



REQUEST FOR QUALIFICATIONS  
Facility Management Consulting Services List  
for  
Partnerships British Columbia

Issue Date: April 1, 2008

RFQ Number: 2033

Submission Location:

Responses to be received before the Submission Time at:

Partnerships British Columbia Inc.  
2320-1111 West Georgia St.  
Vancouver, B.C. V6E 4M3  
Attention: Lisa Hockley

Submission Time:

Responses to be received at the above Submission Location prior to:

**2:30 pm local time, April 21, 2008**

Contact Person:

**Lisa Hockley**

Fax: (604) 660-1199

E-mail: [Lisa.Hockley@partnershipsbc.ca](mailto:Lisa.Hockley@partnershipsbc.ca)

**No telephone queries, please**

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## Preamble

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Partnerships British Columbia Inc. (“Partnerships BC”), a company wholly owned by the Province of British Columbia reports to its shareholder, the Minister of Finance. Partnerships BC’s mandate includes assisting public sector client agencies in identifying and managing public private partnership opportunities. This includes providing specialized services, ranging from advice to project leadership/management, to government and government agencies with respect to identifying opportunities for maximizing the value of public capital assets and developing public private partnerships.

The company’s clients are public sector agencies and authorities, including ministries, Crown corporations, post-secondary institutions and health authorities. In addition, Partnerships BC’s clients include municipalities, regional districts and government entities outside of British Columbia.

# 1.0 Introduction

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## 1.1 Purpose

This RFQ is being issued by Partnerships BC to obtain information from suitably qualified individuals and firms who are interested in providing Facility Management Consulting Services. It is anticipated that the information provided will be used to establish a List of Candidates which will be used to select Facility Management Consulting Services providers for the planning and/or procurement phases of projects contemplated by Partnerships BC and/or Partnerships BC clients. These projects may include, but are not necessarily limited to, the procurement of infrastructure for health, education and transportation projects. This List of Candidates may also be used by Partnerships BC to select Facility Management Consulting Services providers to assist with corporate and management-related issues. The List will include the following categories of Facility Management Consulting Services, as defined in Section 3:

- Business case phase services
- Procurement phase services
- Other services such as:
  - Facility Management documentation development
  - Input into cost development
  - Post-completion audits
  - Project audits
  - Independent Certifier
  - Contract drafting

These Facility Management Consulting Services may be procured by Partnerships BC or by Partnerships BC's clients.

Partnerships BC is interested in responses from individual advisors and from firms of all sizes. The scope of engagements will vary from small, short-term assignments to larger multi-year assignments. Providers of Facility Management Consulting Services may work independently, or as part of a larger advisory team directed by Partnerships BC.

## 1.2 Eligibility

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*

If or when a party on the List of Facility Management Consulting Services Providers enters into a Contract with Partnerships BC, the advisor, its firm and potential affiliates, may not be eligible to work for any potential bidder for projects in which Partnerships BC is involved.

This determination will depend on the exact nature of the work.

## **2. Establishing the List of Facilities Management Consulting Service Providers**

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### *2.1 Establishing the List*

This RFQ asks qualified individuals and firms, who are interested in providing Facility Management Consulting Services to Partnerships BC, to state their interest and provide the information requested in Section 4 with respect to their experience and qualifications and the Facility Management Consulting Services they are prepared to provide.

Respondents should submit information for every individual who would typically lead an engagement. Supporting team members will be considered for specific projects; information on supporting team members will be requested if and when required.

Partnerships BC will review and classify the Responses, and based on that review and classification, Partnerships BC intends to establish a List of Qualified Facility Management Consulting Services Candidates (the List).

The List will be arranged in a manner that identifies both categories of Facility Management Consulting Services and sectors of specialization (as defined in Section 3) in order for Partnerships BC and/or its clients to select appropriately qualified and interested individuals and firms for specific engagements.

The List is expected to be in place for a period of approximately two years from the Submission Time of this Request for Qualifications.

### *2.2 Selection Criteria*

- a) Respondents will be considered for eligibility on the basis of the information presented in the Response and in any subsequent clarifications and reference checks. Preference will be given to those who demonstrate evidence of knowledge and experience providing Facility Management Consulting Services to the public or private sector, on infrastructure projects typically carried out by the public sector.

