

**SCHEDULE 7****ADMINISTRATIVE CHECKLIST**

This Administrative Checklist is provided for the convenience and assistance of the Proponent. It relates only to submission requirements and does not summarize all of the Proponent's obligations under the RFP. The Proponent is requested but is not required to submit this Administrative Checklist with its Proposal.

This Administrative Checklist is not intended, nor shall it be interpreted, to modify any of the submission requirements set out in the RFP or the Proponent's exclusive responsibility to submit a complete Proposal in accordance with the RFP. While efforts have been made to ensure that this Administrative Checklist is comprehensive, the Proponent is solely responsible to review the RFP Documents so as to assess whether its Proposal contains all required submissions.

<b>Section Reference</b>	<b>Completeness Requirement</b>	<b>Met (circle one)</b>
<b>Request for Proposals</b>		
Section 5.1(1)	The Proposal must be received by the Region (or, in the case of the Financial Submission, by IO on behalf of the Region) on or before the Submission Deadline.	No response necessary.
Section 5.1(1)	The Proposal must be delivered to the addresses for submission set out in the RFP Data Sheet.	No response necessary.
Section 5.1(2)	The Proposal must be delivered by pre-paid courier or hand.	No response necessary.
Section 6.1(2)	The names of all Prime Team Members must be listed on the front of the bid package or envelope so that the Region can make the determination provided for in Section 3.9.3(2) with respect to any Proponent Team Members in litigation or pending litigation with the Region prior to opening a bid package or envelope.	No response necessary
<b>Schedule 3 Part 1 – Technical Submission Requirements</b>		
See Exhibit A, of Schedule 2 for details of the Technical Submission Requirements under the headings below.		
<b>BI</b>	<b>Project Management</b>	
B1.0	• Holistic Approach To Project Management	Yes/No
B1.1	• Project Management Organization and Key Personnel	Yes/No
B1.2	• Project Management	Yes/No

Section Reference	Completeness Requirement	Met (circle one)
B1.3	<ul style="list-style-type: none"> <li>Verification Testing Acceptance and Commissioning</li> </ul>	Yes/No
B1.4	<ul style="list-style-type: none"> <li>Safety and Security Program</li> </ul>	Yes/No
B1.5	<ul style="list-style-type: none"> <li>Quality Management</li> </ul>	Yes/No
B1.6	<ul style="list-style-type: none"> <li>Review Procedure</li> </ul>	Yes/No
B2	<b>Civil Design</b>	
B2.0	<ul style="list-style-type: none"> <li>Holistic Approach to Civil Design</li> </ul>	Yes/No
B2.1	<ul style="list-style-type: none"> <li>Civil Design Organization and Key Personnel</li> </ul>	Yes/No
B2.2	<ul style="list-style-type: none"> <li>Civil Design Approach to Phase 1 and Phase 2</li> </ul>	Yes/No
B2.3	<ul style="list-style-type: none"> <li>Civil Design</li> </ul>	Yes/No
B2.4	<ul style="list-style-type: none"> <li>Utility Infrastructure</li> </ul>	Yes/No
B2.5	<ul style="list-style-type: none"> <li>Environmental Design Criteria</li> </ul>	Yes/No
B2.6	<ul style="list-style-type: none"> <li>Energy Management Plan</li> </ul>	Yes/No
B2.7	<ul style="list-style-type: none"> <li>Track Alignment and Wayside Clearances</li> </ul>	Yes/No
B2.8	<ul style="list-style-type: none"> <li>LRT Stops and Stop Equipment</li> </ul>	Yes/No
B2.9	<ul style="list-style-type: none"> <li>Structures</li> </ul>	Yes/No
B2.10	<ul style="list-style-type: none"> <li>OMSF</li> </ul>	Yes/No
B2.11	<ul style="list-style-type: none"> <li>Corrosion Control and Grounding - Basis of Design (Soil and Atmospheric aspects)</li> </ul>	Yes/No
B2.12	<ul style="list-style-type: none"> <li>Fire/Life Safety</li> </ul>	Yes/No
B3	<b>System Design</b>	
B3.0	<ul style="list-style-type: none"> <li>Holistic Approach to System Design</li> </ul>	Yes/No
B3.1	<ul style="list-style-type: none"> <li>System Design Organization and Key Personnel</li> </ul>	Yes/No
B3.2	<ul style="list-style-type: none"> <li>System Design Approach to Phase 1 and Phase 2</li> </ul>	Yes/No
B3.3	<ul style="list-style-type: none"> <li>Light Rail Vehicle - Basis of Design</li> </ul>	Yes/No

