



REQUEST FOR QUALIFICATIONS
Equipment Consultants Pre-qualified List
for
Partnerships British Columbia Inc.

RFQ #: 3670

[Conformed October 05, 2011]

Submission Time:	2:00 p.m. (local time) on February 25, 2011
Submission Location:	Partnerships British Columbia Inc. 300 – 707 Fort Street Victoria, BC V8W 3G3
Contact Person:	Shirin Purewal
Email address:	Shirin.Purewal@partnershipsbc.ca

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SUMMARY OF KEY INFORMATION

RFQ TITLE	<p>The title of this RFQ is:</p> <p>Equipment Consultants Pre-qualified List</p> <p>Respondents should use this title on all correspondence.</p>
CONTACT PERSON	<p>The Contact Person for this RFQ is:</p> <p>Shirin Purewal</p> <p>Email: Shirin.Purewal@partnershipsbc.ca</p>
INQUIRIES	<p>Please direct all Inquiries, in writing, to the above named Contact Person. No telephone or fax inquiries please.</p>
SUBMISSION TIME	<p>The Submission Time is:</p> <p>February 25, 2011</p> <p>At 2:00 p.m. (local time in Victoria)</p>
SUBMISSION LOCATION	<p>The Submission Location is:</p> <p>Partnerships British Columbia Inc. 300 – 707 Fort Street Victoria, BC V8W 3G3</p> <p>Attention: Shirin Purewal</p>
DELIVERY HOURS	<p>Deliveries will be accepted at the Submission Location on weekdays (excluding Statutory Holidays) from 8:30 a.m. to 4:00 p.m. (local time in Victoria).</p>

PREAMBLE

Partnerships British Columbia Inc. (Partnerships BC) is a company owned by the Province of British Columbia and governed by a board of directors reporting to its sole shareholder, the Minister of Finance. Partnerships BC's mandate is to assist public sector clients in the planning and procurement of complex infrastructure projects, specifically those involving the utilization of private sector expertise, services and capital. Partnerships BC provides a full spectrum of services ranging from business planning and procurement management to design and construction advisory services. The company's clients are public sector agencies including ministries, Crown corporations, health authorities, advanced education institutions, boards of education, local governments and government entities outside of British Columbia.

1. INTRODUCTION

1.1 Purpose of this RFQ

Partnerships BC and/or Partnerships BC's Clients engage Equipment Consultants for various roles related to the planning and procurement of infrastructure. To facilitate efficient procurement of Equipment Consultants, PBC is establishing the List of Qualified Equipment Consultants (the List). Although this List will not necessarily preclude a full public procurement process, the intention is that Equipment Consultants will be selected from this List for most projects. The selected consultants will be asked for a proposal related to the specific project.

1.2 Eligibility to Participate in this RFQ

Any interested party, or parties, may make a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, partnerships, or any other legal entities.

1.3 Nature of the Work

Partnerships BC intends to identify prospective Equipment Consultants with experience directly relevant to the planning and procurement of public infrastructure-related projects (and particularly public private partnerships (PPP) and Design-Build projects) in the health sector specifically (including but not limited to hospitals, ambulatory care centres, long-term care residences, specialized care centres such as cancer or cardiac centres). Candidates may also indicate experience in other sectors.

1.4 Exclusivity

Inclusion on the List does not preclude a party from working for any potential bidder on projects involving Partnerships BC or its Clients. However, if and when a party on the List enters into a contract with Partnerships BC or its Client, the advisor, its firm and potential affiliates may be restricted from working for any potential bidder on that project or other projects in which Partnerships BC or its Client is involved. Any such restrictions will be determined on a case-by-case basis and will depend on the nature of work undertaken through the contract.

2. ESTABLISHING THE LIST

2.1 Establishing the List

This RFQ asks qualified individuals and firms interested in acting as Equipment Consultants on behalf of Partnerships BC or its Clients to follow the Submission Instructions detailed in Section 4, and to provide the information requested in Appendix B – Submission Guidelines and Evaluation Criteria with respect to experience.

The List is expected to be in place for a period of approximately two years from the Submission Time of this RFQ. At that time, the List may be refreshed by requesting new submissions or updates to submissions received from qualified Candidates already on the List.

2.2 Evaluation Criteria

Partnerships BC will evaluate Responses by application of the Evaluation Criteria as outlined in Appendix B.

2.3 Evaluation Process

Upon receipt, all Responses will be reviewed for completeness in accordance with Appendix B.

