3 of Appendix A).
<b>Section 2</b> Respondent Team	50 points	Overall respondent team strength and relevant experience and ability (as demonstrated through Nominated Projects) to undertake the complete Project, including: 2.1 Team Organization 2.2 Development Experience 2.3 Availability See Section 2 of Response Format (Part 3 of Appendix A).
<b>Section 3</b> Design and Construction	50 points	Overall strength and relevant experience and ability (as demonstrated through Nominated Projects) to undertake the design and construction of the Project, including: 3.1 Project Management 3.2 Construction Experience 3.3 Design Experience 3.4 Reference Projects 3.5 Key Individuals' Experience See Section 3 of Response Format (Part 3 of Appendix A)
<b>Section 4</b> Financial Capacity and Experience	Pass/Fail	Sufficient financial capacity of the Design-Builder to undertake the Project. See Section 4 of Response Format (Part 3 of Appendix A).
<b>Total</b>	<b>100 Points</b>	

## **2.2 Disqualification of Responses**

Without limitation, the Authority may, in its discretion, disqualify a Response if:

- (a) background investigations reveal any criminal affiliations or activities by the Respondent or a member of the Respondent Team and such affiliations or activities would, in the sole opinion of the Authority, interfere with the integrity of the Competitive Selection Process; or
- (b) the Response includes a false or misleading statement, Claim or information.

The Respondent and any member of the Respondent Team may be required to undertake a criminal records check in order to participate in the Project.

### Part 3. Response Format

For Responses, Respondents should use the section numbers and titles provided in Table 2 below.

**Table 2: Response Content Requirements**

Section	Title	Response Content Requirements
<b>1.</b>	<b>Introduction and Nominated Projects (Not Evaluated)</b>	
<b>1.1</b>	<b>Proposed Respondent Team</b>	Provide the legal name of the entity for each of the following: <ol style="list-style-type: none"> <li>i. Construction Lead</li> <li>ii. Design Lead</li> <li>iii. Building Envelope Specialist;</li> <li>iv. Code Consultant;</li> <li>v. Structural Engineer; and</li> <li>vi. Project Manager.</li> </ol>
<b>1.2</b>	<b>Contact Information</b>	Provide the name and contact details for the Respondent's Representative. <b>Please note:</b> The Respondent's Representative will be the <u>only</u> person to receive communication from the Contact Person regarding this RFQ. Respondent's Representative: <ol style="list-style-type: none"> <li>i. name</li> <li>ii. employer</li> <li>iii. mailing/courier addresses</li> <li>iv. telephone number</li> <li>v. email address</li> <li>vi. website address</li> </ol>
<b>1.3</b>	<b>Nominated Projects</b>	Submit a maximum of 5 Nominated Projects using Form A-1 of this Appendix A.

Section	Title	Response Content Requirements
<b>2.</b>	<b>Respondent Team (50 points)</b>	
<b>2.1</b>	<b>Team Organization</b>	<ul style="list-style-type: none"> <li>a) Provide organization chart(s), at the corporate level, showing the relationships between Respondent Team members and any anticipated changes contemplated over the Project life cycle.</li> <li>b) Describe the business relationships among the Respondent Team members (e.g., corporation, joint-venture, partnership, etc.).</li> <li>c) Provide a project organization chart, at the Key Individual level, showing the reporting relationships between, and authority of, the Key Individuals including project manager, construction manager, design manager for the design-builder and architect lead designer and other individuals that will report into them to indicate the proposed approach/management structure for the Project. Note: Names are only required for Key Individuals at this time.</li> <li>d) Provide a short description of the Respondent Team and significant team members (for publication of the teams shortlisted for the RFP stage).</li> </ul>
<b>2.2</b>	<b>Development Experience</b>	<p>Describe the Respondent Team's experience and capability with the following, based on up to five of the Nominated Projects that are demonstrated to be relevant to the Project:</p> <ul style="list-style-type: none"> <li>a) Developing and managing projects that are similar in scope and size to the Project;</li> <li>b) Assembling and managing multi-disciplinary teams including design and construction integration;</li> <li>c) Developing designs in consultation with an academic/office user/client;</li> <li>d) Providing value-added innovative solutions to design and construction including, but not limited to, design principles, healthy buildings, and LEED® Gold or equivalent;</li> <li>e) Managing sub-contractors in the delivery of complex design-build contracts; and</li> <li>f) The Respondent Team's performance in meeting its obligations.</li> </ul>
<b>2.3</b>	<b>Availability</b>	Describe the availability and capacity of the Key Individuals to undertake the Project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.

