

APPENDIX B

PROPOSAL REQUIREMENTS

1. Submission Guidelines Overview

This Appendix and attachments describe the specific documentation that a Proponent is required to submit to satisfy the proposal requirements, and to demonstrate that they are capable of performing the responsibilities and obligations of Project Co under the Project Agreement. The Proponent's Proposal documents are to comprehensively address the requirements set out in this Appendix and the Final Draft Project Agreement. Without limiting any other term of this RFP, including Section 7.2 of this RFP, Proponents may provide additional information or supplemental material to clarify any Proposal item.

Proposals are to be presented in two submissions: a Technical Submission and a Financial Submission, each of which consist of the following packages, and each of which is outlined in Sections 3 and 4 of this Appendix, respectively.

TECHNICAL SUBMISSION:

1. Package 1: Transmittal

- Contact Information
- Appendix D - Relationship Disclosure Form(s)
- Overview Table of Contents for the Proposal

2. Package 2: Project Co Management

- Executive Summary and Contents List
- Proponent Information

3. Package 3: Implementation Schedules and Strategies

- Executive Summary and Contents List
- Schedules
- Design and Construction Strategy
- Facilities Management Strategy
- Corrections Strategy
- Communications Strategy

FINANCIAL SUBMISSION

1. Package 1: Transmittal

- Affordability Ceiling Confirmation
- Selected Project Work Scope Level that will be achieved
- Net Present Cost
- Appendix C - Proposal Declaration Form
- Amendments to the Technical Submission as described in Section 2.6 of the RFP
- Overview Table of Contents for the Proposal

2. Package 2: Financial

- Executive Summary and Contents List
- Price Proposal
- Basis of Financial Submission
- Financial Capacity
- Financing
- Financial Model

3. Submission Requirements for Technical Submission

Without limiting the terms of this RFP, this section summarizes the information and documentation that Proponents are to submit in their Proposals for the Technical Submission.

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

The Technical Submission is to be prepared on the basis of the version of the Final Draft Project Agreement most recently issued prior to the Technical Submission Deadline, and for purposes of Section 2.3 of the RFP, this version will be considered the version of the Final Draft Project Agreement issued as at the Technical Submission Deadline.

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

The Technical Submission is to provide information and documentation in accordance with the following table:

Package 1: Transmittal Package

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

The contact person for all future communications between the Authority and the Proponent, including name, employer, mailing address, telephone number, email addresses and fax number;

- One (1) fully executed copy of Appendix D – Relationship Disclosure Form; and
- Overview table of contents for all parts of the Proposal.

Package 2: Project Co Management

Package 2, at a minimum, is to provide information and documentation about the Proponent including:

- Organization, legal status and ownership information;
- Details of Principal Contractors;
- Details of the Design team;
- Details of the Facilities Management team;
- Governance structure; and
- Key Individuals.

Package 2 of the Proponent's Proposal is to address the requirements set out in the tables below. Proponents are to use the section numbers and corresponding titles shown in this table in their Proposals.

Section No.	Title	Contents
2.	PROPONENT INFORMATION	
2.1	Confirmation of RFQ Response	
<p>The Proponent is to confirm that, other than Changes permitted by the Authority, there have been no changes to information provided in its RFQ Response regarding:</p> <ul style="list-style-type: none"> • The Equity Member(s), and Design Build Contractor listed as part of the Respondent Team; or • The Key Individuals listed for the Respondent Team. <p>If Changes are proposed to the above, the Proponent will clearly identify each proposed Change, include a written request for the Authority's permission and provide additional information and documentation as required by this RFP, including section 6.12 of the RFP.</p>		
2.2	Details of Proponent and Proponent Team	
2.2.1	Legal Name	<p>Describe the legal structure of the Proponent (or that the Proponent will adopt as Project Co) including the proposed full legal name of the Proponent, or as applicable, each legal entity which comprises the Proponent.</p> <p>Provide the incorporation number, or extraprovincial registration number for British Columbia, for the Proponent or as applicable, each legal entity that comprises the Proponent, and further details, including certificate of incorporation, memorandum and articles of incorporation, and documentation demonstrating that the Proponent, or as applicable, each legal entity which comprises the Proponent, is duly authorized to carry on business in British Columbia.</p>
2.2.2	Shareholdings	<p>Provide details, including corporate details, identifying each Equity Member and degree of equity participation, and shareholder agreements.</p> <p>If the Proponent does not have an equity structure, provide details of the ownership structure and copies of all agreements related to ownership.</p>

Section No.	Title	Contents
2.3	Details of Principal Contractors	
2.3.1	Legal Name	Full legal name(s).
2.3.2	Contact Details	Authorized Representative, registered office, telephone number, email addresses and fax number.
2.3.3	Legal Details	Full incorporation details, including certificate of incorporation, memorandum and articles of incorporation, and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If a Principal Contractor is an unincorporated legal entity, please provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Principal Contractor.
2.3.4	Organizational Structure and Details	Organizational description, including organization chart, indicating and listing the members of the board of directors, the senior officers and key management officials, and reporting relationships. Organizational description, including organization chart, indicating key members/firms of the Construction Team, their roles and responsibilities, and reporting relationships.
2.4	Details of Design Team	
2.4.1	Name	Full legal name(s).
2.4.2	Contact Details	Registered office, telephone number, email addresses and fax number.
2.4.3	Legal Details	Full incorporation details, including certificate of incorporation, memorandum and articles of incorporation, and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If a member of the Design Team is an unincorporated legal entity, please provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Design Team.

Section No.	Title	Contents
2.4.4	Organizational Structure and Details	Organizational description indicating key members/firms of the Design Team, their roles and responsibilities and reporting relationships.
2.5	Details of Facilities Management Team	
2.5.1	Name	Full legal name(s).
2.5.2	Contact Details	Registered office, telephone number, email addresses and fax number.
2.5.3	Legal Details	Full incorporation details, including certificate of incorporation, memorandum and articles of incorporation, and documentation demonstrating that the company is duly authorized to carry on business in British Columbia. If a member of the Facilities Management Team is an unincorporated legal entity, please provide full details and proof of the existence of the individuals, corporations, other entities or the underlying legal entities that make up joint ventures and partnerships who have the direct responsibility of the Facilities Management Team.
2.5.4	Organizational Structure and Details	Organizational description indicating key members/firms of the Facilities Management Team, their roles and responsibilities and reporting relationships.

