

APPENDIX “G” - EVALUATION CRITERIA AND PROCESS

1.0 EVALUATION CRITERIA

The rated criteria for proposal evaluation are as follows:

A. Title Page – with basic information about the Project including the Proponent’s name and contact information (address, email and telephone number), the proposal title (“2805 Carlow Road: Progressive Design Build Proposal”), and the closing date and time for this RFP. Proposals should be no longer than 20 pages (not including appendices). RFP response documents should be combined in one PDF document.

B. Company Profile (10 points) – This section should provide a description of the Design Builder’s organization and qualifications including:

- current project workload including number and total cost of projects currently underway;
- an organization chart with an overview of roles of responsibilities;
- any unique experience, skill sets, or approaches that you think would be relevant.
- Experience with using modern methods of construction or other innovative construction approaches

Please identify the project team members for the following roles within this project:

- a. Estimator (budgeting, value engineering, and tender recap)
- b. Site Superintendent
- c. Project Manager
- d. Project Coordinator / Contract administrator
- e. Other members considered key to the team

The project team shall be well balanced in terms of its composition, project team members’ qualification and experience. Functions may overlap and may be consolidated. In case of functions overlap please clearly identify roles and responsibilities for project team members performing multiple functions.

For each team member, provide a summary including the following:

- Technical and professional qualifications
- Experience overview, particularly experience with DB projects, roles each of the team members had in previous projects

C. Proponent Design Team (20 points) – This section should identify the proposed Progressive Design-Build project team, including the design firms, and key design-assist subcontractors if applicable.

List key members of the project team, including their roles and common projects worked on with the Design-Builder, responsibilities and availability to work on this project. Resumes and proposals should be included to illustrate team experience.

Proponents must fully complete spreadsheet **Appendix G – Project Team Form**. A proposed sub-contractor list as opposed to secured sub-contractor list ahead of potential award is acceptable.

D. Construction Management Team Experience with Similar Projects (15 points) – Please include a summary of at least three comparable projects completed within the past 5 years to exemplify experience specific to the following delivering projects under a Design-Build Stipulated Price Contract (CCDC 14 2013) with a similar construction value. Examples of comparable projects would include projects of similar or larger size and scale, publicly funded community-oriented buildings or social impact developments, used innovative methods to achieve cost and/or schedule savings, projects led by a non-profit organization or government agency, and/or projects in the Interior region of BC.

For each comparable project highlight the following information (at minimum):

- description of deliverables;
- project start and completion dates;
- project initial budget, actual cost, and the reason of a considerable discrepancy if it applies;
- number and aggregate value of change orders that have been initiated by the Proponent;

E. Project Management (30 points): Explain how you intend to manage this project. At a minimum address the following:

- explain your understanding of pre-construction phase for this project and describe your actions to complete it successfully and on time
- explain how you plan to promote opportunities that prioritize and engage local sub-trades
- explain how you plan to retain sub-trades
- describe control and reporting methods planned to be utilized for this project through both design and construction
- describe how you approach the administration of the project (RFI, Shop Drawing Reviews etc.)
- illustrate how Quality Assurance/ Control will be achieved
- if using innovative construction methods, describe how you will ensure that cost or schedule savings can be achieved not just in theory but also in practice
- explain how you plan to successfully manage the project schedule within 12 months and what mitigating measures you may take if schedule is at risk of slipping
- briefly describe the system resources or software applications that would be used for construction cost estimates, project schedules, and construction payment administration.

F. Project Risks (15 points): The proponent is expected to prepare a list of key risks and mitigation strategies for the project. Evaluators do not just want to see general project risks, but those that are also specific to the subject site which demonstrate the proponent's knowledge and understanding of the project and site.

G. Project Schedule (35 points) – Provide a detailed project schedule (Gantt chart) of the overall project, including pre-construction, construction, and post-construction phases which illustrate, among others, major design and permitting milestones, critical paths, and duration of the entire project. Milestone Dates are included in the RFP “**Table 1 – Milestone Dates**”. The project schedule is more heavily weighted and scored for this RFP given the required childcare project completion date of March 31, 2028. The evaluators are looking for innovative schedule solutions or the ability for the proponent to clearly demonstrate that they can complete construction within 12 months.

