

Request for Qualifications

Senior Strategic Advisory Services

Pre-Qualified List for Infrastructure BC Inc.

RFQ #7148-1

Issue Date: March 3, 2023

SUMMARY OF KEY INFORMATION

RFQ TITLE	The title of this RFQ is: **RFQ – Senior Strategic Advisory Services Pre-Qualified List** Please use this title on all correspondence.
CONTACT PERSON	The Contact Person for this RFQ is: **Tessa Battimelli** **Email: tessa.battimelli@infrastructurebc.com** Please direct all Enquiries, by email, to the above-named Contact Person. No telephone Enquiries please.
SUBMISSION TIMES	The Initial Submission Time is: 2:00 pm Pacific Time October 2, 2015 The Submission Time is: **Ongoing until March 3, 2026 unless amended by addenda.**
SUBMISSION LOCATION	Responses are to be submitted: **Electronically via email to the Contact Person**

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PREAMBLE

Infrastructure BC Inc. ("Infrastructure BC") is a company owned by the Province of British Columbia and governed by a board of directors reporting to its sole shareholder, the Minister of Finance. Infrastructure BC supports the public sector in meeting its infrastructure needs by providing leadership, expertise and consistency in the planning and procurement of complex capital projects by utilizing private sector innovation, services and capital to deliver measurable benefits for taxpayers.

Infrastructure BC provides a full spectrum of services ranging from business planning and procurement management to implementation services. The company's Clients are public sector agencies including ministries, Crown corporations, health authorities, advanced education institutions, boards of education, local governments and government entities outside of British Columbia.

1 INTRODUCTION

1.1 PURPOSE OF THIS RFQ

Infrastructure BC and/or Infrastructure BC's Clients have a need to engage senior strategic advisors ("Senior Strategic Advisors") to assist Infrastructure BC and its Clients on complex infrastructure projects during the planning, procurement, and implementation phases of projects. These infrastructure projects are expected to be in excess of $100 million of construction value. To facilitate the efficient procurement of Senior Strategic Advisors, Infrastructure BC is establishing a list of Senior Strategic Advisors qualified pursuant to this RFQ ("List of Pre-Qualified Senior Strategic Advisors" or the "List"). The List will only be made up of individuals.

This RFQ is separate and distinct from Infrastructure BC's List of Pre-Qualified Business Advisors and Infrastructure BC's List of Pre-Qualified Financial Modellers.

1.2 ELIGIBILITY TO PARTICIPATE IN THIS RFQ

Any interested party, or parties, may submit a Response to this RFQ. Respondents may be individuals, corporations, joint ventures, partnerships or any other legal entities, but only individuals from those entities are eligible to be added to the List. If the Respondent is not a legal entity, the Respondent shall act through the legal entity or entities comprising the Respondent.

1.3 EXCLUSIVITY

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

2 NATURE OF ENGAGEMENTS

2.1 NATURE OF THE WORK

The nature and scope of Senior Strategic Advisor engagements will vary to suit the requirements of each assignment. The scope of an engagement may include any of the items below:

(a) strategic advice in relation to:

(1) Business plan - this could include, but is not limited to, overall due diligence on the business plan or advice on specific aspects of the business plan such as approach to revenue risk, geotechnical risk sharing, utilities, asset management;

(2) Procurement - this could include, but is not limited to, due diligence on procurement documents, evaluation approach, evaluation process and evaluation documentation;

(3) Design and Construction - this could include, but is not limited to, reviewing performance-based specifications, providing assistance with design reviews, interaction with user groups, monthly reporting format, quality management, change orders under the project agreements, supervening event claims and disputes; and

(4) Operations - this could include, but is not limited to, reviewing performance-based specifications, providing assistance with quality management, monthly reporting format, change orders under the project agreements, supervening event claims and disputes;

The intention is for the strategic advisor to be called in to assist with specific tasks in the items identified above. (e.g. due diligence on: business plans, procurement evaluation, disputes and claims during design and construction, and/or operations). The scope excludes financial modelling or reviewing the financial modelling of other business advisors or Infrastructure BC. It is not meant to capture individuals who are leading these areas on behalf of Infrastructure BC and/or its Clients.

