

# REQUEST FOR PROPOSAL: T̂SILHQOT'IN CHILD AND FAMILY INFRASTRUCTURE

ISSUE DATE	MARCH 25 <sup>TH</sup>
CLOSING DATE:	APRIL 21 <sup>ST</sup>
CLOSING TIME:	3:00PM PST
SUBMIT ATTN TO:	Crystal Verhaeghe, T̂silhqot'in Children & Family Infrastructure Project Manager Email: crystal@emodadesign.com

## Brief Description of Request

Through this Request for Proposals, the T̂silhqot'in National Government (TNG) invites proposals from suitably experienced organizations that are licensed to practice Architectural Services in the Province of British Columbia, to provide **Prime Architectural Services** for the development of T̂silhqot'in Children and Family Infrastructure. The project is a coordinated multi-community approach to **deliver six (6) child and family infrastructure projects to for the T̂silhqot'in communities of Tl'etinqox, ʔEsdilagh, Yunešit'in, T̂sideldel, Tl'esqox and Xenigwet'in simultaneously**. Through aligning processes, design principles, and procurement strategies—while maintaining flexibility for each community's cultural and site-specific needs, the multi-community approach aims to achieve significant efficiencies in design, construction, and cost.

## About T̂silhqot'in National Government

The T̂silhqot'in National Government was established in 1989 to meet the needs and represent the T̂silhqot'in Nation and T̂silhqot'in communities of Tl'etinqox, ʔEsdilagh, Yunešit'in, T̂sideldel, Tl'esqox and Xenigwet'in in their strive to re-establish a strong political government structure.

## T̂silhqot'in National Government Values

The T̂silhqot'in National Government (founded by the Chiefs of the T̂silhqot'in Communities) is an association of autonomous member bands. All member bands retain their individuality and freedom of action when joining the T̂silhqot'in National Government. The primary purposes of the T̂silhqot'in National Government are to:

- Encourage, facilitate and work towards improving the unity and cooperation amongst member bands and between itself and other First Nation governments.
- Promote and facilitate the social and economic wellbeing of the T̂silhqot'in peoples and to do all such legal acts as are considered advisable to encourage the heritage, culture and education of the T̂silhqot'in peoples.

- Assist and/or support member bands, collectively and separately, to achieve their goals in all areas including but not necessarily limited to self-government, aboriginal rights, land claims and economic, social, cultural, educational development and environmental protection.
- Assist and act on behalf of member bands at the request of and under the direction of member bands.
- Protect and preserve the T̓silhqot̓in cultural traditions, land and resources, respecting each community's process.
- The T̓silhqot̓in National Government will endeavor to accomplish its purpose by providing the highest quality community programs and community services, as well as strong effective leadership, thus providing support and guidance to T̓silhqot̓in Communities.

### CONTENTS:

This Request for Proposals (the "RFP") is organized into the following parts:

- **PART A:** The Services – full details of the architectural / consulting services required
- **PART B:** The RFP Process – the process for submissions, evaluation and contract award
- **PART C:** The Contract – the Contract the TNG will enter into with the selected Architect
- **PART D:** Submission Forms – the details a Respondent should submit in their Proposal

### EXHIBITS (SEPARATE DOCUMENT):

- Project Scope Areas
  - Tl'etinqox BC, See Exhibit A – Project Scope Area
  - ʔEsdilagh BC, See Exhibit B – Project Scope Area
  - Yunešit'in BC, See Exhibit C – Project Scope Area
  - T̓sideldel BC, See Exhibit D – Project Scope Area
  - Tl'esqox BC, See Exhibit E – Project Scope Area
  - Xeni Gwet'in BC, See Exhibit F – Project Scope Area
- Civil Scope Clarification
  - Civil – Servicing Report, See Exhibit G
  - Civil – Servicing Concepts, See Exhibit H
- RAIC Document 6 Schedule A & B, See Exhibit I

## Part A: The Services

### PROJECT SUMMARY

Key details of the T̓silhqot̓'in Children and Family Infrastructure (the "Project") are as follows:

**Project Location:** To deliver six (6) children and family infrastructure projects for the T̓silhqot̓'in communities.

**Tl'etinqox BC, See Exhibit A – Project Scope Area**

**̓Esdilagh BC, See Exhibit B – Project Scope Area**

**Yunešit'in BC, See Exhibit C – Project Scope Area**

**T̓sideldel BC, See Exhibit D – Project Scope Area**

**Tl'esqox BC, See Exhibit E – Project Scope Area**

**Xeni Gwet'in BC, See Exhibit F – Project Scope Area**

**Overall Project Objective:** The Project is a coordinated multi-community approach to deliver six (6) child and family infrastructure projects simultaneously through an aligned processes, design principles, and procurement strategies—while maintaining flexibility for each community's cultural and site-specific needs. The project shall also achieve additional objectives including:

- Aiming to achieve significant efficiencies in design, construction, and cost and maximize the benefit of the available funding allocation per community, which cannot be exceeded.
- Creating inclusive facilities, including advanced accessibility standards.
- Delivering high-quality architectural design.
- Ensuring a minimum environmental standard (green building requirements) and demonstrating social sustainability in project planning.
- Fulfilling a building design which is climate-change, wildfire and flood resistant.
- Ensuring the Project meets all licensing and statutory requirements.
- Understanding that each community will have a facility that is uniquely its own—reflecting local culture, site context, and community priorities—while sharing a coordinated process, common systems, and aligned technical standards.
- Coordinating timelines to allow for parallel progress, ensuring momentum and consistency.
- Unifying the design approach with a set of replicable systems (structural, mechanical, electrical) reduce duplication of work and allow for scalable design refinement.

**Project Program:** Conceptual design have been completed for each of the projects including a Class D Cost estimate. Each of the six new children and family infrastructure projects will include a variety of spaces including:

- A variety of offices
- Meeting rooms, Consultation rooms
- Staff support spaces (staff rooms, copy rooms, file rooms, storage rooms)
- Visiting professional spaces
- A variety of program spaces which may include: Cultural Room(s), Youth Activity Space, Community Kitchen, Elders room
- Change rooms and washrooms
- Associated parking and outdoor features

The following summarizes the overall gross building target areas of each of the six buildings:

Tl'etinqox BC	Building Area 37,682 ft <sup>2</sup>
?Esdilagh BC	Building Area 16,926 ft <sup>2</sup>
Yunešit'in BC	Building Area 21,719 ft <sup>2</sup>
Tšideldel BC	Building Area 30,004 ft <sup>2</sup>
Tl'esqox BC	Building Area 22,719 ft <sup>2</sup>
Xeni Gwet'in BC	Building Area 19,433 ft <sup>2</sup>

Following the award of project, the design team will be provided with the previous concept designs and will advance a process to refine building programs to align with, and not exceed, project budgets while maintaining core functionality and cultural purpose. This process will require the following work to identify area and cost savings:

- **Area Reductions:** Strategically reduce building area without compromising function or dignity of use.
- **Consolidation:** Identify opportunities to co-locate compatible program elements (e.g., programming and gathering spaces) to share circulation, utilities, and support areas.
- **Operational Synergies:** Align mechanical equipment standards and approaches across all communities for long-term cost savings and maintenance synergies.

