Abbotsford Law Courts Project Request for Proposals Appendix B: Proposal Requirements

Appendix B: Proposal Requirements Issued: June 29, 2017

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# **APPENDIX B: PROPOSAL REQUIREMENTS**

### 1. Proposal Guidelines Overview

This Appendix and attachments describe the specific documentation that a Proponent is required to submit to satisfy the Proposal Requirements, and to demonstrate that they are capable of performing the responsibilities and obligations of Project Co under the Project Agreement. The Proponent's Proposal documents are to comprehensively address the requirements set out in this Appendix and the Final Draft Project Agreement. Without limiting any other term of this RFP, including Section 8.2 of this RFP, Proponents may provide additional information or supplemental material to clarify any Proposal item.

Proposals are to be presented in three submissions: a Technical Submission; an Advance Interest Rate Submission; and a Financial Submission, each of which consists of the following packages, and each of which is outlined in this Appendix:

Content Requirements	Section No.	Proposal Requirements Reference
1. Technical Submission:		
Package 1 – Transmittal Package	1	Table 1
Package 2 – Project Co Management	2	Table 2
Package 3 – Schedules	3.1	Table 3
Package 3 – Design and Construction	3.2	Table 4
Package 3 – Services	3.3	Table 5
Package 4 – Scored Elements Submission	4	Table 6
2. Advance Interest Rate Submission (AIRS):		
Package 1 – Initial AIRS	-	Refer to Appendix K
Package 2 – Interim AIRS	-	Refer to Appendix K
Package 3 – Final AIRS	-	Refer to Appendix K
3. Financial Submission:		
Package 1 – Transmittal Package	5	Table 7
Package 2 – Financial Package	5	Table 8





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### 2. Proposal Requirements for Technical Submission

Without limiting the terms of this RFP, this section and Tables 1 to 6 summarize the information and documentation that Proponents are to submit in their Technical Submission.

The Technical Submission should demonstrate that the Proponent is capable of performing the obligations and responsibilities of Project Co and delivering the Project under the Project Agreement, and that the Proponent has a good understanding of the Project and of the Project Work.

The Technical Submission is to be prepared on the basis of the version of the Final Draft Project Agreement most recently issued prior to the Submission Time for Technical Submissions, and for purposes of Section 2.4 of the RFP, this version will be considered the version of the Final Draft Project Agreement issued as at the Submission Time for Technical Submissions.

Where drawings are to be provided, it is the Province's preference that Proponents may, where reasonable, provide combined drawings which will provide the information for more than one requirement with the appropriate references in each section. Proponents should provide a drawing index clearly identifying which Proposal requirement is met on which drawing. Proponents should provide required drawings in 24" x 36" format (three sets), and 11" x 17" format (two sets). Where provided electronically, drawings should be to scale and in PDF format.

Proponents are to arrange the content of their Technical Submission in accordance with the sequencing of, and using the section numbers and corresponding titles shown in, Tables 1 to 6.

Proponents are to arrange the content of their Technical Submission in accordance with the sequencing of, and using the section numbers and corresponding titles shown in the following tables.

Proponents should limit their Technical Submission to the following:

- a) 25 double-sided sheets (50 pages) for the content requirements in Package 2 [Project Co Management];
- 5 b) 75 double-sided sheets (150 pages), excluding Gantt drawings and the accommodation model, for the content requirements in Package 3 [Schedules], [Design and Construction] and [Services]; and
- c) 25 double-sided sheets (50) pages for the content requirements in Package 4 [Scored Elements].





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The Technical Submission is to provide information and documentation in four packages in accordance with Tables 1 to 6.

### 3. Proposal Requirements for AIRS

Refer to Appendix K for the submission requirements for the Initial AIRS, Interim AIRS and Final AIRS packages.

### 4. Proposal Requirements for Financial Submission

Without limiting the terms of this RFP, this section and Tables 7 and 8 summarize the information and documentation that Proponents are to submit in their Financial Submission.

Each Proponent should include in its Financial Submission information and documentation that reasonably demonstrates the Proposal satisfies the financial requirements set out in the RFP and the Final Draft Project Agreement.

The Financial Submission will provide evidence that the Proponent has in place all necessary financial arrangements for the Project.

The Financial Submission will be used to evaluate Proposals and select the highest-ranked Proposal.

Proponents are to arrange the content of their Financial Submission in accordance with the sequencing of, and using the section numbers and corresponding titles shown in, Tables 7 and 8.

The Financial Submission is to provide information and documentation in two packages in accordance with this appendix.





### **Table 1: Transmittal Package for Technical Submission**

# Package 1: Transmittal Package for Technical Submission

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

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

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

- i. Name;
- ii. Employer;
- iii. Mailing/courier addresses;
- iv. Telephone number; and
- v. Email address.
- b) Provide the Company/Firm name and names of the Key Individuals for the following team members:
  - i. Project Co Lead
  - ii. Design-Builder Project Lead;
  - iii. Design-Builder Construction Lead
  - iv. Design Lead;
  - v. IMIT Lead; and
  - vi. Service Provider Lead.

Proponents should submit the required information in the following format:

Individual's Name	Company Name	Role





# Package 1: Transmittal Package for Technical Submission

- c) Confirm compliance of the Proposal with the Final Draft Project Agreement, including Schedule 3 [Design and Construction Specifications];
- d) One (1) fully executed copy of Appendix D Relationship Disclosure Form; and
- e) Provide an overview table of contents for all parts of the Technical Submission.

Table 2: Package 2 Content Requirements (Project Co Management)

Section No.	Title	Contents (Package 2, Project Co Management)
2.	PROJECT CO MANAGEM	ENT
2.1	Confirmation of Proponer	nt Team and Key Individuals
2.1.1	Confirmation of RFQ Response	The Proponent is to confirm that, other than changes permitted by the Province, there have been no changes to information provided in its RFQ Response regarding:
		<ul> <li>a) The Equity Provider(s), the Design-Builder, the Design Firm, the Service Provider and the Guarantors listed as part of the Respondent Team; or</li> </ul>
		b) The Key Individuals listed for the Respondent Team.
		If changes are proposed to the above, the Proponent should clearly identify each proposed change, include a written request for the Province's permission, and provide additional information and documentation as required by this RFP, including Section 6.12 of the RFP.
2.2	Details of Proponent and Proponent Team	
2.2.1	Legal Name	Describe the legal structure of the Proponent (or that the Proponent will adopt as Project Co) including the proposed full legal name of the Proponent, or as applicable, each legal entity which comprises the Proponent.





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Section No.	Title	Contents (Package 2, Project Co Management)
		Provide the incorporation number, or extra-provincial registration number for British Columbia for the Proponent or as applicable, each legal entity that comprises the Proponent, and further details demonstrating that the Proponent, or as applicable, each legal entity which comprises the Proponent, is duly authorized to carry on business in British Columbia.
2.2.2	Shareholdings	Provide details, including corporate details, identifying each Equity Provider and degree of equity participation, and shareholder agreements.
		If the Proponent does not have an equity structure, provide details of the ownership structure and copies of all agreements related to ownership.
2.2.3	Governance, Organizational Structure	Provide an organizational description of Project Co, including organization chart(s), indicating and listing:
	and Details	a) the members of the board of directors, the senior officers and key management officials;
		b) the key members/firms of the Design-Builder team;
		c) the key members/firms of the Design Firm's team (including the Certified Professional); and
		d) the key members/firms of the Service Provider's team
		Explain each of the team members' role, responsibilities and reporting relationships with Project Co and one another, including:
		a) the nature of any contractual relationship(s) to be entered into between the Proponent Team members; and
		b) the nature of any sub-contracting arrangements and details of the risk allocation between the parties.
2.3	Details of Design-Builder	
2.3.1	Legal Name	Full legal name(s).
2.3.2	Contact Details	Authorized representative, registered office, address, telephone number, and email address.





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Section No.	Title	Contents (Package 2, Project Co Management)
2.3.3	Legal Details	Full incorporation details and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If the Design-Builder is an unincorporated legal entity, provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Design-Builder.
2.4	Details of Design Firm	
2.4.1	Legal Name	Full legal name(s).
2.4.2	Contact Details	Authorized representative, registered office, address, telephone number, and email address.
2.4.3	Legal Details	Full incorporation details and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If a member of the Design Firm is an unincorporated legal entity, provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Design Firm.
2.5	Details of Service Provide	er
2.5.1	Legal Name	Full legal name(s).
2.5.2	Contact Details	Authorized representative, registered office, address, telephone number, and email address.
2.5.3	Legal Details	Full incorporation details and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If a member of the Service Provider is an unincorporated legal entity, provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Service Provider.





