

# **REQUEST FOR PRE-QUALIFICATION FOR GENERAL CONTRACTOR**

For the Government of Prince Edward Island, as represented by  
the Minister of the Department of Health and Wellness

<b>Request for Prequalification Number:</b>	<b>6156</b>
<b>Date Issued:</b>	<b>August 29, 2023</b>
<b>Submission Deadline:</b>	<b>September 22, 2023</b>

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## **PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS**

### **1.1 Definitions**

The following definitions, as well as those contained in the Definitions section of CCDC 2 (2020), apply to terminology used throughout this Request for Prequalification.

**“ACLS”** means the Mental Health and Addictions Care Facility / Life Skills Center

**“ADSSH”** means the Mental Health and Addictions Wellness and Transition Centre

**“Closing Date and Time”** means the date and time specified in Section 1.4 RFPQ Timetable (or such other time as shall be confirmed by addenda to this RFPQ) as conclusively determined by the clock designated by the Owner to be the clock used for the RFPQ.

**“Deadline for submissions of question”** means 2:00 pm on the date noted in Section 1.4 RFPQ Timetable which provides the day by which all questions in relation to the RFPQ are to be received by.

**“Evaluation Committee”** is the committee that will evaluate the Prequalification Submissions within certain criteria and advise the Deputy Minister of the evaluation findings. The Evaluation Committee consists of a minimum of three (3) representatives of the Province who are familiar with the project and its deliverables. It is understood that the degree to which a proposal meets the project requirements by means of the proposal scoring system will be based upon the judgement of the evaluation committee.

**“General Contractor”** is responsible for providing all of the material, labor, equipment (such as vehicles and tools) and services necessary for the construction of the Project. The General Contractor hires specialized subcontractors to perform all or portions of the construction work.

**“Owner”** means the Government of Prince Edward Island, as represented by the Minister of the Department of Health and Wellness, and as described in the CCDC 2 (2020) Contract.

**“Owner’s Consultants”** mean any Consultants procured by the Owner prior to the involvement of the General Contractor, who provided professional services regarding the development of the Project.

**“Owner’s Representative”** means the PEI Department of Health & Wellness’ Mental Health & Addictions Project Manager, or similarly assigned individual.

**“Partnering”** is a commitment between the Project’s Owner, Consultants, General Contractor / Subcontractors, and other key project Stakeholders to create a cooperative project environment with a team committed to understanding one another. In this environment, the team works together to develop and follow processes and procedures which will optimize the successful completion of the project.

**“Prequalification Submission”** is the Proponent’s response to this Request for Prequalification.

“**Project**” is as described in CCDC 2 (2020) and means the construction, commissioning and warranty period of the Mental Health and Addictions Care Facility / Life Skills Center (ACLS) and Mental Health and Addictions Wellness and Transition Centre (ADSSH) as further described in this RFPQ.

“**Project Manager**” means the PEI Department of Health & Wellness’ Mental Health & Addictions Project Manager, or similarly assigned individual retained by the Owner to assist with the Project. Also referred to as the Owner’s Representative.

“**Project Schedule**” means the Owner’s overall schedule for the entire Project of which the Work that will be performed by the Proponent, as the General Contractor, forms a part thereof.

“**Proponent**” Any individual, firm, company or corporation or a Joint Venture between two or more of the foregoing submitting a Prequalification Submission in response to this RFPQ and could be a candidate for General Contractor on this Project as defined below.

“**Provide**” is as described in CCDC 2 (2020).

“**Request for Prequalification**” (RFPQ) refers to this Request for Prequalification which consists of the entire RFPQ documentation.

“**Requirement**” means criteria which are prescriptive or performance-based, unambiguous, measurable and/or clearly identifiable within the Facility. Requirements will be used to determine compliance of a submission. Accompanying terms throughout such as “must”, “shall”, “will” also indicate mandatory requirements, however all compliance criteria will be explicitly identified as Requirements.

“**Procurement Services Representative**” means the individual identified responsible for all communications pertaining to the RFPQ process. Proponents are solely to take direction from the Procurement Services Representative during the RFPQ Period.

“**RFPQ Period**” means the period from the date at which the RFPQ is received by a Proponent to the Closing Time.

“**WCB**” means the Worker’s Compensation Board.

## **1.2 Invitation to Proponents**

This Request for Prequalification of General Contractors (the “RFPQ”) is an invitation by the Province Prince Edward Island (“the “Province”) to prospective Proponents to submit prequalification documents to qualify for the provision of **General Contracting for the Mental Health and Addictions Care Facility / Life Skills Center (ACLS) and the Mental Health and Addictions Wellness and Transition Centre (ADSSH)** as further described in the RFPQ particulars (Appendix A).

The Department of Health and Wellness (DHW) provides oversight to health services in the province in accordance with the Health Services Act. It establishes an accountability framework, standards for health services, performance targets, policy, or guidelines for the management of operations and delivery of services and approves business plans and budgets. The Department also provides leadership in all matters related to public health and health promotion and informs policy to improve the health and well-being of citizens.

The Mental Health and Addictions Capital Planning Office (PMO) reports directly to the Deputy Minister and is responsible for the Mental Health and Addictions Capital Plan.

The Department of Health and Wellness is identified by various terms in this RFPQ which may include DHW, Owner, Client, Department, etc.

In preparation for the upcoming Tender Call for the Project, the Owner is conducting this prequalification process for General Contractors. Only Proponents prequalified through this prequalification process will be invited to participate in the upcoming Tender for the Project.

The Owner intends to enter into a single CCDC 2 (2020) Stipulated Lump Sum Contract, modified by Supplementary Conditions as required, with the successful bidder from the Tender.

Construction activities for both the ACLS and ADSSH are scheduled to commence in the Q1 of 2024 with completion of the project anticipated to be Q3 2025 for ADSSH and Q4 of 2026 for ACLS.

HDR Architecture Associates Inc. has been selected as the Prime Design Consultant for the project.

### 1.3 RFPQ Contacts

For the purposes of this procurement process, the “RFPQ Contact” shall be:

**Melanie Barlow**, [mbarlow@gov.pe.ca](mailto:mbarlow@gov.pe.ca) with copy to **Wayne Walker**, [waynewalker@gov.pe.ca](mailto:waynewalker@gov.pe.ca).

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the Province, other than the RFPQ Contacts or their designate, concerning this RFPQ. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s pre-qualification submission.

