



Request for Qualifications

RFQ No.: OBMH 019-2021
TOD HOUSE
**HERITAGE BUILDING RESTORATION:
GENERAL CONTRACTOR
SERVICES**

CLOSING DATE: NOVEMBER 15 2021

CLOSING TIME: 2:00 PM

SUMMARY OF KEY INFORMATION

RFQ TITLE	<p>The title of this RFQ is: District of Oak Bay RFQ No. OBMH 019-2021 – Tod House Heritage Restoration General Contractor Services Please use this title on all correspondence.</p>
OAK BAY REPRESENTATIVE	<p>The Project Representative for this RFQ is: Karen Hunter Colliers Project Leaders Email: Karen.Hunter@colliersprojectleaders.com Please direct all enquiries, by email, to the above-named Project Representative. <u>No telephone enquiries please.</u></p>
ENQUIRIES	<p>Respondents are encouraged to submit enquiries at an early date to permit consideration by the Project Representative. The Project Representative may, in its discretion, decide not to respond to any enquiry.</p>
CLOSING TIME	<p>The Closing Time is: 14:00 Pacific Standard Time on November 15, 2021</p>
SUBMISSION LOCATION	<p>Responses are to be submitted electronically to: purchasing@oakbay.ca</p>

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

Table of Contents

SUMMARY OF KEY INFORMATION	i
1. Instructions to Respondents	1
1.1 Introduction	1
1.2 Additional Project Information	1
1.3 Closing Time and Date for Submission of Responses	1
1.4 Enquiries	1
1.5 Information Meeting	2
1.6 Addenda	2
1.7 Examination of RFQ Documents	2
2. Submission Form and Contents	2
2.1 Form of Response	2
2.2 Signature	2
2.3 Revisions to RFQ Responses	2
3. Evaluation and Selection	3
3.1 Evaluation Process	3
3.2 Evaluation Criteria	3
4. General Conditions	3
4.1 No District Obligation	3
4.2 Respondents Expenses	3
4.3 Competitive Selection Timeline	3
4.4 Conflict of Interest	4
4.5 Solicitation of District Staff, Board Members, Contractors	4
4.6 Disclaimers/Limitations of Liability	4
4.7 Confidentiality	4
4.8 Ownership of Responses and Freedom of Information	5
4.9 Time	5
4.10 Reservation of Rights	5
5. Definitions and Interpretation	6
5.1 Definitions	6
5.2 Interpretation	8

List of Appendices

- Appendix A – Scope of Work
- Appendix B – Evaluation Criteria and RFQ Response Format
- Appendix C – Contractor Safety Prequalification Information
- Appendix D – Restricted Parties
- Appendix E – Relationship Disclosure Form
- Appendix F – Response Declaration Form
- Appendix G – Background Information

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

1. Instructions to Respondents

1.1 Introduction

The Corporation of The District of Oak Bay (The “District”) invites submissions (each a “**Response**”) to this Request for Qualifications (“**RFQ**”) from general contractors that are qualified and experienced in heritage building restoration (each a “**Respondent**”) interested in the restoration project of Tod House located in Oak Bay, B.C. (the “**Project**”).

The Project generally involves restoration of existing masonry work, roofing, exterior painting and carpentry. The District intends to qualify a maximum of three respondents and invite those parties to move to the Invitation to Tender phase of the project.

The District has engaged Colliers Project Leaders as the manger for the Project.

1.2 Additional Project Information

Appendix A includes additional information regarding the scope of the Project.

1.3 Closing Time and Date for Submission of Responses

Responses must be delivered to the Submission Location by the Closing Time. Responses received after the Closing Time will not be accepted or considered. Delays caused by any delivery or technical difficulties with electronic submission will not be grounds for an extension of the Closing Time. Responses received after the Closing Time will be returned unopened to the Respondent.

1.4 Enquiries

All enquiries regarding any aspect of this RFQ should be directed to the District Representative by e-mail. Respondents are encouraged to submit enquiries at an early date and before 15:00 Pacific Standard Time on the day that is seven (7) Business Days before the Closing Time to permit consideration by the District..

