

cannot warrant that such information may not be disclosed at any point in time pursuant to third party applications under the Act.

- h. The name, address and telephone number of vendors that register for a RFI Form may be placed on a vendor list on the City website with the RFI advertisement.

**8.0 EVALUATION OF SUBMISSION**

*i. Introduction*

All information shall be reviewed by the LVEC Project Director, LVEC Steering Committee and the City of Kingston. It shall be at the discretion of the City of Kingston to accept or reject responses from any proponent who elects to submit an RFI. The City will evaluate each RFI with the intention of selecting up to four Respondents to participate in the next stage of the procurement process. Evaluation will be based solely on the content of the SUBMISSIONS and any clarifications and/or further information requested and written responses to questions asked by the Contact Person.

It is anticipated that up to four (4) Qualified Respondents will be invited to participate in the next procurement stage of the Project by preparing and submitting a Proposal in response to a second-stage Request for Proposals (RFP).

Submissions will be evaluated using two different types of criteria:

<b>Mandatory Pass/Fail</b>	Submissions that do not meet criteria stipulating mandatory requirements will be rejected
<b>Scored Criteria</b>	Submissions will be awarded points for merit using the scoring matrix

The City of Kingston, however, also reserves the right to award any work described in this document through other means. To ensure adequate competition and to meet City purchasing policies, the City also reserves the right to re-issue this RFI to additional Respondents as needed.

*ii. Mandatory Pass/Fail Criteria*

The following are the stipulated mandatory requirements:

- a. Each submission must demonstrate that the Respondent has the financial capacity to operate the proposed facility.
- b. Each submission must include references from the Respondent Team's financial institution.
- c. *Experience managing a sports and entertainment centre of similar size or larger*

*iii. Scored Criteria*

Only Submissions which have satisfied the mandatory requirements will be evaluated in accordance with the following scoring:

- a. Proponent Organization and Structure - submissions must demonstrate an effective Respondent organization. Key areas that will be evaluated include:

- experience of operator with the abilities and sensitivities to operate such a facility
- roles of Proponent members;
- organization structure;
- lines of responsibility and reporting relationships; and
- completeness of all skill sets required.

Submissions should provide a description of the Respondent, including a description of all Respondent members if a consortium. Submissions should demonstrate the completeness and appropriateness of the Respondent members organizing to create a team capable of successfully operating the facility. This section should also specify aspects of the specific roles necessary for the operation of the facility and the experience and qualifications of Respondent members. The Respondent's understanding of the scope and nature of the Project will be evaluated with reference to the organization of the Respondent. Submissions should include, but not be limited to:

- corporate make-up and responsibilities of Respondent members, clearly showing the entity that will be ultimately responsible to the City;
  - management structure showing reporting relationships and control; and
  - key personnel, showing the names of individuals holding key managerial positions, and delineating their responsibilities and authorities.
- b. Demonstrated Experience - submissions should demonstrate a Respondent's clear record of success in the areas of expertise required for the operation of the LVEC and a record of success in operating modern facilities of similar nature, size, scope and complexity (seating greater than 4,000).

Demonstrated Experience should include:

- Experience and expertise of the Proponent Members;
  - Operation, maintenance and marketing of sport and spectator facilities;
  - Previous experience with similar ventures; and
  - Marketing and Communications experience/expertise;
  - Three client references (names and telephone numbers) who can substantiate the experience of company(s) and individuals.
  - Three project references detailing the following:
    - the name of the operated facility;
    - the prime members involved;
    - a description of the facility in a manner that demonstrates the relevant skills;
- c. References.

Submissions which have satisfied the mandatory requirements will be evaluated in accordance with the following scoring:

Evaluation Category	Maximum Points
Proponent Organization and Structure	20
Demonstrated Experience	40
References	20
Financial Stability	20
<b>TOTAL:</b>	<b>100</b>

*iv. Ranking and Identification of Respondents*

The City of Kingston will select up to four Respondents, in order of their ranking, to become the Proponents who will enter the second-stage RFP. The number that will be selected may depend on the spread of scores awarded by the Evaluation Committee to the Submissions, and any comments and recommendations received from the Evaluation Committee and shall be exercised by the City in its sole discretion.