### 1.4 RFPQ Timetable

Issue Date of RFPQ	August 29, 2023
<b>Deadline for Questions</b>	<b>September 8, 2023 @ 2:00 pm Atlantic Time (Local PEI Time)</b>
Deadline for Issuing Addenda	September 14, 2023
<b>Submission Deadline</b>	<b>September 22, 2023 @ 2:00 pm Atlantic Time (Local PEI Time)</b>
Evaluation Period	September 25, 2023 – October 20, 2023
Interviews	October 23, 2023 – October 27, 2023
Notification to Prequalified Proponents	November 6, 2023

The RFPQ timetable may be changed by the Province at any time.

### 1.5 Submission of Prequalification Documents

#### 1.5.1 Prequalification documents to be submitted at the Prescribed Location

Prequalification documents must be submitted at:

## PROCUREMENT SERVICES E-MAIL ADDRESS ONLY

[procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca)

### 1.5.2 Prequalification documents to be submitted on Time.

Prequalification documents must be submitted at the location set out above on or before the Submission Deadline as indicated in section 1.4. The Proponent is solely responsible for the submission of its prequalification documents to the exact e-mail location indicated in this RFPQ on or before the Submission Deadline. The Province does not accept any responsibility for prequalification documents e-mailed to any other e-mail location by the Proponent or its delivery agents. Prequalification documents submitted after the Submission Deadline will be rejected. The Province's time clock at [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) will be deemed to be correct.

### 1.5.3 Prequalification documents to be submitted in Prescribed Format

Proponents should submit their prequalification documents containing the following:

- 1) One (1) electronic copy of the prequalification documents saved as a Portable Document Format (PDF) and e-mail to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca). Submission should be prominently marked with the RFPQ title and number (see RFPQ cover) and the full legal name of the Proponent or in the case of a joint venture the full legal name of the joint venture partners.

Prequalification documents must be comprised of:

- 1) Completed response to **Appendix A – RFPQ Particulars**, and
- 2) Completed **Appendix B – Proponent Information**, and
- 3) Completed **Appendix C – Similar Project Information**, and
- 4) Completed **Appendix D – Project Manager and Site Superintendent Project Experience Form**, and
- 5) other mandatory submission requirements, as applicable.

Unless specifically requested in this solicitation document, Proponents should not submit product catalogues or other marketing materials with their prequalification documents.

The Province will not accept prequalification documents submitted by **facsimile transfer, courier, mail, hand delivery or any other electronic means**.

### 1.5.4 Amendment of Prequalification Documents Prior to Submission Deadline

Proponents may amend their prequalification documents prior to the Submission Deadline by submitting the amendment by e-mail to [procurementservices@gov.pe.ca](mailto:procurementservices@gov.pe.ca) prominently marked in the subject line the word "Amendment" with the RFPQ title and number and the full legal name of the Proponent. Any amendment must clearly indicate which part of the prequalification documents the amendment is intended to amend or replace. Any amendments received after the Submission Deadline will not be accepted. Amendment must be signed by the person who signed the original prequalification documents submission or by a person authorized to sign on his or her behalf.

### 1.5.5 Withdrawal of Prequalification Documents

Proponents may withdraw their prequalification documents prior to the Submission Deadline. To withdraw a submission, a notice of withdrawal must be received by the RFPQ Contact by e-mail prior to the Submission Deadline and must be signed by an authorized representative of the Proponent. The Province is under no obligation to return withdrawn submissions.

[End of Part 1]

## **PART 2 – EVALUATION OF PREQUALIFICATION DOCUMENTS**

### **2.1 Stages of Evaluation**

The Province will conduct the evaluation of prequalification documents in the following two stages:

### **2.2 Stage I: Mandatory Submission Requirements**

Stage I will consist of a review to determine which prequalification submissions comply with all of the Mandatory Submission requirements. Prequalification submissions that do not comply with all of the Mandatory Submission requirements as of the Submission Deadline will be disqualified and not evaluated further.

### **The Mandatory Submission Requirements are as follows:**

#### **2.2.1 No Amendment to Forms**

Other than inserting the information requested on the mandatory submission forms set out in the RFPO, a Proponent may not make any changes to any of the forms. Any prequalification submission containing any such changes, whether on the face of the form or elsewhere in the submission, will be disqualified.

#### **2.2.2 Submission Form (Appendix B)**

Each proposal must include a completed **Submission Form (Appendix B)** signed by an authorized representative of the Proponent.

#### **2.2.3 Submission Form (Appendix C)**

Each proposal must include a completed **Submission Form (Appendix C)** On separate copies of the form provide the required Similar Project information for three (3) Similar Projects the Proponent has completed in the last ten (10) years.

#### **2.2.4 Submission Form (Appendix D)**

Each proposal must include a completed **Submission Form (Appendix D)** Provide the required project manager and site superintendent project experience.

#### **2.2.5 Bonding Verification**

Provide a letter from the Proponent's bonding company confirming the surety's willingness to provide a 50% Performance Bond and a 50% Labor and Material Payment Bond for the Proponent's Company for a project value of up to \$119,500,000.00. Indicate the length of time the company has been with this Surety Company and provide a named reference with phone numbers.

#### **2.2.6 Insurance**

Submit a letter from an insurance company licensed to carry on business in Canada confirming details of the Proponent's insurance policies, coverages, and limits. *Proponent shall affirm that, if it is the successful bidder, its insurance program is such that it will conform, at a minimum, to limits, terms and conditions of CCDC2 (2020) GC 11.1.* If minimum commercial general liability coverage is not currently at least \$10,000,000, and other insurance coverage as set out in CCDC2 (2020) GC 11.1 and CCDC 41 is not at those limits and coverage, the Proponent's insurer shall confirm in their letter that the Proponent would be eligible to obtain such coverage and that the insurer would be able to provide that amount of coverage to the Proponent. Submit a current certificate of insurance.



### 2.2.7 Financial Stability

The Proponent shall submit a letter from the Proponent’s primary financial institution regarding the Proponent’s general financial position including number of years with the institution, general standing of accounts, authorized access to loans / credits, etc. sufficient to enable the Owner to secure written credit references, if required.

### 2.2.8 Health & Safety Information

Submit a current safety certificate issued by the Workers Compensation Board of PEI (WCB) and a clearance letter indicating that the Proponent is in good standing with the WCB.

The status of a Proponent’s WCB registration does not preclude the submission of a prequalification submission in response to this RFPQ. A prequalification submission can be accepted for evaluation, regardless of (i) whether the Proponent is registered, or (ii) whether its business registration is in good standing. However, if the Proponent is selected as a prequalified Proponent, that Proponent must bring itself into compliance prior to the execution of a potential Agreement.

## 2.3 Stage II: Evaluation of Technical Requirements

### 2.3.1 Technical Requirements

The Province will review the prequalification submissions to determine whether the technical requirements as set out in the **RFPQ Particulars (Appendix A)** have been met. Questions or queries on the part of the Province as to whether a submission has met the technical requirements will be subject to the verification and clarification process set out in Section 3.3.4. If the Proponent fails to satisfy the mandatory technical requirements, its submission may be excluded from further consideration.

