



REQUEST FOR EXPRESSIONS OF INTEREST

Title: INTERACTIVE ART MUSEUM

Reference No.: 1220-050-2021-020

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: December 3rd, 2021

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REQUEST FOR EXPRESSIONS OF INTEREST

1. INTRODUCTION

1.1 Purpose

The purpose of this Request For Expressions of Interest (the “**RFEOI**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project requirements as described in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive solicitation process, when called.

1.2 Definitions

In this RFEOI the following definitions shall apply:

- (a) “**BC Bid Website**” means www.bcbid.gov.bc.ca;
- (b) “**City**” means the City of Surrey;
- (c) “**City Representative**” has the meaning set out in Section 2.3;
- (d) “**City Website**” means www.surrey.ca;
- (e) “**Date**” has the meaning set out in Section 2.2;
- (f) “**Evaluation Team**” means the team appointed by the City;
- (g) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (h) “**Respondents**” (individually the “Respondent”) means an entity that submits a Submission in response to the RFEOI issued by the City;
- (i) “**RFEOI**” means this Request for Expressions of Interest;
- (j) “**Services**” has the meaning set out in Schedule A; and
- (k) “**Submission**” means a submission submitted in response to this RFEOI.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

The Respondent should submit the Submission **electronically** in a single pdf file which must be received by the City by email at: purchasing@surrey.ca

Confirmation of receipt of email will be issued. Submissions that cannot be opened or viewed may be rejected. A Respondent bears all risk that the City's receiving computer equipment functions properly so that the City receives the Submission.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt.

2.2 Date

The City would prefer to receive Submissions on or before **Friday, December 17, 2021** (the "**Date**").

2.3 Inquiries

All inquiries related to this RFEOI should be directed in writing to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference No.: 1220-050-2021-020

Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI, the City Representative will issue an addendum in accordance with Section 2.4. No oral conversation will affect or modify the terms of this RFEOI nor be relied upon by any Respondent.

2.4 Addenda

If the City determines that an amendment is required to this RFEOI, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca and the City Website at www.surrey.ca (collectively, the "**Websites**"), and upon posting, any addenda will form part of this RFEOI. It is the responsibility of Respondents to check the Websites for addenda. The only way this RFEOI may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI or may be relied upon by any Respondent. By delivery of a Submission, the Respondent is deemed to have received, accepted and understood the entire RFEOI, including any and all addenda.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. SUBMISSION FORM AND CONTENT

3.1 Form of Statements of Qualifications

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices I, II and III. Respondent are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

Respondents should include the information below in their Submission.

- **Title Page**
Show the RFEOI name, file reference number, Submission date, Respondent's name and address, telephone number, facsimile number, email address, and the name of the contact person.
- **Letter of Introduction**
One page, introducing the firm and the Submission, signed by the person or persons authorized to sign on behalf of, and bind the Respondent to statements made in the Submission.
- **Table of Contents**
Show the page numbers of all major headings.
- **Executive Summary**
- **Submission Requirements**

In order for the City to evaluate each Submission, Respondents are required to provide the following information:

(a) describe your interest in the project and explain your desire, expertise and capability to participate in the Project;

(b) describe the location of the proposed site and the development timetable associated with the construction of your mixed-use Project;

(c) describe your vision for the mixed-use project and the manner in which the IAM Facility contributes to, and perhaps enhances that vision;

(d) provide a conceptual diagram that shows the relationship between the IAM Facility and the street level and shows the general layout of the IAM Facility

spaces including the entry atrium space, exhibition halls, classrooms, labs, maker spaces, studios, theatre, media library, collections vault, shop, and public entry and arrival;

(e) describe and itemize your understanding of the nature and form of agreement associated with your partnership with the City and the ownership, maintenance and operation of the IAM Facility as an independent use within the context of your multi-use development;

(f) indicate a willingness to commit, to the \$60 million project cost estimate and the development schedule for the IAM Facility or offer an alternative approach to the construction of the IAM Facility that ensures cost containment for the City and also results in a coordinated approach to the construction and operation of the multiple facilities within your mixed-use project.

3.2 Signature

The Submission 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 name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the 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 personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 No City Obligation

This RFEOI is simply an invitation for Submissions for the convenience of all parties. It is not a tender or a request for proposals and does not commit the City in any way to pre-qualify a Respondent(s), and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI process.