(b) managing minor engagements on behalf of Infrastructure BC under the supervision of Infrastructure BC management (e.g. refinancings, disputes and claims during design and construction and/or operations, large change orders);

(c) providing construction knowledge and expertise to identify project-related risks during all phases of planning, procurement, and/or design and construction. Tasks associated with this work could include, but are not limited to, participation in risk workshops and constructability reviews at various project stages, as well as supporting additional analysis to quantify risks to understand the implications for project cost and schedule; and

(d) providing leadership on projects including performing the role of Chief Project Officer either on an interim or permanent basis. Tasks associated with this, could include, but are not limited to:

(1) Providing overall project leadership;

(2) Managing a project's budget, scope, schedule, risks and human resources;

(3) Interacting with, and communicating with, stakeholders;

(4) Managing an integrated team of diverse professionals (e.g. financial, legal, technical);

(5) Regular reporting to a steering committee or project board on budget, scope, schedule and risks; and

(6) Managing the project through one or more key project phases (business plan, procurement, design and construction and operations).

The Chief Project Officer role is expected to be physically co-located with other employees of the owner working on the team. Most of these engagements are expected to be in British Columbia.

Generally speaking, Infrastructure BC is seeking Senior Strategic Advisors with a demonstrated track record who can provide leadership and advice in the categories listed in Section 2.2. Given the nature of the work, Infrastructure BC is seeking individuals with significant experience and a reputation that can be relied upon.

Infrastructure BC intends to identify prospective Senior Strategic Advisors with experience directly relevant to the planning, procurement, design and construction, and operations of public infrastructure-related projects (and particularly contract models that integrate design and construction) in a wide range of sectors, such as:

(a) Transportation – roads, highways, railways, marine infrastructure, rapid transit, tunnels and bridges;

(b) Accommodation – health, education, housing, corrections, cultural; and

(c) Energy and resources – utilities, water treatment, wastewater, waste management or sewage treatment.

2.2 CATEGORIES OF SERVICES

The List will include the following categories of Senior Strategic Advisory Services:

(a) Business plan;

(b) Procurement;

(c) Design and Construction;

(d) Operations and Maintenance;

(e) Financings and Refinancings; and

(f) Project Leadership.

3 ESTABLISHING THE LIST OF PRE-QUALIFIED SENIOR STRATEGIC ADVISORS

3.1 ESTABLISHING THE LIST

Qualified individuals interested in acting as Senior Strategic Advisors on behalf of Infrastructure BC or its Clients are to follow the submission instructions detailed in Section 5, and to provide the information requested in Appendix A – Response Guidelines and Evaluation Criteria.

Infrastructure BC will apply the Evaluation Criteria to select the Respondents that Infrastructure BC judges to be qualified to provide services to projects in which Infrastructure BC or its Clients are involved. All individuals interested in acting as Senior Strategic Advisors on behalf of Infrastructure BC or its clients must respond to this RFQ to be considered for the List. Infrastructure BC intends to target a manageable number of the most qualified Respondents for the List.

The List will remain valid until Infrastructure BC, in its discretion, cancels or extends the Submission Time by addenda posted on BC Bid. Any Respondent may submit or update their qualifications for consideration to be added to the List at any time during the term of the List.

3.2 EVALUATION CRITERIA

Infrastructure BC will evaluate Responses by application of the Evaluation Criteria as outlined in Appendix A – Response Guidelines and Evaluation Criteria.