The following shall apply to any enquiry:

- a) enquiries to, and responses from, the District Representative will be recorded;
- b) to ensure consistency and quality of information, the District may, at its discretion, provide answers to questions relevant to the interpretation of this RFQ by posting the question and answer on the BC Bid Website; and
- c) the District may, in its discretion, decide not to respond to any enquiry.

Respondents finding discrepancies or omissions in the RFQ, or having doubts as to the meaning or intent of any provision, should promptly notify the District Representative.

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

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

1.5 Information Meeting

An information meeting is not applicable and so will not be held during the RFQ process.

1.6 Addenda

The District may, in its discretion through the District Representative, amend or clarify the terms or content of this RFQ at any time before the Closing Time by issuing a written Addendum on the BC Bid Website. Addenda posted on the BC Bid Website are the only means of amending or clarifying this RFQ. No other form of communication, whether written or oral, including written responses to enquiries as provided by Section 1.4, shall be included in, or shall in any way amend or clarify this 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 complete RFQ issued prior to the Closing Time. The District accepts no responsibility for any Respondent that does not receive all RFQ information.

1.7 Examination of RFQ Documents

It is the sole responsibility of a Respondent to check the BC Bid Website to ensure that they have all available information before submitting a Response. Each Respondent will be deemed to have carefully examined and understood the requirements and limitations of this RFQ, prior to submitting a Response, with respect to any and all facts which may influence the decision to prepare and submit a Response.

2. Submission Form and Contents

2.1 Form of Response

Respondents should submit their Response in accordance with the instructions set out in Appendix B – Evaluation Criteria and RFQ Response Format.

2.2 Signature

The Response should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- a) If the Respondent is a corporation then the full legal name of the corporation should be included, together with the names of the authorized signatories. The Response should be executed by all of the authorized signatories or by one or more of them.
- b) If the Respondent is a partnership or joint venture then the legal name of the partnership or joint venture and the name of each partner or joint venturer should be included and each partner or joint venturer should sign separately. If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above.
- c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

2.3 Revisions to RFQ Responses

A Respondent may amend any aspect of its Response at any time prior to the Closing Time by delivering a clear written amendment signed by an authorized representative of the Respondent to the Submission Location.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

3. Evaluation and Selection

3.1 Evaluation Process

The evaluation of Responses will be undertaken on behalf of the District by an evaluation team. The evaluation team may consult with others including District staff members, third-party consultants, advisors, and references, as the evaluation team may, in its discretion, decide is required.

3.2 Evaluation Criteria

The District will evaluate each Response in order to determine which are most advantageous to the District using the criteria outlined in Appendix B.

The District anticipates that it will select a shortlist of up to three Respondents to be Proponents, and then issue an ITT to proponents on that shortlist only, from which the Preferred Proponents will be selected in accordance with the terms of the ITT.

4. General Conditions

4.1 No District Obligation

This RFQ does not commit the District in any way to select a Respondent or Respondents, or to proceed to the ITT stage. The District reserves the right to at any time to reject all Responses, and to terminate this RFQ process for any reason.

4.2 Respondents Expenses

Respondents are solely responsible for their own costs and expenses in preparing and submitting Responses to this RFQ, and for any meetings, negotiations, or discussions with the District or its representatives and contractors relating to or arising from this RFQ.

4.3 Competitive Selection Timeline

The following is the District's estimated timeline for the Competitive Selection Process and the Project:

Activity	Timeline
RFQ issue	October 29, 2021
Closing Time	See Summary of Key Information
Respondent interviews/presentations (Optional)	TBD
Issue ITT	November 2021
ITT Submissions Due	December 2021
Award Contract	February 2022
Project Start Date	April 2022

All dates in the above timeline are subject to change at the discretion of the District.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

4.4 Conflict of Interest

The Respondent should disclose in its Response any actual or potential conflicts of interest and existing business relationships it may have with the District, its elected or appointed officials, employees, or any other person who, on behalf of the District or a Restricted Party as listed in Appendix D – Restricted Parties, has been involved in the procurement process or the design, planning or implementation of the Project. The District may rely upon such disclosure.

