

APPENDIX B

PROPOSAL REQUIREMENTS

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

TECHNICAL SUBMISSION:

Package 1: Transmittal Package

- Appendix D - Relationship Disclosure Form(s);
- Summary of Key Individuals;
- Contact Information; and
- Overview Table of Contents for the Proposal.

Package 2: Technical Submission

FINANCIAL SUBMISSION:

Package 3: Transmittal Package

- Confirmation Nominal Cost is within the Affordability Ceiling;
- Confirmation of No Change to Proponent Team;
- Amendments to the Technical Submission;
- List of scope ladder items which are included, and scope ladder items which are not included, in the Proposal
- Confirmation of Proposal compliance with Statement of Requirements; and
- Appendix C - Proposal Declaration Form.

Package 4: Financial Submission

The tables below describe more specifically the requirements for the Technical Submission and Transmittal Package, and the Financial Submission and Transmittal Package. For ease of reference, Proposals should be written using the section numbers and titles as indicated with variations, if any, clearly identified. Any deviation in a Proposal from the requirements of the RFP or the Final Draft Design-Build Agreement should be clearly noted.

Where a narrative explanation is required, Proponents should limit their narrative to no more than 500 words in each case.

Where drawings are required, Proponents should provide the drawings in 24" x 36" format, or larger if required for clarity and legibility, in a separate container. For electronic copies, drawings must be to scale and in PDF format.

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

Package 1: Transmittal Package

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

- (a) Relationship Disclosure Form(s);
- (b) Provide the Company/Firm name and the names of the Key Individuals for the Design-Builder;
- (c) Provide the Company/Firm name and names of the Key Individuals for the following team members:
 - (i) Construction Lead;
 - (ii) Project Lead;
 - (iii) Design Lead for the Design-Builder;
 - (iv) Design Lead for the Architect;
 - (v) Structural engineer;
 - (vi) Mechanical engineer;
 - (vii) Electrical engineer;
 - (viii) Geotechnical engineer;
 - (ix) Civil engineer;
 - (x) LEED® coordinator; and
 - (xi) Building envelope specialist.

Proponents should submit the required information in the following format:

Individual's Name	Company Name	Role

If there have been any changes to team members or Key Individuals as were specified in the Proponent's RFQ Response, then any such changes should be approved by the Authority as per Section 6.12 of the RFP.

- (d) 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 address;
 - (iv) telephone number;
 - (v) email address; and
 - (vi) web-site address.
- (e) Overview table of contents for all parts of the Proposal.

Package 2: TECHNICAL SUBMISSION		
<p>Without limiting the requirements set out below and in the following table, each Proponent should include in its Technical Submission information and documentation that reasonably demonstrates and allows the Authority to evaluate whether the Proponent is capable of performing the Design-Builder's responsibilities and obligations under the Final Draft Design-Build Agreement.</p> <p>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.</p>		
1.	PROPONENT TEAM	Proposal Requirements
1.1	Team Organization	<ol style="list-style-type: none"> 1. Confirm organization chart(s), at the corporate level, showing the relationships between Proponent Team members, the reporting relationships and any anticipated changes contemplated over the life of the Design-Build Agreement; and 2. Confirm the business relationships amongst the Proponent Team members (e.g., corporation, joint venture, partnership).
Section No.	Title	Contents
2.	PROJECT DELIVERY	Proposal Requirements
<p>The Proponent is to provide in the Proposal the following:</p> <ol style="list-style-type: none"> 1. Project Management Plan including: <ul style="list-style-type: none"> • Occupational Health and Safety Plan; • Commissioning Plan; • Risk Mitigation Plan; • Design and Construction Schedule identifying the critical path; and • Quality Assurance / Quality Management Plan for the design and construction phase. 2. Discussion on Authority's ability to provide services. 3. Approvals process including strategy to achieve LEED® Gold. 		

