

## **SCHEDULE B**

### **FORMAT OF THE APPLICATION**

The District requests that Applicants respond to this RFEI in a comprehensive form which, without being limiting or exhaustive, contains the following:

#### **1. Cover Letter**

Provide a cover letter with the Application signed by a duly authorized representative of the Applicant who has had the opportunity to review the RFEI, certifying that all statements made and information provided in the Application are complete, true and correct in every detail.

#### **2. Summary**

Provide a brief overview of your proposed approach and vision to achieving the project goals and aligning with the project principles for the Operations and highlight what sets your proposal apart.

#### **3. Organization**

Describe the complete management and corporate teams (“**Team**”) for the fulfillment of all components of the Operations. Without limitation, provide the following information:

- a description of the Team – whether a proprietorship, partnership, society, company, firm or other consortium- including a description of all Team members and description of the proposed legal structure of the Team;
- a brief description of the Team members’ roles;
- provide a resume for the individual who will serve as the designated representative for the Team;
- identification of the individuals who will serve in the key project roles for the Team who will be assigned to the project. Provide resumes for each of these individuals; and
- briefly describe any previous working relationships between the Team members.

#### **4. Financial Capacity and Stability**

Demonstrate the financial capacity and stability that qualifies you to undertake the Operations. Without limitation, provide the following information:

- identify the current and anticipated relevant design and construction work of the Team and the Prime Members;
- describe the financial and business resources available to the Team and the Prime Members to undertake the project.

## **5. Related Experience**

Demonstrate experience in projects of similar size, scope and complexity. Without limiting the foregoing, provide the following information:

- location, nature and scope of related projects undertaken by the Team and its members;
- provide details of budgets and costs;
- describe roles of key staff members on those projects as they relate to this proposed project; and
- provide contact details for a representative on these projects that can be contacted for further information; and
- describe capability (financial, experience and workload) to commence and complete the Operations as set out in this RFEI.

## **6. Operations Concept**

Based on the information contained in the RFEI, provide, in reasonable detail, a general outline of the components of the Operations including the following:

- the kinds of structures, built form, proposed uses and amenities;
- ownership structure;
- District's involvement;
- anticipated commercial and public uses; and
- access to the Operations.

The Applicant's proposal for the Operations should be described in very general terms, to assist the District in determining whether the interested party at this stage proposes a project that will be of interest to the District. Detailed engineering plans or architectural plans are not expected at this time.

## **7. Financial Plan**

Describe how you propose to finance the Operations, which aspects of the financing have been secured and which aspects remain outstanding. Describe conditions to securing financing.

## **8. Legal and Regulatory**

Describe your strategy for complying with all applicable federal, provincial and municipal laws and bylaws. Without limiting the foregoing, provide the following information:

- amendments to any District bylaws required in respect of the Operations; and
- anticipated legal agreements to be negotiated with the District in respect of the Operations.

**9. Implementation Plan**

Include a detailed schedule of implementing the Operations. Without limiting the foregoing, provide the following information:

- project and/or operational milestones, as applicable;
- key people and entities involved at each milestone; and
- risks and unknown factors in respect of each milestone and strategies of addressing such risks and unknown factors.