

APPENDIX B

PROPOSAL REQUIREMENTS

The tables below describe more specifically the requirements for the Technical Submission and the Financial Submission. For ease of reference Proposals should be written using the section numbers and titles as indicated with variations, if any, clearly identified. Any deviation in a Proposal from the requirements of the RFP or the Final Draft Master Agreement and the Final Draft Modular Classroom Contract 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 an 11 x 17 format, or larger if required, in a separate container.

Note: Defined terms have the meaning set out in the RFP, the Final Draft Master Agreement or the Final Draft Modular Classroom Contract as the context may require. References to schedules and appendices are to the schedules and appendices to the Final Draft Master Agreement unless otherwise specified.

Package 1:

TRANSMITTAL

The transmittal package is to contain the following information and documents

- (a) Proposal Declaration Form;
- (b) Relationship Disclosure Form(s);
- (c) Provide the Company/Firm name of the significant team members for each of the following.
 - 1. Identify the lead Contractor
 - 2. Provide the legal name of the entity for each of the following significant team members:
 - (i) modular building manufacturer(s);
 - (ii) design team
 - (iii) delivery team(s)
 - (iv) installation team(s); and
 - (v) other(s) – please specify.

Proponents should submit the required information in the following format:

Individual's Name	Company Name	Role

- (d) Name and contact details for the Proponent's Representative.
Please note: The Proponent's Representative will be the only person to receive communication from the Contact Person regarding the RFP.
 - (i) name;
 - (ii) employer;
 - (iii) mailing/courier address;
 - (iv) telephone number;
 - (v) email address; and



(vi) website address.

(e) Submit a maximum of three nominated projects using Form A-2. Nominated projects should begin with the most recent relevant project and continue chronologically. Please indicate the nominated project you feel is the most comparable with this Project.

**Package 2:
TECHNICAL SUBMISSION**

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 Province to evaluate whether the Proponent is capable of performing the Contractor's responsibilities and obligations under the Master Agreement and the Modular Classroom Contract for the design, production, delivery, installation, commissioning and associated work for modular classroom solutions with the requirements set out in the Master Agreement and the Modular Classroom Contract.

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.

1.	PROPONENT TEAM	Proposal Requirements
1.1	Team Organization	<ol style="list-style-type: none"> 1. Provide organization chart(s), at the corporate level, showing the relationships between Proponent Team members, the reporting relationships and any anticipated changes contemplated over the Project lifecycle. 2. Describe the business relationships among the Proponent Team members (e.g., corporation, joint-venture, partnership, etc.).
1.2	Relevant Experience	<ol style="list-style-type: none"> 1. Describe the Proponent Team's experience and capability with the following, based on the nominated projects provided: <ol style="list-style-type: none"> (a) developing and managing projects that are similar in scope and size to the Project; (b) assembling and managing multi-disciplinary teams including design, production, delivery and installation integration; (c) completing projects in an elementary, middle or high school environment; (d) energy efficient and sustainable projects, but not limited to, design principles, healthy buildings, LEED® best practices for modular classrooms; use of wood; (e) managing sub-contractors in the delivery of complex and integrated projects; (f) the Proponent Team's performance in meeting its obligations under tight timeframes;

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		<ul style="list-style-type: none"> (g) experience working together on previous projects; (h) experience working and coordinating with multiple clients; (i) logistics management for projects requiring integration of supply, delivery and installation schedules, (j) familiarity with codes, regulations and standards for modular classrooms. <p>2. Describe the project management experience and capability for each function (i.e., design, production, delivery and installation), based on nominated projects provided, focusing primarily on the following:</p> <ul style="list-style-type: none"> (a) managing large fast-tracked, complex projects, with highly dependant and integrated activities; (b) schedule management; (c) working with multiple clients, contractors and sub-contractors; and (d) coordinating the work of the various specialists to achieve integration between design, production, delivery, and installation.
1.3	Personnel and Availability	<p>1. Provide a curriculum vitae for the Key Individual including, at a minimum, the following information:</p> <ul style="list-style-type: none"> (a) name (b) professional qualification/designation; (c) role, duties and responsibility for the Project; (d) summary of education/qualifications and relevance to the Project; and (e) relevant experience on projects of a similar size and nature. <p>2. Describe and confirm the availability and capacity of the Key Individual to undertake the Project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.</p>