4.2 Evaluation Criteria

All Submissions will be compared and evaluated to determine the Respondent's strength and ability to provide the Services in order to determine the Submission which is the most advantageous to the City, generally using the following criteria:

- Criterion (a):** Reputation, capacity, availability of resources, qualifications, competencies, and financial capability (Schedule B)
- Criterion (b):** Strength and relevance of demonstrated experience, qualifications and capability of the proposed key personnel (including subcontractors) with projects of comparable size, scope and complexity showing proven results (Schedule B);
- Criterion (c):** The strength of the Respondent's Submission in terms of its compliance with the City's location and sustainability requirements, the benefits to the City and the nature of the Partnership arrangements that are contemplated by the Respondent;
- Criterion (d):** Relevant projects completed in the past two years (Schedule B – Appendix I) (data sheet);
- Criterion (e):** Similar or related older projects completed (Schedule B – Appendix II); and
- Criterion (f):** Major projects underway as of the date of submission (Schedule B – Appendix III).

The City will not be limited to the criteria referred to above, and may consider other criteria that the team identifies as relevant during the evaluation process. Specific weightings are not assigned to the individual evaluation criteria. All criteria considered will be applied evenly and fairly to all Submissions.

4.3 Evaluation Process

To assist in evaluation of the Submissions, the City may, in its sole and absolute discretion, but is not required to:

- (a) conduct reference checks relevant to the project and background investigations of the Respondent, and any subcontractors proposed in the Submission, with internal and/or external sources, and consider and rely on any relevant information received from the references and from any background investigations in the evaluation of Submissions;
- (b) seek clarification or additional information from any, some, or all Respondents with respect to their Submission, and consider and rely on such supplementary information in the evaluation of Submissions;
- (c) request interviews/presentations with any, some, or all Respondents to clarify any questions or considerations based on the information included

in Submissions, and consider and rely on any supplementary information received from interviews/presentations in the evaluation of Submissions; and

- (d) seek confirmation that the inclusion of any personal information about an individual in a Submission has been consented to by that individual.

The City is not obligated to complete a detailed evaluation of all Submissions and may, after completing a preliminary review of all Submissions, identify and drop from any detailed evaluation any Respondent which, when compared to the other Respondents, the City judges, in its sole discretion, to not be in contention to be selected as the Preferred Respondent.

4.4 Litigation

In addition to any other provision of this RFEOI, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

5. GENERAL CONDITIONS

5.1 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI.

5.2 No Agreement

By submitting a Submission and participating in the process as outlined in this RFEOI, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI, prior to the signing of a formal written agreement.

5.3 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.4 Solicitation of Council Members, City Staff and City Consultants

Respondents and their agents will not contact any member of the City Council, City staff or City Consultants with respect to this RFEOI, other than the City Representative named in Section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI, and which could be viewed as one Respondent attempting to seek an unfair advantage over other Respondents.

5.5 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

6. CITY DISCLAIMER

The following applies to each Submission:

- (a) The information in this RFEOI and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI, each Respondent remises, releases, and forever discharges the City and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have arising out of any information contained herein. Any party who intends to submit a response to this RFEO is specifically invited to independently verify the accuracy of the information contained herein.
- (b) The City shall not be obligated to review or accept any Submission and may reject any or all Submissions without giving reasons therefore.
- (c) All negotiations and discussions with Respondents are on a "without prejudice" basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.
- (d) The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.

- (e) The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- (f) The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City.
- (g) By submitting a Submission and participating in the process as outlined in this RFEOI, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI process.

- **End of Page** -

SCHEDULE A - SCOPE OF SERVICES

PROJECT TITLE: INTERACTIVE ART MUSEUM (IAM Facility)

1. GENERAL

1.1 Background

Surrey City Centre is a rapidly growing and dynamic urban centre within the City of Surrey (the “City”) that will require enhanced cultural services in the near future. The City has identified the development of an Interactive Art Museum (IAM Facility) as a key component in the evolution and growth of the City. To that end, the City has prepared a project requirements document that describes this exciting project.

The IAM Facility will be a leading institution for contemporary and interactive art in Canada, bringing together local creators with artists from around the world. The IAM Facility builds on Surrey Art Gallery’s almost 50 years as a Class A museum that is committed to education and exhibitions in contemporary art and which has won national awards and international recognition for its specialization in digital art. The IAM Facility will facilitate creativity, participation, and learning within a digital context, as well as other forms of media.