It is the intention that those individuals identified in this prequalification submission will be named by the prequalified general contractors in responding to the Tender. Substitution of the identified personnel, at any point during the execution of the project will not be permitted without the prior written approval of the Province which approval will only be given at the Province’s absolute discretion and upon receipt of evidence that the proposed substitute’s qualifications meet or exceed the qualifications of the person being replaced. The Province is under no obligation to accept or review the qualifications of any proposed substitute.

### 2.3.2 Rated Criteria

The Province will evaluate each compliant submission on the basis of the rated criteria as set out in Section A.2 Rated Criteria of the **RFPQ Particulars (Appendix A)**. The following is an overview of the categories and weighting for the rated criteria of the RFPQ.

Ref. article	Criteria	Weighting
Part 2 2.2	Stage I - Mandatory Requirements	
2.2.1	No Amendments to Forms	Pass/Fail
2.2.2	Submission Form – Appendix B	Pass/Fail
2.2.3	Submission Form – Appendix C	Pass/Fail

2.2.4	Submission Form – Appendix C	Pass/Fail
2.2.5	Bonding Verification	Pass/Fail
2.2.6	Insurance Verification	Pass/Fail
2.2.7	Financial Stability	Pass/Fail
2.2.8	Health and Safety Information	Pass/Fail
<b>Appendix A</b>	<b>Stage II – Technical Requirements</b>	
<b>A.2.1</b>	<b>Corporate Experience and Qualifications</b>	
A.2.1.1	Corporate Description	30
A.2.1.2	Quality Control Assurance	
A.2.1.3	Health & Safety Information	
A.2.1.4	Corporate Experience	
<b>A.2.2</b>	<b>Project Team</b>	
A.2.2.1	Team Organization	40
A.2.2.2	Project Manager and Site Superintendent Experience	
<b>A.2.3</b>	<b>Project Communication and Approach</b>	
A.2.3.1	Team Collaboration	30
A.2.3.2	Subcontractor Communication	
A.2.3.3	Construction Approach	
	<b>Total score</b>	<b>100</b>

## 2.4 Stage III: Interviews / Reference Checks

The Evaluation Committee will develop a short list of Proponents for in-person or virtual interviews and to perform reference checks.

### 2.4.1 Interviews

Mandatory in-person or virtual attendance will be required of the General Contractor’s key personnel as determined by the Province. Video conference facilities may be made available for extended members of the Proponents team. Interviews will be hosted by the Province in Charlottetown.

Before the interview, the Proponent may be given direction on topics to present or respond to during the interview.

The Evaluation Committee may have specific questions for Proponents arising out of the review of the Proposal and the feedback from references and is not required to ask the same questions of each Proponent. The interview will be a dialogue with the Proponents to clarify or elaborate upon the written responses submitted. A presentation may be requested.

As a result of the interviews, the Evaluation Committee may adjust the score of any criteria.

#### **2.4.2 Reference Checks**

The Evaluation Committee may delegate members to consult with the references provided by the short-listed Proponents to assess any aspect of the Proposal.

Proponent references will be provided in Section C and Section D of the Proponent's submission (as provided through the form in **Appendix C3 – Similar Project Information Form & Appendix D – Project Manager and Site Superintendent Form**). The Evaluation Committee may ask questions of each reference without asking the same questions to other references.

The Proponent must verify that references have been notified and all contact information is correct. The Client reserves the right to conduct its own inquiries and consult with other references not listed in the Proposal, including references from within the Client's organization.

As a result of the reference checks, the Evaluation Committee may adjust the score of any criteria.

#### **2.5 Notification of Prequalified Proponents**

After the completion of Stage III, all scores from Stage II will be added together and each Proponent will be ranked based on its total score. The Proponents' submissions having passed all Stage I Mandatory Requirements and having received a cumulative total score of seventy percent (70%) or greater for Stage II Technical Requirements will be confirmed as Prequalified General Contractors for the Project.

[End of Part 2]

## **PART 3 – TERMS AND CONDITIONS OF THE RFPQ PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 RFPQ Incorporated into Prequalification submission**

All of the provisions of this RFPQ are deemed to be accepted by each Proponent and incorporated into each Proponent's prequalification submission. A Proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in this RFPQ, including the terms outlined in Appendix A, either as part of its prequalification submission or after receiving notice of selection, will be disqualified.

#### **3.1.2 Proponents not to change terminology.**

Changes to the terminology of this RFPQ are prohibited.

#### **3.1.3 Proponents to Follow Instructions**

Proponents should structure their prequalification submission in accordance with the instructions in this RFPQ. Where information is requested in this RFPQ, any response made in a prequalification submission should reference the applicable section numbers of this RFPQ.

#### **3.1.4 Language**

All prequalification submissions are to be in English.

#### **3.1.5 No Incorporation by Reference**

The entire content of the Proponent's prequalification submission should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's prequalification submission but not attached will not be considered to form part of its prequalification submission.

#### **3.1.6 References and Past Performance**

In the evaluation process, the Province may include information provided by the Proponent's references and may also consider the Proponent's past performance or conduct on previous contracts with the Province.

#### **3.1.7 Information in RFPQ Only an Estimate**

The Province makes no representation, warranty or guarantee as to the accuracy of the information contained in this RFPQ, received from the RFPQ contact, or issued by way of addenda. Any quantities shown or data, or opinion contained in this RFPQ or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponent's responsibility to obtain all the information necessary to prepare a prequalification submission in response to this RFPQ.

#### **3.1.8 Proponents to Bear Their Own Costs**

The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its prequalification submission, including, if applicable, costs incurred for interviews, presentations, or demonstrations.

### **3.1.9 Prequalification submission to be retained by the Province.**

The Province will not return the prequalification submission, or any accompanying documentation submitted by a Proponent.

### **3.1.10 No Guarantee of Volume of Work or Exclusivity of Contract**

The Province makes no guarantee of the value or volume of work to be assigned to the prequalified Proponents.

## **3.2 Business Registration**

Proponents may be required to be registered to carry on business in accordance with applicable laws. For information on the business registration requirements of the Consumer, Corporate and Financial Services, Department of Justice and Public Safety, please consult:

<https://www.princeedwardisland.ca/en/topic/business-name-registration>

The status of a Proponent's business registration does not preclude the submission of a prequalification submission in response to this RFPQ. A prequalification submission can be accepted for evaluation, regardless of (i) whether the Proponent is registered, or (ii) whether its business registration is in good standing. However, if the Proponent is selected as a prequalified Proponent, that Proponent must bring itself into compliance prior to the execution of a potential Agreement.