Onsite and offsite areas and site services for each community is unique and outlined in **Exhibit G – Civil Servicing Report and Exhibit H – Civil Servicing Concepts** in conjunction with the following exhibits identifying the project site scope outline the offsite and onsite civil improvements required.

Tl'etinqox BC, **See Exhibit A – Project Scope Area**  
?Esdilagh BC, **See Exhibit B – Project Scope Area**  
Yunešit'in BC, **See Exhibit C – Project Scope Area**  
Tšideldel BC, **See Exhibit D – Project Scope Area**  
Tl'esqox BC, **See Exhibit E – Project Scope Area**  
Xeni Gwet'in BC, **See Exhibit F – Project Scope Area**

In collaboration with the community Project Managers, consultants are required to discuss civil works and servicing upgrade needs for each building that falls outside of the project sites with Indigenous Services Canada (ISC), while minimizing load on existing systems where possible and applicable including:

- **Off-Site Servicing Support:** Align design with ISC infrastructure programs to secure additional funding for shared or upgraded systems.
- **On-Site Efficiency:** Design building systems to reduce strain on community infrastructure (e.g., decentralized water systems, low-energy building envelopes, integrated stormwater management).

**Project Management:** An overall Project manager is engaged by the Nation (“Nation Project Manager”) and will support the project manager/committee for each individual Community (“Community Project Managers”) as well as the design team. Assume at minimum the following:

- Ongoing liaising with the Nation Project Manager
- Weekly meetings with the Nation Project Manager

- Bi-weekly meetings with the Nation’s Oversight Committee (overall multi-community working group) made up of one to two representatives from each of the community committees
- Bi-weekly meetings with the Community Project Managers to separately discuss community projects
- Co-ordination with ISC and other related organizations as needed

**Community Engagement:** A community-led approach will result in each community having a facility that is uniquely its own—reflecting local culture, site context, and community priorities—while sharing a coordinated process, common systems, and aligned technical standards. Community engagement to be uniquely identified by each community as the project begins, but to include at minimum the following:

- B-weekly meetings with each of the six community committees to guide the engagement process and the overall design of each of the buildings
  - The community committees will have representatives from various disciplines including leadership oversight
- Minimum four in-person community meetings for each of the six communities during the design process
- Commitment by the design team to supporting capacity building within each community

**Phases and timeline:** The Project currently has completed preliminary conceptual designs and a Class D Cost Estimate. Following completion of this RFP process the following outlines the design and construction schedule:

- **RFP Stage**
  - RFP issued March 25<sup>th</sup> 2026
  - RFP closed April 21<sup>nd</sup>, 2026 at 3:00pm PST
  - Contract awarded April 30<sup>th</sup> 2026 (Estimated)
- **Design Stage** 12 months (May 2026 - April 2027)
  - Schematic Design: 3 months
    - (including program validation and alignment with budget)
  - Design Development: 3 months
  - Construction Documents: 6 months
- **Tender Period** 2 months (May 2027 – June 2027)
  - Tender period may vary based on agreed upon procurement process and potential phasing of tender
- **Construction** 18-24 month estimate (July 2027 – Spring 2029 )
- **Occupancy** Spring 2029

A parallel yet connected project schedule will enable the design and documentation phases to move faster and significantly lower the soft costs per facility. The following considerations need to be considered by the design team:

- Accelerated Design: Developing base building systems and details once, then customizing locally, reduces design hours and coordination time.
- Replicable Systems: Structural approaches, mechanical systems, and envelope assemblies can be standardized across communities.
- Fast-Track Construction: With aligned design milestones, site preparation and foundation work can proceed in advance of full design completion.

- Early Start Advantage: Simultaneous design initiation enables early tendering and mitigates cost escalation risk.

**Funding & Project Construction Budget:** Funding for the project has been provided through the T̓silhqot̓in Nation’s jurisdiction agreement with British Columbia and Canada and includes a budget for the building as well as identified site servicing and infrastructure upgrades. For construction of the building, excluding costs for Architect and engineering Services (the “Project Construction Budget”) each community has an identified maximum budget available. The following summarizes both the building hard cost and land and infrastructure construction budgets (excluding GST) of each of the six buildings:

Tl’etinqox BC	Building Hard Cost \$25,600,000	Land & Infrastructure Cost \$960,000
̓Esdilagh BC	Building Hard Cost \$13,235,000	Land & Infrastructure Cost \$1,040,000
Yune̓it̓in BC	Building Hard Cost \$16,246,000	Land & Infrastructure Cost \$1,000,000
T̓sideldel BC	Building Hard Cost \$22,443,000	Land & Infrastructure Cost \$1,460,000
Tl’esqox BC	Building Hard Cost \$15,450,000	Land & Infrastructure Cost \$940,000
Xeni Gwet̓in BC	Building Hard Cost \$17,178,000	Land & Infrastructure Cost \$1,918,000

The TNG has a maximum ‘Project Construction Budget’ as identified above (excluding GST) available for all construction and equipment for this each Project.

- This Project Construction Budget represents the absolute maximum funds available for Project construction. The Architect must deliver the Services and Project within this Project Construction Budget.
- Definitions related to this “Project Construction Budget” are as follows:
- The “Project Construction Budget” is the maximum amount of money, including contingency allowances, which the TNG has available to spend on the “Construction Cost”.
- The “Construction Cost” is the total cost to construct all elements of the Project designed or specified by, or on behalf of, or as a result of coordination by, the Architect, consisting of the Work Construction Contract price, cost of changes to the Work during construction, construction management fees or other fees for the coordination and procurement of construction services, and all applicable taxes, except GST, which shall be excluded. Construction Cost excludes the compensation of the Architect (including its Sub- Consultants) and consultants, land cost, land development charges and other professional fees.
- The “Work” means the total construction and related services required by the Construction Documents for the Project that are created during the Services.