The development of an IAM Facility in the City Centre is endorsed by City Council. It is identified in both the City Centre Plan and the Parks, Recreation and Culture Department’s Strategic Plan. In order to make the project a reality, the City is seeking a partner in the development community who recognizes the value that the IAM Facility will add to a comprehensive City Centre development.

1.2 Purpose

The purpose of this RFEOI is to invite Submissions from Respondents that:

- A. Describe the desire, expertise and capability of the Respondent to participate in the Project; and
- B. Describe the location of the proposed site and the development timetable associated with the construction of the mixed-use project by the Respondent;
- C. Indicate a willingness to commit to the \$60 million project cost estimate and the development schedule for the IAM Facility or offer an alternative approach to the construction of the IAM Facility that ensures cost containment for the City and also results in a coordinated approach to the construction and operation of the multiple facilities on site;
- D. Indicate a willingness to transfer ownership of the land parcel (or air parcel) to the City at no additional cost to the City;

E. Offer economic advantages and project synergies that cannot be achieved if the City were to simply proceed with site acquisition and project construction without any involvement by the Respondent.

The City has not identified a specific site for the IAM Facility. However, the location of the IAM Facility in the area known as the City Centre is critical to the success of the IAM Facility due to proximity to transit, amenities, businesses and population. It must be located within the area shown in the attached plan area.

2. PROJECT DEFINITION

2.1 Project Overview

The City is seeking Respondents interested in including the IAM Facility in a comprehensive development in the City Centre area of Surrey. The City is interested in the potential integration of the IAM Facility within a mixed use development by a third party and is proceeding with this RFEOI in order to determine the extent to which any third parties, land owners/developers in the City Centre are interested in pursuing a mixed-use development of this nature.

The Respondent must be willing to transfer ownership of the IAM Facility and the legal parcel associated with the IAM Facility to the City at a dollar value to be confirmed by Council, estimated to not exceed \$60,000,000.

The Respondent will not be responsible for any of the operating or lifecycle maintenance costs of the IAM Facility. As such, operating systems, controls and support areas as well as the utilities associated with the IAM Facility must be designed and constructed for independent operation.

The project may involve facilities below the IAM Facility (eg., parking levels) for which a long term land tenure or a long term lease may be determined by the City.

The City requires that ownership of the parcel (or air parcel) proposed for the IAM Facility be transferred to the City.

The City is interested in a facility that is open and ready for public use by 2025.

The City is also seeking suggestions, proposals and sustainable business models from each Respondent as long as the primary City requirements of the project are achieved.

2.2 Project Budget

The City has estimated, subject to Council approval, its budget for the project at \$60,000,000. Although the capital cost estimate is subject to refinement as the details of the Project emerge during design development, the Respondent must commit to this capital cost for the project once the project elements are finalized, or propose an alternative approach that provides cost containment for the City.

The estimated project budget of \$60,000,000, not including the cost of land, is inclusive of:

the cost to construct +/- 60,000 gross sq. ft. of floor space on an already serviced site within a multi-level, multi-use building; and

an allowance for all related support amenities (parking, site works, exterior public gathering spaces); and

an allowance for soft costs including design, zoning, permits, development approval, DCC's, furnishings and fittings; and

all costs associated with providing a complete and functional facility that meets the requirements of this RFEOI.

The City has estimated, subject to Council approval, to provide project funding up to a maximum of \$60,000,000. Funds are expected to be generated from multiple financial sources, including:

The City's 2021-2025 Capital Budget (\$15 million);
A Capital Fundraising initiative; and
Grants from other levels of Government.

2.3 City of Surrey Considerations

The successful Respondent would potentially realize significant economic benefits associated with proximity of the IAM. These benefits would be considered in an ultimate project agreement with the City.

If Council were to approve a partnering agreement, in addition to direct economic benefits associated with the project's inclusion, the City may also consider the value of construction as in-kind contribution towards Capital Project CACs associated with site specific density bonusing. Additional beneficial considerations may also relate to the provision of parking, site density, building heights, and minimum office and employment provision.

Describe the economic advantages of your Submission for the City.

