

Northern Sport Centre Limited

**Request for Qualifications
for
Northern Sport Centre Project**

Issued On: June 29, 2005

Issued by:

Partnerships BC

On Behalf of our Client:

Northern Sport Centre Limited



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1.0 Introduction

The purpose of this Request for Qualifications (“RFQ”) is to invite submissions from interested parties to participate in a design, build, finance, operate procurement model for the Northern Sport Centre Project (“Project”) at the University of Northern British Columbia (“UNBC”), in Prince George, British Columbia.

Community leaders and representatives of sport user groups from the City of Prince George (the “City”), Northern BC, and UNBC have developed a plan on how Prince George and the North could realize the full potential of the 2010 Olympic Winter Games in British Columbia. The resulting concept of the Northern Sport Centre (“NSC”) is seen as an opportunity to bring together athletes, coaches, and communities to foster a distinctive culture of excellence by integrating sport and education.

The City of Prince George, Spirit of British Columbia, Prince George Committee, PacificSport Group, and the University of Northern British Columbia are proposing the creation of the NSC as a project for the 2010 Winter Olympic Games. The NSC will impact not just UNBC and Prince George, but the whole of Northern British Columbia. The key objectives of the NSC are to establish a regional centre that will attract and assist in retaining students and athletes in the North, and to provide a significant economic stimulus for the City of Prince George and Northern BC through future sport hosting opportunities.

It is expected that the NSC, through its location on the UNBC campus and planned programming, will strengthen Prince George’s role as a post-secondary education centre and provide opportunities for citizens of the North to pursue sport and education in their home region. The NSC is expected to contribute to the growth and development of Prince George and the surrounding region by supporting sport tourism and providing a lasting legacy to the 2010 Olympic Games and 2010 Paralympic Games.

To assist in the delivery of the Project, a new company was incorporated, Northern Sport Centre Limited (“NSCL”), which is owned jointly by the City and UNBC. The Board of Directors will be appointed by both the City and UNBC and will have representation from the community. NSCL has retained Partnerships BC to manage the procurement of the Project.

2.0 Northern Sport Centre Project

2.1 Project Vision and Objectives

The vision for the Project is a facility that will bring athletes, coaches and communities together to foster a distinctive culture of excellence by integrating sport and education. It is expected that the Project will:

- Provide a sport and recreational facility for the City of Prince George (“the City”) and UNBC that provides equivalent athletic and recreational opportunities to those offered in other communities;
- Develop into a regional centre that will attract, and assist in retaining, students and athletes in the North;
- Promote the integration of education, health, sport and wellness for the North; and

- Enhance existing competitive and recreational sport facilities in the City of Prince George.

In fulfilling this vision, the Northern Sport Centre will meet the following objectives:

- Address regional and university needs for competitive sport, and recreational and wellness programs through the provision of a range of opportunities, programs, and services.
- Provide a focal point for the growth and development of local and regional sports communities, including athletes, parents, coaches, and officials.
- Support the ongoing development of Nordic sports through the development of a Nordic Sport Centre of Excellence.

2.2 The Project

The project procurement phase will be managed by NSCL; NSCL will also manage the Northern Sport Centre (and associated Project Agreement with the private partner) over the long term.

NSCL has identified a list of core required components for the Project through consultation with various stakeholder groups and this is provided in List 1. The Project Team reserves the right to review and amend these components during the Project's procurement phase.

List 1:

<ul style="list-style-type: none"> Gymnasium – two courts with spectator seating (with a minimum of 2,000 seats in a retractable single seat format) 	<ul style="list-style-type: none"> Field House – indoor multi-use field with spectator seating (with a minimum of 500 seats in a retractable single seat format)
<ul style="list-style-type: none"> Indoor 6-lane track with straightaways for sprints 	<ul style="list-style-type: none"> Weight training room
<ul style="list-style-type: none"> Physiotherapy and sport medicine/athlete testing and research facilities 	<ul style="list-style-type: none"> First-aid room
<ul style="list-style-type: none"> Secure storage and space (technical support, e.g. ventilated wax room, secure rifle room) for Nordic Centre of Excellence sports (biathlon & cross-country skiing) 	<ul style="list-style-type: none"> Office space (general, elite sports, inter-university coaches and officials)
<ul style="list-style-type: none"> Locker and changing rooms 	<ul style="list-style-type: none"> Public washrooms
<ul style="list-style-type: none"> Conference room and seminar room 	<ul style="list-style-type: none"> Concessions/retail space
<ul style="list-style-type: none"> Lobby, reception space 	<ul style="list-style-type: none"> Ticket sales booth
<ul style="list-style-type: none"> Equipment and general storage rooms 	<ul style="list-style-type: none"> Laundry room
<ul style="list-style-type: none"> Maintenance and janitorial rooms 	<ul style="list-style-type: none"> Mechanical and electrical rooms
<ul style="list-style-type: none"> Outdoor playing field¹ (regulation size soccer pitch) 	<ul style="list-style-type: none"> Coordinating with the cross-country ski trail system
<ul style="list-style-type: none"> Parking adjacent to the facility 	

All of the above components are equally important to the success of the NSC. The facility will need to be designed and constructed so that it is flexible to support future growth in the community and future changes to sporting activities.