Section No.	Title	Contents
2.6	Governance Structure	
2.6.1	Organizational Structure and Relationships between the Proponent, Proponent Team Members, and Principal Contractors	<p>The Proponent is to provide a project organization chart which, at a minimum, identifies all Key Individuals, including those provided in the RFQ Response, and those listed in Sections 2.2, 2.3, 2.4 and 2.5 of this Table of Appendix A.</p> <p>Describe the relationships and reporting arrangements among the Proponent Team Members and Principal Contractors at critical stages of the Project:</p> <ul style="list-style-type: none"> • identify responsibilities of each Key Individual; • reporting relationships between the Proponent, its Equity Members and Principal Contractors; • nature of any contractual relationship(s) to be entered into between the Proponent and any Principal Contractors; and <p>the nature of any sub-contracting arrangements and details of the risk allocation between the parties.</p>
2.6.2	Key Individuals	<p>Confirm the Key Individuals are as submitted with the RFQ Response.</p> <p>In addition to the information and documentation requested in respect of each of the Key Individuals, provide the name, professional designation, and summary of education/qualifications and relevant experience and accompanying resumes for each Key Individual.</p>

Package 3: Implementation Schedules and Plans

Package 3 is to provide information and documentation that reasonably demonstrates that the Proponent is capable of performing Project Co's responsibilities and obligations under the Project Agreement to deliver the Project Work, including the Design, the Construction, the Operations, the Maintenance, the Rehabilitation, other Construction Activities and other required services in accordance with the requirements set out in this RFP, including the Final Draft Project Agreement.

Package 3 of the Proponent's Proposal is to address the requirements set out in the tables below. Proponents are to use the section numbers and corresponding titles shown in this table in their Proposals.

Section No.	Title	Contents
3.1	Schedules	
<p>The Proponent is to provide the following proposed schedules:</p> <ul style="list-style-type: none"> • The Project Schedule that the Proponent proposes will be attached to Schedule 3 [Design and Construction Specifications] of the Project Agreement. <ul style="list-style-type: none"> ○ The Project Schedule will provide content and detail that reasonably demonstrate that the Proponent understands the scope of the Project Work and sets out how the Proponent intends to plan and implement the design, stakeholder consultation, construction and rehabilitation for the Project in a logical sequence. • Accommodation Schedule. <p>Supporting documentation should be provided for all proposed schedules.</p>		
3.1.1	Project Schedule	<p>Provide a Project Schedule prepared in accordance with Schedule 3 [Design and Construction Specifications] of the Project Agreement which includes, at a minimum, the following information:</p> <p><u>Construction Period:</u></p> <ul style="list-style-type: none"> • mobilization; • design development, including User Consultation and Design Review activities; • major construction stages, including temporary accommodation (e.g., laundry, food service, admissions and discharge, and administrative areas); • securing approvals, permits and licenses; • provision of mock-up rooms; • utility relocations and/or protection; and • anticipated Service Commencement Date. <p><u>Operation Period:</u></p> <ul style="list-style-type: none"> • Major rehabilitation events.

Section No.	Title	Contents
3.1.2	Accommodation Schedule	<p>Provide an accommodation schedule (room list) for all Functional Areas identifying for each space:</p> <ul style="list-style-type: none"> (a) an area summary of the Proponent’s design by department and by floor that includes the total net , rentable and gross floor area, and the net to gross ratios for each department and for each floor; (b) an area summary of the building that includes total net and gross areas by floor and by building totals; and (c) amount of any variance(s) in net area between the Proponent’s design and the Schedule 3 [Design and Construction Specifications] Appendix 3A [Functional Program] expressed in real terms and as a percentage. <p>The accommodation schedule should follow the same sequence and terminology as in the Schedule 3 [Design and Construction Specifications] Appendix 3A [Functional Program]. A template accommodation schedule for use by Proponents is available in the Data Room.</p> <p>*Rentable Areas to BOMA 1996 standard.</p>
3.2	Design and Construction	
<p>The Proponent is to provide a written narrative for its approach to Design and Construction that clearly describes the design process, the key design and construction issues, and the Proponent’s strategy to manage those issues. The summary of the Proponent’s approach and strategy to manage Design and Construction will govern the development of Project Co’s plan as required in accordance with Schedule 2 [Design and Construction Protocols] of the Project Agreement.</p>		
<p>The Proposal is to include a design and construction strategy plan consisting of:</p> <ul style="list-style-type: none"> • Design approach; • User consultation and design review; • Construction approach; • Construction and user safety; • Construction staging; and • Site development. 		

Section No.	Title	Contents
3.2.1	General Approach	
3.2.1.1	Compliance with Final Draft Project Agreement	<ul style="list-style-type: none"> (a) Confirm compliance of the Proposal with the Final Draft Project Agreement, and in particular with Schedule 3 [Design and Construction Specifications]; or (b) List and describe any variances to Schedule 3 [Design and Construction Specifications] providing: <ul style="list-style-type: none"> i. a comprehensive list of all requested variances; ii. reasons for each requested variance; and iii. suggested revised drafting for the relevant provision in Schedule 3 [Design and Construction Specifications].
3.2.1.2	Organization and Personnel	<p>Provide:</p> <ul style="list-style-type: none"> (a) an organization chart for the management and delivery of the Design and Construction, including all sub-consultants. The organization chart should include the names of the individual together with their title and organization; (b) curriculum vitae for all Key Individuals and information on their experience on corrections projects of a similar size and nature; and (c) a summary of the current workload of the Proponent's team, including a list of current staff and manpower available for this Project and the percentage of time each staff member will be committed to the Project during the design development, Construction and commissioning phases.
3.2.1.3	Design Approach	<p>Describe and provide details of the Proponent's management plan for the Design including:</p> <ul style="list-style-type: none"> (a) the design methodology and general approach overall; (b) design constraints, risks and mitigation strategies; (c) how consideration of the Services will be integrated into the design; (d) approach to design of the Facility relative to expansion as compared to all New