Each Response will be evaluated by Partnerships BC, in accordance with the Evaluation Criteria, taking into consideration the following:

- Documents submitted in response to this RFQ;
- Information, provided in writing, in response to questions asked by Partnerships BC;
- Interviews; and
- Reference and other checks.

To assist in evaluating the Responses, Partnerships BC may, at its sole and absolute discretion:

- Conduct reference checks with any or all of the references cited in a Response, and conduct any background investigations that it considers necessary;
- Rely on and consider any information from such cited references;
- Take into consideration information from other sources;
- Seek clarification from any or all Respondents or seek further information from any or all Respondents; and
- Request in-person meetings with any or all Respondents to clarify any questions and/or considerations based on the information included in the Responses.

2.4 Notification of Results

When the evaluation process is completed and the List from this process finalized, Partnerships BC will notify Respondents in writing of the results.

2.5 Maintaining the List

Any individual or firm may submit or update their qualifications for consideration to be added to the List at any time during the term of the List. Partnerships BC may, from time to time and at its sole discretion, receive and evaluate such Submissions received after the Submission Time.

In order to ensure consideration for Equipment Consultant engagements on upcoming projects, Respondents are strongly encouraged to submit their Responses by the Submission Time specified on the cover page to this RFQ.

2.6 Use of the List

Information on how this List will be used is set out in Appendix A – Maintenance and Use of the List.

3. NATURE OF ENGAGEMENTS

The nature and scope of Equipment Consultant engagements will vary to suit the requirements of each assignment. The scope of an engagement may include some or all of the services and activities set out in Appendix D – Sample Terms of Reference.

4. SUBMISSION INSTRUCTIONS

4.1 Submission Location

Responses are to be received at the Submission Location as indicated on the cover page of this RFQ. Responses are to be submitted by hand, mail or courier. Each Response is to be delivered in a package or envelope clearly labelled with the “RFQ Title”, “Contact Person”, and “Submission Location” all as shown on this RFQ cover page. The name and mailing address of the Respondent should also be clearly shown.

Responses sent by fax or email will **not** be accepted.

4.2 Submission Time

Responses received after the Submission Time will be reviewed at Partnership BC's convenience.

4.3 Mandatory Requirement

Each Response must include a cover letter signed by the Authorized Representative.

Non-compliant Responses may not be evaluated, at the sole and absolute discretion of Partnerships BC.

4.4 Language of Proposals

Responses should be in English. Any portion of a Proposal not in English will not be evaluated.

4.5 Response Format and Content

Please submit five (5) hard copies and one (1) electronic copy (pdf version on CD or USB flash drive).

Detailed information on the format and content of Responses is included in Appendix B.

4.6 Receipt of Complete RFQ

Respondents are responsible for ensuring that they have received the complete RFQ, as listed in the Table of Contents of this RFQ. Each Response is deemed to be made on the basis of the entire RFQ issued prior to the Submission Time. Partnerships BC accepts no responsibility for any Respondent that does not receive all RFQ information.

4.7 Designation of Authorized Representatives

Respondents are advised to email the information stipulated in Appendix C – Designation of Authorized Representative. All subsequent information regarding this RFQ issued before the Submission Time, including changes made to this document will be posted on BC Bid and notification of the posting will be emailed only to those parties who have provided a Designation of Authorized Representative.

All communications or inquiries about this RFQ must be made by the Respondent's Authorized Representative by email to the Contact Person, as noted on the title page of this RFQ. No telephone inquiries or faxes will be accepted.

Partnerships BC reserves the right to:

- Not provide an answer; and
- Communicate the inquiry and the answer to other Respondents.

A Respondent may request that a response to an inquiry be kept confidential if the Respondent considers the inquiry to be commercially sensitive. If Partnerships BC decides that an inquiry must be distributed to all Respondents, then the Contact Person will permit the inquirer to withdraw the inquiry rather than receive a response.

Partnerships BC is not responsible for any error that may occur from submission of communications or enquiry.

Communications or inquiries directed to the Contact Person must clearly state "Request for Qualifications – Equipment Consultant Pre-qualified List – Inquiry".

4.8 Email Communication

The following provisions shall apply to any communications with the Contact Person or the delivery of documents to the Contact Person:

- (a) Partnerships BC does not assume any risk or responsibility or liability whatsoever to any Respondent:
 - (i) for ensuring that any electronic email system being operated for Partnerships BC is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Respondent's transmission cannot be received; and/or
 - (ii) if an email communication or delivery is not received by Partnerships BC, or received in less than its entirety, within any time limit specified by this RFQ.
- (b) All permitted email communications with or delivery of documents to the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

4.9 Unofficial Information

Information offered from sources other than the Contact Person with regard to the content, intent or interpretation of this RFQ is not official, may be inaccurate, and should not be relied on in any way, by any person or firm, for any purpose.