3.0 Responsibilities of the Operator

The responsibilities of the Operator will be finalized in the next stage of the procurement process; however, at this time, depending on the market responses to this RFQ, it is expected that the Operator will be required to:

- Design and construct the Project according to output specifications;
- Provide any required additional financing,;
- Operate the Project in accordance with programming requirements of NSCL for 25 - 30 years;
- Conduct maintenance on the Project so that it remains at a prescribed standard for the 25 - 30 year operating period;
- Provide communication support for the Project during the design construction and operation phases of the Project; and

¹ The outdoor playing field is an optional component of the project at this time. This will be confirmed in the next stage of the procurement process.

- Coordinate with agencies whose approval is required for the design, construction, and operation of the Facility.

NSCL reserves the right to amend and expand these responsibilities in the next stage of the procurement process. Further details regarding the above responsibilities will be provided during this next stage.

3.1 Responsibilities of the NSCL

The responsibilities of the NSCL will be confirmed in the next stage of the procurement process, however, at this time it is expected that the NSCL will:

- Provide the funding as described in Section 4.1;
- Define the performance requirements for the work;
- Monitor and manage the Project Agreement over the life of the Project; and
- During the design and construction phase of the project, NSCL will be responsible for all communications relating to the Project (with the Operator's support).
 - It is envisioned that communications responsibilities during the operations and maintenance phase of the Project will be allocated between NSCL and the Operator in accordance with the Project Agreement.

4.0 Commercial and Financial Concepts

The following section provides background information regarding the proposed commercial structure of the Project. This information is subject to change and the final details will be provided in the next stage of the procurement process.

The procurement model for this project is a design, build, finance, operate ("DBFO") with the private sector providing additional capital as required over the \$30.5 Million capital costs that have already been confirmed.

4.1 Funding Requirements

The Provincial Government has recently announced grant funding of \$20.5 million towards the construction of the project. This funding is available under the Major Post Secondary Sports Training Facilities Initiative offered by the Ministry of Small Business and Economic Development. One of the grant requirements is that the \$20.5 million be advanced during the design and construction phase in accordance with pre-determined milestones.

At this stage, NSCL will contribute \$10 million towards capital costs, and the Operator will be responsible to provide any additional funding as required. The funding requirements will be confirmed and finalized in the next stage of the procurement process.

During the operations phase of the project, NSCL will commit to purchase facility time at an agreed rate not to exceed \$600,000 per year to the Operator, which will be paid depending on Operator performance (i.e. payment mechanism based on performance payments). The Operator will be expected to program revenue generating events and incorporate other revenue generating businesses to cover operating costs over and

above the \$600,000 per year. This funding arrangement will be confirmed in the next stage of the procurement process.

It is anticipated that the payment from NSCL to the Operator will be reviewed on an annual basis and adjusted in an agreed upon manner. This will be confirmed in the next stage of the procurement process.

4.2 The Business Opportunity

NSCL is seeking an Operator to design, construct, operate and maintain the Project so that it remains available for use and is maintained to a prescribed standard. The project schedule contemplates one year for design and construction with a 30 year operation and maintenance period.

The Project will be developed on a part of the UNBC campus and UNBC will be the landlord of the Project. NSCL will be responsible for the design and construction of the Project and will lease the Project from UNBC. NSCL will retain a private consortium to design, construct, finance, and operate the Project as needed.

During the next stage of the procurement process, Proponents will be provided with a draft term sheet, or draft project agreement, outlining the key commercial terms. The Proponents will be permitted to propose alternate commercial arrangements during the next stage of the procurement process, and these alternate arrangements will be evaluated by NSCL. It is not contemplated that there will be negotiation of key commercial terms and major risk allocation after the Preferred Proponent is selected.

The current business opportunity includes the following:

- The Operator will provide additional funding in order for the Operator to carry out its responsibilities;
- The Operator will be paid milestone payments during construction of the Project up to the \$20.5 Million limit identified in Section 4.1;
- The Operator will be required to provide security² to NSCL relating to the milestone payments; and
- The Operator will share the financial and programming risks relating to the operation costs of the Project with NSCL.

NSCL expects that the Operator will use all reasonable efforts in providing employment opportunities in the local area. More details will be provided in the next stage of the procurement process.

4.3 The Deal Structure

At this stage in the planning process, there remains some flexibility as to the relationship between NSCL and the Operator. During the next stage of the procurement process, Proponents will have the option to propose:

1. the best facility possible given the current level of funding available (\$30.5 Million in capital costs and \$600,000 in annual operations payment (based on agreed upon usage by NSCL));
2. a facility that includes all core components identified in List 1; and/or

² The form of security will be detailed in the next stage of the procurement process.

3. a facility with all core components plus additional components that the Proponent may recommend.

The current deal structure, to be confirmed in the next stage of the procurement process, contains the following characteristics:

- The payment mechanism will be based on Operator performance and the ability of the Operator to market the Project and program revenue generating events.
- The Operator will also be expected to incorporate compatible and acceptable revenue generating businesses within the Project.
- Programming and marketing risk are to be shared by the Operator and NSCL.
- The Operator will be responsible for the development of the operational business plan for the Project.
 - At this time it is assumed that the NSCL will be responsible for approximately two thirds of the programming for the NSC.
 - This will be confirmed in the next stage of the procurement process.

5.0 Technical Information and Performance Criteria

5.1 General Design Criteria

5.1.1 Design Parameters

The Project is to be designed to permit the hosting of national and international championship events and training opportunities. The intent of these requirements is that the completed Project will represent a state of the art facility equal to or better than other facilities at Canadian universities.

