

**Provincial Health Services Authority**

**REQUEST FOR PROPOSAL**

For

**Prime (Architectural) Consultant Services**

to the

**BCCA Expansion of Functional Imaging (PET/CT) - Victoria**

Project Number: B397-02

RFP Closing Date: July 6, 2017

RFP Closing Time: 15:00 Hrs. Local Time

RFP Issuing Date: June 15, 2017



## TABLE OF CONTENTS

1. INTRODUCTION.....	3
2. INTERPRETATION.....	3
3. INSTRUCTIONS TO PROPONENTS .....	4
4. PROPOSAL CONTENTS .....	6
5. EVALUATION, SELECTION AND AWARD.....	6
6. GENERAL TERMS AND CONDITIONS.....	8
APPENDIX A: PROJECT SCOPE.....	11
APPENDIX B: PROPOSAL CONTENTS .....	13
APPENDIX C: CONFLICT OF INTEREST .....	15
APPENDIX D: the <i>Authority</i> -REIMBURSABLE EXPENSES.....	16
APPENDIX E: SUBMISSION INSTRUCTIONS.....	19
APPENDIX F: SCHEDULE OF <i>CONSULTANT'S</i> SERVICES AND SCHEDULE OF <i>CLIENT'S</i> RESPONSIBILITIES	
APPENDIX G: SUPPLEMENTARY CONDITIONS TO AIBC STANDARD FORM OF CONTRACT 6C between Client and Consultant 2006	
APPENDIX H: PET/CT BC CANCER AGENCY VANCOUVER ISLAND CENTRE VICTORIA, BRITISH COLUMBIA FEASIBILITY STUDY AS ATTACHMENT	
APPENDIX I: OPTIMA CT580 PRE-INSTALLATION MANUAL AS ATTACHMENT	
APPENDIX J: GE HEALTHCARE OPTIMA CT580 SITE PLANNING DOCUMENT AS ATTACHMENT	
APPENDIX K: DISCOVERY MI PET/CT PRE-INSTALLATION MANUAL AS ATTACHMENT	
APPENDIX L: GE HEALTHCARE DISCOVERY MI PET-CT SITE PLANNING DOCUMENT AS ATTACHMENT	

## 1. INTRODUCTION

### 1.1 Purpose

**Provincial Health Services Authority** has issued this Request for Proposals (“**RFP**”), for the purpose of inviting proposals from qualified proponents to undertake the services described in Appendix ‘A’ to this **RFP** (the “**Services**”) with respect to the Project described in Appendix ‘A’ (the “**Project**”).

### 1.2 Form of Contract

The *Authority* intends that the contract between the successful *Proponent* and the *Authority* will be based on the AIBC Standard Form of Contract 6C between Client and Consultant 2006 (consisting of the following components: Cover, Contract Form, Definitions, General Conditions and Schedules included in Appendix ‘F’ ) as amended by the supplementary conditions included in Appendix ‘G’.

### 1.3 Pre-qualified Architectural and Engineering Consultants

Only Architectural firms prequalified by the *Authority* for Acute Care Projects more than \$100K may respond to this **RFP**. The *Authority* will not consider a *Proposal* from a firm not already prequalified for Acute Care Projects more than \$100K.

Sub-Consulting firms (including Mechanical, Electrical, Structural, Civil and Geotechnical if required) shall be selected from the *Authority*'s Pre-qualified Engineers list.

The pre-qualification lists may be viewed at the Fraser Health website:

<http://www.fraserhealth.ca/about-us/business-opportunities/>

### 1.4 Architects not registered in BC

Architects registered in a jurisdiction other than BC who wishes to bid on any Health Authority project must be granted a temporary license to provide or promote Architectural Services in BC by the Architectural Institute of BC (AIBC). The approved temporary license application shall be submitted with this bid. Details can be reviewed at the AIBC website reference bulletin 22.

## 2. INTERPRETATION

### 2.1 Defined Terms

In this RFP:

“**Authority**” has the meaning set out in section 1.1 of this **RFP**;

“**Client**” means customer, Health Agency, Health Authority;

“**Closing Location**” has the meaning set out in section 3.1 of this **RFP**;

“**Closing Time**” has the meaning set out in section 3.1 of this **RFP**;

“**Contact Person**” has the meaning set out in section 3.6 of this **RFP**;

“**Contract**” has the meaning set out in section 1.2 of this **RFP**;

“**Evaluation Committee**” has the meaning set out in section 5.1 of this **RFP**;

“**Project**” has the meaning set out in section 1.1 of this *RFP*;

“**Proponent**” means an entity that submits a *Proposal*.