**Project Delivery Model:** The Project will be delivered using the ‘Construction Management’ delivery method, whereby the Construction Contractor (potentially multiple) for the Project will be recruited prior to the completion of Schematic Design Phase under the CCDC 5B-2010 Construction Management Contract – for Services and Construction. During Design Development Phase, the Construction Manager will provide constructability input into the design process with the aim of improving constructability, optimal scheduling, and cost optimization for the Project. The intent is to use the Stipulated Price Option in CCDC5B to execute a CCDC2-2020 Stipulated Price Contract for the Construction of the Project.

The designs need to allow for a unified procurement and scaled coordinated procurement process to create purchasing power and resource-sharing opportunities that benefit all six communities. The following summarized the objectives of this process:

- **Cost Savings & Benefits:** Economies of Scale - Coordinated purchasing of materials such as windows, roofing, finishes, and mechanical equipment at volume discounts.
- **Dedicated Trades:** Establish trade packages that move sequentially between communities, reducing mobilization costs and building familiarity with the design system.
- **Unified Construction Manager:** Engage a single Construction Manager (CM) for pre-construction and cost planning, while ensuring each community maintains control over its project delivery.
- **Shared Suppliers:** Examples include sourcing a single metal roofing supplier, standard window systems, or coordinated mechanical equipment packages.

## 2.0 Prime Architectural Services:

### 2.1 ARCHITECTURAL PRIME CONSULTING SERVICES (THE “SERVICES”):

This section details the architectural, engineering and prime consulting services (collectively the “Services”) to be provided by the Architect.

From this RFP, the TNG seeks to contract with one Architectural organization (the “Architect”) that will be both the Architect and Prime Consultant for the Project, responsible for delivery of all professional architecture, engineering, and other professional consulting disciplines for the Project. The specific Services to be provided by the Architect are itemized in detail as per the RAIC Document Six ‘Schedule A’ provided in section 2.5. These Services can be summarized as follows:

- a) The Architect will be the Architect and Prime Consultant for the Project.
- b) In addition to providing all Architectural Services for the Project, the Architect will also; recruit, contract with, and be contractually responsible for; the work of the following engineering/consulting disciplines required as part of the Services:
  - Project Management for the Architect’s Services
  - Architecture, including functional programming, code, specifications.
  - Landscape Architecture including outdoor play spaces
  - Structural and Envelope Engineering
  - Mechanical Engineering
  - Sprinkler Engineering
  - Electrical Engineering
  - Energy Modelling
  - Building Controls
  - IT Infrastructure.
  - Interior Design
  - Lighting Design
  - Acoustic Design
  - Other professionals as advised by the Architect, by agreement of the TNG
- c) Conversely, the TNG will; recruit, contract with, and be contractually responsible for the work of the following engineering/consulting disciplines which have input into the Project:
  - Geotechnical Engineer
  - Quantity Surveyor (TBD.)
  - Legal Survey
  - Environmental Consultant

As Prime Consultant, the Architect will be responsible for retaining, managing and coordinating the work of all required Sub-Consultants throughout all phases of the Project Services, through to ‘Ready for Takeover’ of each of the six projects and Project Close-out. The Architect shall provide oversight of the overall Project.

The Architect will not be responsible for procurement/tendering of the Construction Contractor for the Project. Procurement for construction will be led by the TNG.

The Architect will provide technical support to the TNG during the procurement of construction services phase, if, as and when required.

## 2.2. CONSTRUCTION DOCUMENTS:

All Drawings, Specifications and other items delivered by the Architect as part of the Construction Documents phase Services shall meet all requirements necessary for the TNG and Construction Manager to conduct competitive procurement processes with subtrades and product suppliers, as required under the CCDC 5B-2010 Construction Management Contract – for Services and Construction project structure. The basis of the CCDC5B Contract for this Project will be that the TNG and the Construction Manager shall use the Stipulated Price Option to convert to a CCDC2-2020 Stipulated Price Contract for execution of all Construction Work. Specifications shall be in accordance with Construction Specifications Canada standards.

## 2.3. SCOPE OF SERVICES:

The scope the Architect's Services shall be to; provide all of the Architectural Services plus other engineering and consulting disciplines identified in the Schedule A (section 2.5), for the entire Project Scope Area (as identified in Exhibits A,B,C,D,E,F,G), in order to achieve the Project objectives detailed in section 2.4 below.

## 2.4. PROJECT & SERVICES OBJECTIVES:

The Services shall achieve the following Project objectives:

- a) Class C, Class B, and Class A Construction Cost Estimates for the Project shall be completed and within the Nations Project Construction Budget and confirmed as such by the TNG's Quantity Surveyor and/or construction manager.
- b) All Services up to and including Construction Documents Phase Services shall be completed in accordance with the timeline requirements detailed Part A of this RFP.
- c) The Project shall achieve all of the 'Overall Project Objectives' and 'Project Program' listed in Part A.

## 2.5. RAIC DOCUMENT SIX SCHEDULE A:

The Royal Architectural Institute of Canada (RAIC) Document Six 'Schedule A' contained in **Exhibit I – RAIC Document 6 Schedule A & B** details the following: (Note: where the term "Client" is used in this section 2.5, it shall mean the Nation)

- **Services:** The Services that the Architect is responsible to provide under the contract are as described in this Schedule A - Services. Other services that are not applicable, or that the Client is responsible to provide, are so indicated in this Schedule A -Services.
- **Fee Method:** The method(s) of fee determination applicable to the contract is as stated in Article A12 of the agreement (see Part C of this RFP). The following designations are used to indicate the method of fee determination applicable to each line item, or the non- applicability of an item to the contract:

**F1** Indicates the service is the responsibility of the Architect and the fee for the service is included in the Fixed Fee stated in **APPENDIX A – PRICING FORM** of the Proposal.

**F3** Indicates the service is the responsibility of the Architect and the fee for the service is payable on the basis of Time-Based Rates and Reimbursable Expenses as stated in **APPENDIX A – PRICING FORM** of the Proposal.

**N/A** (or an item left blank) indicates the service is not anticipated to be required at the time of contract signing and will not be provided by the Architect nor the Client. If the item is subsequently determined to be required, it shall be an Additional Service.

**C** Indicates the service is required but will be the responsibility of the Client and not the Architect.

Notes:

- A strikethrough of text in this section 2.5 indicates a deletion of standard text from the RAIC Document Six Schedule A standard text.
- Addition text in RED indicates an addition to the RAIC Document Six

See Schedule A in **Exhibit I – RAIC Document 6 Schedule A &B**

## Part B: The RFP Process

Part B details the terms and conditions of how this RFP process will be run by the TNG, and how the Architect will be selected. Respondents to this RFP must ensure they follow all the terms detailed below. Failure to follow the terms of this Part B may result in a Proposal being rejected.

