

## APPENDIX B: PROPOSAL REQUIREMENTS

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

### **TECHNICAL SUBMISSION**

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

**Package 2: Technical Submission**

### **FINANCIAL SUBMISSION**

**Package 3: Transmittal Package for Financial Submission**

**Package 4: Financial Submission**

#### **Note:**

The tables below describe 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 the Proponent believes there is a redundant request in the requirements of the RFP, the Proponent can prepare the information in one location and clearly refer the evaluators to this location as applicable.

Where a narrative explanation is required, Proponents should limit their narrative to 500 words in each case.

Proponents should provide required drawings in 33" x 47" format (one set) and 12" x 18" format (four sets). Where provided electronically, drawings must be to scale and in PDF format.

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 For Technical Submission

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

- a) Relationship Disclosure Form(s)
- b) Provide the Company/Firm name and names of the Key Individuals for the following team members:
  - i. Design-Build Director;
  - ii. Design-Build Design Manager;
  - iii. Lead Architect; and
  - iv. Design-Build Construction Lead.

Proponents should submit the required information in the following format:

Individual's Name	Company Name	Role

- c) 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;
  - v. Email address; and
  - v. Website address.
- d) Overview table of contents for all parts of the Proposal.

**Package 2: Technical Submission**

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

Section No.	Title	Contents
<b>1.</b>	<b>PROPONENT TEAM</b>	<b>Proposal Requirements</b>
<b>1.1</b>	<b>Team Organization</b>	<ul style="list-style-type: none"> <li>a) Provide organization chart(s), at the corporate level, showing the relationships between the Authority and Proponent Team members (including major sub-trades and consultants), reporting relationships, and any anticipated changes contemplated over the life of the Design-Build Agreement; and</li> <li>b) Provide the business relationships amongst the Proponent Team members (e.g., corporation, joint venture, partnership, subcontractor agreement, consultant service agreement).</li> </ul>
<b>2.</b>	<b>PROJECT APPROACH, MANAGEMENT AND CONSTRUCTION</b>	<b>Proposal Requirements</b>
<b>2.1</b>	<b>Approach</b>	<ul style="list-style-type: none"> <li>a) Confirm compliance of the Proposal with Schedule 1 - Statement of Requirements;</li> <li>b) Confirm that you have not used any Scope Ladder items and if you have listed the Scope Ladder items used; and</li> <li>c) Provide a preliminary Project Management Plan, including (at a minimum) the following sections:               <ul style="list-style-type: none"> <li>i. Time Schedule, including Effective Date, Target Substantial Completion Date, and Substantial Completion Date of the Project. The Time Schedule should be in the form of a Gantt Chart identifying, at a minimum, the following key work elements:                   <ul style="list-style-type: none"> <li>a. Critical path;</li> <li>b. Site establishment;</li> </ul> </li> </ul> </li> </ul>

Section No.	Title	Contents
		<ul style="list-style-type: none"> <li>c. Design development;</li> <li>d. Securing approvals;</li> <li>e. Authority review at various stages as described in the Design-Build Agreement, as well as any other appropriate milestones depending on the construction process;</li> <li>f. Major construction stages including demolition of the existing facility;</li> <li>g. Utility relocations and/or protection;</li> <li>h. Major equipment placement and commissioning;</li> <li>i. Staff move in period; and</li> <li>j. Other significant work functions;</li> </ul> <ul style="list-style-type: none"> <li>ii. Commissioning Plan;</li> <li>iii. Close-out Plan;</li> <li>iv. Quality Management Plan for the design and construction phases of the Project;</li> <li>v. Risk Mitigation Plan;</li> <li>vi. Occupational Health and Safety Plan;</li> <li>vii. Communications Plan; and</li> <li>viii. Project controls, including how the Proponent will manage cost, schedule, documents, procurement, and contract administration (Authority, consultant and subcontractors).</li> </ul> <p>d) Provide a preliminary Construction Management Plan, including (at a minimum);</p> <ul style="list-style-type: none"> <li>a. a description of how the Proponent plans to work with the Authority to ensure the safe continued operation of the existing Facility.</li> <li>b. How the proponent plans to communicate and advise the Authority of interference periods;</li> <li>c. how the site will be shared;</li> <li>d. how changed access will occur; and</li> <li>e. what assistance and co-ordination of the 'move' into the new facility will be provided.</li> </ul>