“**Proposal**” means a proposal submitted in response to this *RFP*;

“**RFP**” has the meaning set out in section 1.1 of this *RFP*;

“**Services**” has the meaning set out in section 1.1 of this *RFP*; and

“**Online Bidding System**” means the online bidding website established by the *Authority* and located at the following website address:

<https://fraserhealth.bonfirehub.ca/opportunities>

## 2.2 Industry Meanings

Words and phrases used in this *RFP* that are not expressly defined in this *RFP* and that have acquired special meanings as generally known in the health care industry will be given such special meanings.

## 3. INSTRUCTIONS TO PROPONENTS

### 3.1 Closing Time and Location

*Proposals* must be received on or before the following date and time (the “**Closing Time**”):

**15:00 Hr. LOCAL TIME on July 6, 2017**

at the following address (the “**Closing Location**”):

**Online Bidding System**

<https://fraserhealth.bonfirehub.ca/opportunities>

**IT IS THE PROPONENT’S SOLE RESPONSIBILITY TO ENSURE ITS PROPOSAL IS RECEIVED AT THE CLOSING LOCATION BY THE CLOSING TIME.**

### 3.2 Proposal Submission—See Appendix ‘E’.

### 3.3 Faxes and E-mails

Facsimile or e-mail transmissions of *Proposals*, or amendments to *Proposals*, will not be accepted.

### 3.4 Late Proposals

*Proposals* received after the *Closing Time* will not be accepted and will not be considered. Late *Proposals* will be returned to the *Proponent* upon the *Proponent’s* request at the *Proponent’s* expense.

In the event of a dispute, the *Proposal* receipt time as recorded at the *Closing Location* shall prevail.

### 3.5 Amendments to Proposals

*Proposals* may be amended but any amendment to a *Proposal* must be made in writing and delivered to the *Closing Location* before the *Closing Time*.

### 3.6 Inquiries

Proponents should direct all inquiries regarding the *RFP* to the following individual (the “**Contact Person**”):

**Elizabeth Zhu – Procurement Coordinator**  
E-mail: [Elizabeth.Zhu@fraserhealth.ca](mailto:Elizabeth.Zhu@fraserhealth.ca)

All inquiries regarding the *RFP*, including with respect to the *Services*, should be directed to the *Contact Person* by e-mail. Inquiries and responses may be recorded and may be distributed to all *Proponents* at the discretion of the *Authority*. Information obtained from any person or source other than the *Contact Person* may not be relied upon.

### **3.7 Discrepancies, Omissions and Questions**

*Proponents* finding discrepancies, omission, ambiguities, or conflicts in this *RFP*, or having doubts as to the meaning or intent of any provision, should immediately notify the *Contact Person* in accordance with section 3.6. The *Contact Person* will review such submissions and, if the *Authority* determines that an amendment is required to this *RFP*, the *Contact Person* will issue an addendum in accordance with section 3.8.

### **3.8 Addenda**

If the *Authority* determines that an amendment is required to this *RFP*, the *Contact Person* will issue a written addendum and post it to the BC Bid website. Each addendum will be incorporated into and become part of the *RFP*. No oral conversation will affect or modify the terms of this *RFP* or may be relied upon by any *Proponent*. No amendment of any kind to the *RFP*, whether in writing or oral, is effective unless it is contained in a written addendum issued by the *Contact Person*.

### **3.9 Site Visit**

The *Authority* has arranged a site visit for the benefit of interested *Proponents* who are preparing *Proposals*. The date and time of site visit(s) are as noted below:

Date:	Friday June 23rd
Time:	16:00 Hours Local Time
Meeting Location:	meet in front entrance of BC Cancer Agency – Vancouver Island Centre 2410 Lee Avenue, Victoria

### **3.10 Open for Acceptance**

*Proponent's* offer shall remain open for thirty (30) business days from the closing date of the *RFP*. In the event that the *Authority* requires more time than the thirty (30) business days as identified, the additional time period will be requested from all *Proponents*.