### 1. KEY DETAILS:

#### 1.1. QUESTIONS REGARDING THIS RFP:

Any question a Respondent has related to this RFP process must be submitted to the TNG by emailing a question to Crystal Verhaeghe, T̓silhqot̓'in Nation Children & Family Infrastructure Project Manager.

Questions regarding this RFP must not be submitted to the TNG via any other method answers to questions received will be provided either directly to the Respondent or via an addendum to all Respondents. Information obtained from any source other than the TNG through Crystal Verhaeghe, T̓silhqot̓'in Nation Children & Family Infrastructure Project Manager is unofficial and must not be relied upon as part of this RFP.

All questions regarding this RFP must be submitted prior to the 'Deadline for Questions' detailed under Section 1.2 of this Part B. Questions received after the Deadline for Questions will be addressed if time permits.

The Respondent is solely responsible for seeking any clarification required regarding this RFP, and the TNG shall not be held responsible for any misunderstanding by the Respondent.

#### 1.2. TIMETABLE:

This RFP process will run to the following timetable. This timetable may be amended at TNG's discretion through the issuance of an addendum to this RFP.

Issue Date of this RFP	March 25th, 2026
Deadline for Questions	April 9th, 2026
Last Day for Issue of Addenda	April 17th, 2026
RFP Closing Date and Time:	April 21nd, 2026 at 3:00PM
Contract Execution Date	April 30th, 2026 (estimated)

#### 1.3. SITE MEETING:

No site meeting will be held for this RFP process.

#### 1.4. SUBMISSION OF PROPOSALS (LOCATION, DATE & TIME, FORMAT):

Proposals to this RFP should be submitted in accordance with the following:

- **Electronic Submissions Only:** Proposals must be submitted electronically by email to Crystal Verhaeghe, T̓silhqot̓'in Nation Children & Family Infrastructure Project Manager *via* crystal@emodadesign.com.
- **RFP Closing Date and Time: Electronic** Proposals must be completed and confirmed as 'submitted', in accordance with the submission requirements of the Bids & Tenders

System instructions, no later than the RFP Closing Date and Time detailed in section 1.2. The RFP Closing Date and Time shall be determined by the recipients web clock. Late submissions are not permitted.

- **Format:** A Proposal must be submitted in accordance with the submission requirements, which will include submitting all of the information required in the forms listed under Part D – Submission Forms, of this RFP.

The TNG assumes no responsibility for the receipt of Proposals where the instructions detailed above have not been complied with by the Respondent.

## 2. DEFINITIONS USED IN THIS RFP:

The following are definitions used in this RFP document. Whenever one of the following terms is used with a capitalized first letter, the term shall have the meaning as set out in this section.

2.1. “Addenda” or “Addendum” means additional information or amendments to this RFP, issued by the TNG in accordance with Section 5 of this Part B.

2.2. “Architect” means the successful Respondent to this RFP that enters into a Contract with the TNG for the Services.

2.3. “Bid”, “Bids” or “Tenders” are terms used and mean either the RFP opportunity, or an aspect of the RFP opportunity, depending on the context. The use of these terms in no way infer that this RFP is an irrevocable bid or tender process.

2.4. “Contract” means a written agreement for the provision of the Services that may result from this RFP, executed between the TNG and the successful Respondent to this RFP.

2.5. “Optional Services” are those Services that the TNG will not commit to purchase upon execution of the Contract. No minimum quantity of Optional Service shall be guaranteed by the TNG. Such Optional Services may proceed once the TNG is satisfied that conditions of a prior phase of the Project have been met and the Project is able to proceed to the next phase.

2.6. “Nation” means the T̂silhqot̂in National Government that represents the T̂silhqot̂in Nation and acts as a national government for the T̂silhqot̂in communities of Tl̂'etinqox, ʔEsdilagh, Yunešit̂in, T̂sideldel, Tl̂'esqox and Xeni Gwet̂in.

2.7. “Proposal” means a Proposal submitted by a Respondent in response to this RFP.

2.8. “Project” means the coordinated multi-community delivery of six (6) child and family infrastructure projects to for the T̂silhqot̂in communities of Tl̂'etinqox, ʔEsdilagh, Yunešit̂in, T̂sideldel, Tl̂'esqox and Xeni Gwet̂in simultaneously as described in Part A of the RFP.

2.9. “Respondent” means a person or entity that submits a Proposal to this RFP.

2.10. “RFP” means this Request For Proposals, including all Parts of the RFP.

2.11. “RFP Closing Date and Time” means the date and time that Proposals to this RFP must be received by in accordance with Section 1.4 of this Part B. The time will be determined by the Bids & Tenders System web clock.

2.12. "Section" means the numbered section of the referenced part of this RFP.

2.13. "Services" means the architectural and prime consulting services and work for the Project, which the TNG seeks to be provided by the Architect, as outlined in Part A.

2.14. "Sub-Consultant" or "Sub-engineer" (as the context requires) means a person or organization that the Respondent may contract with to deliver part of the Services, in a subordinate relationship to the Architect.

### 3. AMENDMENT OF A PROPOSAL BY RESPONDENT:

A Respondent may amend a Proposal at any time up until the RFP Closing Date and Time. Amendments may be submitted in the same way as the original Proposal, as detailed in Section 1.4 of this Part B.

### 4. WITHDRAWAL OF A PROPOSAL BY RESPONDENT:

A Respondent may withdraw a Proposal that is already submitted at any time throughout the RFP process, including after the Closing Date and Time. To withdraw a Proposal before or after the Closing Date and Time, the Respondent should submit a request in writing to Crystal Verhaeghe, T̓silhqot̓in Nation Children & Family Infrastructure Project Manager.

### 5. ADDENDA ISSUED BY TNG:

This RFP may only be amended by way of an Addendum issued in accordance with this Section. At any time up until the Closing Date and Time, the TNG may issue an Addendum in order to amend, clarify, or answer questions to this RFP. Each Addendum will be issued via email to all proponents that identify intent to respond to the RFP. Each Addendum will form an integral part of this RFP. Respondents are solely responsible for checking for Addenda up until the Closing Date and Time. If the TNG deems it necessary to issue an Addendum after the Last Day for Issue of Addenda, as detailed in Section 1.2 of this Part B, then the TNG may extend the RFP Closing Date and Time in order to provide Respondents with more time to complete their Proposal.

