



**DIALOG**<sup>®</sup>

**Response to  
Request for Qualifications**

**RFQ No.PSVAHA 2016-01**

**c/o City of Vancouver  
453 West 12th, Vancouver, BC**

**Shortlist Partners To Supply  
Prefabricated Modular Housing**

**(iii) both Project Types 1 and 2**

**DIALOG BC Architecture Engineering  
Interior Design Planning Inc.**

**406-611 Alexander Street  
Vancouver, BC V6A 1E**

**Telephone: (604) 255-1169  
Fax: (604) 255-1169**

**Contact Person**

**Joost Bakker, Principal**

**Closing time  
Friday February 26, 2016 at 1:00 PM**

### SCHEDULE 3 - LETTER OF QUALIFICATION

Date: February 26, 2016

**TO: The Vancouver Affordable Housing Agency (the "Housing Agency")**

**RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING**

1. Being duly authorized to represent and act on behalf of Kindred Construction Ltd, DIALOG BC Architecture Engineering Interior Design Planning Inc., Stack Modular, the undersigned hereby submits the attached Response and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to Kindred Construction Ltd, DIALOG BC Architecture Engineering Interior Design Planning Inc., Stack Modular.
3. The Housing Agency and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFQ.
5. The Housing Agency and its representatives may contact the following persons for further information:

#### References:

##### Consultant References:

Client:	<b>UBC Properties Trust</b>
Contact person:	Michael Kingsmill, Alma Mater Society Designer
Phone:	(604) 822-5000
Email:	Design@ams.ubc.ca
Project Name:	UBC Student Union Building - AMS Nest
Type:	Post-secondary
Location:	Vancouver, BC
Value:	\$ 103 million
Client:	<b>Chesterman Properties</b>
Contact person:	Robert Brown, Principal
Phone:	(604) 875-1004
Email:	robert@chestermanproperties.com
Project Name:	Pacific Sands Hotel
Type:	Hotel
Location:	Tofino, BC
Value:	\$ 5.5 million
Client:	<b>City of North Vancouver</b>
Contact Person:	Brian Willock, Manager, Engineering Planning and Design
Phone:	(604) 982-3929
Email:	Bwillock@cnv.org
Project Name:	City of North Vancouver Operations Centre
Type:	Government
Location:	North Vancouver
Value:	\$ 15 million

6. This Response is made with the full understanding and agreement that:
    - (a) any information submitted during qualification may be subject to verification by the Housing Agency, including during evaluation of any subsequent proposal or tender;
    - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFQ (and consistent with this Response) if the Housing Agency invites the Respondent to participate in a request for proposals or invitation to tender;
    - (c) the Housing Agency may:
      - (i) amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
      - (ii) open Site-Specific RFPs to potential proponents other than the grouping of Pre-Qualified Respondents contemplated by the RFQ;
      - (iii) determine which City-owned sites targeted for the installation of prefabricated modular housing will be subject to Site-Specific RFPs as contemplated by this RFQ and which may be subject to a separate procurement process;
    - (iv) reject or accept any or all Responses;
    - (v) cancel the RFQ process and reject all Responses;
    - (vi) cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
    - (vii) request that any Respondent to provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;
    - (viii) terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or
    - (ix) at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFPs to Pre-Qualified Respondents.
  - (d) neither the Housing Agency nor the City of Vancouver will be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent confirms and warrants that the information disclosed in the section of its Response titled "Conflicts; Collusion; Lobbying" is a complete and accurate response to Section 7.0 of the RFQ.
  8. The Respondent acknowledges and agrees that the RFQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever create any obligation on the part of the Housing Agency to treat the Respondent's or any other respondent's Response in any particular manner or undertake the Housing Agency's RFQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
  9. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFQ.
  10. Except only and to the extent that the Housing Agency is in breach of Section 11 of this letter, the Respondent now releases the Housing Agency, the City of Vancouver and their respective directors, officials, agents and employees from all liability for any costs, damages or losses incurred in connection

with the RFQ, including any cost, damages or losses in connection with:

- (a) any alleged (or judicially determined) breach by the Housing Agency or its directors, officials, agents or employees of any obligation or duty under the RFQ;
  - (b) any unintentional tort of the Housing Agency or its directors, officials, agents or employees occurring in the course of conducting the RFQ; or
  - (c) the manner in which the Housing Agency: reviews, considers, evaluates or negotiates any Response; addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.
11. Subject to the applicable provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) and the Housing Agency's right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFQ, the Housing Agency will treat the Response (and the Housing Agency's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
12. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- Amendment/Addendum No. 1 Date: February 17, 2016  
Amendment/Addendum No. 2 Date: February 22, 2016
13. Any dispute relating to the RFQ (except to the extent that the Housing Agency breaches Section 11 above) will be resolved by arbitration in accordance with the Commercial Arbitration Act (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the Housing Agency;
  - (b) Section 10 of this letter, and the other provisions hereof, will apply; and
  - (c) The Respondent will bear all costs of the arbitration.
14. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

*Respondents Name:* DIALOG BC Architecture Engineering Interior Design Planning Inc.

*Signature:* \_\_\_\_\_ *Date:* February 26, 2016

*Name of Signatory:* Joost Bakker  
*Title of Signatory:* Principal  
*Mailing Address:* 406-611 Alexander Street, Vancouver, BC, V6A 1E1  
*Telephone:* 604.255.1169  
*Fax:* 604.255.1790  
*Email:* jbakker@dialogdesign.ca  
*GST Reg.#:* 82428 5159 RT0001  
*Date and Jurisdiction of Incorporation:* January 16, 2008  
*CoV Business License:* 838880  
*Work Safe BC:* 16-133824











Project Name: City of North Vancouver Operations Centre  
 Type: Government  
 Location: North Vancouver  
 Value: \$ 15 million

*References for Kindred*

Client: **Port Capital Group Inc.**  
 Contact person: Macario (Tobi) C. Reyes, CEO  
 Phone: (604) 805-0282  
 Email: tobi@portcapitalgroup.com  
 Project Name: South Creek Landing  
 Type: Mixed-Use Multi-family Residential  
 Location: Vancouver, BC  
 Value: \$ 8.0 million

Consultant: **Terra Housing**  
 Contact person: Jim O'Dea, Development Manager  
 Phone: (604) 639-0732  
 Email: Jim@terrahousing.ca  
 Project Name: Kitsilano Neighbourhood House Redevelopment  
 Type: Institutional  
 Location: Vancouver, BC  
 Value: \$ 7.8 million

*References for Stack*

Client: Bellatrix  
 Contact person: Brent Eshleman, Executive Vice President

\* please see reference letter in Attachement 4

Client: Duvernay Point  
 Contact person: David Weiss, Developer  
 Phone: (917) 440-0066  
 Email: djw@karnusa.com

Client: Civeo  
 Contact person: Scott Tymchuk, Director Supply Chain  
 Phone: (780) 485-8580  
 Email: scott.tymchuk@civeo.com

*Provide a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.*

The following are the claims from the past three years for DIALOG B.C. Architecture Engineering Interior Design Planning Inc.

CHILLIWACK SCHOOL, Chilliwack, BC

This is a slip and fall claim. The incident occurred post-construction and responsibility likely lies with the local Board of Education.

ONE AND TWO HARBOUR GREEN, Vancouver, BC

This is a condominium project. There are a myriad of complaints and deficiencies alleged, most of which do not involve DIALOG. This is very much in the early stages.












### City of North Vancouver Operations Centre



corporate  
experience

Client: City of North Vancouver  
 Project value: \$ 15 million  
 Reference: Brian Willock  
 Phone: 604.982.3929      Email: Bwillock@cnv.org

The previous City of North Vancouver (CNV) Operations Centre was located in a mixed-use zone on a 4.5 acre parcel. Over time, the site became overcrowded to the point where operations had been adversely affected. Site access had become limited for extended periods due to recurring loading and unloading activities. A planning study (by Cornerstone Planning Group and DIALOG) was initiated with the goal of determining long-term operational needs and to test the efficacy of existing land to meet these requirements. Initial analysis indicated that the existing site was not large enough to accommodate projected requirements. This led to the search for a suitable plot of land as well as an approach to development that would allow CNV to meet long-term needs without straining existing capital and operating budgets. DIALOG worked with the contractor to develop a solution to CNV's quandary. An adjacent plot of light-industrial land presented itself as a potential home for new operations infrastructure.

DIALOG successfully coordinated a full team of consultants in the subsequent bid to gain CD zoning on a consolidated plot, and oversaw all design, detailing, and construction efforts. This work involved full analysis of traffic flows to and from the site (with consideration given to multiple potential access points), the creation of a highly efficient site plan, the design of a centralized and right-sized multi-use operations building and the design and distribution of infrastructure for multiple equipment types. The latter was addressed through the extensive use of modular, pre-engineered structures in the interest of controlling costs, reducing construction time, and offering the greatest amount of flexibility for ongoing operations. These structures accommodated everything from heavy fleet maintenance to new headquarters for the venerable North Shore Rescue.

DIALOG worked very closely with the owner, contractor and the supplier to ensure that all pieces came together on site in a seamless and efficient manner. While this collaborative approach has always been central to DIALOG's way of doing things, it proved particularly successful when working with a prefabricated modular typology. CNV has since taken full advantage of the resiliency offered by this method of construction by tailoring storage and maintenance areas to evolving workflows.




















*shareholder, partner, employee or agent of the Respondent: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFQ or sought, other than through the submission of its Response, to influence the outcome of the RFQ process. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.”*

We confirm there is no Lobbying as described in section 7.5 to disclose.












Stack's units have shipped worldwide and are providing modular solutions to satisfied clients around the globe. Stack's ability to design and build unique, comfortable, durable structures under short deadlines makes Stack a leader in the steel frame modular industry and make Stack a natural choice to provide a premium product for the US, Canadian & global market.

\*For our Alternative Design Drawings please refer to Attachment 7 following this proposal.




# attachment 1

Please find Amendment no. 1 & 2 along with Certificate of Insurance following this document.




February 17, 2016

REQUEST FOR QUALIFICATIONS ("RFQ") No.PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING

AMENDMENT No. 1

RE: CLOSING DATE CHANGED TO FEBRUARY 26, 2016

*Currently Reads:*

COVER PAGE

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the "Housing Agency"), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 3:00 p.m., February 19, 2016 Vancouver Time (as defined in Note 3 below), on (the "Closing Time").

*Please Change to:*

COVER PAGE

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the "Housing Agency"), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 1:00 p.m., February 26, 2016 Vancouver Time (as defined in Note 3 below), on (the "Closing Time").

All other conditions and specifications remain unchanged.

This amendment is to be completed, and attached to your Proposal form.

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NAME OF VENDOR

---

SIGNATURE OF AUTHORIZED SIGNATORY

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DATE

February 22, 2016

REQUEST FOR QUALIFICATIONS ("RFQ") No.PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING

AMENDMENT No. 2

RE: SCHEDULE 6 - PRICING PROFORMA, Table 5

*Please change to:*

Table 5: Sample Pricing for Project Type 2

Type of Product or Description of Product	Unit of Measurement	Sample Price for 100 Units	Sample Price for 250 Units	Sample Price for 500 Units	Sample Price for 1000 Units
Construction of Prefabricated Modular Housing Units	Per Square Foot	\$	\$	\$	\$
Delivery of Prefabricated Modular Housing Units	Total Price	\$	\$	\$	\$
Installation of Prefabricated Modular Housing Units including foundations	Total Price	\$	\$	\$	\$
Plumbing works including any necessary connection to outside services	Total Price	\$	\$	\$	\$
Installation of sprinklers and sprinkler connections to outside	Total Price	\$	\$	\$	\$

services					
Electrical work including the connection to outside services, supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	\$	\$	\$	\$
Construction of a communal amenity area	Total Price	\$	\$	\$	\$
Demobilization	Total Price	\$	\$	\$	\$
Price before GST or other applicable taxes		\$	\$	\$	\$

All other conditions and specifications remain unchanged.

This amendment is to be completed, and attached to your Proposal form.

\_\_\_\_\_  
NAME OF VENDOR

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED SIGNATORY

\_\_\_\_\_  
DATE

# CERTIFICATE OF INSURANCE

**CERTIFICATE HOLDER:** To Whom It May Concern

**DESCRIPTION:** All Operations of the Insured

**NAME OF INSURED:** Kindred Construction Ltd.

This is to certify that insurances as described herein, have been arranged through this office for the insured named above on whose behalf this Certificate is executed and we hereby certify that such insurances are in full force as of this date, but only with respect to the type(s) of insurance for which a policy number, policy period, and limits of liability or amount is shown. Aggregate limits shown may have been reduced by paid claims.

### SCHEDULE OF INSURANCE

TYPE OF INSURANCE	COMPANY AND POLICY NUMBER	POLICY TERM	LIMITS OF LIABILITY AMOUNT OF INSURANCE	
<input checked="" type="checkbox"/> <b>Commercial General Liability including Non-Owned Automobile</b>	Royal and Sun Alliance Insurance Company of Canada  Policy No. s.21(1)	<b>Effective Date</b> February 1, 2016 <b>Expiry Date</b> February 1, 2017	\$ 10,000,000.00	<b>Bodily Injury &amp; Property Damage Inclusive</b>
			\$ 10,000,000.00	<b>General Aggregate Limit</b>
			\$ 10,000,000.00	<b>Products and Completed Operations Aggregate</b>
<b>PARTICULARS OF INSURANCE</b> <input checked="" type="checkbox"/> Severability of Interest or Cross Liability				

Indicates that the Coverage/Endorsement indicated is included

### TERMS AND CONDITIONS

This document is furnished as evidence to the Certificate holder named herein that the policy(ies) described herein have been effected to provide coverage as shown. This Certificate is subject to all limitations, exclusions and conditions of the above policy or policies as they now exist, or may hereafter be endorsed. This document is furnished to you as a matter of information only. The issuance of this document does not make the person or organization to whom it is issued an additional insured, nor does it modify in any manner the contracts of insurance between the Insured and the Insurers. Any amendment, change or extension of such contracts can only be effected by specific endorsement. Should the contracts of insurance be cancelled, assigned or changed during the policy period in such manner as to affect this document, the Insurers will endeavour to give notice to the holder of this document, but failure to give such notice shall impose no obligation of any kind upon us or upon the Insurers.

**Dated:** February 5, 2016;lk;wc

**Wilson M. Beck Insurance Services Inc.**

E. & O.E.

\_\_\_\_\_  
Authorized to sign on behalf of Insurers



## Approach and Delivery

### Planning Process

Together with our team of design & compliance, project management, production management and installation team we are able to maintain quality control and quality assurance from start to finish and ensure the project is delivered to the client on time.

### Project Schedule

The award will trigger the following processes;

- a) *Engineered Drawings and client approval*
- b) *Material Order & procurement of all associated goods.*
- c) *Manufacturing Processes*
- d) *Transportation & Logistics*

#### **Fabrication Schedule**

A detailed fabrication schedule would be generated once the project comes online. Typical fabrication ranges from 3-6 months based on production schedule and capacity.

#### **Installation Schedule – On site**

Once the units are shipped from the factory they will arrive in BC and be transported by truck to Site.

It has been assumed that the units will direct ship to site, this proposal does not include any additional storage or dead time in a lay down yard. Schedule and rates would need to be adjusted once project schedule is set

### Fabrication & Production Process

In addition to the listed building and fire codes, STACK manufactures to CSA standards for Factory Built Residential and Commercial Structures. This program includes an engineering requirement as well as third party inspections and testing both in the factory and after final installation. Testing records are filed and create a portion of the construction documentation package that will be provided with each module. This package will include; drawings, testing, maintenance instructions and assembly information. There are no foreseen organizational or operational constraints that would influence STACK's ability to deliver the services outlined in this proposal. We are able to add multiple shifts and another facility if required to meet the delivery schedule. Capacity is not a concern.

The production for this project will take place at STACK's factory in Shanghai, China. Our CSA A277 Modular units for Canada are fabricated from frame to finish in a controlled environment reducing the possibility of delays and material shortages. All production will be carried out at our facility in China including frame fabrication, insulation, electrical rough in and conduit for electrical installations on site as well as fabrication of components, trims and exterior finishes. Once the units are completed tested, inspected they are packaged to ship and arrive to site for final installation and connections. The Local Authority having Jurisdiction, Office of the Fire Marshall, would complete further inspections on site with the client as required .

## Quality Assurance and Quality Control

<b>Typical QC Questions</b>	
Does your company currently have a quality system compliant with a national or international standard?	<b>Yes</b>
If Yes, to which international standard has compliance been achieved?	<b>STACK Modular Corporation holds CSA certification for Factory Built Commercial/Industrial Structures (26763) under the CSA A277 standard.</b>
Has your quality system been assessed by a 2 <sup>nd</sup> party (client) or 3 <sup>rd</sup> party (independent)?	<b>Yes</b>
If yes, which organization performed the assessment?	<b>Intertek Testing Services</b>
Is your quality system documented?	<b>Yes</b>
What position in your organization is responsible for Quality?	<b>All positions are responsible as a team to deliver the highest level of quality to our clients</b>

STACK Modular Corporation holds CSA certification for Factory Built Commercial/Industrial Structures (26763) under the CSA A277 standard. As part of the certification process Stack has created and adheres to a strict quality control process that covers all stages of the project. Inspections are required at various stages of the production at factory level as well as third party inspections by Intertek Testing Services (an independent testing and certification service).

All systems (electrical, plumbing, fire & mechanical) are designed and reviewed by Professional Engineers as required. At the factory level, Stack has on-site staff from each skilled trade to assist and oversee production to all applicable codes and standards. Testing reports are completed for each unit's systems on the line and reports are filed by project and serial number, daily.

Stack operates from two facilities that are ISO 9001 certified and are designed to produce large volumes in short periods of time. Stack employs a well-trained professional production team and a seasoned management group collectively committed to deliver a highly efficient operation. Stack's facility operates from a specialized ERP system that governs and controls the processes from the inventory of raw materials to storage, production, quality inspection and logistics. The factories hold certification for;

- Canadian Welding Bureau (CWB) 47.1
- CIBC /CCPIT – China Integrated Building Committee / Construction Division of the China Council for the Promotion of International Trade
- Production Assessment Certificate
- Certification of Conformity of Quality Management Certification
- Audited Supplier by MadelnChina.com and Alibaba

## Warranty

All of STACK's manufactured modular units have a one (1) year building warranty (ex-works) for all manufacturer related defects and workmanship. For components of the units that are provided by other manufacturers, or carry manufacturer's component warranty STACK will pass on the warranty provided by the original manufacturer. Unit Manuals and documentation will be provide on delivery of the units and also available through our online client control panel. Manuals will outline equipment maintenance and warranty procedures as well as detail drawings and reference information.





**FIRE PROTECTION & LIFE SAFETY SOLUTIONS**  
 VANCOUVER OFFICE T 604 682 7146  
 4th Floor, 780 Beatty Street F 604 682 7149  
 Vancouver, BC, Canada V6B 2M1 www.LMDG.com

February 17, 2016

VIA EMAIL: [tsingh@dialogdesign.com](mailto:tsingh@dialogdesign.com)

**Dialog**  
 406 – 611 Alexander Street  
 Vancouver, BC  
 V6A 1E1

Attention: Mr. Timothy Singh  
 Marketing Specialist

Dear Mr. Singh:

RE: PROPOSAL TO PROVIDE BUILDING CODE CONSULTING SERVICES  
 PREFABRICATED MODULAR HOUSING UNITS, VANCOUVER, BC Our File: 16-134

Further to your request, we are pleased to present LMDG Building Code Consultants Ltd.'s (Consultant) qualifications of consulting services to be provided to Dialog (Client) for the Prefabricated Modular Housing (Project), located in Vancouver, BC.

The following summarizes our firm, our team and our experience:

**FIRM DETAILS**

Name:	LMDG Building Code Consultants Ltd.
Year Founded:	Incorporated August, 1988
Number of Registered Professionals:	Seven Professional Engineers
Total Staff:	Twenty-seven in Vancouver, including principals
Office Locations:	Vancouver, B.C., and Toronto, Ontario

**COMPANY STATEMENT**

LMDG has a wealth of experience, knowledge and credibility gained from over 30 years of participation on code and standards committees, and working with enforcement authorities. Our firm has negotiated acceptance of alternative solutions on major projects throughout British Columbia and elsewhere in Canada. The diverse backgrounds and expertise of staff significantly contribute to the success of projects.

LMDG has current and extensive experience in the use of prefabricated modular units for both temporary and permanent housing facilities.

The purpose of LMDG Building Code Consultants Ltd.'s involvement in this Project will be to provide building code consulting services, to assess and advise on the level of **life safety and fire protection** necessary to comply with the applicable building code requirements, and to provide services under the Certified Professional Program if needed. LMDG will be available to develop and certify alternative solutions to building code compliance to demonstrate the project design's compliance with the objectives of the building code.

## OUR TEAM

- **David J. Steer, M.Eng., P.Eng., CP  
Principal**

Mr. Steer would act as Project Leader and Certified Professional for this team. His duties would include code review, development of conceptual approaches, and negotiations with the Authorities Having Jurisdiction, as well as drawing and field reviews, preparation of reports, and coordination of permit submissions with the City of Vancouver.

Mr. Steer is a Professional Engineer with experience as a Certified Professional on a number of complex projects in the City of Vancouver.

- **Shawn M. Talarico, AScT**

Mr. Talarico would act as Project Assistant for the Project Team. His duties would include drawing reviews, field reviews, assisting in the preparation of reports and CP permit submissions.

Mr. Talarico is a Technologist with more than 10 years' experience in all aspects of project design and construction, including substantial project experience with Certified Professional projects.

Profiles for our Team are included in **Attachment No. 1**.

Mr. Timothy Singh  
Dialog  
Re: Prefabricated Modular Housing Units

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February 17, 2016

### **LMDG PROJECT EXPERIENCE WITH DIALOG**

LMDG Building Code Consultants Ltd. has enjoyed a long relationship—nearly 25 years—with Dialog (and predecessor firm Hotson Bakker Boniface Haden). The following are 50 of the most recent projects:

LeMarchand Mansion Expansion, Edmonton  
840 Cambie Street Renovations, Vancouver  
Siltstone Ridge, Fort McMurray  
Kelly Ramsey Development, Edmonton  
Jasper & 122nd Street, Edmonton  
City of Surrey Museum Expansion  
Royal Inland Hospital New Clinical Services Building  
Wagner Station, Edmonton LRT  
Falconridge Residential Development, Abbotsford  
UBC District Energy Plant  
Roundhouse Historic District  
Earl's Head Office, Vancouver  
CBSA Tenant Improvement, 1553-1577 Main Street, Vancouver  
UBC Koerner Library 6th Floor Tenant Improvement  
327-333 Queen Street West, Toronto  
Aperture Park, University of Lethbridge  
First & Jasper, Edmonton  
New Royal Alberta Museum, Edmonton  
HBC Downtown Vancouver  
Granville Island Brew Pub Renovation  
Dialog Office Renovation, Edmonton  
2888 Granville Street, Vancouver  
Revelstoke Secondary School  
Revelstoke Elementary School  
Revelstoke School District Administration Building  
Chilliwack Secondary School  
Dome Francoforce, Vancouver Art Gallery Lawn  
Bayview Precinct Lot 5, Victoria  
Waterstone Pier Rental Building, Richmond, B.C.  
Eastburn Swimming Pool and Community Centre, Burnaby, B.C.  
Versatile Shipyards, North Vancouver  
595 East Georgia Street, Vancouver  
1240 Howe Street, Vancouver  
City of North Vancouver Space Needs Study & Civic Centre Plan  
Four Host First Nations Trading Pavilion, Vancouver  
Brentwood College Dining Hall & Student Centre, Mill Bay  
Whistler Athlete High Performance Centre  
VSB Conversion of NRC Building at UBC, Vancouver  
Snaz'ist Community Building, Hedley, B.C.