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2.	PROJECT DELIVERY	
2.1	General Approach	Proposal Requirements
2.1.1	Compliance with Statement of Requirements	<ol style="list-style-type: none"> 1. Confirm compliance of the Proposal with Schedule B Statement of Requirements. 2. Provide a basic Code analysis, including local government requirements and implications of legislation, bylaws and policies.
2.1.2	Design Process and Design Review	<ol style="list-style-type: none"> 1. Describe and provide details of the Proponent's management plan for the design including: <ol style="list-style-type: none"> (a) the design methodology and general approach overall; (b) design constraints, risks and mitigation strategies; and (c) quality control procedures. 2. Provide proposed submittal schedules for the Project, including: <ol style="list-style-type: none"> (a) 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 (for example, a drawing or narrative) of each submittal, clearly outlining the components / detail that are to be reviewed by the Province; and (b) schedules of millwork finishes, fixtures, fittings and Contractor-supplied equipment. 3. Describe the review process and timeline for a classroom prototype.
2.2	Technical	Proposal Requirements
2.2.1	Project Design Objectives	<p>Provide written and graphical summaries of the design to demonstrate how the Proponent has addressed the following:</p> <ol style="list-style-type: none"> (a) quality educational environment for students and staff; (b) appearance and image of exterior and interior designs, including colour and materials; (c) scale renderings of the exterior and interior, including showcasing the use of wood;

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		<p>(d) clustering of two or more modular classrooms to create a modular learning centre;</p> <p>(e) adaptability, flexibility and expandability, including ability to adapt to different grades; and</p> <p>(f) sustainability, operational reliability and ease of maintenance.</p>
2.2.2	Building Description and Details	<p>Architectural drawings are to be sealed by a professional architect registered in the province of British Columbia attesting that the design conforms to all applicable codes and requirements as described in the applicable building codes. These are to meet industry standard for design development level of detail.</p> <ol style="list-style-type: none"> 1. PLANS <ol style="list-style-type: none"> (a) provide Floor Plans at 1:50 showing layout, proposed washroom location, location of all equipment cabinets, millwork, flooring finish materials; (b) label rooms, dimensions and areas of classrooms, washroom, and storage areas individually in square meters; and (c) show location of all mechanical and electrical equipment and distribution, terminal points and connections. 2. SECTIONS <ol style="list-style-type: none"> (a) provide sections at 1:50 showing wall, roof and floor construction and connections. Indicate clear height within the space as well as overall out-to-out dimensions; and (b) show coordination of interior with mechanical and electrical distribution, detailed location of electrical and data outlets as well as location of side-wall overhead HVAC discharge. 3. REFLECTED CEILING PLANS <ol style="list-style-type: none"> (a) provide reflected ceiling plans at 1:50 Showing basic finish, location of acoustic panels for sound attenuation, use of wood and integration with structural system; and (b) show position of lighting fixtures, ceiling mounted devices and electrical and mechanical outlets required. 4. INTERIOR ELEVATIONS

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		<p>(a) provide interior elevations at 1:50 showing configuration of Show location and elevation of all millwork, surfaces, whiteboard and tack board configurations. Location and height of electrical and data outlets, and mechanical grills; and</p> <p>(b) indicate type, location and extent of materials on all walls; and</p> <p>(c) indicate interior extent of glazing.</p> <p>5. EXTERIOR ELEVATIONS</p> <p>(a) provide 1:50 external elevations. Indicate type and extent of glazing and the type and extent of exterior materials throughout. Show all trims and other elevation details anticipated as visible;</p> <p>(b) show locations of vandal screens and rolling shutters;</p> <p>(c) show all external projections, rainwater leaders and other roof edge components; and</p> <p>(d) show extent of wood use in accordance with the “Wood First Act”;</p> <p>6. DETAILS</p> <p>(a) provide details of construction of the building envelope at 1:20. Provide details of wall, floor and roof construction, wall-to-roof joint and wall-to-floor joint describing envelope assembly, components and positioning;</p> <p>(b) provide details of building connections that indicate building envelope integrity with attention to prevention of water penetration;</p> <p>(c) provide details of rolling shutter location, construction and integration with wall construction; and</p> <p>(d) provide details of vandal screens.</p> <p>7. CLUSTER PLANS</p> <p>(a) provide 1:100 cluster plans showing 2, 3 and 4 unit cluster strategies linkages and corridors; and</p> <p>(b) provide a clear indication of how units will be linked, components required and suggested ordering options.</p> <p>8. SCHEDULES</p>
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		<ul style="list-style-type: none"> (a) door and hardware schedules complete with door frames and sidelights; (b) statement of design compliance to acoustic performance with indication that prototype testing will verify performance and make adjustments as required; and (c) provide finish schedules as required to fully describe the type, use and location of materials. <p>9. SAMPLE PANELS</p> <ul style="list-style-type: none"> (a) provide sample panels of both internal and external materials and proposed choices of colors for material proposed by the proponent.
2.2.3	Structural	<p>Structural drawings are to be sealed by a professional engineer registered in the province of British Columbia attesting that the design conforms to all applicable codes and structural loading requirements as described in the applicable building codes.</p> <ol style="list-style-type: none"> 1. PLANS <ul style="list-style-type: none"> (a) provide structural plans at 1:50 showing structural layout, materials and configuration; and (b) show modular foundation strategy, materials and configuration. 2. TEMPLATE <ul style="list-style-type: none"> (a) provide a template c/w loads and anchor locations and details for implementation of the foundations by school districts that opt out of the modular foundation package; and (b) the template shall specify all requirements for ready delivery of modular classroom. 3. DETAILS <ul style="list-style-type: none"> (a) show pertinent details related to integration with architectural components at 1:20.
2.2.4	Electrical	<p>Electrical drawings are to be sealed by a professional engineer registered in the province of British Columbia attesting that the design conforms to all applicable codes and requirements as described in the applicable building codes.</p> <ol style="list-style-type: none"> 1. PLANS <ul style="list-style-type: none"> (a) provide plans at 1:50 showing all power, lighting, communication, fire alarm, data, and telephone