3.3 EVALUATION PROCESS

Upon receipt, all Responses will be reviewed for completeness in accordance with Appendix A. To assist in evaluating the Responses, Infrastructure BC may, at its discretion:

(a) conduct reference checks with any or all of the references cited in a Response, and conduct any background investigations that it considers necessary;

(b) rely on and consider any information from such cited references;

(c) take into consideration information from other sources;

(d) seek clarification from any or all Respondents or seek further information from any or all Respondents; and

(e) request in-person meetings with any or all Respondents to clarify any questions and/or considerations based on the information included in the Responses.

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

(f) documents submitted in response to this RFQ;

(g) information, provided in writing, in response to questions asked by Infrastructure BC;

(h) interviews; and

(i) reference and other checks.

3.4 NOTIFICATION OF RESULTS

When the evaluation of a Response is completed, Infrastructure BC will notify the Respondent in writing of the results.

Infrastructure BC will conduct a debriefing, upon request, for any Respondent if the debriefing is requested within 90 days after written notification of results has been provided. In a debriefing Infrastructure BC will discuss the relative strengths and weaknesses of that Respondent's Response, but Infrastructure BC will not disclose or discuss any confidential information of another Respondent.

4 USE OF THE LIST

4.1 MAINTENANCE OF THE LIST

4.1.1 Changes to the List

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

(a) Impose an expiry period to the List;

(b) Extend the period during which the List is valid;

(c) Invite additional Respondents to submit their materials for consideration to be added to the List;

(d) Request or require one or more Respondents to submit additional information, including updated experience, availability and fee information;

(e) Update the List at any time by adding new Candidates and removing Candidates from the List;

(f) Update the List based on revised eligibility criteria; and

(g) Categorize Candidates on the basis of their stated areas of expertise.

4.1.2 Candidate Changes

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

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

Any proposed change may result in removal from the List.

4.1.3 Withdrawal or Removal from the List

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

Infrastructure BC may remove any Candidate from the List at any time, including Candidates who have demonstrated poor performance, by notifying the Candidate in writing.

4.2 USE OF THE LIST

The List may be used by Infrastructure BC or directly by Infrastructure BC's clients. When a Senior Strategic Advisor is needed for a project, Infrastructure BC or its Client may use the List to support the selection of that advisor.

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

(a) use the List to identify Senior Strategic Advisors with relevant expertise in connection with specific projects or distinct tasks in connection with such projects or proposed projects, or related project or policy development;

(b) use the List on behalf of a client; or

(c) make the List available to a client. If the List is provided to a Client, the use, if any, of the List and the selection, retention and instruction of Candidates in association with specific projects will be at the discretion of the client.

Each of Infrastructure BC and the Client will have the right, at its discretion, to:

(d) invite any or all of the Candidates on the List to participate in selection processes for one or more Contracts;

(e) develop and implement processes and criteria for identifying, classifying, and selecting Candidates from the List;

(f) 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;

(g) select Candidates to enter into one or more Contracts directly from the List, in accordance with applicable direct award policies;

(h) not engage any Candidates in connection with a project or task;

(i) 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;

(j) employ other means or mechanisms to identify prospective Senior Strategic Advisors external to the List or otherwise engage Senior Strategic Advisors in connection with relevant expertise in connection with specific projects or distinct tasks in connection to such projects or proposed projects, or related project or policy development; or

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

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

(l) contact any one or more Candidates on the List;

(m) consider or invite any one or more Candidates to enter into, or compete to enter into, any Contracts; or

(n) enter into one or more Contracts.

4.3 LIMITATIONS

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

5 SUBMISSION INSTRUCTIONS

5.1 MANDATORY REQUIREMENTS

Responses to this RFQ must be received at the Submission Location as stated in the Summary of Key Information.

5.2 SUBMISSION TIME

This opportunity is ongoing until Infrastructure BC cancels this RFQ process. Responses received after the Initial Submission Time will be reviewed at Infrastructure BC's convenience.

5.3 RESPONSE FORMAT AND CONTENT

Responses to this RFQ should be in the form and content described in Appendix A.