Mr. Timothy Singh  
 Dialog  
 Re: Prefabricated Modular Housing Units

- Cameron Recreation Centre, Burnaby, B.C.
- Pacific Biological Station, DFO, Nanaimo
- Little Flower Academy, Vancouver
- NK'MIP Desert Interpretation Centre, Osoyoos, B.C.
- Mount Royal College Learning Centre, Calgary
- Port Coquitlam Arts Centre
- The Railyards, Vancouver
- ICICS, UBC, Vancouver
- Dentistry Building, UBC, Vancouver
- Sport Mart Place, Kamloops, B.C.
- West Vancouver Civic Community Centre

**EXPERIENCE WORKING ON SIMILAR PROJECTS**

LMDG Building Code Consultants Ltd. provided the building code consulting services for the Prefabricated Modular Units that were used for the Whistler 2010 Athletes Village that were subsequently repurposed for various new Social Housing Projects throughout the province, including the following two examples:

<b>Project:</b>	<b>Timber Grove Social Housing</b>
<b>Location:</b>	Surrey, BC
<b>Client:</b>	BC Housing Management Commission
<b>Description:</b>	3-Storey social housing building where the residential units are composed of individual modular units joined together.
<b>Team Members:</b>	<b>Frank Mattia</b> was Principal in Charge for this Project. <b>Dave Steer</b> was the Project Engineer and CP for this Project.
<b>Completion:</b>	2011

<b>Project:</b>	<b>Carey Road Social Housing</b>
<b>Location:</b>	Saanich, BC
<b>Client:</b>	BC Housing Management Commission
<b>Description:</b>	2-storey social housing building where the residential units are composed of individual modular unit joined together.
<b>Team Members:</b>	<b>Frank Mattia</b> was Principal in Charge for this Project. <b>Dave Steer</b> was the Project Engineer.
<b>Completion:</b>	2011



Mr. Timothy Singh  
Dialog  
Re: Prefabricated Modular Housing Units

Page 5 16-134  
February 17, 2016

Thank you for the opportunity of submitting this qualifications document for our potential involvement on this Project. If you have any questions regarding this document or require additional information, please do not hesitate to contact our office.

Sincerely,

LMDG BUILDING CODE CONSULTANTS LTD.

A handwritten signature in blue ink, appearing to read 'Frank Matta', is written over the company name.

Frank Matta, AScP  
Principal

FM/mee 16133021716 qua.docx  
Attachment



ATTACHMENT NO. 1  
PROJECT TEAM RESUMES



**DAVID J. STEER, M.Eng., P.Eng., CP**

Profession : Professional Engineer  
Specialization : Fire Protection & Life Safety  
Position in Firm : Principal  
Year of Joining Firm : 2004

**KEY QUALIFICATIONS**

Extensive experience in building code and fire protection consulting gained through a decade of specific training and project-related experience. Experience includes the development of fire protection concepts for assembly and educational occupancies, extensive experience in fire and smoke modelling and computational fluid dynamics, and development of building code alternative solutions.

Experience in the interpretation of building codes and the application of the Certified Professional Program Practice and Procedure Manual.

**EDUCATION AND PROFESSIONAL STATUS**

- M.Eng. in Mechanical Engineering (Fire Safety), University of Waterloo, 2011
- B.A.Sc. in Mechanical Engineering, First Class Honours, University of Waterloo, 1999
- Professional Engineer, British Columbia, 2009
- Professional Engineer, Alberta, 2012
- Professional Engineer, Manitoba, 2014
- Professional Engineer, Nova Scotia, 2014
- Professional Engineer, Ontario, 2014
- Certified Professional, British Columbia, 2012

**Professional Affiliations:**

- Society of Fire Protection Engineers

**Committee Memberships:**

- Member, Certified Professional Advisory Committee

**Continuing Education:**

- Certified Professional Upgrade Seminar (BCBC 2012 & VBBL 2014), Vancouver, January 2014
- ASHRAE 90.1 2010 General Overview and Compliance Requirements, Vancouver, January 2014
- SFPE 9th International Conference on Performance-Based Codes and Fire Safety Methods, Hong Kong, June 2012
- Certified Professional Course, Vancouver, B.C., September 2011 - February 2012
- Technical Changes in the 2005 National Construction Codes, Part 3, Part 9, National Research Council, Vancouver, B.C., March 2006
- Fire Dynamics I and II, Carleton University, April 2003



## SHAWN M. TALARICO, AScT

Profession : Building Technologist  
Specialization : British Columbia Building Code  
Position in Firm : Technologist  
Year of Joining Firm : 2005

### KEY QUALIFICATIONS

Experience in the interpretation of building codes. Experience in manual and AutoCAD drafting. Experience in drawing review, occupant load and exiting calculations, Simulex modelling, and alternative solutions. Extensive experience with Certified Professional projects.

### EDUCATION AND PROFESSIONAL STATUS

- Diploma of Building Technology - Architectural Major  
- British Columbia Institute of Technology, 2005

#### Professional Affiliations:

- Member, Applied Science Technologists and Technicians of British Columbia

#### Continuing Education:

- Short Course on Fire Safety of Combustible Construction and Tall Wood Buildings  
- Carleton University Department of Civil and Environmental Engineering, May 2015
- Technical Changes in the 2005 National Construction Codes, Part 3, Part 9  
- National Research Council, March 2006
- Automatic Sprinkler System Design, B.C.I.T., 2006
- B.C. Building Code: Part 3, B.C.I.T., 2006





Stack Modular  
Suite 905  
500 – 4<sup>th</sup> Ave SW  
Calgary AB T2P 2V6

Attention: Jim Dunn, President

Dear Jim,

I am pleased to provide you with a reference on several of your steel modular structures we have purchased. Our reasoning for the purchase other than the best value was the all steel construction and resulting premium fire rating as well as the lack of any mold issues. With the phasing out of wooden structures on resource industry locations we are pleased to be a leader within our industry.

Regards,

Bellatrix Exploration Ltd.

A handwritten signature in black ink, appearing to read "Brent A. Eshleman".

Brent A. Eshleman  
Executive Vice President



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s.21(1)





VANCOUVER  
AFFORDABLE  
HOUSING  
AGENCY



**STACK**  
MODULAR

GLOBAL STEEL STRUCTURES

RFQ No. PSVAHA2016-01



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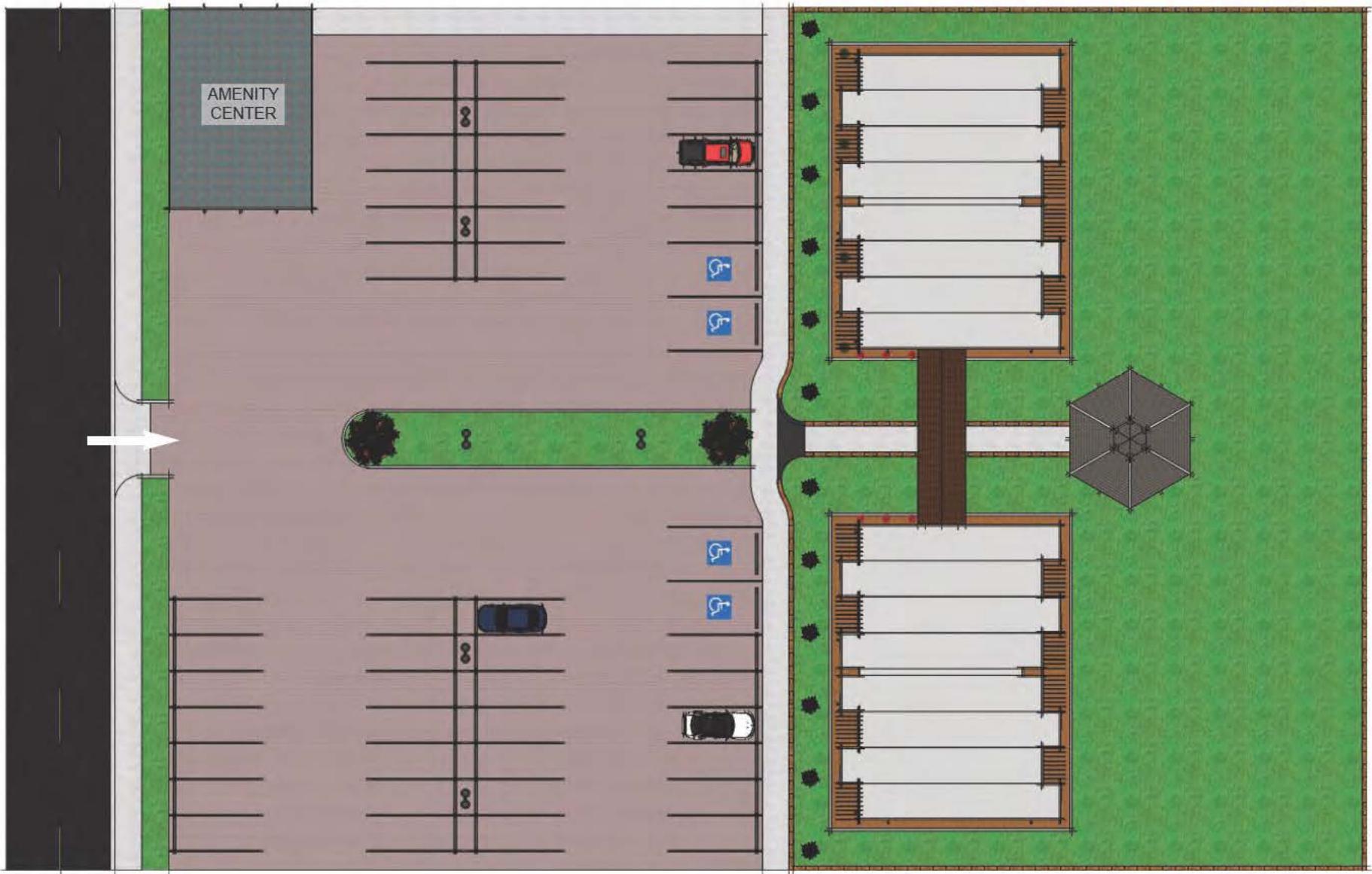
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**VAHA - PROJECT TYPE 1**

**3**



Designer's Concept

VAHA - PROJECT TYPE 1 SITE PLAN

4

NORTH



Designer's Concept

WEST



Designer's Concept

EAST



Designer's Concept

SOUTH



Designer's Concept

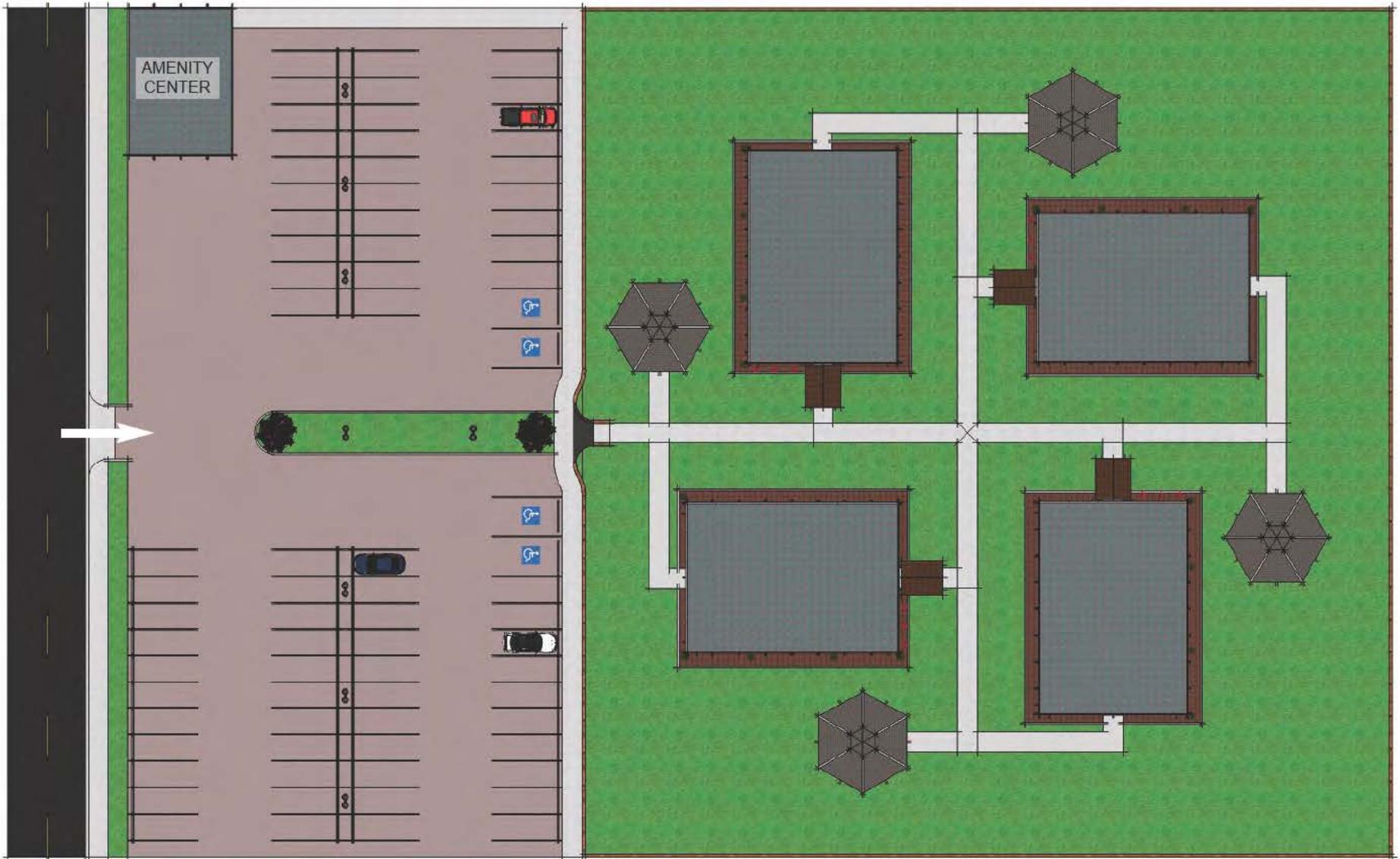
# VAHA - PROJECT TYPE 1 ELEVATIONS

# 5



**VAHA - PROJECT TYPE 2**

**6**



Designer's Concept

# VAHA - PROJECT TYPE 2 SITE PLAN

7

NORTH



Designer's Concept

WEST



Designer's Concept

EAST



Designer's Concept

SOUTH



Designer's Concept

# VAHA - PROJECT TYPE 2 ELEVATIONS

8

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P: 604-599-0388  
F: 604-599-0386

**RFQ# PSVAHA2016-01**  
**Project Type 1 & Project type 2**  
**CLOSING TIME: Feb. 26, 2016 1:00 pm**

**RESPONDENT: Ma?as Designs Inc. *and* Pittfield Design Inc.**

**8116 – 130 St., Unit 10**

**Surrey, BC V3W8J9**

**P: 604-599-0388**

**F: 604-599-0386**

**CONTACT: Brian Borsato**

**E: [info@maasdesigns.com](mailto:info@maasdesigns.com) or, [pdi@telus.net](mailto:pdi@telus.net)**



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## SCHEDULE 2 - LETTER OF QUALIFICATION

Date: February 26, 2016

**TO: The Vancouver Affordable Housing Agency (the "Housing Agency")**

**RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING**

1. Being duly authorized to represent and act on behalf of Maas Designs Inc. and Pittfield Design Inc., the undersigned hereby submits the attached Response and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to each of Maas Designs Inc. and Pittfield Design Inc.
3. The Housing Agency and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFQ.
5. The Housing Agency and its representatives may contact the following persons for further information:

Brian Borsato, 604-599-0388, or Tyson Atleo, 604-999-1560.

This Response is made with the full understanding and agreement that:

- (a) any information submitted during qualification may be subject to verification by the Housing Agency, including during evaluation of any subsequent proposal or tender;
- (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFQ (and consistent with this Response) if the Housing Agency invited the Respondent to participate in a request for proposals or invitation to tender;
- (c) the Housing Agency may:
  - (i) amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;



- (ii) open this process to potential proponents other than the grouping of Pre-Qualified Respondents contemplated by the RFQ;
  - (iii) determine which City-owned sites targeted for the installation of prefabricated modular housing will be subject to Site-Specific RFPs as contemplated by this RFQ and which may be subject to a separate procurement process;
  - (iv) reject or accept any or all Responses;
  - (v) cancel the RFQ process and reject all Responses;
  - (vi) cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  - (vii) request that any Respondent to provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;
  - (viii) terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or
  - (ix) at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFP's to Pre-Qualified Respondents.
- (d) neither the Housing Agency nor the city of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent confirms and warrants that the information disclosed in the section of its Response titled "Conflicts; Collusion; Lobbying" is a complete and accurate response to Section 7.0 of the RFQ.
8. The Respondent acknowledges and agrees that the RFQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever created any obligation on the part of the Housing Agency to treat the Respondent's or any other respondent's Response in any particular manner or undertake the Housing Agency's RFQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).



9. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFQ.
10. Except only and to the extent that the Housing Agency is in breach of Section 11 of this letter, the Respondent now releases the Housing Agency, the City of Vancouver and their respective directors, officials, agents and employees from all liability for any costs, damages or losses incurred in connection with the RFQ, including any cost, damages or losses in connection with:
  - (a) any alleged (or judicially determined) breach by the Housing Agency or its directors, officials, agents or employees of any obligation or duty under the RFQ;
  - (b) any unintentional tort of the Housing Agency or its directors, officials, agents or employees occurring in the course of conducting the RFQ; or
  - (c) the manner in which the Housing Agency: reviews, considers, evaluates or negotiates any Response; Addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.
11. Subject to the applicable provision of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the Housing Agency's right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting the Vancouver City Council about the RGQ, the Housing Agency will treat the Response (and the Housing Agency's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
12. The Respondent acknowledges receipt of the following amendments and addenda (if applicable):

**Amendment/Addendum No. 1      Date: February 17, 2016**
13. Any dispute relating to the RFQ (except to the extent that the Housing Agency breaches Section 11 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
  - (a) The arbitrator will be selected by the Housing Agency;
  - (b) Section 10 of this letter, and the other provisions hereof, will apply, and
  - (c) The Respondent will bear all costs of the arbitration.
14. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

Respondent Name(s): Maas Designs Inc. and Pittfield Design Inc.



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P: 604-599-0388  
F: 604-599-0386

Signature: \_\_\_\_\_ Date: Feb. 26, 2016

Name of Signatory: Tyson Atleo

Title of Signatory: Director

Mailing Address: 8116 - 130 St, Unit 10, Surrey, BC V3W8J9

Telephone No.: 604-599-0388

Fax No.: 604-599-0386

Key Contact Person: Brian Borsato  
info@maasdesigns.com

E-mail: [pdi@telus.net](mailto:pdi@telus.net), or

Date & Jurisdiction of Incorporation: Sep. 1991, British Columbia

GST Registrations No.: 129139838RT0001

WorkSafe BC Regi: 464653

Business License No.: 129139838



CORPORATE EXPERIENCE

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Maas Designs Inc. in partnership with Pittfield Designs Inc. is a First Nations owned company building affordable and resilient housing and building solutions that meet the unique needs of remote indigenous communities. Maas Designs Inc. specializes in developing meaningful relationships with First Nations and indigenous communities to ensure that the modular products developed and constructed meet the specific needs of each community partner. Maas Designs Inc. in partnership with Pittfield Designs Inc. in the business of designing, manufacturing, shipping, constructing and maintaining affordable and resilient modular homes and buildings in remote First Nations communities.

Maas Designs Inc. is committed to ensuring that we support community wellbeing through strong community partnerships developed by offering creative training, employment, and contract opportunities, and by building quality homes as a determinant of health. Where possible, we hire or contract and train local community members to provide a number of services during manufacturing, transportation, construction and post-construction. We encourage homeowners to participate in the design, construction and maintenance processes to promote a pride in ownership that benefits the community economically and socially. We treat all communities as partners rather than clients. We work closely with community leaders, staff and members to ensure that we meet each community's unique needs and requests. We build quality homes knowing that having a safe and secure home is a critical determinant of individual, family and community health.

We are a family owned & operated company with a growing number of employees that have expertise in critical construction and design trades. Our current team of eleven (11) have come together sharing the belief that quality and affordable housing is critical to community, family and individual empowerment.

There has been no litigation or claims made against Maas Designs Inc. or Pittfield Designs Inc. during the three (3) years immediately prior to the Closing Time.

### Company Qualities

- **First Nations Owned:** Maas Designs Inc. is a First Nations owned company.
- **Structural integrity:** engineer tested, our products surpasses the load-bearing strength of a conventional wood-frame by over 600%.
- **Mould Proof:** the materials we use are nonporous, meaning that mould can't penetrate the wall panels and they will not rot, even in extremely moist and wet west coast environments. The finished panels even float!
- **Well Insulated:** our finished walls offer an insulation value of R30+, and require no additional insulation or drywall.
- **Fire Resistant:** all of the panel materials are non-combustible, meaning that the panels do not easily burn and will not light on fire.
- **Easy to Maintain:** all panels are very low maintenance and require minimal upkeep. You can wash the walls without worrying about water or chemical damage.
- **Modular Design:** the modular design allows us to offer clients flexible construction designs. Finished homes can be added to in the future to accommodate growing families and communities.

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- **Durability:** the exterior panels can withstand any extreme environment for much longer than a lifetime and are incredibly resistant to impact damage.
- **Recycled:** many of the materials used in the manufacturing of our homes are recycled or recyclable.
- **Foundation:** we have the equipment and certification to custom install a screw-pile foundation for every home, included in the price. The screw-pile systems allows for fast construction, deeper and higher load carrying capability, minimal site disturbance and low carbon footprint, and can be installed in a variety of ground soil.
- **Exterior Finish:** because we are partnered with a plastics thermoforming company with over 20 years of experience in the movie industry, you have endless options to choose from for exterior finish. We can make the homes look like anything you want; from brick to cedar panels at a fraction of the cost.
- **Interior Finish:** all homes come ready to move-in. We provide a finished home that a tenant can move directly into, paint and furnish how they see fit.