Section No.	Title	Contents
<b>3.</b>	<b>DESIGN</b>	<b>Proposal Requirements</b>
<b>3.1</b>	<b>Design</b>	
<b>3.1.1</b>	<b>Building Design</b>	Provide narrative and schematic summaries of the design to explain the Proponent’s proposal including but not limited to: <ul style="list-style-type: none"> <li>a) Renderings demonstrating proposed massing, materials and image of the Facility, including the use of wood to meet Wood First act, landscaping, and the context within adjacent buildings. Three renderings including, the overall facility, front entry, and emergency (ER) entry.</li> </ul>
<b>3.1.2</b>	<b>Site Development</b>	Provide a site plan showing: <ul style="list-style-type: none"> <li>a) The outpatient, staff and visitor drop-off, arrival, orientation, discharge/departure and circulation options directly from the exterior of the Facility.</li> <li>b) Site circulation strategy including cars, pedestrians, deliveries, waste removal, ambulances and fire fighting access and disaster response access;</li> <li>c) Describe how the site circulation strategy will allow access to existing facilities and keep the site functioning during construction; and</li> <li>d) Landscape plan.</li> </ul>
<b>3.1.3</b>	<b>Sustainability</b>	<ul style="list-style-type: none"> <li>a) Describe the strategy to achieve the LEED® Gold requirement, including an indicative score sheet clearly indicating which points are being pursued and the point total anticipated towards the LEED® requirements. The Proponent should specifically identify the points that are required to be achieved based on the Design-Build Agreement requirements.</li> <li>b) Identify the incremental points that are targeted to pursue achievement of LEED® Gold certification over the points that would be targeted to achieve LEED® Silver certification.<sup>1</sup></li> </ul>
<b>3.1.4</b>	<b>Architecture</b>	<ul style="list-style-type: none"> <li>a) Provide schematic level drawings, sufficient to demonstrate the intent of the design and that the design meets the requirements of Appendix A, including:</li> </ul>

<sup>1</sup> Proponents will be asked to provide pricing for the identified points in the Financial Submission

Section No.	Title	Contents
		<ul style="list-style-type: none"> <li>i. Building envelope;</li> <li>ii. Floor plans; and Roof Plan.</li> <li>iii. Two major cross sections and all building elevations.</li> </ul> <p>b) Fill out the table provided showing Facility Program “Required” and “Proposed in Design” to demonstrate the proposed design meets Facility Program.</p> <p>c) Provide schedules of millwork, furniture, finishes, fixtures, fittings and Design-Builder supplied equipment.</p>
3.1.5	<b>Structure</b>	<p>Provide schematic level drawings, including the following:</p> <ul style="list-style-type: none"> <li>a) A description for the structural system and the load paths including the proposed location of walls or other lateral force resisting elements;</li> <li>b) The proposed floor framing plans and roof framing plan together with the dimensions of the structural grid;</li> <li>c) The elevator core integration; and</li> <li>d) Expected type of foundations.</li> </ul>
3.1.6	<b>Civil Works Impact Strategies</b>	<p>Provide schematic level civil drawing(s) for onsite and offsite works, including the following.</p> <ul style="list-style-type: none"> <li>a) Onsite site plan showing stormwater, sanitary, domestic water, geothermal works (if any), electrical, roads, parking, sidewalk, bikeways, and any temporary works or interim phases; and</li> <li>b) Offsite plan drawings showing extent of works if any.</li> </ul>
3.1.7	<b>Electrical and Systems</b>	<ul style="list-style-type: none"> <li>a) Provide a site plan (1:250) showing location and configuration of services (power, telephone, cable TV, WAN, fire alarm, videoconferencing and any other electrical communication);</li> <li>b) Provide single-line design drawings and design documentation for electrical services and distribution, showing and describing: <ul style="list-style-type: none"> <li>i. Origin of supply(s);</li> <li>ii. Arrangements for service redundancy;</li> <li>iii. Main service switchgear and transformer locations, main electrical distribution room and</li> </ul> </li> </ul>

Section No.	Title	Contents
		<p>main telecommunications entrance room;</p> <ul style="list-style-type: none"> <li>iv. Sub-electrical room locations and telecommunication room locations; and</li> <li>v. Position, size and capacity of emergency generator, associated switchgear and transfer switches.</li> </ul> <p>c) Provide single-line design drawings and design documentation for lighting and power, showing and describing:</p> <ul style="list-style-type: none"> <li>i. Positions and types of site lighting;</li> <li>ii. Lighting and controls, including proposed day lighting measures and energy management measures;</li> <li>iii. Proposed power monitoring systems; and</li> <li>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.</li> </ul> <p>d) Describe the electrical services to be provided and include details of:</p> <ul style="list-style-type: none"> <li>i. Power distribution and maximum demand calculations;</li> <li>ii. Type(s) of lighting to be used, incorporating standards of design and exit lighting;</li> <li>iii. Standby and uninterrupted power supply requirements and distribution;</li> <li>iv. Proposed equipment for power distribution, lighting and emergency generator;</li> <li>v. Emergency evacuation and intercommunication systems.</li> </ul>
3.1.8	<b>Communication Systems</b>	<p>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:</p> <ul style="list-style-type: none"> <li>i. Network equipment;</li> <li>ii. Wireless infrastructure;</li> <li>iii. Wireless staff communications system;</li> <li>iv. Telephones;</li> </ul>