## 4. PROPOSAL CONTENTS (also see Appendix B)

### 4.1 Proposal Contents

*Proposals* should include responses to the items in Appendix 'B' in the order listed, cross-referencing any attachments included in the *Proposal* to the corresponding paragraph number in Appendix 'B'.

### 4.2 Additional Information

A *Proponent* may at its election submit information that is additional to that specifically requested in Appendix 'B', but should include any such additional information in a separate section of the *Proposal*. The *Evaluation Committee* may, but is not bound to, consider and take into account additional information, if any, that is included in a *Proposal*.

### 4.3 Suggested Page Limit

*Proponents* are encouraged to limit *Proposals* to no more than 20 single-sided pages.

### 4.4 Conflict of Interest

The *Authority* has a Conflict of Interest Policy governing all employees and medical staff, and on this basis the *Authority* may decide not to award a *Contract* to a *Proponent* who has a financial or other relationship with an *Authority* employee or staff member. *Proponents* should include with their *Proposals* a copy of Appendix 'C' completed as applicable so as to disclose any financial transactions, activities or relationships that may be viewed as a potential conflict of interest.

## 5. EVALUATION, SELECTION AND AWARD

### 5.1 Evaluation Committee

The evaluation of *Proposals* will be undertaken on behalf of the *Authority* by an evaluation committee ("**Evaluation Committee**") appointed by the *Authority*. The *Evaluation Committee* may consult with others as the *Committee* may in its discretion decide is required; including the *Authority* staff members and third party consultants. The *Evaluation Committee* will provide a recommendation for the selection of a preferred *Proponent* to the *Authority*.

### 5.2 Evaluation Criteria

The *Evaluation Committee* will compare and evaluate *Proposals* to determine the *Proposal* which is most advantageous to the *Authority*, using the following criteria:

Evaluation Criteria
Proponent's organizational structure and resources
Experience of Proponent and key Proponent staff
Proponent's proposed approach and methodology
Proponent's financial proposal

The *Evaluation Committee* may apply the evaluation criteria on a comparative basis, evaluating the *Proposals* by comparing one *Proponent's Proposal* to another *Proponent's Proposal*.

### 5.3 Clarifications

The *Evaluation Committee* may, at its discretion, request clarifications from a *Proponent* with respect to its *Proposal*, and the *Evaluation Committee* may make such requests to only selected *Proponents*. The *Evaluation Committee* may consider such clarifications in evaluating *Proposals*.

### 5.4 Interviews

The *Evaluation Committee* may, at its discretion, invite some or all of the *Proponents* to appear before the *Evaluation Committee* to provide clarifications of their *Proposals*. In such event, the *Evaluation Committee* will be entitled to consider the answers received in evaluating *Proposals*.

### 5.5 Conflict of Interest

The *Authority* retains the discretion to reject a *Proposal* from a *Proponent* who has a conflict of interest, or the appearance of a conflict of interest. See section 4.4 of this *RFP*.

### 5.6 Selection and Contract Negotiation

If, following the evaluation and recommendation of the Evaluation Committee under Section 5.1, the *Authority* selects a preferred *Proponent* then the *Authority* will invite the preferred *Proponent* to enter into negotiations to finalize a contract for the *Services*.

The *Contract* will be generally in the form of the AIBC Standard Form of Contract 6C between Client and Consultant 2006” (consisting of the following components: Cover, Contract Form, Definitions, General Conditions and Schedules included in Appendix ‘F’) as amended by the supplementary conditions included in Appendix ‘G’ and with such further amendments as are:

- (i) Proposed by the *Proponent* in its *Proposal* (see paragraph 5.1 of Appendix ‘B’) and accepted by the *Authority* (the *Authority* is not obligated to accept any proposed amendments or contract terms); and
- (ii) proposed by the *Authority* and agreed to by the *Proponent*,

Award of a contract is in all cases conditional on the *Proponent* agreeing to a contract on terms and conditions that are acceptable to the *Authority*.

If negotiations with a preferred *Proponent* are not successful within such time period as the *Authority* may require, or if at any time the *Authority* reasonably concludes that a mutually acceptable contract is unlikely to be reached, then the *Authority* may discontinue talks with that *Proponent* by written notice to the *Proponent*, and the *Authority* may:

- (i) Invite another *Proponent* to enter into the interview process to finalize a *Contract* in accordance with the foregoing process; or
- (ii) Terminate this *RFP* and proceed with the *Project* in any manner the *Authority* may decide is required.