### Annual Sales Volumes

Annual Sales 2013	\$124,140
Annual Sales 2014	\$389,933
Annual Sales 2015	\$199,268
Current Sales 2016	\$138,253
Projected Sales 2016	\$625,000

### Client Reference #1

Community:	Gwa'sala 'Nakwaxda'xw First Nation
Location:	Port Hardy, BC
Number of Homes Constructed:	1
Homeowner:	Senior member of the community with a disability (home was made accessible).
Contact:	Leo Lawson, Capital Specialist
Email:	lhanslawson@msn.com
Phone:	250-902-2360



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**Client Reference #2**

Community	Gitlaxt'aamiks people of the Nisga'a Nation
Location:	New Aiyansh, BC
Number of Homes Constructed to Date:	5
Homes Currently Being Manufactured:	3
Future Buildings Anticipated:	8 homes, 2 convenience stores
Contact:	Walter Nisyok, Housing/Capital Projects
Email:	<a href="mailto:walter@peopleofthegrizzly.com">walter@peopleofthegrizzly.com</a>
Phone:	250-633-3109
Notes:	The Gitlaxt'aamiks Village Government has been extremely pleased with our work to date and are happy to provide a clear reference and support for our products.



## CORPORATE CAPABILITY

### Financial Capability

As a relatively young company, Maas Designs Inc. has a strong working relationship with the Business Development Bank of Canada who provided the capital loan required to increase production capacity. Maas Designs Inc. and Pittfield Designs Inc. have successfully accessed the Government of Canada Scientific Research and Experimental Development Tax (SRED) program, allowing the company to leverage significant funding to improve the current product. Additionally, Maas Designs Inc. and Pittfield Designs Inc. have access to the capital required to increase production capacity if necessary due to contract requirements.

### Experience and Workload Capacity

- Have the capacity to manufacture a 1200sq/ft house every two-weeks.
- Key example of experience was completing all ice panels and signage for the 2010 Winter Olympic Opening and Closing Ceremonies between November 2009 and February 2010 under budget and on-time.

### Key Personnel

**Tyson Atleo, Director of Corporate Development and Client Engagement:** Tyson ?ikaatius Atleo is the next in-line to hold a 27th generation hereditary Chief seat for the Ahousaht First Nation from the west coast of British Columbia, Canada. Tyson has enjoyed a successful career providing professional economic and governance development, communications and engagement services to Aboriginal governments and communities, not-for-profit organizations, the Government of Canada and private industry. He has served as an elected councillor and vice-president of his Nation's economic development corporation. In 2015, Tyson concluded 8-years of employment with the Government of Canada where he was employed as an Aboriginal engagement advisor to a number of departments and led numerous national and regional projects. Holding a degree in professional communications and currently employed as a community development management consultant. Tyson is passionate about Ma?as Designs Inc. and strongly believes that having a well-built home is a strong determinant of health in First Nations communities.

**Brian Borsato, Director of Operations:** A successful and long-time entrepreneur, Brian is the part owner and operator of Ma?as Designs and two other manufacturing companies: Pittfield Designs and Scenic Solutions. Brian has managed Pittfield Designs as a manufacturer of high quality, heavy truck products since 1991. Brian expanded his operations using his innovative designs to include Scenic Solutions, producing stock sheet goods, and custom and original work for the film industry. Scenic Solutions has produced products for over 100 films or productions including the X Men movies, the Stargate TV series, and the UBC Theatre. A passionate innovator and intelligent problem solver, Brian has led the design and development of countless and priceless custom, and industry leading innovations including the housing and structural technologies used by Ma?as Designs.



## COMPLETED AND CURRENT MAJOR PROJECTS

### Relevant Projects

In addition to modular housing, Pittfield Designs Inc. has a long history of successful projects completed for the movie industry and the Vancouver Olympic Committee. Additional information may can be made available if shortlisted.

At this time due to confidentiality requirements, we are unable to provide any additional information beyond the below clients.

Community:	Gwa'sala 'Nakwaxda'xw First Nation
Location:	Port Hardy, BC
Number of Homes Constructed:	1
Homeowner:	Senior member of the community with a disability (home was made accessible).
Contact:	Leo Lawson, Capital Specialist
Email:	lhanslawson@msn.com
Phone:	250-902-2360

Community	Gitlaxt'aamiks people of the Nisga'a Nation
Location:	New Aiyansh, BC
Number of Homes Constructed to Date:	5
Homes Currently Being Manufactured:	3
Future Buildings Anticipated:	8 homes, 2 convenience stores
Contact:	Walter Nisyok, Housing/Capital Projects
Email:	<a href="mailto:walter@peopleofthegrizzly.com">walter@peopleofthegrizzly.com</a>
Phone:	250-633-3109

### Projects Scheduled During RFP Term

- 1) 3 x 1200sq/ft homes being manufactured and assembled for the Nisga'a Village of Gitlaxt'aamiks



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## CONFLICTS/COLLUSION/LOBBYING

### 7.1 Conflicts of Interest Generally

1. No
2. No

### 7.2 Former City of Housing Agency Employees

- 1) No

### 7.3 Other Clients

- 1) No

### 7.4 Collusion

- 1) No

### 7.5 Lobbying

- 1) No
- 2) No



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## DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE – PITTFIELD DESIGNS INC.

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604-599-0388

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING

SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

**DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The Housing Agency and The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, qualification, expression of interest or quotation to the Housing Agency, or have a plan in place to comply within a specific period of time. The Housing Agency reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

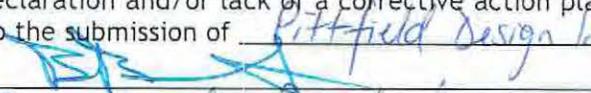
As an authorized signatory of Pittfield Design Inc. (vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, Pittfield Design Inc. (vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation / conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of Pittfield Design Inc. (vendor name).

Signature:

Name and Title:

  
Brian Borsato, President



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## DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE – MAAS DESIGNS INC.

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RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING

SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE

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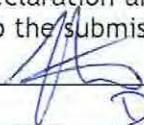
The Housing Agency and The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, qualification, expression of interest or quotation to the Housing Agency, or have a plan in place to comply within a specific period of time. The Housing Agency reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of Maas Designs Inc. (vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, Maas Designs Inc. (vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation / conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of Pittfield Designs Inc. (vendor name).

Signature:   
 Name and Title: Director



#10 - 8116 130 St,  
Surrey BC, V3W 8J9  
[www.maasdesigns.com](http://www.maasdesigns.com)

[info@maasdesigns.com](mailto:info@maasdesigns.com)  
P: 604-599-0388  
F: 604-599-0386

## SCHEDULE 6 – PRICING PROFORMA

#10 - 8116 130 St  
Surrey BC, V3W 8J9

[www.maasdesigns.com](http://www.maasdesigns.com)

[info@maasdesigns.com](mailto:info@maasdesigns.com)  
604-599-0388

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING  
 SCHEDULE 6 - PRICING PROFORMA

SCHEDULE 6 - PRICING PROFORMA

**PRICING EXERCISE**

Respondents should submit a detailed response to the proforma exercises below:

These proforma exercises will assist the Housing Agency in determining each Respondent's knowledge of the costs that are involved in the construction, delivery and installation of modular housing units and can be used to highlight any innovation/creativity to help reduce costs and expedite delivery. Using the following hypothetical information, please complete the following tables for both Project Type 1 and Project Type 2.

**1. PRICING FOR PROJECT TYPE 1**

At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Site area - 10,000 square feet, level, gravel, rectangular shaped site;
- 35 self-contained units with washroom and shower facilities in each unit;
- Average size of units is 150 square feet;
- Unit Mix - 75% single bed, 25% double occupancy; and
- Communal Amenity Area of 1250 Square Feet, with office, laundry facilities, and small kitchenette, either repurposed from previous sites or specialty built for this project, providing a link to the modular housing units.

Table 1: Sample Pricing for Modular Housing

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Prefabricated Modular Housing Units	Total Price	s.21(1)
Delivery of Prefabricated Modular Housing Units	Total Price	
Installation of Prefabricated Modular Housing Units including foundations	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Plumbing works including water, waste and sprinkler connection to outside services	Total Price	
Electrical work including connection to outside service, the supply and installation of hard wired smoke and CO2 sensors	Total Price	

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING  
 SCHEDULE 6 - PRICING PROFORMA

Supply and installation of 5lb wall hung Fire extinguishers as required	Each	s.21(1)
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes	\$	s.21(1)

Table 2: Sample Pricing for Communal Amenity Area

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Communal Amenity Area, including foundations	Total Price	s.21(1)
Delivery of Communal Amenity Area	Total Price	
Installation of Communal Amenity Area including foundations (if not included above)	Total Price	
Plumbing works including connection of small kitchenette to outside services	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Electrical work including connection to outside services, the supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	
Supply and installation of 5lb wall hung Fire extinguishers as required	Each	
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes		

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING  
 SCHEDULE 6 - PRICING PROFORMA

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2. FINANCING FOR PROJECT TYPE 1

FINANCING

The Housing Agency is looking at the possibility of a lease to own arrangement with multiple buyout options. For the lease to own arrangement the Housing Agency requests that the respondents submit what the monthly rate is for the lease as well as the yearly buyout costs on the annual anniversary of the agreement. For the purpose of this proforma for the RFQ the Housing Agency is assuming that the total cost of the modular housing and the community amenity area is \$800,000.00. Please enter the information requested in Table 3.

Table 3: Sample Financing

Total Purchase Price	\$800,000
Monthly Lease Payment	s.21(1)
Year One Buyout Price	
Year Two Buyout Price	
Year Three Buyout Price	
Year Four Buyout Price	
Year Five Buyout Price	

3. PRICING FOR PROJECT TYPE 2

As explained under Section 1.3 Scope of Work the Housing Agency is looking for the supply of prefabricated modular units with a mix of studios, two and three bedroom units (exact mix and number of units in each development to be confirmed). These developments will need to be built in accordance with zoning, by-law and code requirements and may be multi-level (in accordance with zoning for each site). These units are anticipated to be required in eight months to one year.

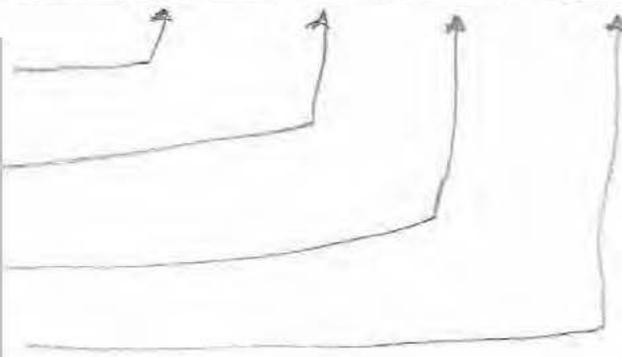
At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Level, rectangular shaped site;

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING  
 SCHEDULE 6 - PRICING PROFORMA

connection to outside services, supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors		s.21(1)			
Construction of a communal amenity area s.21(1)	Total Price				
Demobilization	Total Price				
Price before GST or other applicable taxes		\$	\$	\$	\$

s.21(1)



RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

- 100 Units with the unit mix and unit size (Table 4) as set out below;
- Unit Mix - 15% studio, 10% one beds, 25% two beds, 50% three beds;
- Allowance for 300 sq.ft common amenity space; and
- Built to City of Vancouver Building Bylaws.

Table 4: Unit Size

For the purpose of this proforma, the Respondent is to assume the Unit sizes are as per the table below:

Unit Type	Approximate Size in Square Feet
Studio	320
One bed	450
Two bed	650
Three bed	800

Table 5: Sample Pricing for Prefabricated Modular Housing

Based on the information above, and assuming for the purposes of this proforma that the initial build is 100 Units, please complete this table 5 with the options to increase the amounts of units:

Table 5: Sample Pricing for Project Type 2

Type of Product or Description of Product	Unit of Measurement	Sample Price for 100 Units	Sample Price for 250 Units	Sample Price for 500 Units	Sample Price for 1000 Units
Construction of Prefabricated Modular Housing Units	Per Square Foot	s.21(1)			
Delivery of Prefabricated Modular Housing Units	Total Price				
Installation of Prefabricated Modular Housing Units including foundations	Total Price				
Plumbing works including any necessary connection to outside services	Total Price				
Electrical work including the	Total Price	\$	\$	\$	\$

Intact Insurance Company  
1200, 321 - 6th Avenue S.W.  
Calgary, AB T2P 4W7

**Insured name and postal address**  
Pittfield Designs Inc. & Ma7as Designs Inc.  
8116 130 Street Unit 10  
Surrey, BC V3W 8J9

**Broker** 71987  
Westland Insurance Group Ltd.  
200-2121-160th Street Surrey, Bc  
V3S 9N6  
Phone No. 604 543 7786

### General Information

Intact Insurance Company hereinafter called the Insurer.

Type of Document	NEW BUSINESS
Policy Period	From September 14, 2015 To September 14, 2016 12:01 A.M. local time at the postal address of the Insured shown above
Professional Services	Modular Home Design
Billing Method	Agency Bill
<b>Total Policy Premium</b>	<b>\$4,200</b>

This policy contains a clause(s) that may limit the amount payable

In consideration of the premium stated, the insurer will indemnify the Insured with the terms and conditions of the Policy.

The Policy is issued subject to the declarations, coverage agreements, exclusions, definitions, conditions, and limits as well as the riders or endorsements to the policy which may from time to time be added to form part of the policy.

In accepting the present policy, the Insured and the Beneficiary, if any, recognize that from the effective date of this policy, any previous policy stated in the Declarations is replaced by this policy, including all renewals attaching thereto.

CANCELLATION

In consideration of the return premium, if any, this Policy and Renewal (if any) are cancelled and surrendered to the Insurer.

Date of Cancellation (Day, month, year): \_\_\_\_\_

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_  
Insured Date

**Coverage Details**

Coverage	Form	Deductible \$	Limit of Insurance \$
Professional Liability (Errors and Omissions)	PL01-1		
Each Loss		2,500	1,000,000
Aggregate			1,000,000
Declaration of Emergency Endorsement - Extension of Termination or Expiry Date	2485-1		
Statutory Conditions (except Quebec)	G003-1		
Prior Acts Exclusion - Retroactive Date	P101-1		
Technical and Architectural Services Additional Exclusions	P124-1		
Project Management/Construction Management Warranty	GE0001		

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Retroactive Date                      September 14, 2015

Additional Conditions

**Emergency number**

If you have a serious loss after regular business hours,  
please call:

**1 866 464 2424**

## Project Management/Construction Management Warranty

This Endorsement Changes the Policy. Please Read it Carefully.

Applicable to Professional Liability Insurance

The "Insured" guarantees to the Insurer and warrants as a condition of coverage under this policy that in respect of the "Insured's" "professional services" as a project manager and/or construction co-ordinator, the "Insured" will require as a condition of the contract between it and its sub-contractors that such sub-contractors must maintain, at all times material to the coverage afforded under this policy, the following valid and collectible insurance coverage:

1. in the case of construction trade related general and/or sub-contractors: a general liability insurance policy with limits of liability of not less than \$1,000,000 each "loss"; and
2. in the case of directly contracted and/or sub-contracted professionals, an errors and omissions or professional liability insurance policy with limits of liability of not less than \$1,000,000 each "loss".

Failure to respect this warranty shall render this policy voidable.

Except as otherwise provided in this endorsement all terms and conditions of this policy shall remain unchanged.

Intact Insurance Company  
1200, 321 - 6th Avenue S.W.  
Calgary, AB T2P 4W7

**Insured name and postal address**

Pittfield Design Inc and Ma7as Designs Inc  
8116 130 Street Unit 10  
Surrey, BC V3W 8J9

**Broker** 04143

Westland Insurance Group Ltd.  
2121 160th Street Unit 200 Surrey, British  
Columbia  
V3S 9N6  
Phone No. 604 543 7788

**General Information**

Intact Insurance Company hereinafter called the Insurer.

Type of Document	POLICY CHANGE
Policy Period	From July 22, 2015 To July 22, 2016 12:01 A.M. local time at the postal address of the insured shown above
Effective Date of Modification	October 30, 2015
Insured's Business Operations	Manufacturer of Bug Screens for Trucks and Plant Containers
Reason for Modification	Change of Insured's Business Name
Billing Method	Agency Bill
Additional Premium	\$0
<b>Total Policy Premium</b>	<b>\$10,417</b>

This policy contains a clause(s) that may limit the amount payable

In consideration of the premium stated, the insurer will indemnify the Insured with the terms and conditions of the Policy.

The Policy is issued subject to the declarations, coverage agreements, exclusions, definitions, conditions, and limits as well as the riders or endorsements to the policy which may from time to time be added to form part of the policy.

In accepting the present policy, the Insured and the Beneficiary, if any, recognize that from the effective date of this policy, any previous policy stated in the Declarations is replaced by this policy, including all renewals attaching thereto.

CANCELLATION

In consideration of the return premium, if any, this Policy and Renewal (if any) are cancelled and surrendered to the Insurer.

Date of Cancellation (Day, month, year): \_\_\_\_\_

Reason: \_\_\_\_\_

Signature: \_\_\_\_\_

Insured

Date

**Location 1**

**Address** 8116 130 Street  
Surrey South, BC V3W 8J9

**Occupancy** Manufacturer of Bug Screens for Trucks and Plant Containers

Coverage	Form	Coinsurance %	Deductible \$	Limit of Insurance \$
Commercial Building and Contents Broad Form Contents of Every Description Valuation: Replacement Cost	BF02-1	90	1,000	865,332
Gross Earnings Manufacturing	BI08-1	80		400,000
Gross Earnings Manufacturing	BI08-1	80		400,000
Earthquake Shock Endorsement Deductible 20% or \$50,000, whichever is the greater	E021-1			
Flood Extension	E023-1		25,000	
Sewer Backup Extension	E042-1		2,500	
Light Manufacturers Edge (Property)	EP01-1		1,000	As per Form

Crime

Coverage	Form	Deductible \$	Limit of Insurance \$
Edge Crime Coverage Endorsement:	EC01-1		
Broad Form Money and Securities - Custodian Home- Insuring Agreement III.A			5,000
Broad Form Money and Securities - Inside Premises - Insuring Agreement II.A			5,000
Broad Form Money and Securities - Outside Premises - Insuring Agreement III.A			5,000
Depositors Forgery Coverage - Insuring Agreement V			5,000
Employee Fidelity Coverage - Insuring Agreement I.A			10,000
Standard Conditions (Crime)	GC06R1-1		

General Liability			
Coverage	Form	Deductible \$	Limit of Insurance \$
Commercial General Liability	LR10-1		
Coverage A - Bodily Injury, Personal Injury and Property Damage Liability (Limit of Liability - each accident or occurrence)			5,000,000
Coverage A - Bodily Injury, Personal Injury and Property Damage Liability (General Aggregate Limit)			5,000,000
Coverage A - Products-Completed Operations (Limit of Liability - aggregate)			5,000,000
Coverage A - Property Damage Deductible: Per Occurrence		1,000	
Coverage B - Advertising Injury (Limit of Liability - each accident or occurrence)			5,000,000
Coverage C - Medical Payments (Limit of Liability - each person)			10,000
Coverage D - Tenants' Legal Liability (Limit of Liability - any one accident)		1,000	500,000
Reimbursement U.S. (deductible amount)		5,000	
Light Manufacturers Edge (Liability)	EL01-1		As per Form
Additional Insured Endorsement	L402-1		
Additional Insured Endorsement	L402-1		
Coverage Territory Amendment - Canada only	L407-1		
S.E.F. No. 99 Excluding Long term Leased Vehicle Endorsement	L431-1		
S.P.F. No. 6 - Standard Non-Owned Automobile Policy Section A - Third party Liability	L432-1		5,000,000
Amended Professional Services Exclusion Endorsement	L483-1		
Bodily Injury and Property Damage Deductible Endorsement Deductible	L542-1	1,000	
Named Insured Endorsement	GE0001		

**General Liability**

Premises, Property and Operations	Rating Base	Rating Information(s)
Manufacturing of Bug Screen for Trucks - Canadian	Flat premium	
Manufacturing of Individual Pieces of Scenery for Entertainment Industry - Cdn	Flat premium	
Manufacturing of Bug Screen for Trucks - US	Flat premium	
Manufacturing of Individual Pieces for Satellite Antenna Covers	Flat premium	
Modular Homes	Flat premium	

Interested Party(ies)	Additional Insured	Applicable to
Redstone Enterprises Ltd 8183 130 Street, Surrey BC V3W 7X4	Additional Insured	With Respect to Form L152

### Additional Conditions

	Form
Declaration of Emergency Endorsement	2485-1
Data Exclusion	E074-1
Terrorism Exclusion	E077-1
Fungi and Fungal Derivatives Exclusion	E078-1
Legal Guard Information Service	E110-1
General Deductible	G001-1
Statutory Conditions (except Quebec)	G003-1
Sixty Days Notice of Cancellation/Termination	G004-1

#### Emergency number

If you have a serious loss after regular business hours,  
please call:

**1 866 464 2424**

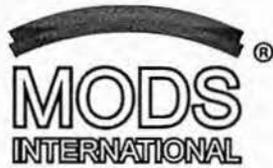
## Named Insured Endorsement

This endorsement changes the policy. Please read it carefully.

The following is added as a Named Insured with respect to Commercial General Liability LR10:

Scenic Solutions inc

Except as otherwise provided in this endorsement, all terms and conditions of this policy shall remain unchanged.



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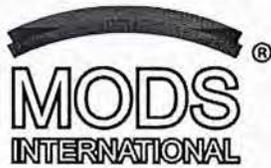
LETTER OF QUALIFICATION

February 23, 2016

**TO: The Vancouver Affordable Housing Agency (the "Housing Agency")**

**RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF  
SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING**

1. Being duly authorized to represent and act on behalf of MODS International Inc., the undersigned hereby submits the attached Response and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to MODS International Inc.
3. The Housing Agency and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFQ.
5. The Housing Agency and its representatives may contact the following persons for further information:  
  
Sergei Klimov  
Cell: 920-515-3807  
Office: 920-560-4807  
Email: [sklimov@modsinternational.com](mailto:sklimov@modsinternational.com)
6. This Response is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the Housing Agency, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFQ (and consistent with this Response) if the Housing Agency invites the Respondent to participate in a request for proposals or invitation to tender;



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(c) the Housing Agency may:

(i) amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;

(ii) open this process to potential proponents other than the grouping of PreQualified Respondents contemplated by the RFQ;

(iii) determine which City-owned sites targeted for the installation of prefabricated modular housing will be subject to Site-Specific RFPs as contemplated by this RFQ and which may be subject to a separate procurement process;

(iv) reject or accept any or all Responses;

(v) cancel the RFQ process and reject all Responses;

(vi) cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;

(vii) request that any Respondent to provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;

(viii) terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or

(ix) at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFPs to Pre-Qualified Respondents.