4.10 Addenda

Written Addenda are the only means of amending or clarifying this RFQ. Only Partnerships BC, through the Contact Person, is authorized to amend or clarify this RFQ by issuing an Addendum. No other employee or agent of Partnerships BC is authorized to amend or clarify this RFQ. Partnerships BC may, at its absolute discretion through the Contact Person, and with notice in writing to interested parties, amend or clarify the terms or contents of this RFQ before the Submission Time.

Partnerships BC will post each Addendum issued before the Submission Time on BC Bid. Notification of the posting(s) will be sent to Respondents' Authorized Representatives. Any subsequent information issued after the Submission Time will be posted on Partnerships BC's website. Partnerships BC makes no guarantee of timely delivery of any Addenda to any person or firm.

4.11 Inconsistency Between Paper and Electronic Form

If there is any inconsistency between the paper form of a document issued by or on behalf of Partnerships BC and the digital, electronic or other computer readable form, the paper form of the document prevails.

4.12 Revisions to RFQ Responses

A Respondent may amend any aspect of its Response at any time prior to and after the Submission Time by delivering written notice, or written amendments, to the Contact Person at the Submission Location.

5. RFQ TERMS AND CONDITIONS

5.1 No Contract

This RFQ does not constitute an offer to enter into a Contract with any party and no Contract of any kind is formed under, or arises from, this RFQ.

5.2 Freedom of Information and Protection of Privacy Act

All documents and other records in the custody of or under the control of Partnerships BC are subject to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) and other applicable legislation. Except as expressly stated in this RFQ and subject to the FOIPPA or other applicable legislation, all documents and other records submitted in response to this RFQ will be considered confidential. FOIPPA can be accessed at http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

5.3 Cost of Preparing Responses

Each Respondent is solely responsible for all costs it incurs in preparing a Response, including costs of providing information requested by Partnerships BC and for subsequent negotiations or competitions arising from, or in connection with, a Contract, if any.

5.4 Limitation of Damages

Each Respondent by submitting a Response, agrees that:

- (a) in the event any or all Responses are rejected, or this RFQ is modified, suspended or cancelled for any reason, neither Partnerships BC nor any of its employees, advisors or representatives will be liable, under any circumstances, for any Claim or to reimburse or compensate the Respondent in any manner whatsoever, including but not limited to costs of preparation of the Response, loss of anticipated profits, loss of opportunity or for any other matter;
- (b) the Respondent waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, in the event that the Respondent is rejected or is not successful in this RFQ or for any other reason; and
- (c) with respect to circumstances not listed in the foregoing subsection 1 and 2, the Respondent will not make any Claim against Partnerships BC or its employees, advisors or representatives in excess of an amount equivalent to the reasonable costs of preparation of the Responses for any matter relating to the RFQ process.

5.5 Reservation of Rights

Partnerships BC reserves the right, in its sole and absolute discretion, to:

- (a) amend the scope of work, modify, cancel or suspend this RFQ process or any or all stages, at any time for any reason;
- (b) accept or reject any Response based on the review and classification criteria as determined in the sole and absolute discretion of Partnerships BC;
- (c) not accept any or all Responses;
- (d) reject or Disqualify all or any Response without any obligation, compensation or reimbursement to any Respondent or any of its team members;
- (e) re-advertise for new Responses, call for tenders, or enter into negotiations for work of a similar nature;
- (f) make any changes to the terms of the business opportunity described in this RFQ;
- (g) extend, from time to time, any date, time period or deadline provided in this RFQ, upon written notice to all Respondents;
- (h) cancel the List at any time without entering into any Contracts.

5.6 Ownership of Proposals

All documents, including Responses submitted to Partnerships BC become the property of Partnerships BC. They will be received and held in confidence, subject to the provisions of this RFQ and the FOIPPA.

5.7 Disclosure

- (a) Partnerships BC is committed to an open and transparent process, while understanding the Respondents' need for protection of confidential commercial information. To assist Partnerships BC in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavour.
- (b) To ensure that all public information generated about this RFQ process is fair and accurate and will not inadvertently or otherwise influence the outcome of this RFQ, all public information generated in relation to the process, including communications with the media and the public, must be coordinated with, and is subject to prior approval of, Partnerships BC.
- (c) Respondents will notify Partnerships BC of requests for information or interviews from the media.

