

**SITE SELECTION SUBCOMMITTEE for  
WINDSOR REGIONAL HOSPITAL**

November 5, 2014

Dear Subcommittee Member:

- Re: Request for Proposals for the Purchase of a Site for the New Acute Care Hospital Facility (the "RFP")**
- Re: Evaluation of Phase 1 Submissions ("Submissions") by the Site Selection Subcommittee (the "Subcommittee")**

**The Submissions**

As you know, the RFP closed on October 1, 2014. Although 22 Submissions were received, 20 are to be evaluated by the Subcommittee. That is because, unfortunately, 2 Submissions did not meet all of the Phase 1 Mandatory Requirements and were therefore rejected, in accordance with the RFP. This was done based on legal advice and was reviewed and approved by the Fairness Advisor.

**Preliminary Step – Confirmation of No Conflict of Interest**

As mentioned in my earlier letter, I will need to have confirmation from each member of the Subcommittee that he or she has completed the conflict of interest review process outlined in the Conflict of Interest Guide and is in full compliance with the Conflict of Interest and Confidentiality Agreement that we all signed.

**The Evaluation Process**

As you will recall from the Evaluation Workshop held on September 5, 2014, all of the Submissions that met the Phase 1 Mandatory Requirements (20 in total) were delivered to Stantec, the consultants retained by Windsor Regional Hospital who are supporting the activities of the Subcommittee. Stantec reviewed the responses received and have prepared summary materials that are accompanying this letter, which will assist each of us in conducting our individual evaluations.

**Enclosures**

Enclosed with this letter are the following materials, which are described in more detail below:

- (a) a bound "Map Book";

- (b) Volumes A through F; and
- (c) a "Tally Sheet".

**(i) The Map Book**

The Map Book contains a map showing the locations of all 20 Sites, as well as a summary sheet and an aerial photograph for each Site.

**(ii) Volumes A through F**

Each Site is to be evaluated based on information submitted in response to 32 different criteria. The 32 criteria are divided into the following 6 groups, and the Volumes have been prepared accordingly:

- A. General Land Use Conformity (criteria 1-3)
- B. Site Development Potential (criteria 4-8)
- C. Community Relationship (criteria 9-13)
- D. Accessibility (criteria 14-23)
- E. Site Conditions (criteria 24-29)
- F. Microclimate (criteria 30-32)

Each Volume contains a single Scoresheet for each criterion. For each criterion the Scoresheet includes:

- a description of the criterion (the Assessment Definition);
- the scale factors applicable to the criterion;
- the weight assigned to the criterion;
- each Vendor's response for that criterion. This has been taken directly from the Submissions received;
- the Stantec response / comments on the Vendor's response;
- space for making notes; and
- space for assigning a scale (it will be a value of 0-10).

You will note that each Site is identified by a letter (A through U). This is to make it easier to refer to the different Sites when we have the consensus meeting. You will also notice that there is no "Site L" – that is one of the Sites that was rejected (the other was "Site V").

If you want to know the identity of the Vendor(s) of any of the Sites, please refer to the Map Book.

**(iii) Tally Sheet**

The Tally Sheet will be used to record all the scale values awarded as a result of our individual evaluations for each criterion.

**Individual Evaluations**

The evaluations are to be conducted independently, on a criterion-by-criterion basis using the Scoresheets in Volumes A-F. For example, when evaluating the information submitted in response to criterion no. 1 (in Volume A), review and score all of the responses for all Sites for that criterion before moving on to criterion no. 2.

Our task is to evaluate the response provided by each Vendor, found in the "Vendor Response" column, having regard to the Stantec response / comments. We are entitled to rely on the Stantec information when evaluating each Vendor response.

We do not have to evaluate criteria sequentially, although it may be helpful to complete evaluating all of the criteria in a Volume before moving to a different Volume. Use the Scoresheets in the Volumes; do not use any of the evaluation forms that are in the Evaluator Handbook.

Please make sure to write comments in support of the scale awarded. The scale should be a value of 0-10, based on the scale factors for each criterion. Do not multiply the scale by the weight – that will be done later.

After completing a Scoresheet for a criterion, please date and sign your Scoresheet. Please do not remove the completed Scoresheet from the Volume. Finally, record the scale value awarded for each Site in your Tally Sheet.

**(i) Questions**

If anyone has questions about any of the information provided by a Vendor or any comments made by Stantec, please complete the evaluation of the other criteria / Sites. Questions will be considered during the conference call scheduled for November 19 at 3pm and the meeting scheduled for November 26, 2014 at 3pm. Both the conference call and the meeting will be attended by Stantec personnel.

If additional meetings or calls are required to deal with issues or questions, they will be scheduled as needed. Please also refer to para. 7.3.1 of the Evaluator Handbook.

**Next Steps**

The goal is to complete all of the individual evaluations by December 15, 2014.

Once completed and signed, all Volumes and all Tally Sheets are to be delivered to the RFP Coordinator (Kevin Marshall) so that summaries can be prepared for the Consensus Meetings scheduled for December 19 and 20, 2014. The Volumes and Tally Sheets will be returned prior to or at the first Consensus Meeting.

If you have any questions or concerns about the enclosed material or the evaluation process, please contact myself or Kevin Marshall.

I am looking forward to working with all of you toward the completion of the Phase 1 evaluation process.

Yours truly,

Robert Renaud,  
Chair – Site Selection Committee