5.4 LANGUAGE OF RESPONSES AND ENQUIRIES

Responses and Enquiries should be in English. Any portion of a Response not in English may not be evaluated, and any Enquiry not in English may not be considered.

5.5 RECEIPT OF COMPLETE RFQ

Respondents are solely responsible to ensure that they have received the complete RFQ, as listed in the Table of Contents of this RFQ, plus any addenda. Each and every Response is deemed to be made on the basis of the entire RFQ. Infrastructure BC accepts no responsibility for any Respondent that does not receive all RFQ information.

5.6 ENQUIRIES

All Enquiries regarding any aspect of this RFQ should be directed to the Contact Person by email, and the following will apply to any Enquiry:

(a) any responses will be in writing;

(b) Enquiries to, and responses from, the Contact Person will be recorded;

(c) a Respondent may request that an Enquiry and the response to an Enquiry be kept confidential if the Respondent considers the Enquiry to be commercially sensitive, and if Infrastructure BC decides that an Enquiry or the response or both should be distributed to all Respondents, then subject to Section 5.6 (d), Infrastructure BC will permit the enquirer to withdraw the Enquiry rather than receive a response;

(d) subject to Section 5.6 (c), any Enquiry and response may, in Infrastructure BC's discretion, be distributed to all Respondents, if Infrastructure BC in its discretion considers the matter to be a matter of substance or a matter that should be brought to the attention of all Respondents for purposes of fairness in, or maintaining the integrity of, the Competitive Selection Process. Infrastructure BC may keep either or both the Enquiry and response confidential if in the judgment of Infrastructure BC it is fair or appropriate to do so; and

(e) Infrastructure BC may, in its discretion, decline to respond to an Enquiry.

5.7 UNOFFICIAL INFORMATION

Information offered to Respondents in respect of this RFQ from sources other than the Contact Person is not official, may be inaccurate, and should not be relied on in any way, by any person for any purpose.

5.8 COMMUNICATIONS

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

a) by email where such email communications or delivery is permitted by the terms of this RFQ:

1) Infrastructure BC does not assume any risk or responsibility or liability whatsoever to any Respondent:

i. for ensuring that any electronic email system being operated for Infrastructure BC is in good working order, able to receive emails, or not engaged in receiving other emails such that a Respondent's email cannot be received; and/or

ii. if a permitted email communication or delivery is not received by the Contact Person, or received in less than its entirety, within any time limit specified by this RFQ.

2) All permitted email communications with, or delivery of documents to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment or by the clock used by the Contact Person for that purpose.

5.9 ADDENDA

Infrastructure BC may, in its absolute discretion through the Contact Person, amend or clarify the terms or contents of this RFQ at any time before the Submission Time by issuing a written Addendum. Written Addenda are the only means of amending or clarifying this RFQ, and no other form of communication, whether written or oral, including written responses to Enquiries as provided by Section 5.7, will be included

in, or will in any way amend or clarify this RFQ. Only the Contact Person is authorized to amend or clarify this RFQ by issuing an Addendum. No other employee of Infrastructure BC is authorized to amend or clarify this RFQ.

Infrastructure BC will post any Addendum on BC Bid.

5.10 DEFINITIVE RECORD

If there is any inconsistency between the paper form of a document and the digital, electronic or other computer readable form, the electronic conformed version of the RFQ in the custody and control of Infrastructure BC prevails.

5.11 REVISIONS TO RFQ RESPONSES

A Respondent may amend or withdraw its Response at any time by delivering written notice to the Contact Person at the Submission Location.

6 RFQ TERMS AND CONDITIONS

6.1 NO OBLIGATION TO PROCEED

This RFQ does not commit Infrastructure BC in any way to proceed to an RFP stage or award a contract, and Infrastructure BC reserves the complete right to, at any time, reject all Responses and to terminate the Competitive Selection Process established by this RFQ and proceed in some other manner as Infrastructure BC may decide, in its discretion.