### 5.7 Debriefing

If a *Contract* is awarded, an unsuccessful *Proponent* may request a debriefing at which the *Authority* will generally explain why the *Proponent’s Proposal* was not successful. If a *Proponent* requests a debriefing:

- (i) the debriefing will be solely between the *Authority* and the *Proponent* requesting the debriefing; and
- (ii) the debriefing will not include disclosure or discussion of any other *Proponent’s Proposal*.

## 6. GENERAL TERMS AND CONDITIONS

### 6.1 Right of the *Authority* to Reject Proposals and Cancel RFP

This *RFP* is not a tender and does not commit the *Authority* to select a preferred *Proponent*, accept any *Proposal*, proceed to negotiations for a Contract or award any contract. The *Authority* reserves the right in its sole discretion to postpone or cancel this *RFP* at any time for any reason whatsoever in accordance with the *Authority's* judgment of its best interests and to proceed with the *Project* or the *Services* in some other manner separate from this *RFP*.

### 6.2 Proponent's Expenses

*Proponents* are solely responsible for all their own costs and expenses in relation to this *RFP*, including the cost of preparing and submitting a *Proposal*, attending information meetings if applicable, attending interviews or meetings with the *Authority* during the evaluation of *Proposals*, and negotiating, finalizing and executing of a *Contract* with the *Authority* if the *Proponent* is selected as the preferred *Proponent*.

### 6.3 No Claims

By submitting a *Proposal*, each *Proponent*:

- (a) agrees that the *Authority* and its employees, advisors and representatives will not under any circumstances be liable for any costs, expenses, claims, losses, damages or liabilities which are or may be incurred or suffered by any *Proponent* arising from or in any way connected to the *RFP* including if the *Authority* accepts a materially non-compliant proposal or otherwise breaches any express or implied term of the *RFP*; and
- (b) waives any and all claims against the *Authority* or any of its employees, advisors or representatives.

### 6.4 Liability for Errors

While the *Authority* has attempted to ensure an accurate presentation of information in this *RFP*, the information contained in this *RFP* is supplied solely as a guideline for all *Proponents*. The information is not guaranteed or warranted to be accurate by the *Authority*, nor is it necessarily comprehensive or exhaustive. Nothing in this *RFP* is intended to relieve all *Proponents* from forming their own opinions and conclusions with respect to the matters addressed in this *RFP*.

### 6.5 Confidentiality

*Proposals* will be treated in confidence. The *Authority* will not release to the public any specific information regarding any *Proposal* except as may be required by law. *Proponents* will treat all information received through the *RFP* process as confidential.

### 6.6 Freedom of Information and Protection of Privacy Act (FOIPPA)

The *Authority* is subject to legislation governing the protection of personal privacy and as such, records are subject to access under FOIPPA. FOIPPA governs the collection, use, retention, security, and disclosure of personal information managed by public organizations. FOIPPA also applies to all electronic information accessed or submitted by *Proponents*. If *Proposals* contain protected, proprietary or confidential information, *Proponents* should identify the specific issue or information and provide supporting reasons why the *Authority* should NOT release this information if requested by FOIPPA inquiry.

### 6.7 Ownership of Proposals



All *Proposals* submitted become the property of the *Authority*.

## 6.8 Working Language

The working language of the *Authority* is English and all *Proposals* must be in English.

## 6.9 Agreement on Internal Trade – (AIT)

The *Authority* is subject to the terms and conditions of the Agreement on Internal Trade – Annex 502.4

## 6.10 New West Partnership Trade Agreement - (NWPTA)

The *Authority* and this *RFP* is subject to the terms and conditions of the New West Partnership Trade Agreement (NWPTA) between British Columbia, Alberta and Saskatchewan.

## 6.11 Policies and Standards

This *RFP* is subject to Policies and Standards posted at Fraser Health website.

<http://www.fraserhealth.ca/about-us/business-opportunities/>

## 6.12 Time is of the Essence

Time is of the essence in this *RFP*.