Detailed criteria are set out in the Response guidelines in Appendix B. The evidence required to support each criteria is to be included in the Response, as set out in Appendix B.

### *2.3 Selection Process*

Upon receipt, all Responses will be reviewed for completeness in accordance with the Response Format and Content.

Each Response will be reviewed and classified by a Partnerships BC Evaluation Committee, in accordance with the Selection Criteria and will take into consideration:

- documents submitted in response to this RFQ;

- information, provided in writing, in response to questions asked by Partnerships BC; and,
- reference and other checks.

To assist in reviewing and classifying the Responses, Partnerships BC may, in 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 interviews/presentation 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 review and classification process is completed and the List from this process finalized, Partnerships BC will notify Respondents of the results.

## *2.5 Maintaining the List*

The List is an open one in that any person may submit their qualifications for consideration to be added to the List at any time during the term of the List, and any person who is included on the List may submit amendments to their qualifications. Partnerships BC will, from time to time and at its sole discretion, review and classify such submissions received after the Submission Time.

## *2.6 Use of the List*

Complete information on how this List will be used is set out in Appendix A.

### 3. Nature of Engagements

The nature and scope of Facility Management Consulting Services engagements will vary to suit the requirements of each assignment. The scope of an engagement to provide Facility Management Consulting Services may include some or all of the services and activities set out below:

Table 1 Range of Facility Management Consulting Services

Category of services	Examples of specific services
Business Case Phase Services	<ul style="list-style-type: none"> <li>- Identity services to be contracted out to the private partner</li> <li>- Draft high-level services description</li> <li>- Assist with benchmarking cost estimates for FM services</li> <li>- Assist in risk identification and valuation</li> <li>- Identify the potential benefits of alternative solutions and strategies</li> <li>- Advise on lifecycle replacement and/or refurbishment of the project facility elements and system components throughout the concession term of the project</li> </ul>
Procurement Phase Services	<ul style="list-style-type: none"> <li>- Develop project-specific FM output specifications including “hard FM” facility operations and/or “soft FM” services (e.g. housekeeping and retail food operations)</li> <li>- Develop performance indicators related to the payment mechanism of the concession agreement</li> <li>- Risk analysis</li> <li>- Continue to support client with FM services and life-cycle advice and decision making</li> <li>- Advisory services as required in the development and /or coordination of project documentation including hand back requirements, lifecycle requirements, payment mechanism, and RFP submission requirements</li> </ul>
Other services	<ul style="list-style-type: none"> <li>- Develop all documentation related to facility management in line with principles of financial risk mitigation and risk transfer incorporate and imbedded within the procurement documentation</li> <li>- Input into cost development</li> <li>- Post-completion audits</li> <li>- Project audits</li> <li>- Independent Certifier</li> <li>- Contract drafting</li> </ul>

Partnerships BC wishes to identify prospective providers of Facility Management Consulting Services with experience and knowledge directly relevant to the planning and implementation of infrastructure-related projects (and particularly PPP and Design-build projects) on behalf of the public sector (including infrastructure development, and operations & services) in a wide range of sectors, such as:

- health – hospitals, ambulatory care centre, long term care residences;
- education – schools, colleges, universities and student residences;
- utilities – water, waste water, electricity generation and distribution;
- corrections – courthouses, jails, youth detention centres;
- commercial real estate; and
- other, such as accommodations and recreation facilities.

## 4. Submission Instructions

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### *4.1 Submission Time and Location*

Responses are to be received before the Submission Time at the Submission Location as shown on the cover sheet 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 for this RFQ.

### *4.2 Mandatory Requirements*

Each Response must comply with the following Mandatory Requirements:

- a) Responses must be in English, and
- b) Each Response must include a cover letter signed by the Authorized Representative.

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

### *4.3 Response Format and Content*

Please submit two (2) hard copies and one (1) electronic copy (on CD). Each of the two complete hard copies of the Submission should be on 8.5" x 11" paper. Where practical, text should be 1.5 x spaced and not smaller than 11-point typeface. Submissions may be sent in binders. No cerlox binding please.

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

### *4.4 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 and every 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 lacking any information.