## **3.3 Communication after Issuance of RFPQ**

### **3.3.1 Proponents to Review RFPQ**

Proponents shall promptly examine all of the documents comprising this RFPQ, and report any errors, omissions, or ambiguities; and direct questions or seek additional information in writing by email to the RFPQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFPQ Contact. The Province is under no obligation to provide additional information, and the Province will not be responsible for any information provided by or obtained from any source other than the RFPQ Contact. It is the responsibility of the Proponent to seek clarification from the RFPQ Contact on any matter it considers to be unclear. The Province will not be responsible for any misunderstanding on the part of the Proponent concerning this RFPQ or its process.

### **3.3.2 All New Information to Proponents by Way of Addenda**

This RFPQ may be amended only by addendum in accordance with this section. If the Province, for any reason, determines that it is necessary to provide additional information relating to this RFPQ, such information will be communicated by addendum on the **Prince Edward Island Tendering Site**. Each addendum forms an integral part of this RFPQ and may contain important information, including significant changes to this RFPQ. Proponents are responsible for obtaining all addenda issued by the Province and will be deemed to have read all posted addenda.

### **3.3.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Province determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Province may extend the Submission Deadline for a reasonable period of time.

### **3.3.4 Verify and Clarify**

During the evaluation process, the Province may request further information from the Proponent or third parties in order to verify or clarify the information provided in the Proponent's prequalification submission, including but not limited to clarification with respect to whether a prequalification submission meets the mandatory technical requirements set out in the RFPQ Particulars (Appendix A). The Province may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.

## **3.4 Notification and Debriefing**

### **3.4.1 Selection of Proponent and Execution of Agreement**

The Province will notify the successful prequalified Proponents in writing.

### **3.4.2 Notification of Outcome of RFPQ**

Once the prequalified Proponents have been notified, notification of the outcome of the RFPQ will be posted on the **Prince Edward Island Tendering Site**.

### **3.4.3 Debriefing**

Proponents may request a debriefing after notification of the outcome of the prequalification process. All requests must be in writing to the RFPQ Contact and must be made within sixty (60) days of notification of the outcome of the prequalification process. The intent of the debriefing information session is to aid the Proponent in presenting a better prequalification submission in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

## **3.5 Conflict of Interest and Prohibited Conduct**

### **3.5.1 Conflict of Interest**

The Province may disqualify a Proponent for any conduct, situation, or circumstance, determined by the Province, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the **Submission Form (Appendix B)**.

### **3.5.2 Disqualification for Prohibited Conduct**

The Province may disqualify a Proponent, if the Province, in its sole and absolute discretion, determines that the Proponent has engaged in any conduct prohibited by this RFPQ.

### **3.5.3 Prohibited Proponent Communications**

A Proponent shall not engage in any communications that could constitute a Conflict of Interest and must take note of the Conflict-of-Interest declaration set out in the Submission Form (Appendix B).

### **3.5.4 Proponent not to Communicate with Media**

A Proponent may not at any time directly, or indirectly, communicate with the media in relation to this RFPQ or any agreement entered into pursuant to this RFPQ without consent of the Province, and then only in coordination with the Province.

### **3.5.5 No Lobbying**

A Proponent shall not, in relation to this RFPQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the prequalified Proponent.

### **3.5.6 Illegal or Unethical Conduct**

Proponents shall not engage in any illegal business practices, including without limitation activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the Province; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFPQ.

### **3.5.7 Rejection of Proposals**

The Province may reject a prequalification submission based on past performance or based on inappropriate conduct, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the Proponent to honour its submitted pricing or other commitments;
- (c) any conduct, situation or circumstance determined by the Province, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest;
- (d) the Province's past experience with the Proponent within the 18-month period prior to the Submission Deadline for similar or related services; or
- (e) any information provided to the Province by any references of the Proponent, pursuant to either section 3.1.6 or section 3.7.1(e) of this RFP.

## **3.6 Confidential Information**

### **3.6.1 Confidential Information of the Province**

All information provided by or obtained from the Province in any form in connection with this RFPQ either before or after the issuance of this RFPQ;

- (a) is the sole property of the Province and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFPQ and the performance of the agreement for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Province; and
- (d) must be returned by the Proponent to the Province immediately upon request of the Province.

### **3.6.2 Confidential Information of Proponent**

A Proponent should identify any information in its prequalification submission, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Province. The confidentiality of such information will be maintained by the Province, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their prequalification submission will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Province to advise or assist with the RFPQ process, including the evaluation of prequalification submissions.

Proponents are also advised that all documents forming part of the RFPQ process, including all submitted prequalification submissions, are subject to the *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”). A copy of FOIPP is available online at:

<https://www.princeedwardisland.ca/en/legislation/all/all/a>

### **3.6.3 Personal Information**

The *Freedom of Information and Protection of Privacy Act* R.S.P.E.I. 1988, Cap. F-15.01 (“FOIPP”) governs the collection, use and disclosure of personal information by the Province and its service providers. The prequalified Proponents shall be required to comply with all requirements of FOIPP during the term of a potential Agreement.

A copy of FOIPP is available online at:

<https://www.princeedwardisland.ca/en/legislation/all/all/a>

## **3.7 Reserved Rights, Limitation of Liability and Governing Law**

### **3.7.1 Reserved Rights of the Province**

The Province reserves the right to:

- (a) make public the names of any or all Proponents;
- (b) request written clarification in relation to a Proponent’s prequalification submission;
- (c) waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- (d) verify with any Proponent or with a third party any information set out in a prequalification submission;
- (e) check references other than those provided by any Proponent;
- (f) disqualify any Proponent whose prequalification submission contains misrepresentations or any other inaccurate or misleading information;
- (g) disqualify any Proponent or the prequalification submission of any Proponent who has engaged in conduct prohibited by this RFPQ;
- (h) amend this RFPQ process without liability at any time. These changes are issued by way of addendum in the manner set out in this RFPQ;
- (i) cancel this RFPQ process without liability at any time. A cancellation is communicated by way of addendum in the manner set out in this RFPQ. The Province may in its sole discretion issue a new RFPQ for the same or similar Deliverables; or
- (j) reject any or all prequalification submissions.
- (k) the Minister reserves the right to accept or reject any or all prequalification submissions or to accept any prequalification submissions deemed most satisfactory. The Minister reserves the right to waive any informality in any or all prequalification submissions.

These reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances, or that the Province has at law.