### 6. EVALUATION OF PROPOSALS & AWARD OF CONTRACT:

The TNG will conduct the evaluation of Proposals and selection of a successful Respondent in accordance with the process detailed in this Section. Evaluation of Proposals will be by an evaluation committee. TNG's intent is to enter into a Contract with the Respondent who has met all mandatory criteria and minimum scores, and who has the highest overall ranking based on this evaluation process.

#### 6.1. MANDATORY CRITERIA:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration in the evaluation process.

**Mandatory Criteria:** The Proposal must be received by the RFP Closing Date and Time, in accordance with the requirements of Section 1.4.

## 6.2. SCORED CRITERIA:

Proposals that meet all of the Mandatory Criteria will be further assessed against the following scored criteria.

	Scored Criteria	Weighting	Minimum Score (Out of 100)
1.	Total Estimated Cost for the Services	20%	N/A
2.	Suitability of Team & Indigenous Experience	30%	30
3.	Suitability of Methodology & Services Schedule	30%	30
4.	Suitability of Respondent's Experience & References	25%	30

Proposals that do not meet the minimum score within a scored criterion will not be evaluated further.

*The T̓silhqot'in Nation for all open public bids will fundamentally assess and consider the basic needs of the project but will strongly weigh the proposal based upon the additional T̓silhqot'in considerations.*

*A company that has fostered a relationship with the communities will be strongly weighted as they have invested the time and resources into the community to build trust, have demonstrated experience and recognize that the community benefit is crucial towards the communities' success.*

## 6.3. SCORING METHOD:

The following method and considerations will be used to score the scored criteria

All other criterion (except 'Total Estimated Cost for the Services') will be scored by the evaluation committee out of 100, which will then be multiplied by the Weighting factor to provide a weighted score.

### 1. Total Estimated Cost for the Services

- Does the cost provide a combination of best value & local content:
- **Lowest valid bid price** – Best value and
- **Local content** – Identified approach to ensure:
  - i) the local material and equipment to be used,
  - ii) services, contractors and labour,
  - iii) the capacity building enhancements relevant to the project

### 2. Suitability of Team

- Does the proposed core team members have the experience and expertise performing the positions
- Does the bidder have a record of past performance, qualifications and track record with the T̓silhqot'in Nation
- Does the bidder have similar contract experience with other Indigenous communities and Indigenous Services Canada

- Preference towards qualified Indigenous Service Providers, Indigenous Joint Venture, and/or T̓silhqot̓in First Nation Community business;

### **3. Suitability of Methodology & Services Schedule**

- Does the methodology and approach align with the expectations in addressing the projects needs
- Does the methodology and approach foster community participation and consultation
- Does the methodology and approach promote economic opportunities for T̓silhqot̓in businesses and individuals.
- Does the bidder have an approach to consider local content – Identified approach to ensure:
  - i) the local material and equipment to be used,
  - ii) local services, contractors and labour,
  - iii) there are capacity building enhancements relevant to the project
- Is the bidder considering environmental impact

### **4. Suitability of Respondent's Experience & References**

- Does the respondent demonstrate reference projects that meet all criteria

## **6.4. CLARIFICATIONS & REMEDY PERIOD:**

Notwithstanding the requirements for mandatory criteria and scored criteria detailed in this Section 6, the TNG will allow the following remedies and clarifications at its' sole discretion:

- **Remedy for missing submission requirements:** If the TNG finds that a Proposal fails to meet all of the submission requirements required of this RFP, then the TNG may provide written notification to a Respondent which identifies the requirements not met and provides the Respondent with 48 hours to remedy and supply the requirements. The 48 hours shall commence upon notification by the TNG to the Respondent. This option to remedy missing requirements shall not apply to Proposals not received by the RFP Closing Date and Time.
- **Clarification of Proposals:** During evaluation of the scored criteria, the TNG may at its sole option, request further details or clarification from the Respondent and/or third parties, on aspects of a Proposal by way of a written request for clarification. The written request shall clearly state the required clarification and time limit to supply the information requested. Following receipt of the clarification information, the TNG may use this information to reassess and/or re-score the Proposal according to the scored criteria.

## **6.5. RANKING OF RESPONDENTS:**

Following completion of the evaluation against the scored criteria, the weighted scores for each Proposal will be added together, and Proposals will be ranked according to their total weighted scores. The Respondent with the highest-ranked Proposal will be invited to conclude a Contract with the TNG.

## 6.6. CONCLUSION AND EXECUTION OF A CONTRACT

Neither the TNG nor any Respondent will be legally bound to provide or purchase the Services until the execution of a written Contract. Following an invitation to a Respondent, by the TNG, to conclude a Contract, it is expected that the TNG and that Respondent would enter into discussions which may include, among other things:

- Clarification or amendment to the scope of Services, including discussion on sub-consultants/engineers, plus any resulting price adjustments.
- Agreement on the terms and conditions of the Contract (Part C).

The TNG would seek to execute a Contract within 7 days of issuing an invitation to the Respondent to conclude a Contract. If the TNG and Respondent do not, for any reason, execute a Contract within this time-period, the TNG may discontinue the process with that Respondent and invite the Respondent with the next-highest-ranked Proposal to conclude a Contract. The TNG may then continue this process until a Contract is executed, or there are no further Respondents, or the TNG otherwise elects to cancel the RFP process entirely. For clarity, the TNG may discontinue discussions with a Respondent if at any time the TNG is of the view that it will not be able to conclude a Contract with that Respondent.

## 7. OTHER TERMS & CONDITIONS OF THIS RFP PROCESS:

The following terms and conditions shall also apply to this RFP:

### 7.1. PROPOSALS IN ENGLISH:

All Proposals are to be in the English language only.

### 7.2. ONLY ONE ENTITY AS RESPONDENT:

Respondents to this RFP should be just one legal entity, which could include either an organization/company (of any legal structure) or a legally formed joint venture.

### 7.3. PROPOSALS TO CONTAIN ALL CONTENT IN PRESCRIBED FORMS:

All information that Respondents wish to be evaluated must be contained within the submitted Proposal. Proposals should not reference external content in other documents or websites. The TNG may not consider any information which is not submitted within the Proposal.

### 7.4. REFERENCES AND EXPERIENCE:

In evaluating a Respondent's experience, as per the scored criteria, the TNG may consider information provided by the Respondent's clients on the projects submitted in the Proposal, and may also consider the TNG's own experience with the Respondent. The TNG may or may not choose to contact any project references provided in Proposals in order to verify information provided, at its sole option.

### 7.5. OTHER REQUIREMENTS:

Pursuant to the Contract, the Architect shall meet the following additional requirements during the Services:

- WorkSafeBC registration where required under the Worker's Compensation Act.
- Insurance:

- Professional Liability Insurance pursuant to GC 10.1 of the Contract, with a limit of not less than \$5,000,000 per claim and with an aggregate limit of less than \$5,000,000 within any policy year.
- General Liability Insurance pursuant to GC 10.2 of the Contract, with limits no less than \$5,000,000 per occurrence.

