



Government  
— of —  
Saskatchewan

## **Request for Qualifications**

Saskatchewan Joint-Use Schools Projects

RFQ #SB133-RFQ

July 31, 2014

**SUMMARY OF KEY INFORMATION**

<b>RFQ TITLE</b>	The title of this RFQ is: <b>RFQ –Saskatchewan Joint-Use Schools Projects</b> Please use this title on all correspondence.
<b>CONTACT PERSON</b>	The Contact Person for this RFQ is: Dawn Hart Email: <a href="mailto:Dawn.Hart@gov.sk.ca">Dawn.Hart@gov.sk.ca</a> Please direct all Enquiries, by email, to the above named Contact Person. <u>No telephone Enquiries please.</u>
<b>ENQUIRIES</b>	Respondents are encouraged to submit Enquiries at an early date and prior to 15:00 Saskatchewan Time on the day that is 10 Business Days before the Submission Time to permit consideration by the Procurement Team. The Procurement Team may, in its discretion, decide not to respond to any Enquiry.
<b>RECEIPT CONFIRMATION FORM</b>	The Addenda and any further information relating to this RFQ will be directed only to parties who have completed and returned the Receipt Confirmation Form.
<b>SUBMISSION TIME</b>	The Submission Time is: <b>11:00 Local Saskatchewan Time on September 11, 2014</b>
<b>SUBMISSION LOCATION</b>	Responses are to be submitted to: SaskBuilds – 720 – 1855 Victoria Avenue, Regina, Saskatchewan, S4P 3T2 <b>Attention:</b> Dawn Hart



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## 1 INTRODUCTION

### 1.1 PURPOSE OF THIS RFQ

The purpose of this Request for Qualifications (“**RFQ**”) is to invite interested parties to submit Responses to this RFQ indicating their interest in, and qualifications for either or both of the two components (“**Project #1**” and “**Project #2**”, each a “**Project**” and collectively, the “**Projects**”) of the Saskatchewan Joint-Use Schools Project. Interested parties submitting Responses to both Projects will provide separate RFQ submissions for each of Project #1 and Project #2. Based on these Responses, the Ministry of Education (the “**Authority**”), in collaboration with SaskBuilds, and their advisors (collectively the “**Procurement Team**”) intend to select, in accordance with the terms of this RFQ, a shortlist of no more than three Proponents for each of Project #1 and Project #2 to be invited to participate in the next stage of the Competitive Selection Process, the Request for Proposals (“**RFP**”) stage. The RFP stage will involve a separate RFP for each of Project #1 and Project #2.

This RFQ is not a tender or an offer or a request for proposals, and there is no intention by the Procurement Team to make an offer by issuing this RFQ.

Under the Competitive Selection Process, for each of Project #1 and Project #2, the Authority is seeking to enter into a contract (the “**Project Agreement**”) with a qualified entity (“**Project Co**”) to design, build, partially finance and maintain joint-use elementary schools (collectively referred to as the “**Facilities**”). This will include three joint-use schools in Regina for Project #1 and six joint-use schools in Saskatoon, Warman and Martensville for Project #2.

If a capitalized term used in this RFQ is not defined in Section 7 of this RFQ, it will be defined in the section of the RFQ in which it is first used.

### 1.2 ADMINISTRATION OF THIS RFQ

SaskBuilds, on behalf of the Authority, is managing the Competitive Selection Process for the Projects.

### 1.3 ELIGIBILITY

Any interested party, or parties, may submit a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, consortia, partnerships or any other legal entities. If the Respondent is not a legal entity, the Respondent shall act through the legal entity or entities comprising the Respondent.

## 1.4 PROJECT BRIEFS

The Procurement Team has issued a separate document entitled the Project Brief for each of Project #1 and Project #2. The purpose of providing these Project Briefs is to provide an informal and convenient summary of aspects of each of the Projects. The Project Briefs are not included as part of the RFQ or RFPs, and are not intended to be included with, or referred to in any way in interpreting the requirements of, the RFQ, the RFPs or the Project Agreements, or to in any way define or describe any party's rights with respect to the Projects.

## 2 THE PROJECTS

### 2.1 SASKATCHEWAN JOINT-USE SCHOOLS PROJECTS

Overall, the Projects include the design, construction, partial financing and maintenance of nine joint-use schools. The Projects will be procured as two Projects as described in section 1.1 of this RFQ. Project #1 will include three joint-use schools in one municipality and Project #2 will include six joint-use schools spanning three municipalities as described in Table 1 below. The joint-use schools will be designed to meet the needs of Prekindergarten to Grade 8 students in both the public School Divisions (SD) and Roman Catholic Separate School Divisions (RCSSD).

Each of the nine sites will accommodate two schools, one Catholic and one public, and one central shared space to form a single, cohesive joint-use school. The joint-use areas of each school will involve sharing building components directly related to school programming and community use, and could include gymnasias, multipurpose rooms, as well as a daycare to be operated by third parties. The potential for collaborative and supportive uses of certain shared building components aims to enhance opportunities for learners and the community during the use of the schools.

Table 1: School Locations

City	Location	Public School Division	Stable Enrollment	Catholic School Division	Stable Enrollment
<b>Project #1</b>					
Regina	Harbour Landing	Regina School Division No. 4	450	Regina Roman Catholic Separate School Division No. 81	350

City	Location	Public School Division	Stable Enrollment	Catholic School Division	Stable Enrollment
Regina	Skywood	Regina School Division No. 4	475	Regina Roman Catholic Separate School Division No. 81	375
Regina	Greens on Gardiner	Regina School Division No. 4	450	Regina Roman Catholic Separate School Division No. 81	350
<b>Project #2</b>					
Saskatoon	Evergreen	Saskatoon School Division No. 13	450	St. Paul's Roman Catholic Separate School Division No. 20	450
Saskatoon	Hampton Village	Saskatoon School Division No. 13	450	St. Paul's Roman Catholic Separate School Division No. 20	400
Saskatoon	Rosewood	Saskatoon School Division No. 13	450	St. Paul's Roman Catholic Separate School Division No. 20	400
Saskatoon	Stonebridge	Saskatoon School Division No. 13	550	St. Paul's Roman Catholic Separate School Division No. 20	450
Martensville	Lake Vista	Prairie Spirit School Division No. 206	600	St. Paul's Roman Catholic Separate School Division No. 20	400
Warman	Traditions	Prairie Spirit School Division No. 206	600	St. Paul's Roman Catholic Separate School Division No. 20	400



## 2.2 PROJECT VISION AND OBJECTIVES

The goal of the Projects is to provide safe, comfortable, sustainable and creative spaces for students and early learners to achieve success, with a focus on the needs of students to ensure successful educational outcomes.

The Projects contribute to the strategic objectives of the Authority by adding education facilities to meet a growing enrolment of elementary aged students in targeted communities. In addition, the Projects support the Authority in adding licensed child care spaces within joint-use schools to support early learning.

## 2.3 PROJECT TEAM

### 2.3.1 Ministry of Education

The Ministry of Education provides leadership and direction to the early learning and child care, Kindergarten through Grade 12 education, literacy, and library sectors. The Ministry of Education supports the sectors through funding, governance, and accountability, with a focus on improving student achievement.

The Ministry of Education is committed to improving the learning success and well-being of all Saskatchewan children and youth, and the enhancement of literacy for all Saskatchewan people.

Additional information about the Ministry of Education is available at <http://www.education.gov.sk.ca/>.

### 2.3.2 Saskatchewan School Divisions

The School Divisions included as part of Project #1 are:

#### Regina School Division No. 4

Regina School Division No. 4 of Saskatchewan is one of the largest school divisions in the province, serving the educational needs of more than 20,000 students in 41 public elementary schools, nine public high schools and three faith-based, associate schools.

Additional information about the Regina Public Schools is available at <http://www.rbe.sk.ca/>.

#### Regina Roman Catholic Separate School Division No. 81

The Regina Roman Catholic Separate School Division No. 81 serves students in 29 schools, including 24 elementary schools, four high schools and one trades-focused school, as well as a Kindergarten to Grade 12 alternative school, the only one of its kind in Regina.

Additional information about the Regina Roman Catholic Separate School Division no. 81 is available at <http://www.rcsd.ca/>.

The School Divisions included as part of Project #2 are:

Saskatoon School Division No. 13

Saskatoon School Division No. 13 is the largest school division in the province and operates 43 elementary schools, 10 secondary schools, and two associate schools serving almost 21,300 students and employing approximately 2,300 professional and support staff. Division 13 is open to all children and youth so they may discover, develop and act upon their potential, thereby enriching their lives and community.

Additional information about the Saskatoon School Division No. 13 is available at <http://www.spsd.sk.ca>.

St. Paul's Roman Catholic Separate School Division No. 20

St. Paul's Roman Catholic Separate School Division No. 20 is Saskatchewan's largest Catholic school division serving approximately 15,000 students in six high schools, 37 elementary schools and two associate schools, as well as co-managing the Humboldt Collegiate Institute with Horizon School Division. Schools are located in Saskatoon, Humboldt, Biggar and Viscount and employ more than 1,900 full- and part-time teaching, service and support staff.

Additional information about the St. Paul's Roman Catholic Separate School Division No. 20 is available at <http://www.scs.sk.ca/>.

Prairie Spirit School Division No. 206

Prairie Spirit School Division No. 206 has 44 schools located in 28 communities surrounding the city of Saskatoon which includes 3 First Nations and 8 Hutterite communities. The student population of 9,400 is served by a team of dedicated professionals and support staff.

Additional information about the Prairie Spirit School Division No. 206 is available at <http://www.spiritsd.ca/>.

### 2.3.3 SaskBuilds

SaskBuilds was established by the Government of Saskatchewan in 2012 to provide advice and recommendations for advancing major infrastructure projects through innovative approaches to infrastructure development and alternative financing models such as public-private partnerships. SaskBuilds is responsible for the procurement on behalf of the Authority.

Additional information about SaskBuilds is available at [www.saskbuilds.ca](http://www.saskbuilds.ca).

## 2.4 ADVANCE WORK BY THE AUTHORITY

The following sections provide an overview of the work undertaken on the Projects to date, and work planned to be undertaken prior to Financial Close.

### 2.4.1 Approval

The Projects have been approved to proceed to procurement by the Province in the summer of 2014. Further Authority and Province approvals are expected to be required prior to Financial Close.

### 2.4.2 Sites and Zoning

The Project sites (the “**Sites**”) will be located within the municipal limits of each municipality. For the duration of the Project Agreements, the Sites will be owned by, or leased to, the participating School Boards on behalf of the School Divisions, and the School Boards will own all Facilities. The School Boards will provide access and use rights to the Authority and/or Project Co for the purposes of carrying out their obligations under the Project Agreements.

All nine sites have been selected. Information, including site plans and utility locations, will be provided during the RFP phase. No re-zoning will be required to proceed with construction.

The Authority intends to begin site preparation activities in summer 2014 where applicable and expects to complete various pre-development activities prior to Financial Close. Preferred Proponents will be required to obtain all permits including development and building permits.

### 2.4.3 Programming

The Authority, in collaboration with the relevant School Divisions, has completed its programming and is in the process of completing its indicative design and drafting of performance specifications (the “**Performance Specifications**”).

### 2.4.4 Indicative Design

The Indicative Designs reflect program areas and a preliminary design. Functionality has been reviewed with school divisions’ users who have provided input on the general layout, adjacencies, and student flows. Drawings describing the Indicative Design for the Facilities will be available to Proponents during the RFP phase. The Indicative Design should not be relied on by Proponents.

The Indicative Design model shows one possible form of a design solution and is not to be interpreted as the ideal design for the current educational needs. It is for illustrative and general guidance purposes only and will not relieve Project Co in any way of responsibility for the design of the Facilities.

Proponents at the RFP phase may use the Indicative Design as a reference for its design, but the Authority makes no representation as to the accuracy or completeness of any aspect of the Indicative Design, and expects Project Co to deliver innovation in its design.

## 2.5 GENERAL SCOPE OF PROJECT CO’S RESPONSIBILITY

For the RFP related to Project #1 and the RFP related to Project #2, the following will apply.

### 2.5.1 Project Agreement

The Procurement Team intends to attach an Initial Draft Project Agreement to each RFP which will include:

- (a) Performance Specifications for:
  - (1) the design, construction and maintenance of the Facilities; and
  - (2) the scope of services to be provided by the successful Proponent; and
- (b) Proposed commercial terms.

The Procurement Team will issue a Final Draft Project Agreement for each Project, which will be the basis upon which the Proposals will be prepared in response to the relevant RFP.

## 2.5.2 General Scope of Responsibility

The School Divisions will remain responsible for the delivery of educational programs and services for students. Access to and use of new schools, once complete, will be managed by the School Divisions in the same manner as existing schools.

The Authority anticipates that the general scope of Project Co's responsibility under the Project Agreement for each Project will be as follows:

### (a) Design

Project Co will be responsible for all aspects of the design for the Facilities including the integration of the various building components with each other. The final design will comply with the Performance Specifications that will be included in the Project Agreement, and all applicable laws.

### (b) Construction

Project Co will be responsible for:

- (1) obtaining all permits and approvals necessary for construction of the Facilities, excluding zoning approvals already in place;
- (2) provision of utilities and other site services required to support the Facilities, potentially including off-site works as required to connect the Facilities to existing city infrastructure;
- (3) construction of the Facilities; and
- (4) achieving substantial completion of the Facilities no later than June 30, 2017.

### (c) Equipment

Project Co will be responsible to supply, procure, install and maintain certain items of equipment as identified in the Project Agreement. This is expected to include equipment such as control systems, or equipment that is needed to operate the physical infrastructure, such as elevators and mechanical systems. Other equipment may be purchased by the School Divisions and in some cases installed by Project Co. The Project Agreement may also include the management of contracts for specified equipment. The relevant categories of equipment, and responsibilities for each, will be set out in the Project Agreement. Project Co will be responsible for the integration of all equipment, regardless of category, into the design and construction of the Facilities.