### **3.7.2 Limitation of Liability**

By submitting a prequalification submission, each Proponent agrees that:



- (a) neither the Province nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this prequalification process including but not limited to costs of preparation of the prequalification submission, loss of profits, loss of opportunity or for any other claim; and
- (b) the Proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the prequalification submission, loss of profit or loss of opportunity by reason of the Province's decision to not accept the prequalification submission submitted by the Proponent, or to cancel this prequalification process, and the Proponent shall be deemed to have agreed to waive such right or claim.

### **3.7.3 Governing Law and Interpretation**

These terms and conditions of the RFPQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Prince Edward Island and the federal laws of Canada applicable therein.

## **3.8 COVID-19**

### **3.8.1 General**

- a) The parties acknowledge that the obligations of each party from time to time to meet certain terms and conditions of this Project may be impeded by the COVID-19 pandemic and related issues. The parties agree to act in good faith by making all reasonable accommodations as the circumstances of the pandemic may require and each party will exercise reasonable efforts to comply with the future Contract notwithstanding the effect of the pandemic. No party will require or encourage any person acting on its behalf to violate the terms of any public health directive or to perform any act, which would place such person at a material risk of contracting the COVID-19 virus.

[End of Part 3]

## APPENDIX A –RFPQ PARTICULARS

### A.1 Project Overview

The project can be described generally as follows:

The existing +/- 100,000 gsf Hillsborough Hospital was built in the mid 1950's and incorporates a gymnasium and laundry facility originally built in the 1920s, along with a two-storey residential addition built on to the facility in the 1980s. It is to be decommissioned and demolished (though not under this Contract) once vacated by the move to the new MHA Care Facility / Life Skills Centre when that facility is completed.

In the Fall 2018 Capital Budget, the Province of PEI allocated funding to review and undertake a full re-development of MHA services and associated facilities throughout the Island. This work has culminated in an Operational Plan, Functional Program, and Master Plan for the Mental Health & Addictions System Output Report, originally submitted by Cumulus Architects in February 2020, with further updates submitted in January 2021.

The Master Plan (**Operational Plan, Functional Program, and Master Plan for the Mental Health & Addictions System Output Report**) grounds PEI's MH&A system in a community-first model to enhance access, enable the right care, to the right people, by the right people, at the right time, keeping more people out of hospital.

PEI's vision for MH&A services seeks to ensure all people living in PEI will have an equal opportunity to achieve and maintain the best possible mental health and well-being throughout their lifetime. This vision is grounded in a Community First model that nurtures an integrated continuum of services; an interdisciplinary care delivery model across providers; enabled by supporting technologies; and facilitated by optimally designed spaces to enable the right care, close to home, at the right time, by the right providers.

#### **NEW 64-BED MH&A CARE AND LIFE SKILLS CENTRE (ALCS):**

The largest facility to be development is the new MH&A Care Hospital and Life Skills Center. A comprehensive functional plan was created and has been approved for this facility. The approximate building size is 15,615sqm, with a preliminary construction cost estimate of \$100 Million.

The functional programming process for the new MH&A Care Hospital and Life Skills Center generated the Facilities Requirements for the new facility, based on the future scope of services, key operational processes that affect the facility planning, and understanding current MH&A planning guidelines and practices in Canada.

An integral component of the future Community-First model will be the new MH&A Care Hospital and Life Skills Center that will be part of a system-wide approach to establish an Island-wide service delivery model, consolidating the adult acute mental health beds from the Queen Elizabeth Hospital (QEH), the Hillsborough Hospital and the Addictions Withdrawal Management beds from the Provincial Addictions Treatment Facility (PATF) into a new facility.

The new MH&A Care Hospital and Life Skills Center will be foundational to advance MH&A education and research by enabling new ways to engage learners and strengthen clinical research. The result will be a more integrated approach to supporting care, research to advance population health, educational

programs focused on the interprofessional team, attract, and retain clinicians of the future, and enable clinical teams to monitor and implement new findings related to efficacy of treatment approaches to deliver the highest quality of care and services to Islanders. A further opportunity will be the use of virtual technologies to expand the reach of education and research across the Island.

**Mental Health and Addictions Wellness and Transition Center (ADSSH):** One of the four new facilities to be development is the new. **Mental Health and Addictions Wellness and Transition Center.** This building is conceptually 3,320 sqm, with a preliminary construction cost estimate of \$19.5 Million. A comprehensive functional plan was created for this facility with an initial but generic functional plan developed during the Master Planning process and then revisited to be purpose specific functionally planned as first step in the design process. The revised functional plan is based on the future scope of services, key operational processes that affect the facility planning, and understanding current MH&A planning guidelines and practices in Canada.

An integral component of the future Community-First model will be the new MH&A Wellness and Transition Center (ADSSH); a combined Addictions Transition residential facility with capacity for 12, an 8 space Intensive Addictions Transition Day Treatment program (IDP) and Mental Health Transition residential facility with the capacity for 12 residential clients (MHT). The (ADSSH) is integral to the effectiveness of the new Mental Health and Addictions Care Life Skills Centre beds in managing patient flow and reducing bed blockages. The relationships built between the ADSSH and community-based services will support clients in learning successful community living skills.

## **Functional Program**

### **NEW 64-BED MH&A CARE AND LIFE SKILLS CENTRE (ALCS):**

#### **In-patient services:**

Inpatient services will support patients with serious mental health and/or addiction illness who require acute mental health and addictions care services that cannot be provided within a community setting. This facility will support four types of inpatient services: adult inpatient mental health, geriatric inpatient mental health, adult inpatient addictions (including detoxification), and psychiatric intensive care / high observation / high security settings; this later group includes forensic services. The specific assignment of beds to clinical themes / patient care groupings will be flexible with the ability to change over the life of the new building.

- The new hospital is being planned as four 16-bed units. Each 16-bed unit will be designed so that they can be paired in order to be operated as a 32-bed grouping in the overnight period.
- To maximize flexible operations to respond to the changing nature of the inpatient population over time, each unit will be designed to be sub-dividable into two 8-bed clusters and that each pair of 16- beds be able to be operated as 32-bed units.
- Strategies to appropriately transition patients to the community will be the primary objective and care plan for most patients. The new facility will also include a Mental Health Intensive Day Treatment program (MHIDP) to enable some individuals to successfully transition back to the community while still accessing structured, intensive programming on a day basis.

#### **Central/Common Programming:**

This section describes central programs that will be available within the secure boundary of the hospital. The central functions/services supplement those available to the patients within their individual inpatient areas/ floors and are instrumental in providing a range of recovery choices including

recreational, social and therapy services available at an individual and/or group/congregate level. Supports include:

- Activity / exercise space(s)
- Skills development spaces
- Digital Centre (including Library)
- Art & Music Therapy
- General Store
- Contemplative / Non-Denominational Worship
- Job/Vocational Training

**Mental Health Intensive Day Program (MHIDP):** This section describes a 12 client- Mental Health Intensive Day Program located within the new MH&A hospital to enable patients to live in the community while still accessing intensive day programming services.