The Respondent should complete and execute the Relationship Disclosure Form, substantially in the form attached as Appendix E and should include the completed form as part of its Response.

4.5 Disclaimers/Limitations of Liability

Each Respondent, by submitting a Response, agrees that in no event will the District or any of their employees, advisors or representatives, be liable, under any circumstances, for any Claim, or to reimburse or compensate the Respondent in any manner whatsoever, including 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 the District or any of its employees, advisors or representatives of the District 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 (including modification of the scope of the Project or modification of this RFQ or both);
- (c) accepts any compliant or non-compliant Response or selects a shortlist of one or more Respondent(s);
- (d) under the terms of this RFQ, permits or does not permit a Restricted Party to advise, assist or participate as part of a Respondent Team; or
- (e) for any breach or fundamental breach of contract or legal duty of the District, 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.

The District, its elected officials, appointed officers, employees, agents, contractors and volunteers expressly disclaim any and all liability for representations or warranties expressed, implied or contained in, or for omissions from this RFQ package or any written or oral information transmitted or made available at any time to a Respondent by or on behalf of the District. Nothing in this RFQ is intended to relieve a Respondent from forming its own opinions and conclusions in respect of this RFQ.

4.6 Confidentiality

The RFQ documents, or any portion thereof and any other confidential information to which a Respondent may have access to as a result of this RFQ process, may not be used by a Respondent for any purpose other than submission of Responses.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

4.7 Ownership of Responses and Freedom of Information

Each Response submitted, as well as any other documents received from a Respondent, become the property of the District, and as such are subject to the *Freedom of Information and Protection of Privacy Act* (“**FOIPPA**”). FOIPPA grants a general right of access to such records, but also includes grounds for refusing the disclosure of certain information.

Respondents are asked to specifically identify information contained in their Responses that is submitted on a confidential basis. Subject to any requirement for access under FOIPPA, the District will hold in confidence any such information received from a Respondent. However, the District specifically reserves the right to distribute information about any Response internally to its own directors, officers and employees, to its consultants and contractors where the distribution of that information is considered by the District to be necessary to its internal consultation process.

4.8 Time

The timing for the submission and receipt of Responses and any amendments thereto shall be determined by reference to the District’s time keeping system.

4.9 Reservation of Rights

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

- (a) request additional information from any or all Respondents at any time;
- (b) make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances, including any past experience of the District with a Respondent or its principals or affiliates;
- (c) amend the scope of the Project, 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 the District;
- (c) disqualify a Response that fails to comply with this RFQ, or any other reason the District determines appropriate;
- (d) waive a defect, irregularity, non-conformity or non-compliance in or with respect to a Response or failure to comply with the requirements of this RFQ, and accept that Response even if such a defect, irregularity, non-conformity or non-compliance or failure to comply with the requirements of this RFQ would otherwise render the Response null and void;
- (e) not accept any or all Responses;
- (f) 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;
- (g) 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;
- (h) make any changes to the terms of the business opportunity described in this RFQ; and

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

- (i) amend, from time to time, any date, any time period or deadline provided in this RFQ, upon written notice to all Respondents.

Without limiting the generality of the above or its other rights under this RFQ, the District reserves the right, in its discretion, to reject a Respondent if their Response fails to include a completed Relationship Disclosure Form or Response Declaration Form, fails to provide the requested information regarding bonding and insurance or fails to demonstrate that the Respondent has a suitable health and safety record.

5. Definitions and Interpretation

5.1 Definitions

In this RFQ:

“**Addenda**” or “**Addendum**” means each amendment to this RFQ issued by the District Representative as described in Section 1.6;

“**BC Bid Website**” means the website with this web address: <http://www.bcbid.gov.bc.ca>;

“**Business Day(s)**” means a standard day for conducting business, excluding government holidays and weekends;

“**Claim**” means any claim, demand, liability, damage, loss, suit, action, or cause of action, whether arising in contract, tort or otherwise, and all costs and expenses relating thereto;

“**Closing Time**” means the time and date indicated as such in the Summary of Key Information;