### (d) Finance

It is anticipated that the Authority will make progress payments during construction (the amount, timing and terms and conditions of which will be set out in the RFP, but which are anticipated to be approximately 40% of the applicable Project's capital costs). Project Co will be required to provide all other required funding for design, construction, finance costs and maintenance, by way of equity and/or debt financing.

The Authority will pay Project Co annual service payments over the term of the Project(s) in accordance with the Project Agreement. The annual service payments are subject to deductions if performance requirements are not met. Further details will be included in the RFP. It is anticipated that there will be an affordability ceiling in the RFP stipulating a maximum net present cost of the annual service payments over the term of the Project Agreement.

(e) Maintenance Services

During the term of the Project Agreement after Service Commencement of the Facilities by the Authority, Project Co will be required to provide facility maintenance services, which may include:

- (1) general management services;
- (2) plant services;
- (3) environmental services;
- (4) grounds maintenance and landscaping services;
- (5) help desk services (system appropriate for scope of facility maintenance services);
- (6) utility management services; and
- (7) roads and parking.

Day to day building management, including custodial services, will remain the responsibility of the relevant School Divisions.

(f) Life Cycle Maintenance

Project Co will be responsible for the life cycle maintenance of the Facilities. In addition, Project Co will be required to maintain the Facilities to the agreed physical and performance standards during the term of the Project Agreement, and to return the Facilities in the specified condition at the end of the term.

(g) Communication and Consultation

The Authority and Project Co will work together on all aspects of public communication and consultation as set out in the Project Agreement.

## 2.6 COMMERCIAL TERMS

### 2.6.1 Key Commercial Terms

The following are some of the key commercial terms that the Authority anticipates will be included in each Project Agreement:

- (a) Term: the term of the Project Agreement will commence on signing, and a 30-year maintenance term will commence from the anticipated substantial completion of the Facilities. It is anticipated that construction will commence in summer 2015 and the Facilities will be substantially complete and available for use no later than June 30, 2017.
- (b) Payment: the Authority will make progress payments during construction. The Authority will pay service payments to Project Co commencing on the month when the Facilities are available for use by the Authority in accordance with a move-in schedule to be established under the Project Agreement. At this time the Authority does not anticipate starting service payments earlier than the date the Facilities are scheduled to be completed. The Authority anticipates making service payments on a monthly payment cycle.
- (c) Payment Deductions: the Project Agreement will permit the Authority to make deductions from the service payments if Project Co fails to make the functional areas available for use as required by the Project Agreement, or fails to meet the defined performance standards.
- (d) End of Term: the Project Agreement will describe the hand-back requirements for the Facilities at the end of the term and describe the provisions to enforce those requirements.

## 3 COMPETITIVE SELECTION PROCESS

This section describes the process that the Procurement Team expects to use in the selection of Preferred Proponents and the execution of the Project Agreements. The anticipated Competitive Selection Process includes two stages for both Project #1 and Project #2: (a) the RFQ stage and (b) the RFP stage, which includes Financial Close.

### 3.1 RFQ STAGE

The Procurement Team intends to select, in accordance with the terms of this RFQ, two shortlists, each of which the Procurement Team anticipates will be no more than three Proponents, and then issue an RFP to each shortlist only, from which the Preferred Proponents will be selected in accordance with the terms of each RFP. Each shortlist may include different Respondents for each Project.

### 3.2 RFP STAGE

The RFP phase will be managed as a separate procurement for each of Project #1 and Project #2 and will include two separate RFP's and Initial Draft Project Agreements. The Procurement Team's objective at the RFP stage is to select the Preferred Proponents with whom the Authority may enter into the Project Agreements.

For the RFP related to Project #1 and the RFP related to Project #2, the following provisions will apply.

The RFP stage is expected to include:

#### 3.2.1 Collaborative Meetings

The RFP stage will include collaborative discussions (the "**Collaborative Meetings**") relating to technical and commercial matters through workshops and topic meetings in accordance with the terms of the RFP, to allow Proponents to provide comments on Project-specific issues raised through the process. Attendance at Collaborative Meetings will be in person.

The Procurement Team anticipates that the RFP stage will allow Proponents to provide input on the Initial Draft Project Agreement as follows:

- (a) the Procurement Team will invite each Proponent to review the Initial Draft Project Agreement as attached to the respective RFP and then meet confidentially and separately with the Procurement Team to discuss any comments or amendments that the Proponent requests to be considered;
- (b) the Procurement Team will consider all comments and requested amendments received from the Proponents and may, in its discretion, amend the Initial Draft Project Agreement, and by one or more Addenda issue a revised Initial Draft Project Agreement; and
- (c) ultimately the Procurement Team will issue a Final Draft Project Agreement as the common basis for the preparation of Proposals by the Proponents.



### 3.2.2 RFP Submission

The form of the RFP submission will be described in each RFP and will address both technical and financial aspects of Project #1 and Project #2, as applicable. It is anticipated that each RFP will include an interim financial submission, the details of which are to be provided in the RFP. It is also anticipated that a technical submission addressing the technical aspects of the RFP will be submitted in advance of the financial submission.

The technical submission will not require pricing, but is anticipated to be well-developed and to include the following:

- (a) a schematic design identifying key elements of the Proponent's technical submission; and
- (b) plans outlining the Proponent's approach to items such as quality assurance, construction management, facility operations, asset preservation, communications and environmental management.

It is anticipated that the financial submission during the RFP stage will occur after the technical submission. The financial submission is expected to include the following:

- (a) fully committed financing, including confirmation from the Proponent's funding sources confirming acceptance of the terms of the Final Draft Project Agreement;
- (b) a commitment to enter into the Project Agreement by Project Co; and
- (c) committed pricing.

### 3.3 COMPENSATION FOR PARTICIPATION IN THE COMPETITIVE SELECTION PROCESS

The Procurement Team will not provide any compensation to Respondents for participating in the RFQ stage of the Competitive Selection Process.

If the Competitive Selection Process continues into the RFP stage, the Procurement Team intends to make provision for partial compensation in the amount of:

- \$300,000 being payable to each unsuccessful Proponent in accordance with the terms of the Project #1 RFP; and
- \$500,000 being payable to each unsuccessful Proponent in accordance with the terms of the Project #2 RFP.

### 3.4 COMPETITIVE SELECTION TIMELINE

Key dates for activities for each RFP such as Collaborative Meetings and the Submission Time for Technical Submissions will be off-set so as not to unduly burden Proponents or the Procurement Team. The following is the Procurement Team's estimated timeline for the Competitive Selection Process and the Projects:

Activity	Timeline
RFQ issue date	July 31, 2014
Introductory Project(s) Meeting	August 13, 2014
RFQ Submission Time	September 11, 2014
Announce Shortlisted Respondents	Late-October 2014
Issue RFPs and Initial Draft Project Agreements to Proponents	Late-October 2014
Sites Visit and Business to Business Networking Session – Project #1 (Regina)	November 2014
Sites Visit (Martensville, Saskatoon and Warman) and Business to Business Networking Session (Saskatoon) – Project #2	November 2014
Collaborative Meetings	November 2014 – March 2015
Interim Financial Submissions	January 2015
Issue Final Draft Project Agreements	March 2015
Submission Time for Technical Submissions – Project #1	Early-April 2015
Submission Time for Technical Submissions – Project #2	Mid-April 2015
Submission Time for Financial Submissions	May 2015
Selection of Preferred Proponent(s)	June 2015
Early Works (If Required)	June 2015
Financial Close	August 2015
Target Service Commencement	No later than June 30, 2017

All dates in the above timeline are subject to change at the discretion of the Procurement Team.

### **3.5 INTRODUCTORY PROJECT MEETING**

The Procurement Team intends to hold an introductory meeting, via webinar, to introduce the Projects to which all interested parties will be invited. The date of this meeting will be August 13, 2014. All parties who wish to attend should complete and submit a Receipt Confirmation Form for further details. Participation will not be mandatory.

A list of those attendees that have registered through the Contact Person will be made available to those who have submitted a Receipt Confirmation Form. The webinar PowerPoint presentation will be made available after the presentation to interested parties who have submitted a Receipt Confirmation Form. Minutes will not be prepared or circulated. No information from the meeting may be relied upon unless set out in an Addendum or a response to an Enquiry under Section 4.7.

### **3.6 BUSINESS TO BUSINESS NETWORKING EVENT**

During the RFP stage, the Procurement Team intends to hold in person business to business networking events in Regina (Project #1) and Saskatoon (Project #2) to which only shortlisted Proponents for each respective Project will be required to attend. The events will provide a forum for businesses to meet with shortlisted Proponents to discuss potential sub-contract partners. The specific date of this meeting has not yet been set; the details will be included in the RFP.

## **4 SUBMISSION AND PROCESS INSTRUCTIONS**

### **4.1 MANDATORY REQUIREMENTS**

Responses to this RFQ must be received at the Submission Location before the Submission Time as stated in the Summary of Key Information. Responses received after the Submission Time will not be considered and will be returned unopened. All times will be determined with reference to the clock used by the Contact Person for that purpose.

### **4.2 RESPONSE FORM AND CONTENT**

Responses to this RFQ should be in the form and content described in Appendix A.

#### **4.3 LANGUAGE OF RESPONSES AND ENQUIRIES**

Responses and Enquiries should be in English. Any portion of a Response not in English may not be evaluated, and any Enquiry not in English may not be considered.

#### **4.4 NO ELECTRONIC SUBMISSION**

Responses submitted electronically will **not** be accepted.

#### **4.5 RECEIPT OF COMPLETE RFQ**

Respondents are solely responsible to ensure that they have received the complete RFQ, as listed in the Table of Contents of this RFQ, plus any Addenda. Each and every Response is deemed to be made on the basis of the complete RFQ issued prior to the Submission Time. The Procurement Team accepts no responsibility for any Respondent that does not receive all RFQ information.

#### **4.6 RECEIPT CONFIRMATION FORM**

Any further information relating to this RFQ will be directed only to parties who have completed and returned the Receipt Confirmation Form (Appendix B). This form will be completed, executed and delivered to the Contact Person via email.

#### **4.7 ENQUIRIES**

All Enquiries regarding any aspect of this RFQ should be directed to the Contact Person by email, and the following will apply to any Enquiry.

Respondents are encouraged to submit Enquiries at an early date and prior to 15:00 Saskatchewan Time on the day that is 10 Business Days before the Submission Time to permit consideration by the Procurement Team; the Procurement Team may, in its discretion, decide not to respond to any Enquiry.

The following will apply to any Enquiry:

- (a) any responses will be in writing;
- (b) Enquiries to, and responses from, the Contact Person will be recorded;
- (c) a Respondent may request that a response to an Enquiry be kept confidential if the Respondent considers the Enquiry to be commercially sensitive, and if the Procurement Team decides that an

Enquiry should be distributed to all Respondents, then the Procurement Team will permit the enquirer to withdraw the Enquiry rather than receive a response;

- (d) subject to Section 4.7(c), any Enquiry and response may, in the Procurement Team's discretion, be distributed to all Respondents, if the Procurement Team in its absolute discretion considers the matter to be a matter of substance or a matter that should be brought to the attention of all Respondents for purposes of fairness in, or maintaining the integrity of, the Competitive Selection Process. The Procurement Team may keep either or both the Enquiry and response confidential if in the judgment of the Procurement Team it is fair or appropriate to do so; and
- (e) the Procurement Team is not required to provide a response to any Enquiry.

#### **4.8 UNOFFICIAL INFORMATION**

Information offered to Respondents in respect of this RFQ from sources other than the Contact Person is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

#### **4.9 DELIVERY AND RECEIPT OF EMAIL COMMUNICATIONS**

The following provisions shall apply to any communications with the Contact Person, or the delivery of documents to the Contact Person, by email where such email communications or delivery is permitted by the terms of this RFQ:

The Procurement Team does not assume any risk or responsibility or liability whatsoever to any Respondent:

- (a) for ensuring that any electronic email system being operated for the Authority or SaskBuilds is in good working order, able to receive emails, or not engaged in receiving other emails such that a Respondent's email cannot be received; and/or
- (b) if a permitted email communication or delivery is not received by the Contact Person, or received in less than its entirety, within any time limit specified by this RFQ.

All permitted email communications with, or delivery of documents to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment or by the clock used by the Contact Person for that purpose.

#### **4.10 ADDENDA**

The Procurement Team may, in its discretion through the Contact Person, amend or clarify the terms or contents of this RFQ at any time before the Submission Time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFQ, and no other form of communication, whether written or oral, including written responses to Enquiries as provided by Section 4.7, will be included in, or will in any way amend or clarify this RFQ. Only the Contact Person is authorized to amend or clarify this RFQ by issuing an Addendum. No other employee or agent of the Procurement Team is authorized to amend or clarify this RFQ. The Procurement Team will send a notification of any Addendum to all parties who have delivered a completed Receipt Confirmation Form.

#### **4.11 DEFINITIVE RECORD**

If there is any inconsistency between the paper form of a document and the digital, electronic or other computer readable form, the electronic conformed version of the RFQ in the custody and control of the Procurement Team prevails.

#### **4.12 REVISIONS PRIOR TO THE SUBMISSION TIME**

A Respondent may amend or withdraw its Response at any time prior to the Submission Time by delivering written notice to the Contact Person at the Submission Location prior to the Submission Time.

#### **4.13 RESPONSE DECLARATION FORM**

Respondents are required to complete the Response Declaration Form, substantially in the form attached as Appendix D or as otherwise acceptable to the Procurement Team in the Procurement Team's discretion, and should include the completed form as part of its Response. The Response Declaration Form will be executed by a signatory with authority to bind each member of the Respondent Team, and for clarity such signatory may be different than the Respondent's Representative.

Respondents will identify on the Response Declaration Form if they intend to provide a response for Project #1, Project #2 or both Projects.

#### **4.14 RELATIONSHIP DISCLOSURE FORM**

Respondents are required to complete the Relationship Disclosure Form, substantially in the form attached as Appendix E, or as otherwise acceptable to the Procurement Team in the Procurement

Team's discretion, and should include the completed form as part of their Response. The Relationship Disclosure Form will be executed by a signatory with authority to bind each member of the Respondent Team, and for clarity such signatory may be different than the Respondent's Representative.