**Clinical Team Accommodation:**

This section describes space and supports for the clinical team to effectively and efficiently deliver care and collaborate with each other. These spaces and supports will be co-located with inpatient units, MHIDP and/or common programming areas. Inpatient units and MHIDP will enable the following providers/supports to work together under an interprofessional team-based model (e.g., within the care station and within therapeutic spaces within the Units /MHIDP) under a flex use space model, while having grouped private accommodation close to their patient care assignment as a base of operations:

- Psychiatrist
- Resident
- Family Physician
- Nurse Practitioner
- Social Worker (including transition planning, navigation)
- Psychologist (including Forensic Psychology and Neuro Psychology)
- Behavioural Therapist
- Recreation Therapist / Rehabilitation Assistant
- Nursing Supervisor's Office
- Clerical Support for after-hours
- Occupational Therapist
- Physiotherapist
- Learners (includes Medical Students, Nursing and Health Disciplines)
- Peer Facilitator / Peer Support Worker
- Clinical Educator
- Clerical support
- Addictions Counsellor

**Pharmacy:**

This section describes pharmacy service including the delivery and administration of medication. Pharmacy staff will be part of the interprofessional clinical team, and the major components of their service will include contemporary medication management, direct patient care activities, and education.

**Diagnostic and Treatment Services:**

This section describes diagnostic and treatment services including specimen collection, electrocardiography, electroencephalography, infection prevention and control, and neuromodulation services, among others.

**IT/HIS:**

This section describes supporting information and technology tools to assist in the delivery of clinical

and non-clinical services, including health information systems (medical records).

**Administration:**

This section describes administrative space and supports including leadership, human resources, finance, occupational health and safety (OH&S), quality / risk, research, staff development, purchasing, and decision support.

**Food Services:**

This section describes related food services including nutrition and food preparation and delivery services. The food service system supporting inpatients will be a cook/serve system, depending on the items, with the food delivered hot to the units on trays.

**Security/Lobby Services:**

Security services will ensure a safe and secure environment for staff, patients and their families/visitors. This section describes the processes and services needed to support the various entrances to the building, including the strategy to create a secure perimeter for the entire building with a check-station at the main building entry and at the secure vehicular arrival area/sallyport.

**Facility Services:**

This section describes supporting facility services including EVS, materials management, facilities, transportation, and staff facilities. This section outlines the facility requirements for non-clinical support services for the new mental health and addictions building.

**MENTAL HEALTH AND ADDICTIONS WELLNESS AND TRANSITION CENTER (ADSSH):**

The goal of the Wellness and Transition Center is to establish supports and services to assist in the transition of patients from less appropriate locations (e.g., inpatients in a hospital) to a location where individuals live in more appropriate housing with the goal of assisting individuals to make changes in their lives that will help them to live with dignity and safety.

The range of services will support individuals living with mental illness, addiction, chronic physical health issues, social isolation, complex care needs and dual diagnosis populations. All programs will be recovery oriented and responsive to the needs of individuals. The goal of the transition services will be to enable individuals to remain safe and healthy in the community for as long as possible and to reduce or eliminate unnecessary hospitalizations.

**Mental Health Transition Program:** HPEI will establish 12 new beds as Mental Health Transition Services (MHT). The MHT program will be developed as an appropriate, supportive and welcoming home for people who would otherwise be housed on inpatient units for an extended period, including Hillsborough Hospital. Patients will be housed in MHT Program for 90-180 days. The 12-bed Mental Health Transition Program will be zoned as follows:

- Arrival Lobby
- Activity Zone
- Bedroom cluster

**Addictions Transition Residential Program (12 beds):** HPEI will transition the current Provincial Addictions Treatment Facility's (PATF) Transitional Unit beds to this community-based 12 bed Adult Addiction Transition Program to better meet the needs of individuals through their recovery. Patients will be staying for 28 days. In addition to 12 beds there will be 4 spaces for clients from other facilities to

join specific programming during the day. The 12-bed Addictions Transition Residential Program will be zoned as follows:

- Arrival lobby
- Activity Zone
- Bedroom cluster (12 beds)
- Support Facilities (supports entire building)
- Central Core (supports all facility programs))

**Addictions Transition Intensive Day Program:** A new 8-place addictions-specific transition intensive day program will be co-located with the 24 bed Wellness and Transition unit. Patients will attend the program for 6 hrs per day for 28 days. The Addictions Transition Intensive Day Program (for 8 clients) will be zoned as follows:

- Arrival Lobby
- Activity Zone
- Administration (support entire building)

### **Bariatric Access**

Specific areas within the building will be designed to meet the requirements for bariatric access and will be able to accommodate bariatric clients (up to 600 lbs body weight).

### **Organizing the Facility for Privacy and Confidentiality**

All staff work locations where client information (hard copy and soft copy) is present and client-related discussions occur amongst staff members, will be located to be inaccessible by clients and families (locked doors with swipe / proxy card or biometric access). Counselling and group rooms will allow for private conversations among staff and clients.

### **Facility Features to Support Safety and Security**

The ADSSH will be zoned to create varying levels of security as a safety strategy supported by technology that can be programmed to modify the levels of security based on time of day and / or individual staff parameters.

### **Kitchen / Meal Service Operational Variations**

There will be meal preparation and delivery to both programs for the lunch and dinner meals, and to the day program for lunch only. Patients will prepare their own breakfast within the skills kitchens that are located in the dining rooms. A support worker will help patients that require assistance.

### **Outdoor Amenities**

The residential units will require access to outdoor space and facilities as follows:

- Lawn / patio furniture, barbeques
- Shed for storage of these items when not in use and / or during the off-season.
- Shade structures for those patients/residents whose medications may render them sensitive to the sun.

### **Project Schedule and Milestones**

The project milestones are anticipated to be as follows:

Milestone	Dates
Tender Period	November 2023 – December 2023
Contract Award	January 2024
Construction Start	February 2024
ADSSH Turnover	Q3 2025
ACLS Turnover and Substantial Performance	Q4 2026

## A.2 Rated Criteria

The following is an overview of the categories and weighting for the rated criteria of the Pre-qualification submissions. Proponents who do not meet the mandatory requirements will not proceed to the rated stage of the evaluation process.

Proponents should submit information in a clear, concise, and comprehensive manner to ensure a full understanding of the construction techniques, scheduling strategies, management and staff summaries, and quality and cost control approaches.