In particular, the standards specified by the following agencies will likely be a requirement in the next stage of the procurement process:

- Canadian Interuniversity Sport (<http://www.universitysport.ca/e/index.cfm>). The Project must meet or exceed all national regulations as stipulated in the Playing Regulations;
- The National Collegiate Athletic Association of the United States of America (“NCAA”) – championship standards requirements. (<http://www2.ncaa.org/>).

Respondents are invited to suggest additional or alternate standards that should be used to ensure this requirement is met.

In addition the Project should generally comply³ with the intent of:

- National Building Code, including the BC Building Code;
- All applicable bylaws of the City of Prince George (<http://www.city.pg.bc.ca/cityhall/bylaws/>);
- UNBC Building Standards;

³ It is understood that some standards may be less flexible than others. This will be confirmed in the next stage of the procurement process.

- Applicable Canadian Standards;
- Industry standard practice used at similar facilities at other major Canadian universities; and
- Ministry of Advanced Education Post Secondary Facility Guidelines (<http://www.aved.gov.bc.ca/psfacilities/asset.htm>).

6.0 Information Sources

6.1 The Web Page and Electronic Data Room

The Project's web site link is: <http://www.unbc.ca/nsc/>. This web site link, for the purposes of the RFQ, will be called the electronic data room and access is not restricted. There will be a link to the project page available from the Partnerships BC website (www.partnershipsbc.ca).

In addition, the electronic data room will contain lists of all reports and studies relating to the Project which are in the possession of the NSCL, as well as copies of those reports and studies which NSCL believes are relevant to the Project. If a Respondent wishes to obtain a copy of any report listed in the electronic data room, a copy of which is not set out in full, such Respondent may request a copy from the Contact Person. Additional relevant information will be posted to the electronic data room from time to time, including the questions of respondents, answers to those questions, and any addenda to solicitation documents. The website for the Project will be public, so no password is required. The electronic data room will also be public, but the NSCL reserves the right to restrict access during the procurement process.

6.2 Reliance on Information

All information posted on the website for the Project, generally or specifically in the electronic data room for the Project, or which is provided pursuant to any request for information made by a Respondent, has been obtained from sources which are believed to be reliable and is made available to the Respondents in good faith. However, no representation, express or implied, is made as to the accuracy or completeness of such information, or that such information is suitable for the purposes of any Respondent, and the NSCL and Partnerships BC expressly disclaim any and all liability for any errors or omissions in such information, or which may be contained in any oral or written communication transmitted or made available to any Respondent. The Respondent's Submission will confirm the agreement of such Respondent to the disclaimer of liability contained in this paragraph.

6.3 Partnerships BC Business Directory

The PBC Business Directory (the "Business Directory"), an online directory for all PBC projects, provides an interactive opportunity for persons seeking business arrangements, or who may be interested in participating in PBC projects. Any business may place information in the online Business Directory such as contact details, brief description of organization, nature of services offered, and relevant expertise. Further, any business may access the Business Directory online to seek organizations for potential business arrangements. Such placements do not, however, assure the formation of a consortium, joint venture, partnership or other business arrangement, and do not assure participation in any PBC project, including the Northern Sport Centre Project. Placement of

information on the Business Directory is optional and is not part of the Selection Process.

The Business Directory can be accessed by clicking “Business Opportunity” from the main PBC website (www.partnershipsbc.ca).

Users of the Business Directory are responsible to verify the accuracy, reliability, relevance and sufficiency of all information in the Business Directory, and the status, standing, capabilities or experience of any listed Person. The NSCL and PBC do not review, verify or approve the information in the Business Directory, and therefore are not responsible for, and do not make any representation with respect to, such information. Continuous access to, or operation of, the Business Directory is at the sole and absolute discretion of the NSCL and PBC. Either the NSCL or PBC may refuse, or choose not to post, any information on the Business Directory.

7.0 Process and Schedule

7.1 Process

The Respondent will submit its Submission on the basis of the requirements of the RFQ, and the Respondent’s further investigations. Submissions should include all of the information requested in the RFQ in the format shown in Section 8.4.

7.2 Schedule

Proponents are requested to comment in their Submissions on the Preferred Schedule and in particular, to provide their estimated time to design and construct the Project, up to commencement of operations.

The Operator will have a specified time period that will be defined in the Agreement to design and construct the Project.

7.2.1 Preferred Schedule:

ISSUE REQUEST FOR QUALIFICATION:	June 29, 2005
INFORMATION MEETING AND SITE VISIT:	July 13, 2005
CLOSING DATE FOR SUBMISSIONS:	July 29, 2005
NOTICE OF SHORT-LISTED PROPONENTS:	September 2005
SIGNING OF AGREEMENT:	December 2005
TARGET DATE FOR OPERATIONS TO COMMENCE AT NSC:	Early 2007

7.3 Information Meeting

The Project Team will convene an information meeting in Prince George to which all Registered Proponents will be invited. The Project Team may, at its own discretion, including in response to a request of a Respondent, convene further information

meetings. Any additional information or clarification that the Project Team decides is required will be covered by written addenda and posted in the Electronic Data Room.

The information meeting will include high level presentations from key project personnel, a site tour, and a brief tour of the UNBC campus.