6.2 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

All documents and other records in the custody of, or under the control of, Infrastructure BC are subject to the Freedom of Information and Protection of Privacy Act ("FOIPPA") and other applicable legislation.

By submitting a Response, the Respondent represents and warrants to Infrastructure BC that the Respondent has complied with applicable laws, including by obtaining from each individual any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to Infrastructure BC as part of the Response for the purposes of this RFQ and the Competitive Selection Process.

6.3 COST OF PREPARING RESPONSES

Each Respondent is solely responsible for all costs it incurs in the preparation of its Response, including without limitation all costs of providing information requested by Infrastructure BC, attending meetings, and conducting due diligence.

6.4 RESERVATION OF RIGHTS

Infrastructure BC reserves the right, in its discretion, to exercise any or all of the following rights:

(a) amend the scope of work, modify, cancel or suspend the RFQ process or any or all stages of the Competitive Selection Process, at any time for any reason;

(b) accept or reject any Response based on the Evaluation Criteria as evaluated by Infrastructure BC;

(c) disqualify a Response that fails to meet the Mandatory Requirements set out in Section 5.1 of this RFQ, or for any of the reasons set out in Appendix A, or any other reason Infrastructure BC determines appropriate;

(d) not accept any or all Responses;

(e) reject or disqualify any or all Response(s) for any reason without any obligation, compensation or reimbursement to any Respondent or any of its team members;

(f) re-advertise for new Responses, call for quotes, proposals or tenders, or enter into negotiations for this Project or for work of a similar nature;

(g) make any changes to the terms of the business opportunity described in this RFQ; and

(h) amend, from time to time, any date, any time period or deadline provided in this RFQ.

6.5 LIMITATION OF DAMAGES

Each Respondent, by submitting a Response, agrees that in no event will Infrastructure BC, or any of its employees, advisors or representatives, 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. Without in any way limiting the above, each Respondent specifically agrees that it will have absolutely no Claim against Infrastructure BC or any of its employees, advisors or representatives if Infrastructure BC for any reason whatsoever:

(a) does not select a shortlist of Respondents;

(b) suspends, cancels or in any way modifies the Project or the Competitive Selection Process;

(1) for any breach or fundamental breach of contract or legal duty of Infrastructure BC, whether express or implied.

The Respondent waives any and all Claims whatsoever, including Claims for loss of profits or loss of opportunity, if the Respondent is not shortlisted in the Competitive Selection Process or for any other reason whatsoever.

6.6 OWNERSHIP OF RESPONSES

All Responses submitted to Infrastructure BC become the property of Infrastructure BC.

6.7 DISCLOSURE AND TRANSPARENCY

Infrastructure BC is committed to an open and transparent process while understanding the Respondents' need for protection of confidential commercial information. To assist Infrastructure BC in meeting its commitment, Respondents will cooperate and extend all reasonable accommodation to this endeavour.

Infrastructure BC expects to disclose the following information during this stage of the Competitive Selection Process: this RFQ document, the number of Respondents, and the names of Respondents.

To ensure that all public information generated about this RFQ is fair and accurate and will not inadvertently or otherwise influence the outcome of the Competitive Selection Process, the disclosure of any public information generated in relation to the Process, including communications with the media and the public, will be coordinated with, and is subject to prior approval of, Infrastructure BC.

Respondents will notify Infrastructure BC of any and all requests for information or interviews received from the media.

Respondents will ensure that all members of the Respondent and all others associated with the Respondent also comply with these requirements.

6.8 NO COMMUNICATION OR COLLUSION

By submitting a Response, a Respondent represents and confirms to Infrastructure BC, with the knowledge and intention that Infrastructure BC may rely on such representation and confirmation, that its Response has been prepared without collusion or fraud, and in fair competition with Responses from other Respondents.