Package 2: TECHNICAL SUBMISSION		
2.1	Approach	<p>(a) Confirm compliance of the Proposal with Schedule 1 [Statement of Requirements];</p> <p>(b) List scope ladder items which are included and scope ladder items which are not included in the Proposal; and</p> <p>(c) Describe and provide the Proponent’s Project Management Plan for the Project showing:</p> <ul style="list-style-type: none"> (i) the design and construction methodology and general approach overall, with particular emphasis on the interaction with the Authority; (ii) the Proponent’s organization, including information and an organization chart specifying the structure and roles of participants who will be assigned to the Project for all phases related to the design and construction, including pre-construction, construction and post-construction. Include major sub-trades and consultants; (iii) Key Personnel - where individuals are identified who were not previously identified in the RFQ Response, and subject to section 6.12 of the RFP, attach a curriculum vitae and information on their experience on healthcare projects of a similar size and nature; (iv) risk mitigation including substantial design, construction and commissioning (constraints) risks; (v) design constraints and risks; (vi) detailed health and safety plan; (vii) detailed commissioning plan; and (viii) design and construction schedule in the form of a Gantt Chart identifying all activities that are on the critical path, and milestone dates, review activities and requirements for the Authority’s stakeholder review that are on the critical path. <p>Describe the Proponent’s Quality Assurance / Quality Management Plan for both design and construction and associated work processes including:</p> <ul style="list-style-type: none"> (a) The means by which all service and quality non-conformance issues, including work performed by sub-contractors, will be identified, corrected and monitored; (b) The means by which all services are delivered in compliance with all applicable laws, provincial policies and good industry practice; and (c) Roles and responsibilities related to Quality Assurance and any other key features of the Quality Assurance system.

Package 2: TECHNICAL SUBMISSION		
2.2	Design	(a) Identify and describe, in no more than 500 words, any features of the design and construction of the Facility that enhance the Authority’s provision of clinical and clinical laboratory services, especially those which may increase the efficiency and effectiveness, while reducing the cost of the provision of those services, or which may otherwise provide downstream benefits to the Authority in its day-to-day activities. (b) Provide a strategy to achieve LEED® Gold Certification, including a breakdown in the form of a checklist.
2.3	Approvals Process	Describe and provide details of the Proponent’s processes for obtaining required approvals and meeting all specific requirements, including: (a) Municipal approvals and inspections from local governments and authorities including removal of the City covenant; (b) Proponent’s role and responsibilities, including coordinating with and supporting the Authority as required in obtaining approvals and meeting all requirements; (c) Identify whether the design proposal will require any variance from the authorities having jurisdiction; and (d) In the event that a variance is required, describe how the Proponent will manage the approval of the change for the benefit of the Project and its overall objectives.
3.	DESIGN AND CONSTRUCTION	
3.1	Design	
The Proponent is to provide in the Proposal the following: <ol style="list-style-type: none"> 1. Design Plan consisting of: <ul style="list-style-type: none"> • Site Development approach; • Building and Landscape Design; • Design Process and Review; • Sustainability; • Civil Works Impacts; 		

Package 2: TECHNICAL SUBMISSION		
<ul style="list-style-type: none"> • Architectural information; and • Structural, electrical, mechanical, communications system, safety and security, medical gases and furniture fittings and equipment information. 		
3.1.1	Site Development	<p>Provide the following development plans (drawings):</p> <ul style="list-style-type: none"> (a) Site context, including site development, adjacent roads and property uses (1:500 context plan); (b) Site circulation strategy including cars, pedestrians, deliveries, waste removal, ambulances and fire fighting access and disaster response access; (c) Location of the Facility, roadways, pathways, fire fighting access, post-disaster provisions, greenspace, car parking, and services elements (1:250 site plan); (d) Streetscape drawings demonstrating proposed massing, materials and image of the Facility, including the context of adjacent buildings; (e) North-South and East-West cross-sectional diagrams showing relationship between the Project and adjacent site uses (1:250); (f) Landscape plan, sections and elevations to clearly describe design; and (g) Landscape design, including philosophy (description of landscape design), exterior treatments, general areas, fencing and parking areas. Types and maturity of plants should be identified, as should extent of irrigation (1:100).
3.1.2	Building Design	<p>Provide written and graphical summaries of the design to demonstrate the following features:</p> <ul style="list-style-type: none"> (a) Concepts and elements including functional aspects (including space standards, internal circulation and way finding); environmental aspects (daylight, acoustics, colour, the use of art, and sustainability); operational aspects (including infection control, Lean, ergonomics, and designing for the elderly, disabled and bariatric); security aspects and capacities; (b) How the proposed design integrates with the site and takes into account the particular attributes of the site; (c) Flexibility in design and construction to meet future requirements, including ease of adding capacity or changing functionality in the future at minimal marginal cost and minimal disruption; (d) How the design of the building, including its infrastructure, addresses requirements for provision for natural disasters; (e) Types of elevators/vertical transportation mechanisms, including how each meets or exceeds

