

APPENDIX B Proposal Requirements

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

TECHNICAL SUBMISSION

Package 1: Transmittal Package for Technical Submission

Package 2: Technical Submission (Technical Review)

Package 3: Technical Submission (Scored Elements)

FINANCIAL SUBMISSION

Package 4: Transmittal Package for Financial Submission

Package 5: Financial Submission (Financial Review)

Package 6: Financial Submission (Financial Capacity Package)

Note:

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

Where a narrative explanation is required, Proponents should limit their narrative to 1,000 words per subsection in each case: for example, Section 3.3 Architecture Design (a) limit of 1,000 words, (b) (i) limit of 1,000 words, (b)(ii) limit of 1,000 words and so on.

Drawings should be provided electronically in searchable PDF format, printable in 24" x 36" (Arch D) or 30" x 42" (Arch E1 size.).

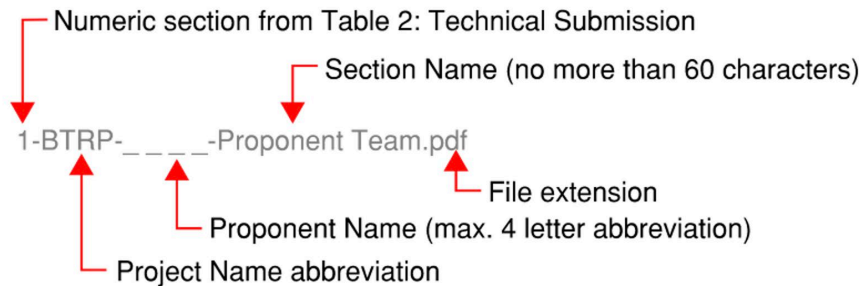


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Defined terms have the meaning set out in the RFP or the Final Draft Design-Build Agreement as the context may require. References to schedules and appendices are to the schedules and appendices to the Final Draft Design-Build Agreement unless otherwise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

Individual file size shall not exceed 300 MB.

File naming shall adhere to the following conventions:



Files over 300 MB in size may be split into multiple files by adding part number suffixes to the file name. Example: "3- BTRP2-____-Design and Construction-Part 1of2.pdf"

Proponents may not add folders within the existing submission folder structure already provided on the Electronic Submission and Evaluation Software.



TABLE 1: TRANSMITTAL PACKAGE FOR TECHNICAL SUBMISSION

Package 1: Transmittal Package for Technical Submission								
<p>The transmittal package is to contain the following information and documents:</p> <p>a) Name and contact details for the Proponent's Contact Representative.</p> <p>Please note: The Proponent's Contact Representative will be the only person to receive communications from the Contact Person regarding the RFP.</p> <ul style="list-style-type: none"> i. Name; ii. Employer; iii. Mailing/courier addresses; iv. Telephone number; and v. Email address. <p>b) Fill out the table below for the Key Individuals.</p> <table border="1"> <thead> <tr> <th>Individual's Name</th> <th>Company Name</th> <th>Role</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>c) Relationship Disclosure Form(s).</p> <p>d) Overview table of contents for all parts of the Proposal.</p>			Individual's Name	Company Name	Role			
Individual's Name	Company Name	Role						



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Package 2: Technical Submission (Technical Review)

The Technical Submission should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables in their Technical Submission to allow the Province to evaluate their Technical Submission in accordance with Appendix A.

TABLE 2: TECHNICAL SUBMISSION (TECHNICAL REVIEW)

Section No.	Title	Contents (Package 2, Technical Review)
1.	PROPONENT TEAM	Proposal Requirements
1.1	Team Organization	<ul style="list-style-type: none">a) Provide an organization chart(s), at the corporate level and at the Key Individual level, showing the relationships between Proponent Team members (including major sub-trades and consultants), reporting relationships, and any anticipated changes contemplated over the life of the Design-Build Agreement.b) Provide the business relationships amongst the Proponent Team members (e.g., corporation, joint venture, partnership, subcontractor agreement, and consultant service agreement).
2.	PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION	Proposal Requirements
2.1	Approach	<ul style="list-style-type: none">a) Confirm the Proposal substantially meets the provisions of the RFP, including the requirements set out in Appendix B of the RFP and the Final Draft Design-Build Agreement.b) Confirm if any Acceptable Equivalents, to the extent they have been previously accepted by the Province as described in Section 7.14 of the RFP, have been used.