Section No.	Title	Contents
		<p>Infrastructure;</p> <p>(e) constructability input to the design process; and</p> <p>(f) quality control procedures.</p>
3.2.1.4	Meeting Project Design Objectives	<p>(a) Describe and provide details of any evidence-based features of the Design and Construction that enhance the Authority’s provision of corrections services. In particular, highlight those features which may increase the efficiency and effectiveness of the provision of those services, or which may otherwise provide benefits to the Authority in their day-to-day activities.</p> <p>(b) Provide written and graphical summaries of the design to demonstrate how the Proponent has addressed the following Project design objectives:</p> <ul style="list-style-type: none"> i. master planning, including how the Facility is designed to be an integrated part of the existing Surrey Pretrial Services Centre; ii. sustainability; iii. optimized outcomes, including how the Facility is designed to facilitate the delivery of efficient and effective workflow and processes, and elimination of waste.
3.2.1.5	User Consultation and Design Review	<p>(a) Provide proposed User Consultation and Submittal schedules for the Project, including:</p> <ul style="list-style-type: none"> i. the timing of consultations under the User Consultation Protocol, the subject matter of those consultations and the form of the consultation (for example, presentation followed by question and answer); ii. 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 Authority. A template Submittal Schedule for use by Proponents is available in the Data Room. <p>(b) Describe and provide details of how the Proponent will preserve sufficient flexibility in the initial design submitted in its Proposal to accommodate changes during the detailed design development process that will take place post-Financial Close.</p>

Section No.	Title	Contents
3.2.1.6	Equipment Procurement	<p>(a) Describe and provide details of:</p> <ul style="list-style-type: none"> i. the Proponent’s approach to managing the Equipment procurement process; ii. the personnel proposed to manage the Equipment procurement process, including curriculum vitae specifying their relevant qualifications and experience; iii. the processes that will be used to ensure effective communication between the Authority and Project Co with regards to Equipment procurement process, timing and emerging issues; and iv. how and where equipment will be stored and staged during Construction and Equipment installation and commissioning processes. <p>(b) Provide an indicative equipment procurement schedule identifying major procurement activities and dates for Authority selection of specified items of equipment that are on the critical path for Design and Construction of the Facility.</p> <p>(c) Describe and provide details of how the Proponent will maintain sufficient flexibility in the Equipment procurement process to allow the Authority to make as late as possible decisions regarding Equipment selection in order to allow the Authority to take advantage of the latest available technology.</p>
3.2.1.7	Approvals	<p>(a) Describe and provide details of the Proponent’s process for managing approvals, including:</p> <ul style="list-style-type: none"> i. LEED® Gold Certification; ii. Development Permit and Building Permit(s) approvals; iii. Site servicing approvals; and iv. any other approvals necessary. <p>(b) Identify whether the design proposal will require any variance to zoning bylaws and if a change in zoning bylaws is required, describe how the Proponent will manage the approval of the change.</p>

Section No.	Title	Contents
3.2.1.8	Innovative Use of Wood	<ul style="list-style-type: none"> (a) Provide written and graphical summaries of the design to demonstrate compliance with Section 3.4.5.4 of Schedule 3 [Design and Construction Specifications] regarding the use of wood. Include any Building Code considerations, including any alternate solutions that will be requested from the municipal approval authorities; (b) Provide a summary of wood use during construction; and (c) Highlight any innovative uses of B.C. wood in the Project.
3.2.2	Design	
3.2.2.1	Site Development	<p>Provide the following development plans:</p> <ul style="list-style-type: none"> (a) site context plan (1:1000), including site development, adjacent roads and property uses; (b) master plan concept (1:1000), showing relationship between the proposed Facility and future developments proposed by the Authority; (c) site plan (1:500) showing location of all buildings (including Full Build-Out), roadways, pathways, fire fighting access, post-disaster provisions, green space, vehicle parking, and services elements; (d) site plan (1:500) indicating grades, contours, site servicing, zoning setbacks, easements and City requirements; (e) streetscape drawings (1:500) demonstrating proposed massing, materials and image of the Facility, including the context of adjoining buildings on the Site; (f) north-south and east-west cross-sectional diagrams (1:200) showing relationship between the Project and adjacent site uses; and (g) landscape plan, sections and elevations (1:200) which present the proposed landscape design.

Section No.	Title	Contents
3.2.2.2	Site Circulation and Parking	<p>Describe and provide details of the Proponent’s parking plan for the Project, including:</p> <ul style="list-style-type: none"> (a) the Proponent’s temporary parking solution during Construction; (b) the Proponent’s permanent parking solution, including confirmation of the total number of parking spaces that will be provided; (c) a site circulation plan (1:500), including vehicles, pedestrians, deliveries, waste removal, ambulance access, fire fighting access and disaster response access; and (d) a parking plan (1:500), illustrating the parking strategy, including locations of staff, handicap, visitor and emergency parking.
3.2.2.3	Design	<ul style="list-style-type: none"> (a) Provide functional relationship drawings (1:200 architectural plans) indicating the location and functional relationships of all program elements, horizontal and vertical circulation and internal traffic flow (inmate, staff, visitor and support 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 inmate movement. (b) Provide written and graphical summaries to demonstrate the Proponent’s understanding of the Functional Program in the following areas as described in Schedule 3 [Design and Construction Specification]: <ul style="list-style-type: none"> i. sustainable design; ii. design redundancy; iii. safety and security; iv. flexibility; v. location and siting; vi. building configuration and circulation; vii. form and character; viii. way finding and signage; and ix. interior design including its impact on correctional practices.

Section No.	Title	Contents
3.2.2.4	Building Design	<p>Provide:</p> <ul style="list-style-type: none"> (a) Presentation scale renderings of the exterior and interior of the Facility, including: <ul style="list-style-type: none"> i. NW view as seen from 58th Ave extension; and ii. the main entrance area of the Facility, such renderings should be convertible to a printable 8 ½ by 11 format; (b) A 3-D animated model illustrating context, massing and architectural features; (c) Building elevations and sections and site sections, sufficient to illustrate design aesthetics, materials and major features; (d) Floor plans (1:200) including basic dimensions with room numbers cross-referenced to Schedule 3 [Design and Construction Specification], Appendix 3A [Facility Program]. Include all walls and doors, structural elements, circulation elements (for example, stairs, elevators) and major service shafts, including: <ul style="list-style-type: none"> i. room data sheets in the format supplied in the Data Room; and ii. drawings (1:50) indicating key dimensions, showing location of all equipment, and providing the typical location of general power and outlets, elevations and ceiling plans for typical rooms and typical areas.
3.2.2.5	Furniture and Fittings	<p>Provide:</p> <ul style="list-style-type: none"> (a) Schedules of indicative finishes, fixtures, fittings and Project Co-supplied equipment; (b) Assumed quantities of millwork and / or systems furniture the Proponent will provide in order to make the Facility functional; (c) Provide a list that includes the names, proposed make and model and number of all Equipment to be installed by the Proponent, utilizing the numbering system in the Equipment List in Appendix 3G of Schedule 3 [Design and Construction Specifications]; and (d) Provide 1:100 plans demonstrating how the design will accommodate all Equipment.