Package 2: TECHNICAL SUBMISSION		
		<p>the requirements of:</p> <ul style="list-style-type: none"> (i) clients; (ii) visitors; (iii) staff; and (iv) services; <p>(f) Features and approach to infection control in each of clinical, administrative and public areas; and</p> <p>(g) In diagrammatic or narrative form, the outpatient, staff and visitor drop-off, arrival, orientation, discharge/departure and circulation options directly from the exterior of the Facility.</p>
3.1.3	Design Process and Design Review	<p>(a) Describe and provide details of the Proponent's management plan for the design including:</p> <ul style="list-style-type: none"> (i) the design methodology and general approach overall; (ii) design constraints, risks and mitigation strategies; and <p>(b) Provide proposed submittal schedules for the Project, including:</p> <ul style="list-style-type: none"> (i) the order and timing of all submittals in relation to the Project (including the anticipated submission date and finalization date) and a description of each submittal, including the subject matter and form (e.g., a drawing or narrative) of each submittal, clearly outlining the components / detail that are to be reviewed by the Authority; (ii) proposed timing and number of meetings required with the Authority and its user groups, including review of the design at the various stages as described in the Design-Build Agreement; and (iii) schedules and cut-sheets of millwork, finishes, fixtures, fittings and Design-Builder supplied equipment.
3.1.4	Sustainability	<p>(a) Describe and provide the Proponent's process for managing LEED® Gold Certification;</p> <p>(b) Provide a detailed description of the sustainable features of the Facility in a format similar to CaGBC LEED® NC2009 or CaGBC LEED® NC 1.0;</p> <p>(c) Describe energy efficiency performance and features of the design;</p> <p>(d) Describe design, materials and equipment features that deliver long-term sustainability, including life cycle costing efficiencies.</p>

Package 2: TECHNICAL SUBMISSION		
3.1.5	Architecture	<p>Provide appropriate design documentation including:</p> <ul style="list-style-type: none"> (a) Floor plans (1:100) showing layout including all walls and doors, structural elements, circulation elements (e.g., stairs, elevators) and major service shafts; (b) Summary of how all equipment is accommodated in an appropriate location; (c) Building elevations and sections, and site sections, sufficient to illustrate design aesthetics, materials and features; (d) Provide a minimum of two 3D renderings illustrating the overall design quality and aesthetics for the Facility. One rendering to show the Pandosy elevation (west) and bridge looking (north), the other to show the east elevation facing the community; (e) Functional relationship drawings (1:100 architectural plans) indicating the location and functional relationships of all program elements; horizontal and vertical circulation; internal traffic flow - client, staff, visitor and maintenance services. Use colour to illustrate the program elements and to differentiate the following types of internal circulation systems: public, service, controlled access for staff and client movement, and Lean design; (f) Schedules and cut-sheets of millwork, finishes, fixtures, fittings and Design-Builder supplied equipment; (g) Room data sheets and drawings (1:25) indicating key dimensions along with the typical location of general power and outlets, elevations and ceiling plans for the following typical rooms and typical areas (ensure that the location of all equipment is noted on the drawings): <ul style="list-style-type: none"> (i) all lab areas; (ii) typical office; (iii) autopsy suite; (iv) phlebotomy cubical; and (v) typical washroom. (h) Summary of the use of millwork and/or requirements for systems furniture by the Authority and quantities of millwork included to make the building functional as per the Indicative Design; (i) Schematic Design Outline Specification by Division including cut-sheets; and (j) Indicate and/or illustrate on the floor plans (1:100) the ability to move major equipment in the Facility, in particular wheelchairs and laboratory equipment, in common circumstances.

Section No.	Title	Contents
3.1.6	Structure	<p>Provide a description for the structural system and schematic level structural drawings (1:100) showing:</p> <ul style="list-style-type: none"> (a) The proposed floor and roof structural framing together with the dimensions of the structural grid; (b) The expected type of foundations; (c) Structural design criteria; (d) The layout of the lateral system, including the proposed location of walls or other lateral resisting elements; (e) Features that address durability; (f) Approach to meet deflection and vibration criteria; (g) Confirmation of the design loads and the structural post-disaster requirements; (h) Structural details of the elevated bridge link to the Centennial Building; and (i) Any features that accommodate flexibility and future changes.
3.1.7	Civil Works Impact Strategies	<p>Provide schematic site drawings (1:250) and documentation that illustrate the plan for on-site and off-site:</p> <ul style="list-style-type: none"> (a) Storm water drainage; (b) Sanitary sewer; (c) Natural gas systems; (d) Domestic water; (e) Electrical; (f) Road, sidewalk, curb and gutter designs, street signage; and (g) Medical gases. <p>For each of the above, provide information, at a minimum, on connection points and origin of supply, distribution and, as appropriate, storage, drainage and disposal. Be specific about anything that is excluded from the Design-Builder's scope.</p>
3.1.8	Electrical	<ul style="list-style-type: none"> (a) Provide a site plan (1:250) showing location and configuration of services (power, telephone, cable TV, WAN, pneumatic tube, fire alarm, videoconferencing and any other electrical communication between buildings);