Section No.	Title	Contents (Package 2, Technical Review)
2.2	Project Schedule	<p>a) Provide a detailed Time Schedule in the form of a Gantt chart, which will be a fully integrated schedule developed using Critical Path Method, following good industry practice with each activity having the relevant predecessor and successor logic, traceable through plans and reports, design, permitting, procurement, contracts, construction and commissioning. The Time Schedule shall clearly differentiate critical path from non-critical path items, and identify:</p> <ul style="list-style-type: none"> i. Substantial Completion and Total Completion of the Project; ii. Contractual milestones and key interim design, procurement and construction milestones; iii. Key interface milestones identifying external dependencies (Development Review Process, City of Victoria, utility providers, Authorities Having Jurisdiction (e.g. DFO, MoE, NAV Canada, Transport Canada), Canada Green Council, Rick Hansen Foundation, etc.); iv. Key interface milestones identifying internal dependencies (Building Code Review Authority; Building Code Compliance Process, Schedules of Assurances, Authorization to Proceed with Construction, Occupancy Approval Certificate, etc.); v. Procurement activities for long lead items including mass timber, piles, fendering, security-related equipment and systems, and major equipment, showing target bid period, manufacture and delivery/mobilization dates; vi. Development of Project Management Plan during the construction phase, including: <ul style="list-style-type: none"> i. Health and Safety Plan; ii. Quality Management Plan; iii. the Construction Communications and Engagement Plan, iv. Traffic Management Plan; v. Indigenous Participation Plan; vi. Construction Environmental Management Plan; vii. ESG Strategy Plan;

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> viii. Building Performance Targets Energy Submittals; ix. Respect in the Workplace Plan; and x. Commissioning Plan including Enhanced Terminal Enclosure Commissioning Plan <p>vii. Design period, including the User Consultation Group Process and the Submittal Schedule identifying each Design Package and showing review durations;</p> <p>viii. Construction Period:</p> <ul style="list-style-type: none"> i. Site establishment and mobilization; ii. Securing approvals, including permits; iii. Major construction stages, including but not limited to: <ul style="list-style-type: none"> a. Demolition; b. Removal and disposal of Contaminated Site materials; and c. Phased construction of the Terminal facilities to provide continuous access to both ferry operators and border security agencies throughout construction. iv. Delivery and installation of major components; v. Testing, commissioning, integration and training; vi. Deferred Works vii. Deficiency review and rectification period; and viii. Warranty Period. <p>b) Provide a basis of schedule narrative including:</p> <ul style="list-style-type: none"> i. Description of all key milestones; ii. Explanation of how the design and construction will be implemented to achieve the milestone dates; iii. Critical path analysis, identifying risks or concerns;



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Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> iv. Discussion of key interfaces with internal and external dependencies (City, Province, utility providers, border agencies, ferry operators, Authorities Having Jurisdiction (e.g. Fisheries and Oceans Canada, MoE, NAV Canada, Transport Canada), Building Code Review Authority, Canada Green Council, Rick Hansen Foundation, etc); v. Outline assumptions made including construction productivities; and vi. Outline of hours/days to be worked and non-work days such as statutory holidays.
2.3	Construction Approach	<p>Describe and provide details including both narratives and graphics of the Proponent's construction approach and staging including:</p> <ul style="list-style-type: none"> a) Detailed approach to phased construction allowing operations during construction and meeting the requirements of the Final Draft Design-Build Agreement. b) Coordination with the City, utilities, authorities having jurisdiction (e.g. Fisheries and Oceans Canada, MoE, NAV Canada, Transport Canada) and other stakeholders; c) Maintaining existing marine traffic in the Inner Harbour without disruption; d) Maintaining existing vehicular, pedestrian, bicycle traffic on Belleville Street without disruption; e) Approach to Site access and egress, security, parking and construction traffic management through the proposed phased construction periods; f) Site hoarding throughout the various phased construction periods, including around off-Site construction to secure the construction site areas; g) Crane locations, laydown areas, site construction office; h) The procurement, supply and lead times for mass timber products; i) The procurement, supply and lead times for specialty or long lead materials order; and j) The construction approach to working with mass timber including any special provisions required for storage onsite, placement and weather protection;