## **5 EVALUATION**

### **5.1 EVALUATION**

The evaluation of Responses will be carried out by the Procurement Team with assistance from other persons as the Procurement Team may decide it requires, including School Divisions, technical, financial, legal and other advisors or employees of the Procurement Team.

### **5.2 EVALUATION CRITERIA**

The Procurement Team will evaluate Responses by application of the Evaluation Criteria as outlined in Appendix A.

### **5.3 EVALUATION AND SELECTION PROCEDURES**

To assist in the evaluation of the Responses, the Procurement Team may, in its discretion, but is not required to:

- (a) conduct reference checks relevant to the Projects with any or all of the references cited in a Response to verify any and all information regarding a Respondent, inclusive of its directors/officers and Key Individuals;
- (b) conduct any other reference checks or conduct any background investigations and/or seek any additional information that it considers necessary in the course of the Competitive Selection Process;
- (c) seek clarification of a Response or supplementary information from any or all Respondents;
- (d) request interviews with any, some, or all Respondents to clarify any questions or considerations based on the information included in Responses or seek any supplementary information; and
- (e) rely on and consider any information obtained as a result of such reference checks, background investigations, requests for clarification or supplementary information, interviews, and/or any additional information in the evaluation of Responses.

The Procurement Team is not obligated to complete a detailed evaluation of all Responses and may, in its discretion, after completing a preliminary review of all the Responses, discontinue detailed evaluation of any Respondent who, when compared to the other Respondents, the Procurement Team judges is not in contention to be shortlisted.

The Procurement Team will notify Respondents of the RFQ results by sending a written notice to each Respondent's Representative.

The Procurement Team will conduct a debriefing, upon request, for any Respondent if the debriefing is requested within 90 days after a shortlist has been announced. In a debriefing the Procurement Team will discuss the relative strengths and weaknesses of that Respondent's Response, but the Procurement Team will not disclose or discuss any confidential information of another Respondent.

#### **5.4 INTERVIEWS**

Respondents may be required by the Procurement Team to have interviews regarding their Response during the evaluation process at the request of the Procurement Team. The interviews should be specific to the Project(s) and may not contain any marketing information of the Respondent or any member of the Respondent Team.

#### **5.5 CHANGES TO RESPONDENT TEAMS**

The Procurement Team intends to issue the RFP only to Respondents that have been shortlisted under this RFQ as Proponents for the RFP process. If for any reason after the Submission Time a Respondent wishes or requires to add, remove or otherwise change a member of its Respondent Team, or there is a material change in ownership or control of a member of the Respondent Team, or there is a change to the legal relationship among any or all of the Respondent and its Respondent Team members, then the Respondent must submit a written application to the Procurement Team for approval, including supporting information that may assist the Procurement Team in evaluating the change. The Procurement Team, in its discretion, may grant or refuse an application under this Section, and in exercising its discretion the Procurement Team will consider the objective of achieving a Competitive Selection Process that is not unfair to the other Respondents. For clarity:

- (a) if the application is made after the Proponents have been determined, the Procurement Team may refuse to permit a change to the membership of a Respondent Team if the change would, in the Procurement Team's judgment, result in a weaker team than was originally shortlisted; or



- (b) the Procurement Team may, in its discretion, permit any changes to a Respondent Team, including changes as may be requested including removal and replacement of Respondent Team members, or changes arising from changes in ownership or control of a Respondent or a Respondent Team member, or changes to the legal relationship among the Respondent Team members such as the creation of a new joint venture or other legal entity or relationship in place of the Respondent Team.

The Procurement Team's approval may include such terms and conditions as the Procurement Team, in its discretion, considers appropriate.

This Section 5.5 shall apply until issuance of the RFP.

## 6 RFQ TERMS AND CONDITIONS

### 6.1 NO OBLIGATION TO PROCEED

This RFQ does not commit the Procurement Team in any way to proceed to an RFP stage or award a contract, and the Procurement Team reserves the complete right to, at any time, reject all Responses and to terminate the Competitive Selection Process established by this RFQ and proceed with the Project(s) in some other manner as the Procurement Team may decide in its discretion.

### 6.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All documents and other records in the custody of, or under the control of:

- (a) the relevant School Boards are subject to *The Local Authority Freedom of Information and Protection of Privacy Act* ("LA FOIPPA") of Saskatchewan and other applicable legislation; and
- (b) the Ministry of Education and SaskBuilds are subject to *The Freedom of Information and Protection of Privacy Act* ("FOIPPA")
- (c) Partnerships BC is subject to the *Freedom of Information and Protection of Privacy Act* ("FOIPPA BC") of British Columbia and other applicable legislation.

By submitting a Proposal, the Proponent represents and warrants to the Procurement Team that the Proponent has complied with applicable Laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to the Procurement Team and the use, distribution and disclosure of such

information as part of the Proposal for the purposes of, or in connection with, this RFQ and the Competitive Selection Process.

### **6.3 CONFIDENTIALITY OF PROCUREMENT TEAM INFORMATION**

All non-public information pertaining to, or provided by or on behalf of, the Procurement Team obtained by a Respondent as a result of participation in this RFQ is confidential and will not be disclosed without written authorization from the Procurement Team (as applicable). Except as expressly stated in this RFQ and subject to FOIPPA or other applicable legislation (including LA FOIPPA and FOIPPA BC), all documents and other records submitted in response to this RFQ will be considered confidential; however, such information or parts thereof may be released pursuant to requests under FOIPPA, LA FOIPPA, or other applicable legislation.

By submitting a Response, a Respondent will be deemed to have agreed to all the terms of the Confidentiality Agreement attached as part of Appendix C to this RFQ.

Proponents will also be required to sign a Participation Agreement as a condition of participating in the RFP, and such agreement will include confidentiality and other provisions. The Procurement Team expects that the form of the Participation Agreement will be substantially as set out in Appendix F.

The Authority has engaged SaskBuilds and, through SaskBuilds, Partnerships BC. SaskBuilds and Partnerships BC have been and continue to be involved in other projects, and the Authority may receive information in respect of other projects which may be relevant to the Projects. Subject to the terms of the RFQ including limitations on “Commercial in Confidence” information under Section 3.2.1 (Collaborative Meetings) and Section 4.7 (Enquiries) the Authority may in its discretion disclose information that is available from these Projects to SaskBuilds and Partnerships BC and other projects and may obtain information from other projects.

### **6.4 COST OF PREPARING THE RESPONSE**

Each Respondent is solely responsible for all costs it incurs in the preparation of its Response(s), including without limitation all costs of providing information requested by the Procurement Team, attending meetings and conducting due diligence.

## 6.5 NO REPRESENTATION OR WARRANTY

Each Respondent acknowledges by its submission of a Response that it has investigated and satisfied itself of every condition that affects the relevant Project. Each Respondent further acknowledges and represents that its Response, and all information contained therein, has been based on its own examination, knowledge, information and judgment, and not upon any statement, representation or information made or given by the Procurement Team, the Contact Person or any advisor to the Procurement Team, other than the information contained in this RFQ. Submission of a Response is deemed to be conclusive evidence that the Respondent has made such investigations and that the Respondent is willing to assume, and does assume, all risks affecting the relevant Project(s), except as otherwise specifically stated in this RFQ. The Procurement Team accepts no responsibility for any Respondent lacking any information or failing to undertake appropriate investigations.

## 6.6 RESERVATION OF RIGHTS

The Procurement Team reserves the right, in its discretion, to exercise any or all of the following rights:

- (a) amend the scope of either Project, modify, cancel or suspend the RFQ or the RFQ process or any or all stages of the Competitive Selection Process, at any time for any reason;
- (b) accept or reject any Response based on the Evaluation Criteria as evaluated by the Procurement Team;
- (c) reject a Response that fails to meet the Mandatory Requirements set out in Section 4.1 of this RFQ, or for any of the reasons set out in Part 2 of Appendix A, or any other reason the Procurement Team determines appropriate;
- (d) waive a defect, irregularity, non-conformity or non-compliance in or with respect to a Response or failure to comply with the requirements of this RFQ, except for Mandatory Requirements, and accept that Response even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFQ would otherwise render the Response null and void;
- (e) not accept any or all Responses;
- (f) reject any or all Response(s) for any reason without any obligation, compensation or reimbursement to any Respondent or any of its team members;

- (g) re-advertise for new Responses, call for quotes, proposals or tenders, or enter into negotiations for these Projects or for work of a similar nature;
- (h) make any changes to the terms of the business opportunity described in this RFQ; and
- (i) amend, from time to time, any date, any time period or deadline provided in this RFQ, upon written notice to all Respondents who submitted a Receipt Confirmation Form.

## 6.7 LIMITATION OF DAMAGES

Each Respondent, by submitting a Response, agrees that in no event will the School Boards, the School Divisions, the Procurement Team or any of their employees, advisors or representatives, be liable, under any circumstances, for any Claim, or to reimburse or compensate the Respondent in any manner whatsoever, including but not limited to costs of preparation of the Response, loss of anticipated profits, loss of opportunity, or for any other matter. Without in any way limiting the above, each Respondent specifically agrees that it will have absolutely no Claim against the School Boards, the School Divisions, the Procurement Team or any of its employees, advisors or representatives if the Procurement Team for any reason whatsoever:

- (a) does not select a shortlist of Respondents for either Project or both Projects;
- (b) suspends, cancels or in any way modifies either Project or both Projects or the Competitive Selection Process (including modification of the scope of the Project(s) or modification of this RFQ or both);
- (c) accepts any compliant or non-compliant Response(s) or selects a shortlist of one or more Respondent(s);
- (d) under the terms of this RFQ, permits or does not permit a Restricted Party to advise, assist or participate as part of a Respondent Team; or
- (e) for any breach or fundamental breach of contract or legal duty of the School Boards, the School Divisions or the Procurement Team, whether express or implied.

The Respondent waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, if the Respondent is not shortlisted in the Competitive Selection Process for either Project or both Projects or for any other reason whatsoever.

## 6.8 OWNERSHIP OF RESPONSES

All Responses submitted to the Procurement Team become the property of the Procurement Team.

## 6.9 DISCLOSURE AND TRANSPARENCY

The Procurement Team is committed to an open and transparent Competitive Selection Process while understanding the Respondents' need for protection of confidential commercial information. To assist the Procurement Team in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavour.

The Procurement Team expects to disclose the following information during this stage of the Competitive Selection Process: this RFQ document, the number of Respondents and, the names of Proponents for each Project.

To ensure that all public information generated about each Project is fair and accurate and will not inadvertently or otherwise influence the outcome of the Competitive Selection Process, the disclosure of any public information generated in relation to the Project(s), including communications with the media and the public, will be coordinated with, and subject to prior approval of, the Procurement Team.

Respondents will notify the Procurement Team of any and all requests for information or interviews received from the media.

Respondents will ensure that all members of the Respondent Team and all others associated with the Respondent also comply with these requirements.

## 6.10 NO COMMUNICATION OR COLLUSION

By submitting a Response, a Respondent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Respondent Team, represents and confirms to the Procurement Team, with the knowledge and intention that the Procurement Team may rely on such representation and confirmation, that its Response has been prepared without collusion or fraud, and in fair competition with Responses from other Respondents.

Respondents and their Respondent Team members are not to discuss or communicate, directly or indirectly, with other Respondents or their Respondent Team members or any of their respective directors, officers, employees, consultants, advisors, agents or representatives regarding the preparation, content or submission of their Responses or any other aspect of the Competitive Selection Process.

## **6.11 NO LOBBYING**

Respondents and their respective Respondent Teams, the members of their Respondent Teams, and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to either Project or both Projects, this RFQ, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. Further, no such person (other than as expressly contemplated by this RFQ) will attempt to communicate in relation to either Project or both Projects, this RFQ, or the Competitive Selection Process, directly or indirectly, with any representative of the Authority (including School Board Trustees and employees, and School Division employees), the Government of Saskatchewan (including any Minister or Deputy Minister, any member of the Executive Council, or any Members of the Legislative Assembly, or any employee of the Procurement Team), any Restricted Parties, or any director, officer, employee, agent, advisor, consultant or representative of any of the foregoing, as applicable, for any purpose whatsoever.

In the event of any lobbying or communication in contravention of this Section by any Respondent, Respondent Team members, or their respective directors, officers, employees, consultants, agents, advisors or representatives, the Procurement Team in its discretion may at any time, but will not be required to, reject any and all Responses submitted by that Respondent without further consideration.

## **6.12 RELATIONSHIP DISCLOSURE AND REVIEW PROCESS**

The Procurement Team reserves the right to disqualify any Respondent that in the Procurement Team's opinion has a conflict of interest or an unfair advantage, whether it is existing now or is likely to arise in the future, or may permit the Respondent to continue and impose such conditions as the Procurement Team may consider to be in the public interest or otherwise required by the Procurement Team.

Respondents will submit the form attached as Appendix E and disclose all conflicts of interest or unfair advantage.

Respondents, including all firms, corporations or individual members of a Respondent Team, will promptly disclose to the Contact Person any potential conflict of interest and existing business relationships they may have with the School Divisions or any members of the Procurement Team or others providing advice or services to the Procurement Team with respect to either Project or both Projects, or any other matter that gives rise, or might give rise, to an unfair advantage. At the time of such disclosure, the Respondent

will advise the Contact Person how the Respondent proposes to mitigate, minimize or eliminate the situation.

For the purposes of this RFQ, references to unfair advantage include references to confidential information that is not, or would not reasonably be expected to be, available to all Respondents.

The Procurement Team and the Conflict of Interest Adjudicator (the “**COI Adjudicator**”) may, in their discretion, consider actual, perceived or potential conflicts of interest and unfair advantage.

#### 6.12.1 Use or Inclusion of Restricted Parties

The Procurement Team may, in its discretion, disqualify a Respondent, or may permit a Respondent to continue and impose such conditions as the Procurement Team may consider to be in the public interest or otherwise required by the Procurement Team, if the Respondent is a Restricted Party, or if the Respondent uses a Restricted Party:

- (a) to advise or otherwise assist the Respondent respecting the Respondent’s participation in the Competitive Selection Process; or
- (b) as a Respondent Team member or as an employee, advisor or consultant to the Respondent or a Respondent Team member.