(d) neither the Housing Agency nor the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.



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**7.** The Respondent confirms and warrants that the information disclosed in the section of its Response titled “Conflicts; Collusion; Lobbying” is a complete and accurate response to Section 7.0 of the RFQ.

**8.** The Respondent acknowledges and agrees that the RFQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever create any obligation on the part of the Housing Agency to treat the Respondent’s or any other respondent’s Response in any particular manner or undertake the Housing Agency’s RFQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).

**9.** The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFQ.

**10.** Except only and to the extent that the Housing Agency is in breach of Section 11 of this letter, the Respondent now releases the Housing Agency, the City of Vancouver and their respective directors, officials, agents and employees from all liability for any costs, damages or losses incurred in connection with the RFQ, including any cost, damages or losses in connection with:

(a) any alleged (or judicially determined) breach by the Housing Agency or its directors, officials, agents or employees of any obligation or duty under the RFQ;

(b) any unintentional tort of the Housing Agency or its directors, officials, agents or employees occurring in the course of conducting the RFQ; or January 29, 2016 2-2 RFQ No. PSVAHA2016-01 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING SCHEDULE 2 - LETTER OF QUALIFICATION

(c) the manner in which the Housing Agency: reviews, considers, evaluates or negotiates any Response; addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.

**11.** Subject to the applicable provisions of the Freedom of Information and Protection of Privacy Act (British Columbia) and the Housing Agency’s right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFQ, the Housing Agency will treat



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the Response (and the Housing Agency's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

**12.** The Respondent acknowledges receipt of the following amendments and addenda (if applicable);

Amendment/Addendum No. 1

Date: Feb. 17, 2016.

Amendment/Addendum No. 2

Date: Feb. 22, 2016

Amendment/Addendum No.

Date:

**13.** Any dispute relating to the RFQ (except to the extent that the Housing Agency breaches Section 11 above) will be resolved by arbitration in accordance with the Commercial Arbitration Act (British Columbia), amended as follows:

(a) The arbitrator will be selected by the Housing Agency;

(b) Section 10 of this letter, and the other provisions hereof, will apply; and

(c) The Respondent will bear all costs of the arbitration.

**14.** The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

Respondent Name(s): MODS International Inc.

Signature:

Date:

Name of Signatory: Sergei Klimov

Title of Signatory: Business Developer

Mailing Address: 5523 Integrity Way, Appleton, WI 54913

Telephone No.: 920-560-4807

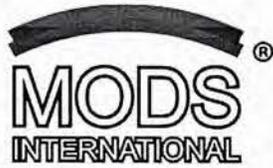
Fax No.: 920-560-4850

Key Contact Person: Sergei Klimov

E-mail: [sklimov@modsinternational.com](mailto:sklimov@modsinternational.com)

GST Registration No.:

Date and Jurisdiction of Incorporation: 05/22/2009



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City of Vancouver

WorkSafeBC Registration

BC 0852450

Business License No.  
(or, if available, Metro  
West Inter-Municipal  
Business License No.):

No.: 80537 1499



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STATEMENT OF QUALIFICATION

**RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF  
SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING**

Closing time: February 26<sup>th</sup> 2016

Respondent:

MODS International Inc.  
Attn: Sergei Klimov  
5523 Integrity Way  
Appleton, WI 54913  
Tel: 920-560-4807  
Fax: 920-560-4850

To Housing Agency:

Please, accept this proposal as our wish to be considered for both Project Types 1 and 2.

**I. Corporate Experience**

We are a corporation in Appleton, Wisconsin. MODS International Inc. designs and builds throughout the world since 2007. [www.modsinternational.com](http://www.modsinternational.com) We have built housing projects in Siberia for oil exploration operations in the extreme cold weather conditions to man camps in Williston, North Dakota (550 living units) using cargo containers. In addition to residential projects, a lot of our work is commercial use: restaurants, cafeterias and bars, pop-up stores, trade show display units, and many others. Our main operation is Orion Builds, Inc. You can find us at [www.orionbuilds.com](http://www.orionbuilds.com) With over 30 years in business as a large commercial and industrial general contractor we place our Modular On Demand Structures MODS around the world with a team of seasoned construction crews. We work with our clients to create a design to meet their exact needs, then present to the permitting authorities for local zoning and building permits. The majority of the construction of the containers is completed in a controlled environment in our 325,000 sq. ft. factory here in Oshkosh, WI , then shipped to the final destination for installation, completion and final inspections.

**II. Corporate Capability**

Our facility and experience allow us to produce up to 10 living units a week for Project Type 1. The work is performed in a controlled environment in a 325,000 sq ft factory in Oshkosh, Wisconsin by a team of qualified and experienced workers.



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**III. Completed Major Projects**

- Alexander Bakken Man Camp, 550 living units, Williston, North Dakota USD \$11,950,000
- General Electric storefront for EAA Airshow in Oshkosh, USD \$290,000
- Hartzell Propellers storefront for EAA Airshow in Oshkosh, USD \$300,000

**IV. Proforma**

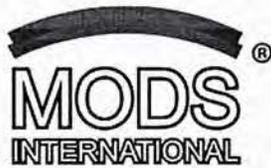
Please, see the attached schedule 6-pricing proforma for details. All the prices are in US Dollars.

**V. Conflicts/Collusion/Lobbying**

We spent our time evaluating the content of Section 7 and found no potential and current conflicts of interest, matters of collusion, and nobody at the company was engaged in in any form of political or other lobbying with respect to the RFQ, other than through the submission of its Response

**VI. Images**

Due to history and size of our orders we would like to include a few images of the project similar to Type 1 and Type 2. We understand that in a Project Type 1 the kitchen should not be included, and can easily be replaced with a sink vanity cabinet, table or sofa. Also the image reflects a double occupancy unit.



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We truly appreciate the opportunity to be considered for such projects and look forward to our discussions and to providing you with that service,

Respectfully,

A handwritten signature in black ink, appearing to read "S. Klimov", is written over a thin horizontal line.

Sergei G. Klimov  
Business Development



[www.modsinternational.com](http://www.modsinternational.com)  
5523 Integrity Way  
Appleton, WI 54913  
P 920.560.4807 • M 920.515.3807

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

**SCHEDULE 6 - PRICING PROFORMA**

**PRICING EXERCISE**

Respondents should submit a detailed response to the proforma exercises below:

These proforma exercises will assist the Housing Agency in determining each Respondent's knowledge of the costs that are involved in the construction, delivery and installation of modular housing units and can be used to highlight any innovation/creativity to help reduce costs and expedite delivery. Using the following hypothetical information, please complete the following tables for both Project Type 1 and Project Type 2.

**1. PRICING FOR PROJECT TYPE 1**

At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Site area - 10,000 square feet, level, gravel, rectangular shaped site;
- 35 self-contained units with washroom and shower facilities in each unit;
- Average size of units is 150 square feet;
- Unit Mix - 75% single bed, 25% double occupancy; and
- Communal Amenity Area of 1250 Square Feet, with office, laundry facilities, and small kitchenette, either repurposed from previous sites or specialty built for this project, providing a link to the modular housing units.

Table 1: Sample Pricing for Modular Housing

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Prefabricated Modular Housing Units	Total Price	s.21(1)
Delivery of Prefabricated Modular Housing Units	Total Price	
Installation of Prefabricated Modular Housing Units including foundations	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Plumbing works including water, waste and sprinkler connection to outside services	Total Price	
Electrical work including connection to outside service, the supply and installation of hard wired smoke and CO2 sensors	Total Price	

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

Supply and installation of 5lb wall hung Fire extinguishers as required	Each	s.21(1)
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes	\$	s.21(1)

Table 2: Sample Pricing for Communal Amenity Area

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Communal Amenity Area, including foundations	Total Price	s.21(1)
Delivery of Communal Amenity Area	Total Price	
Installation of Communal Amenity Area including foundations (if not included above)	Total Price	
Plumbing works including connection of small kitchenette to outside services	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Electrical work including connection to outside services, the supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	
Supply and installation of 5lb wall hung Fire extinguishers as required	Each	
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes		

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

**2. FINANCING FOR PROJECT TYPE 1**

**FINANCING**

The Housing Agency is looking at the possibility of a lease to own arrangement with multiple buyout options. For the lease to own arrangement the Housing Agency requests that the respondents submit what the monthly rate is for the lease as well as the yearly buyout costs on the annual anniversary of the agreement. For the purpose of this proforma for the RFQ the Housing Agency is assuming that the total cost of the modular housing and the community amenity area is \$800,000.00. Please enter the information requested in Table 3.

Table 3: Sample Financing

Total Purchase Price	\$800,000
Monthly Lease Payment	s.21(1)
Year One Buyout Price	
Year Two Buyout Price	
Year Three Buyout Price	
Year Four Buyout Price	
Year Five Buyout Price	

s.21(1)

**3. PRICING FOR PROJECT TYPE 2**

As explained under Section 1.3 Scope of Work the Housing Agency is looking for the supply of prefabricated modular units with a mix of studios, two and three bedroom units (exact mix and number of units in each development to be confirmed). These developments will need to be built in accordance with zoning, by-law and code requirements and may be multi-level (in accordance with zoning for each site). These units are anticipated to be required in eight months to one year.

At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Level, rectangular shaped site;

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

- 100 Units with the unit mix and unit size (Table 4) as set out below;
- Unit Mix - 15% studio, 10% one beds, 25% two beds, 50% three beds;
- Allowance for 300 sq.ft common amenity space; and
- Built to City of Vancouver Building Bylaws.

Table 4: Unit Size

For the purpose of this proforma, the Respondent is to assume the Unit sizes are as per the table below:

Unit Type	Approximate Size in Square Feet
Studio	320
One bed	450
Two bed	650
Three bed	800

Table 5: Sample Pricing for Prefabricated Modular Housing

Based on the information above, and assuming for the purposes of this proforma that the initial build is 100 Units, please complete this table 5 with the options to increase the amounts of units:

Table 5: Sample Pricing for Project Type 2

Type of Product or Description of Product	Unit of Measurement	Sample Price for 100 Units	Sample Price for 250 Units	Sample Price for 500 Units	Sample Price for 1000 Units
Construction of Prefabricated Modular Housing Units	Per Square Foot	\$	\$	\$	\$
Delivery of Prefabricated Modular Housing Units	Total Price	\$	\$	\$	\$
Installation of Prefabricated Modular Housing Units including foundations	Total Price	\$	\$	\$	\$
Plumbing works including any necessary connection to outside services	Total Price	\$	\$	\$	\$
Electrical work including the	Total Price	\$	\$	\$	\$

SEE AMENDMENT



February 17, 2016

**REQUEST FOR QUALIFICATIONS (“RFQ”) No.PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING**

**AMENDMENT No. 1**

**RE: CLOSING DATE CHANGED TO FEBRUARY 26, 2016**

*Currently Reads:*

**COVER PAGE**

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the “Housing Agency”), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 3:00 p.m., February 19, 2016 Vancouver Time (as defined in Note 3 below), on (the “Closing Time”).

*Please Change to:*

**COVER PAGE**

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the “Housing Agency”), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 1:00 p.m., February 26, 2016 Vancouver Time (as defined in Note 3 below), on (the “Closing Time”).



All other conditions and specifications remain unchanged.

This amendment is to be completed, and attached to your Proposal form.

MODS INTERNATIONAL INC.

NAME OF VENDOR



SIGNATURE OF AUTHORIZED SIGNATORY

2/24/2016.

DATE



February 22, 2016

**REQUEST FOR QUALIFICATIONS ("RFQ") No.PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING**

**AMENDMENT No. 2**

**RE: SCHEDULE 6 - PRICING PROFORMA, Table 5**

*Please change to:*

**Table 5: Sample Pricing for Project Type 2**

Type of Product or Description of Product	Unit of Measurement	Sample Price for 100 Units	Sample Price for 250 Units	Sample Price for 500 Units	Sample Price for 1000 Units
Construction of Prefabricated Modular Housing Units	Per Square Foot	s.21(1)			
Delivery of Prefabricated Modular Housing Units	Total Price				
Installation of Prefabricated Modular Housing Units including foundations	Total Price				
Plumbing works including any necessary connection to outside services	Total Price				
Installation of sprinklers and sprinkler connections to outside	Total Price				



VANCOUVER  
AFFORDABLE  
HOUSING  
AGENCY

services					
Electrical work including the connection to outside services, supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	s.21(1)	[Redacted]		
Construction of a communal amenity area	Total Price				
Demobilization	Total Price				
Price before GST or other applicable taxes					

All other conditions and specifications remain unchanged.

This amendment is to be completed, and attached to your Proposal form.

MODS International Inc.

NAME OF VENDOR

[Signature]  
SIGNATURE OF AUTHORIZED SIGNATORY

2/24/2016

DATE

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

**DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The Housing Agency and The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, qualification, expression of interest or quotation to the Housing Agency, or have a plan in place to comply within a specific period of time. The Housing Agency reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

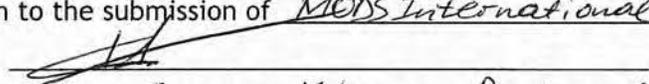
As an authorized signatory of MODS International Inc (vendor name), I declare that I have reviewed the SCC and to the best of my knowledge, MODS International Inc (vendor name) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (include all violations/convictions that have occurred in the past three years as well as plans for corrective action).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of MODS International Inc (vendor name).

Signature:

Name and Title:

  
Sergei Klimov, Business Developer



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER MCHUGH FAMILY INSURANCE 1400 N RANKIN ST APPLETON WI 54911	CONTACT NAME: CASEY MCHUGH PHONE (A/C, No, Ext): 920.364.9400 E-MAIL ADDRESS: MCHUGHFAMILYINS@GMAIL.COM PRODUCER CUSTOMER ID #:	FAX (A/C, No): 920.364.9430
INSURED	INSURER(S) AFFORDING COVERAGE	
MODS INTERNATIONAL 5523 INTEGRITY WAY APPLETON WI 54913	INSURER A: HANOVER SPECIALTY	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER:

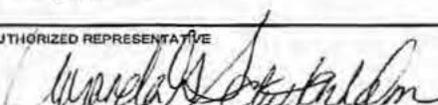
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			s.21(1)	03/11/2015	03/11/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory In NH) If yes, describe under SPECIAL PROVISIONS below			N/A			WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

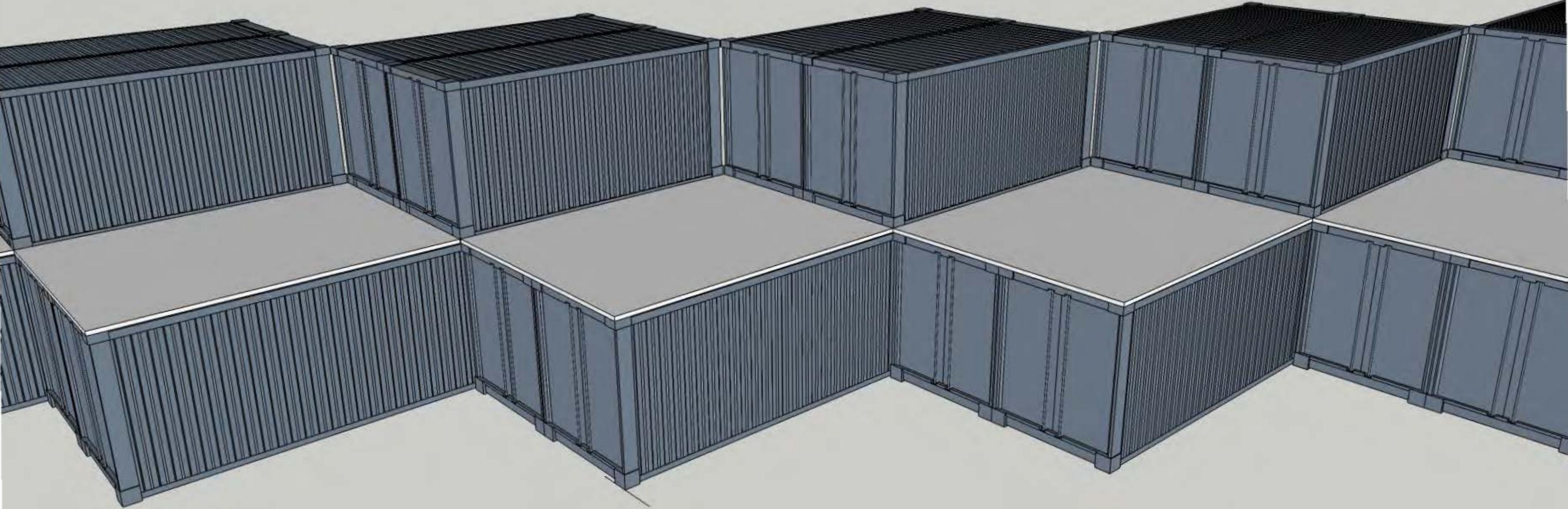
**CERTIFICATE HOLDER****CANCELLATION**

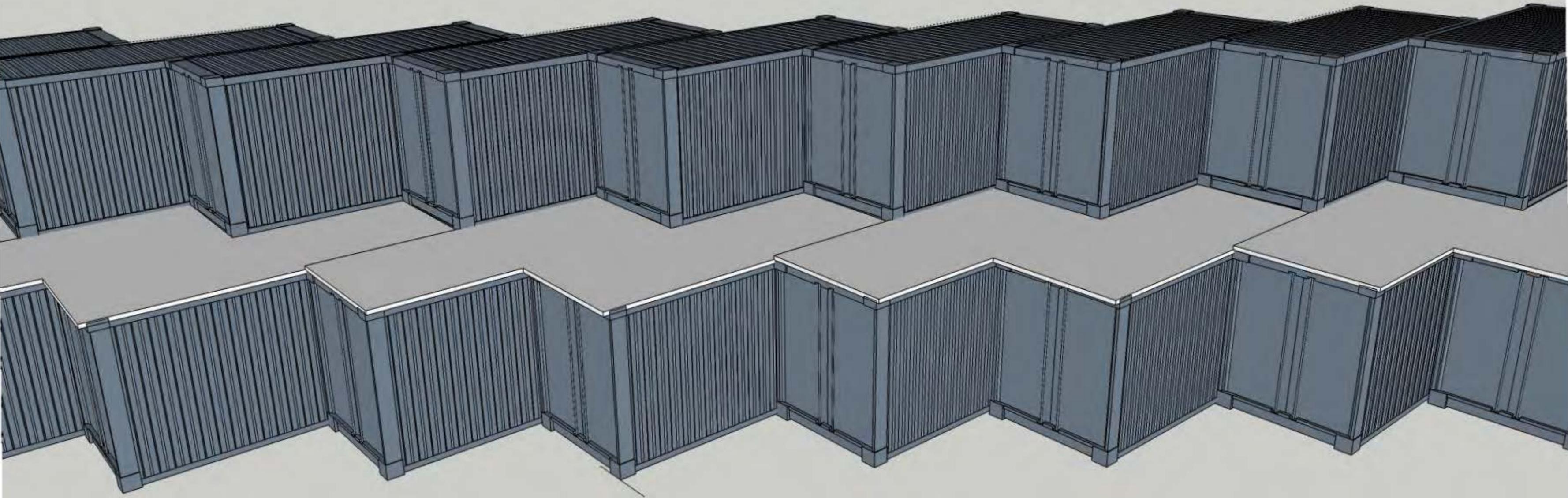
VANCOUVER AFFORDABLE HOUSING AGENCY 453 W 12TH ST VANCOUVER BC	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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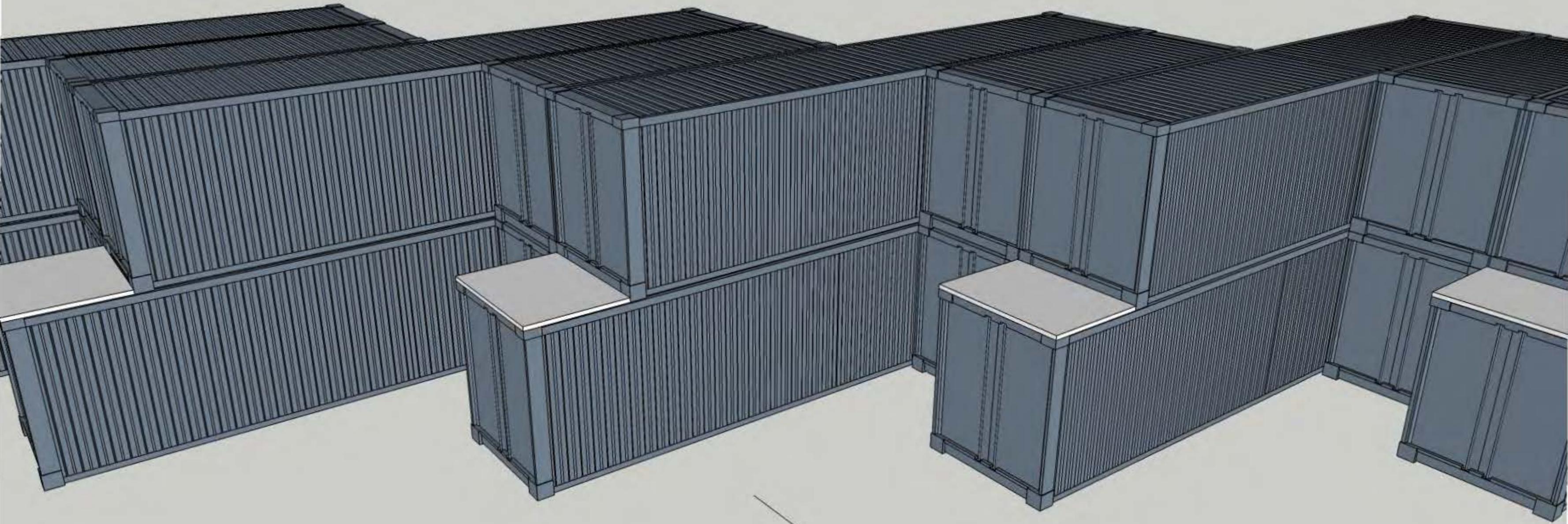
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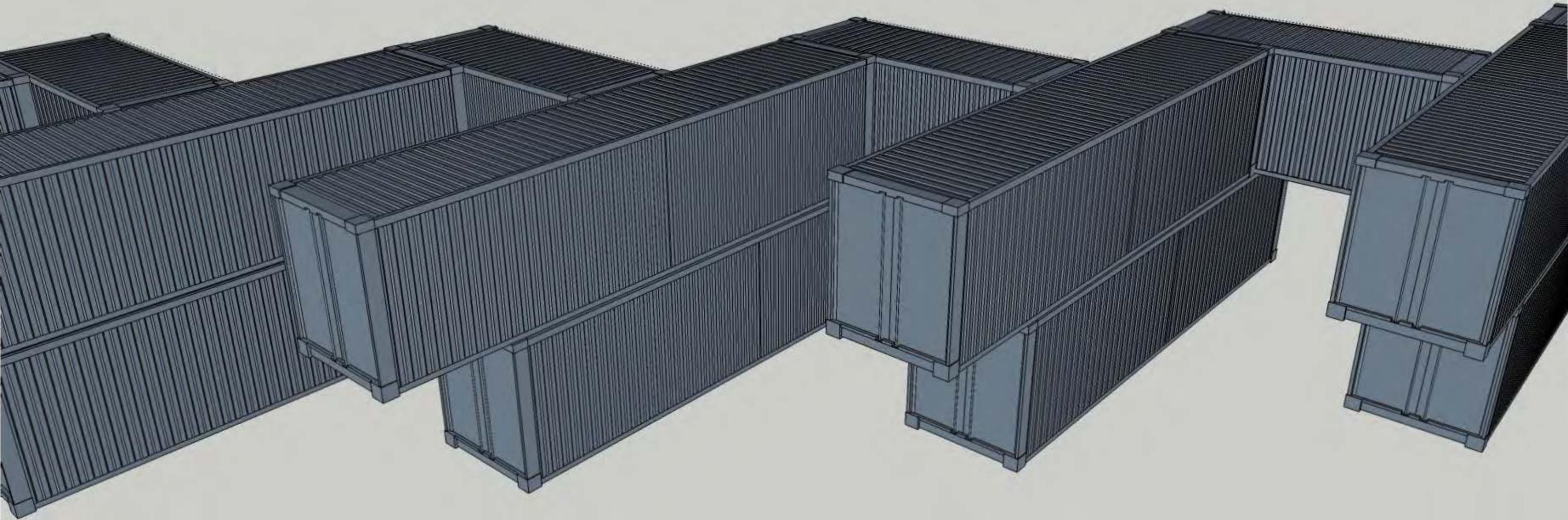
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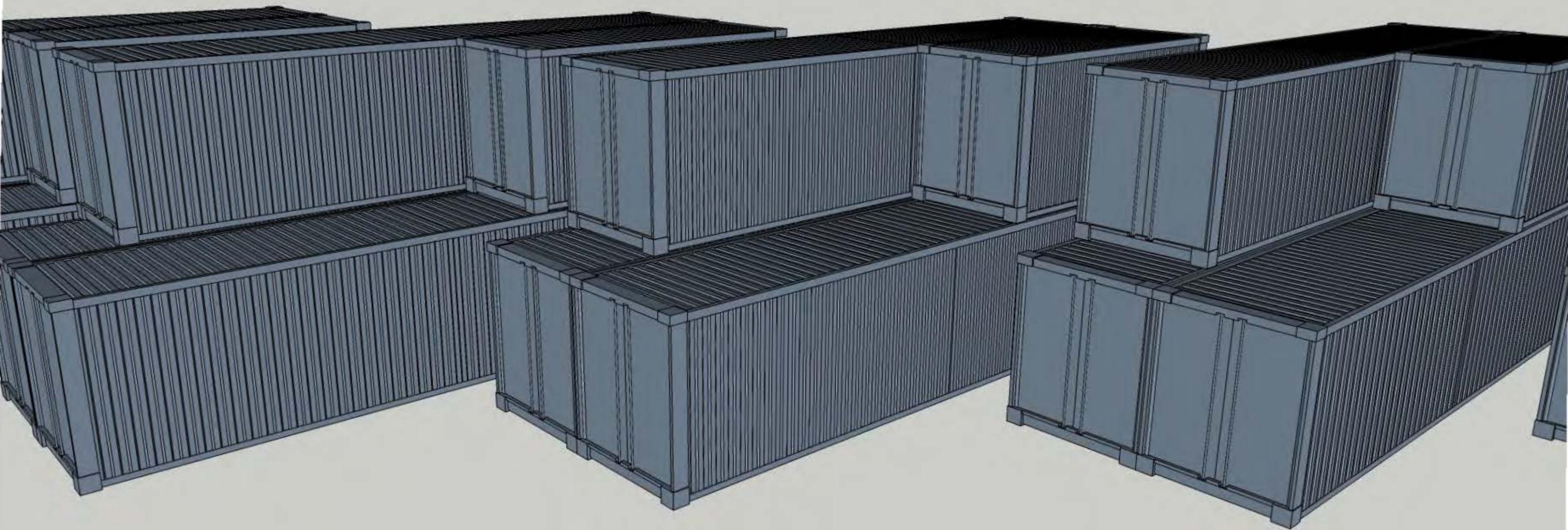
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# MONITAC STATEMENT OF QUALIFICATIONS FOR RFQ No. PSVAHA2016-01