Section No.	Title	Contents
		<p>(b) Provide single-line design drawings (1:100) and design documentation for electrical services and distribution, showing and describing:</p> <ul style="list-style-type: none"> (i) origin of supply(s); (ii) arrangements for service redundancy; (iii) main service switchgear and transformer locations, main electrical distribution room and main telecommunications entrance room; (iv) sub-electrical room locations and telecommunication room locations; and (v) position, size and capacity of emergency generator, associated switchgear and transfer switches. <p>(c) Provide single-line design drawings (1:100) and design documentation for lighting and power, showing and describing:</p> <ul style="list-style-type: none"> (i) positions and types of site lighting; (ii) lighting and controls, including proposed daylighting measures and energy management measures; (iii) proposed power monitoring systems; (iv) main single-line diagram showing sizes of all transformers, generators and distribution breakers, the proposed methodology of distribution, and the general arrangement methodology of supply to the building; (v) typical room layouts (1:50) for each type of room for which room data sheets and drawings are required showing locations and types of all lighting, receptacles and low-tension and communication devices. Indicate design illumination levels (including maintenance factors) for each area; and (vi) proposed lighting must be indicated including cut-sheets and a catalogue number to indicate "Standard of Acceptance" for the light fixture proposed and proposed colour spectrum of associated lamps. <p>(d) Describe the electrical services to be provided and include details of:</p> <ul style="list-style-type: none"> (i) power distribution and maximum demand calculations; (ii) type(s) of lighting to be used, incorporating standards of design and exit lighting; (iii) standby and uninterrupted power supply requirements and distribution; (iv) wiring systems, identifying:

Section No.	Title	Contents
		<ul style="list-style-type: none"> a. all specific functional areas; b. power monitoring systems; and c. lighting control systems; (v) proposed wiring methodologies, routing, conduit types and cable tray; (vi) proposed equipment cut-sheets for power distribution, lighting and emergency generator; (vii) thermal fire alarm system, including details of fire panels, detectors and air conditioning shut-down systems; (viii) emergency evacuation and intercommunication systems, including details of master emergency control panel, zones, and speakers; and (ix) pneumatic control systems, including interconnections to existing building.
3.1.9	Communications Systems	<ul style="list-style-type: none"> (a) For each of the following technology and communication systems, describe the system and associated scope, and the typical devices and functions for each area to be served. Describe any integration between each system and any others: <ul style="list-style-type: none"> (i) structured cabling; (ii) network equipment; (iii) wireless infrastructure; (iv) wireless staff communications system; (v) telephones; (vi) public address; (vii) videoconferencing; (viii) central dictation; (ix) intercommunication system; (x) integration with the Authority's: <ul style="list-style-type: none"> a. TV system; b. patient/staff education; c. post-disaster communications and control centre; d. time systems. (b) Provide documentation for the proposed systems in (a) above showing:

Section No.	Title	Contents
		<ul style="list-style-type: none"> (i) origin of supply and interconnection with external services, including redundant service; (ii) proposed communications system, including systems architecture and hardware configurations, backup power, redundant hardware, and proposed software; (iii) proposed equipment layout drawing, indicating CPUs, all equipment cards, hard drives, storage devices and proposed software; (iv) proposed integration with wireless telephone system; (v) proposed integration with other communications systems, including security management system; (vi) proposed local and wide area network diagram (hardwired and wireless local area networks); (vii) proposed telecommunication room layouts; (viii) proposed network equipment layouts detailing interconnection details; (ix) proposed network interface with other systems; (x) proposed connection to the WAN service; and (xi) proposed connections to local servers/data centre (server room). <p>(c) For the proposed systems set out in (a) above, provide:</p> <ul style="list-style-type: none"> (i) cut-sheets of all proposed equipment; and (ii) describe the systems and how they will satisfy the needs of users in general. <p>(d) Provide description of data communication systems showing:</p> <ul style="list-style-type: none"> (i) location of all data gathering equipment, including file servers, computers, storage devices, networking components; (ii) structured cabling system wiring standards; (iii) relationship between data communications and all other items of equipment; and (iv) interconnection and links between the Centennial Building and the CSB, including schematics showing proposed links and methodology of integration. <p>(e) In addition to the above data communication system drawings, describe the data communications services and how they will satisfy the needs of related services.</p> <p>(f) Provide details of all standards proposed for supply, installation, testing and commissioning.</p>