“**Competitive Selection Process**” means the overall process for the selection of a Preferred Proponent for the Project, including this RFQ;

“**Contractor**” means the legal entity responsible for construction of the Project;

“**Construction Agreement**” means the construction contract expected to be entered into between the District and the Preferred Proponent at the conclusion of the ITT phase;

“**Contractor Safety Prequalification Information**” means information provided in Appendix C;

“**District**” means The Corporation of the District of Oak Bay;

“**District Representative**” means the person identified as such in the Summary of Key Information, or such other person as may be appointed by The District of Oak Bay for that purpose;

“**Evaluation Criteria**” means the criteria referred to in Appendix B to this RFQ;

“**ITT**” or “**Invitation to Tender**” means the invitation to tender which may be issued by the District as a stage of the Competitive Selection Process;

“**Key Individuals**” mean the individuals filling the following roles (or equivalent) in a Respondent’s Response:

- Contractor’s Project Manager, being the person responsible for managing the overall delivery of the Project;

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

- Contractor’s Project Site Superintendent, being the person responsible for managing the overall construction of the Project;
- Contractor’s Project Site Safety Representative, being the person responsible for construction health and safety for the Project; and
- Contractor’s Project Quality Control Representative, being the person responsible for managing the overall quality of the Project.

The Key Individuals should be exclusive to the Respondent;

“Key Firm” means the corporations, joint ventures, partnerships and/or other legal entities, filling the following roles (or equivalent) in the Respondent’s Response:

- Lead Construction Firm; and
- Any sub-contractor who will perform more than 20% of the Work.

The Key Firms should be exclusive to the Respondent, provided that material suppliers will not be considered to be Key Firms;

“Preferred Proponent” means the company, firm, consortium or other legal entity selected by the District during the ITT process to negotiate the Construction Agreement;

“Program” has the meaning set out in Section 1.1;

“Project” has the meaning set out in Section 1.1;

“Proponent” means a Respondent who has been shortlisted under this RFQ to be eligible to submit a Proposal in response to the Invitation to Tender;

“Proposal” means the submission prepared by a Proponent in response to the Invitation to Tender;

“Relationship Disclosure Form” means the form substantially as attached as Appendix E to this RFQ;

“Respondent” means any company, firm, consortium or other legal entity that submits or intends to submit a Response;

“Respondent’s Representative” means the person or firm, identified in the Response Declaration Form (Appendix F), who is authorized to represent the Respondent in any and all matters related to its Response;

“Respondent Team” means a Respondent and its Key Individuals and Key Firms;

“Response” has the meaning set out in Section 1.1;

“Response Declaration Form” means the form substantially as attached as Appendix F to this RFQ;

“Restricted Party” means those persons or firms (including their former and current employees) who have a conflict of interest or had, or currently have, participation or involvement in the Competitive Selection Process or the design, planning or implementation of the Project, and who have or may provide a material unfair advantage, including without limitation as a result of any confidential information that is not, or would not reasonably be expected to be, available to all other Respondents, and includes those persons or firms in Appendix D;

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

“**RFQ**” has the meaning set out in Section 1.1;

“**Submission Location**” means the submission location identified as such in the Summary of Key Information; and

“**Work**” means the work for the construction and performance of the Project as set out in the Construction Agreement.

5.2 Interpretation

In this RFQ:

- (a) when an action, decision, consent, approval or any other thing is said to be in a person’s “discretion” or words of like effect, unless the context otherwise requires it means the sole, absolute and unfettered discretion of the person;
- (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; and
- (f) 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.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

APPENDIX A SCOPE OF WORK

The following is a summary only and may be subject to change. The scope of work will be described in greater detail during the ITT stage.

Background

Site Description

Tod house is one of the most significant surviving structures of early British Columbia and represents one of only a handful of such sites throughout the province. The house provides a rare window into the earliest days of colonial life on Vancouver Island. By association with its builder, John Tod, the house is widely celebrated as a material reflection of early colonial farm life, of early relations with Indigenous communities, and 19th C spiritualism.