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RFQ CLOSING TIME: 1:00 p.m., February 26, 2016 Vancouver Time

CONSIDERATON REQUESTED FOR BOTH PROJECT TYPES 1 AND 2

MONITAC

Attention of: SHAUN SHULBA

3815 INDEX TOWER

DIFC

DUBAI

PO BOX 30519

UNITED ARAB EMIRATES

TEL: +1 2068290319

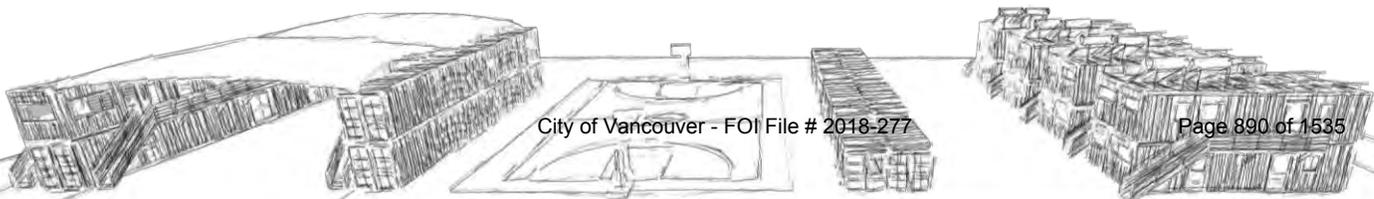




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# 1 Corporate Experience

## 1.1 Canadian Partnership

To provide the Vancouver Affordable Housing Agency the best team to deliver the full services related to Prefabricated Modular Housing, Monitac will be leading a team of dedicated professionals from Monitac and two strategic local partners:

- Lead Design and Project Management: Monitac Fze.
- Local Fabrication: Modpro Ltd.
- Site Works: Sandhill Development Ltd.

## 1.2 Monitac Overview

With founder's roots in the environmentally conscious city of Vancouver, Monitac is a passionate group of creative designers, engineers, fabricators, logisticians and project managers who solve everyday problems by building amazing spaces. Monitac Designs, Builds, Deploys and Operates temporary and permanent structures made from 'up-cycled' shipping containers.

Monitac's key staff have extensive experience, not only in designing and building, but also living in and maintaining portable modular spaces. This gives a unique first person perspective on the issues related to health, safety, comfort and quality from the design desk to the factory, the site, and beyond.

Monitac is a young, dynamic and innovative company which is enthusiastically working hard to prove itself to be the best portable & temporary housing provider on the market. In an industry that is slow to evolve and often resistant to change, Monitac prides itself on doing things differently.

**"We don't just design boxes.** We design spaces. And the spaces between those spaces. We create complete environments that are both beautiful and functional."

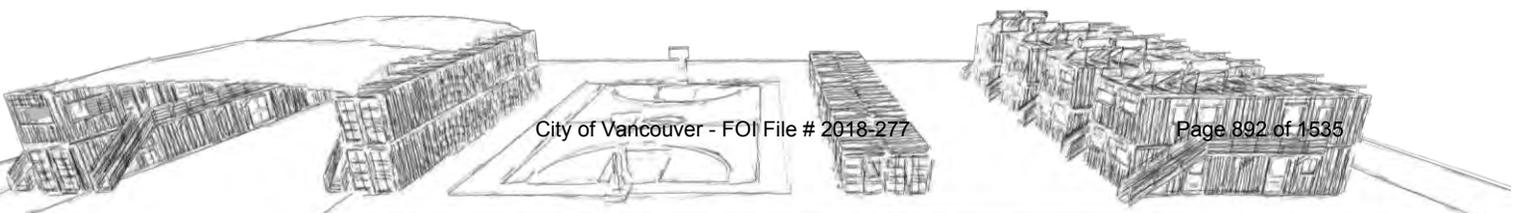
Working to international standards and best practice in all aspects of Safety, Quality Assurance and Management, Monitac comprises a diverse team of experts capable of integrating a range of technological solutions to enhance your project.

Monitac, established in January 2014, is strategically Headquartered in the United Arab Emirates and has an annual turnover of approximately CAD 1,500,000. It also operates a technology arm, *Binary Bean*, out of Davao City, Philippines, which is responsible for R&D of building automation and environmental sustainability systems.

Monitac directly employs five people at a senior management level and works regularly with ten consultants and specialists. Monitac embeds its design and quality assurance staff within its strategic fabrication partners to ensure the finished product precisely matches the client's requirements and is something that everyone from the owner to the fabricator and the occupants would all be proud to call home.

## 1.3 Litigation or Claims

Monitac has no history of litigation or claims during the three years immediately prior to the Closing Time.



## 2 Corporate Capability

Monitac and its strategic local partners Modpro and Sandhill Developments have proven experience in delivering traditional construction and pre-fabricated housing projects on time and on budget. Written references from recent clients have been included in section 8 of this document. In addition, the Vancouver Affordable Housing Agency is welcomed to contact the following for their feedback as these written references were unavailable in time for inclusion in this document:

- Britam Arabia – Sadara Community Station: Kevin Duhig, General Manager: [kduhig@britamarabia.com](mailto:kduhig@britamarabia.com)
- Bahrain Container Café: May Yateem, Owner: [mayyateem@yahoo.com](mailto:mayyateem@yahoo.com)
- Mungers – Farm Labour Accommodation and Sewage Treatment Plant: CFO Cliff Wooley: [Cliff.Wooley@mungerfarms.com](mailto:Cliff.Wooley@mungerfarms.com)

Monitac have the benefit of working with several leading container conversion specialists in the UAE, USA and Canada, and are able to combine the strengths of each with its own engineering expertise to yield a highly optimised capability.

Should the Monitac team be successful in bidding for any of the RFPs related to this affordable housing project, they will open an office in their founder, Shaun Shulba's, vibrant and exciting home town, Vancouver. This programme of works is a perfect fit for Monitac, and delivering world-class affordable housing to the City would become the company's key focus for the duration of the framework.

Monitac's British Columbia based partner, Modpro, have capacity for up-cycling 80 containers per month, and potential to expand to 120 per month within 90 days. They have acted as wholesale fabricator for Britco, Acto, Big Steel Box and many other retail modular solution suppliers. Having operated in the Canadian Portable Housing market for 5 years they have extensive knowledge of the local marketplace.

Modpro currently have capacity to meet the Housing Agency's immediate demands for TYPE 1 units to be delivered within the next few months, and sufficient capacity to accommodate significant demands of TYPE 2 units. Monitac also has experience with several additional suppliers in the USA and UAE who have expressed an interest in being involved in this exciting project. Monitac and its local partners will work with the Housing Agency to continually assess the projected project requirements and bring these additional fabrication partners on stream as required. Should the quantity of similar units be sufficiently high, then Monitac would upgrade the Modpro fabrication line to include a greater amount of automation, increasing capacity and quality whilst reducing end costs.

Monitac's local construction partner, Sandhill Development, has operated in Canada for 12 years and has experience in design and construction of several high profile residential, commercial and mixed use projects. They have excellent ties with local suppliers and a track record of success working with these partners. As members of the Greater Vancouver Home Builders Association, UDI - Urban Development Institute, Richmond Chamber of Commerce, Greater Langley Chamber of Commerce, they have a long standing foot in the community and are highly regarded for their environmental policy, safety record and quality of build.



## 2.1 Approach

Portability, durability and cost efficiency will be the priorities in the designs and construction techniques that Monitac and its partners will develop and use. The team will work with the Housing Agency to evolve a design which best meets their specific requirements for these projects and balances the various factors associated with these decisions, such as those listed in the table below:

Consideration	Advantage	Drawback
Joining Containers	Allows larger open areas	Can require reinforcement; need to waterproof and finish internal joins reduces portability
Larger windows	Improved natural light	Cost; reduced ability to minimise building footprint, thermal losses
Stacking	More efficient building footprint; better thermal performance	Additional cost for stairs
Cladding	Improved aesthetic; improved insulation	Cost; not celebrating the up-cycled container
20' v 40' Units	More flexible placement options	Cost; Less efficient thermal design

Monitac has the capability to integrate a variety of valuable additions into the housing modules, and has the experience to work with the Housing Agency to evaluate the cost/benefit of each.

Monitac typically uses 'Daylight' LED lighting to simulate natural light and lower energy and replacement costs over conventional incandescent bulbs. Coupled with an automated building management system, energy usage and occupant comfort can be further increased by automatically blending artificial light levels with available natural light. Combining multiple lighting sources and intensities into pre-defined 'scenes' allows spaces to be transformed for different uses (working/reading/relaxing/eating etc.) enabling more effective and varied use of spaces, particularly in smaller homes where a single room may have several functions.

In order to maximise both the efficiency of the building's footprint and the natural light (providing both health and energy benefits), Monitac would evaluate the use of Solar Light Tubes to space efficiently channel natural daylight into spaces where it might otherwise be unavailable.

As part of the same building automation system, or as a separate system, Monitac can install motion detectors which save energy by turning off lights in unoccupied rooms; serve as a complement to security/intrusion detection systems; and can act as a passive monitor to alert medical services should an elderly or infirm occupant suffer a fall.

In keeping with the environmental benefits of up-cycling used shipping containers, Monitac has developed a shipping container mountable, greywater-irrigated, semi-portable green roof. These spaces can provide the occupants with a fantastic community garden for relaxation or growing of food. They also provide significant insulation reducing the energy required to heat or cool the living spaces beneath.



Another green-technology which Monitac is an advocate for, and would recommend consideration on these projects, is solar water heaters. The climate in British Columbia lends itself to use of Evacuated Solar Collector Tubes which, in Vancouver, can typically provide more than half of a household's annual hot water demands.

Monitac strives to minimise the environmental impact of the fabrication, transport, operation and eventual demobilisation of its housing units. Use of recycled shipping containers as the building blocks is a good start, and Monitac continues that trend through favouring the use of recycled or low-carbon materials and local manufacture whenever possible.

Monitac's thorough approach to design and thoughtful interpretation of end-user requirements will ensure that features such as handicap access, integrated secure bicycle storage, electric scooter recharging sockets are designed in at the outset, not added as an afterthought.

Site layouts of the temporary housing, and potentially the Communal Amenity buildings, could be designed to allow immediate re-use of foundations or whole buildings by the land-owners for site offices etc. during construction of any planned projects on the land. This would reduce wasteful construction of non-reusable temporary accommodation and provide an optional alternative to relocating all the Housing Agency's buildings.



Bahrain Container Cafe



Portable Office Complex



## 2.2 Key Personnel

### Shaun Shulba – Monitac Director / Project Director

Originally from Vancouver, Shaun is an entrepreneur, innovator and technologist. Having moved to Dubai to pursue his advocacy for green technology, he started Monitac's R&D technology arm (Binary Bean) with the goal of creating affordable environmental solutions for 3<sup>rd</sup> and 1<sup>st</sup> world markets. After joining with Richard to create Monitac in 2014, the two have created a world class company in a very short time. Shaun brings an eclectic mix of abilities to the management team. As a Health and Safety professional and educator, Shaun has had a hand in raising awareness and standards of rural accommodation and work environments across the globe. As a Business Leader, Shaun has spent the past twenty years building businesses to solve difficult problems in challenging environments. With successful business development and subsequent projects in the Middle East, Africa, the USA and Canada, he has raised the standards and expectations within the Oil & Gas, Defence and Emergency Services industries. By mixing this experience with an aptitude for invention, drive, and leadership, his founding of Monitac represents the culmination of a life's work to deliver unique solutions to discerning clientele.



**Qualifications:** 2009: NEBOSH (w/ Distinction)  
2007: CIEH Master Instructor  
1997: BSc EMS

**Employment History:** 2013 – To Date: Founder/Director, Monitac (UAE)  
2011 – To Date: Founder/Director, Binary Bean (Philippines)  
2004 – 2011: General Manager – Britam Defence Arabia, Saudi Arabia, UAE, Bahrain

#### **Key Experience:**

##### **2014: Sadara Petrochemical Plant Portable Firestation** (*Safety Systems, Logistics, Installation, Commissioning*)

Shaun was responsible for the design, safety systems integration, ground logistics and the construction management of this USD 1.8m shipping container project. During the 90-day fast build, Shaun was the primary coordinator for all logistics on the ground in this difficult operational environment. The result was a world class facility which the occupants are thrilled to live and work from.

##### **2010: Emergency Services Housing and Community** (*General Management*)

As general manager of Britam Defence Arabia, Shaun was responsible for the design, operation and maintenance of 128 residences around the Middle East and Africa. With innovative management systems and high standards, our systems of work became the ipso facto standard operating baseline for many other facilities.

##### **2007: Saudi Arabia – National Guard Camp Rebuild** (*Project Management & Construction*)

Shaun was responsible for the vision, drive and project management to completely rebuild a de-commissioned 68 man camp in the deserts of Saudi Arabia. This project was a major challenge given the environment and availability of building materials. With ingenuity and entrepreneurship, Shaun was able to re-commission the camp and exceeded OSHA requirements upon inspection. Complete with community kitchen, 3 recreation centres and a works/repair shop, the project was completed on time and on budget.



## Richard Scott-Smith – Project Manager & Lead Engineer

Born with a passion for design and innovation, after graduating with a master's degree in Engineering Science from Oxford University, Richard was recruited by one of the world's foremost Engineering and Architectural Practices, Atkins. Richard worked across a number of disciplines and countries with Atkins over nine years and was involved in some of the world's largest and most complex construction projects. Armed with a wealth of experience and ideas, Richard then moved on to setup Monitac in order to apply his innovative engineering mind to building portable and temporary accommodation which dramatically raises the quality and efficiency of remote living and working spaces.



**Qualifications:** 2004: Master of Engineering Science: Oxford University (UK)  
**Employment History:** 2013 – To Date: Managing Director, Monitac (UAE)  
2005 – 2014: WS Atkins - London (UK), Bahrain, Dubai (UAE)

### Key Experience:

#### **2014: Sadara Petrochemical Plant Portable Fire Station** (*Design & Construction Management*)

Richard was responsible for the design, the quality control and the construction management of this USD 1.8m shipping container project. Richard worked 3 days a week from one of Monitac's key fabricators' offices in order to ensure that his designs were optimised and followed to the high level of quality that the client required. The result was a world class facility which the occupants are thrilled to live and work from.

#### **2015: Bahrain Container Café** (*Design & Project Management*)

Richard is responsible for the innovative design of this shipping container up-cycling project which blends contemporary architectural design with traditional Bahraini themes such as the prominent windtower which doubles as a spiral staircase. Cost is a key consideration on this project and materials and techniques have to be carefully selected to minimise costs.

#### **2006: Northumbria University's Law, Business & Design School** (*Architectural Design*)

Richard designed and oversaw the construction of an innovative façade for the new USD 150m buildings which has now become a landmark for both the university and the city of Newcastle. The design incorporated one of the world's largest evacuated solar tube arrays in order to collect energy from the sun whilst providing shade to the windows and cost effectively giving the building's their striking form.

#### **2012: Building Automation & Entertainment** (*IT and Electrical Engineering*)

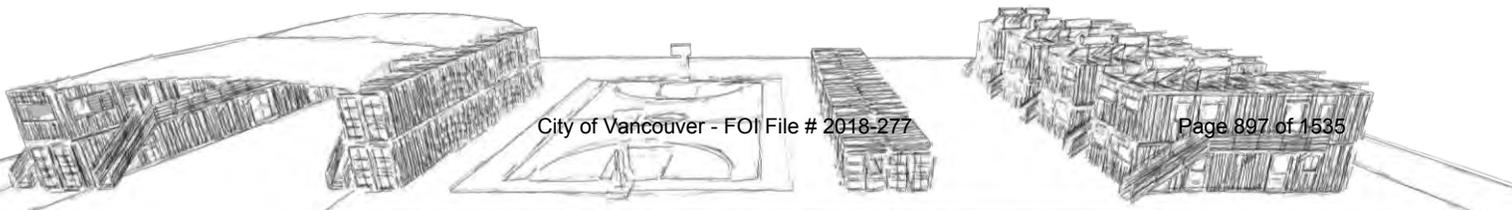
Richard lead the development and install of several high end bespoke automation/entertainment systems capable of managing climate controls, lighting, drapery, security and distributed multi-room entertainment systems.

#### **2013: Riyadh Metro** (*Project Controls*)

Richard set up and managed the Project Controls and Billing for Atkins' design role on the USD 22.5bn Riyadh Metro project. He was responsible for leading the pricing team from four companies which formed the Joint Venture which ultimately won the design contract for three of the six metro lines.

#### **2011: RAZMIC Industrial City** (*Complex Numerical Modelling & Management Consulting*)

Richard developed a complex numerical model for Atkins Management Consultants to enable the material, utility and traffic flows for one of the world's largest industrial plants to be modelled over a twenty-year period



## Paul Rantham – Director of Manufacturing

With over 12 years of experience in pre-fab manufacturing, and 5 years at the helm of Monitac's North American manufacturing partner, Modpro, Paul is an innovator and leader in the modular building industry. As a premier wholesale container conversion specialist, with clients such as Britco, Atco, YVR, and Steve Nash Fitness World, Modpro has been a quiet, driving force in the Canadian portable building market. His vision and drive has changed the face of the container conversion industry, setting trends and leading the market in recycled, sustainable and green materials.



**Employment History:** 2010 – To Date: Director, Modpro (Canada)

### Key Experience:

#### **2016: YVR - Airside Security Expansion** (*Design & Construction Management*)

Paul was responsible for the design, the quality control and the construction management of this 1m shipping container project.

#### **Ongoing: Britco - All container based and custom work** (*Design & Project Management*)

As Britco's exclusive container converter supplier, Paul has a hand in the design, project management and quality control of all container based and custom solutions.

#### **Ongoing: Atco – Containerized Solutions** (*Design & Project Management*)

When Atco required additional surge manufacturing capacity, they came to Paul and his team at Modpro. With his fast build capabilities, even complicated and complex projects were delivered on spec and on time.



## Camilla Thomson – Ergonomics and Emotive Design

Camilla has more than 15 years of design experience with extensive projects in Kurdistan, United Arab Emirates and Australia. As Monitac’s internal artist, designer and creative thinker, Camilla is always researching creative new ways to solve and improve working environments. This understanding allows her to apply a multi-disciplinary approach in finding the most innovative and well-suited solution. Drawing on elements of functional design, genetics, epigenetics, biology, nature, healthcare and digital advances allows Camilla to solve even the most challenging brief. Camilla uses colour, form and design to make people comfortable, in any environment.