Section No.	Title	Contents
3.1.10	Electronic Safety and Security	<p>(a) Provide brief descriptions of each of the following systems as applicable:</p> <ul style="list-style-type: none"> (i) fire alarm; (ii) access control and panic duress systems; (iii) intrusion detection; and (iv) CCTV. <p>(b) For the proposed systems set out in (a) above, provide:</p> <ul style="list-style-type: none"> (i) cut-sheets of all proposed equipment; (ii) descriptions of the systems and how they will satisfy the needs of users in general; and (iii) integration details. <p>Describe the approach that will be taken to develop security system design and an overview of what technologies will be considered to assist in implementing the master plan.</p>
3.1.11	Mechanical Systems	<p>(a) Provide brief descriptions of each of the following systems as applicable:</p> <ul style="list-style-type: none"> (i) main energy sources; (ii) cooling plant; (iii) heating plant; (iv) heat dissipation systems, cooling towers; (v) air handling systems; (vi) domestic hot and cold water systems at various temperatures; (vii) domestic water filtration; (viii) redundancy provisions; (ix) tempered water systems; (x) plumbing fixtures; (xi) all major mechanical space locations; (xii) Building Management system; and (xiii) overview of commissioning process. <p>(b) Provide and address the following:</p> <ul style="list-style-type: none"> (i) load calculations:

Section No.	Title	Contents
		<ul style="list-style-type: none"> a. description of glazing system, floor, roof and internal partition system and U values. (ii) air handling system: <ul style="list-style-type: none"> a. air handling system type and function; b. ventilation and total supply air rates for each space and for the building as a whole; c. cooling heating sources; d. zone by zone cooling and heating loads, in w/m²; e. floor area served by each unit, in m²; and f. smoke control and operation under fire service requirements. (iii) cooling and heating plants: <ul style="list-style-type: none"> a. description of plants, including type and configuration; b. plant locations; c. average loads, in w/m², based on total heated/air conditioned area; d. total loads in KW and total installed capacities; e. energy recovery measures; and f. standby plant or duplication provisions. (iv) domestic hot water systems: <ul style="list-style-type: none"> a. description of system and primary fuel; b. total storage; c. recovery rate in litres per hour for 55°C/100°F temperature rise; d. number and size of storage vessels, construction and material and location of plant; and e. define number of pressure zones and how function of domestic recirculating system is accomplished. (v) tempered water systems: <ul style="list-style-type: none"> a. description of systems; b. areas requiring warm water system and number of outlets; c. anti-scald safety measures; and d. Legionella prevention requirements, disinfection systems. (c) Describe the proposed fire protection system and how it will integrate with the fire detection

Section No.	Title	Contents
		systems incorporated within the electrical, hydraulic and/or mechanical installations, including indicative features such as: <ul style="list-style-type: none"> (i) underground distribution network (if applicable); (ii) tanks, if any, provided for fire protection; and (iii) pumps, if any.
3.1.12	Medical Gases	For medical gases: <ul style="list-style-type: none"> (a) Provide drawings (1:100) of medical gas services and systems; (b) Describe how the medical gas services and systems will satisfy the needs of plant, equipment, staff and clinical facilities; (c) Provide (1:100) plans demonstrating how the design will accommodate all equipment; (d) Provide a summary of the processes and activities that will be undertaken to ensure all equipment is received, placed, installed and commissioned prior to Substantial Completion; and (e) Outline the roles the Design-Builder would expect the Authority to provide in achieving the above.
3.1.13	Furniture, Fittings and Equipment	<ul style="list-style-type: none"> (a) Provide a list that includes the names, proposed make and model and number of all proposed Category 3 equipment in Schedule 4 which is to be procured and installed by the Proponent; (b) Provide (1:100) plans demonstrating how the design will accommodate all Equipment; (c) Provide a summary of the processes and activities that will be undertaken to ensure all equipment is received, placed, installed and commissioned prior to Substantial Completion; and (d) Outline the roles the Design-Builder would expect the Authority to provide in achieving the above.
3.2	Construction	
The Proponent is to provide in the Proposal the following: <ol style="list-style-type: none"> 1. Construction Approach consisting of: <ul style="list-style-type: none"> • Construction Plans; and • Site Preparation. 2. Project Schedule; 3. Works Schedule; and 		