#### 7.6. RFP SCOPE OF WORK IS AN ESTIMATE ONLY:

While the TNG has made every effort to ensure the accuracy of the Services described in this RFP, the TNG makes no guarantees as to the accuracy of the information provided. Any quantities or measurements provided are estimates only and are provided to describe the general nature and scale of the Services. Respondents must obtain all information they deem necessary, including verification of quantities or measurements in order to complete a Proposal.

#### 7.7. RESPONDENT'S EXPENSES:

Respondents are solely responsible for their own expenses in participating in this RFP process, including costs in preparing a Proposal and for subsequent finalizations of an agreement with the TNG, if required. The TNG will not be liable to any Respondent for any claims, whether for costs, expenses, damages or losses incurred by the Respondent in preparing its Proposal, loss of anticipated profit in connection with any final Contract, or any matter whatsoever.

#### 7.8. NOTIFICATION AND FEEDBACK TO UNSUCCESSFUL RESPONDENTS:

At any time up until or after the execution of a written Contract with the Contractor, the TNG may notify unsuccessful Respondents in writing that they have not been selected to conclude a Contract. Unsuccessful Respondents may then request a feedback email or telephone call with a TNG's representative in order to obtain feedback on how their Proposal fared in the evaluation. Such requests for feedback must be made within 30 days of notification of the RFP results to the unsuccessful Respondent. Details of feedback provided will be at the TNG's sole discretion in order to protect the confidentiality of other Respondents and the TNG's commercial interest.

#### 7.9. CONFLICT OF INTEREST:

All Respondents must disclose an actual or potential conflict of interest, by answering the questions related to Conflict of Interest that are requested of Respondents when submitting a Proposal. The TNG may, at its sole discretion, disqualify any Respondent from this RFP process, if it determines that the Respondent's conduct, situation, relationship (including relationships of the Respondent's employees and TNG employees directly involved in the RFP evaluation or contract conclusion) create or could be perceived to create a conflict of interest. The TNG may rescind or terminate a Contract entered into if it subsequently determines that the Respondent failed to declare an actual or potential conflict of interest during this RFP process.

#### 7.10. CONFIDENTIALITY:

All information provided to Respondents by the TNG as part of this RFP process is the sole property of the TNG and must not be disclosed further without the written permission of the TNG.

#### 7.11. NO CONTRACT A AND NO CLAIMS:

No contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise between the TNG and any Respondent upon the submission of a Proposal in response to this RFP. For extra clarity, both the Respondent and the TNG are free to cancel their participation in this RFP process at any time up until the execution of a written Contract for the Services. Without limiting the above paragraph, no Respondent shall have any claim whatsoever against the TNG for any damage or other loss resulting from a Respondent's participation in this RFP, including where the TNG does not comply with any aspect of this RFP and including any claim for loss of profits or Proposal preparation costs should the TNG not execute a Contract with the Respondent for any reason whatsoever.

#### 7.12. RIGHT TO CANCEL RFP:

Although the TNG fully intends to conclude a Contract as a result of this RFP, the TNG may at its sole discretion, cancel or amend this RFP process at any time without any liability to any Respondent.

#### 7.13. GOVERNING LAW AND TRADE AGREEMENTS:

This RFP is governed by the laws of the Province of British Columbia and any other agreements which exist between the Province of British Columbia and other jurisdictions.

#### 7.14. NATIONS RIGHTS:

The TNG reserves the right to:

- (a) make public the names of any or all Respondents;
- (b) make changes, including substantial changes, to this RFP provided that those changes are issued by way of addendum in the manner set out in this RFP;
- (c) request written clarification or the Proposal of supplementary written information in relation to a Proposal by any Respondent and incorporate a Respondent's response to that request for clarification into the Respondent's Proposal;
- (d) assess and evaluate a Respondent's Proposal on the basis of:
  - (i) its sole opinion considering the evaluation criteria listed; and
  - (ii) in addition to any other evaluation criteria or considerations set out in this RFP, consider any other relevant information that arises during this RFP process;
- (e) waive formalities and accept Proposals that substantially comply with the requirements of this RFP;
- (f) verify with any Respondent or with a third party any information set out in a Proposal;
- (g) check references other than those provided by any Respondent;
- (h) disqualify a Respondent, rescind a notice of selection or terminate a contract subsequently entered into if the Respondent has engaged in any conduct that breaches the process rules or otherwise compromises or may be seen to compromise the competitive process;
- (j) cancel this RFP process at any stage in whole or in part at any time for any reason; or reject any or all Proposals;
- (k) issue another RFP or competitive procurement process for the same or similar services or on the same or different terms, sole source a contract to anyone, or do nothing further, without liability to any Respondent or non-Respondent;
- (l) enter into discussion with one or more of the Respondents without such discussions in any way creating a binding contract between the TNG and any such Respondent;
- (m) negotiate changes to the potential Project or Services with any one or more Respondents without having any duty or obligation to advise any or all other Respondents;

- (n) change the date to accept a Proposal; or
- (o) accept any Proposal in whole or in part and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

#### 7.15. LIMITATION OF LIABILITY

By providing a Proposal, each Respondent agrees that:

- a) neither the TNG nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this RFP process including but not limited to costs of preparation of the Proposal, loss of profits, loss of opportunity or for any other claim; and
- b) the Respondent waives any right to or claim for any compensation of any kind whatsoever, including claims for costs of preparation of the Proposal, loss of profit or loss of opportunity by reason of the TNG's decision not to accept the Proposal provided by the Respondent, to enter into a contract or another agreement with any other Respondent, or to cancel this procurement process, and the Respondent shall be deemed to have agreed to waive such right or claim.

## Part C: The Contract

This Part C details the Contract terms and conditions that the TNG will enter into with the Architect at the conclusion of the process outlined in Section 6.6 of Part B. The Contract is on the basis of the RAIC Document Six Agreement 2022 Edition.

The TNG and the Architect shall execute a Contract based on the Royal Architectural Institute of Canada Document Six – 2022 edition Form of Agreement.

## Part D: Submission Forms

This Part D contains forms detailing the information that should be submitted with the Proposal, as detailed in Part B.

This Part D contains the following forms:

- Appendix A - Pricing Form
- Appendix B – Team Form
- Appendix C – Methodology & Services Schedule Form
- Appendix D – Respondent’s Experience & References Form

## APPENDIX A – PRICING FORM

Proposals must include the accompanying Appendix A Pricing Form, with all pricing tables.