**Table 3: Package 3 Content Requirements (Schedules)** 

Section No.	Title	Contents (Package 3, Schedules)
3.1	Schedules	
3.1.1	Project Schedule	Provide an initial Project Schedule prepared in accordance with Schedule 2 [Design and Construction Protocols] and Schedule 3 [Design and Construction Specifications] of the Final Draft Project Agreement which includes, at a minimum, the following information. Briefly explain the key milestones and how the Design and Construction will be implemented to achieve the milestone dates:
		a) The critical path.
		b) Effective Date.
		c) Development of Plans and Reports during the Construction phase.
		d) Submittal Dates and Review timeframes.
		e) Provisions of mock-ups, including a detailed description of schedule, location, scope, and method of development.
		f) Furniture and Equipment, including:
		i. selection and itemized listing of Furniture and Equipment;
		ii. procurement of Furniture and Equipment packages;
		iii. installation of Furniture and Equipment packages; and
		iv. commissioning / demonstrations / training.
		g) Construction Period, including:
		i. site establishment and mobilization;
		ii. securing approvals, including permits and licenses;
		iii. major construction stages;
		iv. utility connections; and
		v. other on site services as required.





Section No.	Title	Contents (Package 3, Schedules)
		h) Building Commissioning Period, including demonstrations and training; and
		i) Target Service Commencement Date (no later than September 30, 2020).
3.1.2 Submittal Schedule	Submittal Schedule	a) Provide a draft Submittal Schedule in accordance with the requirements of Schedule 2 [Design and Construction Protocols]. Refer to Attachment 1 [Submittal Schedule] to Appendix 2C of the Final Draft Project Agreement and include all of the Submittals listed thereon and all of the information requested for each Submittal.
		b) Provide a description of each Submittal, including the subject matter and form (for example, a drawing, narrative or where applicable a presentation) of each Submittal, clearly outlining the components / detail that are to be reviewed by the Province.
3.1.3 Accomm	Accommodation Model	a) Provide a Schedule of Accommodations (room list) for all Functional Space Requirements identifying for each space:
		<ul> <li>Using the Accommodation Model excel spreadsheet provided by the Province, provide an area summary of the Proponent's design by department that includes the total net and a gross area, and the net to gross ratios for each department.</li> </ul>
		ii. Provide an area summary of the building that includes building total net and gross areas expressed as a total and broken down by floor.
		iii. Using the Accommodation Model excel spreadsheet provided by the Province, provide the amount of any variance(s) in net area between the Proponent's design and the Schedule 3 [Design and Construction Specifications] for each room area and department area expressed in real terms of both net square meter comparison and as a percentage variance rounded to the nearest whole number.
		The Accommodation Model should follow the template that has been provided in the Data Room. The Province expects that the Proponents will not change the sequence, room numbering and terminology in the template provided as it follows Schedule 3 [Design and Construction Specifications].





Table 4: Package 3 Content Requirements (Design and Construction)

Section No.	Title	Contents (Package 3, Design and Construction)	
3.2	Design and Construction		
design and cor to manage Des	Overview  The Proponent is to provide a written narrative for its approach to Design and Construction that clearly describes the design process, the key design and construction issues, and the Proponent's strategy to manage those issues. The summary of the Proponent's approach and strategy to manage Design and Construction will govern the development of Project Co's plan as required in accordance with Schedule 2 [Design and Construction Protocols] of the Project Agreement.		
3.2.1	General Approach and P	rotocols – Schedule 2	
3.2.1.1	Design Approach and Considerations	<ul> <li>a) Describe and provide details of the Proponent's management plan for the Design, including: <ol> <li>how consideration of the Services will be integrated into the design;</li> <li>how consideration for future expansion of the Abbotsford Law Courts will be integrated into the design.</li> </ol> </li> <li>b) Describe and provide details of how the Proponent will preserve sufficient flexibility in the initial design submitted in its Proposal to accommodate changes during the detailed design development process that will take place post Financial Close.</li> </ul>	
3.2.1.2	Construction Approach	<ul> <li>a) Describe and provide details of the Proponent's management plan for the Construction, including: <ol> <li>i. the overall construction methodology and general approach;</li> <li>ii. construction constraints, risks and mitigation strategies; and</li> <li>iii. process for managing changes.</li> </ol> </li> </ul>	
3.2.1.3	Construction Safety	a) Describe the Proponent's approach to safety for Construction activities throughout the term. At a minimum, the following items are to be provided:     i. a safety policy statement providing the Proponent's health and safety objective; and	





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Section No.	Title	Contents (Package 3, Design and Construction)
		ii. a staging plan.
3.2.1.4	Quality Assurance	<ul> <li>a) Provide a one-page (maximum) summary of the Proponent's Quality Assurance approach including the selection of the Project Co's Quality Consultant.</li> <li>b) Provide an explanation of the responsibilities of Project Co, the Project Co Quality Consultant, the Design-Builder, Design Firm, and Service Provider in ensuring the quality of the design and</li> </ul>
		construction.
3.2.1.5	Commissioning	<ul> <li>Describe and provide details of the Proponent's process for managing commissioning including a table of contents or description of the major elements of the Commissioning Plan, as described in Schedule 2 [Design and Construction Protocols]</li> </ul>
3.2.1.6	LEED® Gold Certification and	<ul> <li>a) Provide a narrative and summary of the Proponent's LEED® Gold certification strategy, including the indicative LEED® Gold checklist.</li> </ul>
	Appendix 2C [Design	b) Provide a completed EAc1 LEED® Letter Template.
	and Construction Energy Target]	<ul> <li>c) Provide the Proponent's Design and Construction Energy Target in accordance with Appendix</li> <li>2C [Design and Construction Energy Target]</li> </ul>
		<ul> <li>d) Provide an electronic copy of the Energy Model on USB key using one of the following modelling software: eQUEST, IES-ve, OpenStudio. Provide a list of inputs and assumptions for the Energy Model.</li> </ul>
		Energy Model will provide:
		<ul> <li>calculations and results for total Facility annual Energy Consumption, as GJ, kWh and kWh/m2, and by energy type;</li> </ul>
		<ul> <li>the load calculations on a per zone basis, including equipment, energy recovery and redundancy, envelope u-values, internal loads, ventilation rates; and</li> </ul>
		<ul> <li>a narrative explaining any unusual modeling procedures or workarounds, or calculations performed outside of the energy modeling software.</li> </ul>





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Section No.	Title	Contents (Package 3, Design and Construction)
		<ul> <li>Energy model assumptions are included as Attachment 1 to Appendix 2C [Design and Construction Energy Target]</li> </ul>
		e) Provide Form A-9 of the Affordability Model with the Technical Submission that includes a breakdown of the Proponent's Design and Construction Energy Target into monthly payments over the Term. Monthly payments are to use the unit rates provided in Attachment 1 to Appendix 2C [Design and Construction Energy Target] and be based on the energy mix provided in the Proponent's Energy Model;
		<ul> <li>Form A-9 and the net present cost of the Proponent's Design and Construction Energy Target will also be submitted in the Affordability Model with the Proponent's Financial Submission.</li> </ul>
		f) Provide the plan to meet the Proponent's Design and Construction Energy Target during the operations period, including examples of policies to set utilities consumption targets.
		g) Describe and provide details of the Proponent's Energy Management Plan, including accountability mechanisms.
3.2.1.7	Innovative Use of Wood	Provide written and graphical summaries in the form of floor plans and interior-exterior elevations of the design to demonstrate compliance with Schedule 3 [Design and Construction Specifications] regarding the use of wood. Include any Building Code considerations, including any alternate solutions that will be requested from the municipal approval authorities.
3.2.2	Design Guidelines and F	Principles
3.2.2.1	Design Guidelines and Principles	a) Provide written and graphical summaries to demonstrate how the design of the Facility meets the following design principles:
		i. Supporting Justice;
		ii. Symbolism;
		iii. Safety and Security;
		iv. Accessibility;





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Section No.	Title	Contents (Package 3, Design and Construction)
		v. Community Impact;
		vi. Functionality; and
		vii. Adaptability.
3.2.3	Preliminary Design Subr	mittals
3.2.3.1	Design Concept	<ul> <li>a) Provide written and graphical summaries to demonstrate the Proponent's understanding of the program in the following areas as described in Schedule 3 [Design and Construction Specifications]:</li> </ul>
		i. location and siting;
		ii. form and character;
		iii. building configuration and circulation; and
		iv. design redundancy, wayfinding and signage.
3.2.3.2	Building Design	Provide:
		a) Renderings of the exterior and interior of the new Facility,:
		<ol> <li>as seen from the main entrance to the site (exterior);</li> </ol>
		ii. main entry lobby (interior); and
		iii. parkade from Abbotsford Law Courts.
		Such renderings should be convertible to a printable 8 ½" by 11" format.
		b) A 3-D animated model illustrating context, massing and architectural features. Provide video animation no more than four (4) minutes in length that demonstrates the exterior and interior in a complete manner.
		c) Provide plan drawings (1:200 scale) indicating the location and functional relationships of all program elements, horizontal and vertical circulation, and internal/external traffic flow (staff, accused/offended, sheriff staff, public, and judicial).