Respondents are not to discuss or communicate, directly or indirectly, with other Respondents regarding the preparation, content or submission of their Responses or any other aspect of the Competitive Selection Process.

6.9 NO LOBBYING

Respondents will not engage in any form of political or other lobbying whatsoever in relation to this RFQ, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. Further, no such person (other than as expressly contemplated by this RFQ) will attempt to communicate in relation to this RFQ, or the Competitive Selection Process, directly or indirectly, with Infrastructure BC.

In the event of any lobbying or communication in contravention of this Section by any Respondent, Infrastructure BC, in its discretion, may at any time, but is not be required to, reject any Response by that Respondent without further consideration, and either terminate that Respondent's right to continue participating in the RFQ stage, or impose such conditions on that Respondent's continued participation in the List as Infrastructure BC, at its discretion, may consider to be in the public interest or otherwise appropriate.

6.10 FORM OF CONTRACT

It is expected that any Candidate retained by Infrastructure BC will enter into a Contract with Infrastructure BC or Infrastructure BC's Clients. Any Contract between a Candidate and Infrastructure BC will be substantially similar to the terms and conditions of the standard Service Contract (General), in use by Infrastructure 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.

7 DEFINITIONS AND INTERPRETATION

7.1 DEFINITIONS

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

Candidate(s) means any Respondent who is included in the List of Pre-Qualified Senior Strategic Advisory service providers.

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, Infrastructure BC.

Contact Person means the contact designated by Infrastructure BC on the RFQ Summary of Key Information.

Contract means a written contract executed by a Candidate and by Infrastructure BC or a Client as the case may be, for the engagement of a Senior Strategic Advisor.

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

Enquiry has the meaning set out in Section 5.6.

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

Infrastructure BC means Infrastructure BC Inc.

Initial Submission Time means the time and date, as described in the RFQ summary of key information table, for the initial submission of Responses.

List of Pre-Qualified Senior Strategic Advisors or **List** means the List of Respondents, prepared and maintained by Infrastructure 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 Requirement means the requirement identified in Section 5.1.

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.

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

Respondent(s) means an individual or firm who submits a submission to this RFQ.

Respondent's Representative means the person who is fully authorized to represent the Respondent in any and all matters related to its Response**.**

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.

Senior Strategic Advisor means the individuals who provide the services described in Section 2.

Senior Strategic Advisory Services means the services described in Section 2.

Submission Location means the location, as described in the RFQ summary of key information table, to which Responses must be submitted before the Submission Time.

Submission Time means the time and date, as described in the RFQ summary of key information table, for the submission of Responses.

7.2 INTERPRETATION

In this RFQ:

(a) when an action, decision, consent, approval or any other thing is said to be in Infrastructure BC's "discretion" or words of like effect, unless the context otherwise requires it means the sole, absolute and unfettered discretion of Infrastructure BC;

(b) the use of headings is for convenience only and headings are not to be used in the interpretation of this RFQ;

(c) a reference to a Section or Appendix, unless otherwise indicated, is a reference to a Section of, or Appendix to, this RFQ;

(d) words imputing any gender include all genders, as the context requires, and words in the singular include the plural and vice versa;

(e) the word "including" when used in this RFQ is not to be read as limiting;

(f) all dollar values are Canadian dollars unless otherwise indicated;

(g) a reference to a "person" includes a reference to an individual, legal personal representative, corporation, body corporate, firm, partnership, trust, trustee, syndicate, joint venture, limited liability company, association, unincorporated organization, union or government authority; and

(h) each Appendix attached to this RFQ is an integral part of this RFQ as if set out at length in the body of this RFQ.

This RFQ may be subject to the terms of one or more trade agreements and the List may be used for a procurement covered by Chapter 19 of the Comprehensive Economic and Trade Agreement.