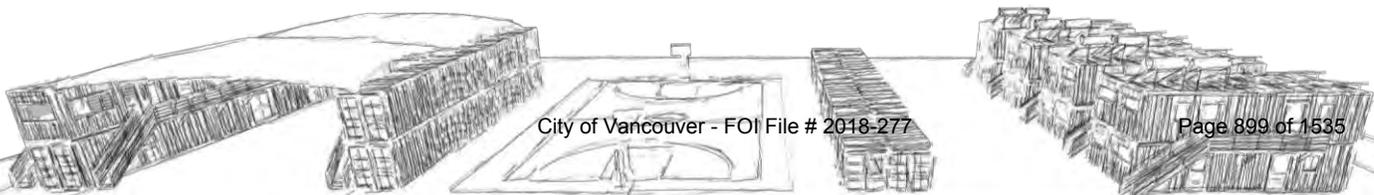
## Ami McKay – Sustainable Interior Design

For the past 16 years, Ami has been setting trends with her design skills and focus on environmental consciousness. With a fresh, distinctive style and natural aesthetic sense, Monitac’s Vancouver based interior design partner will transform and optimize your spaces. Her process is holistic and inclusive, delivering a final product that reflects the purpose of the project, adds personality and personifies taste. Ami is inspired by the beauty and nuance of the West Coast, and has a natural instinct for using light and natural materials in creating warm, high contrast, contemporary and healthy interiors. Named one of Canada’s top five designers by Chatelaine Magazine, Ami “doesn’t follow trends, she sets them”.



## Code Consultant – GHJ Consultants Ltd.

See attached Pre-Qualification Letter



### 3 Completed and Current Major Projects

#### 3.1 Sadara Petrochem: Residential Community and Fire Station

**Client:** Britam Arabia  
**Location:** Jubail, Saudi Arabia  
**Value:** CAD 2.5m  
**Contact:** kduhig@britamarabia.com



Monitac were approached to fabricate and deploy a fire station to service the world's largest petrochemical construction project. The brief was to provide living quarters for thirty-two people, support facilities such as kitchen, laundry and offices, a command & control centre and a covered area to park the emergency response vehicles. The whole campus had to be portable so that it could be repositioned within the construction site (it's a really big site!), and reused elsewhere in the world at the end of the project. The client chose Monitac because they wanted something which cost-effectively blended functionality, innovation and comfort.

A key requirement was to provide a campus that people would be thrilled to live in: The staff are involved in dangerous work in a harsh environment, and it is important that they are well rested and motivated. A further requirement was for the camp to be as green as possible. Monitac exceeded expectations on both these fronts through a combination of exquisite design, custom designed furniture, integration of a tailor made campus-wide automation/entertainment system and use of environmental technologies including photovoltaic panels, solar water heaters and low-e glazing.

Monitac worked closely with the client to come up with several exciting masterplan concepts which were then refined into the final design. The fire station campus was split into three areas: The station area, the communal/recreation area and the residential area.

For the station area, Monitac utilized a modified version of their Modular Works Facility to create a space perfectly fulfilling the client's needs. This facility houses the command & control centre in an elevated location offering full view of the vehicle bay and panoramic views across the petrochemical plant. An on-call sleeper room with bunk beds for the crew of 6 is adjacent to the command centre allowing rapid communication and access to the vehicle bay. An industrial workshop is located at the rear of the facility for on-site maintenance of vehicles and equipment. Above the workshop is a forty-person training room which doubles as an area where the crew can relax. The offices, store rooms, washblock and laundry room make up the rest of the station creating a partially enclosed and covered area that provides an inspiring yet functional place to work.

The communal area is located in the heart of the campus providing a divide between the work and residential areas. It incorporates a NBA size basketball court, a gym, a recreation room, and kitchen/dining facilities for forty people. The residential zone is designed to allow expansion whilst retaining the masterplan's philosophies. It is compact and comfortable, arranged in four blocks of four modules each containing two ensuite bedrooms.

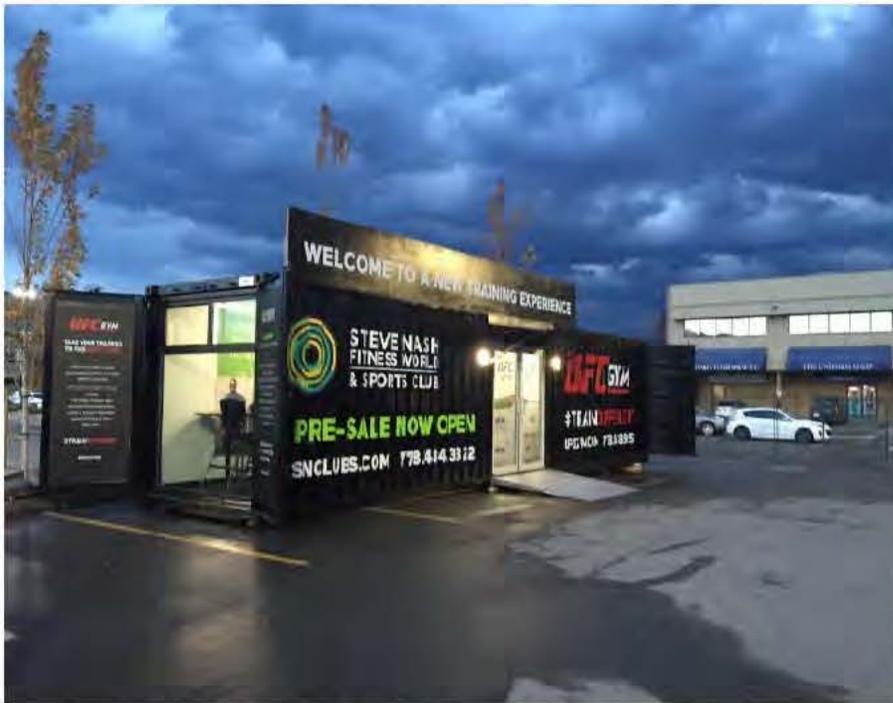




### 3.2 YVR Airside Security Screening Centers

When Britco required a high quality, environmentally sensitive, portable installation, they called Modpro. With a short turnaround from manufacture to deployment, Modpro delivered on budget and on time. This high-security building structure has been built to rigorous standards for both energy efficiency and quality. With highly efficient HVAC and lighting systems, upper tier insulation and IT requirements, this was a very unique build that required ingenuity and expertise to build. The result was a quick design to manufacture scenario that few suppliers could meet.

Images of this project are unavailable due to their sensitive nature.



Modpro: Steve Nash Fitness World



### 3.3 Sandhill Developments – Elements (Langley)

Elements Langley - 66<sup>th</sup> Ave – 393 Condos & 12,000sq/ft Commercial Space

Elements, Langley condos, were designed with intention, positioned with precision, and build with professionalism, care for the environment and industry leading project management in place. Elements is an innovative world of sophistication and comfort. A place where every element makes the right impression. Ideally located in Langley's vibrant Willowbrook neighbourhood, the project features one to two bedroom plus ensuite units.



#### Additional Sandhill Development Projects:

Sands Plaza Commercial – 26,000 sq/ft Commercial Space

72<sup>nd</sup> & 200<sup>th</sup> Langley – 32 Single Family Lots & 62 Townhouses

Cantley Road – Richmond – Single Family Houses

Lucas Road – Richmond – Single Family Houses

Westminster Hwy – Richmond – 23 Townhouses

Westview – 9 Single Family Lots



## 4 Conflicts; Collusion; Lobbying

### 4.1 Conflicts of Interest Generally

To the best of the Respondent's knowledge no officer, director, shareholder, partner, employee or Contractor of the Respondent, or any other person related to the Respondent's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

1. an elected official or employee of the City or the Housing Agency; or
2. related to or has any business or family relationship with an elected official or employee of the City or the Housing Agency,

### 4.2 Former City or Housing Agency Employees

To the best of the Respondent's knowledge no person having an interest (as defined above) is a former official, former employee or former contractor of the City or the Housing Agency who has non-public information relevant to the RFQ obtained during his or her employment or engagement by the City or the Housing Agency

### 4.3 Other Clients

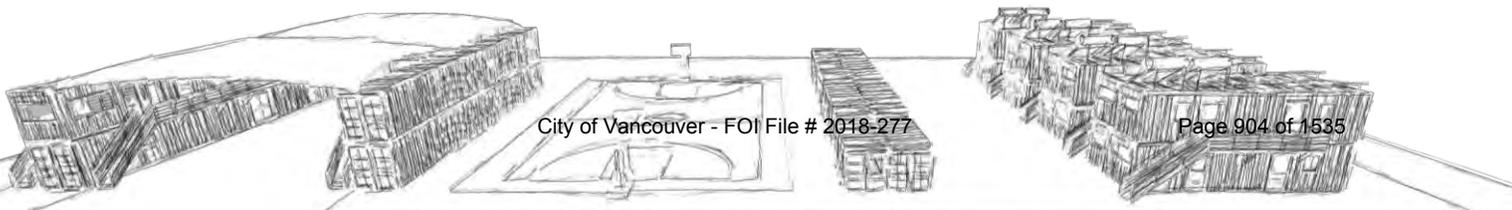
To the best of the Respondent's knowledge the Respondent is not currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City or the Housing Agency in relation to the subject matter of the RFQ would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City or the Housing Agency, and the Respondent's duties to such third party.

### 4.4 Collusion

To the best of the Respondent's knowledge the Respondent is not competing for purposes of the RFQ with any entity with which it is legally or financially associated or affiliated. To the best of the Respondent's knowledge the Respondent is not cooperating in any manner in relation to the RFQ with any other Respondent responding to the RFQ. The only known connection is that the Respondent's named code consultant, GHL Consultants Ltd, has made it known that they are also named by another respondent. No information, including the other party's identity, has been shared.

### 4.5 Lobbying

To the best of the Respondent's knowledge no officer, director, shareholder, partner, employee or agent of the Respondent: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFQ or sought, other than through the submission of its Response, to influence the outcome of the RFQ process.



## 5 Proforma

### 5.1 Table 1: Sample Pricing for Modular Housing

Type of Product or Description of Product	Unit of Measurement	Price (CAD)
Cost for Prefabricated Modular Housing Units	Total Price	s.21(1)
Delivery of Prefabricated Modular Housing Units	Total Price	
Installation of Prefabricated Modular Housing Units including foundations	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Plumbing works including water, waste and sprinkler connection to outside services	Total Price	
Electrical work including connection to outside service, the supply and installation of hard wired smoke and CO2 sensors	Total Price	
Supply and installation of 5lb wall hung Fire extinguishers as required	Each	
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes		

### 5.2 Table 2: Sample Pricing for Communal Amenity Area

Type of Product or Description of Product	Unit of Measurement	Price (CAD)
Cost for Communal Amenity Area, including foundations	Total Price	s.21(1)
Delivery of Communal Amenity Area	Total Price	
Installation of Communal Amenity Area including foundations (if not included above)	Total Price	
Plumbing works including connection of small kitchenette to outside services	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	



Electrical work including connection to outside services, the supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	s.21(1)
Supply and installation of 5lb wall hung Fire extinguishers as required	Each	
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes		

### 5.3 Table 3: Sample Financing

Total Purchase Price	CAD 800,000
Monthly Lease Payment	s.21(1)
Year One Buyout Price	
Year Two Buyout Price	
Year Three Buyout Price	
Year Four Buyout Price	
Year Five Buyout Price	

### 5.4 Table 4: Unit Size

Unit Type	Approximate Size in Square Feet
Studio	320
One Bed	450
Two Bed	650
Three Bed	800



## 5.5 Table 5: Sample Pricing for Project Type 2

Type of Product or Description of Product	Unit of Measure	Sample Price (CAD) for:			
		100 Units	250 Units	500 Units	1000 Units
Construction of Prefabricated Modular Housing Units	Per Square Foot	s.21(1)			
Delivery of Prefabricated Modular Housing Units	Total Price				
Installation of Prefabricated Modular Housing Units including foundations	Total Price				
Plumbing works including any necessary connection to outside services	Total Price				
Electrical work including the connection to outside services, supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price				
Construction of a communal amenity area	Total Price				
Demobilization	Total Price				
Price before GST or other applicable taxes					

## 5.6 Assumptions and Exclusions

Furniture, soft furnishings and kitchen/laundry equipment is excluded from the prices noted above. Fixtures such as toilets, showers, washbasins and kitchen cabinetry/sinks are included.

High efficiency LED light fixtures would be used as standard.

No fire pump or fire water tank has been included in the price, and site specific temporary potable/sewage storage has not been considered.

No site grading, drainage or other preparation has been considered.



# 6 Certificate of Insurance

**Oman Insurance Company (P.S.C.)** شركة عمان للتأمين (ش.م.ع.)

### RENEWAL ENDORSEMENT SCHEDULE

Branch : **DEIRA BRANCH**  
 Department : **LIABILITY**  
 Date : **01/06/2015**

Endorsement No. **1** attaching to and forming part of Policy No. **s.21(1)**

in the name of **M/S.MONITAC FZE**  
**P.O.BOX NO : 31291**  
**RAS AL KHAIMAH**

AT THE REQUEST OF THE INSURED, IT IS HEREBY DECLARED AND AGREED THAT THE ABOVE MENTIONED POLICY IS RENEWED FOR A FURTHER PERIOD OF 365 DAYS WITH EFFECT FROM 05/05/2015 TO 04/05/2016 (BOTH DATES INCLUSIVE)

<u>DESCRIPTION OF ITEMS INSURED</u>	<u>SUM INSURED</u> US\$.
MONITAC FZE MONTIAC FZE, 3815 INDEX TOWER, DIFC, P.O.BOX NO. 30519, DUBAI, U.A.E. - BUSINESS ACTIVITY: DESIGN, ENGINEERING AND MANAGEMENT OF THE CONSTRUCTION, DELIVERY AND SET UP OF PRE-FABRICATED OFFICES, UTILITY AND LIVING ACCOMMODATION	1,000,000.00
<b>TOTAL SUM INSURED</b>	<b>1,000,000.00</b>

LOCATION

MONITAC FZE MONTIAC FZE, 3815 INDEX TOWER, DIFC, P.O.BOX NO. 30519, DUBAI, U.A.E.

CONDITIONS

- ESTIMATED ANNUAL TURNOVER FOR 2015-2016: USD.1,000,000/-
- ANNUAL TURNOVER FOR 2014-2015: USD.1,000,000/-

IN CONSIDERATION OF THE ABOVE A RENEWAL PREMIUM AS AGREED BECOMES DUE FROM THE INSURED.  
 SUBJECT OTHERWISE TO THE SAME TERMS, CONDITIONS AND LIMITATIONS OF THE SAID POLICY.

  
 FOR AND ON BEHALF OF THE COMPANY

Date : DEIRA BRANCH/01/06/2015 Continued Page 2

Registered in accordance with the Companies Law No. 16 of 1996, (Amended by Law No. 17 of 2008) and the Companies Law No. 11 of 2006, (Amended by Law No. 17 of 2008) and the Companies Law No. 11 of 2006, (Amended by Law No. 17 of 2008)



# 7 Declaration of Supplier Code of Conduct Compliance

## 7.1 Purpose:

All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

## 7.2 Background:

The Housing Agency and The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

## 7.3 Declaration:

As an authorized signatory of *MONITAC FZE*, I declare that I have reviewed the SCC and to the best of my knowledge, *MONITAC FZE* and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below.

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of *MONITAC FZE*.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_



## 8 Letters of recommendation



29023 Marsh McCormick Road, Abbotsford, BC, V4X 1B1  
604.881.5678 Email: [info@fortmodular.com](mailto:info@fortmodular.com)

May 5, 2015

To Whom It May Concern,

This letter of reference is to reflect the positive relationship our company has developed with Modpro Containers Ltd during the last couple of years. During this time they have completed for us numerous Container Modification projects totalling approximately \$1,059,852.34 .

These project have been completed within requested timelines and delivered on time without delay. Modpro Containers Ltd. has consistently produced product of the highest quality and immediately addressed and rectified any concerns we have had post-delivery, ensuring our completed satisfaction.

We look forward to continuing our long term relationship in business and would recommend Modpro Containers Ltd. to other potential clients looking for a company that will produce and manufacture the best within their industry.

Sincerely,

A handwritten signature in black ink, appearing to read "B. DePedrino".

Bryan DePedrino  
Fort Modular





May 7 2015

To whom it may concern:

Without any hesitation, I can recommend Modpro Containers Ltd. as a reliable, professional, and quality supplier of Sea container based product offerings.

The ATCO Prince George branch has been dealing with Modpro for several years and we now carry in our rental / lease fleet, a variety of products produced by them.

Not only have we found Modpro's quality to be of the highest quality, we have also found them to a very high standard of service through not only the ordering process, but also through the delivery process and after-market sale support. They are very passionate about doing a good job – always quick to respond, very professional, and on schedule.

Yours sincerely,

James Power  
Regional Manager – B.C. & Yukon

---

ATCO Structures & Logistics Ltd.  
982 Boundary Road Prince George, British Columbia, Canada V2N 5T2  
Tel: 250-561-2255 Fax: 250-561-0351 Toll Free: 1-800-575-2828  
[www.atcoal.com](http://www.atcoal.com)

May 06, 2015

To Whom It May Concern,

Britco is the leading supplier of modular buildings for the rental market in BC and to round out our product offering, our fleet contains many container products including storage containers, container offices (called Bulldogs), and covered walkways (called Breezeways). As a modular building manufacturer, we supply our own buildings but for all the container products, we work exclusively with ModPro.

ModPro has been our supplier of choice because they understand the big picture. Their manufacturing quality is very good and they continually work on improving their systems to make an even better product, I have seen this first hand. They stand behind their product; that is never in question. These first few items are important to have but all companies will say that they do this and that they do this well. What sets ModPro apart from other suppliers is that they are a solutions provider. Projects always have challenges and unforeseen difficulties; Paul is very entrepreneurial and innovative and will design and manufacture a product that meets and will very likely exceed your expectations.

I highly recommend ModPro for this project; Paul and his team will deliver a superb product and you will enjoy working with them.

Sincerely,



Christoph Neufeld  
Director, Building Rental Division  
Mobile: 778.837.0282





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REQUEST FOR QUALIFICATIONS NO. PSVAHA2016-01 (the "RFQ")  
IN RESPECT OF SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the "Housing Agency"), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 3:00 p.m., February 19, 2016, Vancouver Time (as defined in Note 3 below), on (the "Closing Time").

REQUEST FOR QUALIFICATIONS WILL NOT BE PUBLICLY OPENED.

NOTES:

1. A Response may be submitted to the address specified above by mail or delivered by courier or otherwise in person at the Information Desk at the address specified above, in each case prior to the Closing Time.
2. Each Response must be marked with the vendor's name and the RFQ title and number.
3. "Vancouver Time" will be conclusively deemed to be the time shown on the computer clock at the Information Desk, Main Floor Rotunda, 453 West 12<sup>th</sup> Avenue, Vancouver.
4. Vancouver City Hall is open on business days from 8:30 a.m. to 4:30 p.m., Vancouver Time, and is closed Saturdays, Sundays, and holidays.
5. All queries related to this RFQ should be submitted in writing to the attention of:

Jim Lowood, SCMP

Fax: 604-873-7057

Email: [jim.lowood@vancouver.ca](mailto:jim.lowood@vancouver.ca)

(the "Contact Person")

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING**  
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RFQ No. PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
HOUSING

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## SECTION 1 GENERAL INFORMATION

### 1.1 Introduction

The Vancouver Affordable Housing Agency Ltd. (the "Housing Agency") is seeking responses (each, a "Response") from interested partners ("Respondents") with expertise in prefabricated modular housing for the construction, supply, delivery and installation of modular housing units. Projects will range in size, property use mix and complexity.

Partners that are selected pursuant to this RFQ will be eligible to participate in Site-Specific Requests for Proposals ("Site-Specific RFP") in respect of specific opportunities for a period of two years, with a possible extension of one year at the sole discretion of the Housing Agency. (the "RFQ Term").

### 1.2 Background

In 2014, Vancouver City Council, acting on recommendations from the Mayor's Task Force on Housing Affordability, approved the creation of the Housing Agency. The Housing Agency is an entity that is separate from, but accountable to the City of Vancouver ("City"), with the City as the sole shareholder. The Housing Agency's mandate is to expedite the delivery of affordable housing options to achieve the objectives set out in the City's Housing and Homelessness Strategy (2012-2021). Only successful Respondents to this RFQ will be able to participate in Site-Specific RFPs. Details on the selected sites will be available during the RFP process.

### 1.3 Scope of Work

The Housing Agency is seeking Respondents with expertise in the construction and installation of prefabricated modular housing. The self-contained prefabricated modular housing units ("Units") will be situated on sites owned by the City or sites provided by others with the expectation that the Units will be portable as some of the sites will be for temporary use. Successful Respondents, if selected as successful proponents in subsequent Site-Specific RFPs, will be asked to participate in two types of projects, as outlined below:

- 1.3.1 Project Type 1 - Temporary interim housing: Supply initially between 30 and 40 Units (including sleeping and washroom facilities) with a square footage of approximately 150 square feet. The Units would be a mix of single occupancy and double occupancy, with ideally 75% of these single bed units but the Housing Agency will review responses with a higher number of single occupancy units. There will be no cooking facilities in the Units and attached to the Units will be an adjoining communal amenity area of between 1000 to 1500 square feet with an office for the building manager and a small kitchenette. The housing facilities are scheduled to be functional in early 2016.

These units would be single storey or stacked two storey, built to CSA and BC Building Code requirements. Other requirements include, but are not limited to:

- Foundations designed as per seismic requirements;
- Hard wired smoke detectors; and
- Sprinkler system.

RFQ No. PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
HOUSING

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The Housing Agency is interested in a short term lease with a buyout option for the initial 30 to 40 units and may be interested in up to 300 units per year. The Housing Agency will review the lease option presented in the Response as requested in Schedule 6.

At this time a site has not been selected for this project type; however any designs should maximize efficiency of building footprint. For the purpose of this RFQ Respondents are to assume a clear level site and allow for all costs above ground excluding connections to services. Temporary waste and fresh water storage may be required while more permanent connections are made.

- 1.3.2 Project Type 2 - Temporary longer-term housing: Depending on location, supply, deliver and initially install between 100 and 200 prefabricated modular Units (with the possibility of up to 300 units per year) with a mix of studios, two and three bedroom Units (exact mix and number of units in each development to be confirmed). These developments will need to be built in accordance with zoning, by-law and code requirements. These Units are anticipated to be required in eight months to one year.

At this time no sites have been selected for any future project types however any designs should maximize the efficiency of the building footprint. For the purpose of the RFQ the Respondent is requested to complete the proforma as set out in Schedule 6 with an example amount of units for review by the Housing Agency.