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Section No.	Title	Contents (Package 3, Design and Construction)
		d) Use colour to illustrate the program elements and to differentiate the internal circulation systems. Floor plans (1:100) for all levels, including roof plan, indicating basic dimensions with room numbers cross-referenced to the Accommodation Model. Include all walls and doors, structural elements, circulation elements (for example, stairs and elevators), major service shafts, windows, interior glazing screens, and major millwork locations.
		e) Building elevations and sections (north-south and east-west), sufficient to illustrate design aesthetics, materials and major features, including proposed exterior colour schemes.
3.2.3.3	Building Code	Provide Building Code "Alternative Solutions", if required by design, supported by a code consultant's report outlining and supporting the proposed approach.
3.2.3.4	Site Development	Provide the following site plans:
		a) Site plan that includes the following:
		i. Adjacent roads and property uses;
		ii. Location of the Building and Parkade;
		iii. Site roadways and pathways;
		iv. Firefighting access; and
		v. Green space.
		b) Rendered landscaping plan illustrating landscaped design features;
		c) Site sections, at a minimum one north-south and one east-west, demonstrating the integration of the exterior design with the Facility.
3.2.3.5	Wayfinding and Signage	<ul> <li>Describe in written narrative and provide supporting sketches of the wayfinding and signage program, including:</li> </ul>
		i. exterior wayfinding and directional signage; and
		ii. interior wayfinding and directional signage.





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Section No.	Title	Contents (Package 3, Design and Construction)		
3.2.3.6	Building Envelope	<ul> <li>a) Describe in written narrative and provide supporting sketches of the Facility's building envelope, including:</li> <li>i. exterior insulation and cladding systems;</li> <li>ii. wall sections (at 1:20 scale) with detailed descriptions of components of typical exterior wall assemblies;</li> <li>iii. roofing systems; and</li> <li>iv. glazing.</li> </ul>		
3.2.3.7	Site Circulation and Parking	<ul> <li>a) Describe and provide details of the Proponent's parking plan for the Project, including:</li> <li>i. Confirmation of the total number of parking spaces that will be provided on Site and in the Parkade. The parking solution should demonstrate the parking strategy, including locations for staff, handicap access, segregation of public and staff parking, along with any public transportation drop off/pick-up locations.</li> <li>ii. A site circulation plan, including vehicles, cyclists, pedestrians, waste removal, firefighting access and secure access.</li> </ul>		
3.2.4	Building Design Require	nents		
3.2.4.1	Structure	<ul> <li>a) Describe and provide details of the structural systems including schematic level (1:200) drawings of the Facility including the following as a minimum: <ol> <li>foundation system including bearing assumptions for footings, pile capacity, foundation walls, drainage, expected total and differential settlement;</li> <li>floor and roof framing systems including member sizes(columns, walls and slab design), layout and grid dimensions; and</li> <li>lateral load resisting system including design criteria, system type, system layout and any special features such as seismic joints.</li> </ol> </li> </ul>		





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Section No.	Title	Contents (Package 3, Design and Construction)
3.2.4.2	Mechanical Systems	a) Provide descriptions of the mechanical systems, including maintainability and zoning. At a minimum, the following systems are to be included:  i. primary energy source;  ii. cooling system;  iii. heating system;  iv. ventilation system;  v. domestic hot and cold water systems;  vi. sanitary and storm drainage including interceptors;  vii. natural gas;  viii. Building Management System; and  ix. fire protection systems.  b) Provide drawings and details for the following:  i. mechanical and water entry rooms layout including corridors and access;  ii. roof layout;  iii. all major equipment including air handling units, heat pumps, cooling towers, boilers, or any other significant pieces of equipment; and  iv. control sequences.





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Section No.	Title	Contents (Package 3, Design and Construction)
3.2.4.3	Electrical Engineering	<ul> <li>a) Provide a brief description of each of the electrical systems, including capacities as applicable: <ol> <li>electrical utilities and site distribution to the Facility;</li> <li>emergency power generation;</li> <li>electrical distribution, branches, metering and control within the buildings;</li> <li>UPS systems;</li> <li>grounding systems;</li> <li>lightning protection systems;</li> <li>lightning fixtures and control systems;</li> <li>lighting fixtures and control systems;</li> <li>security system; and</li> <li>wiring and raceway methods.</li> </ol> </li> <li>b) Provide schematic single line and layout drawings showing and describing: <ol> <li>origin of power supply(s);</li> <li>arrangements for service redundancy;</li> <li>main service switchgear and transformer locations and main electrical distribution room;</li> <li>utility and customer metering; and</li> <li>sub-electrical room locations.</li> </ol> </li> <li>Provide proposed equipment cut sheets for power distribution, UPS and emergency generators.</li> <li>Provide schematic drawings describing;</li> <li>location and types of site lighting (general and at building perimeters);</li> <li>proposed power monitoring and control systems; and</li> <li>fire alarm system, including locations of fire alarm panels and annunciators, detection and signaling devices.</li> </ul>





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Section No.	Title	Contents (Package 3, Design and Construction)	
3.2.5	Facility Services Subo	s Subgroup	
3.2.5.1	Electronic Security Systems	a) Provide written and graphical description of the Electronic Security Systems demonstrating the overall system logical architecture or framework as described in Schedule 3 [Design and Construction Specifications] and how they integrate with each other.	
		b) Provide floor plans (1:200) showing device locations in critical spaces (e.g., accused holding, access between the Secure and Non-Secure areas).	
		c) Provide security system riser diagram and schematics describing the integration between systems.	
		d) Provide a narrative (5 page maximum length) addressing how building systems address the security needs. The response shall also address the design approach to safety and security issues related to:	
		i. design of individual program areas;	
		ii. secure zones and circulation paths;	
		iii. design of building services areas;	
		iv. accessibility and intrusiveness of security strategy; and	
		v. Perimeter Security, zones, devices.	
		Provide schematics and block diagrams for a clear understanding of the design items listed above.	
		e) Provide written descriptions of all systems, supported by conceptual system riser diagrams and manufacturer's data sheets to demonstrate meeting the requirements described in Schedule 3 [Design and Construction Specifications] for each of the Electronic Safety and Security systems listed in Schedule 3, Section 7.9 and 7.10.	
		f) Describe the interoperability between the Electronic Safety Systems and Facility life safety systems and requirements (e.g., fire alarm, and lockdown procedures).	
		g) provide a copy of the following:	





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Section No.	Title	Contents (Package 3, Design and Construction)
		i. the IMIT Lead's current security worker license; and
		ii. the IMIT Lead organization's security business licence.
3.2.5.2	Communication Systems	<ul> <li>a) Provide written narratives and detailed riser diagrams to demonstrate the approach to the design of the Structured Cabling system (end-to-end) and how the design makes provisions for the following aspects:</li> </ul>
		<ul> <li>i. overall floor plan with locations of telecommunications rooms main cross connect and PBX room and horizontal cable zoning;</li> </ul>
		ii. 1:50 room layouts for telecommunication rooms, main cross connect and PBX room; and
		iii. communications backbone cabling, including redundancy requirements.
		b) Provide written narrative and logical network diagrams to demonstrate the approach to the design of the Province's and Proponent's LAN (including WLAN) and how the design makes provisions for the following aspects:
		i. core switches;
		ii. access layer switches; and
		iii. redundancy and fault tolerance.
		c) Provide a description of the Province's and Proponent's VoIP and Analog Telephone system. Include the following for each:
		i. manufacturer, model and equipment trunk and line configuration;
		ii. device types;
		iii. software; and
		iv. redundancy and fault tolerance.
		e) Provide a description of the intercom system design including the location and type of devices.
		f) Provide a description for the design and installation of the video conferencing system throughout the Facility.