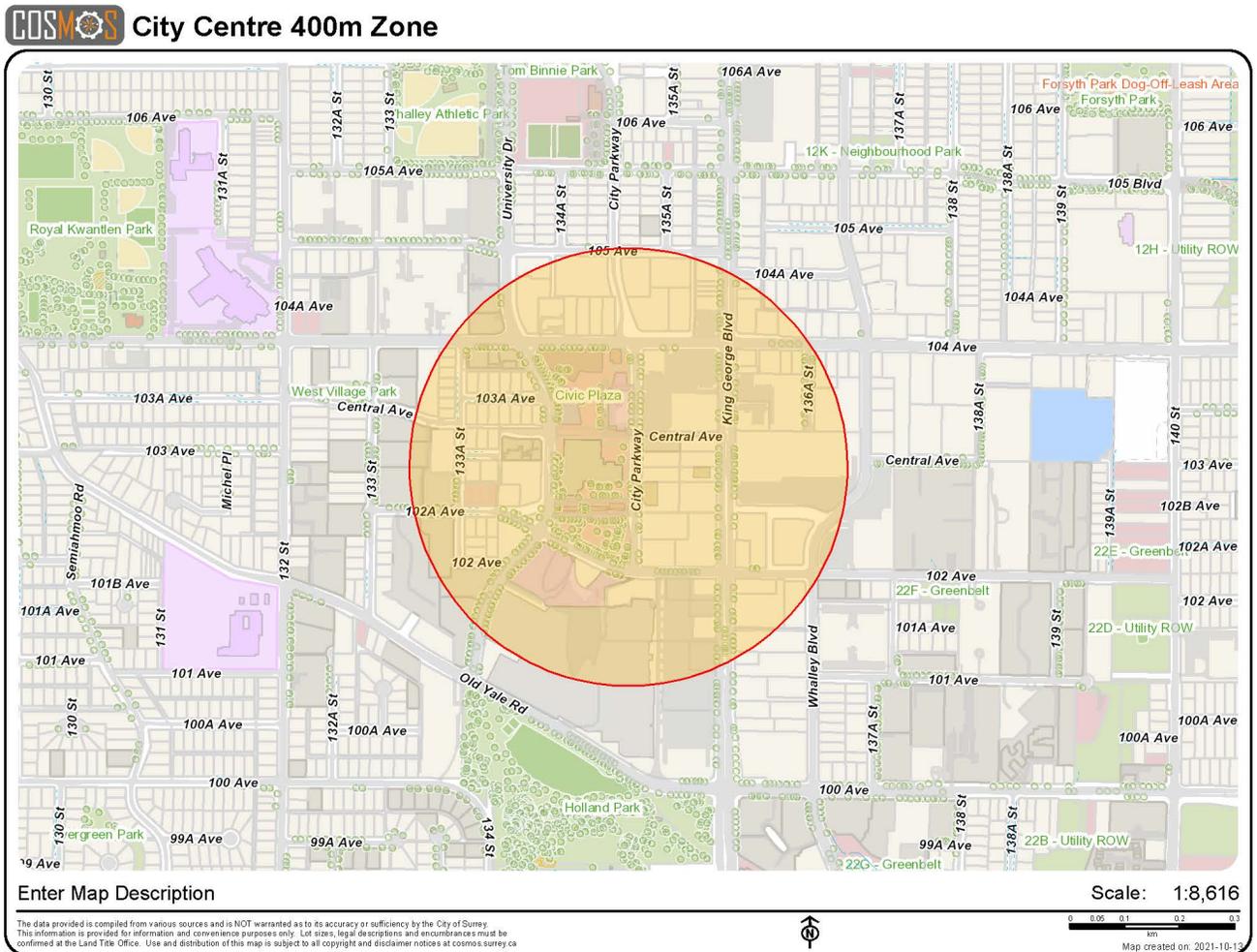
2.4 Sustainability

The City expects that the IAM Facility will be designed in a manner that integrates sustainability considerations throughout the project. Ensure that the social sustainability benefits that are inherent in the inclusion of a major cultural space in your project are enhanced by your approach to overall project design. As a civic institution and a cultural institution both, the IAM Facility aims to be exemplary in social and physical sustainability. Low-energy systems, passive house, wood first, and related methods of design and construction, and insights from First Nations partners will be integrated into a whole building approach that would endow Surrey with a world-class museum.