Developments could be multi-level (in accordance with zoning for each site) to ensure best value and density. For the purpose of this RFQ Respondents are to assume clear level site(s) and allow for all costs from foundations up assuming site already has services to connect to.

For the eventual Site-Specific RFPs, the successful proponent would be required to act as the main contractor, oversee all sub-trades, and manage the project through to occupancy, with two options for payment for Project Type 1, as explained in Schedule 6 - Pricing Proforma. The Housing Agency would either purchase the modular units in one lump sum or enter into a contract with a lease to own option.

#### 1.4 City Policies and Sustainability

The Housing Agency follows the City of Vancouver Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> which aligns the Housing Agency and the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the Housing Agency and the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent.

Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Response. Furthermore, each vendor is asked to advise the Housing Agency of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

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1.5 RFQ Process

- 1.5.1 Interested parties (“Respondents”) are required to respond to this RFQ in accordance with the instructions set forth in this RFQ.
- 1.5.2 Responses are being requested in order to afford the Housing Agency the opportunity to gauge such responses and evaluate Respondents’ expertise, so that the Housing Agency may then conduct a more formal procurement process, tailored (as determined in the Housing Agency’s discretion) to the responses received and limited, should the Housing Agency so determine, to all or some of the RFQ Respondents. The Housing Agency currently anticipates that Site-Specific RFPs will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.5.3 Notwithstanding the foregoing, the Housing Agency may, as a result of the RFQ, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.5.4 The RFQ process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Responses demonstrate expertise in construction and installation of modular facilities.
- 1.5.5 Any potential Respondent is requested to refrain from submitting a Response if it is not willing to submit bona fide proposals in relation to the subject matter of the RFQ if the Respondent is invited to participate in Site-Specific RFPs.
- 1.5.6 If a potential Respondent believes that the Housing Agency may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the Housing Agency may advise the vendor regarding the matter.
- 1.5.7 Respondents will be pre-qualified (each a “Pre-Qualified Respondents”) to receive Site-Specific RFPs in respect of: (i) Project Type 1 (see above); (ii) Project Type 2 (see above); or (iii) both Project Type 1 and Project Type 2, based on the Pre-Qualified Respondent’s grouping based on the evaluation of their Response.
- 1.5.8 Site-Specific RFPs will be released only to Pre-Qualified Respondents under this RFQ process. Potential respondents that have been short-listed or pre-qualified through any other City procurement process will not be eligible to submit proposals to Site-Specific RFPs unless they are pre-qualified pursuant to this RFQ.
- 1.5.9 The Housing Agency will facilitate discussions with the community and City departments as required.

1.6 RFQ Documents

- 1.6.1 This RFQ consists of:
  - 1. the cover page hereof and sections 1 through 6 hereof; and
  - 2. schedules as follows:
    - a) Schedule 1 – Description of Requirements;

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- b) Schedule 2 – Letter of Qualification;
- c) Schedule 3 – Format for Response;
- d) Schedule 4 – Certificate of Existing Insurance;
- e) Schedule 5 - Declaration of Supplier Code of Conduct Compliance; and
- f) Schedule 6 - Pricing Proforma.

(collectively, the “RFQ Documents”)

- 1.6.2 If the Housing Agency issues any amendments or addenda to the RFQ Documents, such amendments or addenda will form part of the RFQ Documents. It is the sole responsibility of all Respondents to check the Housing Agency’s information page at: <http://vancouver.ca/your-government/vancouver-affordable-housing-agency.aspx> regularly for amendments or addenda to the RFQ Documents, including questions and answers posted by the Housing Agency in relation to this RFQ. Based on the questions proposed and any changes to the RFQ updates will be provided.

## SECTION 2 QUALIFICATION CRITERIA

### 2.1 General

The Housing Agency currently expects to base its decision with respect to each Respondent’s qualification (or not) to participate in Site-Specific RFPs on (i) whether the Response submitted by the Respondent has met, and whether such Response shows that the Respondent has met, the requirements set out in the RFQ Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

### 2.2 Key Personnel and Subcontractors

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in a request for proposals may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the Housing Agency.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the Housing Agency.

## SECTION 3 COMMUNICATIONS

### 3.1 Inquiries by Respondents

Respondents may not communicate with the Housing Agency about the RFQ except in writing by email to the contact person listed on the cover page of this RFQ.

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**SECTION 4 SUBMISSION OF REQUEST FOR QUALIFICATIONS**

**4.1 Delivery**

Each Respondent should submit an original of its Response and the number of copies of its Response specified in Schedule 1 – Description of Requirements, in a sealed envelope, delivered physically as stated on the cover page of the RFQ. It is each Respondent's sole responsibility to ensure delivery of its response to this RFQ by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

**4.2 Late Responses**

The Housing Agency may, in its discretion, accept, or reject and return, any Response received after the Closing Time.

**4.3 Form of Response**

Each Response is to follow the format and include each of the items described in Schedule 3 hereto.

**4.4 Lack of Information**

Following receipt of a Response, the Housing Agency may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the Housing Agency with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the Housing Agency's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Response.

**4.5 Material Changes**

Respondents should inform the Housing Agency of any material change in information that might affect their qualification status at any time during the RFQ process. Participants in a Site-Specific RFP will be required to update key qualification information at the time of proposal submission.

**SECTION 5 REVIEW OF RESPONSES**

**5.1 Evaluation by the Housing Agency**

The Housing Agency will review the Response submitted to determine whether, in the Housing Agency's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the Housing Agency's procurement process. In doing so, the Housing Agency currently expects to base its decision with respect to each Respondent on (i) whether the Response submitted by the Respondent has met, and whether such Response shows that the Respondent has met, the requirements set out in the RFQ Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The Housing Agency currently expects to select Pre-Qualified Respondents as specifically described in Section 1.5 above, provided that:

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the Housing Agency; and

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5.1.2 the Housing Agency reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

**5.2 Inquiries**

The Housing Agency, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with a Response and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

**5.3 Non-Conforming Responses**

Responses that fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFQ Documents may be rejected by the Housing Agency, in its discretion. Notwithstanding the foregoing or any other provision of these RFQ Documents, the Housing Agency may at its sole discretion elect to retain for consideration Responses that deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFQ Documents.

**SECTION 6 NOTIFICATION AND RFQ PROCESS**

**6.1 Notification of Prequalification**

Following the Closing Time, the Housing Agency will only notify those Respondents which are selected as Pre-Qualified Respondents. The Housing Agency thanks all other Respondents for their interest.

**6.2 Changes after Pre-Qualification**

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the Housing Agency prior to the deadline for submission of proposals for Site-Specific RFPs. The Housing Agency may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Request for Qualifications, would have affected whether or not the Respondent would have been short-listed in the first instance.

**6.3 The Housing Agency's Rights**

6.3.1 The Housing Agency may, without liability to any Respondent or Pre-Qualified Respondent:

1. amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
2. open Site-Specific RFPs to potential proponents other than the group of Pre-Qualified Respondents contemplated by this RFQ;
3. determine which City-owned or other sites targeted will be subject to Site-Specific RFPs as contemplated by this RFQ;

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4. reject or accept any or all Responses;
  5. cancel the RFQ process and reject all Responses;
  6. cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  7. request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;
  8. terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or
  9. at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFPs to Pre-Qualified Respondents.
- 6.3.2 By submitting a Response, a Respondent acknowledges and agrees that these RFQ Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of a Response by a Respondent does not in any way whatsoever create any obligation on the part of the Housing Agency to treat the Respondent's or any other Respondent's Response in any particular manner or undertake the Housing Agency's RFQ process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).
- 6.3.3 The form of letter set forth in Schedule 2 also contains a release of the Housing Agency's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.
- 6.4 Performance Review and Monitoring**
- 6.4.1 The Housing Agency is seeking the best return for the taxpayer in Vancouver. A process of continuous improvement will be followed with regular reviews on progress and process which will be supported by external validation.
- 6.5 Information Disclaimer**
- 6.5.1 The Housing Agency makes no representation, warranty or undertaking with respect to these RFQ Documents and the Housing Agency and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFQ Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the Housing Agency.
- 6.5.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the Housing Agency in such regard. The information contained in the RFQ Documents is provisional and is expected to be superseded by information in a request for proposals and other documents.

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**SECTION 7 CONFLICTS/COLLUSION/LOBBYING**

**7.1 Conflicts of Interest Generally**

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent, or any other person related to the Respondent's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

1. an elected official or employee of the City or the Housing Agency; or
2. related to or has any business or family relationship with an elected official or employee of the City or the Housing Agency,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Request for Qualifications by the Housing Agency. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.

**7.2 Former City or Housing Agency Employees**

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City or the Housing Agency who has non-public information relevant to the RFQ obtained during his or her employment or engagement by the City or the Housing Agency. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.

**7.3 Other Clients**

Each Respondent must disclose whether the Respondent is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City or the Housing Agency in relation to the subject matter of the RFQ would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City or the Housing Agency, and the Respondent's duties to such third party. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.

**7.4 Collusion**

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFQ with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFQ with any other Respondent responding to the RFQ. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.

**7.5 Lobbying**

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged

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in any form of political or other lobbying whatsoever with respect to the RFQ or sought, other than through the submission of its Response, to influence the outcome of the RFQ process. The Housing Agency will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFQ in light of the particular matter.

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**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS**

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**SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS**

RFQ Section Reference	
1.1 - 1.5	<p><b>Description of Products and Services:</b></p> <p>The Vancouver Affordable Housing Agency seeks Responses from Respondents who have expertise in the construction, supply, delivery and installation of modular housing. This expertise would include, but not be limited to the following:</p> <ul style="list-style-type: none"> <li>(a) Construction of modular housing units;</li> <li>(b) Ability to access modular housing units in a timely manner and possibly enable early delivery of units;</li> <li>(c) Ability to transport housing units;</li> <li>(d) Ability to install modular units;</li> <li>(e) Previous community engagement and any plan to support training and opportunities for people on low incomes, local businesses, and local labour and</li> <li>(f) financing abilities.</li> </ul>
1.5	<p><b>Anticipated Period of Issuance of Site-Specific RFPs:</b></p> <p>Site-Specific RFPs will be issued in early 2016 with contract terms of two (2) years with an option to extend for one (1) further year.</p>
4.1	<p><b>Submissions:</b></p> <p>3 hard copies to be delivered; and  1 soft copy to be sent to by email to the Contact Person named on the cover page</p>
2.1 & 5.1	<p><b>Evaluation Criteria</b></p> <p>Qualifications, knowledge and relevant corporate experience and capability of the Respondent will be evaluated including but not limited to:</p> <ul style="list-style-type: none"> <li>(a) Financial capability;</li> <li>(b) Proven track record substantiated by recent and relevant client references;</li> <li>(c) Knowledge of marketplace;</li> <li>(d) Approach and methodology, including how the Respondent would enable early delivery of the units;</li> <li>(e) Qualifications and relevant experience of the Respondent’s key personnel in the project team, including the project manager, design team, quality manager, code consultant (required);</li> <li>(f) Experience with supply, construction, installation of prefabricated modular units;</li> <li>(g) Capacity to produce large production runs of prefabricated modular units;</li> <li>(h) Financing ability (as per 1.3 Scope of Work, lease to own may be required by the Housing Agency)</li> </ul>

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SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS

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	<ul style="list-style-type: none"><li>(i) History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three years previous to the Closing Time;</li><li>(j) Review of current insurance; and</li><li>(k) Innovative ideas relating to finance, execution and deliverables.</li></ul> <p><b>Note:</b> The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>
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SCHEDULE 2 - LETTER OF QUALIFICATION

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SCHEDULE 2 – LETTER OF QUALIFICATION

*[Letterhead paper of the Respondent or participant responsible for  
a joint venture, including full postal address, telephone and facsimile.]*

Date: *[Insert]*

TO: The Vancouver Affordable Housing Agency (the "Housing Agency")

RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF  
SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING

1. Being duly authorized to represent and act on behalf of *MOUNTAINVIEW Industries / Meka inc* *[Insert full corporate name and if a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Response and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to *MOUNTAINVIEW Industries / Meka inc* *[insert full corporate name and if a joint venture, then state "...refers to each of" and list the full corporate names of the companies forming the joint venture]*. *www.MountainViewInd / www.mekaworld.com.*
3. The Housing Agency and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFQ.
5. The Housing Agency and its representatives may contact the following persons for further information:  
  
*[Respondent to insert information.]*
6. This Response is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the Housing Agency, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFQ (and consistent with this Response) if the Housing Agency invites the Respondent to participate in a request for proposals or invitation to tender;
  - (c) the Housing Agency may:
    - (i) amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
    - (ii) open this process to potential proponents other than the grouping of Pre-Qualified Respondents contemplated by the RFQ;

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January 29, 2016

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SCHEDULE 2 - LETTER OF QUALIFICATION

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- (iii) determine which City-owned sites targeted for the installation of prefabricated modular housing will be subject to Site-Specific RFPs as contemplated by this RFQ and which may be subject to a separate procurement process;
  - (iv) reject or accept any or all Responses;
  - (v) cancel the RFQ process and reject all Responses;
  - (vi) cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  - (vii) request that any Respondent to provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;
  - (viii) terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or
  - (ix) at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFPs to Pre-Qualified Respondents.
- (d) neither the Housing Agency nor the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent confirms and warrants that the information disclosed in the section of its Response titled "Conflicts; Collusion; Lobbying" is a complete and accurate response to Section 7.0 of the RFQ.
8. The Respondent acknowledges and agrees that the RFQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever create any obligation on the part of the Housing Agency to treat the Respondent's or any other respondent's Response in any particular manner or undertake the Housing Agency's RFQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
9. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFQ.
10. Except only and to the extent that the Housing Agency is in breach of Section 11 of this letter, the Respondent now releases the Housing Agency, the City of Vancouver and their respective directors, officials, agents and employees from all liability for any costs, damages or losses incurred in connection with the RFQ, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the Housing Agency or its directors, officials, agents or employees of any obligation or duty under the RFQ;
  - (b) any unintentional tort of the Housing Agency or its directors, officials, agents or employees occurring in the course of conducting the RFQ; or

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**SCHEDULE 2 - LETTER OF QUALIFICATION**

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- (c) the manner in which the Housing Agency: reviews, considers, evaluates or negotiates any Response; addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.
11. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the Housing Agency's right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFQ, the Housing Agency will treat the Response (and the Housing Agency's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
12. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- |                                   |                  |
|-----------------------------------|------------------|
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
13. Any dispute relating to the RFQ (except to the extent that the Housing Agency breaches Section 11 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the Housing Agency;
- (b) Section 10 of this letter, and the other provisions hereof, will apply; and
- (c) The Respondent will bear all costs of the arbitration.
14. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

Respondent Name(s): MOUNTAIN VIEW INDUSTRIES / MEKA INC.

Signature:  Date: \_\_\_\_\_

Name of Signatory: GENE KOOPMAN.

Title of Signatory: PRESIDENT - MVI

Mailing Address: Box 2159 Calgary AB T0K0K0

Telephone No.: 1-877-653-4668 Fax No.: 403 653-4668

Key Contact Person: \_\_\_\_\_ E-mail: gene@mvifim.com.

GST Registration No.: 8542262RT001 Date and Jurisdiction of Incorporation: MAY 2008 Alberta.

City of Vancouver \_\_\_\_\_ WorkSafeBC Registration 97792 (BC)

Pacific Home Warranty # Moun/02  
Home Protection # 34885 (BC Housing)

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SCHEDULE 2 - LETTER OF QUALIFICATION

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Business License No. A0083570 No.: \_\_\_\_\_  
(or, if available, Metro \_\_\_\_\_  
West Inter-Municipal \_\_\_\_\_  
Business License No.): \_\_\_\_\_

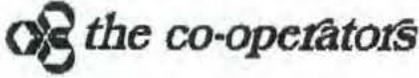
# GENO KOOPMAN

Box 2159 | Cardston, Alberta  
(403) 448-0003 | geno@mountainviewrtm.com

Feb/25/2016 1:10:25 PM

The Cooperators 4036535511

1/1



Co-operators General Insurance Company

## CONFIRMATION OF INSURANCE

This is to confirm to: The City of Vancouver

Mailing Address: 453 W 12Ave  
Vancouver  
British Columbia  
V5Y1B2

That a policy of Insurance as herein described has been issued to the Insured named below and is in full force.

Occupancy/Operations to which this Confirmation applies: Liability insurance for Mountain View Industries Ltd

Legal Location of Insured Risk:

Name of Insured: Mountain View Industries LTD

Mailing Address: PO Box 2159  
Cardston  
Alberta  
T0K0K0

Coverage: Commercial General Liability Policy Number: **S.21(1)** Effective Date: 20/08/2016 Expiry Date: 20/08/2018

The Commercial General Liability section provides coverage for the following:

- Bodily Injury and Property Damage Including:
- Products Completed Operations
  - Broad Form Property Damage
  - Contractual Liability
  - Cross Liability

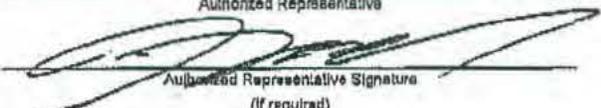
Limits of Insurance:

Each Occurrence Limit - Bodily Injury and Property Damage	\$2,000,000
Aggregate Limit - Products/Completed Operations	\$2,000,000
Personal Injury Limit	\$2,000,000
Medical Expenses Limit	\$10,000
Tenants Legal Liability Limit - Broad Form	\$250,000

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Confirmation is issued as a matter of information only and confers no rights of the holder and imposes no liability on the insurer.

CO-OPERATORS GENERAL INSURANCE COMPANY

Jenna Farrell  
Authorized Representative

  
Authorized Representative Signature  
(If required)

25/02/2016  
Date Issued

CGG083 (06/14)

**ALBERTA TREASURY BRANCH, AB**

1990 - 1995

*Branch Administrator*

- Efficiently regulated daily cash flow; generated accurate customer invoices, financial transactions, and collections.
- Determined equipment and supplies and directed clients accordingly.
- Handled multiple projects simultaneously certifying strict quality control and enhanced productivity.
- Skillfully administered all office operations under the supervision of branch manager ensuring proper branch reporting. Led customer-facing team and ensured maximum level of customer service and satisfaction.

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**EDUCATION & CREDENTIALS**

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Graduate, F.P. Walshe High School, Fort Macleod, AB, 1987  
Graduate, Business Administration and Marketing, Lethbridge College



## **Corporate Profile:**

- **General Business Information**

*Mountain View Industries*

*P.O. Box 2159 Cardston Ab TOK OKO*

*1260 1 Ave. West*

*1.877.653.4668*

*[www.mountainviewrtm.com](http://www.mountainviewrtm.com)*

*Contact: President – Geno Koopman    [geno@mountainviewrtm.com](mailto:geno@mountainviewrtm.com)*

- **Business Details**

*Company founded 2008*

*Mountain View Industries' main areas of expertise are the manufacturing of Residential, Commercial, Industrial, and Recreational Construction projects throughout BC, Alberta, and Saskatchewan. All our projects are built indoors in our facility, and built under strict guidelines and CSA certified processes.*

- **Our Team**

**President – Geno Koopman**

*Founder of MVI in 2008, Geno has a vision of growing the company to be a leader in the industry. Geno leads the MVI team with a strong construction base and a background in finance. Overseeing home sales and customer service, along with assessing customer needs and recommending appropriate product solutions. Communicating with potential and existing buyers; coordinate marketing collateral to win new business. Geno has a positive can do attitude and is always looking to grow the MVI portfolio.*

**CFO – Marjie Gallagher**

*Financial Management Background for a variety of Industries including:*

*Retail, Food Brokerage, Fast Food, Construction, & Manufacturing.*

*Marjie has been with Mountain View Industries Ltd.'s as CFO since its inception early 2008.*

*"It is both gratifying & challenging to be part of a strong management team involved in the development & expansion of this Custom Ready-to-Move-Home Manufacturing operation."*

**Sales / Marketing Director – Marilee Vincent**

*Marilee is an experienced and enthusiastic professional with a solid background in supporting sales and customer service efforts while stimulating revenue growth and achieving new business.*

*An organized and motivated team player, Marilee is able to communicate effectively with customers, vendors, peers, and management.*

**Sales / Purchasing Manager – Kim Gallagher**

*With an extensive history in Sales, Kim has brought his diversified background in the service Industry to MVI since 2012. Wearing multiple hats covering Sales and Purchasing, Kim has a professional work ethic towards suppliers and cultivating new relationships with potential customers.*

**Plant Manager – Grant Hiebert**

*Joining the MVI team in 2014, Grant brings with him 25+ years of experience in the manufacturing industry, running numerous facilities in Western Canada and the U.S.A.*

*Grant's extensive knowledge in Residential, Commercial, and Industrial modular building rounds out the MVI team.*



**Sparwood BC Showhome**

- **Experience**

*The staff at MVI has a very in depth knowledge in the Construction of Residential, Commercial, Mutli-family and Industrial Modular building.*

*A few of the projects we have completed are as follows:*

***Caban development Show Center***



*Custom designed to showcase sample suite, office space, and set up for interaction with the public.*

*Multi Family Modular Development / 5 Duplexes*



- **Technical**

*MVI is a Certified facility inspected by Intertek and building to all applicable CSA and provincial building standards.*

*MVI provides its customers with Progressive Home Warranty which covers 2-10 Year Structural Defect Warranty. The 1<sup>st</sup> year coverage is provided by MVI.*

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

**SCHEDULE 6 - PRICING PROFORMA**

**PRICING EXERCISE**

Respondents should submit a detailed response to the proforma exercises below:

These proforma exercises will assist the Housing Agency in determining each Respondent’s knowledge of the costs that are involved in the construction, delivery and installation of modular housing units and can be used to highlight any innovation/creativity to help reduce costs and expedite delivery. Using the following hypothetical information, please complete the following tables for both Project Type 1 and Project Type 2.

**1. PRICING FOR PROJECT TYPE 1**

At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Site area - 10,000 square feet, level, gravel, rectangular shaped site;
- 35 self-contained units with washroom and shower facilities in each unit;
- Average size of units is 150 square feet;
- Unit Mix - 75% single bed, 25% double occupancy; and
- Communal Amenity Area of 1250 Square Feet, with office, laundry facilities, and small kitchenette, either repurposed from previous sites or specialty built for this project, providing a link to the modular housing units.