Section	Title	Response Content Requirements
<b>3.</b>	<b>Design and Construction (50 points)</b>	
<b>3.1</b>	<b>Project Management</b>	Describe the Construction Lead’s project management experience and capability, based on up to five of the Nominated Projects that are demonstrated to be relevant to the Project, focusing primarily on the following: <ul style="list-style-type: none"> <li>a) Managing large fast-tracked, complex projects, particularly design-build projects that are similar in scope and size to the Project;</li> <li>b) Schedule management;</li> <li>c) Working with contractors and sub-contractors; and</li> <li>d) Coordinating the work of the various specialists to achieve integration between designers and sub-contractors, in accordance with the Project schedule.</li> </ul>
<b>3.2</b>	<b>Construction Experience</b>	Describe the Construction Lead’s experience and capability, based on up to five of the Nominated Projects that are demonstrated to be relevant to the Project, focusing primarily on the following: <ul style="list-style-type: none"> <li>a) Construction experience in large, multi-disciplinary, fast-tracked, complex projects, particularly design-build projects that are similar in scope and size to the Project;</li> <li>b) Construction experience in the innovative use of wood for both architectural and structural purposes;</li> <li>c) Energy efficient or sustainable projects, in particular relating to LEED® Gold or equivalent;</li> <li>d) Construction and logistics management; and</li> <li>e) Quality assurance and health and safety programs.</li> </ul>
<b>3.3</b>	<b>Design Experience</b>	Describe the Design Lead’s experience and capability, based on up to five of the Nominated Projects that are demonstrated to be relevant to the Project, focusing primarily on the following: <ul style="list-style-type: none"> <li>a) Design experience in large multi-disciplinary, fast-tracked, complex projects, particularly design-build projects that are similar in scope and size to the Project;</li> <li>b) Developing designs in consultation with an academic facility client;</li> <li>c) Integrating design with construction;</li> <li>d) Familiarity with Canadian codes and standards, or equivalent; and</li> <li>e) Introducing “best practices” concepts into design to address LEED® Gold or equivalent; and</li> <li>f) Innovative uses of wood for both architectural and structural purposes.</li> </ul>



Section	Title	Response Content Requirements
3.4	<b>Reference Projects</b>	From the list of Nominated Projects provided, identify a reference project and indicate through any combination of sketches, photographs and text, the features that are most relevant to the Project that demonstrate aspects of the Respondent's credentials.
3.5	<b>Key Individuals' Experience</b>	Provide comprehensive résumés for Key Individuals including, at a minimum, the following information: 1. Name 2. Professional qualification/designation; 3. Role, duties and responsibility for the Project; 4. Summary of education/qualifications; and 5. Relevant experience.
<b>4.</b>	<b>Financial Capacity and Experience (Pass/Fail)</b>	
4.1	<b>Financial Capacity</b>	Demonstrate the financial capacity of the Respondent Team by providing the following; a) Written confirmation, generally in the form of the Insurance Undertakings contained in Appendix H and Appendix I, from an insurer that the following coverage will be available for the Project if the Respondent is awarded a contract: <ul style="list-style-type: none"> <li>▪ Commercial general liability insurance coverage of not less than \$10 million inclusive per occurrence; \$20 million general aggregate for bodily injury; death and damage to property including loss of use thereof; product/completed operations liability with a limit of \$10 million annual aggregate; and</li> <li>▪ Professional liability insurance coverage of not less than \$2 million per occurrence and \$2 million aggregate.</li> </ul> b) Written confirmation, generally in the form of the Bonding Undertaking contained in Appendix G, from a surety that the Respondent will be able to obtain a 50% performance bond and a 50% labour and materials payment bond written by a surety, or sureties, authorized to conduct business in British Columbia if the Respondent is awarded a contract.