I. Social Responsibilities (5 points) – This section should explain sustainable practices, including but not limited to environmental considerations and socially responsible practices.

J. Pricing (35 points) – Complete the price forms attached as **Appendix “D” – Price Form** to this RFP.

The proponent will submit pricing that shall include all expenses related to the performance of that phase and how it relates to the Design Services and the Work as defined in CCDC 14 2013. The successful proponent will keep their pricing within the amounts as set out in section 4.2 of the RFP, proponents who provide and successfully demonstrate budget optimizations will be scored and weighted favorably.

Pricing will be provided for two phases within two separate scopes that will be managed and coordinated concurrently by the same project team. For both Scope 1 and Scope 2, Phase 1 will be a fixed fee that will be in place until the new DP is submitted and a Class C estimate is provided by the General Contractor. The Class C Estimate (or better) will then help to inform the CCDC 14 2013 that will be entered into at this time, which based on the Table 1 milestone dates is anticipated to be September 2026. These contracts will ultimately be determined by the construction methodology and will be in place until the one year warranty period is concluded. The successful proponent will be awarded based on best overall value (qualifications, optimized schedule, pricing reasonableness, innovative solutions etc.). Following a collaborative design development phase with the successful proponent, a DP application submission and a Class C Estimate or better, the final scope and price negotiation will be completed and the CCDC 14 2013 contract executed with agreed stipulated price.

For reference, please see the breakdown below as described in this RFP:

Scope 1: Building shell and ground floor daycare

- **Phase 1 (July 2026 – September 2026)** - Pre-Construction Contract with intent to enter CCDC14 2013:
 - Pre-Development Phase (Project Initiation to Schematic Design)
 - Development Phase (Schematic Design to Class C or better/DP)
- **Phase 2 (August 2026 – January 2029)** - CCDC14 2013 Fixed Price Contract:
 - Development Phase (Class C or better to Procurement / IFC)
 - Construction Phase (Demolition to Occupancy)
 - Post-development, Handover and Audit Phase (Occupancy to One Year Warranty)

Scope 2: Second Floor Foundry Space Tenant Improvement

- **Phase 1 (July 2026 – September 2026)** - Pre-Construction Contract with intent to enter CCDC14 2013:
 - Pre-Development Phase (Project Initiation to Schematic Design)
 - Development Phase (Schematic Design to Class C or better/DP)
- **Phase 2 (August 2026 – March 2029)** - CCDC14 2013 Fixed Price Contract:
 - Development Phase (Class C or better to Procurement / IFC)
 - Construction Phase (Demolition to Occupancy)
 - Tenant Improvement Phase
 - Post-development, Handover and Audit Phase (Occupancy to One Year Warranty for Tenant Improvement)

The prices set out in the completed (**Appendix “D” – Price Form**) will be applied in accordance with the terms of the Contract and represent the cost for the complete performance of the Deliverables, exclusive only of GST.

K. Innovative Approaches (10 points) – The proponent should include what innovative construction approaches, design, project management practices, modern means of construction and/or innovative solutions to accelerate project schedule are included to ensure a maximum 12-month schedule and funding targets can be achieved. The successful proponent will not only be able to name which solutions will be incorporated or considered, but how they will ensure that these solutions will be executed effectively not just in theory but in practice. The use of multiple innovative approaches are not required but encouraged.

L. References (10 points) – Submit a minimum of three (3) owner references for work of a similar nature completed in the last 5 years. One reference **MUST** be for a design-build project of a similar nature completed in the last 5 years. References should include the owner representative’s name, organization, position, telephone number, name and description of the project, year complete, and construction cost.

2.1 EVALUATION PROCESS

Evaluation will be completed in the following stages:

Stage 1 - Evaluation

The Development Consultant will determine which Proposals comply with the provisions of this RFP. A Proposal which does not comply with the provisions of this RFP may be disqualified from further consideration.