Attendance at this meeting is optional. The project team strongly encourages Respondents to attend this meeting as it will include a site visit and provide background information on the community expectations.

The information meeting will be held at:

Location: P-200 Dr. Donald Rix, Northern Health Sciences Centre,
University of Northern BC, Prince George, BC

Date: July 13, 2005

Time: 10:30 am to 3:00 pm

Please RSVP to the Contact Person via email by July 8, 2005 including company name, with an email address, and expected number of participants. Participants are expected to bring a completed Schedule B to the Proponents Meeting.

7.4 Submissions

7.4.1 Submission Location and Submission Time

The Submission Location is:

Sue-Anne Fimrite
Partnerships BC
Suite 1250 – 999 West Hastings Street
Vancouver, BC V6C 2W2

Submissions must be submitted by hand or courier to the Submission Location before the Submission Time. Expressions of Interest submitted by post, facsimile, or email will not be considered. Deliveries of Submissions at the Submission Location will be accepted weekdays from 8:30 am to 5:00 pm local time.

The Submission Time is no later than 2:00 pm Local time on July 29, 2005, subject to extension by NSCL as provided in the RFQ.

Submissions received after the Submission Time will not be considered, and will be returned unopened.

7.4.2 Submission Requirements

Each Submission **should**:

- be addressed to the Contact Person;
- be loose-leaf or in 3-ring binder(s) on double sided 8.5" x 11" paper and every page should be numbered;
- be in text of 1.5 X spaced and not smaller than 11 point typeface where practical;
- include one original, two (2) hard copies, and 7 CD's (in a printable file format) of the entire Submission;

- include the name of the Respondent and a return address on the exterior of the sealed container; and
- be clearly marked “Northern Sport Centre Qualification Submission” on the exterior of the container.

Each Submission **must**:

- be in English;
- be enclosed in one sealed container;
- be received (by hand or courier) at the Submission Location by the Submission Time;
- include a properly executed Submission Cover Letter (Schedule A); and
- include the completed Submission Contact Details Form (Schedule B), if not previously delivered to the Contact Person.

The NSCL may reject an incomplete Submission at its sole and absolute discretion.

Each Submission may include additional materials and brochures however, NSCL is not obliged to, and may not, consider such information.

8.0 Selection Procedure

8.1 Evaluation Process

8.1.1 Evaluation Methodology

The Evaluation Team will evaluate Submissions with the intention of selecting up to three Respondents to participate in the next stage of the procurement process. The evaluation of the Submissions will be based on the content of the Submissions, and any clarifications and/or further information requested and written responses to questions asked by the Contact Person.

No assumptions should be made that information regarding a Respondent or its members or experience, expertise and performance on other projects is known to the NSCL except as provided in the Submissions.

The NSCL will select Respondents who it deems, in its sole and absolute discretion, demonstrates the greatest combination of qualifications, experience, vision and commitment to develop the NSC.

If a Submission is determined to be unclear or deficient in some aspects, but these deficiencies are capable of being clarified or remedied, the Contact Person may prepare a list of questions for the Respondent, to provide the Respondent with an opportunity to clarify or remedy its Submission. If these clarifications and amendments do not overcome the deficiencies, the NSCL may, at its sole and absolute discretion, decide to reject the Submission.

Submissions will be evaluated using two different types of criteria:

Pass/Fail	Those criteria stipulating mandatory requirements. Submissions that do not meet the requirements of these criteria may result in a rejected Submission.
Rated Criteria	Submissions will be awarded points based on their relative merit using the scoring matrix.

8.1.2 Respondent Presentations

The Respondents will be expected to present the Submissions to the Executive and Evaluation Committee during the evaluation process at the request of the Project Team. The presentations will be based on clarification questions asked by the evaluation teams and should include only information that was provided in the Submissions. The presentations are to be specific to the Project and should not contain company marketing information.

8.2 Pass/Fail Criteria

8.2.1 Submission Completeness

The following table summarizes the submission completeness assessment:

SUBMISSION COMPLETENESS REVIEW		
Declaration Letters Financial Submission: <ul style="list-style-type: none"> ▪ Ability to provide bonding during design and construction of Project; ▪ Ability for the Respondent to obtain insurance as detailed above; ▪ Ability to provide interim financing during design and construction of Project; and ▪ Produce financial references. 	PASS	FAIL
Technical Submission: <ul style="list-style-type: none"> ▪ Respondent Organization and Structure; ▪ Demonstrated Experience; and ▪ Strategy and Vision of Project. 	PASS	FAIL

8.2.2 Financial Submission

Submissions should demonstrate that the Respondent has the financial capacity to provide interim financing during the design and construction phase of the project, and possibly a small equity component.

The Financial Submission should include support to provide confidence to the evaluators that the Respondent team can provide:

- Bonding capacity
 - As evidence of the Proponent’s financial capability, provide consent(s) of surety(s) demonstrating the Proponent’s ability to provide construction guarantee/performance and/or labour and materials payment bonds to be written by a surety or sureties acceptable to the Owner and authorized to conduct business in BC, in the aggregate amount of up to \$35 million.
- Insurance
 - Provide evidence of the Proponent’s ability to secure appropriate insurance coverage for all risks of property damage, bodily injury, comprehensive general liability and professional liability to protect itself, its contractors and subcontractors, and the Owner, which meets the insurance requirements for a project of similar nature, size, scope and complexity.
- Capacity to provide interim project financing
 - The Submission must provide an indication of the Respondent’s ability to provide interim financing (less the Provincial contribution of \$20.5 Million) during design and construction of the Project.
 - The Submission must also indicate the Respondent’s ability to invest equity in the Project.
- Financial references
 - The Submission should include references from the Respondent Team’s financial institution.