Each Respondent is responsible, and bears the onus, to ensure that neither the Respondent nor any Respondent Team member uses or seeks advice or assistance from any Restricted Party or includes any Restricted Party in the Respondent Team except as permitted by this Section 6.12.

#### 6.12.2 Current Restricted Parties

At this RFQ stage, and without limiting the definition of Restricted Parties, the Procurement Team has identified the following persons as Restricted Parties:

- Miller Thomson LLP (Fairness Advisor);
- Aird & Berlis LLP;
- Altus Geomatics Ltd.;
- Crosby Hanna & Associates;
- David F. Chambers Consulting, Inc.;
- Entuitive Corporation;

- Group2 Architecture Interior Design Ltd;
- ISL Engineering Land Services Ltd.;
- The Honourable Justice William J. Vancise (Conflict of Interest Adjudicator);
- Aon Reed Stenhouse Inc.;
- KPMG LLP;
- Pacific Meridian Consulting Inc.;
- Partnerships British Columbia Inc.;
- Ritenburg & Associates;
- SSA Quantity Surveyors, Ltd.;
- SRG Security Resource Group Inc.;
- Tetra Tech EBA Inc.;
- Turner & Townsend;
- TYZ Engineering Ltd.;
- Val's Drilling Ltd.; and
- The Procurement Team, including their former and current directors, officers and employees who fall within the definition of Restricted Party.

This is not an exhaustive list of Restricted Parties. Additional persons may be added to or deleted from the list during any stage of the Competitive Selection Process through an Addendum.

#### 6.12.3 Shared Use

A Shared Use Person is a person identified by the Procurement Team as eligible to enter into arrangements with any and all Respondents but may not enter into exclusive arrangements with any Respondent. As of the date of this RFQ, no Shared Use Persons have been identified.

#### 6.12.4 Conflict of Interest Adjudicator

The Procurement Team has appointed The Honourable Justice William J. Vancise as COI Adjudicator to provide decisions on conflicts of interest or unfair advantage issues, including whether any person is a Restricted Party.



The COI Adjudicator and the Procurement Team may make decisions or exercise rights under this Section 6.12 and this RFQ for conflicts of interest, unfair advantage whether addressed in advance or otherwise, and all provisions of this Section 6.12 will apply with such modifications as the Procurement Team or the COI Adjudicator may consider necessary.

The Procurement Team or the COI Adjudicator, as applicable, has discretion to establish the relevant processes from time to time.

There is no requirement for all issues to be referred to the COI Adjudicator.

#### 6.12.5 Request for Advance Decision

A Respondent or a prospective member or advisor of a Respondent Team who has any concerns regarding whether a current or prospective employee, advisor or member of that Respondent Team is or may be a Restricted Party or has a concern about any conflict or unfair advantage it may have, is encouraged to request an advance decision in accordance with this section.

To request an advance decision on whether a person is a Restricted Party, a Respondent or prospective team member or advisor of that Respondent Team should submit to the Contact Person, not less than 10 Business Days prior to the Submission Time by email, the following information:

- (a) names and contact information of the Respondent and the person for which the advance decision is requested;
- (b) a description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage;
- (c) a description of the steps taken to date, and future steps proposed to be taken, to mitigate the conflict of interest or unfair advantage, including the effect of confidential information; and
- (d) copies of any relevant documentation.

The Procurement Team may make an advance decision or may refer the request for an advance decision to the COI Adjudicator. If the Procurement Team refers the request to the COI Adjudicator, the Procurement Team may provide input or a submission regarding the issues raised to the COI Adjudicator.

Subject to Section 6.2, all requests for advance decisions will be treated in confidence. If a Respondent or prospective Respondent Team member or advisor becomes a Restricted Party, it may be listed in an Addendum or in subsequent Competitive Selection Process documents as a Restricted Party.

#### 6.12.6 The Procurement Team May Request Advance Decision

The Procurement Team may also independently make advance decisions, or may seek an advance decision from the COI Adjudicator, where the Procurement Team identifies a potential conflict, unfair advantage or a person who may be a Restricted Party. The Procurement Team will, if it seeks an advance decision from the COI Adjudicator, provide the COI Adjudicator with relevant information in its possession. If the Procurement Team seeks an advance decision from the COI Adjudicator, the Procurement Team will give notice to the possible Respondent and may give notice to the possible Restricted Party so that they may provide input regarding the issues raised to the COI Adjudicator.

The onus is on the Respondent to clear any potential conflict, unfair advantage, or Restricted Party, or to establish any conditions for continued participation, and the Procurement Team may require that the Respondent make an application under Section 6.12.5.

#### 6.12.7 Decisions Final and Binding

The decision of the Procurement Team or the COI Adjudicator, as applicable, is final and binding on the persons requesting the ruling and all other parties including Respondents, Respondent Team members and the Procurement Team. The Procurement Team or the COI Adjudicator, as applicable, has discretion to establish the relevant processes from time to time, including any circumstance in which a decision may be amended or supplemented.

#### 6.12.8 Exclusivity

Unless permitted by the Procurement Team in its discretion or permitted as a Shared Use Person, each Respondent will ensure that no member of its Respondent Team, any firm or employer of any of its Key Individuals, or any Affiliated Person of any member of its Respondent Team, or any firm or employer of any of its Key Individuals, participates as a member of any other Respondent Team.

If the Respondent contravenes the foregoing, the Procurement Team reserves the right to disqualify the Respondent, or to permit the Respondent to continue and impose such conditions as may be required by the Procurement Team. Each Respondent is responsible, and bears the onus, to ensure that the Respondent, each member of its Respondent Team, and their respective Affiliated Persons do not contravene the foregoing.

A Respondent or a prospective Respondent Team member who has any concerns regarding whether participation does, or will, contravene the foregoing is encouraged to request an advance decision. To request an advance decision on matters related to exclusivity, the Respondent or prospective

Respondent Team member should submit to the Contact Person, not less than ten (10) Business Days prior to the Submission Time by email, the following information:

- (a) names and contact information of the Respondent or prospective Respondent Team member making the disclosure;
- (b) a description of the relationship that raises the possibility of non-exclusivity;
- (c) a description of the steps taken to date, and future steps proposed to be taken, to mitigate any material adverse effect or potential material adverse effect of the non-exclusivity on the competitiveness or integrity of the Competitive Selection Process; and
- (d) copies of any relevant documentation.

The Procurement Team may require additional information or documentation to demonstrate to the satisfaction of the Procurement Team in its discretion that no such non-exclusivity exists or, if it does, that measures satisfactory to the Procurement Team in its discretion have been or will be implemented to eliminate or mitigate any risk to the competitiveness or integrity of the Competitive Selection Process.

#### 6.12.9 Exclusivity – the Procurement Team May Request Advance Decisions

The Procurement Team may also independently make advance decisions, or may seek an advance decision from the COI Adjudicator, where the Procurement Team identifies a matter related to exclusivity. The Procurement Team will, if it seeks an advance decision from the COI Adjudicator, provide the COI Adjudicator with relevant information in its possession. If the Procurement Team seeks an advance decision from the COI Adjudicator, the Procurement Team will give notice to the Respondent so that it may make its own response to the COI Adjudicator.

The onus is on the Respondent to clear any matter related to exclusivity or to establish any conditions for continued participation, and the Procurement Team may require that the Respondent make an application under Section 6.12.8.

#### 6.12.10 Exclusivity – Decisions Final and Binding

The decision of the Procurement Team or the COI Adjudicator, as applicable, is final and binding on the persons requesting the ruling and all other parties including Respondents, Respondent Team members and the Procurement Team. The Procurement Team or the COI Adjudicator, as applicable, has discretion to establish the relevant processes from time to time, including any circumstance in which a decision may be amended or supplemented.

The Procurement Team may provide any decision by the Procurement Team or the COI Adjudicator regarding matters related to exclusivity to all Respondents if the Procurement Team, in its discretion, determines that the decision is of general application.

### **6.13 LEGAL COUNSEL**

Aird & Berlis LLP is a Restricted Party. By submitting a Response, the Respondent expressly consents to Aird & Berlis LLP continuing to represent the Procurement Team for all matters in relation to this RFQ and the Projects, including any matter that is adverse to the Respondent, despite any information of the Respondent and any solicitor-client relationship that the Respondent may have had, or may have, with Aird & Berlis LLP in relation to matters other than this RFQ and the Projects. This Section is not intended to waive any of the Respondent's rights of confidentiality or solicitor-client privilege. The Procurement Team reserves the right at any time to waive any provision of this Section.

### **6.14 FAIRNESS ADVISOR**

The Procurement Team has appointed Owen Pawson of Miller Thomson LLP as the Fairness Advisor to monitor the Competitive Selection Process. The Fairness Advisor will act as an independent observer of the fairness of the implementation of the Competitive Selection Process, up to the selection of a Preferred Proponent. The Fairness Advisor will provide written reports to the Procurement Team that the Procurement Team will make public.

The Fairness Advisor will be:

- (a) provided full access to all documents, meetings and information related to the process under this RFQ which the Fairness Advisor, in its discretion, decides is required; and
- (b) kept fully informed by the Procurement Team of all documents and activities associated with this RFQ.

Respondents may contact the Fairness Advisor directly with regard to concerns about the fairness of the Competitive Selection Process.

## 7 DEFINITIONS AND INTERPRETATION

### 7.1 DEFINITIONS

Unless otherwise defined in this RFQ, in this RFQ capitalized terms have the following meanings:

**“Addenda”** or **“Addendum”** means each amendment to this RFQ issued by the Contact Person as described in Section 4.10.

**“Affiliated Persons”**, or affiliated persons, or persons affiliated with each other, are:

- (a) a corporation and
  - (1) a person by whom the corporation is controlled,
  - (2) each member of an affiliated group of persons by which the corporation is controlled, and
  - (3) a spouse or common-law partner of a person described in subparagraph (1) or (2) or (b);
- (b) two corporations, if
  - (1) each corporation is controlled by a person, and the person by whom one corporation is controlled is affiliated with the person by whom the other corporation is controlled,
  - (2) one corporation is controlled by a person, the other corporation is controlled by a group of persons, and each member of that group is affiliated with that person, or
  - (3) each corporation is controlled by a group of persons, and each member of each group is affiliated with at least one member of the other group;
- (c) a corporation and a partnership, if the corporation is controlled by a particular group of persons, each member of which is affiliated with at least one member of a majority interest group of partners of the partnership, and each member of that majority interest group is affiliated with at least one member of the particular group;
- (d) a partnership and a majority interest partner of the partnership;
- (e) two partnerships, if
  - (1) the same person is a majority interest partner of both partnerships,
  - (2) a majority interest partner of one partnership is affiliated with each member of a majority interest group of partners of the other partnership, or

- (3) each member of a majority interest group of partners of each partnership is affiliated with at least one member of a majority interest group of partners of the other partnership;
- (f) a person and a trust, if the person
  - (1) is a majority interest beneficiary of the trust, or
  - (2) would, if this subsection were read without reference to this paragraph, be affiliated with a majority interest beneficiary of the trust; and
- (g) two trusts, if a contributor to one of the trusts is affiliated with a contributor to the other trust and
  - (1) a majority interest beneficiary of one of the trusts is affiliated with a majority interest beneficiary of the other trust,
  - (2) a majority interest beneficiary of one of the trusts is affiliated with each member of a majority interest group of beneficiaries of the other trust, or
  - (3) each member of a majority interest group of beneficiaries of each of the trusts is affiliated with at least one member of a majority interest group of beneficiaries of the other trust.

**“Authority”** has the meaning set out in Section 1.1.

**“Business Day(s)”** means a standard day for conducting business, excluding government holidays and weekends.

**“Claim”** means any claim, demand, liability, damage, loss, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto.

**“Collaborative Meetings”** has the meaning set out in Section 3.2.1.

**“Conflict of Interest Adjudicator”** or **“COI Adjudicator”** has the meaning set out in Section 6.12.4.

**“Competitive Selection Process”** means the overall process for the selection of a Preferred Proponent for each of Project#1 and Project #2 including, but not limited to, this RFQ.

**“Confidential Information”** has the meaning set out in Appendix C.

**“Confidentiality Agreement”** means the agreement referred to in Appendix C to this RFQ.

**“Contact Person”** means the person identified as such in the Summary of Key Information, or such other person as may be appointed by the Procurement Team for that purpose.

**“Design-Builder”** of a Respondent means an individual, corporation, joint venture, partnership or other legal entity that will have the direct responsibility to design and build the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Design-Builder’s Construction Lead”** means the individual responsible for leading the Design-Builder in respect of the construction of the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Design-Builder’s Project Lead”** means the individual responsible for being the overall lead for the Design-Builder in respect of the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Design Firm”** means the firm engaged by the Design-Builder to design the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Design Lead”** means the individual employed or engaged by the Design Firm who is responsible for managing the design of the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Enquiry”** has the meaning set out in Section 4.7 for each of Project #1 and Project #2.

**“Equity Provider”** of a Respondent means an individual, corporation, joint venture, partnership or other legal entity that will have an ownership or equity interest in the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Evaluation Criteria”** means the criteria referred to in Section 2.2 of Appendix A to this RFQ for each of Project #1 and Project #2.

**“Facilities”** when referring to Project #1 means the three joint-use schools located in Regina and when referring to Project #2 means the six joint-use schools located in Saskatoon, Warman and Martensville.

**“Fairness Advisor”** has the meaning set out in Section 6.14.

**“Final Draft Project Agreement”** has the meaning set out in Section 3.2.1 (c) for each of Project #1 and Project #2.

**“Financial Close”** means the time when the Project Agreement and all financing and other agreements related to the relevant Project (either Project #1 or Project #2 as the case may be) have been executed and delivered and all conditions to the effectiveness of the Project Agreement and Project financing agreements for such Project have been satisfied.

**“Financing Nominated Projects”** has the meaning set out in Section 1 of the Evaluation Criteria in Appendix A of this RFQ, and as requested in Form A-2 Financing Nominated Project Details of Appendix A for each of Project #1 and Project #2.