The technical section of the submission, including attachments and appendices, is to be succinct and relative to the ACLS & ADSSH project and is to address the requirements, information, and approaches as noted below.

Organize the Pre-qualification Submission to present the required information as clearly as possible. Use the main headings and present the information in the order provided in article **A.2 – Rated Criteria** to ensure that each Prequalification Submission receives full consideration. Proponents are to adhere to the maximum page counts noted as responses that exceed these page counts will not be read past the designated limit.

The Pre-qualification Submission must be submitted in digital pdf format and must follow these instructions:

- a) Use minimum 11 points font size.
- b) The pages must be numbered in sequence.
- c) Respond on a paragraph-by-paragraph basis, as required, using the same Part, Section, Subsection, Clause, etc., referenced in the RFPQ to maintain consistency and organization.
- d) Proponents are to submit the information requested and, if unable to comply, the reason for non-compliance is to be stated.
- e) The ability to follow instructions as presented in this RFPQ response is considered indicative of the Proponent's ability to work with the Owner during the Project.

## **A.2.1 Corporate Experience and Qualifications**

### **A.2.1.1 Corporate Description** (max ½ page)

The Proponent shall provide a narrative describing how long the Proponent has been in business under the current name, including total number of employees, number and location of offices, and typical types of construction projects and/or specific competencies. Advise as to the approximate annual value of construction work the Proponent has successfully undertaken and delivered over the past five years and indicate the percentage of that work that was executed in PEI. The Proponent shall also provide details of any claims, liens, or litigation in the past ten (10) years of operation.

### **A.2.1.2 Quality Control Assurance** (max ½ page)

The Proponent shall describe the quality management process through the construction phases. Identify how the Proponent's quality process will limit the potential for extras and improve quality and schedule efficiency through construction.

### **A.2.1.3 Health & Safety Information** (max ½ page)

The Proponent shall describe the Occupational Health and Safety program of the company by describing in general terms your company program, employee training requirements, does the company have a full-time safety officer and how is safety established and reinforced on your project sites.

### **A.2.1.4 Corporate Experience** (one Appendix C for each project)

The Proponent shall complete the Similar Project Form in Appendix C for three (3) of their projects most similar to the ACLS / ADSSH project – one form for each Similar Project, completed within the last ten (10) years, with construction valued at greater than \$50 million. A “Similar Project” is one deemed to be comparable in size, usage, typology and/or approach / complexity to this Project, which involves a complex, phased construction.

## **A.2.2 Project Team**

### **A.2.2.1 Team Organization** (Chart + max 1 page)

The Proponent shall:

- Provide an organization chart and written description of how your company will organize the construction project team assigned to the project to meet the requirements of this project.
- The chart is to include key roles, back of house support (i.e., senior executives, administrators, estimators, etc.), and full time/part time assigned resources.
- Describe how the proposed Project team works as an integrated, collaborative, and proactive team.
- Describe how the Head Office personnel and resources will support the site team.
- Explain the role that each member will play and what level of authority and responsibility they will have on behalf of the company.
- Describe each team member's suitability for the listed project based on the anticipated project needs and their related project experience and performance on past projects.
- Describe how the project and site supervision will be ensured and maintained throughout the duration of the project.
- Evaluated project team members shall not be changed without the prior written approval of the Owner, and any replacement must have qualifications at least equal to the departing team member. Evaluated project team members must be the same team members that will be



assigned to the project when submitted a bid in response to the associated construction tender. If team members are changed in the bid submission, the bids may be considered disqualified.

#### **A.2.2.2 Project Manager and Site Superintendent Experience**

The Proponent shall:

- Submit for each listed employee below, a 1-page CV highlighting the individuals' qualifications and experience.
- Provide confirmation both the Project Manager and Site Superintendent will be resident in PEI throughout the course of the project.
- The Proponent shall also submit and complete the Appendix D - Project Manager and Site Superintendent Project Experience Form to provide the following information:
  - a. Project Manager
    - i. Describe three (3) Similar Projects completed in the past ten (10) years, including a clear summary of how each of the projects and related responsibilities were similar to the projects identified in this RFPQ. Include the year the project was completed and the construction value of each project, brief description of the project, role on project, how the success was measured, client names and contact information.
    - ii. Indicate any relevant professional designations, training, and certifications.
    - iii. Indicate the number of years of employment with the Proponent as a Project Manager. Preferred experience is a minimum of ten (10) years' experience as a Project Manager.
    - iv. Indicate whether or not the Project Manager has previously completed the CSA Z317.13 Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities course and explain the Project Manager's experience with the use of this standard. Prior to undertaking any work on the site, the Project Manager will be required to show proof of completion of the most recent industry recognized, CSA Z317.13 Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities Course.
  - b. Site Superintendent
    - i. Describe three (3) Similar Projects completed in the past ten (10) years, including a clear summary of how each of the projects and related responsibilities were similar to the project identified in this RFPQ. Include the year the project was completed and the construction value of each project, brief description of the project, role on project, how the success was measured, client names and contact information.
    - ii. Indicate any relevant professional designations, training, and certifications.
    - iii. Indicate the number of years of employment with the Proponent as a Site Superintendent. Preferred experience is a minimum of ten (10) years' experience as a Site Superintendent.
    - iv. Indicate whether or not the Site Superintendent will also be the Project Safety Officer. If not, explain who will assume this role and provide additional resume / summary of experience.
    - v. Indicate whether or not the Site Superintendent has previously completed the CSA Z317.13 Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities course and explain the Site Superintendent's experience with the use of this standard. Prior to undertaking any work on the site, the Site Superintendent will be required to show proof of completion of an industry recognized, CSA Z317.13 Infection Control During Construction, Renovation and Maintenance of Healthcare Facilities Course.

### A.2.3 Project Communication and Approach

#### **A.2.3.1 Team Collaboration** (max ½ page)

The Proponent shall provide a narrative describing your firm's approach to Partnering with the Project Team, including Owner, Project Manager, Consultants, Stakeholders, and Subcontractors and how this approach will benefit the Project and how this is monitored for effectiveness throughout the Project's lifecycle.

#### **A.2.3.2 Subcontractor Communication** (max ½ page)

The Proponent shall provide a narrative on how your firm will utilize and work with subcontractors and labourers to obtain the optimum outcome for the Project.