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Section No.	Title	Contents (Package 3, Design and Construction)
		g) Provide a description for the design and installation of the public address system through the Facility.
3.2.6	Site Infrastructure	
3.2.6.1	Site Services	<ul> <li>a) Provide a Site servicing plan (1:500) as follows, including connections at the property lines and service entrance points to the Building: <ol> <li>i. sanitary sewers, storm sewers, and watermains;</li> <li>ii. utilities (gas, telecommunications, electrical power, etc.) within the limits of construction (utilities beyond the limits of construction may be shown at Project Co's discretion); and</li> </ol> </li> </ul>
		<ol> <li>any other electrical and communication services exterior to the buildings requiring site distribution.</li> </ol>
3.2.6.2	Civil Works	<ul> <li>a) Provide drawings (1:500) and documentation that illustrate the proposed site civil works, including: <ol> <li>i. storm water drainage;</li> <li>ii. road and sidewalk designs; and</li> <li>iii. site grading.</li> </ol> </li> <li>b) For storm water design, describe the approach to collection, storage, drainage and/or disposal.</li> </ul>
3.2.7	Equipment and Furniture	
3.2.7.1	Appendix 2D [Equipment and Furniture]	Describe the Proponent's approach to managing the Equipment and Furniture procurement process.





**Table 5: Package 3 Content Requirements (Services)** 

Section No.	Title Contents (Package 3, Services)	
3.3	Services	
<u>Overview</u>		
clearly describ	es the processes for planning	tive for its approach to delivering the Services, including the utilization of major subcontractors that g for, managing, implementing and performing the requirements and obligations set out in Schedule 4 he Final Draft Project Agreement.
3.3.1	Approach	<ul> <li>a) Provide a general description of the overall concept of operations and approach to the delivery of the Services, including the utilization of major subcontractors.</li> </ul>
		b) Provide a description of the proposed Operating Period Quality Management System including description of how Project Co will manage performance of the Service Provider and/or subcontractors and create an environment responsive to Facility Users' needs. The description of the quality management plan will outline the measures taken, frequency, and approach to corrective action.
		c) Describe the approach to the development of the:
		i. Operating Period Plans as set out in Schedule 4 [Services Protocols and Specifications]; and
		<ul><li>ii. Performance Monitoring Reporting system in accordance with Schedule 4 [Services Protocols and Specifications].</li></ul>
		d) Provide examples of how the life cycle and facilities management considerations have influenced the proposed design.
3.3.2	Organization	a) Describe Project Co's proposed organization including details regarding:
		<ul> <li>the organizational structure proposed to meet the requirements of Schedule 4 [Services Protocols and Specifications], including an organization chart that identifies the key names (to the extent available), positions and subcontractors that will be responsible for management and delivery of the Services. Including a brief description of how the services will be delivered</li> </ul>





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Section No.	Title	Contents (Package 3, Services)
		including the number of staff proposed to be on Site, core hours of the Services team, their roles with job descriptions, and proposed provisions for shift work and after hour's coverage.
		ii. describe what services Project Co intends to subcontract from external vendors.
		iii. describe the proposed approach to relationship management and interaction with Province staff.
3.3.3	Appendix 4C [Facility	a) Describe and provide details of the Facility Maintenance Services that will be provided, including:
	Maintenance Services]	<ul> <li>i. describe the approach and strategies to be implemented throughout the Term to ensure the Facility and each of the Maintained Elements will meet the Handback Requirements as described in Appendix 4B [Handback Requirements] of the Project Agreement.</li> </ul>
		ii. Project Co's approach to maintenance for the Facility and how Project Co will ensure that the performance requirements will be met at all times.
		iii. the strategy and provisions for (1) Preventative Maintenance, including statutory testing, (2) Building and System Maintenance, (3) Equipment Maintenance (4) Life Cycle Replacement and Refurbishment, (5) Internal and External facility environment, (6) Building Management System Reporting, (7) Fire Management, (8) Elevators and Vertical Transportation services, (9) Subcontractor management, (10) Plant service information management, (11) Miscellaneous Occupant Requests, (12) Grounds and Gardens including landscaping, parking and roads, (13) Quality Monitoring, (16) Pest Control Services.
		iv. provide an example of a relevant preventive maintenance schedule for a major building system group and an individual job plan.
		v. a description of the approach to ensuring completion and compliance of all preventative maintenance.
		vi. Project Co's approach to the management of demand maintenance, including emergencies and how Response Times and Rectification Periods will be met.
		vii. a description of how the Services will be delivered in a manner that minimizes disruption to Facility users and Province Services including the approach to maintaining communication





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Section No.	Title	Contents (Package 3, Services)
Section No.	Title	with Province staff on the status of plant services including demand maintenance and miscellaneous occupant requests.  viii. a description of the CMMS to be employed, including how work will be planned, scheduled and monitored as well as an example of the reports available.  ix. describe the approach to identifying, responding to, tracking, and rectifying unavailability events.  x. describe the approach to furniture, equipment and inventory tracking including additions and dispositions. Outline the approach for warranty management.  xi. describe what approach will be taken for preventative and demand maintenance on speciality equipment and systems such as evidence presentation systems and courtroom audio recording.  xii. describe the delivery of the IMIT Services as set out in Appendix 4C. Also describe how the IMIT systems will be managed during core hours and coverage after hours.  xiii. describe a job description, hours, qualifications of the IMIT representative during the operating phase.
3.3.4	Appendix 4D [Help Desk Services]	<ul> <li>a) Describe and provide details of: <ol> <li>he proposed approach to deliver the Help Desk Services on a 24/7 basis, including back-up provisions and procedures to accommodate periods of high call volume.</li> <li>the hardware and software technology to be utilized and how it is integrated to the CMMS if different than the CMMS.</li> <li>how Project Co will track and monitor Response Times and Rectification of all Events.</li> <li>the approach and principles used to classify and determine the priority levels for work requests.</li> </ol> </li> </ul>
3.3.5	Life Cycle Plan	a) Describe and provide details of the approach and methodology to life cycle building management and the development of the Life Cycle Plan including a description of decision-making processes and technology tools.





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Section No.	Title	Contents (Package 3, Services)
		b) Describe the approach to life cycling the Maintained Elements, furniture and equipment
		c) Describe the approach to coordinating with the Province to minimize disruption to operations, and integrated systems and equipment during life cycle works.
		d) Describe the overall approach to optimization of design and construction quality, facility management services and life cycle strategies.
		e) Provide a sample Life Cycle Schedule in Excel spreadsheet format with 360 months for, at a minimum, the below, clearly identifying the assumed asset life and strategy including updating and replacement schedule. Proponents are responsible to determine the specific components and elements within each division required to support their proposed approach, methodology and cost structure for life cycle replacement and refurbishment.
		i. major mechanical equipment;
		ii. major electrical equipment;
		iii. interior finishes including to walls, floors and ceilings;
		iv. elevators;
		v. Fire Alarm System; and
		vi. security system.
3.3.6	Utility Management	Describe the approach to track changes in building operations to understand changes in utilities consumption.
		b) Describe the system used to provide, store and adjust to Energy Analysis and Energy Reports.
		<ul> <li>Outline how the Facility will be metered, including the approach for collecting and monitoring energy consumption data.</li> </ul>
3.3.7	Quality Management	Describe the approach to quality management and indicate how that plan adheres to industry best practices with respect to performance monitoring, reporting, service quality audits, and continuous improvement.





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Section No.	Title	Contents (Package 3, Services)
3.3.8	Environmental Services	Provide a description of the overall approach to environmental and sustainability issues and the development of an Environmental Management System specific to the Services to be provided to the Facility and how the Province's ISO 14001 certification will be adhered to.
3.3.9	Parking	Provide a description of the approach to:  i. traffic management and maintenance in the Parkade and other parking areas; and ii. ensuring free flow of traffic and accessibility to the Facility.
3.3.10	Furniture	Provide a description of the overall approach to maintaining and managing the furniture throughout the Building including inventory management.
3.3.11	Security and Surveillance Services	Provide a description of the approach to meeting the requirements of Appendix 4J [Security and Surveillance Services] including:  i. Development of a risk assessment in accordance with WorkSafe BC requirements;  ii. Development of a Security and Surveillance Services Plan and associated Security Post orders in collaboration with the Province; and  iii. Delivery of the Security and Surveillance Services including management oversight.