Section No.	Title	Contents
3.2.3	Technical Specification	
3.2.3.1	Outline Specifications	Provide: (a) A schematic design outline specification by division [Master Format]; and (b) A basic Code analysis, including bylaw requirements and implications of legislation and policies, including Wood First.
3.2.3.2	Operational / Business Continuity	Provide written and graphical summaries to demonstrate how the design of the Facility, including its infrastructure, makes provision for the occurrence of natural disasters.
3.2.3.3	Structure	Describe and provide details of the structural system for the Facility. Provide schematic level structural drawings (1:200) showing: (a) proposed floor and roof structural framing together with the dimensions of the structural grid; (b) expected type of foundations; (c) expected slab thickness(es); (d) layout of the lateral system, including the proposed location of walls or other lateral resisting elements; (e) an indication of how security and durability requirements are incorporated in the selection and reinforcing of building components within secure areas of the Facility (e.g., common walls and ceilings between cells); (f) measures taken to limit the number of columns and sizes in the Living Unit areas; and (g) any features that facilitate flexibility, adaptability and expandability.
3.2.3.4	Civil Works	Provide drawings (1:500) and documentation that illustrate the proposed civil works, including: (a) storm water drainage; (b) sanitary sewer and macerator;

Section No.	Title	Contents
		<ul style="list-style-type: none"> (c) natural gas systems; (d) domestic/fire water; (e) electrical; (f) road, sidewalk, curb and gutter designs and street signage; (g) relocation of all existing infrastructure; (h) earthworks analysis, quantification, and cut/fill calculations; and (i) structure of parking lots, sub-base and base composition, and surface course. <p>For each of the above, describe and provide information on origin of supply, connection points, distribution and, as appropriate, storage, drainage and disposal.</p>
3.2.3.5	Off-site Works	<p>Provide drawings (1:500) and documentation that illustrate the proposed off site works, including:</p> <ul style="list-style-type: none"> (a) sanitary and storm sewers; (b) water mains; (c) electrical and communication services; (d) gas; (e) road works including; <ul style="list-style-type: none"> i. pavement widening; ii. pavement structure; iii. curb and gutter; iv. medians; v. sidewalks; vi. streetlights; vii. signals (if any); viii. signage; ix. landscaping; and x. pavement structure.

Section No.	Title	Contents
3.2.3.6	Electrical	<ul style="list-style-type: none"> (a) Provide a site plan (1:500) showing location and configuration of services including power, telephone, cable TV and any other electrical communication between buildings. (b) Provide design drawings (1:200) and design documentation for electrical services and distribution, showing and describing: <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 communication room; iv. sub-electrical room locations and communication room locations; v. position, size and capacity for emergency power, associated switchgear and transfer switches, if any; and vi. Facility-related IT Services. (c) Provide design drawings (1:200) and design documentation for lighting and power, showing and describing: <ul style="list-style-type: none"> i. position and types of site lighting; ii. lighting and controls, including proposed day lighting measures and energy management measures; iii. proposed power monitoring systems; and 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 Facility. (d) Describe the electrical services to be provided and include details of: <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;

Section No.	Title	Contents
		<ul style="list-style-type: none"> iv. wiring systems for patient treatment, identifying: <ul style="list-style-type: none"> ▪ general and medical treatment areas; ▪ power monitoring systems; ▪ lighting control systems; ▪ proposed wiring methodologies, routing, conduit types and cable tray; v. proposed equipment cut sheets for power distribution, lighting and emergency generator; vi. thermal fire alarm system, including details of fire panels, detectors and air conditioning shut-down systems; vii. emergency evacuation and intercommunication systems, including details of master emergency control panel, zones, speakers; and viii. post-disaster provisions.
3.2.3.7	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 (Cable Plant); ii. wireless infrastructure; iii. videoconferencing infrastructure; and iv. integration with the Authority. (b) Provide documentation of building network systems showing: <ul style="list-style-type: none"> i. origin of supply and interconnection with external services, including redundant service;

Section No.	Title	Contents
		<ul style="list-style-type: none"> ii. proposed server room layout, including UPS, rack locations, rack servicing diagram; iii. proposed integration with other communications systems; iv. proposed communication room layouts; v. proposed connection to the WAN service; and vi. proposed connection to local servers/server room. <p>(c) For the proposed network systems set out in (b) above:</p> <ul style="list-style-type: none"> i. provide specific details of the building network systems and how they meet individual or group users' need. <p>d) Provide a description of building data communication systems showing:</p> <ul style="list-style-type: none"> i. location of all data gathering equipment, including file servers, computers; ii. data cabling system wiring standards; and iii. relationship between data communications and all other items of equipment; <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, and integration with the Authority;</p> <p>(g) Provide documentation of building network systems showing:</p> <ul style="list-style-type: none"> i. origin of supply and interconnection with external services, including redundant service; ii. proposed main equipment room layout, including UPS, rack locations, rack servicing diagram; iii. proposed integration with wireless telephone system;

Section No.	Title	Contents
		<ul style="list-style-type: none"> iv. proposed integration with other communications systems; v. proposed call centre systems and layouts; vi. proposed network diagram; vii. proposed communication 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 campus based servers/server room. <p>(h) For the proposed network systems set out in (b) above, provide:</p> <ul style="list-style-type: none"> i. cut sheets of all proposed equipment; and ii. provide specific details of the building network systems. <p>(i) Describe in detail the communication traffic management plan for the helpdesk call centre system.</p> <p>(j) Provide description of building data communication systems showing:</p> <ul style="list-style-type: none"> i. location of all data gathering equipment, including file servers, computers; ii. data cabling system wiring standards; and iii. relationship between data communications and all other items of equipment; <p>(k) 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>(l) Provide details of all standards proposed for supply, installation, testing and commissioning.</p>
3.2.3.8	Electronic Security Communications (ESC) System	<p>(a) For each of the following ESC 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>