**Form A-1 Nominated Project Details**

(Maximum 3 pages in length per project)

Respondent \_\_\_\_\_ Project number \_\_\_\_\_ (sequentially numbered 1 to 5)

Respondent Team Member(s) \_\_\_\_\_

Item	Notes to Respondents
<b>Name of project</b>	<i>Details including official project name and contract number</i>
<b>Location of project</b>	<i>Country, province/state, highway/road/facility, site or project extent</i>
<b>Owner</b>	<i>Organization name</i>
<b>Reference contact details</b>	<i>Current information for key client contacts (individuals), including name, title, role, telephone numbers, email addresses, mailing address and preferred language of correspondence. By providing this information you are authorizing the Authority or the Authority's representatives to contact these individuals for all purposes, including gathering information and documentation, in connection with this RFQ.</i>
<b>Contract period</b>	<i>Contract commencement date, end of construction date and contract end date</i>
<b>Time period of involvement</b>	<i>Commencement date and duration</i>
<b>Description of project</b>	<i>Capital value, scope and complexity</i>
<b>Current status of project</b>	<i>Describe the current status of the project relative to key milestone events</i>
<b>Contract model</b>	<i>Contract structure i.e., public private partnership, design-build</i>
<b>Role(s) on project</b>	<i>Specific role, duties and responsibilities of applicable Respondent Team members</i>



<b>Other information</b>	<i>Any information the Respondent considers relevant to the Evaluation Criteria</i>
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**APPENDIX B RECEIPT CONFIRMATION FORM**

(To be submitted by the Respondent's Representative on receipt of this RFQ)

Request for Qualifications

**Wood Innovation and Design Centre Project**

To receive any further distributed information  
about this **Request for Qualifications**,  
please execute and email both pages of this  
Receipt Confirmation Form as soon as possible to:

**Partnerships BC**

Email: **Catherine.silman@partnershipsbc.ca**

**Respondent Contact Information**

Name of Respondent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_



**ACKNOWLEDGMENT OF TERMS OF RFQ AND CONFIDENTIALITY**

The undersigned is a duly authorized representative of the Respondent and has the power and authority to sign this Receipt Confirmation Form on behalf of such Respondent or other interested party.

The Respondent or other interested party hereby acknowledges receipt and review of this RFQ and all of the terms and conditions contained therein, including, without limitation, all appendices attached thereto and agrees to comply with all of the terms and conditions set out in this RFQ.

For greater certainty, the Respondent or other interested party in executing this Receipt Confirmation Form agrees to comply with the Confidentiality Agreement provisions set out in Appendix C of this RFQ.

Respondent's Representative or other interested party:

---

Authorized Signature

---

Name of the Authorized Signatory

---

Title

---

Date



## APPENDIX C CONFIDENTIALITY AGREEMENT

### 1. Interpretation

In this Agreement:

- (a) Agreement means this Appendix C, which is subject to the RFP,
- (b) Confidential Information means all documents, knowledge and information provided by the Authority or any of its Representatives (the Disclosing Party) to, or otherwise obtained by, the Recipient or any of its Representatives (the Receiving Party), whether before or after the date of this Agreement, and whether orally, in writing or other visual or electronic form in connection with or relevant to the Project, this RFQ, the RFP 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 that:
  - (1) is or subsequently becomes available to the public, other than through a breach of this Agreement by the Receiving Party or through a breach of a Confidentiality Agreement which another person has entered into concerning the Confidential Information;
  - (2) 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 Agreement and which party did not receive such information directly or indirectly under obligations of confidentiality;
  - (3) was rightfully in the possession of the Receiving Party or was known to the Receiving Party before the date of this Agreement and did not originate, directly or indirectly, from the Disclosing Party;
  - (4) was developed independently by the Receiving Party without the use of any Confidential Information; or
  - (5) is required to be disclosed pursuant to any judicial, regulatory or governmental order validly issued under applicable law.
- (c) Permitted Purposes means evaluating the Project, preparing a Response, and any other use permitted by this Agreement.

- (d) Recipient means a Respondent or any other interested party who completes a Receipt Confirmation Form.
- (e) Representative means a director, officer, employee, agent, accountant, lawyer, consultant, financial advisor, subcontractor, Key Individual, or other member of a Respondent Team or any other person contributing to or involved with the preparation or evaluation of Responses or proposals, as the case may be, or otherwise retained by the Recipient, the Authority or Partnerships BC in connection with the Project.
- (f) all capitalized terms not otherwise defined in this Agreement have the respective meanings ascribed to them in Section 7 of this RFQ.

## **2. Confidentiality**

The Recipient 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 Recipient will make all reasonable, necessary and appropriate efforts to safeguard the Confidential Information from disclosure to any other person, firm, corporation, or other entity except as permitted in this Agreement, and will ensure that each of its Representatives agrees to keep such information confidential and to be bound by the terms contained herein.