### *4.5 Receipt Confirmation Form*

Respondents are advised to fill out and return the attached Receipt Confirmation Form (Appendix C). All subsequent information regarding this RFQ, including changes made to this document will be posted on BC Bid and emailed directly only to those parties who return the completed Receipt Confirmation Form.

#### *4.6 Enquiries*

All Respondents may make enquiries regarding any aspect of this RFQ through the Contact Person. Partnerships BC reserves the right to:

- a) not provide an answer,
- b) communicate the enquiry and the answer to other Respondents.

If a Respondent requests that an enquiry be treated as confidential, Partnerships BC will either treat the enquiry and any reply as confidential, or inform the Respondent that it will not respond to the enquiry.

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

All communications or enquiries about this RFQ are to be directed, in writing, to the Contact Person.

Deliveries of communications or enquiries at the office of the Contact Person will be accepted weekdays from 8:30 a.m. to 4:30 p.m. (local time) and shall clearly state "Request for Qualifications – Facility Management Consulting Services Providers – RFQ Enquiry".

#### *4.7 Fax and Email communication*

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

1. Partnerships BC does not assume any risk or responsibility or liability whatsoever to any Respondent:
  - a. for ensuring that any facsimile transmission equipment or 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
  - b. if a permitted fax or 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.
2. All permitted fax or 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 facsimile transmission equipment or electronic equipment.

#### *4.8 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.

#### *4.9 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, in 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 on BC Bid and will make reasonable efforts to deliver each Addendum to all such interested parties. Partnerships BC makes no guarantee of timely delivery of any Addenda to any person or firm.

#### *4.10 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.

#### *4.11 Revisions to RFQ Responses prior to the Submission Time*

By submission of a clear and detailed written notice, the Respondent may amend or withdraw its Response prior to the closing date and time. Upon closing time, all proposals become irrevocable.

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Contact Person for purposes of clarification.

## 5.0 RFQ Terms and Conditions

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### 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 **Insert client abbreviation** 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 Submission to this RFQ will be considered confidential. FOIPPA can be accessed as follows: [www.qp.gov.bc.ca/statreg/stat/F/96165\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/F/96165_01.htm).

### 5.3 Confidentiality of Information

Information pertaining to Partnerships BC or a Client obtained by the Respondent as a result of participation in this RFQ is confidential and must not be disclosed without written authorization from Partnerships BC or the Client (as applicable).

### 5.4 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.

### 5.5 Limitation of Damages

Each Respondent by submitting a Response, agrees that:

1. 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;
2. 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
3. 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.

### *5.6 Reservation of Rights*

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

1. amend the scope of work, modify, cancel or suspend this RFQ process or any or all stages, at any time for any reason;
2. accept or reject any Response based on the review and classification criteria as determined in the sole and absolute discretion of Partnerships BC;
3. not accept any or all Responses;
4. reject or Disqualify all or any Response without any obligation, compensation or reimbursement to any Respondent or any of its team members;
5. re-advertise for new Responses, call for tenders, or enter into negotiations for work of a similar nature;
6. make any changes to the terms of the business opportunity described in this RFQ;
7. extend, from time to time, any date, time period or deadline provided in this RFQ, upon written notice to all Respondents;
8. cancel the List of Facility Management Consulting Services providers at any time without entering into any Contracts.

### *5.7 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 Freedom of Information and Protection of Privacy Act.

### *5.8 Disclosure*

1. 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.
2. Partnerships BC expects to disclose the following information: the RFQ document, the number of Respondents, and the names of Respondents.
3. 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.

4. Respondents will notify Partnerships BC of requests for information or interviews from the media.

### *5.9 No Obligation to Accept*

Partnerships BC is not obligated to accept a Response where, at the sole and absolute discretion of Partnerships BC:

- 1) It does not comply with the requirements of this RFQ unless it can be remedied or clarified under section 2.3; or
- 2) It includes a false or misleading statement, claim or information; or
- 3) background investigations:
  - a) reveal any false statements in the Response;
  - b) reveal any criminal affiliations or activities by the Respondent and such affiliations or activities would, in the sole opinion of Partnerships BC, interfere with the integrity of the List;

### *5.10 No Unauthorized Communication*

All communication with respect to this Request for Qualifications should be directed to the Contact person. Respondents will not communicate directly or indirectly on matters related to this Request for Qualifications 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 Request for Qualification, or otherwise attempt to influence the outcome of this Request for Qualifications. In the event of any such lobbying or communications, Partnerships BC **Insert client abbreviation**, at its sole and absolute discretion, may at any time, but 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 Request for Qualifications stage, or impose such conditions on that Respondent's continued participation in the List as Partnerships BC **Insert client abbreviation**, at its sole discretion, may consider in the public interest or otherwise appropriate.