### 1. General Pricing Terms:

- a) The fees and fee methods detailed in this Appendix are in accordance with fee methods as detailed in the RAIC Document Six Agreement Schedule A that is contained in Part A of the RFP.
- b) All Prices are in Canadian funds, are inclusive of all applicable duties and taxes except the GST which shall be itemized separately where indicated.
- c) All Fixed Fees shall be fixed for the duration of the Project Services to which they pertain.

### 2. Fixed Fees for 'F1' Services:

1. Pursuant to Part A of this RFP, the basis of remuneration to the Architect for performance of the Services for Schematic Design Phase, Design Development Phase, Construction Documents Phase, and Construction Administration Services shall be 'F1' Fixed Fee.
2. The 'Fixed Fees' shown in the table below shall be all-inclusive and include for all labour, materials, supplies, travel, meetings, overheads, profit, insurance, mobilization/demobilization, expenses, disbursements, and all other costs and fees necessary to deliver the Services listed in Part A as "F1". Specifically, the Fixed Fee shall include any and all expenses incurred in the performance of F1 Services which are defined in the standard RAIC Document Six Agreement under Schedule B – Reimbursable Expenses.
3. The Respondent's required Fixed Fees for the Services shall be as follows per each consultant and an overall total fixed fee:

#	SERVICES PHASE (including all Services as defined Part A of RFP by consultant)	FIXED FEE (\$), EXCLUDING GST:
1	Schematic Design Phase Services	
2	Design Development Phase Services	
3	Construction Documents Phase Services	
4	TOTAL FIXED FEE (ALL ROWS ABOVE)	

### 3. TIME-BASED RATES & REIMBURSABLE EXPENSES FOR 'F3' SERVICES:

#### A) Time-Based Rates:

For Services performed by the Architect's employees and/or their Sub-Consultant's as applicable, for services outside of the scope of work time-based rates will apply and shall be compensated Time-Based Rates in accordance with the following table:

- Rates shall be fixed
- Rates exclude GST.
- All values are Canadian Dollars.

- Rates shall be all-inclusive, and include for all labour, benefits, insurance, overhead costs, profit, fees and all other costs incurred in performance of the Services.

<b>Team Member Position</b>	<b>Team Member Name</b>	<b>Rate Per Hour 2026 (exl. GST)</b>
Lead Architect		\$
Architectural Technologist		\$
Construction Inspector/Contract Administrator		\$
Architect's Administration/Clerical	Not Required	\$
Lead Landscape Architect		\$
Lead Structural Engineer		\$
Lead Mechanical Engineer		\$
Lead Electrical Engineer		\$
Other: (optional)		\$

**B) Reimbursable Expenses:**

The TNG shall pay the Architect Reimbursable Expenses in accordance with the following: The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

**E1.** Indicates that these Reimbursable Expense items are payable by the Client to the Architect on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.

**E2.** Indicates that these Reimbursable Expense items are payable by the Client to the Architect as a pre-determined percentage of the Architect's fee for Services (based on the total of Time-Based Rates billed each calendar month), regardless of actual costs incurred. The percentage is identified below, which amount shall be added to each monthly invoice.

**E3.** Indicates that these items are deemed to not be Reimbursable Expenses that are separately payable by the Client to the Architect. They are deemed to be included in the Team Position Time-Based Rates for the Services.

**N/A.** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these Reimbursable Expense items will not be incurred.

See Schedule B in **Exhibit I – RAIC Document 6 Schedule A & B**

Breakdown of expenses (by consultant)	Total

#### 4. PAYMENT TERMS:

The Architect shall be paid the fees as outlined in this Appendix A as follows:

For payment of Fixed Fees of F1 Services:

a) The Architect shall submit one invoice each calendar month for payment of a portion of the Fixed Fee for each Services Phase, that is commensurate with actual % progress of the Services for that Phase.

The TNG may, at its sole discretion withhold payment for any Services not performed in accordance with the Contract. The TNG shall pay all undisputed portions of invoices within 30 calendar days of receipt of invoice.

## APPENDIX B – TEAM FORM

Proposals must include, in a format of your choice, the details requested in this Appendix B – Team Form.

### 1. CORE TEAM MEMBERS:

The ‘Core Team’ is the team of individuals that the TNG expects to engage with most frequently during the Services. The TNG seeks a consistent ‘Core Team’ throughout the Services, so that familiarity/consistency with the Project can be established.

Note: the Architect shall not change any named member(s) of the Core Team from execution of the Contract until completion of Construction Documents Phase Services, except for reasons beyond the reasonable control of the Architect and the Architect’s Sub-Consultants (e.g. termination of employment, sickness). Should any change occur, the TNG shall require a replacement Core Team individual with equal or greater experience/ qualifications. Using all fields of the table format below, Proposal shall provide details of the person(s) that the Respondent proposes will perform the Services in the Core Team Positions listed.

#### Notes:

- Submissions may name the appropriate number of individuals required to perform each Core Team Position given there are six buildings.
- All persons named for all Core Team Positions shall have their ‘Normal Office Location’ within a maximum 7-hour drive time (established according to Google maps) from the said ‘Normal Office Location’ to Williams Lake. This is to allow for ease of meeting and issue resolution during the Project.
- Please identify in the proposal how the core team members expertise and roles align with the scope of this RFP.

<b>Core Team Position:</b>	<b>Name:</b>	<b># of Years Work Experience in Professional Field:</b> (not including time in education)	<b>List All Relevant Certifications/Professional Designations</b>	<b>Is this Person a Direct Employee of the Responded, or a Sub-Consultant?</b> (Provide Subconsultant Entity Name if Sub-Consultant)	<b>Normal Office Location (City, Province):</b>
Lead Architect					
Architectural Technologist					
Construction Inspector/Contract Administrator					
Lead Landscape Architect					
Lead Structural Engineer					
Lead Mechanical Engineer					
Lead Electrical Engineer					
Lead Interior Designer					

## 2. Core Team Member Resumes / Experience Expectation:

Provide a resumé or overview of relevant educations/skills/experience for each Core Team Member detailed in section 1. The TNG's expectations of experience/expertise for each Core Team Member position is listed below. Resumés shall demonstrate this experience/expertise, and if such experience/expertise is not demonstrated it will be assumed that it does not exist.