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Section No.	Title	Contents (Package 2, Technical Review)
3	DESIGN AND CONSTRUCTION	Proposal Requirements
3.1	Site Development & Design Strategy	<p>Provide a Site plan, together with narratives, drawings and information, sufficient to demonstrate the intent of the design and its conformance with the Final Draft Design-Build Agreement, including:</p> <ul style="list-style-type: none"> a) A colour-coded Site circulation strategy illustrating travel routes for vehicles, cyclists, pedestrians; staff and visitor arrival; drop off, pick up and tour bus access; service delivery and waste removal; as well as emergency vehicle access; b) Turning radii for all vehicles accessing the Site (e.g. delivery vehicles, waste removal) c) Finished grades, surface parking plan, shipping/receiving, garbage and recycling bins, and outdoor program areas; d) Schematic level landscape plan for the Site, with sufficient narrative and graphics to demonstrate the intent of the design, including the following locations, in relation to the footprint of the new Terminal and Wharf: <ul style="list-style-type: none"> i. Open areas; ii. David Foster Harbour Pathway iii. Sidewalks; iv. Grade separation between Belleville Street, drop-off areas, and the Terminal entrance; v. Fenced/screened off areas including an approach to Belleville Street fencing strategy; vi. Site furniture; and vii. Entry spaces. e) Any other major elements

Section No.	Title	Contents (Package 2, Technical Review)
3.2	Civil Design (Roads, Drainage, Utilities)	<p>Provide narratives and associated drawings to illustrate the Proponent's approach to on-Site and off-Site civil works including but not limited to roads, drainage, and utilities design and how it substantially satisfies the requirements in the Final Draft Design-Build Agreement, including:</p> <ul style="list-style-type: none"> a) Key attributes and issues identified by the Proponent, and proposed design to address all identified issues; b) To support the Proponent's approach described in (a), provide the following design drawings including: <ul style="list-style-type: none"> i. A key plan and legend; ii. Drawings (plans, profiles, typical cross-sections combined with pavement structure details, laning and geometrics, pavement markings, storm drainage, utilities (sanitary, sanitary lift station, and water), and street lighting at appropriate scales to describe the proposed design for the roads, vehicle inspection, queuing, parking and external areas of the Facility that shall include: <ul style="list-style-type: none"> a. Existing infrastructure and property lines; b. Proposed grading works including toes and tops of all cuts and fills; c. Proposed laning and geometrics including lanes and routes for Canada-bound and US-bound traffic; d. Proposed David Foster Harbour Pathway, walkways, sidewalks, and bikeways; e. Separation between pedestrian and vehicular traffic; f. Proposed interfacing with marine structures; g. Proposed retaining walls; h. Municipal utilities (water, sanitary); i. Roadside and raised concrete median; and j. Technology island concrete curbing.



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Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> iii. Preliminary storm design and storm management report including storm design criteria, and storm drawings showing major drainage features for roads and structures. c) Design criteria (including explanatory notes where required) for the roadworks; and d) Avoiding or minimizing potential impacts to environmentally sensitive areas.
3.3	Architecture Design (Terminal)	<ul style="list-style-type: none"> a) Provide schematic level drawings, together with narrative and information, sufficient to demonstrate the intent of the design and its conformance with the Final Draft Design-Build Agreement, including: <ul style="list-style-type: none"> i. Overall floor plans (of each level – if applicable) at 1:200 scale consistent with the intent of the Functional Program clearly identifying the user, functional block and room names; ii. Overall roof plan at 1:200 scale showing rooftop equipment, roof access points, screening strategy and rainwater management; iii. Colour-coded User floor plans at 1:100 scale consistent with the intent of the Functional Program of each of the users and clearly identify room names and space ID numbers; and iv. Drawings outlining the following Passenger Experience, Flow and Circulation: <ul style="list-style-type: none"> a. Ferry Operator Staff arrival to the site and Terminal, and flow to the respective work areas from staff parking; b. Border Agency Staff arrival to the site and Terminal and flow to the respective work areas from staff parking; c. Foot Passenger arrival to the Terminal for a US-bound ferry (show circulation route for each ferry operator). Include routes for passengers that are directed to Secondary Inspection; d. Foot Passenger arrival to the Terminal from a Canada-bound ferry (show circulation route for each ferry operator). Include routes for passengers that are directed to Secondary Inspection; e. Vehicle Passenger circulation between Cleared Vehicle Waiting Lot and Departure Passenger Waiting Area;