Financial Submission	Pass	Fail
<ul style="list-style-type: none"> ▪ Ability to provide bonding during design and construction of Project; ▪ Ability for the Respondent to obtain insurance as detailed above; ▪ Ability to provide interim financing during design and construction of Project; and ▪ Produce financial references 	YES	NO

8.3 Scored Criteria: Technical Submission

8.3.1 Proponent Organization and Structure

Submissions must demonstrate an effective Respondent organization. Key areas that will be evaluated include:

- involvement of local companies in the team;
- inclusion of a Sports Architect in the team;
- inclusion of an operator with the abilities and sensitivities to operate such a facility
- roles of Proponent members;
- organization structure;
- management (including the transition strategy through project phases);
- lines of responsibility and reporting relationships; and
- completeness of all skill sets required.

Submissions should provide a description of the Respondent, including a description of all Respondent members and the proposed legal relationship among Respondent members (e.g. partners, shareholders, consultants) with respect to the project elements.

It is important to NSCL that the local companies actively participate in the design and construction of the Project. Submissions should either include local companies in the team responding to this RFQ or indicate how the successful Proponent is going to involve local companies in the process.

Submissions should demonstrate the completeness and appropriateness of the Respondent members organizing to create a team capable of successfully completing the Project. The Respondent should include team members who will be collectively responsible for all areas of the Project and submissions should describe how the Respondent members plan to co-ordinate their efforts, in order to meet NSCL's requirements. This section should also specify aspects of the specific roles necessary for the Project and the experience and qualifications of Respondent members.

The NSCL is currently considering LEEDs certification, or LEED-like certification, for the Project. The Respondent team, at this stage, should include a LEEDs certified professional.

The Respondent team should also include a Sports Architect and an operator with the abilities and sensitivities to operate such a facility.

The Respondent's understanding of the scope and nature of the Project will be evaluated with reference to the organization of the Respondent. Submissions should include, but not be limited to:

- corporate make-up and responsibilities of Respondent members, clearly showing the entity that will be ultimately responsible to NSCL;
- management structure showing reporting relationships and control, and demonstrating the changing roles of the key personnel during the various phases of the project; and

- key personnel, showing the names of individuals holding key managerial positions, and delineating their responsibilities and authorities.

The Respondent should include a high level project schedule in the Submission covering the design and construction stage of the Project that includes important milestones. The schedule should not be longer than one (1) 8.5" x 11" page.

8.3.2 Demonstrated Experience

Submissions should demonstrate a Respondent's clear record of success in the areas of expertise required for this Project and a record of success on projects of similar nature, size, scope and complexity.

Demonstrated Experience should include:

- Experience and expertise of the Proponent Members;
 - Include LEEDS certification experience with a description of this Person's relevant experience in projects of similar size and scope
 - Successful financing of sport and spectator facilities;
 - Operation and marketing of sport and spectator facilities;
 - Design and construction of sport and spectator facilities;
 - Schedule adherence on previous projects;
 - Knowledge of sporting opportunities, such as those available in Northern BC;
 - Previous experience with similar ventures;
 - Communications and public consultation experience/expertise; and
 - Budget/Cost adherence on previous projects.
- Experience and expertise of key project personnel in designing and building sports facilities;
- Track record of the Respondent team
 - working together;
 - record of creativity/innovation; and
 - budget and schedule compliance.
- Three client references (names and telephone numbers) who can substantiate the experience of companies and individuals.
- Three project references detailing the following:
 - the name of the project;
 - scheduled and actual completion date;
 - the prime members involved;
 - a description of the project in a manner that demonstrates the relevant skills;
 - the Respondent members and/or key individuals involved;

- original budget, final cost, and claims settled and outstanding;
 - environmental management;
 - communications management and public relations strategies and outcomes;
 - contract type (e.g. traditional procurement, EPCM, DBO, DBFO, etc); and
 - three references (independent client contact Person or organization) that can verify the information provided, (name, title, organization, address, phone number and fax number).
- Operation and maintenance experience of sports facilities; and
 - Design, build, design build operate, or design build finance operate experience.

8.3.3 Strategy and Vision for the Project

The primary project challenge is to deliver a facility that meets all the needs of the stakeholders in a financially efficient way, allowing for future expansion and flexibility in programming. Submissions must demonstrate an understanding of the challenges to be faced in implementing the Project.

Project Team questions that should be addressed in the Submission:

- 1) The Respondent team's high level conceptual financing plan for the Project.
- 2) An indication of how the Respondent would propose partnering with NSCL on the revenue and programming risk of the Project.
- 3) A statement of the challenges the operator will face in running this facility
- 4) Respondent's recommendation regarding level of LEED (or LEED-like) certification or proposals regarding environmental sustainability aspects for the Project.
- 5) The Respondent's approach regarding labour matters:
 - High level strategy for ensuring a positive labour climate in the construction and operation of the new Project.
- 6) The Respondent's approach to showcasing wood in the design of the Project:
 - Prince George is a community that is proud of its natural resources and would like to see wood showcased in the Project.
- 7) Any other relevant factors the Respondent would like to be considered at this stage.

