

## Appendix B Proposal Requirements

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

### **TECHNICAL SUBMISSION**

Package 1: Transmittal Package for Technical Submission

Package 2: Technical Submission (Operations and Maintenance Services)

Package 3: Technical Submission (Design and Construction of Plant Rehabilitation Projects)

### **FINANCIAL SUBMISSION**

Package 4: Transmittal Package for Financial Submission

Package 5: Financial Submission

### **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 Service 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 be concise in their narrative. The Technical Submission should not exceed 50 pages (single spacing, font size no smaller than 11 points).

Drawings should be provided electronically to scale and in PDF format, printable in 11" x 17".

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



## Package 1: Technical Submission – Transmittal Package

TABLE 1 TRANSMITTAL PACKAGE FOR TECHNICAL SUBMISSION

### Package 1: Transmittal Package for Technical Submission

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

- (a) Name and contact details for the Proponent's Contact Representative.  
Please note: The Proponent's Contact Representative will be the only person to receive communications from the Contact Person regarding the RFP.
  - (i) Name;
  - (ii) Employer;
  - (iii) Mailing/courier addresses;
  - (iv) Telephone number; and
  - (v) Email address.
- (b) Fill out the table below for the Key Individuals.

Individual's Name	Company Name	Role



## Package 1: Transmittal Package for Technical Submission

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- (c) Relationship Disclosure Form(s) (Appendix D).
  - (d) Overview table of contents for all parts of the Proposal.
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## Package 2: Technical Submission - Operations and Maintenance Services

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 Owner to evaluate their Technical Submission in accordance with Appendix A.

TABLE 2 TECHNICAL SUBMISSION (OPERATIONS AND MAINTENANCE SERVICES)

Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
1.	PROPONENT TEAM	Proposal Requirements



Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
1.1	Team Organization	<p>(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 Service Agreement.</p> <p>(b) Describe the business relationships amongst the Proponent Team members (e.g., corporation, joint venture, partnership, subcontractor agreement, and consultant service agreement).</p>
2.	Overview	Proposal Requirements
2.0	Overview	<p>(a) The Proponent is to provide a written narrative for its approach to delivering the Operations and Maintenance Services for the Plant, including the utilization of major subcontractors that describes the processes for planning, managing, implementing and performing the requirements and obligations set out in Final Draft Service Agreement, particularly Schedule F.</p>



Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
2.1	Approach	<ul style="list-style-type: none"> <li>(a) Provide a staffing plan showing Full Time Equivalent (FTE) by role, including Key Individuals and subcontractors.</li> <li>(b) Describe anticipated key issues related to operating the Plant, which is the high-density sludge treatment of contaminated acid rock drainage water from the mine.</li> </ul>
2.2	Operating Services	<ul style="list-style-type: none"> <li>(a) Provide the proposed shift schedule for Operators and maintenance staff and describe how vacations and unplanned absences will be covered.</li> <li>(b) Provide a summary of the proposed schedule for sampling and analysis as specified in Schedule F of the Final Draft Service Agreement. The summary should include sampling locations at the Plant and Groundwater Management System (GMS).</li> <li>(c) Describe the proposed SCADA software and schedule for renewal during the Service Agreement Term. Also include a description of schedule for renewal of PLC hardware and software.</li> </ul>



Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
		<p>(d) Demonstrate the approach to Standard Operating Procedures (SOPs) by suggesting improvements (if any) to one of the SOPs provided in the RFP Data Room.</p> <hr/> <p>Describe and provide details of the maintenance program for the Plant, including:</p> <p>(a) The approach to Preventative, Predictive, and Corrective Maintenance for the Plant and how the Service Provider will ensure that the performance requirements of the Final Draft Service Agreement will always be met.</p> <p>(b) The approach to Renewal and Replacement Maintenance for the Plant and how the Service Provider will ensure that the performance requirements of the Final Draft Service Agreement will always be met.</p> <p>(c) The proposed CMMS, including how the system will be maintained and utilized. Confirm that the CMMS will be integrated with the AMS.</p> <p>(d) How scheduled maintenance work and Renewal and Replacement will be planned, scheduled and monitored.</p>
2.3	Maintenance Services	



Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
		<p>(e) The approach to the management of maintenance including the use of Predictive Maintenance, reliability centered maintenance principles, emergencies and alarms, including how response times and rectification periods will be met.</p> <p>(f) How scheduled and unscheduled work impacting operations in the Plant will be managed to not adversely impact the operation of the Mine Workings reservoir.</p>
2.4	Sludge Management	<p>(a) Describe how the Service Provider will operate and maintain the sludge dewatering equipment to ensure that a dewatered sludge density of over 38% is achieved at all times.</p> <p>(b) Describe the plan for interim storage, hauling and disposal of dewatered sludge at the Jane Basin disposal site.</p>
2.5	Commodity Utilization Management	<p>(a) Describe the proposed approach to managing the consumption of commodities at levels less than, or equal to historical consumption values. Commodities include:</p> <ul style="list-style-type: none"> <li>i. Lime</li> <li>ii. Flocculent</li> </ul>





Section No.	Title	Contents (Package 2, Operations and Maintenance Services)
		iii. Electricity
2.6	Asset Management System	(a) Describe the approach and methodology to asset life cycle and equipment management, including a spare part inventory. (b) Describe how the AMS will be used to develop the Annual Operating Quality Control Plan and Annual Financial Plan.
2.7	Document Management and Reporting	(a) Describe how the operating data, records and all relevant reports will be managed, stored and shared with the Owner in a timely manner. (b) Provide an outline (e.g. table of contents) for each of the following, as described in Schedule F of the Final Draft Service Agreement: <ul style="list-style-type: none"> <li>i. Monthly Report (compiled and submitted Quarterly).</li> <li>ii. Annual Performance Report.</li> <li>iii. Annual Asset Management Report.</li> <li>iv. Operating Quality Control Plan.</li> <li>v. Financial Plan.</li> </ul>