APPENDIX A - RESPONSE GUIDELINES AND EVALUATION CRITERIA

Responses must meet the **Mandatory Requirements** identified in Section 5.1

Responses should:

(a) be clearly marked with the words "**Response to RFQ – Senior Strategic Advisory Services Pre-Qualified List**";

(b) be submitted electronically in the form of a PDF attachment to an email addressed to the Contact Person;

(c) include all of the information requested in this Appendix A. Materials that are not requested in this Appendix A will not be evaluated;

(d) be submitted as follows:

Section	Title	Contents	Evaluation Criteria	Weighting
Cover Letter		Each Proposal must include a cover letter signed by the Respondent's Representative. Provide the following contact details for the Respondent's Representative: a) Name b) Company c) Mailing/Courier Address d) Telephone Number e) Email address **Please note:** The Respondent's Representative of the Respondent will be the only contact person to receive communication from Infrastructure BC regarding this RFQ.	n/a	n/a
1	Corporate overview (Please provide even if sole proprietor.)	Maximum one (1) page	Clearly describes the firm's areas of expertise and focus.	n/a

Section	Title	Contents	Evaluation Criteria	Weighting
2	Experience on assignments of relevant scope, scale or complexity	**For <u>each person</u> who is being nominated as a Candidate:** 1. Provide a current CV (maximum of 4 pages). Please include, at a minimum, the following information: a) Name b) Location c) Professional experience d) Professional or technical designation(s), if any e) Education/qualifications 2. Provide the following information for relevant assignments completed. Please limit responses to a maximum of three (3) projects per person per category of service per sector of experience, and one (1) page or less, per project. a) Relevant Senior Strategic Advisory Services or infrastructure project experience as identified in Form A; b) Project name, owner and location (City, Province/State, Country); c) Project description (including date, contract method and current status (Note preferred contract methods are PPP, design-build and Alliance; DBB and CM projects may be considered depending on the assignment); d) Project capital cost in Canadian dollars. (Note that only projects with a construction cost greater than $100M Canadian will be evaluated); and	Specialized knowledge, skills and experience of Senior Strategic Advisor(s) are demonstrated to be relevant to the role for one or more categories of services per sector detailed in Form A.	50 (to be applied to each box on Form A)

Section	Title	Contents	Evaluation Criteria	Weighting
		e) Role of individual including a description of scope/experience within the overall project, and areas of Senior Strategic Advisor experience to which the project is applicable. f) Demonstrate understanding of public sector perspective.		
3	Professional reputation as a credible provider of Senior Strategic Advisory Services	The material submitted in response to Appendix A Section 2 may be used to evaluate Appendix A Section 3 of the RFQ. Client references (including client name, contact name, location, phone number, and email address) for three of the projects identified in Section 2 above. References may be asked to verify the information in the Submission and attest to the Respondent's relevant professional experience. Reference and background checks will be undertaken at the discretion of Infrastructure BC.	Candidate demonstrates a strong professional reputation including as a credible provider of Senior Strategic Advisory Services.	25
4	Services and Sectors of Experience	Complete Form A for **each** person who is nominated as a Candidate.	Experience related to Sections 2.1 and 2.2 of this RFQ is supported by project examples.	n/a
5	Rates	For each Candidate please provide the expected hourly rate. Candidates can update rates at any time as per Section 4.1.2.	Hourly rates will be evaluated in relation to proposed experience.	25

Form A – Senior Strategic Advisory Services Experience

Each person who is nominated as a Candidate to lead a Senior Strategic Advisor assignment is asked to identify, both the category of service and sectors for which they have experience, by placing a check mark (√) in the box under the appropriate heading beside the type of service in the form below.

Senior Strategic Advisory Services Experience	**Sectors of Experience**		
Category of Service	**Transportation**	**Accommodation**	**Energy and Resources**
Business Plan			
Procurement *(only one sector of experience is required)*			
Design and Construction			
Operations and Maintenance			
Financings and Refinancings *(only one sector of experience is required)*			
Project Leadership			