**“Guarantor”** means an entity providing financial and/or performance support to a Respondent Team or Equity Provider by way of a guarantee or a commitment to provide equity or dedicated credit facilities to support the participation by the Respondent or Equity Provider in the Competitive Selection Process and the relevant Project (either Project #1 or Project #2 as the case may be), as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Initial Draft Project Agreement”** means the draft form of Project Agreement issued in respect of each Project’s RFP, as amended pursuant to the terms of the relevant RFP.

**“Key Individuals”** of a Respondent Team means the specific individuals, exclusive to the Respondent, filling the following roles (or equivalent), as described in the Respondent’s Response and as may be changed pursuant to this RFQ:

- Project Co’s Lead;
- Design-Builder’s Construction Lead;
- Design-Builder’s Project Lead;
- Design Lead; and
- Service Provider Lead.

Key Individuals may fill multiple roles provided they have the qualifications and experience for all the roles. A Key Individual role may only be filled by one individual at a time, but different individuals may fill the role over different project phases.

**“Local Authority Freedom of Information and Protection of Privacy Act”** or **“LA FOIPPA”** has the meaning set out in Section 6.2.



**“Mandatory Requirements”** means the submission requirements set out in Section 4.1 for each of Project #1 and Project #2.

**“Minimum Requirements”** has the meaning set out in Appendix A of this RFQ for each of Project #1 and Project #2.

**“Nominated Projects”** has the meaning set out in Section 1 of the Evaluation Criteria in Appendix A of this RFQ, and as requested in Form A-1 Nominated Project Details of Appendix A for each of Project #1 and Project #2.

**“Participation Agreement”** means the form substantially as attached as Appendix F to this RFQ.

**“Partnerships BC”** means Partnerships British Columbia Inc.

**“Performance Specifications”** means the specifications for the design, construction and maintenance of the relevant Facilities as set out in the Project Agreement for each Project, including Schedule 3 [Design and Construction Specifications] and Schedule 4 [Services Protocols and Specifications].

**“Preferred Proponent”** means the Proponent selected by the Procurement Team pursuant to the RFPs to finalize the Project Agreement for each of Project #1 and Project #2.

**“Procurement Team”** has the meaning set out in Section 1.1.

**“Project #1”** means the design, construction, partial financing, testing, commissioning and maintenance of the Facilities and all other works ancillary to the Facilities in accordance with the Project Agreement for Project #1.

**“Project #2”** means the design, construction, partial financing, testing, commissioning and maintenance of the Facilities and all other works ancillary to the Facilities in accordance with the Project Agreement for Project #2.

**“Project”** has the meaning set out in Section 1.1.

**“Project Agreement”** has the meaning set out in Section 1.1.

**“Project Brief”** has the meaning set out in Section 1.4.

**“Project Co”** means the entity proposed by the Respondent to enter into the Project Agreement with the Authority and leading the project team (for either Project #1 or Project #2 as the case may be), through the term of the Project Agreement.

**“Project Co’s Lead”** means the individual proposed by the Respondent to be responsible for leading Project Co to enter into the Project Agreement with the Authority and through the term of the Project Agreement, as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Proponent”** means a Respondent that has been shortlisted under this RFQ to be eligible to submit a Proposal in response to the RFP for either Project #1 or Project #2 as the case may be.

**“Proposal”** means the submission prepared by a Proponent in response to the RFP for Project #1 or Project #2, as the case may be.

**“Province”** means the Province of Saskatchewan.

**“RCSSD”** means “Roman Catholic Separate School Division” or any successor thereto;

**“Receipt Confirmation Form”** means the form substantially as attached as Appendix B to this RFQ.

**“Relationship Disclosure Form”** means the form substantially as attached as Appendix E to this RFQ.

**“Respondent”** means:

- (a) before the Submission Time any party described in Section 1.3 that has signed and submitted a Receipt Confirmation Form confirming an intention to submit a Response in respect of Project #1 and/or Project #2; and
- (b) after the Submission Time any party described in Section 1.3 that has submitted a Response.

**“Respondent’s Representative”** means the person, identified in the Receipt Confirmation Form (Appendix B) and Response Declaration Form (Appendix D), who is fully authorized to represent the Respondent in any and all matters related to its Response.

**“Respondent Team”** means a Respondent Team Lead and its Design-Builder, its Service Provider, its Equity Provider(s), its Guarantor(s) (if any), and its Key Individuals, as described in the Respondent’s Response and as may be changed pursuant to this RFQ.

**“Respondent Team Lead”** means the entity responsible for leading the Respondent Team throughout:

- the Competitive Selection Process for the Project(s) (either Project #1 or Project #2 as the case may be);
- entering into the Project Agreement with the Authority; and
- the implementation of the Project Agreement.

as described in the Respondent's Response and as may be changed pursuant to this RFQ.

Respondent Team Lead will include all Equity Provider(s) and may also include entities not contributing equity.

**"Response"** means the formal response to this RFQ by a Respondent.

**"Response Declaration Form"** means the form substantially as attached as Appendix D to this RFQ.

**"Restricted Party"** means those persons (including their former and current employees) who have a conflict of interest or had, or currently have, participation or involvement in the Competitive Selection Process or the design, planning or implementation of either Project or both Projects, and who have or may provide a material unfair advantage, including without limitation as a result of any confidential information that is not, or would not reasonably be expected to be, available to all other Respondents.

**"RFP"** means the Request for Proposals for each Project, which may be issued by the Procurement Team as a stage of the Competitive Selection Process for each of Project #1 and Project #2.

**"RFQ"** means this Request for Qualifications, including the Appendices, issued by the Procurement Team as the first stage of the Competitive Selection Process.

**"SaskBuilds"** means SaskBuilds Corporation, a crown corporation created pursuant to *The Crown Corporations Act, 1993*.

**"School Board"** means the School Boards associated with the School Divisions listed in Section 2.3.2 of this RFQ.

**"School Divisions"** means the school divisions listed in Section 2.3.2 of this RFQ or any successor thereto.

**"Service Provider"** of a Respondent means an individual, corporation, joint venture, partnership or other legal entity that will have direct responsibility to provide maintenance and/or life cycle services to either Project #1 or Project #2 as the case may be pursuant to the relevant Project Agreement, as described in the Respondent's Response and as may be changed pursuant to this RFQ.

**"Service Provider Lead"** means the individual responsible for leading the service provider team during the design and construction phase of the Project(s) (either Project #1 or Project #2 as the case may be), as described in the Respondent's Response and as may be changed pursuant to this RFQ.

**"Shared Use Person"** means those persons, if any, who are specifically named in Section 6.12.3.

“**Sites**” when referring to Project #1 means the three joint-use school locations in Regina and when referring to Project #2 means the six joint-use school locations in Saskatoon, Warman and Martensville;

“**Submission Location**” means the submission location identified as such in the Summary of Key Information.

“**Submission Time**” means the time and date indicated as such in the Summary of Key Information.

“**The Freedom of Information and Protection of Privacy Act**” or “FOIPPA” has the meaning set out in Section 6.2.

## 7.2 INTERPRETATION

In this RFQ:

- (a) when an action, decision, consent, approval or any other thing is said to be in the Procurement Team’s “discretion” or words of like effect, unless the context otherwise requires it means the sole, absolute and unfettered discretion of the Procurement Team;
- (b) the use of headings is for convenience only and headings are not to be used in the interpretation of this RFQ;
- (c) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of, or Appendix to, this RFQ;
- (d) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;
- (e) the word “including” when used in this RFQ is not to be read as limiting;
- (f) all dollar values are Canadian dollars unless otherwise indicated;
- (g) a reference to a “person” includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government authority; and
- (h) each Appendix attached to this RFQ is an integral part of this RFQ as if set out at length in the body of this RFQ.

## APPENDIX A RESPONSE GUIDELINES AND EVALUATION CRITERIA

### **Table of Contents – Appendix A**

#### **Part 1. Response Guidelines**

#### **Part 2. Evaluation**

#### **Part 3. Response Format**

**Attached Sample Forms:**

- Form A-1: Nominated Project Details**
- Form A-2: Financing Nominated Project Details**
- Form A-3: Nominated Project Summary Matrix**

**Part 1. Response Guidelines**

Respondents wishing to be considered under this RFQ for both Project #1 and Project #2 are required to provide an individual Response for each of Project #1 and Project #2. Respondents wishing to be considered under this RFQ for only one of either Project #1 or Project #2 are required to provide one response specific to that Project.

**Responses should:**

- (a) be clearly marked with the words as applicable:
  - (1) for Project #1: **“Response to RFQ – Saskatchewan Joint-Use Schools Project #1”**
  - (2) for Project #2: **“Response to RFQ – Saskatchewan Joint-Use Schools Project #2”**
- (b) be addressed to the Submission Location;
- (c) include all of the information requested in this Appendix A. Materials that are not requested in this Appendix A will not be evaluated;
- (d) be limited to 100 double-sided sheets (200 pages) including the Key Individuals résumés but excluding Package 1, Form A-1 (Nominated Project forms), Form A-2 (Financing Nominated Project forms), Package 2 (Financial Information), and the appendices. Material submitted which exceeds the page limit may not be evaluated, at the discretion of the Procurement Team;
- (e) not contain items not requested in this Appendix A;
- (f) be on 8.5” x 11” paper size [charts and tables can be on larger paper size (e.g. 11” x 17”)] with a minimum font size of 11 point; and
- (g) be submitted as follows:

Package	Contents	Number of Copies
Package 1	1) Transmittal Letter; 2) Response Declaration Form (see Appendix D of this RFQ) signed by the Respondent; 3) A table containing the individual names and company names of the Key Individuals; and 4) Relationship Disclosure Form (see Appendix E of this RFQ) signed by the Respondent.	Three bound copies including one marked “Master”
Package 2	Response (see Part 3 of this Appendix A – Sections 1 through 4)	Three bound copies, including one marked “Master”

Package 3	Response (see Part 3 of this Appendix A – Section 5)	Three bound copies, including one marked “Master”
Nominated Projects Binder	1) Nominated Projects Summary Matrix (Form A-3) 2) Nominated Project Details (Form A-1)	Three bound copies, including one marked “Master”

**Electronic Copy:**

One electronic copy in PDF format included on a USB Flash Drive. The electronic copy should be organized and submitted as follows:

- 1) A consolidated file containing the entire Response;
- 2) An individual file for each of Packages 1, 2, 3 and Nominated Projects Binder; and
- 3) Individual files within Packages 2 and 3 for each major section described in Part 3 of Appendix A.

**Part 2. Evaluation**

**2.1 Minimum Requirements**

The Procurement Team will evaluate Responses and determine in its discretion if the Respondent Team adequately meets the Minimum Requirements set out in Table 1. Should any Respondent Team fail to adequately meet the Minimum Requirements, the Procurement Team may, in its discretion, discontinue the evaluation of that Respondent Team’s Response in accordance with Section 5.3 and Section 6.6 of this RFQ.

**Table 1: Minimum Requirements**

<b>Financial Capacity</b>
<p>Sufficient financial capacity of each of the following Respondent Team members to undertake their respective obligations to the Project:</p> <ol style="list-style-type: none"> <li>a) Equity Provider(s)</li> <li>b) Design-Builder</li> <li>c) Service Provider</li> <li>d) Guarantor(s) (if applicable)</li> </ol> <p>as demonstrated by the Respondent’s response to the content requirements set out in Section 5 of Response Format (Part 3 of Appendix A).</p>

**2.2 Evaluation Criteria**

Subject to Section 4.1 of this RFQ, for those Respondent Teams that adequately meet the Minimum Requirements, the Procurement Team will evaluate Responses by applying the following Evaluation



Criteria and weighting in Table 2, in accordance with each section of the response content requirements outlined in Table 3.

**Table 2: Evaluation Criteria and Weighting**

Section	Evaluation Criteria	Weighting
<b>Section 1</b> <b>Introduction and Nominated Projects</b>	With reference to the response content requirements in Section 1 of Table 3, each Response will contain the following information: 1.1 Proposed Respondent Team 1.2 Contact Information 1.3 Nominated Projects 1.4 Financing Nominated Projects	0
<b>Section 2</b> <b>Respondent Team Lead</b>	With reference to the response content requirements in Section 2 of Table 3, strength and relevance of demonstrated experience and capability of the Respondent Team Lead to undertake the Project with respect to the following: 2.1 Project Development and Management Experience; 2.2 Project Financing Experience; and 2.3 Project Co's Lead.	30 points
<b>Section 3</b> <b>Design-Builder</b>	With reference to the response content requirements in Section 3 of Table 3, strength and relevance of demonstrated experience and capability of the Design-Builder to undertake the management, the design and the construction with respect to the following: 3.1 Design Firm's Qualifications and Experience; 3.2 Design Firm's Key Individuals; 3.3 Design-Builder's Project Management and Construction Qualifications and Experience; and 3.4 Design-Builder's Key Individuals.	50 points



Section	Evaluation Criteria	Weighting
<b>Section 4</b> <b>Service Provider</b>	With reference to the response content requirements in Section 4 of Table 3, strength and relevance of demonstrated experience and capability of the Service Provider to undertake the facility management (including life cycle requirements) of the completed Facilities with respect to the following: 4.1 Service Provider Qualifications and Experience; and 4.2 Service Provider's Key Individual.	20 points
<b>Total</b>		<b>100 points</b>

### 2.3 Disqualification of Respondents

Without limitation, the Procurement Team may, in its sole and absolute discretion, disqualify a Respondent if:

- (a) background investigations including disclosures made pursuant to Appendix A, Table 3, section 1.1(f) reveal any criminal affiliations, activities or convictions by the Respondent or a member of the Respondent Team and such affiliations, activities or convictions would, in the sole opinion of the Procurement Team, interfere with the integrity of the Competitive Selection Process or affect the Respondent Team's ability to perform its obligations in relation to the Project; or
- (b) the Response includes a false or misleading statement, claim or information.

The Respondent and any member of the Respondent Team may be required to undertake a criminal records check in order to participate in the Project.

### Part 3. Response Format

Respondents should use the section numbers and titles provided in the tables below in preparing their Responses.