Submissions deemed qualified may be subject to interviews at the discretion of the Evaluation Team.

**Note 1:** If not more than four Submissions are received, the City reserves the right at its discretion to bypass the evaluation process and allow all Respondents to proceed to the RFP stage, in which case the evaluation of qualifications and experience will be deferred until after Responses to the RFP are submitted. In such case, the Evaluation Committee may perform a preliminary evaluation of the Submissions to ascertain whether any Submissions are materially incomplete or fail to demonstrate, to the Evaluation Committee's satisfaction, that a Respondent and its Respondent Team Members have the necessary or sufficient capability, experience, expertise, capacity and commitment to Design and Build the LVEC.

**Note 2:** If any Submission is determined to be unclear or deficient in some aspects, but these deficiencies are capable of being clarified or remedied, the Contact Person may prepare a list of questions for the Respondent, to provide the Respondent with an opportunity to clarify or remedy its Submission. If these clarifications and amendments do not overcome the deficiencies, the City of Kingston may, at its sole and absolute discretion, decide to reject the Submission.

## 9.0 SUBMISSION PROCESS

Please provide one signed original and SIX (6) copies of your submission in a sealed envelope signed by an authorized signatory, to

RFI No. CAO-COM 1-2005  
Don Gedge  
LVEC Project Director  
City of Kingston  
City Hall  
216 Ontario Street  
Kingston, ON K7L 2Z3

**8.0 EVALUATION OF SUBMISSION**

*i. Introduction*

All information shall be reviewed by the Evaluation Committee. It shall be at the discretion of the City of Kingston to accept or reject responses from any proponent who puts forth a submission. The Evaluation Committee will evaluate Submissions with the intention of selecting up to four Respondents to participate in the next stage of the procurement process. Evaluation will be based solely on the content of the Submission and any clarifications and/or further information requested and written responses to questions asked by the Contact Person.

It is anticipated that up to four (4) Qualified Respondents will be invited to participate in the next procurement stage of the Project by preparing and submitting a Proposal in response to a second-stage Request for Proposals (RFP).

Submissions will be evaluated using two different types of criteria:

<b>Mandatory Pass/Fail</b>	Submissions that do not meet criteria stipulating mandatory requirements will be rejected
<b>Scored Criteria</b>	Submissions will be awarded points for merit using the scoring matrix

The City of Kingston, however, also reserves the right to award any work described in this document through other means. To ensure adequate competition and to meet City purchasing policies, the City also reserves the right to re-issue this RFI to additional proponents as needed.

*ii. Mandatory Criteria*

The following are the stipulated mandatory requirements:

**Mandatory Experience Criteria**

Either the lead architect or the general contractor will have experience, within the past 10 years, in Design-Build of a Sports and Entertainment Centre of 4,000 seats or more.

**Mandatory Financial Criteria**

Audited financial statements from the past two years will need to be provided from the Team members primarily involved.

*iii. Scored Criteria*

Only Submissions which have satisfied the mandatory requirements will be evaluated in accordance with the following scoring:

Evaluation Category	Maximum Points
Relevant Design Experience	30
Relevant Build Experience	30
References	20
Proponent Organization and Previous Experience Working Together	20
<b>TOTAL:</b>	<b>100</b>

v. *Ranking and Identification of Proponents*

The City of Kingston will select up to four Respondents, in order of their ranking, to become the Proponents who will enter the second-stage RFP. The number that will be selected may depend on the spread of scores awarded by the Evaluation Committee to the Submissions, and any comments and recommendations received from the Evaluation Committee and shall be exercised by the City in its sole discretion.

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