Section No.	Title	Contents
		<ul style="list-style-type: none"> <li>v. Public address;</li> <li>vi. Videoconferencing;</li> <li>vii. Central dictation;</li> <li>viii. Intercommunication system;</li> <li>ix. Integration with the Authority's;                             <ul style="list-style-type: none"> <li>a. TV system;</li> <li>b. Patient/staff education;</li> <li>c. Post-disaster communications and control centre;</li> <li>d. Time systems.</li> </ul> </li> <li>b) Provide documentation for the proposed systems in (a) above showing:                             <ul style="list-style-type: none"> <li>i. Origin of supply and interconnection with external services, including redundant service;</li> <li>ii. Proposed communications system, including systems architecture and hardware configurations, backup power, redundant hardware, and proposed software;</li> <li>iii. Proposed integration with wireless telephone system;</li> <li>iv. Proposed integration with other communications systems, including security management system;</li> <li>v. Proposed local and wide area network diagram (hardwired and wireless local area networks);</li> <li>vi. Proposed network interface with other systems;</li> <li>vii. Proposed connection to the WAN service; and</li> <li>viii. Proposed connections to local servers/data centre (server room).</li> </ul> </li> <li>c) Provide details of all standards proposed for supply, installation, testing and commissioning.</li> </ul>



Section No.	Title	Contents
3.1.9	<b>Electronic Safety and Security</b>	a) Provide brief descriptions of each of the following systems including integration where required: <ul style="list-style-type: none"> <li>i. Fire alarm;</li> <li>ii. Access control and panic duress systems;</li> <li>iii. Intrusion detection; and</li> <li>iv. CCTV.</li> </ul>
3.1.10	<b>Mechanical Systems</b>	a) Provide brief descriptions and 1:150 drawings showing each of the following systems as applicable: <ul style="list-style-type: none"> <li>i. Main energy sources;</li> <li>ii. Cooling plant;</li> <li>iii. Heating plant;</li> <li>iv. Heat dissipation systems, cooling towers;</li> <li>v. Air handling systems;</li> <li>vi. Domestic hot and cold water systems at various temperatures;</li> <li>vii. Domestic water filtration;</li> <li>viii. Domestic water softening;</li> <li>ix. Redundancy provisions;</li> <li>x. Tempered water systems;</li> <li>xi. Plumbing fixtures;</li> <li>xii. Medical gases;</li> <li>xiii. All major mechanical space locations;</li> <li>xiv. Building Management system; and</li> <li>xv. Overview of commissioning process.</li> </ul> b) Provide and address the following: <ul style="list-style-type: none"> <li>i. load calculations:               <ul style="list-style-type: none"> <li>A description of glazing system, floor, roof and exterior wall U values.</li> </ul> </li> </ul> c) Describe the proposed fire protection system and how it will integrate with the fire detection systems incorporated within the electrical, hydraulic and/or mechanical installations, including indicative

Section No.	Title	Contents
		features such as: <ul style="list-style-type: none"> <li>i. Underground distribution network (if applicable);</li> <li>ii. Tanks, if any, provided for fire protection; and</li> <li>iii. Pumps, if any.</li> </ul>
3.1.11	<b>Furniture, Fittings and Equipment</b>	<ul style="list-style-type: none"> <li>a) 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</li> <li>b) Outline the roles and timing the Design-Builder would expect the Authority to provide in achieving the above.</li> </ul>

### Package 3: Transmittal Package For Financial Submission

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

- A letter confirming that the Nominal Cost of the Proposal is within the Design-Build Price Ceiling and is valid for a period of 90 days beyond the date of this Financial Submission;
- Confirm the Proposal complies with Schedule 1 - Statement of Requirements;
- Confirm Scope Ladder items used and that are not included, in the Proposal. For any Scope Ladder items not included in the Proposal, identify the associated costs to include for each item; and
- One (1) fully executed copy of Appendix C – Proposal Declaration Form.

### Package 4: Financial Submission

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

- (a) The Proponent has the financial capacity to meet the obligations of the Project; and
- (b) 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.