Section No.	Title	Contents
		<ul style="list-style-type: none"> i. access control; ii. intrusion detection; iii. intercommunication; iv. security alarm monitoring; v. electronic surveillance; vi. detection and alarm; vii. paging, UHF radio and centralized power supply systems; and viii. ESC data network. <p>(b) For each of the systems described above, provide System Block Diagrams showing the proposed solution. In addition to individual systems, provide an over-arching ESC System diagram indicating how the sub-systems are integrated.</p> <p>(c) For each of the systems described above, provide a SUMMARY SCHEDULE of all major components proposed along with associated manufacturer’s data sheets with any optional configurations clearly indicated.</p> <p>(d) For the ESC Data Network, provide the following:</p> <ul style="list-style-type: none"> i. ESC Data Network architecture diagram; ii. Description of how the proposed solution will meet the required system availability and reliability referring back to the network architecture diagram as needed. iii. Describe the Bandwidth Management methodology. Indicate how the proposed solution will meet the bandwidth requirements of the entire ESC system. List all assumptions. iv. Provide a Data Network Risk Analysis indicating all foreseeable risks, risk level, impact, mitigation and contingency measures. v. Provide a Network Disaster Recovery Plan with maximum recovery time. List all assumptions.

Section No.	Title	Contents
		Provide a description of the Network Security Design indicating what mechanisms will be employed.
3.2.3.9	Safety and Security	<p>Describe the following features of the proposed design:</p> <ul style="list-style-type: none"> (a) access control, panic duress, incident reporting system; (b) fire alarm; (c) CCTV; and (d) security systems, including the physical security components such as locking systems, security glazing, and security hollow metal. <p>Provide a threat and risk assessment for the Site in a format similar to that provided in the Data Room and explain how that assessment has informed the design.</p> <p>Describe the approach that will be taken to developing a security master plan and an overview of what technologies will be considered to assist in implementing the master plan.</p>
3.2.3.10	Mechanical Systems	<ul style="list-style-type: none"> (a) Provide brief descriptions of each of the following systems as applicable: <ul style="list-style-type: none"> i. primary energy source and impact on GHG emissions; ii. secondary energy source and impact on GHG emissions; iii. cooling plant impact on GHG emissions and energy consumption; iv. heating plant impact of GHG emissions and energy consumption; v. heat dissipation systems, cooling towers and energy recovery measures; vi. air handling systems; vii. exhaust systems; viii. domestic hot and cold water systems at various temperatures; ix. pumps (if any); x. domestic water filtration and treatment; xi. redundancy provisions;

Section No.	Title	Contents
		<ul style="list-style-type: none"> xii. tempered water systems (as applicable); xiii. plumbing fixtures; xiv. all major mechanical space locations; xv. Building Management System; xvi. provision for isolation / outbreak zoning; xvii. detail provisions to accommodate full design capacity as required by Schedule 3 [Design and Construction Specifications]; xviii. overview of commissioning process; xix. acoustical attenuation design to achieve the performance criteria in Schedule 3 [Design and Construction Specifications] for the mechanical systems (HVAC, plumbing); and xx. design of duct systems and grilles / registers / diffusers to achieve security performance criteria for an SLC-Secure facility as outlined in Schedule 3 [Design and Construction Specifications]. <p>(b) Provide and address the following:</p> <ul style="list-style-type: none"> i. load calculations: <ul style="list-style-type: none"> ▪ description of glazing system, floor, roof and internal partition system and U values. ii. air handling system: <ul style="list-style-type: none"> ▪ air handling system type and function; ▪ ventilation and total supply air rates for each space and for the building as a whole; ▪ cooling and heating sources; ▪ humidification provision; ▪ zone by zone cooling and heating loads, in w/m²; ▪ floor area served by each unit, in m²; ▪ smoke control and operation under fire service requirements; and

Section No.	Title	Contents
		<ul style="list-style-type: none"> ▪ heat recovery system. iii. cooling and heating plants: <ul style="list-style-type: none"> ▪ description of plants, including type and configuration; ▪ plant locations; ▪ average loads, in w/m², based on total heated/air conditioned area; ▪ total loads in KW and total installed capacities; ▪ continuous cooling provisions for specialized equipment; ▪ energy recovery measures; ▪ standby plant or duplication provisions; and ▪ post-disaster provisions. iv. exhaust systems <ul style="list-style-type: none"> ▪ exhaust system types and functions; ▪ exhaust terminations; and ▪ as applicable, parking structure exhaust, make-up air, tempering of make-up air. v. domestic hot water systems: <ul style="list-style-type: none"> ▪ description of system and primary fuel; ▪ storage; ▪ recovery rate in litres per hour for 55°C/100°F temperature rise; ▪ number and size of storage vessels, construction and material and location of plant; ▪ define number of pressure zones and how function of domestic recirculating system is accomplished; ▪ laundry domestic hot water, related energy recovery systems; and, ▪ kitchen domestic hot water, related energy recovery systems.

Section No.	Title	Contents
		<ul style="list-style-type: none"> vi. tempered water systems: <ul style="list-style-type: none"> ▪ description of systems; ▪ areas requiring warm water system and number of outlets (if applicable); ▪ anti-scald safety measures; and ▪ Legionella prevention requirements, disinfection systems. <p>(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 features such as:</p> <ul style="list-style-type: none"> i. underground distribution network (if applicable); ii. tanks, if any, provided for fire protection; iii. pumps, if any; and iv. zoning of system, shut off control and alarm annunciating features within inmate areas.
3.2.3.11	Connection to existing services	<p>Project Co will obtain utility services by connecting to the existing central plant at Surrey Pretrial Services Centre. As such, provide:</p> <ul style="list-style-type: none"> (a) Brief descriptions of each of the applicable systems: <ul style="list-style-type: none"> i. primary energy source; ii. secondary energy source; iii. domestic/fire water as applicable; and iv. high pressure steam as applicable; (b) For each system that connects to the central plant include the anticipated load(s) imposed on the existing central plant, a description of the connection point location(s), and metering strategy; (c) A services routing plan (1:500) from the central plant to the Facility; and (d) Infrastructure to accommodate and to protect the interconnecting services.