Stage 2 – Scored Evaluation

Without limiting the generality of this RFP, the Owner and Thrive Lessee, at its sole and absolute discretion, may consider many different factors, including, without limitation, the following evaluation criteria. The Owner and Thrive Lessee will score each proposal submitted based on the rated criteria as described in the RFP and provided below:

Criteria	Possible Points	Weighting
Mandatory Requirements		
Conflict of Interest Statement	Y/N	N/A
Price Form	Y/N	N/A
Relationship Disclosure Form	Y/N	N/A
Project Team Form	Y/N	N/A
Proof of Surety	Y/N	N/A
Stage 1:	Pass/Fail	
Company Profile	10	5%
Proponent Design Team	20	10%
Experience with Similar Projects	15	8%
Project Management	30	15%
Project Risk	15	8%
Project Schedule	35	18%
Social Responsibility	5	3%
Pricing	35	18%
Innovative Approaches	10	5%
References	10	5%
Stage 2:	185	93%
Interview	15	7%
Stage 3:	200	100%
TOTAL SCORE	200	

Scoring System

Requirements scored on a Pass/Fail Basis shall be scored as follows:

- a) **Pass** - The proposal meets the requirement; the information requested has been provided.
- b) **Fail** – The proposal does not meet the requirement; the information requested has not been provided.

Evaluators will assign a number rating to each of the rated criteria, whole numbers (0 – 5) are not required but encouraged to be used. The below subsections represent a generic scale for how the evaluators will assess and score each section:

- c) **Five (5): Significantly Exceeds** – provides more in-depth information than requested. The information provides a high level of confidence or explanation of the proponent’s significant experience, highly optimized metrics from the baseline requirements, understanding or ability to take on the project and be very successful fully.
- d) **Four (4): Exceeds** – provides more information than requested. Information provides additional confidence, better metrics or detailed explanation of the proponent’s experience, understanding or ability. The response is thorough and clearly detailed out and tailored specifically to the site/proposal.
- e) **Three (3): Meets** – fully meets the requirements as defined on each page of the evaluation booklet. The proponent demonstrates a clear understanding but does not go above or beyond required information. The response is very generic and not clear that the proponent has provided a thorough review of the item.
- f) **Two (2): Mostly Meets** – has provided the majority of the information requested but not fully. Some gaps remain, and information is not fully explained or missing.
- g) **One (1): Partial/insufficient** – Proponent has provided some information on the criteria being evaluated, but this information is incomplete and insufficient to evaluate fully.
- h) **Zero (0): Unacceptable** – Proponents has provided no information regarding the evaluation criteria.

The Owner and Thrive Lessee will use these evaluation scores to determine a group of short-list proponents to move on to the next stage.

Stage 3 – Short List and Interview

The short-listed proponents shall each attend an interview with the Development Consultant, Owner and Thrive Lessee. The purpose of the interview will be to allow the evaluation committee to ask questions of the short-listed proponent regarding their Proposal. A brief presentation may also be requested of the short-listed proponents.

Only the proposed key members and upper management of each short-listed proponent and such other project team members specified by the Owner and Thrive Lessee shall attend the interview. These attendees are expected to be thoroughly versed and knowledgeable with respect to the requirements of the RFP and the contents of their proposal.

Stage 4 – Selection of Preferred Proponent

At the conclusion of Stage 3, the Owner and Thrive Lessee may, at its sole discretion, select one or more preferred Proponents (collectively, the “Preferred Proponents”) using any existing, new or updated information previously acquired.

- a) The Owner and Thrive Lessee shall not be obligated to explain its consideration and selection process to any Proponent (including, without limitation, the final selection of any Proponent), disclose any information about any successful Proponent’s Proposal or about any outcome relating to this RFP.
- b) By submitting a Proposal, each Proponent agrees that all decisions of the Owner and Thrive Lessee relating to this RFP shall be final and incontestable.
- c) The selection, if any, of a Proposal or any part thereof shall only be made in writing by the Owner and Thrive Lessee and may make a public announcement of the identity of any successful Proponent.