## **3. 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 Agreement, the Recipient will keep all Confidential Information that the Recipient receives, has access to, or otherwise obtains strictly confidential for a period of three years after the date of this Agreement, 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, firm, corporation or other entity for any purpose whatsoever.

## **4. Limited Disclosure**

The Recipient 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 Response or proposal as applicable and on the condition that all such Confidential Information be retained by each of

those Representatives as strictly confidential. The Recipient will notify Partnerships BC, on request, of the identity of each Representative to whom any Confidential Information has been delivered or disclosed.

#### **5. Destruction on Demand**

On written request, the Recipient 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 Recipient will confirm that delivery or destruction to Partnerships BC in writing, all in accordance with the instructions of Partnerships BC; provided, however, that the Receiving Party may retain one copy of any Confidential Information that it may be required to retain or furnish to a court or regulatory authority pursuant to applicable law.

#### **6. Acknowledgment of Irreparable Harm**

The Recipient 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 Agreement were not performed by the Recipient or any party to whom the Recipient provides Confidential Information in accordance with its terms, and that any such harm could not be compensated reasonably or adequately in damages. The Recipient further acknowledges and agrees that the Authority will be entitled to injunctive and other equitable relief to prevent or restrain breaches of any of the provisions of this Agreement by the Recipient 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.

#### **7. Waiver**

No failure to exercise, and no delay in exercising, any right or remedy under this Agreement by the Authority will be deemed to be a waiver of that right or remedy. No waiver of any breach of any provision of this Agreement will be deemed to be a waiver of any subsequent breach of that provision or of any similar provision.

#### **8. Severability**

If any portion of this 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.

#### **9. Enurement**

This Agreement enures to the benefit of the Authority and Partnerships BC and binds the Recipient and its successors.





## APPENDIX D RESPONSE DECLARATION FORM

1. This Response Declaration Form will be executed by the Respondent.
2. By executing this Response Declaration Form, the Respondent agrees to the provisions of this RFQ and this Response Declaration Form.
3. Capitalized terms in this Response Declaration Form are defined in Section 7 of this RFQ.

### [RFQ Respondent's Letterhead]

To: [Insert organization and Submission Location]

Attention: [Insert Contact Person]

Re: Request for Qualifications entitled [Insert Project Name]

---

### [Insert Respondent Name] Response

In consideration of the Authority's agreement to consider Responses in accordance with the terms of this RFQ, the Respondent hereby agrees, confirms and acknowledges, on its own behalf and on behalf of each member of the Respondent Team, that:

(a) Response

- (1) this Response Declaration Form has been duly authorized and validly executed;
- (2) the Respondent is bound by all statements and representations in its Response;
- (3) its Response is in all respects a fair Response made without collusion or fraud; and
- (4) the Authority reserves the right to verify information in the Respondent's Response and conduct any background investigations including criminal record investigations, verification of the Response, credit enquiries, litigation searches, bankruptcy registrations and taxpayer information investigations or other investigations on all or any of the Respondent Team members, and by submitting a Response the Respondent agrees that they consent to the conduct of all or any of those investigations by the Authority.

(b) Acknowledgements with Respect to this RFQ

- (1) the Respondent has received, read, examined and understood the entire RFQ including all of the terms and conditions, all documents listed in this RFQ's Table of Contents, and any and all Addenda;
- (2) the Respondent agrees to be bound by the entire RFQ including all of the terms and conditions, including without limitation Section 6.7, all documents listed in this RFQ's Table of Contents, and any and all Addenda;
- (3) the Respondent's representative identified below is fully authorized to represent the Respondent in any and all matters related to its Response, including but not limited to providing clarifications and additional information that may be requested in association with this RFQ;
- (4) the Respondent has disclosed all relevant relationships, in accordance with the instructions and format outlined in the Relationship Disclosure Form; and
- (5) the Respondent has had sufficient time to consider, and has satisfied itself as to the applicability of the material in this RFQ and any and all conditions that may in any way affect its Response.

(c) Evaluation of Responses

- (1) this RFQ is not an offer, a tender or a request for proposals; it is a Request for Qualifications and the responsibility of the Authority is limited to consider Responses in accordance with this RFQ.

(d) Consent of Respondent Team

- (1) the Respondent has obtained the express written consent and agreement of each member of the Respondent Team, as listed below, to all the terms of this Response Declaration Form.