Section No.	Title	Contents
3.2.4	Construction Management	
3.2.4.1	Construction Approach	<p>This section will describe how the Construction Activities will be carried out in a safe, effective manner while demonstrating that the Proponent has the capability to achieve its proposed Works Schedule in a reasonable and realistic manner, having regard to the requirements of the Final Draft Project Agreement. At a minimum, the following items will be addressed:</p> <ul style="list-style-type: none"> (a) Describe and provide details of the Proponent’s management plan for the Construction including: <ul style="list-style-type: none"> i. the construction methodology and general approach overall; and ii. construction constraints, risks and mitigation strategies. (b) Describe the Proponent’s Quality Assurance Plan for both design and construction processes. (c) Describe each Service Provider’s approach to Quality Assurance including: <ul style="list-style-type: none"> i. the means by which all service and quality non-conformance issues, including work performed by major sub-contractors, will be identified, monitored, resolved and incorporated into a continuous business improvement process; ii. the means by which all services are delivered in compliance with all Applicable Laws, Authority Policies and Good Industry Practice; iii. the frequency of internal or external audits or reviews; iv. roles and responsibilities related to Quality Assurance; and v. any other key features of the Quality Assurance system, including approach during Design and Construction phases. (d) Describe and provide details of the Proponent’s process for managing commissioning. (e) Describe and provide details of the Proponent’s process for managing change orders. (f) Provide a preliminary quality assurance plan describing the implementation of the Proponent’s quality assurance program.

Section No.	Title	Contents
		(g) Describe the Proponent's plan for identifying and correcting deficiencies in advance of Service Commencement.
3.2.4.2	Integration	<p>Describe and provide the Proponent's outline management plan for the integration of the design and construction phases of the Project, showing and identifying:</p> <ul style="list-style-type: none"> (a) construction methodology and general approach to be adopted for the Project, indicating the Proponent's understanding of the Project processes and roles of both the Authority and Project Co; (b) dust and noise control plan; (c) infection prevention and control; (d) construction staging areas, vehicle access and control strategies, including diagrams and plans as necessary to demonstrate how construction activities will be handled on the site with minimal disruption and risk to ongoing corrections operations. In particular, address staging for work in the existing building including kitchen, laundry, admissions and discharge, and administration; (e) the strategy and access to services required during the construction; (f) communications plan with neighbourhood, staff and visitors; and (g) how facilities will be developed and the process by which commissioning will be undertaken.
3.2.4.3	Energy Efficiency and LEED® Gold Certification	<ul style="list-style-type: none"> (a) Provide an indicative LEED® Gold certification score sheet clearly indicating which points are being pursued and the total point total anticipated. (b) Describe the Proponent's plan to apply to the BC Hydro Power Smart New Construction Program and obtain funding or incentives for the Authority under that program. (c) Describe and provide details of the Proponent's energy management plan, including accountability mechanisms. (d) Describe and provide details of the planned energy performance of the Facility. (e) Provide a proposed Design and Construction Energy Target broken down into natural gas and electricity in Gigajoules per year for the New Infrastructure using the energy model

Section No.	Title	Contents
		<p>assumptions set out in Attachment 1 to Appendix 2D [Energy], and describe and provide details of how that target will be achieved and maintained.</p> <p>(f) Provide an energy model supporting the expected energy performance and the proposed energy target.</p> <p>(g) Provide an indicative energy management plan, including accountability mechanisms.</p> <p>(h) Provide details of planned energy performance, including an energy target and how it will be achieved and maintained.</p> <p>(i) Provide an Energy Model supporting the expected energy performance and the proposed energy target. The energy model should follow the requirements within Schedule 3 [Design and Construction Specifications] and Appendix 3C [Energy Model] Provide an energy model run suitable for LEED® submission (with EAC1 template) as well as a comprehensive energy model run used to assist in determining the total Design Energy Target.</p>
3.2.4.4	Life Cycle/Capital Replacement Plan	<p>(a) Describe and provide details of the approach and methodology to life cycle building management including a description of decision-making processes, business case analyses and technology tools.</p> <p>(b) Describe the overall approach to optimization of design and construction quality, facility management services, and life cycle strategies.</p> <p>(c) Describe and provide details of the capital expenditures associated with the life cycle/capital replacement plan.</p> <p>(d) Describe and provide details of the approach to the development of the Life Cycle Plan required in Schedule 4 [Services Protocols and Specifications].</p> <p>(e) Provide a proposed Life Cycle Report in Excel spreadsheet format, clearly identifying the assumed asset life, strategy and replacement schedule for all types of plant and equipment for which Project Co is responsible. Proponents are responsible to determine the specific components and elements within each division required to support their proposed approach, methodology and cost structure for life cycle replacement and refurbishment.</p> <p>(f) Describe and provide details of how the Services Provider has influenced the proposed design for the Facility and in particular, how total Life Cycle Costs have been optimized.</p>

Section No.	Title	Contents
3.2.4.5	Construction and User Safety	<p>This section will describe the Proponent’s approach to safety for Construction Activities throughout the Term. At a minimum, the following items are to be provided:</p> <ul style="list-style-type: none"> (a) A safety policy statement providing the Proponent’s health and safety objectives; (b) An outline of the overall safety plan in conformance with the requirements of the Final Draft Project Agreement; and (c) The process for accident and incident response and investigation, including provisions for emergency vehicle passage in conformance with the requirements of the Final Draft Project Agreement.
3.2.4.6	Construction Staging	<p>This section will apply to the Project Infrastructure and will be consistent with the scope of work and performance specifications as set out in Schedule 3 of the Final Draft Project Agreement.</p> <p>This section will provide a description of the construction staging sequence and ties to the Project Schedule and will demonstrate how the Proponent intends to:</p> <ul style="list-style-type: none"> (a) Carry out the proposed Construction, including identification of all associated major milestones, including environmental constraints; (b) Provide for local access and operational requirements during construction; (c) Coordinate construction work when working adjacent to the existing Surrey Pretrial Services Centre; (d) Construct major structures, including delivery and erection of structural components; and (e) Coordinate temporary and relocation construction and provision for final build-out.