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Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> f. Vehicle Passenger circulation from Vehicle Secondary Inspection area to Secondary Inspection within the Terminal for US-Bound passengers; and g. Vehicle Passenger circulation from Vehicle Secondary Inspection area to Secondary Inspection within the Terminal for Canada-Bound passengers. v. Drawings outlining Luggage Operations and Flow; vi. Building elevations of all building facade elevations (1:200) denoting design aesthetics, materials, major features, and proposed colour schemes; vii. Building sections identifying the treatment of the level difference between Belleville Street, Wharf, and the Terminal within the Facility; and viii. Schematic building envelope and exterior glazing systems details. <p>b) Provide Exterior renderings demonstrating proposed 3-D massing, materials and images of the Facility, including landscaping, and the context of all buildings and wharf structures. Provide exterior renderings demonstrating:</p> <ul style="list-style-type: none"> i. View from the Inner Harbour; ii. View from Belleville Street; iii. View of the Terminal's Belleville Street main entry – aerial view and pedestrian approach view; iv. View of the Wharf area, including vehicle queuing; v. View of border security agencies' booths; and vi. View of the connector to/from the vessels of both operators. <p>c) Provide interior renderings illustrating the materials, character and design of the Terminal. Provide, at a minimum, interior renderings of:</p> <ul style="list-style-type: none"> i. Main Entrance and Ticket Counters; ii. Public Ticket Hall/Lobby; iii. Departure Passenger Waiting Area; iv. CBSA Pre Inspection Area; and v. USCBP Pre Inspection Area.

Section No.	Title	Contents (Package 2, Technical Review)
		<p>d) Provide a legend and accompanying list of all materials shown in exterior and interior renderings noted in items c) and d) of this Section. Materials to be aligned with and coordinated with materials indicated in the outline specification submission in item 3.3 i) below and in accordance with Part 4 of Schedule 1 – Statement of Requirements;</p> <p>e) Provide a two to three-minute animation MP4 video illustrating key exterior and interior features including but not limited to the areas identified in a) and b) above;</p> <p>f) Provide a completed Space Variance Analysis using the Excel file provided in the Secure Data Room. The Proponent will not change the sequence and terminology in the template provided;</p> <p>g) Provide a narrative and supportive illustrations demonstrating the use of Mass Timber;</p> <p>h) Provide an outline specification of all building elements included in Part 4 of the Statement of Requirements including a description and evidence of the exterior building envelope (wall assemblies and roof, exterior glazing systems, doors) and its suitability under a marine environment; and</p> <p>i) Provide a code consultant's report outlining and supporting the proposed approach to compliance with City requirements including where any "alternative solutions" are anticipated or proposed.</p>
3.4	Geotechnical Design	<p>Provide a narrative and supplement with drawings as required to illustrate the Proponent's approach to geotechnical design and how it substantially satisfies the geotechnical design requirements of the Final Draft Design-Build Agreement. The information provided shall address, as necessary, all structures, ground improvements, slopes, embankments, soil cuts, excavations, backfill, shoring, and foundations. For each of these design components, include a description of:</p> <p>a) Geotechnical issues, conditions, constraints, and risks related to the proposed design concept, such as global stability, local stability, suitable foundation types, bearing resistances, required fill materials, settlement, seismic considerations, liquefaction vulnerability and mitigation, erosion vulnerability, and groundwater issues, as appropriate;</p>

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> b) Proposed methodologies to investigate, analyze and resolve geotechnical issues and concerns including seismic approach; c) How the design concept addresses the geotechnical characteristics of the Site; and d) Related access and constructability issues, including a description of proposed methodology to resolve them.
3.5	Structural Design	<ul style="list-style-type: none"> a) Provide a narrative and associated drawings to describe the Facility's structural systems and how they will meet the requirements in the Final Draft Design-Build Agreement, including the following: <ul style="list-style-type: none"> i. Foundation systems; ii. Superstructure systems; iii. Floor and roof structures; iv. Lateral force resistance system; v. List of codes and standards to be used; vi. Considerations of all applicable design loads including seismic, wind, tsunami, waves, currents, etc.; vii. Design to accommodate climate change; viii. Proposed construction methodology and staging strategy for each structure; ix. Access considerations for future maintenance, inspections and rehabilitation; x. Approach and methods to achieve design life; and xi. For all above grade elements, provide rationale for the chosen material type. b) To support the approach described in (a), provide the following schematic design drawings including: <ul style="list-style-type: none"> i. Foundation plans; ii. Floor plans; iii. Roof plans; iv. Elevations; and