The house was built in three sections that reflect the transition from pioneer homestead to the permanent residence of a prominent community figure. Tod's farm was part of the first subdivision of Hudson's Bay Company land in Oak Bay. The property was formally designated as a heritage site by the District of Oak Bay in 1974.

It must be emphasized that much of the original historic material at Tod House still exists *in its original condition*. This is extremely rare. Tod House is valued as an extraordinary survival of early pioneer building technology, craft and materiality (so early it is only really recognizable in the European context). It is one of only three or four such examples remaining on Vancouver Island and should be regarded as being on par with Helmcken House at the Royal BC Museum for example.

Project Description

The current scope of work involves making repairs to the building that have become necessary because of deferred maintenance. These are regarded as the minimum interventions necessary to stabilize the historic building and arrest its deterioration/decay. Each of the repairs can be implemented while the house remains occupied, and while this will inevitably result in some disturbance/inconvenience for the tenants, the work **MUST** be performed in such a way as to minimise this by using mitigation measures such as good dust protection etc.

There are four general areas of scope:

- 1.0 Roofing
- 2.0 Chimneys
- 3.0 Repaint Exterior
- 4.0 Other Exterior Areas

The masonry chimneys and infill panels at Tod House are highly significant due to their material construction and very early date. Elements such as the kitchen wall infill panels and chimney probably **represent the earliest example of built masonry surviving in British Columbia**. The materials and methods of construction are therefore extremely important in this context, and repairs must be undertaken with specific attention to the compatibility and authenticity of material and masonry methods. This work **MUST** be performed by a mason who has specific skills and experience in similar, sensitive repairs.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

APPENDIX B- SELECTION AND EVALUATION PROCEDURES

EVALUATION AND SELECTION PROCEDURES

To assist in the evaluation of the Responses, the District may, in its discretion, but is not required to:

- a) conduct reference checks relevant to the Project with any or all of the references cited in a Response to verify any and all information regarding a Respondent, inclusive of its directors/officers and Key Individuals;
- b) conduct any background investigations and/or seek any additional information that it considers necessary in the course of the evaluation;
- c) seek clarification of a Response or supplementary information from any or all Respondents;
- d) request interviews/presentations with none, any, some, or all Respondents to clarify any questions or considerations based on the information included in the Responses or seek any supplementary information; and
- e) rely on and consider any information obtained as a result of such reference checks, background investigations, requests for clarification or supplementary information, interviews/presentations, and/or any additional information in the evaluation of Responses.

The District is not obligated to complete a detailed evaluation of all Responses and may, in its discretion, after completing a preliminary review of all the Responses, discontinue detailed evaluation of any Respondent who, when compared to the other Respondents, the District judges is not in contention to be shortlisted. The District will be the sole judge of the suitability of any Respondents qualifications and ability to complete the works and any selection by the District shall be final.

The Respondent and any member of the Respondent Team may be required to undertake a criminal records check in order to participate in the Project.

The District will notify Respondents of the RFQ results by sending a written notice to the Respondent's Representative.

The District will conduct a debriefing, upon request, for any Respondent that is not shortlisted, if the debriefing is requested within one month after a shortlist has been announced. In a debriefing the District will discuss the relative strengths and weaknesses of that Respondent's Response, but the District will not disclose or discuss any confidential information of another Respondent.

INTERVIEWS/PRESENTATIONS

Respondents may be required by the District to have interviews or present their Response during the evaluation process at the request of the District.

DISQUALIFICATION OF RESPONSES

Without limitation, the District may, in its discretion, disqualify a Response if:

- a) background investigations reveal any criminal affiliations or activities by the Respondent or a member of the Respondent Team and such affiliations or activities would, in the sole opinion of the District, interfere with the integrity of the evaluation; or

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

b) the Response includes a false or misleading statement, claim or information.