## 6.13 Agreement to RFP Terms

By submitting a *Proposal*, the *Proponent* confirms that it has read, and agrees to be bound by, the *RFP* and any Addenda.

## 6.14 Online Bidding System

By submitting a *Proposal*, each *Proponent* agrees to the following terms related to use of the *Online Bidding System*:

(a) Compatibility of *Proponent's* Computer System. Each *Proponent* is solely responsible for ensuring that its computer hardware and software are compatible with that required to use *the Online Bidding System*.

(c) Online Documents and Communications. Each *Proponent* acknowledges that online documents and / or communications may be distorted in the process of transmission or may be displayed differently to different *Proponents* for technical reasons related to their computer systems. It is the responsibility of each *Proponent* to ensure it has received all information related to this *RFP* and the accuracy of all documents and communications the *Proponent* provides to the *Authority*.

(d) Access Information Security. Each *Proponent* will keep its ID, password, personal identification number and / or online signature (collectively the "Access Information") strictly confidential, and will notify *Online Bidding System* promptly if any such information is lost or stolen or if the *Proponent* becomes aware of any unauthorized use of the *Online Bidding System* or Access Information. Each *Proponent* warrants that it has put in place, and will at all times maintain, reasonable security procedures regarding use of the *Online Bidding System*. The *Authority* will not be responsible to confirm the identity or authority of any individual using is under no obligation to confirm the actual identity or authority of any individual using the *Proponent's* Access Information.

(e) No Warranties. The *Online Bidding System* is provided on an as is, as available basis. The *Authority* specifically disclaim any warranties, representations and conditions of any kind, whether express or implied, including without limitation implied warranties, representations and conditions of non-infringement, availability, security, reliability, accuracy, fitness for a particular purpose or merchantability.

(f) Limitation of Liability. The *Authority*, and any employee, agent or representative of any of them, cannot guarantee continual, uninterrupted or error free service as disruptions or malfunctions may delay, interfere with or disrupt the online bidding process, including the online transmission and receipt of *Proposals*. Each *Proponent* that uses the *Online Bidding System* acknowledges that the submission of *Proposals* is conducted online and relies on hardware and software that may malfunction without warning. Without limiting section 6.3 of this *RFP*, no *Proponent* will have any claim against the *Authority* for compensation as a result of the disruption or malfunction of the *Online Bidding System*, including in relation to: (i) inability to access or use or delays in accessing or using the *Online Bidding System*; (ii) unauthorized access to, use, disclosure, or alteration of information submitted by a *Proponent*, or unauthorized use or misuse of any Access Information; (iii) acts of any third party using the services; or (iv) any other matter relating to the services or the content accessible through use of the *Online Bidding System*.

## APPENDIX A: PROJECT OVERVIEW and SCOPE of SERVICES

### 1. PROJECT OVERVIEW

Provincial Health Services Authority (PHSA) is expanding its functional Imaging capability with the installation of a PET/CT scanner within the Vancouver Island Centre 2410 Lee Avenue, Victoria BC V8R 6V5.

### 2. PROJECT INFORMATION

#### 2.1 Project Scope

The *Project* consists of relocating an existing CT scanner (GE Optima CT580 W – Radiology) to a CT scanner room that is currently empty then renovating an existing CT scan room and adjacent space to create a fully functioning PET/CT suite complete with change rooms, uptake rooms, Physician reading rooms and a washroom as outlined in the attached Appendix F PET/CT BC Cancer Agency Vancouver Island Centre Victoria, British Columbia Feasibility Study.

#### 2.2 Project Budget

The *Project's* construction budget is estimated at an order of magnitude of \$1.0M.

#### 2.3 Project Schedule

The successful *Proponent* is required to ensure that they will have sufficient capacity, dedicated manpower and resources to undertake the project and deliverables to meet the schedule.