Section No.	Title	Contents (Package 2, Technical Review)
		v. Sections.
3.6	Marine Design	<p>Provide narratives, design approach, and drawings as required to illustrate the Proponent's proposed structural design for all marine works and how they will meet the requirements in the Final Draft Design-Build Agreement, including the following:</p> <ul style="list-style-type: none"> a) Key structural dimensions, clearances, lane arrangement, structural arrangement and articulation, foundation type and design water levels. b) List of codes and standards to be used; c) Design loads including live, waves, currents, wind, tsunami etc. d) Design to accommodate climate change; e) Details of any structure retaining the earth behind the Wharf and its connectivity with the Wharf and the Black Ball Wharf; f) Proposed construction methodology and staging strategy for each structure; g) Access considerations for future maintenance, inspections and rehabilitation. h) Approach and methods to achieve design life; i) Mooring, and mooring equipment such as fender, protection dolphins; j) Berthing and berthing equipment; k) Access to vessels; l) Dredging requirements; m) Interface details with the Black Ball Wharf; n) Black Ball Wharf analysis and modification requirements to accommodate the Gangway structures, Elevated Walkway and Connector; o) Structure drainage;



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Section No.	Title	Contents (Package 2, Technical Review)
		<p>p) Mechanical, Electrical and Plumbing (MEP) requirements;</p> <p>q) Important seismic design considerations and effects of soil movements on the structural design; and</p> <p>r) Risks associated with the proposed design.</p>
3.7	Sustainability (LEED, Energy)	<p>a) Provide an energy modelling report as described in Schedule 8 and Appendix 8A of the Final Draft Design-Build Agreement, including:</p> <ul style="list-style-type: none"> i. Confirm that the design details used in the energy model reflect the design details provided by other disciplines that will include, but may not be limited to, architectural layout, massing and orientation, architectural envelope assembly details, mechanical system details, heating, cooling, ventilation and lighting operating control details, and electrical system details. ii. The modelling method, input details, assumptions, and deliverable details using Tables A1 to A5 from Appendix 8A. iii. Sustainability design features. iv. Energy-efficient control strategies. v. Compliance with Building Performance Targets. <p>b) Provide a narrative and summary of the Proponent's LEED® Gold certification strategy, including contingency points; and</p> <p>c) Provide a preliminary LEED® checklist identifying the credits targeted to achieve LEED® Gold certification.</p>
3.8	Mechanical Systems	<p>a) Provide narratives of the mechanical systems supplemented by schematic level drawings demonstrating how the design will meet the requirements of the Final Draft Design-Build Agreement, including functionality, redundancy, maintainability, zoning, noise and acoustics requirements. At a minimum, the following systems are to be included:</p> <ul style="list-style-type: none"> i. Heating and cooling systems; i. Ventilation system;

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> ii. Building management/controls system; iii. Drainage systems, including wharf utilities; iv. Domestic water distribution and heating system, including wharf utilities; and v. Fire detection and protection systems. <p>b) Provide drawings and details for the following:</p> <ul style="list-style-type: none"> i. All major equipment, for example: air handling units, condensing units, fan coil units, heat/energy recovery units, heat pumps, cooling towers, boilers, water tanks, or any other significant pieces of equipment.
3.9	Electrical & IMIT Systems	<p>a) Provide a narrative and associated drawings describing the following systems and how they will meet the requirements in the Final Draft Design-Build Agreement:</p> <ul style="list-style-type: none"> i. Electrical utilities and Site distribution, including shore power for vessels; ii. Base building electrical systems; iii. Building management system; iv. Information Management/Information Technology (IMIT); v. Audio Visual and Communications; vi. Security Systems; and vii. Digital Signage <p>b) Provide block diagrams showing overall electrical architecture including:</p> <ul style="list-style-type: none"> i. Origin of power supply; ii. Electrical utilities and Site distribution; and iii. Arrangements for service redundancy / emergency power. <p>c) Provide a load calculation describing the following:</p> <ul style="list-style-type: none"> i. Main electrical utility service sizing; ii. Emergency generator distribution sizing; and iii. Standby generator distribution sizing. <p>d) Provide Site layouts/schematics of all major building systems:</p>