Section No.	Title	Contents
4.	<b>Basis of Financial Submission</b>	
4.1	<b>Proposal Authorization</b>	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.
4.2	<b>Insurance and Bonding</b>	<ul style="list-style-type: none"> <li>a) Demonstrate the insurability of the Proponent Team by providing written confirmation from insurers that the insurance coverage required by the Final Draft Design-Build Agreement will be available for the Project if the Design-Builder is awarded a contract.</li> <li>b) Submit a completed Appendix H Construction Insurance Underwriting Questionnaire.</li> <li>c) Demonstrate the bondability of the Design-Builder by providing written confirmation, generally in the form of the bonding undertaking contained in Appendix J, from a surety company acceptable to the Authority and authorized to transact the business of suretyship in British Columbia, that the bonding requirements of the Final Draft Design-Build Agreement will be available for the Project if the Proponent is awarded a contract.</li> </ul> <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	<b>Financial Capacity</b>	<ul style="list-style-type: none"> <li>a) 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: <ul style="list-style-type: none"> <li>i. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years; and</li> <li>ii. Details of any credit rating(s).</li> </ul> </li> <li>b) Provide written authorization to permit the Authority to perform a credit check.</li> </ul>
5.	<b>Proposal Price</b>	

Section No.	Title	Contents
5.1	<b>Price Validity</b>	Confirm all prices listed in the Proposal will remain valid for the period of at least 90 days after the Submission Time for Financial Submissions.
5.2	<b>Form A1 – Breakdown of Contract Price</b>	<ul style="list-style-type: none"> <li>a) 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 the breakdown of the contract price adding up to the Nominal Cost of the Proposal.</li> <li>b) The Proponent’s Form A1 – Breakdown of Contract Price should be consistent with the following: <ul style="list-style-type: none"> <li>i. Produced using the template supplied by the Authority with no changes or entries other than as indicated in the model;</li> <li>ii. Produced in Microsoft Excel version 2003 XP or newer;</li> <li>iii. Except where otherwise expressly indicated, include all taxes other than GST;</li> <li>iv. Be expressed in Canadian dollars; and</li> <li>v. Include no hidden or password-protected cells or sheets.</li> </ul> </li> <li>c) All sheets should be 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.xlsx”.</li> </ul>
5.3	<b>Form A2 – Breakdown of LEED® Gold Points Price</b>	<ul style="list-style-type: none"> <li>a) Proponents will submit the Form A2 - Breakdown of LEED® Gold Points Price in both electronic and hard copy. The Form A2 - Breakdown of LEED® Gold Points Price will include the breakdown of the price for each targeted incremental LEED® point the Proponent is pursuing to achieve LEED® Gold over the points that would be targeted to achieve LEED® Silver. The incremental points identified to target LEED® Gold included in the Form A2 should be consistent with the incremental points identified in the Technical Submission in the Section 3.1.3.</li> </ul>

**Form A1 – Breakdown of Contract Price**

Refer to the Excel document titled “Form A1- Breakdown of Contract Price.xlsx” 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 GST, 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 of the Proposal. These cost estimates should also describe the basis upon which the capital costs have been developed, clearly identifying any exclusions.

**Breakdown of Contract Price**

Breakdown of Contract Price	
	Value
<b>HARD COSTS</b>	
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	-
Other (specify)	-
Other (specify)	-
<b>Hard Costs Sub-Total</b>	<b>\$ XX</b>
<b>SOFT COSTS</b>	
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	-
Development Permit	
Building Permit	-
Development Cost Charges	-

Breakdown of Contract Price	
	Value
Other - Specify	-
Other - Specify	-
Other - Specify	-
<b>Soft Costs Sub-Total</b>	<b>\$ XX</b>
<b>Nominal Cost of the Proposal (Contract Price)</b>	<b>\$ XX</b>

**Form A2 – Breakdown of LEED® Gold Points Price**

Refer to the Excel document titled “Form A2 - Breakdown of LEED® Gold Points Price.xlsx” which is provided in the Data Room.

The Form A2 - Breakdown of LEED® Gold Points Price includes a Breakdown of LEED® Gold Credits Price input sheet substantially in the form of the table below which includes prices for the targeted LEED® credits the Proponent is pursuing to achieve LEED® Gold once LEED® Silver has been achieved. These prices include all taxes other than GST/HST, except where otherwise expressly indicated. These cost estimates should be same as the LEED® Gold Credits identified in the Technical Submission.

Breakdown of LEED® Gold Points Price	
Targeted LEED® Gold Points Price	Value
	-
	-
	-
	-
	-
<b>Nominal Cost of the LEED® Gold Points Price</b>	<b>\$ XX</b>