Responses should:

- a) be packaged in a PDF document and submitted electronically;
- b) **“Response to RFQ No. OBMH 019-2021 Tod House Restoration- General Contractor Services**
- c) be limited to a maximum of 50 pages;
- d) include all of the information requested in this Appendix B; and
- e) be submitted as follows:

PROPONENT EVALUATION, TOD HOUSE CATEGORY 1 REPAIRS

Item	Section	Score (100 Points)
1	Proponent Resources	Section Total: 25%
1.1	Team – Describe the key staff and subcontractors who will be dedicated to this project and their experience with similar work.	15% (15 points)
1.2	Supervisor – Who will be your supervisor on site (i.e., to lead the work and liaise with Project Manager, Consultants and Tennant), and what are their qualifications?	10% (10 points)
2	Proponent Experience	Section Total: 50%
2.1	<p>Previous project experience - Demonstrating your experience with heritage conservation. Provide 2(min.) to 3(max.) project examples including brief descriptions of the following:</p> <ul style="list-style-type: none"> • Date of construction; • Project value; • Project team; • Description of your role; • Challenges that you faced during the building conservation project, and the solutions used to overcome them. <p><i>NB: Project examples may be the same for sections 2.1 and 2.2. Indicate if this is your intention.</i></p>	15% (15 points)

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

2.2	<p>Previous project experience - Demonstrating your experience with masonry conservation. Provide 2(min.) to 3(max.) project examples including brief descriptions of the following:</p> <ul style="list-style-type: none"> • Date of construction; • Project value; • Project team; • Description of your role; • Challenges that you faced during the masonry conservation and the solutions used to overcome them. <p><i>NB: Project examples may be the same for sections 2.1 and 2.2. Indicate if this is your intention.</i></p>	20% (20 points)
2.3	Standards and Guidelines for the Conservation of Historic Places in Canada - Provide a brief (1-2 Para) explanation of how these standards apply to the Tod House Rehabilitation Project.	5% (5 points)
2.4	Collaboration - Demonstrate your firm’s history of collaboration with clients to achieve successful project outcomes. Provide 2 (min.) letters of reference with current contact information.	10% (10 points)
3	Proponent Plan	Section Total: 25%
3.1	Health & Safety Plan – Describe your proposed approach to safely implementing this project, including the following: <ul style="list-style-type: none"> • Current Worksafe BC Clearance Letter. 	10% (10 points)
3.2	Work Plan – Describe your proposed methodology for implementing this project, including the following: <ul style="list-style-type: none"> • Plan for minimizing disturbance to the Tennant; • Proposed Schedule. 	10% (10 points)
3.3	Cost Plan - Describe how you will deliver this project within budget, including the following: <ul style="list-style-type: none"> • Your capacity to provide financial security to the Owner for 100% of the values of the tender and construction costs. 	5% (5 points)
	Total Percentage - all sections	100% (100 points)

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION GENERAL CONTRACTOR SERVICES**

APPENDIX C – CONTRACTOR SAFETY PREQUALIFICATION INFORMATION

(To be submitted by the Respondent in accordance with Appendix B Section 3.1)

Attach separately.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. 019-2021
TOD HOUSE HERITAGE RESTORATION CONSTRUCTION TRADES SERVICES**

APPENDIX D – RESTRICTED PARTIES

At this RFQ stage, and without limiting the definition of Restricted Parties, the District has identified the following persons as Restricted Parties:

- (a) Colliers Project Leaders
- (b) HeritageWorks Ltd.
- (c) the District of Oak Bay, including its former and current directors, officers and employees who fall within the definition of Restricted Party.

This is not an exhaustive list of Restricted Parties. Additional persons, firms or organizations may be added to, or deleted from, the list during any stage of the Competitive Selection Process through an Addendum.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO.OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION CONSTRUCTION TRADES SERVICES**

APPENDIX E – RELATIONSHIP DISCLOSURE FORM

The Respondent declares on its own behalf and on behalf of each member of the Respondent Team that:

- a) this declaration is made to the best of the knowledge of the Respondent and, with respect to relationships of each member of the Respondent Team, to the best of the knowledge of that member.
- b) the Respondent and the members of the Respondent Team have reviewed the non-exhaustive list of Restricted Parties in Appendix D.
- c) the following is a full disclosure of all known relationships that the Respondent and each member of the Respondent Team has, or has had, with:
 - 1) the District of Oak Bay;
 - 2) any listed Restricted Party;
 - 3) any former or current shareholders, directors or officers, or commissioner members as applicable, of the District or any listed Restricted Party;
 - 4) any other person who, on behalf of the District or a listed Restricted Party, has been involved in the procurement process or the design, planning or implementation of the Project or Program.