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> i. Lighting systems, including Site lighting; ii. Wireless signal coverage (WAP, cellular, LMR); iii. Riser diagrams; iv. Structured cabling paths and raceways; v. Public announcement systems; vi. Closed Circuit Television (CCTV) systems; and vii. Fire alarm and life safety systems
3.10	Furniture, Fittings and Equipment	<p>Provide a narrative describing the following and how they will meet the requirements of the Final Draft Design-Build Agreement:</p> <ul style="list-style-type: none"> a) A summary of the processes and activities that will be undertaken to ensure all Design-Builder supplied equipment, are received, placed, installed and commissioned prior to Substantial Completion; b) Confirmation that room sizes and spaces (internal and external) are sufficiently sized to accommodate all furniture and equipment; and c) Outline of the roles and timing the Design-Builder would expect the Province to provide in achieving the above.
3.11	Gender Based Analysis (GBA+)	<p>Provide a narrative describing how GBA+:</p> <ul style="list-style-type: none"> a) Was applied to inform development of the Technical Submission; and b) Will be incorporated into the Project throughout design and construction.
4	Project Management Plan	Proposal Requirements
4.1	Quality Management	Provide a draft of the Proponent's Quality Management Plan which addresses the requirements set out in the Final Draft Design-Build Agreement by outlining:



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Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> a) Procedures to be implemented to ensure robust and thorough quality control and quality assurance by the Design-Builder and its subcontractors; b) Processes, testing, certification and auditing that will be performed to verify that all parts of the Work comply with the Design-Build Agreement; and c) Timing of the elements of the Quality Management Plan and the documentation to demonstrate compliance that will be obtained by the Design-Builder and its subcontractors and provided to the Province.
4.2	Traffic Management	<p>Provide a draft of the Proponent's Traffic Management Plan which addresses the requirements set out in the Final Draft Design-Build Agreement including but not limited to the following:</p> <ul style="list-style-type: none"> a) Traffic Control Plan; b) Incident Management Plan; c) Implementation Plan; and d) Risk Assessment Plan.
4.3	Construction Environmental Management	<p>Provide a draft of the Proponent's Construction Environmental Management Plan which addresses the requirements set out in the Final Draft Design-Build Agreement including but not limited to the following:</p> <ul style="list-style-type: none"> a) Project Environmental Manager and Qualified Environmental Professional and their relevant experience on similar projects b) an overview of the Proponent approach to protecting environmental values in a marine environment including but not limited to: <ul style="list-style-type: none"> i. identifying project construction elements that could present a risk to the environment; ii. Provide clear and measurable mitigation measures to avoid harmful alteration, disruption, or destruction (HADD) of fish habitat during construction;

Section No.	Title	Contents (Package 2, Technical Review)
		<ul style="list-style-type: none"> iii. Pile driving approach in accordance with “Best Management Practices for Pile Driving and Related Operations” (DFO 2018), along with applicable regulatory permits; iv. Measures to minimize physical disturbance to the seabed in sensitive habitat areas; and v. Identifying how the construction environmental monitoring, mitigation, and environmental protection plans meet Province objectives. <p>c) an overview of the Proponent approach to address existing contamination removal and disposal required as per Project scope; and</p> <p>d) Proposed approach to potential habitat offsetting work.</p>
4.4	Communications and Engagement	<p>Provide a draft of the Proponent’s Communications Plan which addresses the requirements set out in the Final Draft Design-Build Agreement including but not limited to the following:</p> <ul style="list-style-type: none"> a) the Design-Builder Communication Protocol; b) the Construction Communications and Engagement Plan and subplans: <ul style="list-style-type: none"> i. Construction Notification Plan; ii. Enquiry Response Plan; iii. Traffic Management Communications Plan; iv. Community Relations, Consultation and Media Relations Plan; and v. Crisis Communications Plan.
4.5	Testing and Commissioning	<p>Describe the Proponent’s process for planning and leading commissioning, including a description of the major elements of the Commissioning Plan as described in the Final Draft Design-Build Agreement, who is responsible for those elements, and when the Province’s involvement is recommended.</p>



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Section No.	Title	Contents (Package 2, Technical Review)
4.6	Respect in the Workplace	Provide a draft of the Proponent's Respect in the Workplace Plan which addresses the requirements set out in the Final Draft Design-Build Agreement.
4.7	Health and Safety	<p>Provide a draft of the Proponent's Health and Safety Plan which addresses the requirements set out in the Final Draft Design-Build Agreement including but not limited to the following:</p> <ul style="list-style-type: none"> a) a safety policy statement providing the Proponent's health and safety objectives; b) an outline of the overall safety plan; and c) the process for accident and incident response and investigation, including provisions for emergency vehicle passage throughout the Site.
4.8	Indigenous Participation	<p>Provide a description of the Proponent's strategy for meeting the requirements of the Final Draft Design-Build Agreement including but not limited to the following:</p> <ul style="list-style-type: none"> a) Indigenous engagement; b) Indigenous construction monitoring (environmental and cultural); c) Indigenous archaeological monitoring (if required by the Chance Find Procedure); and d) Business and/or employment opportunities.