Section Reference	Completeness Requirement	Met (circle one)
B3.4	<ul style="list-style-type: none"> <li>Traction Electrification System - Basis of Design</li> </ul>	Yes/No
B3.5	<ul style="list-style-type: none"> <li>Train Control Systems - Basis of Design</li> </ul>	Yes/No
B3.6	<ul style="list-style-type: none"> <li>Intelligent Transportation Systems - Basis of Design</li> </ul>	Yes/No
B3.7	<ul style="list-style-type: none"> <li>Communications - Basis of Design</li> </ul>	Yes/No
B3.8	<ul style="list-style-type: none"> <li>Trackwork - Basis of Design</li> </ul>	Yes/No
B3.9	<ul style="list-style-type: none"> <li>Corrosion Control and Grounding - Basis of Design (stray current aspects)</li> </ul>	Yes/No
B4	<b>Construction</b>	
B4.0	<ul style="list-style-type: none"> <li>Holistic Approach To Construction and Project Schedule</li> </ul>	Yes/No
B4.1	<ul style="list-style-type: none"> <li>Construction Organization and Key Personnel</li> </ul>	Yes/No
B4.2	<ul style="list-style-type: none"> <li>Construction Criteria</li> </ul>	Yes/No
B4.3	<ul style="list-style-type: none"> <li>Project Schedule</li> </ul>	Yes/No
B4.4	<ul style="list-style-type: none"> <li>Construction Safety</li> </ul>	Yes/No
B4.5	<ul style="list-style-type: none"> <li>Construction Quality and Workmanship</li> </ul>	Yes/No
B5	<b>Maintenance and Rehabilitation</b>	
B5.0	<ul style="list-style-type: none"> <li>Holistic Approach To Maintenance &amp; Rehabilitation</li> </ul>	Yes/No
B5.1	<ul style="list-style-type: none"> <li>Maintenance &amp; Rehabilitation Organization and Key Personnel</li> </ul>	Yes/No
B5.2	<ul style="list-style-type: none"> <li>Maintenance &amp; Rehabilitation</li> </ul>	Yes/No
B5.3	<ul style="list-style-type: none"> <li>System Service Availability Requirements</li> </ul>	Yes/No
B6	<b>Operations</b>	
B6.0	<ul style="list-style-type: none"> <li>Holistic Approach To Operations</li> </ul>	Yes/No
B6.1	<ul style="list-style-type: none"> <li>Operations Organization and Key Personnel</li> </ul>	Yes/No
B6.2	<ul style="list-style-type: none"> <li>Operations Requirements</li> </ul>	Yes/No
B6.3	<ul style="list-style-type: none"> <li>System Service Availability Requirements</li> </ul>	Yes/No

Section Reference	Completeness Requirement	Met (circle one)
<b>Schedule 3 Part 2 – Financial Submission Requirements</b>		
Part E, Section 1.0	Financing Plan, including:	Yes/No
	• Letter of Support for Construction	Yes/No
	• Letter of Support from Equity Provider(s)	Yes/No
	• Letter of Support from Lender(s) or Financial Institution(s)	Yes/No
	• Letters of Support from Subcontractors	Yes/No
	• Proposal Summary	Yes/No
Part E, Section 2.0	Basis for Financial Submission	Yes/No
Part E, Section 3.0	Financial Model, including:	Yes/No
	• Audit Letter	Yes/No
	• Financial Model Specification Booklet	Yes/No
	• Inputs Booklet	Yes/No
Part E, Section 4.0	Net Present Value	Yes/No
<b>Schedule 3 Part 3 – Innovation Submission Requirements</b>		
Part B, Section 1.0	Technical Requirements	Yes/No
Part B, Section 2.0	Financial Requirements	Yes/No
Part C, Section 2.0	Separate Price Proposal 1	Yes/No
Part C, Section 3.0	Separate Price Proposal 2	Yes/No
Part C, Section 4.0	Separate Price Proposal 3	Yes/No
Part C, Section 5.0	Separate Price Proposal 4	Yes/No
Part C, Section 6.0	Separate Price Proposal 5	Yes/No
<b>Schedule 3 Part 4 – Proposal Format and Evaluation</b>		
Part A, Section 3.0	Package A: • One (1) signed original marked “Original Copy” and four (4) copies of Package A – Proposal Submission Form (Schedule 4 of the RFP) and a Proponent Team Member Declaration and Certificate of Officer for each Proponent	Yes/No