**Table 6: Package 4 Content Requirements (Scored Elements)** 

Section No.	Title	Contents (Package 4, Scored Elements)
4.0	Scored Elements	
<u>Overview</u>		
provided in	hard copy and as PDF	lude text and drawings addressing the requested information as noted below. Floor plans should be at the scales noted to show sufficient level of detail to allow the Province to evaluate. Where possible, rely nents identified above in Tables 3, 4 and 5 rather than duplicating materials.
4.1	Creating an Exceptional Law Courts Design	Provide a written narrative describing the strategy behind the design and intent of each of the following elements described in Appendix A, clearly articulating how each element responds to the referenced Project design values:
		a) Section 4.1.1 Visual and Spatial Requirements; and
		b) Section 4.1.2 Horizontal and Vertical Connectivity.
		Cross reference Proposal response sections as necessary, and supplement Package 3 materials with schematic level drawings and diagrams as appropriate.
4.2	Current and Future Flexibility	Provide a written narrative, in combination with schematic level drawings and single line drawings to demonstrate the Proponent's approach to current and future flexibility in support of evolving demands of the justice system for each of the following elements described in Appendix A, clearly articulating how each element responds to the referenced Project design values:
		a) Section 4.2.1 Future Flexibility and Adaptability; and
		b) Section 4.2.2 Programmed Area Options.
		Provide a floor plan(s) to demonstrate how the design could accommodate two new courtrooms in the future and identify what associated program areas would need to be relocated, if any.
		Cross reference Proposal response sections as necessary, and supplement the narrative with schematic level drawings and diagrams as appropriate.





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Section No.	Title	Contents (Package 4, Scored Elements)
4.3	Architecture and Urban Design	Provide a written narrative describing the strategy behind the design and intent of each of the following elements described in Appendix A, clearly articulating how each element responds to the referenced Project design values:  a) Section 4.3.1 Dynamic Image Reflecting the Goals of Supporting Justice;  b) Section 4.3.2 Community Connection and Presence; and  c) Section 4.3.3 Exceptional Use of Natural.  Cross reference Proposal response sections as necessary, and supplement the narrative with schematic level drawings and diagrams as appropriate. Include day and night-time renderings of the Facility to express how the design effectively creates a unique identity.
4.4	Safety and Security	Provide a written narrative describing the Proponent's approach to safety and security, addressing each of the following elements described in Appendix A, and clearly articulating how each element responds to the referenced Project design values:  a) Section 4.4.1 Internal Zones; b) Section 4.4.2 External Zones; and c) Section 4.4.3 Special Circulation Zones.  Cross reference Proposal response sections as necessary, and supplement the narrative with schematic level drawings and diagrams as appropriate.
4.5	Meaningful Post- Award Consultation	Provide a written narrative describing the approach and intent of each of the following elements described in Appendix A:  a) Section 4.5.1 Design Phase Methodology; and b) Section 4.5.2 Flexibility in the Design Process.





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## **Table 7: Transmittal Package for Financial Submission**

### Package 1: Transmittal Package for Financial Submission

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

- a) A letter confirming that the Proposal Net Present Cost calculated using the Affordability Model is within the Affordability Ceiling and that the Total Capital Costs of the Proposal do not exceed the Capital Cost Ceiling;
- b) Confirmation of the Scope Ladder items used, if any, to achieve the Affordability Ceiling and the Capital Cost Ceiling;
- c) Confirmation that there have been no changes to the Proponent Team other than those with respect to which the Proponent has complied with Section 6.12 of the RFP;
- d) One (1) fully executed copy of Appendix C Proposal Declaration Form; and
- e) Provide an overview table of contents for all parts of the Financial Submission.





Table 8: Package 2 Content Requirements (Financial)

Section No.	Title	Contents (Package 2, Financial)
5.	FINANCIAL	

#### Overview

Without limiting the requirements set out in Table 8 the Proponent is to include in Package 2 of the Financial Submission:

- a) A fully developed, robust Financial Model and financing plan;
- b) Written evidence that the Proponent has sufficient support and commitment from the Senior Lenders to support all financial aspects of the Project, and that the Proponent will:
  - i. execute the Project Agreement, substantially in the form of the Final Draft Project Agreement, in accordance with Section 8.2 of this RFP; and
  - ii. perform all of the obligations of Project Co as set out in the Final Draft Project Agreement;
- c) A profile of proposed Construction Period Payments and Service Payments during the Term and confirmation that the Affordability Requirements have been met;
- d) Package 2 of the Financial Submission is to provide sufficient information and documentation, in accordance with the requirements set out below, to allow the Province to evaluate whether:
  - i. the Proposal satisfies the financial requirements set out in this RFP and the Final Draft Project Agreement, including, but not limited to:
    - Confirming that the Proponent has arranged sufficient committed financing for the Project in accordance with the requirements set out in this Appendix B and having regard to the requirements of the Final Draft Project Agreement;
    - · Assessing financial robustness and deliverability; and
    - Determining that the financing plan can be executed expediently if the Proponent is selected as Preferred Proponent;





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Section No.	Title	Contents (Package 2, Financial)	
	ii. each of the Equity Provider(s) of the Proponent continue to have the ability to raise sufficient capital to fund the equity requirements; and		
	e Proponent, the Equity Provide obligations of the Project.	er(s), the Design-Builder, the Service Provider and Guarantors have the financial capacity to meet	
	2 of the Financial Submission nding titles shown in this table i	is to address the requirements set out in Table 8 Proponents are to use the section numbers and n their Proposals.	
5.1	Agreements between Propo	onent Team Members	
5.1.1	Proponent Team Members	<ul> <li>Provide, at a minimum:</li> <li>a) Draft heads of agreement executed by all applicable parties for all major contractors and subcontractors, including those related to Design, Construction, and Services requirements; and</li> <li>b) Details of all performance security (e.g., performance bonds, parent company guarantees, joint and several guarantees, financial guaranty insurance policy, bank letter of credit or other performance or financial support) being provided by the Proponent Team members.</li> </ul>	
5.2	Basis of Financial Submission		
5.2.1	Key Dates	Use a Base Date of March 1, 2017 Assume May 31, 2018 for Financial Close (the "Assumed Financial Close Date").	
5.2.2	Currency	Prices requested in this RFP are to be submitted in thousands of Canadian dollars.	
5.2.3	Price Validity	The Proponent is to provide confirmation that with the exception for permitted adjustments to interest rates and credit margins, all prices and input costs in the Proposal are to remain firm and valid for a period of 150 days from the Financial Submission date.	





Section No.	Title	Contents (Package 2, Financial)
5.2.4	Interest Rates	Provide a table showing separately the assumed Base Rate, spreads and fees associated with the proposed Senior Debt. The Base Rate assumed for any Senior Debt that was designated as an Adjustment Credit Facility in accordance with the process described in Appendix K of the RFP must equal the Base Rate agreed as part of the Final AIRS process if the Proponent's relevant Senior Debt profile is unchanged between Final AIRS and Financial Submission. If the Proponent's relevant Senior Debt profile has changed between Final AIRS and Financial Submission then the Proponent is to recalculate its Base Rate based on the information provided by the Province as part of the Final AIRS process using the same methodology as was agreed as part of the Final AIRS process. If this paragraph applies, then the Proponent is to submit with its Financial Submission an update to the information submitted by the Proponent as part of the Final AIRS process.
	Interest Income Rate on Reinvestment Product(s)	Provide a table showing separately the assumed Base Rate, spreads and fees associated with any proposed reinvestment product.  The Base Rate assumed for any reinvestment product that was designated as an Adjustment Credit Facility in accordance with the process described in Appendix K of the RFP must equal the Base Rate agreed as part of the Final AIRS process if the Proponent's relevant reinvestment profile is unchanged between Final AIRS and Financial Submission.
		If the Proponent's relevant reinvestment profile has changed between Final AIRS and Financial Submission then the Proponent is to recalculate its Base Rate based on the information provided by the Province as part of the Final AIRS process using the same methodology as was agreed as part of the Final AIRS process. If this paragraph applies, then the Proponent is to submit with its Financial Submission an update to the information submitted by the Proponent as part of the Final AIRS process.
5.2.6	Inflation	Assume that an element of the Service Payment will be indexed using the CPI in accordance with Schedule 8 [Payments] to the Final Draft Project Agreement. For evaluation purposes, assume CPI at a rate of 2.0 per cent per annum and indexation applied on an annual basis starting April 1 and ending March 31.





