

APPENDIX A PROPOSAL FORMAT AND CONTENTS

Proposals are to follow the outline described below and must address all requested information. Any additional information that Proponent wishes to include that is not specially requested should be included under Part 2 to the Proposal. Proponents are encouraged to provide a Proposal with sufficient detail to allow evaluation of the approach to the RFP Subject.

Proponent is to provide each of the Parts as a separate document or package of documents. No pricing is to appear in the Technical Response.

In the event that Proponents are requested in the RFP to submit more than one Proposal, Proponent shall create a distinct folder for each Proposal under each Envelope clearly labelled as Submission #1 (Required), Submission #2 (Alternate), etc. Proponents shall place the folders in the corresponding Envelopes of the Proposal in accordance with the submission requirements set out below.

The Proposal format and content must consist of the following outline:

Part 1: Proposal Submission Acknowledgement Form (Envelope 1)

Proponent shall sign and date to the Proposal Submission Acknowledgement form included under Appendix B. The form must be signed by the person(s) who are authorized to sign and contractually bind Proponent. This document is to be submitted as one file in PDF format.

Part 2: Technical Response (Envelope 1)

Proponent shall complete the Technical Response by submitting its responses to the information requested under the Technical Requirements Document included under Appendix C. The responses shall be in the format(s) as specified in Appendix C and shall specifically exclude any references or information regarding alternative technical concepts.

Part 3: Commercial Response (Envelope 2)

Proponent shall complete the Commercial Response by submitting its responses to the information requested under the Commercial Requirements Document included under Appendix D. The responses shall be in the format(s) as specified in Appendix D and shall specifically exclude any references or information regarding alternative technical concepts. The commercial response must include any changes to the Agreement and its Exhibits in the form of redline using the Microsoft Word track changes function, reflecting all proposed wording changes by Proponent to the Agreement and Exhibits. Any language that is not redlined in the Agreement or the Exhibits shall be deemed to have been accepted by the Proponent. For example, if Proponent does not redline a section or provision of the Agreement in the Commercial Response, Proponent will not be allowed to subsequently redline such section or provision in subsequent negotiations. Post-response negotiations will be limited only to those sections/provisions of the Agreement and Exhibits to which the Contractor provided redlines in its Commercial Response. Comments to Agreements and/or Exhibits in other forms (for example, Microsoft Word narrative comments, a table of exceptions, or a PDF form of redline) will

APPENDIX A PROPOSAL FORMAT AND CONTENTS

not be considered by Company. Proponents are not permitted to perform blanket replacements of entire sections, articles, or Exhibits in their redlines. For example, a Proponent may not delete the Company's warranty provision and replace it with an entirely new and different warranty section. Proponent's redlines must be focused and drafted in a manner that minimizes the number of changes to the Agreement and Exhibits. The more changes a Proponent proposes to the Agreement and Exhibits in its redlines, the lower the Commercial Response will be scored.

Part 4: Alternative Technical Concepts (Envelope 3)

Proponent shall include a summary of why each ATC is being proposed and the benefit to the project (addressing each of the following compared to the base case design: cost, schedule, quality, risk and safety), an shall submit sketches with dimensions, design assumptions and construction assumptions and approach. The commercial pricing shall be submitted on the appropriate A1 Estimate Form under Appendix D and shall be the delta to the original design line item including quantity changes, and not restate pricing for any unaffected line items. A related schedule with the same level of detail as the base case shall be included and shall highlight activities impacted by the ATCs. A basis of estimate shall also be included in this envelope.