**Table 3: Response Content Requirements**

Section	Title	Response Content Requirements
<b>1.</b>	<b>Introduction and Nominated Projects</b>	
<b>1.1</b>	<b>Proposed Respondent Team</b>	<p>a) Provide the legal name of the entity for each of the following members of the Respondent Team:</p> <ul style="list-style-type: none"> <li>i. Respondent Team Lead</li> <li>ii. Equity Provider(s)</li> <li>iii. Design-Builder</li> <li>iv. Service Provider</li> <li>v. Guarantor(s)</li> </ul> <p>b) Provide organization charts, at the corporate level and the Key Individual level, showing the relationships between Respondent Team members for each of the following stages, indicating the changes contemplated between stages:</p> <ul style="list-style-type: none"> <li>i. RFP stage: from shortlisting under the RFQ to selection as Preferred Proponent under the RFP;</li> <li>ii. Preferred Proponent stage: from selection of Preferred Proponent to Financial Close;</li> <li>iii. Design and Construction stage: from preliminary design through to commencement of service payments;</li> <li>iv. Operations stage: from commencement of service payments through to end of the Term;</li> </ul> <p>c) For all of the charts, include a reference to the proposed approach/management structure and the reporting relationship with the Authority. <u>Note: Names are required only for the Key Individuals at this time.</u></p> <p>d) If the Respondent Team Lead is comprised of more than one entity, indicate how these entities will be organized and how decisions between entities will be efficiently and effectively made. Reference</p>

Section	Title	Response Content Requirements
		<p>should also be made to the four phases identified in e) below.</p> <p>e) Provide a short description of the Respondent Team excluding individuals (for publication of the teams shortlisted for the RFP stage).</p> <p>f) For each of the Key Individuals of the Respondent Team, provide disclosure of any criminal affiliations, activities or convictions which could adversely interfere with the integrity of the Competitive Selection Process or affect the Respondent Team's ability to perform its obligations in relation to the Project. This disclosure obligation is ongoing and the Respondent should advise the Contact Person of any such criminal affiliations, activities or convictions upon the Respondent becoming aware.</p>
1.2	<b>Contact Information</b>	<p>Provide the name and contact details for the Respondent's Representative.</p> <p><b>Please note:</b> The Respondent's Representative will be the <u>only</u> Person to receive communication from the Contact Person regarding this RFQ.</p> <p>Respondent's Representative:</p> <p>a) Name</p> <p>b) Employer</p> <p>c) Mailing/courier addresses</p> <p>d) Telephone number</p> <p>e) Email address</p> <p>f) Website address</p>
1.3	<b>Nominated Projects</b>	<p>Submit a maximum of 16 Nominated Projects using Form A-1 of this Appendix A. These forms should clearly and robustly describe the project and the role of the Respondent Team members.</p> <p>Confirm that each reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team. References should be limited to Nominated Projects completed within the last ten (10) years.</p>
1.4	<b>Financing Nominated Projects</b>	<p>Submit a maximum of 3 Financing Nominated Projects using Form A-2 of this Appendix A.</p> <p>Confirm that each reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team. References should be limited to Financing Nominated Projects</p>

Section	Title	Response Content Requirements
		completed within the last five (5) years.
<b>2.</b>	<b>Respondent Team Lead</b>	
<b>2.1</b>	<b>Project Development and Management Experience</b>	<p>Based on up to four (4) of the Nominated Projects demonstrated to be most relevant to this sub-section, describe the Respondent Team Lead's experience and capability with the following:</p> <ul style="list-style-type: none"> <li>a) Developing and managing projects similar in scope and size to the Project (i.e.K-12 education facilities; post-secondary facilities);</li> <li>b) Assembling and managing multi-disciplinary teams during all project phases;</li> <li>c) Managing PPP arrangements including: <ul style="list-style-type: none"> <li>i. Managing project risks over the life of the Nominated Project;</li> <li>ii. Managing contractors in the delivery of complex design-build contracts;</li> <li>iii. Managing contractors in the delivery of facility management contracts;</li> <li>iv. Working with owners, local authorities, regulatory agencies and third parties to address issues and stakeholder relations (e.g. government relations, community relations, media relations) as they arise; and</li> <li>v. Meeting performance specifications, including the response to any default situation experienced.</li> </ul> </li> <li>d) Coordinating and managing multiple, simultaneous projects over multiple sites within the confines of an accelerated schedule</li> <li>e) Developing and implementing First Nations and/or Métis participation plans/programs, including the establishment of supply and/or service opportunities and economic development strategies, as well as, general employee training and career development initiatives.</li> </ul> <p>Note for Respondents: if the Respondent Team Lead is comprised of more than one entity, Nominated Projects in this section will be evaluated in the context of the response to Section 1.1 d).</p>
<b>2.2</b>	<b>Project Financing Experience</b>	<ul style="list-style-type: none"> <li>a) Based on up to three (3) of Financing Nominated Projects that reached Financial Close within the last five (5) years and are demonstrated to be relevant to this sub-section, describe the Respondent Team Lead's and/or Equity Provider(s)' experience and ability to structure and raise competitively priced project financing.</li> </ul>

Section	Title	Response Content Requirements
2.3	<b>Key Individual: Project Co's Lead</b>	<p>a) Provide a comprehensive résumé for Project Co's Lead, as defined in this RFQ and identified in the Project organization chart(s). At a minimum, the following information is required:</p> <ul style="list-style-type: none"> <li>i. Name;</li> <li>ii. Professional qualifications/designation(s) and summary of education;</li> <li>iii. Relevant experience and capability in relation to the Project within the past five (5) years; and</li> <li>iv. A reference (with contact details including name, title, role, telephone number, email address, mailing address and preferred language of correspondence) for their role on at least one relevant project. Respondents are to confirm that the reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team.</li> </ul> <p>b) Describe the Key Individual's approximate percentage availability for each phase of the Project (i.e., procurement, design and construction, commissioning and operations) in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.</p> <p>c) Describe the Key Individual's experience working with contractors and design-builders coordinating and managing simultaneous projects over multiple sites within the confines of an accelerated schedule.</p> <p>If the intention is to have a different Project Co's Lead for each phase of the Project, provide the information identified in a), b) and c) for each individual.</p>
<b>3. Design-Builder</b>		
3.1	<b>Design Firm's Qualifications and Experience</b>	<p>Based on up to four (4) of the Nominated Projects demonstrated to be most relevant to this sub-section, describe the Design Firm's experience and capability with the following:</p> <ul style="list-style-type: none"> <li>a) Designing multiple, simultaneous projects, through a performance based specification in a design-build or PPP contract structure similar to the Project (i.e. K-12 education facilities; post-secondary facilities);</li> <li>b) Incorporating innovative educational planning into the design;</li> <li>c) Coordinating and integrating design and construction amongst disciplines and demonstrating ongoing</li> </ul>

Section	Title	Response Content Requirements
		<p>quality control;</p> <p>d) Building sustainable and energy efficient projects by incorporating a full life cycle view on design and construction; and</p> <p>e) Meeting performance specifications, including the response to any default situation experienced.</p>
3.2	<p><b>Design Firm's Key Individuals:</b></p> <ul style="list-style-type: none"> <li>▪ Design Lead</li> </ul>	<p>a) Provide a résumé for the Key Individuals identified in the Project organization chart(s). At a minimum, the following information is required:</p> <ul style="list-style-type: none"> <li>i. Name;</li> <li>ii. Professional qualifications/designation(s) and summary of education;</li> <li>iii. Detailed explanation of their role and responsibility for the Project;</li> <li>iv. Relevant project experience in relation to the Project; and</li> <li>v. A reference (with contact details including name, title, role, telephone number, email address, mailing address and preferred language of correspondence) for their role on at least one relevant project. Respondents are to confirm that the reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team.</li> </ul> <p>b) Describe the approximate percentage availability for the Key Individual(s) at each phase of the Project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.</p> <p>c) Based on up to two (2) projects that are demonstrated to be relevant to this sub-section, in particular items listed in 3.1 as applicable, for the Key Individual(s) describe the relevant project experience and capability focusing on their role and responsibility for each project and how the experience will relate to and benefit the Project.</p> <p>The Design Firm's Key Individual's experience does not have to be tied to the Nominated Projects.</p>
3.3	<p><b>Design-Builder's Project Management and Construction Qualifications and Experience</b></p>	<p>a) Based on up to four (4) of the Nominated Projects that are demonstrated to be relevant to this sub-section, describe the Design-Builder's project management and construction experience and capability with the following:</p> <ul style="list-style-type: none"> <li>i. Constructing multiple, simultaneous projects, through a design-build or PPP contract structure</li> </ul>

Section	Title	Response Content Requirements
		<p>similar to the Project (i.e. K-12 education facilities; post-secondary facilities;</p> <ul style="list-style-type: none"> <li>ii. Delivering projects on time and on budget;</li> <li>iii. Coordinating and managing multiple, simultaneous projects over multiple sites, at the same time, within the confines of an accelerated schedule;</li> <li>iv. Innovative use of construction techniques that deliver economic, quality, schedule and environmentally sustainable benefits to the end user;</li> <li>v. Integrating design with construction, including working effectively with the design team and subcontractors;</li> <li>vi. Managing and coordinating the work of contractors and subcontractors;</li> <li>vii. Schedule management including supply chain and project delivery logistics;</li> <li>viii. Quality assurance and health and safety programs; and</li> <li>ix. Developing and implementing First Nations and/or Métis participation plans/programs, including the establishment of supply and/or service opportunities and economic development strategies, as well as, general employee training and career development initiatives.</li> </ul> <p>If any of the Nominated Projects referenced involved a joint venture, identify the joint venture partner(s) and discuss the breakdown of responsibility between the parties.</p>
3.4	<p><b>Design-Builder’s Key Individuals:</b></p> <ul style="list-style-type: none"> <li>▪ Design-Builder’s Project Lead</li> <li>▪ Design-Builder’s Construction Lead</li> </ul>	<p>a) Provide résumés for the Key Individuals identified in the Project organization chart(s). At a minimum, the following information is required:</p> <ul style="list-style-type: none"> <li>i. Name;</li> <li>ii. Professional qualifications/designation(s) and summary of education;</li> <li>iii. Role and responsibility for the Project;</li> <li>iv. Relevant experience and capability in relation to the Project; and</li> <li>v. A reference (with contact details including name, title, role, telephone number, email address, mailing address and preferred language of correspondence) for their role on at least one relevant project. Respondents are to confirm that the reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team.</li> </ul>

Section	Title	Response Content Requirements
		<p>b) Describe the approximate percentage availability at each phase of the Project for the Key Individuals 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> <p>c) Based on up to two (2) projects that are demonstrated to be relevant to this sub-section, in particular items listed in 3.3(a) as applicable, for each Design-Builder's Key Individual describe the relevant experience and capability focusing on their role and responsibility for each project.</p> <p>The Design-Builder's Key Individuals' experience does not have to be tied to the Nominated Projects.</p>
<b>4.</b>	<b>Service Provider</b>	
<b>4.1</b>	<b>Service Provider Qualifications and Experience</b>	<p>a) Based on up to four (4) Nominated Projects that are demonstrated to be relevant to this sub-section, describe the Service Provider's experience and capability with the following:</p> <ul style="list-style-type: none"> <li>i. Planning, developing and implementing facility management services with a focus on meeting specified service levels, quality, stakeholder, health, safety and environmental requirements over the long term;</li> <li>ii. Planning, developing and implementing facility management services across multiple sites, simultaneously, within a tight schedule;</li> <li>iii. Success at integrating facility management considerations with design and construction considerations over a long-term relationship;</li> <li>iv. Planning multi-year rehabilitation and service plans across multiple sites in consultation with the owner, taking into account end of term considerations as they relate to overall asset condition and hand back requirements;</li> <li>v. Coordinating and managing maintenance, rehabilitation and lifecycle work across multiple sites under a performance based contract;</li> <li>vi. Tracking energy performance and implementing energy saving strategies to minimize energy consumption;</li> <li>vii. Meeting performance specifications, including the response to any default situation experienced; and</li> <li>viii. Developing and implementing First Nations and/or Métis participation plans/programs, including</li> </ul>



Section	Title	Response Content Requirements
		the establishment of supply and/or service opportunities and economic development strategies, as well as, general employee training and career development initiatives.
4.2	<b>Service Provider's Key Individual: Service Provider Lead</b>	a) Provide a résumé for the Service Provider Lead identified in the Project organization chart(s). At a minimum, the following information is required: <ol style="list-style-type: none"> <li>i. Name;</li> <li>ii. Professional qualifications/designation(s) and summary of education;</li> <li>iii. Role and responsibility at each phase for the Project;</li> <li>iv. Relevant experience and capability in relation to the Project; and</li> <li>v. A reference (with contact details including name, title, role, telephone number, email address, mailing address and preferred language of correspondence) for their role on at least one relevant project. Respondents are to confirm that the reference contact is aware their name is being included and is willing to provide a reference to the Procurement Team.</li> </ol> b) Describe the Key Individual's availability for each of the major phases of the Project with a summary of current and possible future commitments.
5.	<b>Financial Capacity</b>	
5.1	<b>Financial Capacity</b>	To address the Minimum Requirements stated in Table 1 of Appendix A: <ol style="list-style-type: none"> <li>a) Provide the following information for each of the Equity Provider(s), the Design-Builder, the Service Provider, and the Guarantor(s) (please describe who the Guarantor is guaranteeing) (if applicable):               <ol style="list-style-type: none"> <li>i. Copies of annual audited financial statements and the notes to the financial statements, or other similar financial information, for each of the last three fiscal years (entire annual reports should not be provided);</li> <li>ii. If available, copies of the interim financial statement for each quarter since the last fiscal year for which audited statements are provided;</li> <li>iii. Details of any material off-balance sheet financing arrangements currently in place;</li> <li>iv. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;</li> </ol> </li> </ol>