Section No.	Title	Contents
3.3	Facilities Management	
<p>The Proponent is to provide a written narrative for its approach to Facilities Management that describes the process for planning for, managing, implementing and performing the requirements and obligations set out in Schedule 4 [Services Protocols and Specifications] of the Final Draft Project Agreement.</p> <p>The Proposal will include a strategy plan for the following:</p> <ul style="list-style-type: none"> • operations and maintenance; and • asset management and end of term. 		
3.3.1	Approach	<p>(a) Provide a general description of the overall concept of operations and approach to the delivery of the Services, including the utilization of major subcontractors.</p> <p>(b) Provide a description of the proposed Operating Period Service Quality Assurance Program including description of how the Proponent will manage performance of the Service Provider and/or sub-contractors and create an environment responsive to end users' needs.</p> <p>(c) Describe how Services will interface with the Authority's services in every area, including security, waste, supplies, food services, building and equipment maintenance.</p>
3.3.2	Organization	<p>Describe Project Co's proposed organization including details regarding:</p> <p>(a) the organizational structure proposed to meet the requirements of Schedule 4 [Services Protocols and Specifications], including an organization chart that identifies the key names (to the extent available) and positions that will be responsible for management and delivery of the Services;</p> <p>(b) the number of staff expected to be on site during the regular business hours of the Services team and their roles, job descriptions, and required experience and training levels;</p> <p>(c) how Services will be addressed outside of regular business hours;</p> <p>(d) the lines of authority and relationship between the proposed on-site Services organization and Project Co, including a description of the business and technical support to be provided</p>

Section No.	Title	Contents
		<p>to the deployed resources; and</p> <p>(e) proposed approach to relationship management and interaction with Authority staff with respect to the Services;</p> <p>and provide a budget for the first two years indicating the cost allocation for staff and supplies respectively.</p>
3.3.3	Help Desk	<p>Describe and provide details of:</p> <p>(a) the proposed approach to deliver the Help Desk Services on a 24/7 basis;</p> <p>(b) the hardware and software technology to be utilized;</p> <p>(c) the business processes and security features related to maintenance of electronic logs, records and response and rectification times;</p> <p>(d) how the Help Desk as the sole FM user contact for the Site will interface with the delivery of other corrections services, in particular those that are not the responsibility of Project Co (e.g., misdirected calls, confusion in who is accountable for delivering a service between the Authority and Project Co);</p> <p>(e) how Hard FM service requests related to parts of the existing Surrey Pretrial Services Centre other than the Facility will be redirected seamlessly to the existing site CMMS.</p>
3.3.4	Plant Services	<p>Describe and provide details of the Plant Services that will be provided, including:</p> <p>(a) asset management philosophy for the Facility and how this will be implemented in terms of systems and practices throughout the term; and</p> <p>(b) a preliminary draft of the Annual Service Plan and Five-year Maintenance Plan, demonstrating how the Facility and equipment will be maintained in accordance with the Final Draft Project Agreement.</p>
3.3.5	Housekeeping	<p>(a) Describe the Proponent’s approach to delivering the Housekeeping Services in compliance with the Performance Specifications and Audit requirements including a description of how the Proponent would implement a self-monitoring and inspection program.</p> <p>(b) Describe the Proponent’s approach to scheduled and reactive cleaning in a corrections</p>

Section No.	Title	Contents
		<p>environment including its interaction with Facility management;</p> <p>(c) Demonstrate an understanding of applicable legislation, standards and best practices with specific reference to infection control and WHMIS;</p> <p>(d) Describe the Proponent’s approach to the delivery of waste management and recycling services as set out in Appendix 4E [Housekeeping and Waste Management Services].</p> <p>(e) Describe the Proponent’s approach to the performance of minor moves and room set-ups.</p> <p>(f) Describe comprehensive cleaning programs.</p>
3.3.6	Utilities Management	<p>Describe and provide details of proposed approach to delivery of Utilities Management Services, including:</p> <p>(a) management and administration of all utility services;</p> <p>(b) approach to energy conservation and reduction; and</p> <p>(c) ongoing measurement, analysis, and energy reporting.</p>
3.3.7	Transition Schedule	<p>Provide a transition schedule that describes the activities required to transition the existing services to Project Co.</p>

4. Submission Requirements for Financial Submission

This section summarizes the information and documentation that Proponents are to submit in their Proposals for the Financial Submission.

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

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

Proponents are to prepare their Financial Submission on the basis of the Final Draft Project Agreement, without amendment, and on the basis of their Technical Submission, including any further information and documentation (including clarifications, rectifications, and more complete, supplementary, replacement and additional information and documentation delivered in accordance with this RFP).

Package 1: Transmittal Package

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

- A letter that confirms that the Net Present Cost of their 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;
- One (1) fully executed copy of Appendix C – Proposal Declaration Form;
- Overview table of contents for all parts of the Proposal.

Package 2: Financial

Without limiting the requirements set out below and in the following table, the Proponent is to include in Package 4:

- Unqualified confirmation of the Selected Project Work Scope Level in respect of which the Financial Submission is made;
- A fully developed, robust Financial Model and plan;
- Written evidence that the Proponent has sufficient support and commitment from the Lenders to support all financial aspects of the Project to meet the Project Work Scope Level, and that the Proponent will:
 - execute the Project Agreement, substantially in the form of the Final Draft Project Agreement, in accordance with Section 2.3 of this RFP; and
 - perform all of the obligations of Project Co as set out in the Final Draft Project Agreement; and
- A profile of proposed Availability Payments during the Term and confirmation that the Affordability Requirements have been met.

Package 4 is to provide sufficient information and documentation, in accordance with the requirements set out below, to allow the Authority to evaluate whether:

- The Proposal satisfies the financial requirements set out in this RFP and the Final Draft Project Agreement, including, but not limited to:
 - confirming that the Proponent has arranged sufficient committed financing for the Project in accordance with the requirements set out in this Appendix A and having regard to the requirements of the Final Draft Project Agreement;
 - assessing financial robustness and deliverability; and
 - determining that the financing plan can be executed expediently if the Proponent is selected as Preferred Proponent;
- Each of the Equity Members of the Proponent continue to have the ability to raise sufficient capital to fund the equity requirements; and
- The Proponent, the Equity Members and Principal Contractors have the financial capacity to meet the obligations of the Project.

Package 4 is to address the requirements set out in the table below. Proponents are to use the section numbers and corresponding titles shown in this table in their Proposals.