Section No.	Title	Contents
4. Process and timing for Close-Out.		
3.2.1	Approach	Describe and provide the Proponent's outline management plan for the integration of the design and construction phases of the Project, showing and identifying: <ul style="list-style-type: none"> (a) Construction methodology and general approach to be adopted for the Project. Indicate the Proponent's understanding of the Project processes and roles of both the Authority and the Design-Builder; (b) Temporary parking plan; (c) Dust and noise control plan; (d) Construction lay-down plans; (e) Communications plan with neighbourhood, hospital staff and visitors; and (f) How the Facility will be developed and the process by which commissioning will be undertaken.
3.2.2	Site Preparation	Describe site preparation requirements including: <ul style="list-style-type: none"> (a) Utilities and service connections, sizing and locations; (b) Foundation plan and location; (c) Access, delivery, craning and installation requirements; and (d) Sample site inspection check-list.
3.2.3	Time Schedule	Provide a summary Time Schedule prepared in accordance with Schedule 6 of the Design-Build Agreement showing the Effective Date, Target Substantial Completion Date, and Total Completion Date. The Time Schedule should be in the form of a Gantt Chart identifying the critical path. At a minimum, the following key work elements are to be identified: <ul style="list-style-type: none"> (a) Critical path; (b) Site establishment; (c) Design development; (d) Securing approvals, permits and licenses; (e) User group input sessions; (f) Authority review at various stages as described in the Design-Build Agreement, as well as any other appropriate milestones depending on the construction procurement process; (g) Design review and audit schedule including key dates for submissions and planned dates for meetings;

Section No.	Title	Contents
		(h) Procurement of materials; (i) Major construction stages; (j) Utility relocations and/or protection; (k) Major equipment placement and commissioning; (l) Other significant work functions; (m) Staging and sequencing; and (n) Target Substantial Completion Date of March 30, 2012.
3.2.4	Close-Out	Describe and provide details of the Proponent's process and timing for all close-out activities and deliverables, including: (a) Certification of Substantial Completion; (b) Occupancy permits; (c) Deficiency completion; (d) Provision of as-built drawings, including foundation systems; (e) Provision of the Project Binder as defined in Section 43 of the Design-Build Agreement which includes, but is not limited to, operation and maintenance manuals, including descriptions, frequencies and schedules, including warranty requirements; and (f) Certification of Total Completion. Describe and provide details of all warranties, including extended warranties, to be provided by the Design-Builder.
3.3	Life Cycle Related	Proposal Requirements
The Proponent is to provide in the Proposal the following life cycle-related information: <ul style="list-style-type: none"> • Process and information relating to achieving LEED® Gold; and • Energy performance and Energy Management Plan. 		
3.3.1	Energy Efficiency and LEED® Gold Certification	(a) Describe in 500 words or less the strategy to achieve LEED® Gold Certification, including: <ul style="list-style-type: none"> (i) identification of personnel involved and roles; and (ii) provide an indicative LEED® Gold Certification score sheet clearly indicating which points are being pursued and the total point total anticipated. (b) Describe how the design meets the principles of environmental sustainability;

Section No.	Title	Contents
		(c) Provide an indicative energy management plan; (d) Provide details of planned energy performance, including an energy target; (e) Provide an Energy Model as described in Schedule 1 [Statement of Requirements] supporting the expected energy performance and the proposed energy target.

Package 3: Transmittal Package

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

- A letter confirming that the Nominal Cost of the Proposal is within the Affordability Ceiling;
- Confirmation that there have been no changes to the Proponent Team other than those with respect to which the Proponent has complied with Section 6.12 of the RFP;
- Amendments to the Technical Submission as described in Section 2.6 of the RFP;
- Confirm the Proposal complies with Schedule 1 [Statement of Requirements];
- List scope ladder items which are included, and scope ladder items which are not included, in the Proposal. For any scope ladder items not included in the Proposal, identify the associated costs to include each item; and
- One (1) fully executed copy of Appendix C – Proposal Declaration Form;

Package 4
FINANCIAL SUBMISSION

Without limiting the requirements set out below and in the following table, each Proponent should include in its Financial Submission information and documentation that reasonably demonstrates and allows the Authority to determine that the Proposal satisfies the financial requirements set out in the RFP and the Final Draft Design-Build Agreement including, but not limited to:

1. The Proponent has the financial capacity to meet the obligations of the Project; and
2. The Proponent has confirmation of a bonding undertaking for a performance bond and a labour and materials payment bond, each in the amount of 50 per cent of the Nominal Cost of the Proposal.