Section	Title	Response Content Requirements
		<ul style="list-style-type: none"> <li>v. Details of any credit rating, including any downgrades of credit rating in last five (5) years;</li> <li>vi. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency proceedings in the last three (3) fiscal years, and any litigation or other material adverse proceedings (arbitration or regulatory investigations or proceedings) that are still outstanding that may affect the Respondent Team’s ability to perform its obligations in relation to the Project; and</li> <li>vii. For entities where financial statements are provided for a parent company, rather than the entity listed in a) provide evidence of the parent company’s willingness to act as a Guarantor, providing a guarantee in respect of the entity listed in this section a).</li> </ul> <p>b) With reference to the information provided in this section a), briefly describe in the context of the entity’s proposed role and project obligations:</p> <ul style="list-style-type: none"> <li>i. Each Equity Provider’s capacity to fund the Project (e.g. discuss credit rating, net assets, liquid assets, letters of commitment);</li> <li>ii. The Design-Builder’s capacity to undertake its project obligations (e.g. discuss net and total asset size relative to Project scope, financial viability and ability to provide performance security, and describe support of the Design-Builder, including by a Guarantor (as applicable)); and</li> <li>iii. The Service Provider’s capacity to undertake its project obligations (e.g. discuss credit rating, financial viability and describe support of the Service Provider, including by a Guarantor (as applicable)).</li> </ul>

**Form A-1 Nominated Project Details**

(Maximum 3 pages in length per project)

Respondent \_\_\_\_\_ Project number \_\_\_\_\_ (sequentially numbered 1 to 16)

Respondent Team Member(s) \_\_\_\_\_

Item	Notes to Respondents
<b>Name of project</b>	<i>Details including official project name and contract number.</i>
<b>Location of project</b>	<i>Country, province/state, facility/highway/road, site or project extent.</i>
<b>Project Owner</b>	<i>Organization name.</i>
<b>Reference contact details</b>	<i>Current information for key client contacts (individuals), including name, title, role, telephone numbers, email addresses, mailing address and preferred language of correspondence. By providing this information you are authorizing the Procurement Team or the Procurement Team's representatives to contact these individuals for all purposes, including gathering information and documentation, in connection with this RFQ.</i>
<b>Contract period (term)</b>	<i>Contract commencement date, end of construction date, start of operations date and contract end date.</i>
<b>Relevance</b>	<i>Describe the relevance of the Nominated Project to the Project.</i>
<b>Time period of involvement</b>	<i>Commencement date and duration.</i>
<b>Description of project</b>	<i>Capital value, scope and complexity.</i>
<b>Current status of project</b>	<i>Describe the current status of the project relative to key milestone events.</i>
<b>Contract model</b>	<i>Contract structure i.e., PPP, design-build.</i>
<b>Role(s) on project</b>	<i>Specific role, duties and responsibilities of applicable Respondent Team members, including Key Individuals.</i>

<b>Performance</b>	<i>Describe the performance in meeting obligations related to the contract. Describe the level of achievement of performance specifications, including any cured or uncured contractual details.</i>
<b>Other information</b>	<i>Any information the Respondent considers relevant to the Evaluation Criteria.</i>

**Form A-2 Financing Nominated Project Details**

(Maximum 3 pages in length per project)

Respondent \_\_\_\_\_ Project number \_\_\_\_\_ (sequentially numbered 1 to 3)

Respondent Team Member(s) \_\_\_\_\_

Item	Notes to Respondents
<b>Name of project</b>	<i>Details including official project name and contract number.</i>
<b>Type of project</b>	<i>Examples: post-secondary accommodation, hospital, highway.</i>
<b>Project Owner</b>	<i>Owner name.</i>
<b>Description of project</b>	<i>Capital value, purpose, scope and complexity, of facility.</i>
<b>Location of project</b>	<i>Country, province/state, facility/highway/road, site or project extent.</i>
<b>Current status of project</b>	<i>Describe the current status of the project relative to key milestone events.</i>
<b>Reference contact details</b>	<i>Current information for key client contacts (individuals), including name, title, role, telephone numbers, email addresses, mailing address and preferred language of correspondence. By providing this information you are authorizing the Procurement Team or the Procurement Team's representatives to contact these individuals for all purposes, including gathering information and documentation, in connection with this RFQ.</i>
<b>Contract period (term)</b>	<i>Contract commencement date, end of construction date, start of operations date and contract end date.</i>
<b>Contract structure</b>	<i>Contract structure i.e., DBFOM, DBF, availability payment.</i>
<b>Relevance</b>	<i>Describe the relevance of the Financing Nominated Project to the Project.</i>
<b>Role(s) and responsibilities with respect to financing</b>	<i>Specific role, duties and responsibilities of applicable Respondent Team members.</i>

<b>Amount of financing</b>	<i>Preference for transactions \$50million in debt or greater.</i>
<b>Type of financing</b>	<i>Recourse or non-recourse.</i>
<b>Term of financing</b>	<i>Commencement date and duration of financing.</i>
<b>Funding source</b>	<i>Examples: private placement, corporate, third-party equity, bank loan.</i>
<b>Other information</b>	<i>Any information the Respondent considers relevant to the Evaluation Criteria.</i>

**Form A-3 Nominated Projects Summary Matrix**

See attached Excel file.

**APPENDIX B RECEIPT CONFIRMATION FORM**

(To be submitted by the Respondent's Representative on receipt of this RFQ)

Request for Qualifications

**Saskatchewan Joint-Use Schools Projects**

To receive any further distributed information

about this **Request for Qualifications**,

please execute and email both pages of this

Receipt Confirmation Form as soon as possible to:

**Dawn Hart**

Email: **Dawn.Hart@gov.sk.ca**

**Respondent Contact Information**

Name of Respondent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

Province/State: \_\_\_\_\_ Country: \_\_\_\_\_

Mailing Address, if different: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_





**ACKNOWLEDGMENT OF TERMS OF RFQ AND CONFIDENTIALITY**

The undersigned is a duly authorized representative of the Respondent and has the power and authority to sign this Receipt Confirmation Form on behalf of such Respondent or other interested party.

The Respondent or other interested party hereby acknowledges receipt and review of this RFQ and all of the terms and conditions contained therein, including, without limitation, all appendices attached thereto and agrees to comply with all of the terms and conditions set out in this RFQ.

For greater certainty, the Respondent or other interested party in executing this Receipt Confirmation Form agrees to comply with the Confidentiality Agreement provisions set out in Appendix C of this RFQ.

Respondent's Representative or other interested party:

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Authorized Signature

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Name of the Authorized Signatory

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Title

---

Date

## APPENDIX C CONFIDENTIALITY AGREEMENT

### 1. Interpretation

In this Agreement:

- (a) Agreement means this Appendix C, which is subject to the RFP,
- (b) Confidential Information means all documents, knowledge and information provided by the Procurement Team or any of its Representatives (the Disclosing Party) to, or otherwise obtained by, the Recipient or any of its Representatives (the Receiving Party), whether before or after the date of this Agreement, and whether orally, in writing or other visual or electronic form in connection with or relevant to either Project or both Projects, this RFQ, the RFP or the Competitive Selection Process including, without limitation, all design, operational and financial information, together with all analyses, compilations, data, studies, photographs, specifications, manuals, memoranda, notes, reports, maps, documents, computer records or other information in hard copy, electronic or other form obtained from the Disclosing Party or prepared by the Receiving Party containing or based upon any such information. Notwithstanding the foregoing, Confidential Information does not include information that:
  - (1) is or subsequently becomes available to the public, other than through a breach of this Agreement by the Receiving Party or through a breach of a Confidentiality Agreement which another person has entered into concerning the Confidential Information;
  - (2) is subsequently communicated to the Receiving Party by an independent third party, other than a third party introduced to the Receiving Party by the Disclosing Party or connected with either Project or both Projects, without breach of this Agreement and which party did not receive such information directly or indirectly under obligations of confidentiality;
  - (3) was rightfully in the possession of the Receiving Party or was known to the Receiving Party before the date of this Agreement and did not originate, directly or indirectly, from the Disclosing Party;
  - (4) was developed independently by the Receiving Party without the use of any Confidential Information; or
  - (5) is required to be disclosed pursuant to any judicial, regulatory or governmental order validly issued under applicable law.

- (c) Permitted Purposes means evaluating the Projects, preparing a Response, and any other use permitted by this Agreement.
- (d) Recipient means a Respondent or any other interested party who completes a Receipt Confirmation Form.
- (e) Representative means a director, officer, employee, agent, accountant, lawyer, consultant, financial advisor, subcontractor, Equity Provider, Key Individual, or other member of a Respondent Team or any other person contributing to or involved with the preparation or evaluation of Responses or proposals, as the case may be, or otherwise retained by the Recipient or Procurement Team in connection with either Project or both Projects.
- (f) all capitalized terms not otherwise defined in this Agreement have the respective meanings ascribed to them in Section 7 of this RFQ.

## **2. Confidentiality**

The Recipient will keep all Confidential Information strictly confidential and will not without the prior written consent of the Procurement Team, which may be unreasonably withheld, disclose, or allow any of its Representatives to disclose, in any manner whatsoever, in whole or in part, or use, or allow any of its Representatives to use, directly or indirectly, the Confidential Information for any purpose other than the Permitted Purposes. The Recipient will make all reasonable, necessary and appropriate efforts to safeguard the Confidential Information from disclosure to any other person except as permitted in this Agreement, and will ensure that each of its Representatives agrees to keep such information confidential and to be bound by the terms contained herein.

## **3. Ownership of Confidential Information**

The Procurement Team owns all right, title and interest in the Confidential Information and, subject to any disclosure requirements under applicable law, and except as permitted by this Agreement, the Recipient will keep all Confidential Information that the Recipient receives, has access to, or otherwise obtains strictly confidential for a period of three years after the date of this Agreement, and will not, without the prior express written consent of an authorized representative of the Procurement Team, which may be unreasonably withheld, use, divulge, give, release or permit or suffer to be used, divulged, given or released, any portion of the Confidential Information to any other person for any purpose whatsoever.

#### **4. Limited Disclosure**

The Recipient may disclose Confidential Information only to those of its Representatives who need to know the Confidential Information for the purpose of evaluating either Project or both Projects and preparing its Response or proposal as applicable and on the condition that all such Confidential Information be retained by each of those Representatives as strictly confidential. The Recipient will notify the Procurement Team, on request, of the identity of each Representative to whom any Confidential Information has been delivered or disclosed.

#### **5. Destruction on Demand**

On written request, the Recipient will promptly deliver to the Procurement Team or destroy all documents and copies thereof in its possession or control constituting or based on the Confidential Information and the Recipient will confirm that delivery or destruction to the Procurement Team in writing, all in accordance with the instructions of the Procurement Team; provided, however, that the Receiving Party may retain one copy of any Confidential Information that it may be required to retain or furnish to a court or regulatory authority pursuant to applicable law.

#### **6. Acknowledgment of Irreparable Harm**

The Recipient acknowledges and agrees that the Confidential Information is proprietary and confidential and that the Procurement Team may be irreparably harmed if any provision of this Agreement were not performed by the Recipient or any party to whom the Recipient provides Confidential Information in accordance with its terms, and that any such harm could not be compensated reasonably or adequately in damages. The Recipient further acknowledges and agrees that the Procurement Team will be entitled to injunctive and other equitable relief to prevent or restrain breaches of any of the provisions of this Agreement by the Recipient or any of its Representatives, or to enforce the terms and provisions hereof, by an action instituted in a court of competent jurisdiction, which remedy or remedies are in addition to any other remedy to which the Procurement Team may be entitled at law or in equity.

#### **7. Waiver**

No failure to exercise, and no delay in exercising, any right or remedy under this Agreement by the Procurement Team will be deemed to be a waiver of that right or remedy. No waiver of any breach of any provision of this Agreement will be deemed to be a waiver of any subsequent breach of that provision or of any similar provision.

## **8. Severability**

If any portion of this Agreement is found to be invalid or unenforceable by law by a court of competent jurisdiction then that portion will be severed and the remaining portion will remain in full force and effect.

## **9. Enurement**

This Agreement enures to the benefit of the Procurement Team and binds the Recipient and its successors.

## APPENDIX D RESPONSE DECLARATION FORM

1. This Response Declaration Form will be executed by the Respondent for the Project(s). Respondents providing a Response to only Project #1 may disregard Section (f) and Respondents providing a Response to only Project #2 may disregard Section (e). Respondents providing a Response to both Projects will submit one Response Declaration Form filling out Sections (e) and (f).
2. By executing this Response Declaration Form, the Respondent agrees to the provisions of this RFQ and this Response Declaration Form.
3. Capitalized terms in this Response Declaration Form are defined in Section 7 of this RFQ.

### **[RFQ Respondent's Letterhead]**

To: SaskBuilds 720 – 1855 Victoria Avenue, Regina, Saskatchewan  
Attention: Dawn Hart  
Re: Request for Qualifications entitled Saskatchewan Joint-Use Schools Projects

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### **[Insert Respondent Name]** Response

In consideration of the Procurement Team's agreement to consider Responses in accordance with the terms of this RFQ, the Respondent hereby agrees, confirms and acknowledges, on its own behalf and on behalf of each member of the Respondent Team, that:

- (a) Response
  - (1) this Response Declaration Form has been duly authorized and validly executed;
  - (2) the Respondent is bound by all statements and representations in its Response;
  - (3) its Response is in all respects a fair Response made without collusion or fraud; and

- (4) the Procurement Team reserves the right to verify information in the Respondent's Response and conduct any background investigations including criminal record investigations, verification of the Response, credit enquiries, litigation searches, bankruptcy registrations and taxpayer information investigations or other investigations on all or any of the Respondent Team members, and by submitting a Response the Respondent agrees that they consent to the conduct of all or any of those investigations by the Procurement Team.
- (b) Acknowledgements with Respect to this RFQ
- (1) the Respondent has received, read, examined and understood the entire RFQ including all of the terms and conditions, all documents listed in this RFQ's Table of Contents, and any and all Addenda;
  - (2) the Respondent agrees to be bound by the entire RFQ including all of the terms and conditions, including without limitation Section 6.7, all documents listed in this RFQ's Table of Contents, and any and all Addenda;
  - (3) the Respondent's representative identified below is fully authorized to represent the Respondent in any and all matters related to its Response, including but not limited to providing clarifications and additional information that may be requested in association with this RFQ;
  - (4) the Respondent has disclosed all relevant relationships, in accordance with the instructions and format outlined in the Relationship Disclosure Form; and
  - (5) the Respondent has had sufficient time to consider, and has satisfied itself as to the applicability of the material in this RFQ and any and all conditions that may in any way affect its Response.
- (c) Evaluation of Responses
- (1) this RFQ is not an offer, a tender or a request for proposals; it is a Request for Qualifications and the responsibility of the Procurement Team is limited to consider Responses in accordance with this RFQ.
- (d) Consent of Respondent Team
- (1) the Respondent has obtained the express written consent and agreement of each member of the Respondent Team, as listed below, to all the terms of this Response Declaration Form.