Anticipated target dates are noted below:

- RFP, consultant engagement and contracts - by July 14, 2017
- Approved Design and Contract documents – by Nov 14, 2017
- Tender & Award – by Dec. 14, 2017
- Construction Start – January, 2018
- Construction Finish – August 2018

### 3. SCOPE OF SERVICES

The *services* (the “**Services**”) are professional Architectural Consulting services as required with respect to the design and construction of the Project. The *Services* are outlined in the Appendix ‘E’ and listed as following:

- Acting in the capacity of a Prime Consultant (the successful *Proponent/Architect*) including engaging the services of all required sub-consultants (excepting a PHSA retained Professional Quantity Surveyor, as required) to complete the Project as described in this Appendix ‘A’. Code consultant services are to be part of the scope of work/fees provided by the Prime Consultant. These services may be in-house or sub consulted at the Prime Consultant’s discretion. PHSA reserves the right to engage other Consultants to help facilitate the pre-design services and schematic design stage of the project. The Prime Consultant shall work in conjunction and cooperate with the other Consultants related to the Project on a reasonable basis. Notwithstanding, the Prime Consultant shall synthesize and incorporate the findings of all Consultants related to this project.

- The Prime Consultant's team will be fully engaged to coordinate and work with the users and PHSA stakeholders (PHSA support teams and Health service directors/managers/project leaders) to develop a design solution that best meets all project stakeholders within the restraints of the project scope and budget. Sign-off of agreed designs are required at each phase of the project with all project stakeholders including User teams and Facilities Maintenance and Operations (FMO).
- The following components are included, but not limited to all work to be completed and managed by the Prime Consultant.
  - Project Initiation; Program Review and Confirmation;
  - Stakeholder Group Introductory Discussions;
  - Building infrastructure assessment and reports including code compliance;
  - Record and distribute meeting minutes for User Group and Consultant meetings;
  - Functional Program;
  - Schematic Design (SD);
  - Draft & Final SD Report
  - Design Development (DD);
  - Draft & Final DD Report
  - Contract Documents (CD);
  - Draft & Final CD
  - Tendering & Award;
  - Construction Contract Administration;
  - Commissioning & Occupancy;
  - Project Close Out;
  - As-built drawings on USB;
  - Year-end warranty review

## APPENDIX B: PROPOSAL CONTENTS

### 1. Executive Summary

1.1 *Proponent(s)* should provide a brief summary of their *Proposal*.

### 2. Name(s) and Contact Information

2.1 Provide the *Proponent's* legal and business name, locations (mailing & street addresses), phone, fax, toll free phone number and website address.

2.2 Provide the name, title, address, telephone/fax numbers and e-mail address of the primary *Proponent* contact that will have overall responsibility for the execution of the *Contract* responsibilities.

### 3. Approach and Methodology

3.1 Generally *Proposals* should demonstrate that the *Proponent(s)* fully understands and appreciates the nature of the scope of the *Services* and has the qualifications and experience to perform the *Services*. *Proposals* should, as appropriate, challenge current business practices and identify creative 'best practices' which may benefit both the *Authority* and the *Proponent*.

3.2 Describe the *Proponent's* approach, methodology and outputs in providing the *Services*. Provide milestone deliverables, to permit the *Authority* to be able to monitor progress of the *Services* and the Project, including individual elements of the *Services* and Project, in a bar chart or critical path format.

### 4. Company Profile: Qualifications, Experience, Resources

4.1 Provide description of team with an organizational chart with management team information that

4.1.1 identifies key staff (including sub consultants' key staff) and roles;

4.1.2 Illustrates the *Proponent's* structure, managements, staffing, support structure for the provision and delivery of the *Services*.

4.2 Describe the *Proponent's* relevant project experience and provide a resume for the proposed partner-in-charge.

4.3 Provide a summary of the *Proponent's* three most recent client references, including the name of each organization, contact person, title and phone number.

### 5. Services, Specifications and Contract Terms

5.1 Identify any variations that the *Proponent* wishes to propose to the *Services* or to the terms and conditions of the *Contract*. The *Authority* is not bound to accept any proposed variations.

## 6. Financial Proposal

- 6.1 Provide the *Proponent's* pricing details in the form of a **fixed-fee proposal**, with a breakdown list by Discipline (Architectural, Structural, Mechanical, Electrical, Other); based on the proposed scope of *Services*; exclusive of GST.
- 6.2 Provide estimate of expenses and disbursements, (See Appendix 'D' - "the *Authority* - Reimbursable Expenses").
- 6.3 Provide hourly rates that will apply for any Additional Work beyond the project scope.
- 6.4 Provide Percentage (%) rates for all scope related changes.
- 6.5 All prices and fees referred to in *Proposals* should be in Canadian funds and include all applicable taxes and charges except for Goods and Services Tax (GST), which should be identified separately. The *Proponent's* proposal should identify all fees, sub-consultants and services offered to complete the *Services*.