Section No.	Title	Contents
4.1	Price Proposal	
4.1.1	Selected Project Scope Level	The Proponent is to state its unqualified confirmation of the Selected Project Work Scope Level.
4.1.2	Price Proposal	<p>The Proponent is to submit a fully and duly completed Form A1 setting out:</p> <ul style="list-style-type: none"> • In both un-indexed April 1, 2011 dollars and in nominal terms the amounts proposed by the Proponent in respect of each Contract Year as the Service Payment; and • The net present cost of the amounts proposed by the Proponent as the Service Payments over the Term (using the approach set out for calculating the Payment net present cost). <p>Confirmation that the Affordability Requirements have been met.</p> <p>Figures set out in the Form A1 are to be rounded to the nearest Canadian dollar.</p>
4.1.3	Financial Information	The Proponent is to submit fully and duly completed Forms A1, A2, A3, A4, A5, A6, A7 and A8.
4.2	Basis of Financial Submission	
4.2.1	Currency	Prices requested in this RFP are to be submitted in Base Date prices in Canadian dollars.
4.2.2	Price Validity	The Proponent is to provide confirmation that with the exception of the debt financing terms, all prices and input costs in the Proposal are to remain firm and valid for a period of 120 days from the Financial Submission Closing Time.
4.2.3	Interest Rates	<p>The Proponent should use the Base Rate(s) approved in accordance with Section 5.4 of the RFP.</p> <p>The Proponent is to provide information and documentation to support, and to enable a third party to verify, the Base Rate(s) assumptions included in the Financial Model:</p> <p>(a) for a bank debt financing, the swap curve, default settings, debt amortization schedule and all other information required to verify the swap deal;</p>

Section No.	Title	Contents
		<p>(b) for a bond financing, the applicable Government of Canada bonds, weighting methodology and detailed calculations of average life and Base Rate(s). The weighting methodology should reflect the terms and conditions proposed by the Proponent's lenders and be consistent with the debt profile calculated in the Financial Model; and</p> <p>(c) a copy of the screens (e.g., Bloomberg) from which the data is extracted to calculate the Base Rate(s).</p> <p>All of the components within the costs of capital are to be clearly separated and priced individually.</p> <p>The Proponent is to provide a detailed description of the mechanism by which the Financial Model and the Service Payments will be re-optimised for changes in Base Rate(s) at the Effective Date (including identifying those cells within the Financial Model that will need to be adjusted to account for changes in the interest rates to restore both the debt service coverage ratio and the equity IRR to the same levels as at the Financial Submission Closing Date).</p> <p>The Proponent is to provide full details of any assumed interest to be received by Project Co on credit balances, together with support for the assumed interest rates.</p>
4.2.4	Inflation	<p>Assume that an element of the Service Payment will be indexed using the CPI in accordance with Form A1 and Schedule 8 (Payments) to the Final Draft Project Agreement. For evaluation purposes, assume CPI at a rate of 2.50% per annum.</p> <p>Assume a fixed element of the FM portion of the Service Payment will be indexed at 2.50%</p>
4.2.5	Discount rate	<p>For the purposes of the Net Present Cost calculation, Proponents should use an annual rate of 7.50% nominal as the Discount Rate and April 1, 2011 as the discount date (the "Base Date").</p>
4.2.6	Tax	<p>The Proponent should provide full details of its taxation assumptions to demonstrate that in preparing its Proposal, the Proponent has given full consideration to all tax implications, including HST, which affect the total project cost to the Authority.</p>
4.2.7	Payment Mechanism	<p>The payment mechanism as described in Schedule 8 [Payments] should be used without modification to calculate the Proponent's Service Payment. For the purposes of modelling, Proponents should assume no deductions.</p>

Form A1 - Service Payments

Contract Month	Indexed Portion of Service Payment (1)	Unindexed Portion of Service Payment (2)	Total Service Payment – (real) (3) (1) + (2) = (3)
1			
2			
3			
4			
5			
6			
7			
8			
...			
358			
359			
360 (end of 30 year concession)			

Form A2 - Breakdown of Service Payment

Contract Month	FM Services (hard and soft FM) (nominal) (1)	Life Cycle Costs (nominal) (2)	SPV Costs (nominal) (3)	Capital Cost (nominal) (4)	Total Service Payment (nominal) (5) (1) + (2) + (3) + (4) = (5)
1					
2					
3					
4					
5					
6					
7					
8					
...					
358					
359					
360					

Form A3 – Construction Payments

Having regard to the provisions of Appendix 8B [Construction Period Payments] and the anticipated payment profile of the proposed Design-Build Agreement, Construction Payments are expected to be as follows:

Contract Month	Construction Payment (\$000)
1 – April 2011	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	
26	
27	
28	
29	
30	

Form A5 – SPV Running Costs

Provide full details of the annual running costs of Project Co. Such costs should cover the operation of Project Co itself and should not include any costs for the provision of the “Services”. The costs should be broken into the following:

Cost Item	Total \$
Regulatory	
Staff	
Accommodation	
Margin	
Technical	
Legal	
Audit/Tax	
Project Communications	
Finance Fees	
Insurance Costs	
Other costs 1 – please detail	
Other costs 2 – please detail	
TOTAL	

Form A6 – Total Facility Development and Capital Cost

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

	Total \$
Construction Contracts	
LEED®	
Construction Contingency	
Design Contingency	
Engineering	
Architect	
Environmental Consultant	
Communications Consultant	
Other Consultant	
Survey	
Testing and Inspections	
Landscaping	
Administrative Costs	
Insurance	
Building permit	
Off Site Services <ul style="list-style-type: none"> ○ Municipal (water, sanitary, storm , road works) ○ Other (electricity, gas, cable, telephone) 	
Other Cost Items	
Equipment	
Other Cost Items	
TOTAL PROJECT COST	

Form A7 - Equipment

Provide full details of the costs of providing the procurement, installation and commissioning of the equipment together with the costs of purchasing the equipment where applicable:

Equipment Category	Cost to provide procurement installation and commissioning service \$	Cost of equipment purchase \$
A1		n/a
A2		n/a
F1		
F2		
TOTAL		

Form A8 – Summary Analysis of Service Costs for First Full Year of Operations

Service	Staff Numbers and Full time Equivalent Staff (#gross/#FTE)	\$000
Helpdesk Services		
Labour Cost		
Other Expenditure		
Plant Services		
Labour Cost		
Other Expenditure		
Housekeeping and Waste Management Services		
Labour Cost		
Other Expenditure		
Utility Management Services		
Labour Cost		
Other Expenditure		
Total Services Cost		