### *5.11 Form of Contract*

It is anticipated that any Candidate retained by Partnerships BC will enter into a Contract with Partnerships BC. Any Contract between a Candidate and Partnerships BC will be substantially similar to the terms and conditions of the standard Partnerships British Columbia Service Contract (General), in use by Partnerships BC at the time of the Contract.

The basis of compensation and form of Contract between a Candidate and a Client will be as agreed between the parties.

### *5.12 No Collusion*

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

## 6.0 Definitions

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In this RFQ:

**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** means any Respondent who is included in the List of Facility Management Consulting Services;

**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;

**Competitive Selection Process** means the overall process for the selection of a preferred proponent for an engagement, including, but not limited to, the RFQ;

**Contact Person** means the person identified as such 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 performance of Facility Management Consulting Services, or other similar services;

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

**Evaluation Committee** means a committee, including sub-committees, established by Partnerships BC to evaluate the Responses;

**Evaluation Criteria** means the criteria defined in Appendix B;

**Facility Management Consulting Services** means the services described in Section 3, Table 1;

**Facility Management Consulting Services Candidate** means a person who has satisfied the conditions for being added to, and staying on, the List of Facility Management Consulting Services providers, and has been added to the List by Partnerships BC;

**List of Facility Management Consulting Services Candidates** or **List** means the list of Respondents, prepared and maintained by Partnerships BC, who have satisfied the review and classification committee that they possess the qualifications described in this RFQ for being added to, and staying on, that list;

**Mandatory Requirements** 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;

**Receipt Confirmation Form** refers to the form in Appendix C;

**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** means an individual or firm who submits 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** means the formal submission by a Respondent in response to this RFQ;

**Submission Location** means the location identified as such on the RFQ cover page;

**Submission Time** means the time and date indicated as such on the RFQ cover page.

# **Appendix A: Maintenance and Use of the List**

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## **1. Maintenance of the List**

### **1.1 Changes to the List**

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

- a) extend the period during which the List is valid;
- b) invite additional Candidates to submit their materials for consideration of being added to the List;
- c) request or permit one or more Candidates 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 will be required to promptly notify the Contact Person in writing of any material changes to the information contained in their Submission. Partnerships BC may, but will not be 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.

Partnerships BC may, but is not obligated, to consider such additions or changes and to update the List at any time, at its discretion.

Any proposed change may be disallowed.

### **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**

### **2.1 Use of the List by Partnerships BC**

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

- a) use the List to identify providers of Facility Management Consulting Services 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,
- b) use the List on behalf of a Client; or
- c) make the List available to a Client in connection with public private partnership projects, capital projects, proposed projects, distinct tasks in connection with projects, or related policy development. 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.

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

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

## **2.2 Use of the List by Clients**

Partnerships BC may, in its discretion, make the List available to a 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 the relevant Financial 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 Facility Management Consulting Services external to the List or otherwise engage Facility Management Consulting Services external to the List, in connection with any public private partnership project, capital project, proposed project, distinct tasks in connection with projects, or related policy development; or

- h) screen Candidates for conflicts of interest or other relationships that require them to commit to strict confidentiality obligations.