8.4 Evaluation Summary

The Submission should be submitted in accordance with the table below and incorporate the associated section numbers.

Section	Evaluation Criteria	Points Allocation
1.0	Financial Submission	Pass/Fail
2.0	Technical Submission	
2.1	Proponent Organization and Structure (Section 8.3.1)	20 points
2.2	Demonstrated Experience (Section 8.3.2)	50 points
2.3	Strategy and Vision for the Project (Section 8.3.3)	30 points
	Total Points Available	100 points

Submissions with the highest number of points will be recommended by the Evaluation Team to proceed to the next stage of the procurement process.

Upon completing the evaluation in accordance with the evaluation criteria, the Evaluation Team will present its evaluation rationale and recommendations for approval by the NSCL.

9.0 Conflict Of Interest

9.1 No Use of, or Inclusion, of Restricted Parties

Restricted Parties:

- (a) are not eligible to advise any Respondent in the RFQ Selection Process; and
- (b) must not participate as an employee, advisor, consultant or member of any Respondent.

The Province may, at its sole and absolute discretion, disqualify a Respondent who uses in any manner, or who includes in its Submission, a Restricted Party. The onus is on the Respondent to ensure that it does not use or include any Restricted Party.

9.2 Who are Restricted Parties

At this RFQ Stage, the Province has identified the following Persons as Restricted Parties because of their direct, and recent or current, involvement in the RFQ Selection Process or the planning or implementation of the Project:

- JR Huggett Co
- Partnerships BC
- University of Northern British Columbia Athletics and Recreation Department
- City of Prince George
- Initiatives Prince George

- Spirit of British Columbia, Prince George Committee
- Steadman and Associates
- Clark Wilson LLP
- PacificSport Group.

This is not an exhaustive list of Restricted Parties. Additional Persons may be added to the list at any stage of the Selection Process. Neither the NSCL nor Partnerships BC, nor any of its employees, advisors and representatives, is liable to any Respondent for any claims, whether for costs of preparation of the Submission, loss of anticipated profit, loss of opportunity, or any other matter whatsoever, for any use or reliance on this list, or use or inclusion of Restricted Parties in any submission for the Selection Process.

10.0 Rules of Procedure

10.1 Contact Person

All communications or enquiries about this RFQ must be made by email, in writing, or facsimile to the Contact Person:

Sue-Anne Fimrite
Partnerships BC
Suite 1250 – 999 West Hastings Street
Vancouver, BC
V6C 2W2

Email: sueanne.fimrite@partnershipsbc.ca

Fax: 250-356-2222

Deliveries of communications or enquiries at the office of the Contact Person will be accepted weekdays from 9:00 am to 5:00 pm local time and must clearly state “Northern Sport Centre RFQ Enquiry”. Communications or enquiries to, and responses from, the Contact Person may be recorded and may, at the Project Team’s discretion, be distributed to all Respondents. The Project Team reserves the right not to respond to any enquiry or communication made by a Respondent, or to keep in confidence enquiries and communications from an individual Respondent, and responses given, that relate to a particular technical or financial approach to the Project.

The NSCL and Partnerships BC are not responsible for any error that may occur from submission of communications or enquiries.

10.2 Process Conditions

This RFQ and the RFQ documents do not create a tender process. This RFQ is not an invitation for an offer to contract, and it is not an offer to contract made by NSCL and/or Partnerships BC. By this RFQ, NSCL reserves to itself the right to consider and analyse the Submissions, select short-listed Proponents, invite short-listed Proponents to the next stage of the procurement process, and sign an agreement with the Preferred Proponent.

Without limiting the generality of the foregoing, the NSCL and/or Partnerships BC reserves the right to:

- reject any Submission, whether or not complete, and whether or not it contains all the required information;
- require clarification of any Submission;
- request additional information on any Submission;
- reject any, or all, Submissions without any obligation, or any compensation, or reimbursement to the Respondents;
- refuse to proceed to the next stage of the procurement process;
- re-advertise for new submissions, or call for tenders for this work, or for work of a similar nature.

NSCL and/or Partnerships BC may, in its sole and absolute discretion, independently verify any information in any submission. NSCL and/or Partnerships BC reserves the right to debrief both successful and unsuccessful Respondents after the announcing the Proponents qualified under the RFQ, and prior to proceeding to the next stage of the procurement process.

10.3 Qualifications

A Professional Engineer registered to practice engineering, or registered architect, in British Columbia will stamp all design drawings and specifications.

10.4 Changes in a Proponent

If there is an addition, deletion, or change in the members comprising a Respondent, in the key personnel positions of a Respondent, or a change of effective control in any Respondent member after a Submission has been submitted, the Respondent must notify the Contact Person in writing, within five working days, of any such change. NSCL and/or Partnerships BC reserves the right to terminate any candidacy of a Respondent if, in its opinion, the change materially negatively affects the ability of the Respondent to carry out the scope of the Project.

10.5 No Unauthorized Contact

All communication on matters related to the Project or the RFQ Selection Process must be directed in writing to the Contact Person. Respondents must not attempt to, or actually, communicate directly or indirectly on matters related to the Project or the RFQ Selection Process with any representative of any Restricted Party, the Province or any other government employees who are involved in the Project or the RFQ Selection Process under the penalty of peremptory disqualification from the procurement process.