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

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

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 Submissions.

Section No.	Title	Contents
4.	Basis of Financial Submission	Proposal Requirements
<p>The Proponent is to provide in the Proposal the following:</p> <ol style="list-style-type: none"> 1. Financial information consisting of: <ul style="list-style-type: none"> • Proposal authorization; • Evidence of Insurance and Bonding; and • Financial Capacity. 		
4.1	Proposal Authorization	<p>Certified copies of board resolutions or other legally binding evidence where applicable from the Design-Builder approving the Proposal and authorizing submission of the Proposal in response to this RFP.</p>
4.2	Insurance and Bonding	<ol style="list-style-type: none"> 1. Demonstrate the insurability of the Proponent Team by providing the following: <ol style="list-style-type: none"> (a) Written confirmation from an insurer that the following coverage will be available for the Project if the Design-Builder is awarded a contract: <ol style="list-style-type: none"> (i) Professional Errors and Omissions Liability Insurance protecting the Design-Builder or the Design-Builder's Consultant, Sub-Consultant(s) and their respective servant(s), agent(s) or employee(s) against any loss or damage arising out of the Design Services under this Agreement. Such insurance will be for the adequate amount acceptable to the Authority and will in any event be not less than: <ol style="list-style-type: none"> a) For construction valued at \$0.00 to \$2.5 million: \$250,000 per occurrence; b) For construction valued at \$2.5 million to \$7.5 million: \$500,000 per occurrence; c) For construction valued at \$7.5 million to \$15.0 million: \$1,000,000 per occurrence; d) For construction valued over \$15.0 million to \$30.0 million: \$2,000,000 per occurrence; and e) For construction valued over \$30.0 million to \$75.0 million: \$5,000,000 per occurrence. <p>Structural, Mechanical, Electrical and Civil Sub-Consultants Insurance coverage to be based on the value of their scope of work. All other specialty Consultants to carry a minimum \$250,000 Errors and Omissions Insurance despite the value of their scope of</p>

Section No.	Title	Contents
		<p>work.</p> <p>If coverage is provided by the Design-Builder’s Consultant, then such Professional Errors and Omissions Liability Insurance will not contain a “Design-Build” exclusion.</p> <p>(b) Written confirmation that the Design-Builder will provide, maintain and pay for, and require all Sub-contractors to provide, maintain and pay for, Automobile Liability Insurance in respect of all owned or leased vehicles, subject to limits of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence. The insurance will be placed with such company or companies, and in such form and deductibles, as may be acceptable to Authority.</p> <p>(c) Demonstrated ability of the Design-Builder to obtain, maintain and pay for any additional insurance which the Design-Builder is required by law to carry, or which the Design-Builder considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Design-Builder’s sole discretion.</p> <p>2. Demonstrate the bondability of the Design-Builder by providing the following:</p> <p>(a) Written confirmation, generally in the form of the bonding undertaking contained in Appendix G, from a surety company acceptable to the Authority and authorized to transact the business of suretyship in British Columbia, that the following bonding will be available for the Project if the Proponent is awarded a contract:</p> <p>(i) Performance bond in a sum equal to 50 per cent of the total contract price and maintained in good standing until the fulfillment of the contract. The surety bonds are to be held by the Authority to guarantee the Design-Builder’s performance of the contract; and</p> <p>(ii) Labour and materials payment bond in a sum equal to 50 per cent of the total contract price and maintained in good standing until the fulfillment of the contract. The surety bonds are to be held by the Authority to guarantee the Contractor’s performance of the contract.</p> <p>The Proponent may alternatively provide the surety’s standard form Consent of Surety or Agreement to Bond in respect of a commitment to provide the performance bond and labour and material payment bond required to be provided.</p>
4.3	Financial Capacity	<p>1. Demonstrate the financial capacity of the Design-Builder by providing a description of the company that will manage the cash flow and working capital including:</p> <p>(a) Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years; and</p> <p>(b) Details of any credit rating(s).</p>

