

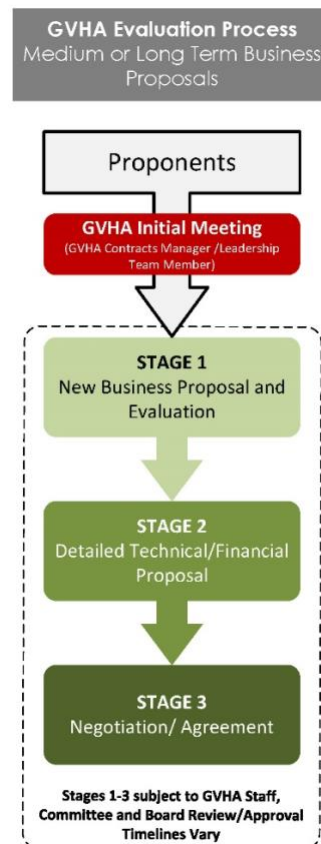
## STAGE 2- TECHNICAL AND FINANCIAL PROPOSAL REQUIREMENTS AND EVALUATION

### Proposal Information Requested

Upon acceptance and approval of the Stage 1 Business Proposal by GVHA, proponents are invited to Stage 2 – Detailed Technical and Financial Proposal. This document is made up of two sections that describe the requirements for the technical and financial submissions. Notwithstanding the level of details required the Proponent is encouraged to be concise and limit the size of the response as possible.

To avoid multiple discussions and demand on limited GVHA resources, Proponents are asked to limit their inquiries to the designated GVHA contact who will connect them with the appropriate staff member. GVHA will make every effort to respond in a timely manner.

Stage 1 -3 Flow Chart is provided for reference.



To assist the proponent Additional technical information (e.g., relevant CAD files, maps, and Reports) may be provided to assist the Proponent. GVHA makes no warranty on the accuracy of the information and the Proponent is encouraged to confirm information independently. Requirements shall be confirmed at the outset of this Stage. These guidelines should be coordinated with the Stage 1 Business Proposal Guide provided previously.

By completing the following information, GVHA is provided with some assurance that the proponent has awareness of the technical and financial challenges or opportunities of the project and is prepared financially and technically to address these components moving forward.

### **TECHNICAL CRITERIA**

The following table provides a ‘checklist’ for the Proponents consideration. For each focus area briefly describe approach, any constraints or opportunities that may be considered in the development of the project. Where appropriate link these items to any business or operational considerations. As part of the proposal submission, complete the last column with proposed approach and how this is or will be addressed.

GVHA may ask for clarification and additional information upon receipt of the materials if questions arise during the internal review process.

<b>TECHNICAL CRITERIA CHECKLIST</b>			
Complete only the relevant focus area aligned with the proposal. Where not required state "NA"			
<b>Item</b>	<b>Focus Area</b>	<b>Description</b>	<b>Proponent Response to Focus Area – Reference any plans or documents attached with this response)</b>
1	Federal Permit/ Review	<ul style="list-style-type: none"> <li>- Confirm Any Federal Permitting Requirements for the project including but not limited to:</li> <li>- Federal Environmental and Alteration Permits</li> <li>- Navigational and Air Safety Restrictions</li> </ul>	
2	Site and Operational Planning -General	<ul style="list-style-type: none"> <li>- Describe proposed location and spatial requirements for the near- and long-term construction and operation. (Provide an illustrative schematic plan) Include any commentary on infrastructure and servicing needs, security, parking, delivery, road access, traffic, water, and pedestrian access.</li> </ul>	-
3	City Planning	<ul style="list-style-type: none"> <li>- Confirm all City planning and permitting requirements for the project.</li> <li>- Identify if project requires a Development or Delegated Development Permit to proceed.</li> </ul>	-

*Stage 2 GVHA Business Proposal Requirements*

<b>TECHNICAL CRITERIA CHECKLIST</b>			
Complete only the relevant focus area aligned with the proposal. Where not required state "NA"			
<b>Item</b>	<b>Focus Area</b>	<b>Description</b>	<b>Proponent Response to Focus Area – Reference any plans or documents attached with this response)</b>
4	Geotechnical	<ul style="list-style-type: none"> <li>- The Site is subject seismic and Tsunami impact leading to:               <ul style="list-style-type: none"> <li>a. liquefaction of soils</li> <li>b. inundation by water and debris.</li> </ul> </li> <li>- Describe approach to addressing seismic or tsunami requirements for the project.</li> </ul>	-
5	Archaeological	<ul style="list-style-type: none"> <li>- Confirm Archeological Permits Requirements for the property. (e.g., Ogden Point is subject to a Heritage Shipwreck designation in its water lot, and significant archeological sites of interest located along Dallas Road.)</li> <li>-</li> </ul>	-
6	Environmental	<ul style="list-style-type: none"> <li>- Notwithstanding federal and Provincial environmental permitting requirements, describe how the project will address noise and emissions issues if required. E.g., Traffic noise and emissions, ship emissions etc.)</li> </ul>	-

*Stage 2 GVHA Business Proposal Requirements*

<b>TECHNICAL CRITERIA CHECKLIST</b>			
Complete only the relevant focus area aligned with the proposal. Where not required state "NA"			
<b>Item</b>	<b>Focus Area</b>	<b>Description</b>	<b>Proponent Response to Focus Area – Reference any plans or documents attached with this response)</b>
7	Public Consultation	<ul style="list-style-type: none"> <li>- Community consultation is generally required as part of a development permit process. The proponent should describe how they will address community consultation and factor this process into the overall timeline</li> </ul>	-
8.	First Nations	<ul style="list-style-type: none"> <li>- Consultation with First Nation – Both Esquimalt and Songhees Nations have Members as Directors on the GVHA Board – however if a Federal Facility Alterations Permit (FAP) is required for the project there may be wider First Nation Consultation required as per Federal Legislation.</li> </ul>	-
9.	Project Schedule	<ul style="list-style-type: none"> <li>- Based on the previous items identify the proposed general timeline and key milestones expected for the project. This should be inclusive of all expected permitting timelines, consultation,</li> </ul>	-

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		construction period <sup>1</sup> and operational start-up.	
10.	GVHA input	- Describe any resource, financial and capacity requirement that may be requested of GVHA in this process.	-

<sup>1</sup> Note that construction windows are limited to between Late October and Early April of each year. Other environmental restrictions may also be imposed.



## **FINANCIAL CRITERIA**

Building upon the Financial Outline prepared in Stage 1, the proponent must provide a Detailed Proforma Spreadsheet Analysis of the project demonstrating the financial viability of the proposal for GVHA Audit and Finance Committee Review.

**All Financial data is provided and kept in confidence.**

At a minimum provide:

- Sales forecast based on assumed Agreement Term.
- Projected Capital and Expenses budget.
- Projected Cash-flow statement.
- Income projections
- assets and liabilities.
- Breakeven analysis.

The proponent should add any notes on assumptions (e.g., lease or license rates etc.) used for the preparation of the proforma.

## **STAGE 2 PROPOSAL SUBMITTAL INSTRUCTIONS AND CONTACT INFORMATION**

Proposals must be submitted as PDF Copy via email to the attention of:

**Contracts Manager**

Subject: Business Proposal Submission

Greater Victoria Harbour Authority

100-1019 Wharf Street

Victoria BC V8W 2Y9

[gvha@gvha.ca](mailto:gvha@gvha.ca)