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Section No.	Title	Contents (Package 2, Financial)
		The Province is prepared to pay indexation only on the:
		a) Facility Maintenance Payments; and
		b) Life Cycle Payments.
		Only the Life Cycle Payments portion of the Service Payment may vary in real terms during the Operating Period.
		The Proponent is to confirm that it has indexed the Service Payment in accordance with this Section.
5.2.7	Discount rate	For the purposes of any net present cost calculation, Proponents should use an annual rate of 6.12 per cent nominal as the Discount Rate.
5.2.8	Тах	Provide full details of taxation assumptions to demonstrate that in preparing its Proposal, the Proponent has given full consideration to all tax implications, including GST, which affect the total project cost to the Province. Include the Proponent's assumption with respect to any timing differences between the payment and/or receipt of GST amounts and the net recovery or remittance of GST amounts.
5.2.9	Payment Mechanism	The payment mechanism as described in Schedule 8 [Payments] should be used without modification to
		a) The Construction Period Payments; and b) The Service Payments. The Service Payment profile should be shown assuming no deductions.
5.3	Financial Capacity	, ,
5.3.1	Equity Provider(s), Design-Builder, Service Provider and Guarantors	Proponents should provide the following information, unless previously provided in the RFQ (with a reference to the applicable section of that submission) and updated as necessary, in respect of each of its Equity Provider(s), its Design-Builder, its Service Provider, and its Guarantors:





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Section No.	Title	Contents (Package 2, Financial)
		a) annual audited financial statements (including any notes accompanying such financial statements) or other similar financial information for each of the last three fiscal years of the relevant entity ending immediately prior to the Closing Time (if available and not provided at the RFQ stage or otherwise pursuant to the Competitive Selection Process) and where such information is not available, an explanation of why it is not available. For clarity, the information requested in c) – g) of this section does not have to be provided for a Proponent Team member if their performance is being guaranteed by a Guarantor. Providing this information for the Proponent Team member's Guarantor will suffice (refer also to Section 5.4.3, Commitments by Guarantors for further submission requirements);
		<ul> <li>b) interim financial statements since the last annual financial statements provided pursuant to Section 5.4.1 c) of Appendix B (if available and not provided at the RFQ stage or otherwise pursuant to the Competitive Selection Process) and where such information is not available, an explanation of why it is not available;</li> </ul>
		c) for entities which do not prepare audited financial statements, a certificate of a senior officer of each such unaudited financial statements, or other similar financial information, for each of the last three fiscal years and confirming that such financial statements present fairly, in all material respects, the financial position of such entity, in conformity with GAAP;
		<ul> <li>d) details of any credit rating(s), including details of any updates since the RFQ stage (and if none then a confirmation as such);</li> </ul>
		e) details of any material off-balance sheet financing arrangements currently in place;
		f) details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the three years immediately prior to the Closing Time (and if none then a confirmation as such); and
		g) written acknowledgement of no material adverse change executed by the Chief Financial Officer or other authorized officer of each respective entity. If there has been a material adverse change, full details should be provided. The Province may, in its sole discretion, request further evidence of financial capacity.





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Section No.	Title	Contents (Package 2, Financial)
5.3.2	Equity Commitment to the Proponent	The level of commitment that the Province expects in respect of each Proposal is that all Equity (and any bonding and guarantees related to Equity) are to be fully committed subject only to documentation and material adverse change.  With respect to each form of Equity financing the following information is required:
		a) estimated level of Equity participation in the Project for each Equity Provider, including details regarding the terms under which Equity finance is available (including, where applicable, detailed terms sheets and head of terms) and a demonstration of how that Equity will be funded (including, to the extent applicable, guarantees, a description of credit lines, cash or other liquid investments available to support the estimated level of Equity participations required);
		b) certified copies of board resolutions (or equivalent corporate documentation to the satisfaction of the Province) from each Equity Provider approving the investment of the Equity finance, confirming the maximum amount (if any maximum is set) of the Equity finance and authorizing the submission of the Proposal in response to the RFP; and
		c) if the Proponent or any Equity Provider is not yet incorporated, certified copies of board resolutions (or equivalent corporate documentation to the satisfaction of the Province) from each Financial Sponsor to the Proponent or such Equity Provider that address the matters identified in b).
5.3.3	Commitments by Guarantors	With respect to commitments by Guarantors, the following information is required.  If person(s) are providing any financial or performance guarantees or other support, in respect of the obligations of a Proponent Team member, certified copies of board resolutions (or, in the event this is not possible, equivalent corporate documentation to the satisfaction of the Province) are to be provided by each person providing such guarantee or other support confirming:
		<ul><li>a) the size, nature and extent of such guarantee;</li><li>b) that it is willing and able to provide such a guarantee; and</li></ul>





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Section No.	Title	Contents (Package 2, Financial)
		c) that it will have financial standing to meet the obligations under such guarantee and all terms associated with the guarantee or other support.
5.4	Financing	
5.4.1	Financing Plan	Provide a Financing Plan which demonstrates that the Proponent has arranged sufficient financing for the Project and which complies with the following:
		<ul> <li>a) Includes full details of the financial structure and instruments proposed, including a description of the Proponent's anticipated hedging strategy and requirements.</li> </ul>
		b) Indicates which form(s) of lending facility, if any, is a Credit Spread Hold Facility and which is a Senior Debt Credit Spread Refresh Facility.
		c) The sources of financing match the use of funds throughout the Term, and the Financing Plan includes:
		i. a description of all sources of financing; and
		<ul><li>ii. a description of how the Construction Period Payments have been integrated into the Financing Plan.</li></ul>
		d) Provide the following details for each Senior Lender:
		<ul> <li>i. fully executed and applicable original commitment letter(s) in the form set out in Appendix G of this RFP from each Senior Lender, which for Credit Spread Hold Facilities should also include confirmation of the Credit Spread that will be applicable to such facility until Financial Close; and</li> </ul>
		<ul> <li>evidence, in the form of detailed term sheets which have received formal credit approval, from providers of financing, of their commitment to provide the level of financing required; and</li> </ul>
		iii. if any of the term sheets submitted in accordance with this Section includes terms of flex, a clear and unqualified acknowledgement and confirmation that the exercise, including by





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Section No.	Title	Contents (Package 2, Financial)
		the Senior Lenders, of any flex provisions in the lending or financing commitments is not a significant event within the contemplation of Section 8.5 (b) (3) of this RFP; and
		iv. evidence of its Credit Rating. If a Credit Rating is not available, provide the information required in Section 5.5.1 c) – g) of Appendix B of the RFP for the Senior Lender.
		e) If a capital market and/or bond funding solution is proposed which depends on a Credit Rating, provide:
		i. an indicative Credit Rating together with a timetable to achieve final ratings; and
		ii. a description of any risks to achieving the Credit Rating.
		f) If a solution involving a financial guarantor (for example, a monoline insurer or similar entity) is proposed, provide:
		<ul> <li>i. letters from all financial guarantors with confirming letters from such financial guarantors' legal counsel confirming that the financial guarantors and their legal counsel have no additional comments on the Final Draft Project Agreement; and</li> </ul>
		ii. evidence, in the form of detailed term sheets or in the commitment letters referred to in Section 5.4.3 of this Appendix B of the financial guarantor(s) to provide the guarantee required; and for each financial guarantor's Credit Rating. If a Credit Rating is not available, provide the information required in Section 5.5.1 c) – g) of Appendix B of the RFP for the financial guarantor.
		g) If a solution involves a bond funding solution that will have a market clearing spread that is likely to differ from the credit spread determined at the Credit Spread Refresh Lock-in Date, provide:
		<ul> <li>i. a description of how the issue spread adjustment will be determined and how the re- couponing adjustment will work; and</li> </ul>
		<ol> <li>a description of whether the Proponent would like a copy of the post-re-couponing Financial Model attached to the Project Agreement, along with an explanation on the rationale for its potential inclusion.</li> </ol>





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Section No.	Title	Contents (Package 2, Financial)
		h) If a solution involves a green financing provide information how this financing will be achieved that what assistance will be required from the Province.
5.4.2	Terms of Financing	The Financing Plan should include the terms of each source of financing (including any equity bridge loans), set out as follows:  With respect to the parties that will provide financing (including Equity Providers) if the Proponent is selected as the Preferred Proponent and enters into the Project Agreement, the following should be provided:  a) Identity and Credit Rating of each party; b) Amounts to be provided by each party; c) The timing of injection, including the proposed funding schedule during Construction;
		<ul> <li>d) The terms and conditions of subscription, including returns or yields;</li> <li>e) Dividend rights (Equity Providers only);</li> <li>f) Voting rights (Equity Providers only); and</li> <li>g) The conditions, if any, upon which funds would be committed.</li> </ul>
5.4.3	Planned Refinancing	<ul> <li>If a Proponent's Proposal includes Planned Refinancing, the Proponent should:</li> <li>a) describe its Planned Refinancing, including details of any assumptions about the structure and the timing of the Planned Refinancing, interest rates, margins, timing of repayments, reserve accounts and cover ratios; and</li> <li>b) demonstrate that the benefits of the Planned Refinancing have been taken into account in its Proposal.</li> </ul>
5.4.4	Financial Robustness	a) Provide a description of the robustness of the Proponent's proposed financial structure, including details of how key risks will be managed (e.g., interest rate, schedule overruns, inflation, operation, maintenance, life cycle and construction). Include details of the strategies to be adopted by the party ultimately responsible for bearing such risks.