Section No.	Title	Contents
		2. Provide written authorization to permit the Authority to perform a credit check.
5.	Proposal Price	
<p>The Proponent is to provide in the Proposal the following:</p> <ol style="list-style-type: none"> 1. Pricing information consisting of: <ul style="list-style-type: none"> • Confirmation of Price Validity; and • Form A1 – Breakdown of Contract Price. 		
5.1	Price Validity	All prices listed in a Proposal should remain valid for a period of at least 90 days after the Financial Submission Closing Time.
5.2	Form A1 - Breakdown of Contract Price	<p>Proponents must submit the Form A1 – Breakdown of Contract Price in both electronic and hard copy. The Form A1 - Breakdown of Contract Price will include:</p> <ol style="list-style-type: none"> 1. The Breakdown of Contract Price; 2. The Nominal Cost of the Project; and 3. Estimated monthly progress payments over the construction schedule: <ol style="list-style-type: none"> (a) Estimated progress payments must coincide with work completed based on the Project Schedule. <p>The Proponent’s Form A1 – Breakdown of Contract Price should be consistent with the following:</p> <ol style="list-style-type: none"> (a) Produced using the template supplied by the Authority with no changes or entries other than as indicated in the model; (b) Produced in Microsoft Excel version 2003 XP or newer; (c) Except where otherwise expressly indicated, include all taxes other than HST; (d) Be expressed in Canadian dollars; and (e) Include no hidden or password-protected cells or sheets. <p>All sheets printed clearly and legibly on 8.5” x 11” paper including row and column references on each page. The Form A1 – Breakdown of Contract Price is supplied in the Data Room as “Form A1 – Breakdown of Contract Price.xls”.</p>

Form A1 – Breakdown of Contract Price

Refer to the Excel document titled Form A1- Breakdown of Contract Price.xls which is provided in the Data Room.

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

Form A1- Breakdown of Contract Price also requires the calculation of estimated monthly progress payments over the construction period. These estimated monthly progress payments and the Breakdown of Contract Price will be used to help determine the Schedule of Values to be used in Schedule 5 of the Design-Build Agreement as described in the Design-Build Agreement.

Breakdown of Contract Price

Breakdown of Contract Price	
	Value
<u>HARD COSTS</u>	
Division 1 - General Requirements	-
Division 2 - Existing Conditions	-
Division 3 - Concrete	-
Division 4 - Masonry	-
Division 5 - Metals	-
Division 6 - Wood, Plastics, and Composites	-
Division 7 - Thermal and Moisture Protection	-
Division 8 - Openings	-
Division 9 - Finishes	-
Division 10 - Specialties	-
Division 12 - Furnishings	-
Division 13 - Special Construction	-
Division 14 - Conveying Equipment	-
Division 21 - Fire Suppression	-
Division 22 - Plumbing	-
Division 23 - Heating, Ventilating, and Air Conditioning (HVAC)	-
Division 25 - Integrated Automation	-
Division 26 - Electrical	-
Division 27 - Communications	-

Breakdown of Contract Price	
	Value
Division 28 - Electronic Safety and Security	-
Division 31 - Earthwork	-
Division 32 - Exterior Improvements	-
Division 33 - Utilities On Site	-
Division 33 - Utilities Off Site	-
Division 34 - Transportation	-
Division 40 - Process Integration	-
Division 41 - Material Processing and Handling Equipment	-
Division 44 - Pollution and Waste Control Equipment	-
Division 45 - Industry-Specific Manufacturing Equipment	-
Division 46 - Water and Wastewater Equipment	-
Division 48 - Electrical Power Generation	-
Hard Costs Sub total	\$ XX
<u>SOFT COSTS</u>	
Architectural Design Fees	-
Structural Design Fees	-
Mechanical Engineering Design Fees	-
Electrical Engineering Design Fees	-
Civil Engineering Design Fees	-
Geotechnical Engineering Design Fees	-
Building Envelope Consultants Fees	-
Landscape Architect Fees	-
Building Envelope Consultants Fees	-
Code Consultant Fees	-
Legal Advisor Fees	-
Other Consultant - Specify	-
Other Consultant - Specify	-
Other Consultant - Specify	-
Insurances - Specify	-
Insurances - Specify	-
Building Permit	-
Development Cost Charges	-
Other - Specify	-
Other - Specify	-
Other - Specify	-

Breakdown of Contract Price	
	Value
Cash Allowances (None)	-
Nominal Cost (Contract Price)	\$ XX