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		<p>systems and RFTV cabling showing connection locations throughout the modular unit;</p> <p>(b) show all mechanical equipment electrical connections;</p> <p>(c) show position and describe exterior lighting;</p> <p>(d) provide wiring diagrams;</p> <p>(e) provide fire alarm system rough-in details;</p> <p>(f) describe rough-in details for Owner provided and installed systems, including intrusion alarm, data, public address and telephone; and</p> <p>(g) describe lighting and controls including proposed day lighting and energy management measures.</p> <p>2. REFLECTED CEILING PLAN</p> <p>(a) show the location of lighting, ceiling devices and power connection for overhead projector.</p> <p>3. SCHEDULES</p> <p>(a) provide fixturing schedule showing fixture types and locations; and</p> <p>(b) Proposed equipment cut-sheets.</p>
2.2.5	Mechanical Systems	<p>Mechanical drawings are to be sealed by a professional engineer registered in the Province of British Columbia attesting that the design conforms to all applicable codes and requirements as described in the applicable building codes.</p> <p>1. PLANS</p> <p>(a) provide mechanical plans showing HVAC, plumbing, and fire protection, including rough-in details for Owner provide and installed fixtures and equipment ;</p> <p>(b) domestic hot and cold water systems; and</p> <p>(c) waste water systems.</p> <p>2. SCHEDULES</p> <p>(a) provide a schedule of all proposed control systems and components. Indicate the provisions</p>

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		made for tying into the School Districts' DDC control systems; and (b) proposed equipment cut-sheets.
2.2.6	Site Preparation	<ol style="list-style-type: none"> 1. Describe and specify typical site preparation requirements for individual and clustered classrooms to be completed by the school district, for both Proponent provided modular foundation systems and Owner provided foundations, including: <ol style="list-style-type: none"> (a) utilities and service connections, sizing and locations; (b) site bearing pressure; (c) foundation plan and location; (d) access delivery, craning and installation requirements; and (e) sample site inspection check-list.
2.2.7	Mold Prevention and Control	Provide a detailed description of design, material, treatments, manufacturing processes and ongoing maintenance requirements to prevent the formation of molds.
2.2.8	Sustainability	<ol style="list-style-type: none"> 1. Provide a detailed description of the sustainable features of the proposed modular classroom in a format similar to CaGBC LEED NC 2009. 2. Describe energy efficiency performance and features of the design. 3. Describe design, materials and equipment features that deliver long term sustainability, including life cycle costing efficiencies.
2.2.9	Wood First	Provide written and graphical summaries of the design to demonstrate compliance with Section 2.2 of Schedule B Statement of Requirements regarding the use and showcasing of wood. Include any Building Code considerations, including any alternate solutions that will be requested from the municipal approval authorities.
2.3	Production	Proposal Requirements
2.3.1	Production Capacity	Describe and provide details of the Proponent's production capacity, including:

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		<ul style="list-style-type: none"> (a) Manufacturing locations and output from each; (b) Ability to accelerate production, if required; and (c) Alternate production locations owned or controlled by the Proponent, partners or sub-contractors.
2.4	Delivery & Installation	Proposal Requirements
2.4.1	Methodology	<ul style="list-style-type: none"> 1. Describe and provide the Proponent's plan for delivery and installation of modular classrooms, including: <ul style="list-style-type: none"> (a) ensuring sufficiency, qualification and timely availability of required resources to complete all delivery and installation activities as per Modular Classroom Contracts with school districts; (b) progress monitoring; (c) coordination with school districts; (d) temporary storage or on-site staging, if required, (e) minimizing disruption to school activities, students and staff; and (f) meeting health and safety obligations related to entering and working at an elementary school.
3.	PROJECT MANAGEMENT	Proposal Requirements
3.1	Schedule Management	<ul style="list-style-type: none"> 1. Describe the methodology, approach and process to schedule management, including: <ul style="list-style-type: none"> (a) Provide a preliminary master Program Schedule indicating key milestones, approvals and critical path that includes design, production, delivery and installation and demonstrates the ability to meet the Project timeline. (b) Describe the integration of major activities and deliverables and demonstrate the ability to meet the Project timeline.

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		<p>(c) Describe strategies for ensuring the Project timeline will be met including tracking and early indicators of schedule performance issues.</p> <p>(d) Describe a process of communication and coordination with the Progress Monitor and reporting to the Province and school districts on schedule status.</p> <p>(e) Describe a process for managing, coordinating and communicating changes to schedule both across and within school districts.</p> <p>(f) Provide suggestions on how to accelerate delivery to school district sites.</p> <p>(g) Provide a form of preliminary Time Schedule to be included as Schedule A4 to the Modular Classroom Contract.</p> <p>2. Provide a description of how key risks will be managed including the following:</p> <p>a) schedule compression;</p> <p>b) cost impacts to production; and</p> <p>c) labour, materials, equipment, delivery and installation, and other key risks.</p>
3.2	Quality Assurance	<p>Describe the Proponent's Quality Assurance Plan for the design, production, delivery, installation, commissioning and associated work processes including:</p> <p>(a) the means by which all service and quality non-conformance issues, including work performed by sub-contractors, will be identified, monitored;</p> <p>(b) the means by which all services are delivered in compliance with all Applicable Laws, Provincial Policies and Good Industry Practice;</p> <p>(c) roles and responsibilities related to Quality Assurance;</p> <p>(d) any other key features of the Quality Assurance system, including approach during the design, production, delivery, installation, commissioning and associated work phases.</p>
3.3	Approvals	<p>Describe and provide details of the Proponent's processes for obtaining required approvals and meeting all specific requirements, including:</p>

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		<ul style="list-style-type: none"> (a) municipal approvals and inspections from local governments and authorities; and (b) Proponent's role and responsibilities, including coordinating with and supporting school districts as required, in obtaining approvals and meeting all requirements
3.4	Close-Out	<ul style="list-style-type: none"> 1. Describe and provide details of the Proponent's process and timing for all close-out activities and deliverables, including: <ul style="list-style-type: none"> (a) Certification of Substantial Completion (b) Occupancy permits (c) Deficiency completion (d) Provision of as-built drawings for standard classrooms and cluster configurations, including foundation systems (e) Provision of Maintenance Manuals, including descriptions, frequencies and schedules, including warranty requirements (f) Certification of Total Completion 2. Describe and provide details of all warranties, including extended warranties to be provided by subcontractors or suppliers.

**Package 3
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 Province to evaluate the Proposal that satisfies the financial requirements set out in the RFP, the Final Draft Master Agreement and the Final Draft Modular Classroom Contract, 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 in the amount of 50 per cent of the Proposal 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.

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

- (a) confirmation of bonding undertaking; and
- (b) completed Pricing Model.

4.	FINANCIAL SUBMISSION	
4.1	Basis of Financial Submission	Proposal Requirements
4.1.1	Proposal Authorization	Certified copies of board resolutions, or other legally binding evidence where applicable, from the Proponent approving the Proposal and authorizing submission of the Proposal in response to this RFP.