(e) The Respondent Team consists of:

Name	Address	Role on Team	Key Individual (Y/N)

**RESPONDENT**

**RESPONDENT'S REPRESENTATIVE**

\_\_\_\_\_  
 Name of Firm

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Name of Authorized Signatory

\_\_\_\_\_  
 Telephone

\_\_\_\_\_  
 Signature

If the Respondent is a joint venture, consortium or special purpose entity – by each of its joint venture or consortium members, as applicable.



## APPENDIX E RELATIONSHIP DISCLOSURE FORM

This Form will be completed by the Respondent on its own behalf and on behalf of each member of the Respondent Team.

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

- (a) this declaration is made to the best of the knowledge of the Respondent and, with respect to relationships of each member of the Respondent Team, to the best of the knowledge of that member.
- (b) the Respondent and the members of the Respondent Team have reviewed the definition of Restricted Parties and the non-exhaustive list of Restricted Parties in Section 6.12.
- (c) the following is a full disclosure of all known relationships that the Respondent and each member of the Respondent Team has, or has had, with:
  - (1) the Authority;
  - (2) any listed Restricted Party;
  - (3) any current 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; and/or
  - (5) any other person who, on behalf of the Authority or a listed Restricted Party, has been involved in the Competitive Selection Process or the design, planning or implementation of the Project.

Name of Respondent Team member	Name of Party with Relationship (e.g., list Authority, Restricted Party, etc.)	Details of the Nature of the Relationship with the Listed Restricted Party/Person (e.g., Respondent Team member was an advisor to the Restricted Party from _____ to _____ )

(Add additional pages as required)

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**NAME OF RESPONDENT**

---

Address

---

Email Address

---

Telephone

---

Name of Authorized Signatory for Respondent

---

Signature



## APPENDIX F PARTICIPATION AGREEMENT

[Insert Date]

[Insert Authority Name]

[Insert Authority Address]

Attention: [Insert Name], Contact Person

Dear Sirs/Mesdames:

Re: [Insert Project Name] – Participation Agreement in respect of the Request for Proposals issued by [Insert Authority Name] on [Insert Date], 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 Proponent Name] (the “Proponent”) and the Authority, pursuant to which the Proponent agrees with the Authority as follows:

- 1. Defined Terms.** Capitalized terms not otherwise defined in this Participation Agreement have the meanings given to them in the RFP.
- 2. 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.
- 3. 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.
- 4. 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:

- (a) 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;
- (b) to be bound by the disclaimers, limitations and waivers of liability and Claims and any indemnities contained in the RFP, including Section 6.7 (Limitation of Damages) of the RFP. In no event will the liability of the Authority exceed the amount calculated pursuant to Section 8.10 (Partial Compensation for Participation in the RFP) of the RFP;
- (c) 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 8.10 (Partial Compensation for Participation in the RFP) of the RFP; and
- (d) 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.

**5. Amendments.** The Proponent acknowledges and agrees that:

- (a) the Authority may in its discretion amend the RFP at any time and from time to time; and
- (b) 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.

**6. General.**

- (a) *Capacity to Enter Agreement.* The Proponent hereby represents and warrants that:
  - (1) it has the requisite power, authority and capacity to execute and deliver this Participation Agreement;
    - i. this Participation Agreement has been duly and validly executed by it, or on its behalf by the Proponent's duly authorized representatives; and
    - ii. this Participation Agreement constitutes a legal, valid and binding agreement enforceable against it in accordance with its terms.
- (b) *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, Section 3 of this Participation Agreement.

- (c) *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.
- (d) *Enurement*. This Participation Agreement enures to the benefit of the Authority and binds the Proponent and its successors.
- (e) *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.
- (f) *Headings*. The use of headings is for convenience only and headings are not to be used in the interpretation of this Participation Agreement.
- (g) *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.
- (h) *Including*. The word “including” when used in this Participation Agreement is not to be read as limiting.

