

**FORM A: PROPOSAL**  
(See B7)

1. Contract Title FAIRNESS ADVISOR FOR THE NORTH END SEWAGE TREATMENT PLANT UPGRADE PROJECT

2. Proponent

\_\_\_\_\_  
Name of Proponent (Legal Name)

\_\_\_\_\_  
Usual Business Name of Proponent as it appears on Invoice (if different from above)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Email Address of Proponent

\_\_\_\_\_  
Facsimile Number

(Mailing address if different)

\_\_\_\_\_  
Street or P.O. Box

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
GST Registration Number (if applicable)

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

The Proponent is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Proponent hereby authorizes the following contact person to represent the Proponent for purposes of the Proposal.

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile Number

4. Definitions

All capitalized terms used in the Contract shall have the meanings ascribed to them in the General Conditions and D3.

5. Offer The Proponent hereby offers to perform the Services in accordance with the Contract for the Fees, in Canadian funds, set out on Form B: Fees, appended hereto.
6. Execution of Contract The Proponent agrees to execute and return the Contract no later than seven (7) Calendar Days after receipt of the Contract, in the manner specified in C4.1.
7. Commencement of the Work The Proponent agrees that no Services shall commence until he/she is in receipt of a notice of award from the Award Authority authorizing the commencement of the Services.
8. Contract The Proponent agrees that the Request for Proposal in its entirety shall be deemed to be incorporated in and to form a part of this offer notwithstanding that not all parts thereof are necessarily attached to or accompany this Proposal.
9. Addenda The Proponent certifies that the following addenda have been received and agrees that they shall be deemed to form a part of the Contract:
- | No.   | Dated |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
10. Time This offer shall be open for acceptance, binding and irrevocable for a period of one hundred and twenty (120) Calendar Days following the Submission Deadline.
11. Signatures The Proponent or the Proponent's authorized official or officials have signed this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature of Proponent or  
Proponent's Authorized Official or Officials

\_\_\_\_\_  
\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

\_\_\_\_\_  
\_\_\_\_\_  
(Print here name and official capacity of individual whose signature appears above)

**FORM B: FEES**  
(See B8)

Line Item	Work Item	Quantity of Hours*	Fee Amount	Allowable Disbursements	Total Fee
			A	B	A + B
<b>General Process</b>					
1	Participation at the Fairness Advisor kick-off meeting	(Approximate= 2)			
2	General Communication with the City	(Approximate = 20)			
3	Any other duties necessarily incidental to the Services	(Approximate = 40)			
<b>RFQ Process</b>					
4	Review of the RFQ and associated RFQ process documents	(Approximate = 20)			
5	Prepare and provide RFQ evaluation fairness training	(Approximate = 5)			
6	Review of RFQ site tour and proponent's meeting scripts	(Approximate = 5)			
7	Advisory services during the RFQ open period	(Approximate = 30)			
8	Attendance and advisory services during the RFQ evaluation consensus meetings	(Approximate = 100)			
<b>RFP Process</b>					
9	Review of the RFP and associated RFP process documents	(Approximate = 30)			
10	Prepare and provide RFP evaluation fairness training	(Approximate = 5)			
11	Review of RFP site tour and proponent's meeting scripts	(Approximate = 5)			
12	Advisory services during the RFP open period (including attendance at CCMs)	(Approximate = 200)			
13	Attendance and advisory services during the RFP evaluation consensus meetings	(Approximate = 100)			
<b>Final Reporting</b>					
14	Prepare and submit final report	(Approximate = 5)			
<b>Total Fees and Allowable Disbursements</b>					<b>\$</b>

\*If deviating from the estimated minimum hours, refer to B8.3(a) for additional requirements.