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4.1.2	Insurance and Bonding	<p>1. Demonstrate the insurability of the Proponent Team by providing the following:</p> <ul style="list-style-type: none"> (a) Written confirmation from an insurer that the following coverage will be available for the Project if the Proponent is awarded a contract: <ul style="list-style-type: none"> (i) Commercial general liability in an amount not less than \$10,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage and including liability for products and completed operations as well as any liability assumed under this Agreement and this insurance must: <ul style="list-style-type: none"> a. include the Province and the school district as an additional insured; b. be endorsed to provide the Province with 30 days advance written notice of cancellation or material change; and c. include a cross liability clause. (ii) Professional liability in an amount not less than \$2,000,000 per claim, insuring the Contractor's liability resulting from errors and omissions in the performance of professional services under this agreement and this insurance must be endorsed to provide the Province 30 days advance written notice of cancellation. (iii) Property insurance covering the modular classrooms and any associated materials throughout construction, delivery and installation operations with a limit equal to the completed value of all modular classrooms included on the Order Summary and this insurance shall remain in place until the modular classroom has been turned over to the school district. (b) Demonstrated ability of the Contractor to obtain, maintain and pay for any additional insurance which the Contractor is required by law to carry, or which the Contractor considers necessary to cover risks not otherwise covered by insurance specified in this Schedule in the Contractor's sole discretion. <p>2. Demonstrate the bondability of the Contractor by providing the following:</p> <ul style="list-style-type: none"> a) Written confirmation, generally in the form of the bonding undertaking contained in Appendix G, from a surety company acceptable to the owner and authorized to transact the business of suretyship in British Columbia that the following bonding will be available for the Project if the

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		<p>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 owner to guarantee the Contractor's performance of the contract.</p>
4.1.3	Financial Capacity	<ol style="list-style-type: none"> 1. Demonstrate the financial capacity of the Proponent Team by providing a description of the company that will manage the cash flow and working capital including: <ol style="list-style-type: none"> a) details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years; and b) details of any credit rating(s). 2. Provide written authorization to permit the Province to perform a credit check.
4.2	Proposal Price	Proposal Requirements
4.2.1	Price Validity	All prices listed in a Proposal should remain valid for a period of at least 90 days after the Closing Time.
4.2.2	Pricing Forms	Proponents must complete and submit each of Modular Classroom Unit Price sheets as referenced in Form A1 of the Pricing Model. Except where otherwise expressly indicated herein, include all taxes other than GST/HST.
4.2.3	Pricing Model	<p>Proponents must submit a Pricing Model in both electronic and hard copy.</p> <p>The Proponent's Pricing Model should be consistent with the following:</p> <ol style="list-style-type: none"> a) Produced using the template supplied by the Province with no changes or entries other than as indicated in the model; b) Produced in Microsoft Excel version 2003 XP or newer; c) Be expressed in Canadian dollars; and d) Include no hidden or password protected cells.

Package 3
FINANCIAL SUBMISSION

		All sheets printed clearly and legibly on 8.5 x 11" paper including row and column references on each page.
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Form A1 – Modular Classroom Project - Pricing Model

Refer to separate excel document titled Appendix B – Form A1 – Pricing Model.

The Pricing Model includes an input sheet which includes unit prices for the work required as described in the RFP, the Master Agreement and the Modular Classroom Contract. These prices include all taxes other than GST/HST, except where otherwise expressly indicated.

These prices will be used as inputs to calculate the total Proposal Price indicated in the Pricing Model. These prices will be used in all Modular Classroom Contracts, including any amendments, for modular classrooms ordered before March 31, 2012.

Modular Classroom Unit Prices for Right to Purchase

The Province requests pricing proposals for modular classrooms that school districts may require for the periods April 1, 2012 to March 31, 2013 and April 1, 2013 to March 31, 2014. The Province and school districts at their discretion may purchase Modular Classrooms or opt to proceed with an alternate procurement process.

Please refer to the Pricing Model worksheets labelled as follows:

- Unit Prices - Apr 2012-Mar2013; and
- Unit Prices - Apr 2013-Mar2014

Form A-2: Nominated Project Details (Maximum 3 pages in length per project)

Proponent _____

Proponent Member(s) _____

Project number _____ (*sequentially numbered 1 to 3*)

Item	Notes to Proponents
Name of project	<i>Details including official project name and contract number.</i>
Location of project	<i>Country, province/state, highway/road/ Facility, site or project extents.</i>
Client organization	<i>Organization name.</i>
Reference contact details	<i>Key client contacts (individuals), name, title, role, telephone numbers, email addresses, mailing address and preferred language of correspondence. By providing this information you are authorizing the Province or the Province's representatives to contact these individuals for all purposes, including to gather information and documentation, in connection with the RFP.</i>
Contract period	<i>Contract commencement date, end of construction date and contract end date.</i>
Time period of involvement	<i>Commencement date and duration.</i>
Description of project	<i>Capital value, scope and complexity including detail on the use of wood in the project.</i>
Current status of project	<i>Describe the current status of project relative to key milestone events.</i>
Contract Model	<i>Contract structure i.e. public private partnership, design-build, etc.</i>
Role(s) on project	<i>Role, duties and responsibilities.</i>
Other information	<i>Any information the Proponent considers relevant to the Evaluation Criteria.</i>