### **Lead Architect** expected experience/expertise:

- A senior-level Architect, registered to practice in the Province of British Columbia with over 15 years of experience as an Architect.
- Possesses significant experience in working with BC municipal governments and public sector clients.
- Possesses significant experience in being the lead/registered architect for projects in British Columbia which are childcare centres, daycares, or child education facilities.
- Possesses senior project management and leadership skills, with an ability to lead and coordinate multi-disciplinary projects crossing several of the professional consulting categories as listed in Part A.
- Experience in leading design of public buildings which address the following factors:
  - Optimal accessibility standards for children with mobility and sensory challenges.
  - Delivering a building which is climate-change, wildfire and flood resistant.
  - Experienced in licensing and statutory requirements for new childcare spaces in British Columbia, including those for different age groups.
- Experience in working with and for Indigenous communities

### **Architectural Technologist** expected experience/expertise:

- An Architectural Technologist with over 10 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience on projects in British Columbia which are childcare centres, daycares, or child education facilities.

### **Construction Inspector/Contract Administrator** expected experience/expertise:

- Over 10 years of experience performing the role of 'Consultant' (as defined in Canadian Construction Documents Committee Agreement CCDC2-2020) on construction projects in British Columbia.
- Possesses experience on projects in British Columbia which are similar facilities.

### **Lead Landscape Architect** expected experience/expertise:

- A BCSLA registered Landscape Architect with over 10 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience on projects in British Columbia which are similar facilities.

- Experience in working with and for Indigenous communities

**Lead Structural Engineer** expected experience/expertise:

- A Structural Engineer, registered to practice in the Province of British Columbia, with over 15 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience on projects in British Columbia which are similar facilities
- Experience in working with and for Indigenous communities

**Lead Mechanical Engineer** expected experience/expertise:

- A Mechanical Engineer, registered to practice in the Province of British Columbia, with over 15 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience on projects in British Columbia which are similar facilities
- Experience in designing heating/cooling systems to environmentally-friendly standards (green building requirements) considering the impact of climate change.

**Lead Electrical Engineer** expected experience/expertise:

- An Electrical Engineer, registered to practice in the Province of British Columbia, with over 15 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience on projects in British Columbia which are similar facilities

**Lead Interior Designer** expected experience/expertise:

- A registered Interior Designer, with over 10 years of experience in the position.
- Possesses experience in working with BC municipal governments and public sector clients.
- Possesses experience design interiors on projects in British Columbia which are similar facilities
- Experience in designing inclusive facilities, which include optimal accessibility standards

### 3. Other Team Members (Non-Core Team):

Provide in a table format using the fields in the table below, the following details for the other individuals from your organization (or Sub-Consultants) that may not be part of the Core Team, but would provide professional consulting services support in either of the following capacities:

- i) In a junior support position to the Lead/Senior positions of the Core Team (e.g. Intermediate or Junior Engineers), or
- ii) In a specialist capacity, or
- iii) In Specialist Expertise position already listed in the table below.

<b>Position/Specialist Expertise:</b>	<b>Name:</b>	<b># of Years Work Experience in Discipline:</b>	<b>List All Relevant Certifications/Professional Designations</b>	<b>Is this Person a Direct Employee of the Respondent or a Sub-Consultant</b>
Energy Modelling Specialist				
Building Controls Specialist				
IT Specialist				
Lighting Design Specialist				
Sustainability Specialist				
Acoustic Design Specialist				

Please also provide a resumé or overview of relevant educations/skills/experience for any Other Team Members detailed above.

Note: the TNG may at its sole discretion provide a higher score in the evaluation for this Appendix, should Other Team members proposed offer additional expertise that offer value to the TNG during the Services in the TNG's sole opinion.

## APPENDIX C – METHODOLOGY & SERVICES SCHEDULE FORM

Proposals must include, in a format of your choice, the details requested in this Appendix C – Methodology & Services Schedule Form.

### 1. METHODOLOGY & SCHEDULE APPROACH FOR THE SERVICES

Please provide, in a format of your choosing, the following details regarding your methodology and schedule approach to deliver the Services outlined in Part A:

**a) Overview:** Describe the Respondent organization (Architect & Prime Consultant) and all Sub-Consultants that form part of your Proposal. Describe the experience and expertise of all organizations involved and why you feel they are well-suited to this Project.

**b) Core Team Organization Chart:** describe your proposed Core Team organization setup for the Project, identifying; the Core Team members listed Appendix B, all legal entities involved (Respondent and all Sub-Consultants), their locations, and how the Core Team will work together to deliver the Services.

**c) Phases, Key Tasks, Schedule & Milestone Dates:** preferably in a gantt chart or similar format; provide an overview of the key tasks you propose to take during each phase of the Services from execution of a Contract through to completion of Construction Documents Phase Services. This should identify clearly how the TNG's 'Required Completion Date' will be achieved for each Milestone listed in the table below:

Milestone / Services Phase Required Completion Date:

**Architect Contract Executed:** April 30th, 2026 (estimated)

**Services Commence:** On or after May 1, 2026

**Schematic Design Phase Services Completed:** To be determined by Respondent

**Design Development Phase Services Completed:** To be determined by Respondent

**Construction Documents Phase Services Completed:** To be determined by Respondent

**Tender Phase Services Completed:** To be determined by Respondent

**Construction Phase Services Completed:** To be determined by Respondent

**Occupancy:** To be determined by Respondent (Preferred Spring 2029)

**d) Client Meetings:** describe how frequently you plan to meet with the Client and other Project stakeholders throughout the Schematic Design, Design Development Phase, Construction Document Phase, Contract Administration Phase, and Project Close-out and approximately what % of meetings would be in-person versus virtual (on-line meetings).

## APPENDIX D – RESPONDENT’S EXPERIENCE & REFERENCES

Proposals must include, in a format of your choice, the details requested in this Appendix D – Respondent’s Experience & References Form.

### 1. REFERENCES PROJECTS:

Provide details on up to a maximum of 5 ‘Reference Projects’ the Respondent has performed in the past which each meet all of the criteria a) to f) listed below.

- the Respondent was the registered Architect for the Project, which contracted directly with the ‘Owner’ of the Project work or land.
- The Respondent used the same ‘Lead Architect’ on the Project as is proposed to be the ‘Lead Architect’ in Appendix B Team Form.
- The Respondent performed architectural services throughout at least the Schematic Design, Design Development, and Construction Documents phases of architectural services for the Project.
- Construction on the Project is complete (to ‘Ready for Takeover’ as defined in CCDC2) and is located within British Columbia.
- The Project included the construction of a similar type project
- The Project Client (Owner) does not have any documented and verified negative experience with the work of the Respondent on the Project.

Proposals should include a ‘Project Profile’ sheet for each Reference Project which provides further detail and background in the Respondent’s own chosen format.