Name of Respondent Team member	Name of Party with Relationship (e.g., list District, Restricted Party, etc.)	Details of the Nature of the Relationship with the Listed Restricted Party/person (e.g., Respondent Team member was an advisor to the Restricted Party from ____ to ____)
<i>e.g. Firm Name Ltd.</i>	<i>Partnerships BC</i>	<i>Firm Name Ltd. is working with Partnerships BC on Project X.</i>
<i>e.g. John Smith</i>	<i>District name</i>	<i>Employee from 19XX – 20XX</i>

(Each Respondent Team to submit one Relationship Disclosure Form. Add additional pages as required. Corporate disclosures only need to be provided once and not repeated for every individual of that company).

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION CONSTRUCTION TRADES SERVICES**

APPENDIX F – RESPONSE DECLARATION FORM

[RFQ Respondent's Letterhead]

To: The Corporation of The District of Oak Bay
Attention: Karen Hunter – Colliers Project Leaders (District Representative)
Re: Request for Qualifications RFQ No. OBMH 019-2021

[Insert Respondent Name]

In consideration of the District's agreement to consider responses in accordance with the terms of this RFQ, the Respondent hereby agrees, confirms, and acknowledges, on its own behalf and on behalf of each member of the Respondent Team, that:

(a) Response

- (1) this Response Declaration Form has been duly authorized and validly executed;
- (2) the Respondent is bound by all statements and representations in its Response;
- (3) its Response is in all respects a fair Response made without collusion or fraud; and
- (4) the District reserves the right to verify information in the Respondent's Response and conduct any background investigations including criminal record investigations, verification of the Response, credit enquiries, litigation searches, bankruptcy registrations and taxpayer information investigations or other investigations on all or any of the Respondent Team members, and by submitting a Response the Respondent agrees that they consent to the conduct of all or any of those investigations by the District.

(b) Acknowledgements with Respect to this RFQ

- (1) the Respondent has received, read, examined and understood the entire RFQ including all of the terms and conditions, all documents listed in this RFQ's Table of Contents, and any and all Addenda;
- (2) the Respondent agrees to be bound by the entire RFQ including all of the terms and conditions, including without limitation Section 4.2, all documents listed in this RFQ's Table of Contents, and any and all Addenda;

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION CONSTRUCTION TRADES SERVICES**

APPENDIX F – RESPONSE DECLARATION FORM

APPENDIX F (Continued)

- (3) the Respondent's Representative identified below is fully authorized to represent the Respondent in any and all matters related to its Response, including but not limited to providing clarifications and additional information that may be requested in association with this RFQ;
 - (4) the Respondent has disclosed all relevant relationships, in accordance with the instructions and format outlined in the Relationship Disclosure Form; and
 - (5) the Respondent has had sufficient time to consider, and has satisfied itself as to the applicability of the material in this RFQ and any and all conditions that may in any way affect its Response.
- (c) Evaluation of Responses
- (1) this RFQ is not an offer, a tender or a request for proposals; it is a request for qualifications and the responsibility of the District is limited to consider Responses in accordance with this RFQ.
- (d) Consent of Respondent Team
- (1) the Respondent has obtained the express written consent and agreement of each member of the Respondent Team, as listed below, to all the terms of this Response Declaration Form.

RESPONDENT

RESPONDENT'S REPRESENTATIVE

Name of Firm

Name

Address

Email Address

Address

Name of Authorized Signatory

Telephone

Signature

If the Respondent is a joint venture, consortium or special purpose entity – by each of its joint venture or consortium members, as applicable.

**THE DISTRICT OF OAK BAY
REQUEST FOR QUALIFICATIONS – RFQ NO. OBMH 019-2021
TOD HOUSE HERITAGE RESTORATION CONSTRUCTION TRADES SERVICES**

APPENDIX G – VENDOR BACKGROUND INFORMATION

Attach separately.