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Section No.	Title	Contents (Package 2, Financial)
		b) To the extent that the Proponent's Proposal contemplates or includes third party security, including performance bonds, parent company guarantees (including any contemplated by Section 6.2.1 of this Table 6) and letters of credit, describe in detail and with respect to each such security:
		i. the beneficiaries of such third party security;
		ii. the parties whose obligations are secured by such third party security;
		iii. the type, amount and anticipated provider of such third party security;
		<ul> <li>iv. all circumstances in which such third party security may expire, be subject to termination and can be called upon; and,</li> </ul>
		v. if called upon, the purposes for which such third party security may be used.
		c) Provide a description and the results of any sensitivities required by the Senior Lenders as required in Form 7 and Form 8.
5.5	Financial Model	
5.5.1	Financial Model and	Proponents should submit a Financial Model as an electronic copy.
	Structure	The Proponent's Financial Model should be consistent with the following assumptions and structure:
		a) Produced in a Microsoft Excel version compatible with the 2010 version;
		b) Provide financial projections (cost and revenue projections) on a monthly basis during construction and a semi-annual basis thereafter in accordance with a fiscal year basis commencing April 1;
		c) Be expressed in thousands of Canadian dollars;
		d) All financial instruments are to be priced as described in Section 5.5.1(c) ii of this Table 3.
		e) A list of necessary Excel "add-ins" required to run the Financial Model is to be provided;





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Section No.	Title	Contents (Package 2, Financial)
	Financial Model Inputs and Outputs	f) If any macros are used in the model, a detailed description as to how they function in the model should be provided; g) If a calculation is circular, circularities are to be solved. If circularities are included, a description of where and why these occur should be included; h) Present inputs in blue font and formulas in black font; i) Flow calculations down and to the right; j) Limit the number of "if" statements; k) Include no hidden or password protected cells or worksheets; l) Include a print option macro and ensure all sheets are set up to be clearly printable and legible on 8.5 x 11" paper with row and column descriptions on each printed page; and m) The Financial Model is to be saved in the scenario equivalent to the base case scenario.  The Proponent's Financial Model should include and provide: a) Inputs: i. capital (including a breakdown of development costs), operating, maintenance and life cycle costs; ii. time-based assumptions (those that change over time); iii. static assumptions (those that do not change over time);
		<ul> <li>iv. taxation;</li> <li>v. financing (including refinancing);</li> <li>vi. payment mechanism and payments associated with the payment mechanism, including Construction Period Payments and Service Payments;</li> <li>vii. any assumed revenue (in addition to the Service Payments);</li> <li>viii. assumed energy consumption (in units of energy); and</li> </ul>





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Section No.	Title	Contents (Package 2, Financial)
		<ul> <li>ix. Independent Certifier cost estimate of \$100,000 spread evenly over the period starting from the Effective Date and ending at the Substantial Completion Date (\$200,000 total and 50% to Project Co's account)</li> </ul>
		b) Outputs:
		i. summary outputs;
		<ul> <li>sources and uses of funding for the Construction Period (excluding operations and maintenance costs), with totals shown in both nominal and net present value (using the Discount Rate) forms;</li> </ul>
		<ol> <li>sources and uses of funding for the Operating Period, with totals shown in both nominal and net present value (using the Discount Rate) forms;</li> </ol>
		<ul> <li>iv. a schedule of payments by the Province that sets out the expected date of payment (i.e., Province Funding and Service Payments) and the amount to be paid by the Province, in nominal terms;</li> </ul>
		<ul> <li>the proposed funding structure, with funding schedules that specify the expected debt repayment dates and the amount of debt service, in nominal terms only, to be repaid;</li> </ul>
		vi. the calculation of Project returns for the different elements of financing;
		vii. financial statements (income statement, cash flow statement and balance sheet) presented in accordance with Canadian GAAP, including any relevant IFRS provisions;
		viii. a cash flow statement that reflects the priority of access to cash flow based on the investor covenants and requirements of the Proponent's Financing Plan;
		ix. financial ratios as required by Senior Lenders as appropriate to the capital structure set out in the Proponent's Financing Plan;
		x. returns on equity and Junior Debt, in both real terms and nominal terms;
		xi. a blended equity return that incorporates all sub-senior debt finance ("Threshold Equity IRR" as defined in the Final Draft Project Agreement); and





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Section No.	Title	Contents (Package 2, Financial)
		xii. Project internal rate of return (IRR), before financing and tax, in nominal terms ("Base Case Project IRR" as defined in the Final Draft Project Agreement); and calculated using the methodology described in the Affordability Model which is provided in the Data Room; and
		c) Affordability Model – link the outputs of the Financial Model to the Affordability Model.
5.5.3	Financial Model Assumptions Book	Proponents should include an assumptions book for their Financial Model, which should provide sufficient detail for a duplicate Financial Model to be constructed from it and should cover the following areas:
		a) A summary of the financing assumptions (including refinancing), including a breakdown of all fees and costs of the financing;
		b) Capital, operating, maintenance and life cycle costing schedules;
		c) Macro-economic assumptions;
		d) Taxation assumptions;
		e) Depreciation rates and other accounting policies; and
		f) All other assumptions required to construct the Financial Model.
		The assumptions book should reconcile with the Financial Model. If the assumptions detailed in the assumptions book are not consistent with the assumptions in the Financial Model, the Province may require the Proponent to resubmit either the Financial Model and/or the assumptions book.
5.5.4	Instructions Manual for Financial Models	The Proponent is to include an instruction manual which should explain the functionality of their Financial Model and how it is structured. It should provide:
		a) Sufficient detail to allow the Province to change model inputs to the sensitivities shown in Form A7 and A8; and
		b) Details of the optimization procedure in order to calculate the adjustment to the Service Payments to be made as a result of changes to model inputs.





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Section No.	Title	Contents (Package 2, Financial)
5.5.5	Model Audit	Submit an independent financial model audit, for the benefit and reliance of the Province.  This may be based on the same independent review of the Financial Model carried out to satisfy the Senior Lenders. After the Preferred Proponent is determined, the Preferred Proponent will provide the Province with a copy of the auditor's terms of engagement (in a form satisfactory to the Province) and the Province will become an addressee or co-addressee on all future model audit reports including any interim model audit reports and related correspondence.  The model auditor will carry minimum liability coverage of \$2,000,000. For clarity, the Province does not expect to have priority over the funders should both the funders and the Province make a claim against this coverage.  If the Proponent's Financing Plan involves a re-couponing process, as described in Section 5.5.1 g) Financing Plan of Appendix B of the RFP, the model auditor is to opine that the pre-recouponing and post-re-couponing model are identical with the exception of the determination of the issue spread adjustment.
5.6	Affordability Model	
5.6.1	Affordability Model	Complete and include the Affordability Model directly into their Financial Model and link the appropriate outputs from their Financial Model. Except where otherwise expressly indicated herein, include all taxes other than GST. Figures in the Affordability Model should be rounded to the nearest Canadian dollar and displayed in thousands Canadian dollar.
5.7	Insurance	
5.7.1	Insurance Requirements	Proponents should include a completed "Construction Insurance Underwriting Questionnaire" in the form attached as Appendix I, together with all supporting documents.
5.8	Pricing	
5.8.1	Price Proposal	Proponents should provide:





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Section No.	Title	Contents (Package 2, Financial)
		<ul> <li>a) The Proposal Net Present Cost (using the Affordability Model as described in Section 4.2 of this RFP) and the Capital Cost of the Proposal; and</li> </ul>
		b) Confirmation that Sections 7.1(c) and 7.1(d) of this RFP (Mandatory Requirements) have been met.
5.8.2	Pricing Forms	The Proponent should complete and include each of Forms A1 through A9. Except where otherwise expressly indicated herein, include all taxes (but excluding GST). References to "Financial Model" should provide the cell reference that shows the corresponding input assumption. Figures set out in Forms A1 through A9 are to be rounded to the nearest thousand Canadian dollars.
		The Proponent should include Pricing Forms in the Financial Model and link the applicable outputs of the Financial Model to the Pricing Forms.
5.9	Life Cycle	
5.9.1	Life Cycle Costs	Describe how the Life Cycle Schedule submitted as part of Section 3.3.6 of Appendix B of the RFP and Appendices 4E and 4D matches the life cycle cost profile included in the Financial Model.