Project excellence in terms of sustainability will become an important factor in the successful pursuit of grants and fundraising efforts by the City.

2.5 Site Information

The parcel proposed for the project is preferred to be within 400 metres of the Surrey Central Skytrain Station as indicated on the attached plan.



2.6 Preliminary Space Requirements

Spaces within the new IAM Facility will total 60,000 sq. ft. of gross floor area and will be located within a highly visible building, in the City Centre. The IAM Facility will have a significant ground floor access area with a visual presence that attracts positive attention on the street level, encourages entry and animates the IAM Facility. Construction on three or more levels above that street presence, within a multi-use, multi-level building is acceptable.

It is critical that the project have a clear architectural identity and image that announces its creative presence and enlivens the City centre. Include some expression of public open space in your project.

It is anticipated that the spaces within the IAM Facility will include exhibition halls, classrooms, labs, maker spaces, studios, an event theatre, media library, collections vault, shop, atrium, and a significant public gathering space, as well as administrative, user support and building support spaces as required.

In addition to the above core spaces, depending on final design the IAM Facility may include concession areas, a café or restaurant and other commercial leasable space.

The overall mixed-use Project will include landscaping, signage, stormwater management infrastructure, sufficient site parking for all components of the Project and all required on site and off site works and services required by the Development Permit.

The Project will provide all vehicular and pedestrian connections and traffic flow to the existing road network including pedestrian connections.

Although there will be parking requirements associated with the IAM Facility, the City anticipates that Respondents will propose a creative approach to how parking is handled. Provide some information regarding your parking strategy for the project. Shared parking with complementary uses is encouraged.

Note that one important design consideration is the IAM Facility requirement for a dedicated loading bay for 40' trucks with direct access to the IAM Facility core.

The preliminary building program, anticipating varying architectural forms, is flexible in design to configure on multiple floors, while also identifying required adjacencies. It is envisioned with a prominent atrium and shared parking and could be stand alone or part of a podium with a clear architectural identity.

SCHEDULE B – FORM OF SUBMISSION

RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST

This Request For Expressions of Interest (the “RFEOI”) will enable the City of Surrey (the “City”) to determine your relevant experience, capacity, resources and eligibility to submit a submission for **the construction of an Interactive Art Museum (IAM Facility) within your multi-use development project in the City Centre of Surrey.**

Materially incomplete RFEOI Submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

Project Title: Interactive Art Museum

Reference No.: 1220-050-2021-020

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

Business Entity

1. _____
Full Legal Name of the organization

2. _____
Business Address

3. Phone No.: _____ Fax No.: _____

4. Email Address: _____ Website Address: _____

5. Contact for prequalification inquiries (full name, position and email address):

6. Contact for general inquiries (full name, position and email address):

SECTION B. COMPANY PROFILE

- 7. How many years has your organization been in the land development business?

- 8. How many years has your organization been in business under its present business name?

- 9. Form of Business Organization
Corporation _____ Partnership _____ Sole Proprietorship _____ Other

- 10. Year incorporated/established, if applicable: _____
- 11. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number
_____.
- 12. Membership of industry associations (please list):

SECTION C. FINANCIAL CAPACITY

- 13. Total 2021 income and expenses:

- 14. Current assets and current liabilities:

Insurance Reference:

- 15. Name of Insurance Company: _____
- 16. Address:

- 17. Contact Person: _____
- 18. Telephone/Fax Numbers: Phone: _____ Fax: _____
- 19. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof?
 Yes No

24. Briefly describe why you are interested in this opportunity:

Comments:

25. Describe your organization's experience in delivering multi-use development projects.

26. Describe your organization's previous experience in partnering with local government:

27. Respondent's references (name and telephone number). The City preference is to have a minimum of three references.

This Submission is submitted this _____ day of _____, 2021.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE B

APPENDIX I

RELEVANT PROJECTS COMPLETED IN THE PAST TWO YEARS

(Attach additional pages, if necessary)

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

SCHEDULE B

APPENDIX II

SIMILAR OR RELATED OLDER COMPLETED PROJECTS

(Attach additional pages, if necessary)

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

SCHEDULE B

APPENDIX III

MAJOR PROJECTS CURRENTLY UNDERWAY

(Attach additional pages, if necessary)

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Project Manager: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____