5.8 No Unauthorized Communication

All communications with respect to this RFQ must be made by the Respondent's Authorized Representative (as identified in Appendix C) in writing, by email to the Contact Person, as noted on the title page of this RFQ. No telephone or fax inquiries are permitted.

Respondents will not communicate directly or indirectly on matters related to this RFQ with any representatives of Partnerships BC, elected officials, or any other government employees involved in the Competitive Selection Process.

Respondents will not engage in any form of political or other lobbying whatsoever with respect to this RFQ, or otherwise attempt to influence the outcome of this RFQ. In the event of any such lobbying or communications, Partnerships BC, at its sole and absolute discretion, may at any time, but is not be required to, reject any Response by that Respondent without further consideration, and either terminate that Respondent's right to continue participating in the RFQ stage, or impose such conditions on that Respondent's continued participation in the List as Partnerships BC, at its sole discretion, may consider to be in the public interest or otherwise appropriate.

5.9 Form of Contract

It is expected that any Candidate retained by Partnerships BC will enter into a Contract with a Client. The basis of compensation and form of Contract between a Candidate and a Client will be as agreed between the parties.

5.10 No Collusion

Each Respondent will be responsible to ensure that its participation in this RFQ process is conducted fairly and without collusion or fraud.

6. DEFINITIONS

Addenda or Addendum means each and every written document issued by the Contact Person for the purpose of amending or clarifying this RFQ.

Authorized Representative means the person(s) or firm(s) having the authority to legally bind the Respondent.

Candidate(s) means any Respondent who is included in the List of Qualified Equipment Consultants.

Claim means any claim, demand, liability, damage, loss, suit, action, or cause of action and all costs and expenses relating thereto.

Client means the Province of British Columbia, a public sector agency, a municipality, regional district or any other public sector entity which has engaged, or proposes to engage, Partnerships BC.

Contact Person means the Person designated by Partnerships BC on the RFQ cover page.

Contract means a written contract executed by a Candidate, and by Partnerships BC or a Client as the case may be, for the engagement of a Qualified Equipment Consultants.

Designation of Authorized Representative refers to the declaration in Appendix C.

Disqualification or **Disqualified** or **Disqualify** means exclusion of a Response from a Respondent by Partnerships BC from the Competitive Selection Process.

Evaluation Criteria means the criteria defined in Appendix B used to evaluate the Responses.

List of Qualified Equipment Consultants or **List** means the List of Candidates prepared and maintained by Partnerships BC.

Mandatory Requirement means the requirements identified in Section 4.2.

Partnerships BC means Partnerships British Columbia Inc.

Public Sector Agency means a government body as defined in the Financial Administration Act R.S.B.C. 1996, c.138, including taxpayer-supported and commercial Crown corporations and their subsidiaries, and local agencies such as school districts, health authorities, universities and colleges.

Qualified Equipment Consultant means a Candidate included on the List of Qualified Equipment Consultants.

Request for Qualifications or **RFQ** means this document, and any appendices attached to it, as they may be amended from time to time by Partnerships BC.

Respondent(s) means an individual or firm who intends to submit a Submission to this RFQ.

Response means the formal Response by a Respondent to this RFQ and is the statement of information that substantially complies with the form and content requirements of this RFQ.

Submission Location means the location, as described on the RFQ cover page, to which Responses must be submitted before the Submission Time.

Submission Time means the time and date, as described on the RFQ cover page, for the submission of Responses. Responses received after the Submission Time will be reviewed at Partnership BC's convenience.

APPENDIX A

MAINTENANCE AND USE OF THE LIST

1. MAINTENANCE OF THE LIST

1.1 Changes to the List

Partnerships BC may, at its sole discretion, and from time to time:

- a) extend the period during which the List is valid;
- b) invite additional Respondents to submit their materials for consideration to be added to the List;
- c) request or require one or more Respondents to submit additional information, including updated experience, availability and fee information;
- d) update the List at any time by adding new Candidates and removing Candidates from the List;
- e) update the List based on revised eligibility criteria; and
- f) categorize Candidates on the basis of their stated areas of expertise.

1.2 Candidate Changes

Candidates named to the List are requested to promptly notify the Contact Person in writing of any material changes to the information contained in their Submission. Partnerships BC may, but is not obligated to, update the List, at any time, in its discretion, to reflect such changes.