(e) The Respondent Team for Project #1, if applicable, consists of:

Name of Respondent Team Member - Firm	Address	Respondent Team Role	Equity Provider (Y/N)

Name of Respondent Team Member - Individual	Address	Role on Team	Key Individual (Y/N)

Any individual mentioned in the Response must be included in the table above.

(f) The Respondent Team for Project #2, if applicable, consists of:

Name of Respondent Team Member - Firm	Address	Respondent Team Role	Equity Provider (Y/N)



Name of Respondent Team Member - Individual	Address	Role on Team	Key Individual (Y/N)

Any individual mentioned in the Response must be included in the table above.

**RESPONDENT**

**RESPONDENT'S REPRESENTATIVE**

\_\_\_\_\_  
 Name of Firm

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Name of Authorized Signatory

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Telephone

If the Respondent is a joint venture, consortium or special purpose entity – by each of its joint venture or consortium members, as applicable.

**APPENDIX E RELATIONSHIP DISCLOSURE FORM**

This Relationship Disclosure Form will be executed by the Respondent for the Project(s). Respondents providing a Response to only Project #1 may disregard Appendix E-Table 2 and Respondents providing a Response to only Project #2 may disregard Appendix E-Table 1. Respondents providing a Response to both Projects will submit one Relationship Disclosure Form filling out both Table 1 and Table 2 of this Appendix.

The Respondent declares on its own behalf and on behalf of each member of the Respondent Team that:

- (a) this declaration is made to the best of the knowledge of the Respondent and, with respect to relationships of each member of the Respondent Team, to the best of the knowledge of that member.
- (b) the Respondent and the members of the Respondent Team have reviewed the definition of Restricted Parties and the non-exhaustive list of Restricted Parties in Section 6.12.2.
- (c) the following is a full disclosure of all known relationships that the Respondent and each member of the Respondent Team has, or has had, with:
  - (1) the Procurement Team;
  - (2) any listed Restricted Party;
  - (3) any current shareholders, directors or officers, as applicable, of the Procurement Team or any listed Restricted Party;
  - (4) any former shareholders, directors or officers, as applicable, of the Procurement Team or any listed Restricted Party, who ceased to hold such position within two calendar years prior to the Submission Time; and/or

- (5) any other person who, on behalf of the Procurement Team or a listed Restricted Party, has been involved in the Competitive Selection Process or the design, planning or implementation of the Project.

Appendix E – Table 1		
Project #1		
Name of Respondent Team member	Name of Party with Relationship (e.g., list Procurement Team, Restricted Party, etc.)	Details of the Nature of the Relationship with the Listed Restricted Party/Person (e.g., Respondent Team member was an advisor to the Restricted Party from _____ to _____ )
<i>e.g. Firm Name Ltd.</i>	<i>SaskBuilds</i>	<i>Firm Name Ltd. is working with SaskBuilds on Project X.</i>
<i>e.g. John Smith</i>	<i>Procurement Team Name</i>	<i>Employee of [Education or SaskBuilds] from 19XX – 20XX</i>

Appendix E – Table 2		
Project #2		
Name of Respondent Team member	Name of Party with Relationship (e.g., list Procurement Team, Restricted Party, etc.)	Details of the Nature of the Relationship with the Listed Restricted Party/Person (e.g., Respondent Team member was an advisor to the Restricted Party from _____ to _____ )
<i>e.g. Firm Name Ltd.</i>	<i>SaskBuilds</i>	<i>Firm Name Ltd. is working with SaskBuilds on Project X.</i>
<i>e.g. John Smith</i>	<i>Procurement Team Name</i>	<i>Employee of [Education or SaskBuilds] from 19XX – 20XX</i>


(Each Respondent Team to submit one Relationship Disclosure Form. Add additional pages as required. Corporate disclosures only need to be provided once and not repeated for every individual of that company).

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**NAME OF RESPONDENT**

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Address

---

Email Address

---

Telephone

---

Name of Authorized Signatory for Respondent

---

Signature



## APPENDIX F PARTICIPATION AGREEMENT

[Insert Date]

SaskBuilds  
720 – 1855 Victoria Avenue  
Regina, Saskatchewan

Attention: Dawn Hart, Contact Person

Dear Sirs/Mesdames:

Re: Saskatchewan Joint-Use Schools Projects [Project #1 or Project #2 as the case may be] – Participation Agreement in respect of the Request for Proposals issued by the Procurement Team on [Insert Date], as amended or otherwise clarified from time to time, including by all Addenda (the “RFP”)

This letter agreement sets out the terms and conditions of the Participation Agreement between [Insert Proponent Name] (the “Proponent”) and the Procurement Team, pursuant to which the Proponent agrees with the Procurement Team as follows:

- 1. Defined Terms.** Capitalized terms not otherwise defined in this Participation Agreement have the meanings given to them in the RFP.
- 2. Participation.** The Proponent agrees that as a condition of participating in the RFP, including the Competitive Selection Process, Collaborative Meetings and access to the Data Room, the Proponent and each of its Equity Providers will comply with the terms of this Participation Agreement and the terms of the RFP.
- 3. Confidentiality.** The Proponent will comply with, and will ensure that all of the Proponent Team members and others associated with the Proponent also comply with, the Confidentiality

Conditions attached as Schedule 1 to this Participation Agreement, all of which conditions are expressly included as part of this Participation Agreement.

- 4. Terms of RFP.** The Proponent will comply with and be bound by, and will ensure that all of the Proponent Team members and others associated with the Proponent also comply with and are bound by, the provisions of the RFP all of which are incorporated into this Participation Agreement by reference. Without limiting the foregoing, the Proponent agrees:
- (a) that the terms of this Participation Agreement do not limit the Proponent's obligations and requirements under the RFP, any Data Room agreement, or any other document or requirement of the Procurement Team;
  - (b) to be bound by the disclaimers, limitations and waivers of liability and Claims and any indemnities contained in the RFP, including Section 6.7 (Limitation of Damages) of the RFP. In no event will the liability of the Procurement Team exceed the amount calculated pursuant to Section 8.10 (Partial Compensation for Participation in the RFP) of the RFP;
  - (c) that the Procurement Team's and the Proponent's obligations in respect of payments of partial compensation or other similar payment are as set out in Section 8.10 (Partial Compensation for Participation in the RFP) of the RFP; and
  - (d) that the Procurement Team's and the Proponent's obligations in respect of the Preferred Proponent Security Deposit are as set out in Sections 8.3, 8.4 and 8.5 of the RFP.
- 5. Amendments.** The Proponent acknowledges and agrees that:
- (a) the Procurement Team may in its discretion amend the RFP at any time and from time to time; and
  - (b) by submitting a Proposal the Proponent accepts, and agrees to comply with, all such amendments and, if the Proponent does not agree to any such amendment, the Proponent's sole recourse is not to submit a Proposal.
- 6. General.**
- (a) *Capacity to Enter Agreement.* The Proponent hereby represents and warrants that:



- (1) it has the requisite power, authority and capacity to execute and deliver this Participation Agreement;
- i. this Participation Agreement has been duly and validly executed by it, or on its behalf by the Proponent's duly authorized representatives; and
  - ii. this Participation Agreement constitutes a legal, valid and binding agreement enforceable against it in accordance with its terms.
- (b) *Survival following cancellation of the RFP.* Notwithstanding anything else in this Participation Agreement, if the Procurement Team, for any reason, cancels the Competitive Selection Process or the RFP, the Proponent agrees that it continues to be bound by, and will continue to comply with, Section 3 of this Participation Agreement.
- (c) *Severability.* If any portion of this Participation Agreement is found to be invalid or unenforceable by law by a court of competent jurisdiction, then that portion will be severed and the remaining portion will remain in full force and effect.
- (d) *Enurement.* This Participation Agreement enures to the benefit of the Procurement Team and binds the Proponent and its successors.
- (e) *Applicable Law.* This Participation Agreement is deemed to be made pursuant to the laws of the Province of Saskatchewan and the laws of Canada applicable therein and will be governed by and construed in accordance with such laws.
- (f) *Headings.* The use of headings is for convenience only and headings are not to be used in the interpretation of this Participation Agreement.
- (g) *Gender and Number.* In this Participation Agreement, words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa.
- (h) *Including.* The word "including" when used in this Participation Agreement is not to be read as limiting.

Yours truly,

---

Name of Proponent

---

Name of Equity Provider

---

Authorized Signatory

---

Authorized Signatory

---

Name of Equity Provider

---

Authorized Signatory

## SCHEDULE 1

### Confidentiality Conditions

**1. Definitions.** In these confidentiality conditions:

(a) **Confidential Information** means all documents, knowledge and information provided by the Disclosing Party to, or otherwise obtained by, the Receiving Party, whether before or after the date of the RFP, whether orally, in writing or other visual or electronic form in connection with or relevant to the Project, the RFP, this RFQ or the Competitive Selection Process, including, without limitation, all design, operational and financial information, together with all analyses, compilations, data, studies, photographs, specifications, manuals, memoranda, notes, reports, maps, documents, computer records or other information in hard copy, electronic or other form obtained from the Disclosing Party or prepared by the Receiving Party containing or based upon any such information. Notwithstanding the foregoing, Confidential Information does not include information that:

- (1) is or subsequently becomes available to the public, other than through a breach by the Receiving Party of the terms of this Schedule 1;
  - i. is subsequently communicated to the Receiving Party by an independent third party, other than a third party introduced to the Receiving Party by the Disclosing Party or connected with the Project, without breach of this Schedule 1 and which party did not receive such information directly or indirectly under obligations of confidentiality;
  - ii. was rightfully in the possession of the Receiving Party or was known to the Receiving Party before the date of the RFP and did not originate, directly or indirectly, from the Disclosing Party;
  - iii. was developed independently by the Receiving Party without the use of any Confidential Information; or
  - iv. is required to be disclosed pursuant to any judicial, regulatory or governmental order validly issued under applicable law;

- (b) **Disclosing Party** means the Procurement Team or any of its Representatives;
  - (c) **Permitted Purposes** means evaluating the Project, preparing a Proposal, and any other use permitted by the RFP or this Participation Agreement;
  - (d) **Receiving Party** means the Recipient or any of its Representatives;
  - (e) **Recipient** means a Proponent or any other interested party who completes a Receipt Confirmation Form; and
  - (f) **Representative** means a director, officer, employee, agent, accountant, lawyer, consultant, financial advisor, subcontractor, Equity Provider, Key Individual, or any other person contributing to or involved with the preparation or evaluation of Proposals or proposals, as the case may be, or otherwise retained by the Recipient or the Procurement Team in connection with the Project.
2. **Confidentiality.** The Recipient will keep all Confidential Information strictly confidential and will not without the prior written consent of the Procurement Team, which may be unreasonably withheld, disclose, or allow any of its Representatives to disclose, in any manner whatsoever, in whole or in part, or use, or allow any of its Representatives to use, directly or indirectly, the Confidential Information for any purpose other than the Permitted Purposes. The Recipient will make all reasonable, necessary, and appropriate efforts to safeguard the Confidential Information from disclosure to any other person except as permitted in this Schedule 1, and will ensure that each of its Representatives agrees to keep such information confidential and to act in accordance with the terms contained herein.
3. **Ownership of Confidential Information.** The Procurement Team owns all right, title and interest in the Confidential Information and, subject to any disclosure requirements under applicable law, and except as permitted by this Schedule 1, the Recipient will keep all Confidential Information that the Recipient receives, has access to, or otherwise obtains strictly confidential for a period of three years after the date of the RFP, and will not, without the prior express written consent of an authorized representative of the Procurement Team, which may be unreasonably withheld, use, divulge, give, release or permit or suffer to be used, divulged, given or released, any portion of the Confidential Information to any other person for any purpose whatsoever.

- 4. Limited Disclosure.** The Recipient may disclose Confidential Information only to those of its Representatives who need to know the Confidential Information for the purpose of evaluating the Project and preparing its Proposal or proposal as applicable and on the condition that all such Confidential Information be retained by each of those Representatives as strictly confidential. The Recipient will notify the Procurement Team, on request, of the identity of each Representative to whom any Confidential Information has been delivered or disclosed.
- 5. Destruction on Demand.** On written request, the Recipient will promptly deliver to the Procurement Team or destroy all documents and copies thereof in its possession or control constituting or based on the Confidential Information and the Recipient will confirm that delivery or destruction to the Procurement Team in writing, all in accordance with the instructions of the Procurement Team (for this purpose information stored electronically will be deemed destroyed upon removal from all storage systems and devices); provided, however, that the Receiving Party may retain one copy of any Confidential Information that it may be required to retain or furnish to a court or regulatory authority, pursuant to applicable law.
- 6. Acknowledgment of Irreparable Harm.** The Recipient acknowledges and agrees that the Confidential Information is proprietary and confidential and that the Procurement Team may be irreparably harmed if any provision of this Schedule 1 were not performed by the Recipient or any party to whom the Recipient provides Confidential Information in accordance with its terms, and that any such harm could not be compensated reasonably or adequately in damages. The Recipient further acknowledges and agrees that the Procurement Team will be entitled to injunctive and other equitable relief to prevent or restrain breaches of any provision of this Schedule 1 by the Recipient or any of its Representatives, or to enforce the terms and provisions hereof, by an action instituted in a court of competent jurisdiction, which remedy or remedies are in addition to any other remedy to which the Procurement Team may be entitled at law or in equity.
- 7. Waiver.** No failure to exercise, and no delay in exercising, any right or remedy under this Schedule 1 by the Procurement Team will be deemed to be a waiver of that right or remedy.