Table 1: Sample Pricing for Modular Housing

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Prefabricated Modular Housing Units	Total Price	s.21(1)
Delivery of Prefabricated Modular Housing Units	Total Price	
Installation of Prefabricated Modular Housing Units including foundations	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Plumbing works including water, waste and sprinkler connection to outside services	Total Price	
Electrical work including connection to outside service, the supply and installation of hard wired smoke and CO2 sensors	Total Price	

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

Supply and installation of 5lb wall hung Fire extinguishers as required	Each	s.21(1)
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes	\$	s.21(1)

Table 2: Sample Pricing for Communal Amenity Area

Type of Product or Description of Product	Unit of Measurement	Price
Cost for Communal Amenity Area, including foundations	Total Price	s.21(1)
Delivery of Communal Amenity Area	Total Price	
Installation of Communal Amenity Area including foundations (if not included above)	Total Price	
Plumbing works including connection of small kitchenette to outside services	Total Price	
Installation of sprinklers and sprinkler connections to outside services	Total Price	
Electrical work including connection to outside services, the supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors	Total Price	
Supply and installation of 5lb wall hung Fire extinguishers as required	Each	
Exterior skirting	Total Price	
Demobilization	Total Price	
Price before GST or other applicable taxes		

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

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**2. FINANCING FOR PROJECT TYPE 1**

**FINANCING**

The Housing Agency is looking at the possibility of a lease to own arrangement with multiple buyout options. For the lease to own arrangement the Housing Agency requests that the respondents submit what the monthly rate is for the lease as well as the yearly buyout costs on the annual anniversary of the agreement. For the purpose of this proforma for the RFQ the Housing Agency is assuming that the total cost of the modular housing and the community amenity area is \$800,000.00. Please enter the information requested in Table 3.

Table 3: Sample Financing

Total Purchase Price	\$800,000
Monthly Lease Payment	\$
Year One Buyout Price	\$
Year Two Buyout Price	\$
Year Three Buyout Price	\$
Year Four Buyout Price	\$
Year Five Buyout Price	\$

**3. PRICING FOR PROJECT TYPE 2**

As explained under Section 1.3 Scope of Work the Housing Agency is looking for the supply of prefabricated modular units with a mix of studios, two and three bedroom units (exact mix and number of units in each development to be confirmed). These developments will need to be built in accordance with zoning, by-law and code requirements and may be multi-level (in accordance with zoning for each site). These units are anticipated to be required in eight months to one year.

At this time no sites have been selected, but for the purposes of this exercise the Respondent is to make the following assumptions:

- Level, rectangular shaped site;

RFQ No. PSVAHA2016-01  
**SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR HOUSING**  
**SCHEDULE 6 - PRICING PROFORMA**

- 100 Units with the unit mix and unit size (Table 4) as set out below;
- Unit Mix - 15% studio, 10% one beds, 25% two beds, 50% three beds;
- Allowance for 300 sq.ft common amenity space; and
- Built to City of Vancouver Building Bylaws.

Table 4: Unit Size

For the purpose of this proforma, the Respondent is to assume the Unit sizes are as per the table below:

Unit Type	Approximate Size in Square Feet
Studio	320
One bed	450
Two bed	650
Three bed	800

Table 5: Sample Pricing for Prefabricated Modular Housing

Based on the information above, and assuming for the purposes of this proforma that the initial build is 100 Units, please complete this table 5 with the options to increase the amounts of units:

Table 5: Sample Pricing for Project Type 2

Type of Product or Description of Product	Unit of Measurement	Sample Price for 100 Units	Sample Price for 250	Sample Price for 500 Units	Sample Price for 1000
Construction of Prefabricated Modular Housing Units	Per Square Foot	s.21(1)			
Delivery of Prefabricated Modular Housing Units	Total Price				
Installation of Prefabricated Modular Housing Units including foundations	Total Price				
Plumbing works including any necessary connection to outside services	Total Price				
Electrical work including the	Total Price				

RFQ No. PSVAHA2016-01  
 SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY PREFABRICATED MODULAR  
 HOUSING  
 SCHEDULE 6 - PRICING PROFORMA

connection to outside services, supply and installation of interior and exterior lighting, hard wired smoke and CO2 sensors		
Construction of a communal amenity area	Total Price	s.21(1)
Demobilization	Total Price	
Price before GST or other applicable taxes		

February 17, 2016

REQUEST FOR QUALIFICATIONS ("RFQ") No.PSVAHA2016-01  
SELECTING PARTNERS FOR A PRE-QUALIFICATION SHORTLIST TO SUPPLY  
PREFABRICATED MODULAR HOUSING

AMENDMENT No. 1

RE: CLOSING DATE CHANGED TO FEBRUARY 26, 2016

*Currently Reads:*

COVER PAGE

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the "Housing Agency"), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 3:00 p.m., February 19, 2016 Vancouver Time (as defined in Note 3 below), on (the "Closing Time").

*Please Change to:*

COVER PAGE

Responses are to be addressed and delivered to the Vancouver Affordable Housing Agency (the "Housing Agency"), C/O: City of Vancouver, 453 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop Off is at the Information Desk, Main Floor Rotunda of the same address) and should be received prior to 1:00 p.m., February 26, 2016 Vancouver Time (as defined in Note 3 below), on (the "Closing Time").

All other conditions and specifications remain unchanged.

This amendment is to be completed, and attached to your Proposal form.

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NAME OF VENDOR

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SIGNATURE OF AUTHORIZED SIGNATORY

---

DATE

25<sup>th</sup> Feb 2016

**TO: The Vancouver Affordable Housing Agency (the "Housing Agency")**

**RE: REQUEST FOR QUALIFICATIONS - NO. PSVAHA2016-01 (the "RFQ") IN RESPECT OF SELECTING PARTNERS TO SUPPLY PREFABRICATED MODULAR HOUSING**

1. Being duly authorized to represent and act on behalf of **MONITAC FZE**, the undersigned hereby submits the attached Response and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to **MONITAC FZE**.
3. The Housing Agency and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFQ.
5. The Housing Agency and its representatives may contact the following persons for further information:
  - a. United Arab Bank, U.A.E
6. This Response is made with the full understanding and agreement that:
  - a. any information submitted during qualification may be subject to verification by the Housing Agency, including during evaluation of any subsequent proposal or tender;
  - b. the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFQ (and consistent with this Response) if the Housing Agency invites the Respondent to participate in a request for proposals or invitation to tender;
  - c. the Housing Agency may:
    - i. amend the scope and description of the goods and services to be procured under the RFQ or any subsequent request for proposals process, including the Site-Specific RFPs, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
    - ii. open this process to potential proponents other than the grouping of Pre- Qualified Respondents contemplated by the RFQ;
    - iii. determine which City-owned sites targeted for the installation of prefabricated modular housing will be subject to Site-Specific RFPs as contemplated by this RFQ and which may be subject to a separate procurement process;
    - iv. reject or accept any or all Responses;
    - v. cancel the RFQ process and reject all Responses;

- vi. cancel the RFQ process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  - vii. request that any Respondent to provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents;
  - viii. terminate the RFQ process and enter into direct negotiations with any party whether or not a Respondent; or
  - ix. at any time during the RFQ Term and for any reason whatsoever, including as a result of any review of the Housing Agency's Board, terminate the RFQ and cease restricting eligibility for Site-Specific RFPs to Pre-Qualified Respondents.
- d. neither the Housing Agency nor the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent confirms and warrants that the information disclosed in the section of its Response titled "Conflicts; Collusion; Lobbying" is a complete and accurate response to Section 7.0 of the RFQ.
8. The Respondent acknowledges and agrees that the RFQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever create any obligation on the part of the Housing Agency to treat the Respondent's or any other respondent's Response in any particular manner or undertake the Housing Agency's RFQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
9. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFQ.
10. Except only and to the extent that the Housing Agency is in breach of Section 11 of this letter, the Respondent now releases the Housing Agency, the City of Vancouver and their respective directors, officials, agents and employees from all liability for any costs, damages or losses incurred in connection with the RFQ, including any cost, damages or losses in connection with:
- a. any alleged (or judicially determined) breach by the Housing Agency or its directors, officials, agents or employees of any obligation or duty under the RFQ;
  - b. any unintentional tort of the Housing Agency or its directors, officials, agents or employees occurring in the course of conducting the RFQ; or
  - c. the manner in which the Housing Agency: reviews, considers, evaluates or negotiates any Response; addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.
11. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the Housing Agency's right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFQ, the Housing Agency will treat the Response (and the Housing Agency's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

12. The Respondent acknowledges receipt of the following amendments and addenda;

**Amendment/Addendum No. 1 Date: 17<sup>th</sup> February 2016**

13. Any dispute relating to the RFQ (except to the extent that the Housing Agency breaches Section 11 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:

- a. The arbitrator will be selected by the Housing Agency;
- b. Section 10 of this letter, and the other provisions hereof, will apply; and
- c. The Respondent will bear all costs of the arbitration.

14. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

Respondent Name(s): Monitac FZE

Signature: \_\_\_\_\_ Date: 26/02/2016

Name of Signatory: Shaun Shulba

Title of Signatory: Director

Mailing Address: 3815 Index Tower, DIFC, Dubai, PO 30519, United Arab Emirates

Telephone No.: (877) 652-0032 Fax No.: (877) 652-0032

Key Contact Person: Shaun Shulba E-mail: shaun.shulba@monitac.com

GST Registration No.: \_\_\_\_\_ Date and Jurisdiction of Incorporation: \_\_\_\_\_

City of Vancouver Business License No.: \_\_\_\_\_ WorkSafeBC Registration No.: \_\_\_\_\_

February 25, 2016

Mr. Shaun Shulba  
Business Development Director  
Monitac Fze  
3815 Index Tower  
United Arab Emirates

Via Email [shaun.shulba@monitac.com](mailto:shaun.shulba@monitac.com)  
Vancouver – Regional Sales  
Toll Free (877) 652 0032

**PRE-QUALIFICATIONS PACKAGE  
BUILDING CODE CONSULTING SERVICES  
VANCOUVER AFFORDABLE HOUSING AGENCY  
PREFABRICATED MODULAR HOUSING**

**RFQ PSVAHA2016-01**

**GHL File 5936.00**

Dear Shaun:

Further to your email request today, **GHL CONSULTANTS LTD** (GHL) is pleased to present our pre-qualifications package for your perusal.

We have included the following material to assist you in your assessment of our company's capabilities:

- Firm Qualifications
- Available Consulting Services
- Project Experience
- GHL Team Personnel

We would be pleased to be a member of your consulting team. Please feel free to contact our office to discuss this package and any further information required.

Yours truly,  
**GHL CONSULTANTS LTD**

*Carla Kelly*

Carla Kelly,  
Administration

Enclosures

/clk

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**PRE-QUALIFICATIONS PACKAGE**

*for*

**BUILDING CODE CONSULTING SERVICES**

**VANCOUVER AFFORDABLE HOUSING AGENCY  
PREFABRICATED MODULAR HOUSING**

**RFQ PSVAHA2016-01**

*Prepared for*

**Monitac Fze**  
3815 Index Tower  
United Arab Emirates

**February 25, 2016**

**GHL File 5936.00**

## **FIRM QUALIFICATIONS**

GHL is a consulting firm specializing in the practice of fire engineering and Building Code consulting. Our services focus on fire safety regulations in Division B, Part 3 and Part 9 of the BC Building Code. With over 25 years of experience, the principals are highly regarded by both our clients and peers in providing professional advice and creative solutions in areas of fire engineering and Building Codes.

GHL is well positioned to be of assistance to the design team in the design development of the project. We can provide solutions in the event of Building Code compliance problems, which may develop either as a result of existing buildings constructed to earlier Code editions or installation problems on new construction projects. GHL maintains rapport with Authorities Having Jurisdiction and continuous liaison with their staff.

Since our establishment, we have successfully provided consulting services to address a wide range of Building Code requirements and fire engineering problems in projects ranging from small buildings to large complex, mixed-used buildings. These projects, using a variety of construction materials and methods, often require solutions to construction details not specifically addressed by Codes or Standards.

Our state-of-the-art knowledge of fire engineering enables us to translate scientific principles to good construction practice in the field. Our current scope of services exemplifies our expertise in fire engineering practice and the construction industry in general, which includes:

- Building and Fire Code consulting
- Certified Professional services
- Fire engineering and advanced CFD modelling
- Fire hazard and risk analysis
- Human behaviour, psychology and evacuation analysis
- Structural fire engineering design of concrete, steel and timber structures
- Evaluation of material behaviour in fire
- Fire and life safety review of existing buildings
- Code interpretation, peer-review and AHJ review
- Barrier free and ergonomics design
- Expert witness (legal) and fire forensic investigation

We are also experts in the use of objective-based Codes. We have been writing equivalencies / alternative solutions using objectives available through NRC, prior to the publication of NBC 2005. Our first objective-based equivalency was developed in 2003 for a multi-storey penthouse atrium in Vancouver which was subsequently reviewed by NRC and recommended by NRC for acceptance to the City of Vancouver.

With the rapid changes and developments in construction technology and materials, and the demand for innovation and alternative techniques, we are well positioned to develop alternate compliance methods (equivalents) and negotiate these with Authorities Having Jurisdiction. These are often necessary to demonstrate how the proposed methods satisfy the intent of Building Code while still meeting the challenges of innovation and/or cost effectiveness. This specialized expertise is backed by a sound knowledge of Fire Protection Engineering principles, Building Code rationale and construction knowledge. This also includes expertise in aspects of stair safety and provisions for persons with disabilities.

GHL has been involved in many projects designed to meet LEED standards. In these projects, GHL has been able to facilitate use of sustainable materials and technologies by assessing compliance with Division B, Part 3 of the Building Code such as, for example, where the use of plywood and sustainable materials are preferred to optimize LEED credits.

GHL has recognized expertise on wood frame construction, and was retained by the BC Government's Building Safety and Policy Branch to provide a study of Technical and Process Risks in mid-rise wood frame residential buildings and make recommended Code changes to enable 5 and 6 storey wood frame residential buildings. These recommendations substantially form the new requirements in the BC Building Code for 5 and 6 storey residential buildings.

Members of GHL's staff assisted the Association of Professional Engineers and Geoscientists in preparation of the Technical and Practice Bulletin - Structural, Fire Protection and Building Envelope Professional Engineering Services for 5 and 6 Storey Wood Frame Residential Building Projects (Mid-Rise Buildings) which provides guidance on the appropriate standard of engineering for this new building type.

Principals and technical staff of GHL include registered members of the Association of Professional Engineers and Geoscientists of BC (APEGBC), the Architectural Institute of BC (AIBC), the Applied Science Technologists and Technicians of BC (ATTBC), and the Building Officials Association of BC (BOABC). Principals and staff have continuous involvement both in a teaching capacity and student role in specialized courses in fire protection, Building Codes and construction. Principals are involved in Building Codes and Standards writing committees and also participate on professional association committees focusing on fire and life safety issues.

The company's clients are numerous and diversified: project owners and developers, strata corporations, project managers, architects, engineers and contractors, as well as government agencies and lawyers. Our diverse client base can attest to the essential benefits we have brought to each project, and the exemplary quality of our consulting services.

Today, GHL continues to develop innovative alternative solutions using advanced engineering techniques to assess risks, performance, and demonstrate Code compliance.

For further information on GHL, please visit our website at [www.ghl.ca](http://www.ghl.ca).

## **AVAILABLE CONSULTING SERVICES**

GHL has a wide range of professional experience and expertise in all aspects of fire protection engineering, Building Code consulting, and Certified Professional program services.

If necessary, GHL is also able to provide Building Code review services in our capacity as the designated registered professional for architectural items on the project. This includes providing Schedules B and C-B for architectural items.

The following summarizes our available consulting services:

- Building Code Compliance Reviews
- Fire Engineering Services
- Certified Professional (CP) Program Services
- Building Permit Processing Assistance
- Alternative Solutions to Building Code Compliance
- Computer simulated fire or evacuation modeling.
- Archaic / Existing Construction Fire Performance Analysis
- Provisions for Persons with Disabilities / Barrier Free Design
- Field Assessments for Building Code Compliance
- Letters of Professional Assurance for Building Code Compliance
- Legal Services - Expert Witness Testimony
- Fire Code / Building Code Research
- Fire Rated Glazing Protection Systems
- Water Curtain Sprinkler Protection Systems
- Stair Safety / Ergonomics Consulting
- Timed Egress Analysis
- Building Code Appeals Preparation
- Preparation of Code Compliance Drawings
- Value Engineering Assessment

## INDIVIDUAL TEAM PERSONNEL

GHL has technical staff, including an architect, 7 engineers, and several technologists, with a wide range of expertise, including extensive experience in fire science, computer fire modelling, egress and exit analysis, material science related to fire, and the Code development process. Two members of GHL's staff are former Building Officials, providing a varied perspective on resolution of issues.

The following GHL personnel have relevant experience or would otherwise be a valuable addition to the project team:

### **Andrew Harmsworth, M Eng, P Eng, CP, FEC**

Andrew Harmsworth has 30 years of engineering experience in Building Code and Fire Protection Alternative Solutions and Code compliance problem resolution. Andrew holds a Master's Degree in Fire Protection Engineering from UBC. He is a City of Vancouver Certified Professional who is an active member of the Association of Professional Engineers and Geoscientists of BC (APEGBC), as former Chair of the Building Codes Committee and represents APEG on the Building Code Modernization Strategy and Green Building Code task groups. He is also a member of the *CSA O86 Engineering Design in Wood* Task Group on Fire Resistance and a Board of Directors member for newBuild, an NSERC funded network of fire related research projects at various universities across the country. Andrew is registered in BC, Alberta, Manitoba, NWT/Nunuvut and Washington State as a Professional Engineer.

### **Teddy Lai, Architect AIBC, MRAIC, CP**

Teddy Lai is an Architect and Certified Professional with experience in aspects of project design and construction and specifically, access for the disabled, stair safety, washrooms, dimensional clearances and ergonomic aspects of Code compliance. This is supplemented by a strong architectural design, field review and coordination background. With over 25 years' experience in Building Code consulting, Teddy has developed specialized expertise in the application of Building Codes and creation of alternative approaches (equivalents) to meeting the Building Code intent on a performance basis.

### **K. M. Gary Chen, MAsc, P Eng**

Gary Chen is a professional engineer registered in British Columbia and Alberta. Gary holds a Master's Degree in Mechanical Engineering from University of Waterloo, specializing in fire engineering, and a Bachelor's Degree in Chemical Engineering from UBC. His research focused on design of steel structure for fire loading, which is an area of active research interest, and finds applications in structural fire protection and design. In addition, he also has extensive knowledge in fire dynamics and computer-based fire models, including computational fluid dynamics (CFD) and zone models, which are the basis for performance-based fire engineering analysis.

### **Frankie Victor, EngL, BCQ**

Frankie Victor has 11 years' experience as a Building Official with the City of Nanaimo and 13 years of Building Code consulting experience with GHL. Frankie is registered with APEGBC as an Engineering Licensee with the title EngL, is a member of the Executive Committee of the Building Officials Association of BC with the title BCQ (Building Code Qualified), and sits as a member of the BC Building Code Appeal Board.

### **Wendy Morrison, ASCT, BCQ**

Wendy Morrison is a Building Technologist with 12 years' experience at GHL, is registered with ASTTBC as an Applied Science Technologist, and is a member of the Building Officials Association of BC (BOABC), holding the designation of 'Building Code Qualified (BCQ)'. Wendy has a multi-disciplinary background in administration, 10 years in the legal field, and has completed studies in Public Administration and Political Science.

**Jun Hyung Kim, BAsC, EIT**

Jun Kim is an Engineer- in-Training as a member of APEGBC. He holds a Bachelor of Applied Science Degree in Honours Mechanical Engineering with Distinction and Dean's Honours from the University of Waterloo. Notwithstanding performance-based fire engineering analysis, Jun will assist in developing Alternative Solutions and Building Code compliance.

**Steev Wong, DipIT, BCQ**

Steev Wong is a graduate of the Civil & Structural Engineering Technology program at BCIT and is a Certified Drafting Technician from the Architectural, Civil & Structural Drafting program at VCC. Steev brings extensive knowledge in CAD & graphic applications to the GHJ team, as well as practical experience in Architectural, Structural & Building Code compliance issues in both residential and commercial design.

**Josiah Tsang, DipIT**

Josiah Tsang is a recent graduate of the Civil Engineering Technology program at BCIT. Josiah brings practical knowledge in CAD and graphic applications to the GHJ team.

## RELEVANT PROJECT EXPERIENCE

The following is a sample list of lodge / camp projects where GHIL is presently providing, or has provided, Building Code and fire protection consulting services:

<b>Project</b>	<b>Client</b>
Olympics Security Accommodation Rainbow Camp Whistler, BC	Target Logistics Boston, MA
Whistler Athlete Centre Lodge Modular Classrooms, Various Locations, BC	Britco Structures
Riverview Modular Cottages Coquitlam, BC	DJS Designs Inc
Northern Trailer Camps:  Trafalgar Out of School Care Building Vancouver, BC	Northern Trailer / Horizon North Logistics Inc
Hydro Camp Mica Creek, BC	
Northern Trailer Modular Building Manufacturing Facility Building Assessment Kamloops, BC	
Ruby Creek Camp 24km NE of Atlin, BC	
Yukon Zinc Camp Facilities Inspection: <ul style="list-style-type: none"><li>▪ Chaparrel Industries (86) Inc, Kelowna</li><li>▪ Marlen Manufacturing, Kamloops</li><li>▪ Northern Trailer, Kamloops</li></ul>	
Suncor Voyageur Upgrader Project South Lodge Fort McMurray, AB	
AMEC Saskatchewan Potash Camp Rocanville, SK	
Dominion Construction Office and Washroom Buildings Whitehorse, Yukon	
Selkirk First Nations Office Pelly Crossing, Yukon	
Mine Site Buildings and Milne Port Site Buildings Baffin Island, Nunuvut	

The following is a sample list of industrial type projects where GHL is presently providing, or has provided, Building Code consulting services:

<b>Project</b>	<b>Client</b>
Coquitlam Water Treatment Facility Coquitlam, BC	Ausenco
Blue Water Terminal Bulk Dry Materials Handling Facility and Site Development Vancouver, BC	Cloud Peak Energy / WorleyParsons Canada
Fraser River Port Authority - Concrete plant, industrial buildings	Fraser River Port Authority
Port Metro Vancouver - Assistance to Authority	Vancouver Fraser Port Authority
Richmond Bio Conversion Facility Richmond, BC	Magest Inc International
BC Hydro Horne Payne Field Operations Burnaby, BC	Omicron
In-Vessel Compost Facility Port Coquitlam, BC	Cascade Renewable Carbon Corp.
BC Transit Operations and Maintenance Facility Whistler, BC	Omicron
BC Gas Lochburn Site Burnaby, BC	MCMP Architects
UNBC Physical Plant Prince George, BC	Chernoff Thompson Architects
EV Logistics Elevated Conveyor System Langley, BC	Arpac Storage Systems
Iron Mountain Records Archive Coquitlam / Burnaby, BC	Arencon Inc
Cloverdale Paint Manufacturing Facility Surrey, BC	Cloverdale Paint Inc c/o Hopping Kovach Grinnell
ALS Chemex North Vancouver, BC	Turner Architecture
Delta Pacific Seafoods Delta, BC	CTA Design Group