Candidates named to the List who wish to make any addition, deletion, or other change to their Submission, will notify the Contact Person as to the proposed change in writing.

Any proposed change may result in removal from the List.

1.3 Withdrawal or Removal from the List

Any Candidate may withdraw its name from the List at any time by notifying the Contact Person in writing.

Partnerships BC may remove any Candidate from the List at any time, by notifying the Candidate in writing.

2. USE OF THE LIST

Partnerships BC may, at its discretion, and from time to time:

- a) use the List to identify Equipment Consultants with relevant expertise in connection with specific projects or distinct tasks in connection with such projects or proposed projects, or related project or policy development;
- b) use the List on behalf of a Client; or
- c) make the List available to a Client. If the List is provided to a Client, the use, if any, of the List and the selection, retention and instruction of Candidates in association with specific projects will be at the discretion of the Client.

Each of Partnerships BC and the Client shall have the right, at its discretion, to:

- a) invite any or all of the Candidates on the List to participate in selection processes for one or more Contracts;
- b) develop and implement processes and criteria for identifying, classifying, and selecting Candidates from the List;
- c) develop shortlists of Candidates in connection with specific tasks and projects and invite the shortlisted Candidates to be considered for one or more Contracts in connection with the tasks and projects;
- d) select Candidates to enter into one or more Contracts directly from the List; in accordance with applicable direct award policies;
- e) not engage any Candidates in connection with a project or task;
- f) not utilize the List in any way whatsoever, including without limitation, by not selecting any Candidates to enter into, or by not inviting any Candidates to compete for any one or more Contracts;
- g) employ other means or mechanisms to identify prospective Equipment Consultants external to the List or otherwise engage Equipment Consultants with relevant expertise in connection with specific projects or distinct tasks in connection to such projects or proposed projects, or related project or policy development,; or
- h) screen Candidates for conflicts of interest or other relationships that require them to commit to strict confidentiality obligations.

There is no obligation whatsoever on Partnerships BC or the Client to:

- a) contact any one or more Candidates on the List;
- b) consider or invite any one or more Candidates to enter into, or compete to enter into, any Contracts; or
- c) enter into one or more Contracts.

3. LIMITATIONS

Partnerships BC, in establishing and maintaining the List and the information contained in the List, in classifying Candidates on the List, in distributing or giving access to the List as contemplated in this RFQ, and in permitting the Client to utilize and give access to the List to others, is neither intending to, nor endorsing, recommending or otherwise making any representation, express or implied as to the List, the information (including its accuracy or completeness) contained in the List, the suitability of Candidates classified on the List, or the use that may be made of the List or the information on the List. The information contained in the List, or the classification of any or all Candidates on the List must not be held out as an endorsement, recommendation, or representation whatsoever, express or implied by Partnerships BC.

APPENDIX B

RESPONSE GUIDELINES AND EVALUATION CRITERIA

Response Guidelines			
1	Mandatory Requirement	Each Proposal must include a cover letter signed by the Authorized Representative.	
2	Response Form and Content	Please submit five (5) hard copies and one (1) electronic copy (pdf version on CD/USB flash drive).	
3	Contact Information	<p>Provide the name and contact details for the Authorized Representative of the Respondent.</p> <p>Please note: The Authorized Representative of the Respondent will be the <u>only</u> contact person to receive communication from Partnerships BC regarding this RFQ.</p> <p><u>Authorized Representative:</u></p> <ol style="list-style-type: none"> 1. Name 2. Company 3. Mailing/Courier Address 4. Telephone Number 5. Email address 	
Section	Title	Contents	Evaluation Criteria
1	Experience on assignments of relevant scope, scale or complexity	<p>Provide a current CV for each person who would typically lead an Equipment Consulting assignment. Please include, at a minimum, the following information:</p> <p>Name</p> <p>Professional experience</p> <p>Professional or technical designation(s), if any</p> <p>Education/qualifications</p> <p>Provide the following information for relevant assignments completed within the last five (5) years. Please limit responses to 2 pages or less per</p>	Demonstrates specialized knowledge, skills and experience that bring clear value to the project team.