## APPENDIX C: CONFLICT of INTEREST

### Statement of Full Disclosure

The *Proponent* should disclose all funding support (including gifts), if applicable, that has been provided to the *Authority* during the 3 (three) year period prior to the date of issuance of this *RFP*. Failure to identify such support in this disclosure document may result in rejection of the *Proponent's Proposal*, cancellation of any contract arising from this RFP and/or other contracts already signed and in force.

TYPE OF FUNDING SUPPORT	SITE/ LOCATION	DEPARTMENT	RECIPIENT	MARKET VALUE
Capital Equipment				
Seminars				
Travel				
Supplies				
Educational Support				
Research Support <ul style="list-style-type: none"> <li>• Drug Trials</li> <li>• Projects</li> <li>• Publications</li> <li>• Other</li> </ul>				
Major Donations				
Other Funding (specify)				
Corporate Agreement				
<b>TOTAL</b>				

## APPENDIX D: the *Authority*- REIMBURSABLE EXPENSES

### February 2012 Edition

The following guidelines note allowable expenses for Consultants contracted with the *Authority*.

#### 1. Communications and Shipping Expenses

Allowable expenses are as follows:

- (a) The only reimbursable portion of fax charges is the actual costs of the long distance call.
- (b) Telephone calls are only reimbursable with proper receipts.
- (c) Only reasonable courier costs required to expedite the project are accepted. Complete backup is required with all claims. No "rush" packages are acceptable unless requested by the *Authority*.
- (d) Acceptable photocopy charges are:
  - 50 copies and less, max \$0.20 /copy.
  - 51 copies and more, max \$0.08 /copy.

#### 2. Computer Plotting and Word Processing Charges

Both charges are considered to be overhead expenses and therefore not acceptable as a reimbursable expense.

#### 3. Document Reprographics

Consultants' "in-house" printing/plotting is considered to be an overhead expense and therefore not acceptable as a reimbursable expense. Printing of document sets (drawings and specifications) for major project milestones such as the Pre-tender, Tender and Post Tender phases are considered reimbursable expenses. A corporate rate has been negotiated for document printing with PacBlue Digital Reprographics Inc. The *Authority* requests that printing of all documents that will be claimed as reimbursable be arranged through the PacBlue service.

#### 4. Hourly Rates

- (a) Principal as per agreement to a maximum of \$210.00 per hour
- (b) Staff at approved hourly rates:
  - principal architect and engineer to a maximum of \$210.00 per hour.
  - principal professional quantity surveyor (PQS) to a maximum of \$150.00 per hour.
  - Acceptable staff hourly rates should not exceed principal rates.

#### 5. Travel, Lodging, Meals and Car Expenses

The current rates that apply to consultants are the travel expenses for non-BC government employees listed in the attached Appendix 1 – Group 2 Rates.

### APPENDIX 1 - Group 2 Rates

#### EXPENSES FOR CONSULTANTS

The following are allowable expenses for Consultants. All expenses must be paid by the Consultant - expenses cannot be direct billed to the *Authority* except in unusual circumstances (in these cases a special clause must be included in the contract). Original receipts must be submitted with the expense claim (when receipts are required) but photocopies of receipts will be accepted if the contractor requires the original for another purpose. The Consultant will be entitled to a 5% mark-up on all expenses for administration and handling.



## TRAVEL EXPENSES

The contractor must be outside their headquarters area (i.e.: 32 kilometres from where they ordinarily perform their duties) to be eligible to claim travel, meal and accommodation expenses.

### 1. Meal Allowances:

Effective April 1, 2010 the following meal allowances can be claimed which must not exceed \$48.25 per day (receipts are not required):

Breakfast only \$22.00 claim if travel starts before 7 a.m. or ends after 7 a.m.

Lunch only \$22.00 claim if travel starts before 12 noon or ends after 12 noon.

Dinner only \$28.50 claim if travel starts before 6 p.m. or ends after 6 p.m.

Breakfast and lunch only \$30.00 see above

Breakfast and dinner only \$36.50 see above

Lunch and dinner only \$36.50 see above

Full day \$48.25

### 2. Mileage Rates When Using Private Vehicle:

Effective March 31, 2010 the private mileage allowance is \$.51 per kilometre (receipts are not required). This rate can be claimed when using a private vehicle for travel. It is intended to cover costs of gas and maintenance.