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 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

**TABLE 1 – RESPONSE FORMAT AND CONTENT**

Section.	Title	Contents
1.	Contact Information	<p>Provide the name and contact details for the Authorized Representative of the Respondent.</p> <p><b>Please note:</b> The Authorized Representative of the Respondent will be the <u>only</u> contact person to receive communication from PBC regarding the RFQ.</p> <p><u>Authorized Representative:</u></p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Company</li> <li>3. Mailing/Courier Address</li> <li>4. Telephone Number</li> <li>5. Facsimile Number</li> <li>6. E-mail address</li> </ol>
2.	Experience providing Facility Management Consulting Services on projects of significant scope, scale or complexity	<p>Provide a current CV <b>for each person who would typically lead a Facility Management Consulting assignment.</b> Please including, at a minimum, the following information:</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Professional Experience</li> <li>• Professional or technical designation, if any</li> <li>• Education/Qualifications</li> <li>• Relevant experience</li> </ul> <p>Provide the following information, for relevant projects completed within the last three years. Please limit responses to 2 pages or less, per project.</p> <ul style="list-style-type: none"> <li>• Sector of specialization, and relevant facility management consulting services (as defined in Table 2);</li> <li>• Project name and location (City, Province/State, Country);</li> <li>• Project description (including contract method, i.e. public private partnership; design build etc) and current status;</li> <li>• Project capital cost (estimate or actual); and</li> <li>• Role of the individual including a description of their scope within the overall project, and which areas of facility management consulting services experience the project applies to.</li> </ul>
3.	References	<ol style="list-style-type: none"> <li>1. Client references (including client name, contact name, location, phone number, and email address) for each of the above projects</li> </ol> <p>References may be asked to verify the information in the Submission and attest to the Respondent’s relevant professional experience.</p>
4.	Sectors of specialization & Facility Management Consulting Services	Complete Table 2 “Areas of Specialization and Range of Facility Management Consulting Services”.

Respondents are asked to identify in the table below, both the category of service and sectors for which they are prepared to provide services by placing a check mark (√) in the box under the appropriate heading beside the type of service.

**TABLE 2– AREAS OF SPECIALIZATION AND RANGE OF FACILITY MANAGEMENT CONSULTING SERVICES**

Category of Services:	SECTORS of SPECIALIZATION						PROCUREMENT METHOD EXPERIENCE		
	Health	Education	Utilities	Corrections	Commercial Real Estate	Other (specify)	PPP	Design Build	Design Bid Build or Construction Management
<b>1. Business Case Phase</b>									
Identify services to be contracted out to the private partner									
Draft high-level services description									
Assist with benchmarking cost estimates for FM services									
Assist in risk identification and valuation									
Identify the potential benefits of alternative solutions and strategies									
Advise on lifecycle replacement and/or refurbishment of the project facility elements and system components throughout the concession term of the project									
<b>2. Procurement Phase</b>									
Develop project-specific FM output specifications including “hard FM” facility operations and/or “soft FM” services (e.g. housekeeping and retail food operations)									

Category of Services:	SECTORS of SPECIALIZATION						PROCUREMENT METHOD EXPERIENCE		
	Health	Education	Utilities	Corrections	Commercial Real Estate	Other (specify)	PPP	Design Build	Design Bid Build or Construction Management
Develop performance indicators related to the payment mechanism of the concession making									
Risk analysis									
Continue to support client with FM services and life-cycle advice and decision making									
Advisory services as required in the development and / or coordination of the project documentation including hand back requirements, lifecycle requirements, payment mechanism, and RFP submission requirements									
<b>3. Other Services</b>									
Develop all documentation in line with principles of financial risk mitigation and risk transfer incorporate and imbedded within the procurement documentation									
Input into cost development									
Post-completion audits									
Project audits									
Independent Certifier									
Contract drafting									
Other (specify)									

# Appendix C: Receipt Confirmation Form

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Request for Qualifications

Facility Management Consulting Services

RFQ #2033

For any further distributed information about this RFQ,  
return this form as soon as possible to:

**Attention: Lisa Hockley**

MAIL ONLY:	COURIER/BY HAND:
Partnerships British Columbia Inc., 2320 - 1111 West Georgia St. Vancouver, B.C. V6E 4M3  Attention: <b>Lisa Hockley</b>	Partnerships British Columbia Inc., 2320-1111 West Georgia St. Vancouver, B.C. V6E 4M3  Attention: <b>Lisa Hockley</b>

Fax: (604) 660-1199

COMPANY: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PROVINCE/STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

FAX NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

PHONE NUMBER: ( \_\_\_\_ ) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

Unless it can be sent by fax or email, please send any further correspondence about this RFQ by:



**Courier Collect:** Courier Name and Account No. \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

# **Appendix D: Standard Service Contract**

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Available from the Contact Person on request.