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Package 3: Technical Submission (Scored Elements)

The Scored Elements of the Technical Submission should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables to allow the Province to evaluate the Scored Elements portion of their Technical Submission in accordance with Appendix A.

TABLE 3: TECHNICAL SUBMISSION (SCORED ELEMENTS)

Section No.	Title	Contents (Package 3, Scored Elements)
5.	SCORED ELEMENTS	Proposal Requirements
5.1	Creating an Exceptional Belleville Terminal	<p>Provide materials that best demonstrate the strategy behind the design and intent of each of the following elements described in Appendix A</p> <ul style="list-style-type: none">a) Section 5.1.1: Public Presence/Visual Impact; andb) Section 5.1 2: Use and Integration of Mass Timber <p>Cross-reference Proposal response sections as necessary, and supplement Package 3 materials with schematic level drawings, diagrams, renderings or narratives as appropriate.</p>
5.2	Indigenous Groups Cultural Integration	<p>Provide materials that best demonstrate the strategy behind the design and intent of each of the following elements described in Appendix A:</p> <ul style="list-style-type: none">a) Section 5.2.1: Program Requirements and Flexibility in Design; andb) Section 5.2.2: Culturally Reflective Features <p>Cross-reference Proposal response sections as necessary, and supplement Package 3 materials with schematic level drawings, diagrams, renderings or narratives as appropriate.</p>



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5.3	Facility Layout and Future Proofing	<p>Provide materials that best demonstrate the strategy behind the design and intent of each of the following elements described in Appendix A:</p> <ul style="list-style-type: none"> a) Section 5.3.1: Facility Layout and Circulation; and b) Section 5.3.2: Facility Future Proofing and Flexibility <p>Cross-reference Proposal response sections as necessary, and supplement Package 3 materials with schematic level drawings, diagrams, renderings or narratives as appropriate.</p>
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Package 4: Transmittal Package for Financial Submission

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

- A letter confirming that the Nominal Cost of the Proposal is within the Design-Build Price Ceiling and is valid for a period of 90 days beyond the date of this Financial Submission;
- Confirmation that there have been no changes to the Proponent Team other than those with respect to which the Proponent has complied with Section 7.11 of the RFP; and
- One (1) fully executed copy of Appendix C – Proposal Declaration Form.

Package 5: Financial Submission

The Financial Submission should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables in their Financial Submission to allow the Province to evaluate their Financial Submission in accordance with Appendix A.

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

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



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TABLE 4: FINANICAL SUBMISSION

Section No.	Title	Contents (Package 5, Financial Submission)
6.1	Basis of Financial Submission	
6.1.1	Proposal Authorization	Provide a certified copy of board resolutions or other legally binding evidence where applicable from the Design-Builder approving the Proposal and authorizing submission of the Proposal in response to this RFP.
6.2	Insurance and Bonding	
6.2.1	Insurance and Bonding	<p>a) Demonstrate the insurability of the Proponent by providing written confirmation, generally in the form of the Insurance Undertakings contained in Appendix L and Appendix M, from insurers that the following insurance coverage will be available for the Project if the Proponent is awarded the Design-Build Agreement:</p> <ul style="list-style-type: none"> i. Commercial general liability insurance coverage of not less than \$50 million inclusive per occurrence; \$50 million general aggregate for bodily injury; death and damage to property including loss of use thereof; product/completed operations liability with a limit of \$50 million annual aggregate; and ii. Professional liability insurance coverage of not less than \$10 million per claim and \$10 million aggregate. <p>Note: Only the Preferred Proponent will be required to submit a completed Appendix H in advance of Contract Execution.</p> <p>b) Demonstrate the bondability of the Proponent by providing written confirmation, generally in the form of the Bonding Undertaking contained in Appendix K, from a surety that the Proponent will be able to obtain a performance bond in a sum equal to 50% of the Nominal Cost of the Proposal, and a labour and material payment bond in a sum equal to 50% of the Nominal Cost of the Proposal, written by a surety, or sureties, acceptable to the Province, authorized to conduct business in British Columbia, if the Proponent is awarded the Design-Build Agreement.</p>