### 3. Taxi and Parking:

Taxi and parking charges will be reimbursed if receipts/copies of receipts are provided. Tips identified separately on taxi receipts cannot be claimed.

### 4. Car Rentals:

Avis Canada Ltd., B.C. Car & Truck Rental, Best Choice Auto Rentals, Budget Rent-a-Car of BC Ltd., Discount Car & Truck Rental, Hertz Canada Ltd., National Car Rental Inc. and Thrifty Canada Ltd. are to be used. Other rental firms are to be used only when these firms cannot supply vehicles. Contractors and non-employees should ask for the government rate. Receipts/copies of receipts are required.

**PAI** (personal accident insurance) will not be reimbursed.

**CDW/LDW** (collision/loss damage waiver) will be reimbursed only when renting from one of the above companies located outside B.C.; or when renting from any other firm (both in and outside B.C.).

### 5. Accommodation:

a) **Hotel/motel** (Receipt/copy of receipt and proof of payment required). The maximum amounts that may be claimed for hotel/motel are:

#### Summer (May 1 to September 30):

- \$145 plus tax in Greater Vancouver (which includes Vancouver, North Vancouver, West Vancouver, Richmond, Delta, Burnaby, New Westminster, Coquitlam, Port Coquitlam, White Rock, and Surrey);
- \$135 plus tax in Greater Victoria (which includes Victoria, Saanich, Esquimalt and Oak Bay);
- \$100 plus tax in Whistler; and
- \$100 plus tax in all other areas of the province.

#### Winter (October 1 to April 30):

- \$100 plus tax in Greater Vancouver;
- \$90 plus tax in Greater Victoria;
- \$100 plus tax in Whistler area; and
- \$85 plus tax in all other areas of the province.

These limits may be exceeded in exceptional circumstances if prior the *Authority's* approval is obtained. Only the single government rate will be reimbursed. The "number in party" identified on the receipt must show only one person.

b) **Private lodging** (receipts are not required):

\$30 per night may be claimed when private lodging is arranged (e.g., staying with friends).

**6. Airfare:**

Economy airfare only will be reimbursed. Receipts/copies of receipts and proof of payment are required.

**7. Miscellaneous Travel Expenses:**

Laundry, gratuities, portage and personal phone calls cannot be claimed. Ferry charges and highway tolls can be claimed if supported by an original receipt. Other miscellaneous expenses incurred when traveling (e.g., courier and photocopying charges) can also be claimed if supported by a receipt/copy of receipt.

**8. Out-of-Province Travel:**

When B.C. Consultants are required to travel out-of- province, a Travel Authorization form approved by the *Authority* must accompany the expense claim.

**OTHER EXPENSES:**

**1. Business Expenses** (e.g., all costs associated with meetings, including business and guest meals):

Claims for business expenses must be accompanied by an approved Business Expense Approval form (which should be completed by the *Authority*, not the Consultant).

**2. GST:** Will be shown as a separate line item following all expenses and mark ups.

**3. Miscellaneous Expenses** (e.g. business telephone/fax calls, newspapers, etc.):

Misc. expenses will be paid if supported by original receipts and in our opinion are necessarily incurred by you in providing the service. Contact the *Authority's* project manager **before** incurring any misc. expenses.

## APPENDIX E: Submission Instructions

Please follow these instructions to submit via our Public Portal.

### 1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
SCOPE Proposal	File Type: PDF (.pdf)	1	Contain your entire response except the fee.
FEE Proposal	File Type: PDF (.pdf)	1	Only contain your Fee proposal

### Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 100 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

### 2. Upload your submission at:

<https://fraserhealth.bonfirehub.ca/opportunities>

Your submission must be uploaded, submitted, and finalized prior to *the Closing Time*. We strongly recommend that you give yourself sufficient time and **at least ONE (1) hour** before *Closing Time* to begin the uploading process and to finalize your submission.

### Important Notes:

Each item of Requested Information is instantly sealed and will only be visible after *the Closing Time*.

*Proposals* will be opened in private by the *Authority* after the *Closing Time*

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 8/9/10+, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

### Need Help?

The *Authority* uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>