#### **A.2.3.3 Construction Approach** (max 2 pages)

The Proponent shall provide:

- Describe the methods the Proponent has used in the past and will use on this project to coordinate, document, and successfully deliver the construction work as it progresses. Describe schedule tracking and productivity controls, construction quality, organizing sub-contractors, means and frequency of reporting work progress, etc.
- Describe the methods the Proponent has used in the past and will use on this project for cost tracking, forecasting, control, and reporting. Provide a description of software applications that will be used, frequency of cost reviews, providing cash flow projections, the process for dealing with and tracking RFIs, change directives, contemplated change orders and change orders, etc.
- Describe the methods the Proponent has used in the past and will use on this project for deficiency tracking and correction process, control, and reporting, including Commissioning and warranty requirements.
- Describe the methods the Proponent has used in the past and will use on this project to mitigate schedule impacts in particular the integration of scope changes. Describe the strategies that will be employed to regain or advance the schedule timelines to ensure that objectives for substantial performance and scheduled occupancy are achieved.
- Describe the process the Proponent has used in the past and will use on this project to achieve Total Completion of the Work in a timely manner. Proponents should indicate what they consider to be a reasonable time period in which to achieve Total Project Completion following Substantial Performance of the project.
- Describe the risks and special considerations involved in construction with particular emphasis on phased construction in a Healthcare Facility.
- Describe the Proponent's experience with the implementation and management of the infection control requirements as stated in the CSA Z317.13 Infection control during construction, renovation and maintenance of healthcare facilities and proposed approach for a project such as this.

#### A.2.4 References

The Evaluation Committee will delegate members to consult with the references provided to assess any aspect of the Proposal.

The Evaluation Committee may ask questions of each reference without asking the same questions to other references.

Proponent reference contact information will be provided by completing Appendix C and Appendix D. No further information is required by the Proponent for this rated criterion.

[End of Appendix A]

## APPENDIX B – PROPONET INFORMATION SUBMISSION FORM

### B.1 Proponent Information

Please fill out the following form, naming one person to be the Proponent’s contact for the RFPQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Address c/w City, Province, Postal Code:	
Phone Number:	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Email:	
HST / GST Registration Number (Leave blank if NOT applicable):	

### B.2 Offer

The Proponent has carefully examined the RFPQ documents and has a clear and comprehensive knowledge of the Deliverables. The Proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFPQ.

### B.3 Mandatory Forms

The Proponent encloses as part of the proposal the mandatory forms set out below:

FORM	INITIAL TO ACKNOWLEDGE
Submission Form (Appendix B)	
Bonding Verification	
Insurance Verification	
Financial Stability	
Health & Safety Information	

### B.4 Addenda

This proposal is based on the RFPQ and Addenda \_\_\_\_ to \_\_\_\_\_. By submitting a prequalification submission under this RFPQ, I/we confirm I/we have received all addenda, or to have elected to submit without regard for the addenda. No adjustment to a submission will be permitted after the Closing Date and Time on account of any addenda not received, and the Client will have the right to accept the submission of a proponent that did not receive all addenda.

**B.5 No Prohibited Conduct**

The Proponent declares that it has not engaged in any conduct prohibited by this RFPQ.

**B.6 Conflict of Interest**

For the purposes of this RFPQ, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFPQ process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province in the preparation of its proposal that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFPQ process (including but not limited to the lobbying of decision makers involved in the RFPQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFPQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under an agreement for the Deliverables, the Proponent’s other commitments, relationships, or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the Province within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

Otherwise, if the statement below applies, check the box.

- The Proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the Proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFPQ.

If the Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must set out below details of the actual or potential Conflict of Interest:


**B.7 Proposal Irrevocable**

The Proponent agrees that its prequalification submission shall be irrevocable for a period of **Ninety (90)** days following the Submission Deadline.

**B.8 Disclosure of Information**

The Proponent hereby agrees that any information provided in this prequalification submission, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure, on a confidential basis, of this prequalification submission by the Province to the advisers retained by the Province to advise or assist with the RFPQ process, including with respect to the evaluation of this prequalification submission.

**B.9 Execution of Prequalification Submission**

The undersigned Proponent declares that this Prequalification Submission is made without connection with any other person(s) submitting Prequalification Submissions for the same work and is in all respects fair and without collusion or fraud.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

I have the authority to bind the Proponent.

[End of Appendix B]

## APPENDIX C – SIMILAR PROJECT INFORMATION FORM

On separate copies of this form provide the required Similar Project information for three (3) Similar Projects the Proponent has completed in the last ten (10) years.

### Project Details

Project Name:	
Location:	
Construction Value \$	
Construction Start Date	
Construction Completion Date	
Project Size (Sq.)	
Method of Project Delivery (CCDC 2, 3, 5, 14, Etc.)	

### Project Similarity (please check the box which is applicable to the project)

- New Build greater than 700 square meters
- Complex Healthcare sector project
- Construction value greater than \$50,000,000
- Phased construction
- Other (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

### Project Team

Owner Name:	
Prime Consultant:	
Contractor Project Director:	
Contractor Project Manager:	
Contractor Site Superintendent:	

<b>Description of the project and how the work is similar to the ACLS / ADSSH: (specifics on project scope, complexity, etc.). (max ½ page)</b>
<b>Describe how your firm proactively managed the construction schedule and reported on deviations and recovery plans. (max ½ page)</b>
<b>Provide two (2) risks identified at the outset/during of the project and describe how they were mitigated. (max ½ page)</b>

**Owner Project Reference**

Project Reference Name	Phone Number
Project Reference Position	Email Address

[End of Appendix C]



## APPENDIX D – PROJECT MANAGER AND SITE SUPERINTENDENT FORM

### Proposed Personnel

Name	
Proposed Role	
Relevant professional designations, training, and certifications	
Years of employment with the Proponent in the proposed role	
Years of experience in the proposed role	
CSA Z317.13 Infection control during construction, renovation, and maintenance of healthcare facilities course	
Explain experience with the use of the CSA Z317.13 standard.	
Will the proposed personnel also be the assigned project safety officer.	
Describe how on-site presence will be ensured and maintained by the proposed personnel.	

Describe three (3) Similar Projects completed by the proposed personnel in the past ten (10) years.

### Project #

Project Name:	
Location:	
Construction Value \$	
Construction Start Date	
Construction Completion Date	
Project Size (Sq.)	
Method of Project Delivery (CCDC 2, 3, 5, 14, Etc.)	

**Project Similarity (please check the box which is applicable to the project)**

- New Build greater than 700 square meters
- Complex Healthcare sector project
- Construction value greater than \$50,000,000
- Phased construction
- Other (please specify) \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

**Project Team**

Owner Name:	
Prime Consultant:	
GC Project Director:	
GC Project Manager:	
GC Site Superintendent:	

**Provide a description of the project including scope of related responsibilities of the proposed personnel and how they were similar to the ACLS / ADSSH projects as well as how the success was measured. (max 1 page)**

**Owner Project Reference**

Project Reference Name	Phone Number
Project Reference Position	Email Address

[End of Appendix D]