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

10.5.1 No Lobbying

Respondents, including any member of a Respondent or Respondent's consortium, will not engage in any form of political or other lobbying whatsoever with respect to the Project, or to influence the outcome of the procurement process. In the event of any

such lobbying or communications, NSCL and Partnerships BC, at their sole and absolute discretion, may at any time, but are not required to, reject any Submission submitted by that Respondent without further consideration. NSCL and Partnerships BC may either terminate that Respondent's right to continue participating in the RFQ stage and subsequent stages of the procurement process, or impose such conditions on that Respondent's continued participation in the procurement stage as Partnerships BC and NSCL, at their sole discretion, may consider in the public interest or otherwise appropriate.

10.6 Clarification of RFQ

Each Proponent should review the entire RFQ, including any and all addenda, prior to submitting a Submission. Any request for clarification of issues related to the RFQ must be transmitted to the Contact Person not less than 10 days prior to the Submission Time.

10.7 Registered Proponents

Any Person who wishes to become a Respondent is required to complete the Cover Letter (Section 11.1 - Schedule A) and return it to the Contact Person. Only Respondents may submit a Submission, attend the Information Meeting, and receive addenda to this RFQ. Cover Letters will be accepted at the Information Meeting.

10.8 Addenda

Written addenda are the only means of varying, clarifying or otherwise changing any of the information contained in this RFQ. The NSCL and/or Partnerships BC reserve the right to issue addenda up to five (5) business days before the Submission Time. The addenda will be posted to the Project's electronic data room as well as the Partnerships BC website and a notification will be sent to all Respondents.

10.9 Respondent's Contact Person

Respondents must submit, if they have not yet done so, a Request for Qualifications Form (Schedule B) containing contact information on the Respondent's Contact Person.

In order to be registered, Respondents must submit their Expression of Interest Form to the Contact Person by the Submission Date. Note that all addenda being submitted by the NSCL and/or Partnerships BC will be sent to Registered Respondents only, and also posted on the Partnerships BC website and in the electronic data room.

10.10 Cost of Preparing Submission

Respondents are solely responsible for all costs they incur in the preparation and submission of their Submissions.

10.11 Clarification of Submission

The NSCL and/or Partnerships BC reserves the right, but not the obligation, to request clarification of a Submission, or request further information from any or all Respondents. In addition, if in the opinion of the NSCL and/or Partnerships BC, any Submission contains a minor defect or irregularity or fails in some way to comply with any requirement of this RFQ in a way that, in the opinion of the NSCL and/or Partnerships

BC, can be remedied without providing an unfair advantage to one or more Respondents, the Contact Person may request clarification from the Respondent.

The NSCL and/or Partnerships BC, upon receipt of appropriate clarification, may waive the minor defect or irregularity and accept the Submission. Failure by a Respondent to provide a written response that, in the opinion of the NSCL and/or Partnerships BC, properly clarifies its Submission within the time specified in the request for clarification, may result in disqualification of the Submission.

10.12 Notification of Success at this RFQ Stage

A written notice in the form of a letter to the Respondent's Contact Person is the only valid form of notification of success at the RFQ stage and, upon the execution of a confidentiality undertaking by the Proponent, eligibility to proceed to the next stage of the procurement process.

10.13 Limitation of Damage

Each Respondent, by submitting a Submission, agrees that:

- in the event any or all Submissions are rejected or disqualified, or the Project or Selection Process is modified, suspended or cancelled for any reason (including modification of either or both of the RFQ or the documents from the next stage of the procurement process), neither the NSCL and/or Partnerships BC, or its employees, advisors or representatives will be liable, under any circumstances, for any claim, or to reimburse or compensate any Person in any manner whatsoever, including but not limited to, costs of preparation of the Submission, loss of anticipated profits, loss of opportunity, or for any other matter; and
- the Respondent waives any claim for loss of profits, or loss of opportunity, if the Respondent is rejected or disqualified, or is not successful in the Selection Process.

10.14 Freedom of Information and Protection of Privacy Act

All documents and other records in the custody of, or under the control of, the NSCL and/or Partnerships BC are subject to the *Freedom of Information and Protection of Privacy Act* and other applicable legislation. Except as expressly stated in this RFQ, and subject to this Act or other applicable legislation, all documents and other records submitted in response to this RFQ will be considered confidential.

10.15 Release of Information

During the RFQ process the NSCL or Partnerships BC will not be releasing any information regarding the Registered Parties.

After the RFQ closes, the NSCL and Partnerships BC intend to release the number of Submissions received. The names of all Respondents may be released once the NSCL has approved the short-listed Proponents, in accordance with Partnerships BC Disclosure Policy.

All copies of the Submissions received (the NSCL will keep the original), and all disks, will be returned to the Respondents once the Proponents have been notified.

10.16 Disqualification

Expressions of Interest may be disqualified at the sole and absolute discretion of the Province if:

- A Restricted Person is acting as an advisor or member of the Respondent's team;
- The Respondent makes contact with any Person who the Respondent is prohibited by the RFQ from contacting;
- they do not comply with the requirements of this RFQ unless they can be remedied or clarified under Section 7.6; or
- they include a false or misleading statement or claim.