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Appendix B: Proposal Requirements

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Form A1 - Service Payments (Unindexed \$000 as of Base Date)

Contract Month	Life Cycle Payment (\$000 as of Base Date) (A)	Facility Maintenance Payment (\$000 as of Base Date) (B)	SPV Costs (\$000 as of Base Date) (C)	Capital Payment (\$000 not Index Linked) (D)	Total Service Payment (\$000 as of Base Date) (E) E=A+B+C+D
	S	ervice Commence	ment (SC)		
1					
2					
3					
4					
5					
358					
359					
360					
361 (if applicable) 1					
	Valu	ues must match the	ose shown in the	e Affordability I	Model

Note:





<sup>&</sup>lt;sup>1</sup> Row 361 is only applicable if Service Commencement is not at the beginning of month 1, and partial ASP is paid in month 1 as a result.

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Appendix B: Proposal Requirements

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Form A2 - Service Payments (Indexed \$000 Nominal)

Contract Month	Life Cycle Payment (\$000 Nominal) (A)	Facility Maintenance Payment (\$000 Nominal) (B)	SPV Costs (\$000 Nominal) (C)	Capital Payment (\$000 not Index Linked) (D)	Total Service Payment (\$000 Nominal) (E) E=A+B+C+D
		Service Commence	ement (SC)		
1					
2					
3					
4					
5					
358					
359					
360					
361 (if applicable) <sup>1</sup>					
	Va	lues must match the	ose shown in th	e Affordability	Model

### Note:





<sup>&</sup>lt;sup>1</sup> Row 361 is only applicable if Service Commencement is not at the beginning of month 1, and partial ASP is paid in month 1 as a result.

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### Form A3 – Construction Period Payments

Form A3 corresponds with Appendix 8B [Construction Period Payments] to the Project Agreement and forms the basis of the Construction Payments which will be used to populate Appendix 8B.

The total of all Construction Period Payments must not exceed \$55,000,000.

Month <sup>1</sup>	Eligible capital costs	Portion of eligible capital costs applicable for Construction Payment	Maximum Monthly Construction Payments  (\$000 Nominal)	Cumulative Maximum Construction Payment <sup>2</sup> (\$000 Nominal)
1			,	,
2				
3				
4				
5				
[End of Construction Period]				

### Note:

<sup>1</sup>Number of months after Financial Close, month 1 being June2018.

<sup>2</sup>Total of all monthly maximum Construction Payment installments to date.





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### Form A4 - Total Facilities Development and Capital Cost

Provide the cost breakdown for the development, construction and commissioning of the Facility used in the establishment of the Service Payment. Building cost estimates should also describe the basis upon which the capital costs have been developed, clearly identifying any exclusions.

	Total (\$000 Nominal)	Financial Model Reference
Direct Capital Cost		<u>'</u>
Building Construction Contracts		
Parkade Construction Contracts		
Construction Contingency		
Engineering		
Architect		
Design Contingency		
Other Consultants		
Survey		
Testing and Inspections		
Landscaping		
Administrative Costs		
Construction Insurance		
Building permit		
Development Cost Charges (including credits shown separately)		
Off Site Services		
<ul><li>municipal (water, sanitary, storm , road works)</li></ul>		
<ul><li>other (electricity, gas, cable, telephone)</li></ul>		
Other Design-Build Cost Items		
DIRECT CAPITAL COST SUBTOTAL <sup>1</sup>		





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	Total (\$000 Nominal)	Financial Mode Reference
Proposal Response Cost		
Bid Development		
Financial Advisor		
Legal Fees		
Other		
Total Proposal Response Cost		
SPV Costs During Construction  Note SPV costs during Construction related to operations do	not count towards Total Capital (	Costs <sup>2</sup>
Staffing Costs and Administration (including Construction Period Key Individual)		
Advisor Fees		
Legal Fees		
Insurance		
SPV Overhead		
Total SPV Costs During Construction		
inancing costs		
Interest expense and accrual associated with funding sources as calculated in Affordability Model.xls on Capital Cost Ceiling sheet		
Commitment fees associated with funding sources;		
Arrangement fees associated with funding sources;		
Swap fees and hedge fees associated with funding sources;		
Any other fees paid to financiers for the provision of capital.		





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Capital Cost						
	Total (\$000 Nominal)	Financial Model Reference				
Other Indirect Costs						
TOTAL CAPITAL COSTS <sup>3</sup>						

### Note:

- <sup>1</sup> Direct Capital Cost Subtotal should equal to the design-build contract price.
- <sup>2</sup> Regarding SPV costs before Service Commencement, irrespective of the Accounting Opinion, Proponents are not permitted to expense SPV costs before Service Commencement greater than the proportion of total operating costs in relation to total costs (capital plus operating) before Service Commencement. This treatment of SPV costs is only required for Form A4. Proponents are able to choose any accounting treatment they deem appropriate for their own financial reporting.
- <sup>3</sup> Total Capital Costs should include all Project costs during the construction period except for funding of reserve accounts.





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# Form A5 - SPV Running Costs (\$000 as of Base Date)

Provide full details of the real annual running costs of Project Co for the first full year of operation. If the values vary over time, please provide detail. Such costs should cover the operation of Project Co itself and should not include any costs for the provision of the "Services".

Cost Item	Cost \$ 000 as of Base Date	Financial Model Reference
Regulatory		
Staff (including Operating Period Key Individual)		
Accommodation		
Margin		
Technical		
Legal		
Audit/Tax		
Project Communications		
Finance Fees		
Insurance Costs		
Other costs 1 – please detail		
Other costs 2 – please detail		
TOTAL		





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### Form A6 - Summary of Annual Facility Maintenance Service Costs (\$000 as of Base Date)

Provide full details of the annual Facility Maintenance service costs for the first full year of operations. If the values vary over time, please provide detail.

Service	Staff Numbers and Full-time Equivalent Staff (#gross/#FTE)	Costs \$000 as of Base Date
Helpdesk Services		
Labour Cost		
Other Expenditures		
Plant Services		
Professional Staff <sup>1</sup>		
Plan Subcontracted Services		
Other Expenditures		
Management, Administration and Overhead		
Labour Cost		
Security and Surveillance Services		
Other Expenditures		
Total Services Cost		

### Note:

<sup>1</sup>Plant Professional Staff includes the labour for the in-house trades employed to perform the services





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# Form A7 - Project Sensitivities

Sensitivities <sup>1</sup>	Change	Loan Life Cover Ratio		Debt Service Cover Ratio			% Change that will breach lockup & bank default ratios		Project IRR		Blended Share- holder IRR	
		Average	min	min. year	Average	min	min. year	Lock Up	Default	Real	Nominal	
Inflation for whole project, post-financial close	-1.0%											
Inflation for whole project, post-financial close	+1.0%											
Inflation for whole project, post-financial close	+3.0%											

The Proponent is to provide a description of and the results of any sensitivities required by the Senior Lenders.

### Note:

<sup>1</sup> Sensitivities in table above are from the perspective of Project Co.





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### Form A8 - Interest Rate Sensitivities

Sensitivities	Change	Proposa I Net Present Cost	Loan Life Cover Ratio		Debt Service Cover Ratio			% Change that will breach lockup and bank default ratios		Project IRR		Blended Share- holder IRR	
			Average	min	min. year	Average	min	min. year	Lock Up	Default	Real	Nominal	
Change in interest rate pre financial close	+1.0%												
Change in interest rate pre financial close	+0.5%												
Change in interest rate pre financial close	-0.5%												
Change in interest rate pre financial close	-1.0%												

The Proponent is to provide a description of and the results of any sensitivities required by the Senior Lenders.





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# Form A9 – Annual Cost of Energy (based on proposed Design and Construction Energy Target)

Please include the Design and Construction Energy Target for the Facility.

Operating Year	Annual Cost of Energy (nominal) (\$000)
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
28	
29	
30	