Yours truly,

---

Name of Proponent

---

Authorized Signatory





## SCHEDULE 1

### Confidentiality Conditions

1. **Definitions.** In these confidentiality conditions:

(a) **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, this 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 that:

- (1) is or subsequently becomes available to the public, other than through a breach by the Receiving Party of the terms of this Schedule 1;
  - i. 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;
  - ii. 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;
  - iii. was developed independently by the Receiving Party without the use of any Confidential Information; or
  - iv. is required to be disclosed pursuant to any judicial, regulatory or governmental order validly issued under applicable law;

(b) **Disclosing Party** means the Authority or any of its Representatives;

(c) **Permitted Purposes** means evaluating the Project, preparing a Proposal, and any other use permitted by the RFP or this Participation Agreement;

(d) **Receiving Party** means the Recipient or any of its Representatives;



- (e) **Recipient** means a Proponent or any other interested party who completes a Receipt Confirmation Form; and
- (f) **Representative** means a director, officer, employee, agent, accountant, lawyer, consultant, financial advisor, subcontractor, Prime Team Member, Equity Provider, Key Individual, 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 Recipient, the Authority or Partnerships BC in connection with the Project.
2. **Confidentiality.** The Recipient 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 Recipient will make all reasonable, necessary, and appropriate efforts to safeguard the Confidential Information from disclosure to any other person, firm, corporation, or other entity 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.
3. **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 Recipient will keep all Confidential Information that the Recipient 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, firm, corporation or other entity for any purpose whatsoever.
4. **Limited Disclosure.** The Recipient 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 Recipient will notify Partnerships BC, on request, of the identity of each Representative to whom any Confidential Information has been delivered or disclosed.
5. **Destruction on Demand.** On written request, the Recipient 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 Recipient 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 that it may be required to retain or furnish to a court or regulatory authority, pursuant to applicable law.

- 6. Acknowledgment of Irreparable Harm.** The Recipient 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 Recipient or any party to whom the Recipient provides Confidential Information in accordance with its terms, and that any such harm could not be compensated reasonably or adequately in damages. The Recipient 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 Recipient 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.
- 7. 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 BONDING UNDERTAKING**

Date: \_\_\_\_\_, 20 \_\_\_\_ No. \_\_\_\_\_

TO: Her Majesty the Queen in right of the Province of British Columbia as represented by the Minister of Jobs, Innovation and Tourism

Re: Request for Qualifications  
Wood Innovation and Design Centre 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 \_\_\_\_\_ (Respondent). 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 be prequalified as a Respondent on the captioned Project, which we understand will require a Performance Bond in the approximate amount of [ 50% of the Contract Price ] and a Labour and Materials Payment Bond in the approximate amount of [ 50% of the Contract Price ]. Based on the limited information available at this time, and subject to our assessment of the Wood Innovation and Design Centre Project, and our client’s work program at the time of submission of its Response, 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 H INSURANCE UNDERTAKINGS – COMMERCIAL GENERAL**

**UNDERTAKING OF COMMERCIAL GENERAL LIABILITY INSURANCE**

Name of Respondent submitting a Response to the Request for Qualifications for the Wood Innovation and Design Centre Project:

\_\_\_\_\_

We, the undersigned, as authorized representatives on behalf of \_\_\_\_\_ do hereby undertake and agree to provide “Wrap-Up” Commercial General Liability insurance in the amount of TEN MILLION DOLLARS (\$10,000,000.00) inclusive per occurrence, TWENTY MILLION DOLLARS (\$20,000,000.00) general aggregate for bodily injury, death and damage to property including loss of use thereof, product/completed operations liability with a limit of TEN MILLION DOLLARS (\$10,000,000.00) annual aggregate for the Wood Innovation and Design Centre Project, subject to underwriting.

If such a policy is written, a certified copy of the policy will be provided to the Minister of Jobs, Tourism and Innovation.

Dated at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

SIGNED: \_\_\_\_\_

*(Duly Authorized Representative of Insurance Company)*



**APPENDIX I INSURANCE UNDERTAKINGS – PROFESSIONAL LIABILITY**

**UNDERTAKING OF PROFESSIONAL LIABILITY INSURANCE**

Name of Respondent submitting a Response to the Request for Qualifications for the Wood Innovation and Design Centre Project:

\_\_\_\_\_

We, the undersigned, as authorized representatives on behalf of \_\_\_\_\_ do hereby undertake and agree to provide Single Project Group Professional Liability insurance in the amount of not less than FIVE MILLION DOLLARS (\$5,000,000.00) inclusive of any one claim for the Wood Innovation and Design Centre Project, subject to underwriting.

If such a policy is written, a certified copy of the policy will be provided to the Minister of Jobs, Tourism and Innovation.

Dated at \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

SIGNED: \_\_\_\_\_

*(Duly Authorized Representative of Insurance Company)*