11.0 Submission Forms

11.1 Schedule A: FORM OF COVER LETTER

PLEASE NOTE: If the Respondent is a group of a number of firms (consortium), a copy of this Cover Letter must be submitted for each Respondent

[Respondent's Letterhead]

Attention:
Northern Sport Centre
c/o Sue-Anne Fimrite
Senior Project Consultant
Partnerships British Columbia
Suite 1250 – 999 West Hastings Street
Vancouver, BC
V6C 2W2

RE: The Northern Sport Centre Project

The undersigned (the "Respondent"), confirms that it has carefully examined the RFQ and, having full knowledge and understanding of the contents of the RFQ, including all addenda, confirms, acknowledges and agrees that:

- (a) it has carefully read, examined and understood the entire RFQ, including any and all addenda issued by you;
- (b) it agrees to all of the terms and conditions of the RFQ, including any and all addenda issued by you;
- (c) it agrees to be bound by all commitments, statements and representations made in its Submission;
- (d) it waives any further right to amendment or clarification of any aspect of the RFQ;
- (e) the persons signing on its behalf have full authority to represent the Respondent in any and all matters related to its Submission;
- (f) it acknowledges that in order to receive the next stage of the procurement process it will be required to execute a confidentiality undertaking; and
- (g) it authorizes you and your advisors to make such enquiries as you deem fit regarding the Respondent's creditworthiness, and as to its performance on any project or assignment referenced in the Respondent's Submission, and any reference referred to in such Submission is authorized to divulge to you any information regarding the Respondent which may be relevant to your assessment of the Respondent in relation to the Northern Sport Centre Project.

INDIVIDUAL

Name of Individual

Signature

Name of Witness

Witness Signature

COMPANY

Name of Company

Authorized Signature of Company

Name of Witness

Witness Signature

11.2 Schedule B: Request for Qualifications Form

GENERAL CONTACT INFORMATION

Name Of Respondent

COMPANY/FIRM INFORMATION

RESPONDENT'S CONTACT PERSON

Legal Name
(incorporation/registration name)

Name

Type of Entity
(type of corporation, partnership, etc)

Signature

Jurisdiction of Incorporation /
Registration

Company or Firm

Registered Address

Address

Telephone

Fax Number

Primary Business
*(e.g. engineering, construction, finance,
operations, legal, etc)*

Email Address

Appendix A – Definitions

For the purposes of this RFQ, the expressions set forth below have the following meanings:

“Contact Person”	contact information provided under Section 10.1
“Contractual Service Requirements”	means the requirements to be specified in the Agreement including, but not limited to, performance output specifications.
"Evaluation Team"	means the project team personnel, community representatives and consultants chosen to evaluate the Submissions.
“Operator”	Successful private sector consortia that executes the Project Agreement
“PacificSport Group”	means an organization established in 1993 to integrate sport delivery where athletes, coaches, officials and volunteers have the opportunity to pursue locally based programs and services from qualified coaches employed in the regions and to insure wide ranging opportunities for all levels of participants from sandlot to podium. (www.pacificsport.com)
“Person”	means an individual, corporation or other body corporate, partnership, joint venture, association, foundation, society, trust or unincorporated organization and any trustee or legal representative thereof.
“Preferred Proponent”	means any entity, including the company, firm, consortium of any legal entity selected during the next stage of the procurement process to negotiate the Project Agreement.
“Project”	means the design, construction, partial finance, and 30 years of operations and maintenance of the Northern Sport Centre.
"Project Agreement"	means the legal document or documents setting forth the rights and obligations between the Preferred Proponent and the NSCL for the Project.
“Project Team”	means the City of Prince George, UNBC, and Partnerships BC personnel, community representatives and external consultants involved in the Project.
"Proponent"	means any entity, including a company, firm, consortium or any legal entity, which has been invited to the next stage of the procurement process.
“Respondent”	Means any entity, including a company, firm, consortium or any legal entity, which returned a Cover Letter (Section 11.1 – Schedule A) to the Contact Person, and plans to submit a Submission in response

	to this RFQ
“Respondent’s Contact Person”	Are those Persons identified by the Respondent as per the Request for Qualifications Form (Section 11.2 – Schedule B)
“Restricted Parties”	Those Persons (including their former and current employees) who (a) had, or currently have, direct participation or involvement in the Selection Process; or (b) in the planning or implementation of the Project beyond the feasibility level studies; or (c) have specialized knowledge and who may therefore provide a material unfair advantage or confidential information that is not, or would not reasonably be expected to be, available to other Proponents.
"RFQ"	means this Request for Qualifications for the Project issued by PBC on behalf of the NSCL;
“Selection Process”	means the process pursuant to which PBC solicits Submissions, develops a short list of Proponents to proceed to the next stage of the procurement process and selects the Proponent with whom the NSCL will enter into the Project Agreement.
“Spirit of British Columbia, Prince George Committee”	means, Government of BC initiative committee to drive the strategy for leveraging benefits of the Vancouver 2010 Olympic and Paralympic Games http://www.spiritofbc.com/content/home.asp
"Submission"	means the response the private sector bidder has submitted in response to this RFQ.
“Submission Location”	means, as identified in RFQ Section 7.4.1, the location where the Submissions are to be dropped off. The location is: Sue-Anne Fimrite Partnerships BC Suite 1250 – 999 West Hastings Street Vancouver, BC V6C 2W2
“Submission Time”	Means no later than 2:00 pm Local Time on July 29, 2005.