Section Reference	Completeness Requirement	Met (circle one)
	Team Member (Schedules 5 and 5A to the RFP)	
Part A, Section 3.0	Package B: <ul style="list-style-type: none"> <li>• Twenty-four (24) copies of the following: Technical Submission with the Technical Submission Information, and any Innovation Submissions (Technical) in separate packages               <ul style="list-style-type: none"> <li>○ Project Management, Civil Design, Systems Design, Construction, Maintenance and Rehabilitation and Operations</li> </ul> </li> <li>• Drawing Submission Requirements (RFP Schedule 3, Part 1) for Civil Design and System Design</li> </ul>	Yes/No          Yes/No          Yes/No
	<ul style="list-style-type: none"> <li>○ Twelve (12) copies to be provided in standard 3-ring loose-leaf binders together with the Design Drawing Submissions (as defined below) which are not mounted on presentation boards</li> <li>○ Twelve (12) copies of all drawings – sets of reduced size drawings printed on 11” x 17” paper</li> <li>○ One (1) copy of all Civil Works Drawings – full-size 1:2000 scale</li> </ul> Twenty-four (24) copies of each Innovation Submission (Technical) in separate packages for each Innovation Submission	Yes/No          Yes/No          Yes/No          Yes/No

Section Reference	Completeness Requirement	Met (circle one)
Part A, Section 3.0	Package C: <ul style="list-style-type: none"> <li>• One (1) original and Eight (8) copies of Package C – Financial Submissions, each containing the 14 Vehicle Financial Submission and, if applicable, the 16 Vehicle Financial Submission (each in turn containing the applicable the Price Submission Forms (Schedule 6A or 6B), Financial Submission Information, Separate Price Proposals and any Innovation Submissions (Financial) in separate packages for each innovation submission</li> <li>• One (1) hard copy of the Financial Model relating to the 14 Vehicle initial fleet is to be submitted in the original 14 Vehicle Financial Submission sub-package. The Financial Model must include the spreadsheets provided in Schedule 6A of the RFP.</li> <li>• If applicable, one (1) hard copy of the Financial Model relating to the 16 Vehicle initial fleet is to be submitted in the original 16 Vehicle Financial Submission sub-package. The Financial Model must include the spreadsheets provided in Schedule 6B of the RFP.</li> </ul>	Yes/No
Part A, Section 3.0	Three (3) complete CDs or set of CDs (if applicable) or USB format "memory" sticks containing Packages A and B in PDF format	Yes/No
Part A, Section 3.0	Three (3) complete CDs or set of CDs (if applicable) or USB format "memory" sticks containing Package C in PDF format	Yes/No
Part A, Section 3.0	Three (3) complete CDs or set of CDs (if applicable) or USB format "memory" sticks containing Package B in a file format that can be edited	Yes/No
Part A, Section 3.0	Three (3) complete CDs or set of CDs (if applicable) or USB format "memory" sticks containing Package C in a file format that can be edited	Yes/No
<b>Schedule 4 – Proposal Submission Form</b>		
Schedule 4	Proposal Submission Form	Yes/No
<b>Schedule 5 – Proponent Team Member Declaration</b>		
Schedule 5	Proponent Team Member Declaration for each Proponent Team Member	Yes/No

Section Reference	Completeness Requirement	Met (circle one)
<b>Schedule 5A – Form of Proponent Team Member Certificate of Officer</b>		
Schedule 5A	Certificate of Officer for each Proponent Team Member	Yes/No
<b>Schedule 6 – Price Submission Form</b>		
Schedule 6	Price Submission Form 6A (14 Vehicle Submission)	Yes/No
	Price Submission Form 6B (16 Vehicle Submission)(if applicable)	Yes/No
<b>Schedule 7 – Administrative Checklist</b>		
Schedule 7	Administrative Checklist	Yes/No