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		The Proponent may alternatively provide the surety's standard form Consent of Surety or Agreement to Bond in respect of a commitment to provide the required performance and labour and material payment bond.
6.3	Proposal Price	
6.3.1	Price Validity	Confirm all prices listed in the Proposal will remain valid for the period of at least 90 days after the Submission Time for Financial Submissions.
6.3.2	Form A1 – Breakdown of Contract Price and Monthly Progress Payments	<p>Proponents must submit Form A1 – Breakdown of Contract Price and Monthly Progress Payments electronically. Form A1 will include:</p> <ul style="list-style-type: none"> a) The breakdown of the contract price adding up to the Nominal Cost of the Proposal; and b) Estimated monthly progress payments over the construction schedule: <ul style="list-style-type: none"> i. Estimated progress payments must coincide with work completed based on the Time Schedule. <p>The Proponent's Form A1 should be consistent with the following:</p> <ul style="list-style-type: none"> i. Produced using the template supplied by the Owner with no changes or entries other than as indicated in the model; ii. Produced in Microsoft Excel version 2010 or newer; iii. Except where otherwise expressly indicated, include all taxes other than GST; iv. Be expressed in Canadian dollars; and v. Not include any hidden or password-protected cells or sheets. <p>All sheets should be printable, clearly and legibly, on 8.5" x 11" paper including row and column references on each page.</p> <p>Note: Proposal price is to take into account the Retaliatory Tariff Change in Law provisions set out in the Final Draft Design-Build Agreement, as amended by Addendum 015</p>

Package 6: Financial Capacity Package for Financial Submission

The Financial Capacity Package should address the requirements set out in the tables below. Proponents should use the section numbers and corresponding titles shown in these tables in their Financial Capacity Package to allow the Province to evaluate their financial capacity in accordance with Appendix A.

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

- (a) Financial capacity of the Proponent including financial statements; and
- (b) Financial capacity of the Proponent's guarantor as applicable including financial statements

TABLE 5: FINANCIAL SUBMISSION (FINANCIAL CAPACITY PACKAGE)

Section No.	Title	Contents (Package 6, Financial Capacity Package)
7	Financial Capacity	<p>Demonstrate the financial capacity of the Proponent (or Guarantor as applicable) by providing the following:</p> <ul style="list-style-type: none"> a) If the Proponent is a joint venture or a partnership: <ul style="list-style-type: none"> i. The estimated value of the scope of work for each member of the Proponent; and ii. Confirmation of whether there are joint and several guarantees. b) For each member of the Proponent that is not proposed to be guaranteed by a Guarantor: <ul style="list-style-type: none"> i. Copies of annual audited financial statements, the audit letters, and the notes to the financial statements, or other similar financial information, for each of the last three fiscal years (entire annual reports should not be provided); ii. If available, copies of the interim financial statements for the last quarter or, if produced semi-



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		<p>annually the last half year, since the last annual audited financial statement provided in i) or, if not available, an explanation as to why;</p> <ul style="list-style-type: none"> iii. Details of any material off-balance sheet financing arrangements currently in place or, if none, a confirmation as such; iv. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided or, if none, a confirmation as such; v. Details of any credit rating, including any downgrades of credit rating in the last 36 months, or if none, a confirmation as such; and vi. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency proceedings in the last 36 months, and any litigation or other material adverse proceedings (arbitration or regulatory investigations or proceedings) that are still outstanding that may affect the Proponent's or Guarantor's (if any) ability to perform its obligations in relation to the Project or, if none, a confirmation as such. <p>c) For each member of the Proponent whose performance is proposed to be guaranteed by a Guarantor:</p> <ul style="list-style-type: none"> i. Evidence, in the form of a signed letter from a senior officer of the Guarantor it will act as the Guarantor; and a description of such guarantee; and ii. Items b) (i) to b) (vi) above for the Guarantor. <p>d) With reference to the information provided in relation to a) and b) above, briefly describe the context of the entity's proposed role and project obligations:</p> <ul style="list-style-type: none"> i. The Proponent's capacity to undertake its project obligations (e.g., discuss relevant financial metrics relative to Project scope, financial viability, ability to provide performance security, support and/or guarantees from any other parties, other projects with similar obligations, etc.); and ii. (If any) the Guarantor ability to undertake its obligations (e.g., discuss net and total asset size relative to Project scope, financial capacity, financial viability, etc.). <p>Only financial information received from the Proponent and its Guarantor will be evaluated. Information received from any other entities including Proponent member parent companies will not be evaluated unless a guarantor</p>
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		letter satisfactory to the Province is provided per subsection c) i).
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