**FORM X: HOURLY RATES**

Role	Name of Key Personnel	Hourly Rates(\$)			
		2017	2018	2019	2020
Fairness Advisor					
Fairness Advisor (back up)					
Principal - in - Charge					
QA/QC					
Project Manager					

**FORM C: EXPERIENCE OF PROPONENT AND SUBCONSULTANTS**  
(See B9)

<input type="checkbox"/> <b>Proponent</b>  <input type="checkbox"/> <b>Subconsultant</b>	<b>Name:</b>							
Project #	Project Name	Duration of Project (year to year)	Project Delivery Method (DB, P3, etc.)	Proponent Business Entity (Sole Proprietor, Corporation, Partnership, etc.)	Owner Type (Municipal, Private, etc.)	Did this project have a RFQ? (Y/N)	Did this project have a RFP? (Y/N)	Did this project have CCMs? (Y/N)
1								
2								
3								
4								
5								
<p><b>Project #1 Reference:</b> <i>References should have worked directly on the projects described, such as the Project Manager or Contract Administrator.</i></p> <p>Name:</p> <p>Title/Function:</p> <p>Email:</p> <p>Phone Number:</p>								
<p><b>Project #2 Reference:</b></p> <p>Name:</p> <p>Title/Function:</p> <p>Email:</p> <p>Phone Number:</p>								
<p><b>Project #3 Reference:</b></p> <p>Name:</p> <p>Title/Function:</p> <p>Email:</p> <p>Phone Number:</p>								
<p><b>Project #4 Reference:</b></p> <p>Name:</p> <p>Title/Function:</p> <p>Email:</p> <p>Phone Number:</p>								
<p><b>Project #5 Reference:</b></p> <p>Name:</p> <p>Title/Function:</p> <p>Email:</p> <p>Phone Number:</p>								

**Repeat the above for each Proponent and Subconsultant**

**FORM D: EXPERIENCE OF KEY PERSONNEL**  
(See B10)

<b>LEAD FAIRNESS ADVISOR</b>	
Key personnel name	
Current employer	
Proposed base location (City, Country)	
Educational background, degrees, professional recognitions	
Years of experience as a Fairness Advisor or fairness monitor	
<b>Lead Fairness Advisor Reference Project #1</b>	
Project name and owner	
Project delivery method (DB, P3, DBO, DBOM, etc.)	
Project description	
Project award and completion dates	
Role and responsibilities on the project	<i>Especially focus on roles during evaluation training, RFQ, RFP, CCMs, and the provision of a final report.</i>
Reference #1: Name: Title/Function: Email: Phone Number:	<i>References should have worked directly on the project described, such as the Project Manager or Contract Administrator.</i>
Reference #2: Name: Title/Function: Email: Phone Number:	
<b>Lead Fairness Advisor Reference Project #2</b>	
Project name and owner	
Project delivery method (DB, P3, DBO, DBOM, etc.)	
Project description	
Project award and completion dates	
Role and responsibilities on the project	<i>Especially focus on roles during evaluation training, RFQ, RFP, CCMs, and the final report.</i>
Reference #1: Name: Title/Function: Email: Phone Number:	<i>References should have worked directly on the project described, such as the Project Manager or Contract Administrator.</i>
Reference #2: Name: Title/Function: Email: Phone Number:	

<b>BACK-UP FAIRNESS ADVISOR</b>	
Key personnel name	
Current employer	
Proposed base location (City, Country)	
Educational background, degrees, professional recognitions	
Years of experience as a Fairness Advisor or fairness monitor	
<b>Back-up Fairness Advisor Reference Project #1</b>	
Project name and owner	
Project delivery method (DB, P3, DBO, DBOM, etc.)	
Project description	
Project award and completion dates	
Role and responsibilities on the project	<i>Especially focus on roles during evaluation training, RFQ, RFP, CCMs, and the final report.</i>
Reference #1: Name: Title/Function: Email: Phone Number:	<i>References should have worked directly on the project described, such as the Project Manager or Contract Administrator.</i>
Reference #2: Name: Title/Function: Email: Phone Number:	
<b>Back-up Fairness Advisor Reference Project #2</b>	
Project name and owner	
Project delivery method (DB, P3, DBO, DBOM, etc.)	
Project description	
Project award and completion dates	
Role and responsibilities on the project	<i>Especially focus on roles during evaluation training, RFQ, RFP, CCMs, and the final report.</i>
Reference #1: Name: Title/Function: Email: Phone Number:	<i>References should have worked directly on the project described, such as the Project Manager or Contract Administrator.</i>
Reference #2: Name: Title/Function: Email: Phone Number:	