### Package 3: Technical Submission - Design and Construction – Rehabilitation Projects

TABLE 3: TECHNICAL SUBMISSION (DESIGN AND CONSTRUCTION – REHABILITATION PROJECTS)

Section No.	Title	Contents (Package 3, Design and Construction – Rehabilitation Projects)
3		Proposal Requirements
3.2	Approach and Project Schedule	<p>(a) Provide a table identifying (at a minimum) the following dates:</p> <ul style="list-style-type: none"> <li>a. Substantial Completion of the Rehabilitation Projects. The projects must be completed within 2 years of Service Commencement.</li> <li>b. Total Completion of the Rehabilitation Projects.</li> <li>c. Submission of plans and reports, including: <ul style="list-style-type: none"> <li>i. Health and Safety Plan;</li> <li>ii. Construction Environmental Management Plan;</li> <li>iii. Traffic Management Plan;</li> <li>iv. Quality Management Plan; and</li> <li>v. Commissioning Plan.</li> </ul> </li> <li>d. Construction activities, including: <ul style="list-style-type: none"> <li>i. Key decisions required by the Owner.</li> </ul> </li> </ul>



Section No.	Title	Contents (Package 3, Design and Construction – Rehabilitation Projects)
		<ul style="list-style-type: none"> <li>ii. Critical path items;</li> <li>iii. Site establishment and mobilization;</li> <li>iv. Securing approvals, including permits and licenses;</li> <li>v. Major construction stages;</li> <li>vi. Testing, commissioning, integration, programming and training; and</li> <li>vii. Deficiency review period.</li> </ul> <p>The Proponent may also submit the dates described in Section 3.2 (a) in the form of a preliminary schedule in Microsoft Project, or Primavera P6 format.</p> <p>(b) Provide a narrative explaining how the Design and Construction will be implemented with minimal interruption to the Plant's normal operation.</p>
3.3	Electrical	(a) Provide a narrative, including supporting drawings and design where possible, describing the plan for the electrical works and how they will meet the Statement of Requirements.
3.4	Civil	(a) Provide a narrative, including supporting drawings and design where possible, describing the plan for the on-Site and off-Site civil works and how they will meet the Statement of Requirements.



**Package 4: Financial Submission – Transmittal Package****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 valid for a period of 60 days beyond the date of the Financial Submission;
  - Confirmation of understanding of the Site conditions and the impact they could have on any or all of the Work, as defined in the Service Agreement, as outlined in Section 3.3 of the RFP;
  - 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.
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**Package 5: Financial Submission – Financial Submission****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 Owner 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
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## Package 5: Financial Submission

(b) Completed Form A1 – Breakdown of Contract Price.

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Section No.	Title	Contents (Package 5, Financial Submission)
5.	Basis of Financial Submission	
5.1	Proposal Authorization	Provide a certified copy of board resolutions or other legally binding evidence where applicable from the Service Provider approving the Proposal and authorizing submission of the Proposal in response to this RFP.
5.2	Insurance and Bonding	<p>(a) Written confirmation from an authorized representative of an insurance company, generally in the form of the Insurance Undertakings contained in Appendix L and Appendix M, that the following coverage will be available for the Project if the Proponent is awarded the Service Agreement:</p> <p>(i) Commercial general liability insurance coverage of not less than \$25 million inclusive per occurrence; \$25 million general aggregate for bodily injury; death and damage to property including loss of use thereof; product/completed operations liability with a limit of \$25 million aggregate; and</p> <p>(ii) Environmental Impairment liability insurance coverage of not less than \$25 million inclusive per occurrence.</p>



Section No.	Title	Contents (Package 5, Financial Submission)
		(b) Written confirmation from a surety, generally in the form of the Prequalification Letter contained in Appendix K, that the Proponent will be able to obtain a \$ 3 million Demand Bond written by a surety, or sureties, authorized to conduct business in British Columbia, if the Proponent is awarded the Service Agreement.
6.	Proposal Price	
6.1	Price Validity	Confirm all prices listed in the Proposal will remain valid for the period of 60 days after the Submission Time for Financial Submissions.
6.2	Form A1 – Breakdown of Contract Price	<p>Proponents must submit Form A1 – Breakdown of Contract Price electronically. Form A1 will include:</p> <ul style="list-style-type: none"> <li>(a) The breakdown of the contract price adding up to the Cost of the Proposal in real dollars; and</li> <li>(b) Estimated payments over the construction schedule: <ul style="list-style-type: none"> <li>(i) Estimated payments must coincide with work completed based on the Time Schedule.</li> </ul> </li> </ul> <p>The Proponent's Form A1 should be consistent with the following:</p>



Section No.	Title	Contents (Package 5, Financial Submission)
		<ul style="list-style-type: none"> <li>(i) Produced using the template supplied by the Owner with no changes or entries other than as indicated in the model;</li> <li>(ii) Produced in Microsoft Excel version 2010 or newer;</li> <li>(iii) Except where otherwise expressly indicated, include all taxes other than GST;</li> <li>(iv) Be expressed in Canadian dollars; and</li> <li>(v) Not include any hidden or password-protected cells or sheets.</li> </ul> <p>All sheets should be printable, clearly and legibly, on 11" x 17" paper including row and column references on each page.</p> <p>Note: Proposal price is to take into account the Taxes and Duties provisions set out in the Final Draft Service Agreement (Schedule E)</p>