		<p>project.</p> <p>Relevant Equipment Consulting or infrastructure project experience – please see Table 1 AREAS OF EXPERIENCE;</p> <p>Project name and location (City, Province/State, Country);</p> <p>Project description (including date, contract method, i.e. PPP; design build, etc.) and current status;</p> <p>Project capital cost (estimated in C\$ and not less than C\$100M);</p> <p>Value of equipment budget; and</p> <p>Role of individual including a description of scope/experience within the overall project, and which areas of Equipment Consulting experience the project applies to.</p>	
2.	Professional reputation as a credible provider of Equipment Consulting services.	<p>Client references (including client name, contact name, location, phone number, and email address) for each of the above projects.</p> <p>References may be asked to verify the information in the Submission and attest to the Respondent’s relevant professional experience.</p>	Positive responses received from references provided by consultant and background checks made at the discretion of Partnerships BC.
3.	Areas of Experience	Complete Table 1 “AREAS OF EXPERIENCE”.	Relevant experience related to the identified Sectors of Specialization.

TABLE 1 – AREAS OF EXPERIENCE

Each Candidate is asked to identify in the table below, the sectors for which they have experience by placing a check mark (✓) in the box.

AREAS OF EXPERIENCE (please ✓)	
Health	Other (please specify)

APPENDIX C

DESIGNATION OF AUTHORIZED REPRESENTATIVE

For any further distributed information about this RFQ, return this information in an email as soon as possible to:

Attention: Shirin Purewal

Email: Shirin.Purewal@partnershipsbc.ca

Subject: RFQ #3670 – Equipment Consultant Pre-qualified List

- Company
- Mailing Address
- Name of Authorized Representative
- Phone Number of Authorized Representative
- Email Address of Authorized Representative

APPENDIX D

SAMPLE TERMS OF REFERENCE

The Equipment Consultant will meet with appropriate owner user groups, owner's project team, advisors, and Partnerships BC staff in order to obtain a clear understanding of the equipment needs for the project. The Equipment Consultant, working with the owner's team, will develop an equipment list that is integrated and aligned with the installation and commissioning requirements for the project.

In detail, the scope of services in the advisory RFP may include some or all of the activities as follows:

1. PHASE ONE – BUSINESS CASE

- a) Provide an existing furniture audit on a room-by-room basis for all areas of the existing facilities.
- b) Assess furniture and equipment for re-use, refurbishment, disposal, or replacement based on project timelines.
- c) Provide a database of furniture and equipment information that includes the ability to sort by room, furniture equipment types, and manufacturer. This database is to be accessible by all associated project members.
- d) Meet with user groups to review existing and new furniture equipment.
- e) Prepare a detailed equipment list that includes new equipment and equipment to be reused.
- f) Provide a budget estimate for the detailed equipment list, (including installation and commissioning).
- g) Develop alternative procurement methodologies that represent a full spectrum of alternatives ranging from total procurement of all furniture and equipment by the Project team to the transfer of complete responsibility for procurement by the successful RFP proponent. In collaboration with the Project Team, confirm the preferred procurement methodology for inclusion in the RFP.
- h) Enter all information into a database with tools that permit a systemized analysis and report process for the furniture equipment specifications, plans and budgets. The minimum report capabilities are to include a room-by-room furniture and equipment report, furniture and equipment specifications report, furniture and equipment manufacturers report, financial analysis and budget reports.
- i) Attend Project team meetings on an as-needed basis.

PHASE TWO – PROCUREMENT

- a) Prepare detailed performance specification information for the equipment list. Participate with the owner's compliance consultants in ensuring fully coordinated specifications.
- b) Produce a responsibility checklist as to who will install, maintain and refresh the equipment.
- c) Provide outline space and specifications including cut sheets for all furniture and equipment. Provide detailed requirements including most likely selection for the small number of critical pieces of equipment that impact design and construction.
- d) Provide a timeline for acquisition and installation of furniture and equipment, including the furniture and equipment that may need to be relocated from existing facilities.
- e) Review the proposals submitted by respondents and/or proponents for furniture and equipment to be procured by them, if any. Assess the furniture and equipment proposals submitted for suitability, based upon user-defined requirements, and make recommendations to the Client.

PHASE THREE – IMPLEMENTATION

- a) Support the owner's purchasing agent in providing specifications, reviewing submissions, evaluating proposals and meeting with users to ensure acceptance.
- b) Review the shop drawings submitted by the successful vendors and obtain sign-off from user groups.
- c) Review strategies for the delivery, receipt, inventory, warehousing, unpacking and installation of all new furniture and equipment. This function must be coordinated with client and the successful proponent. The successful proponent will maintain a furniture and equipment delivery schedule in a format that can be incorporated into the master project schedule.
- d) Provide a strategy for the relocation of existing furniture and equipment, including the transfer of equipment between facilities (if any).