






**Trillium Line Extension
OLRT Bid Evaluation Steering Committee (BESC)
August 16 2018**

Meeting Minutes

Place	Conference Call
Date	August 16, 2018
Time	11:00AM-12:00PM
Invited	<p><u>BESC Members:</u> Geoffrey Gilbert(Lead) [GG] Simon Dupuis [SD] Remo Bucci [RB]</p> <p><u>Conflict Sub-Committee:</u> Martin Masse (Lead) [MGM] Catherine Burden [CB] Christopher Gillcash [CG]</p> <p><u>Completeness Sub-Committee:</u> Benedict Wray (Lead) [BSW] Emily Marshall-Daigneault [EMD] Raquel Gold [RG] Mike Harvey [MH]</p>
Regrets	

Notes:

	Description	Lead	Minutes
0.	Introduction		
1.	<p>Conflict Review Team Approval</p> <ul style="list-style-type: none"> • Review and presentation of Completeness Review Team Summary Report • Discussion of key findings & outstanding issues • Approval of findings by Completeness Review Team 	MGM	<ul style="list-style-type: none"> - MGM presented update on Conflicts Review process; - Key findings: No major conflict issues currently; - Next steps: review a few declarations with Fairness, but no anticipation there will be any member who is conflicted out; - Waiting for remaining members to submit forms, Cathy is following up on behalf of the Conflict Review Team; - Aiming to have all members cleared to start their role by next week;

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			<ul style="list-style-type: none"> - Delay event: due to RFC TL-002 response, two individuals and two corporations required to be added to their Schedule 5 – Participant List; - Fairness will need to provide supplemental Appendix A and B to clear conflicts on new parties, anticipate it will take until the end of week; - BESC provided <i>conditional approval</i> for Conflict Review process barring any major conflicts associated to supplemental Appendix A and B participants/corporations.
2.	<p>Completeness Review Team Overview and Summary Report</p> <ul style="list-style-type: none"> • Review and presentation of Completeness Review Team Summary Report, executive summary <p>Completeness Review Team Summary (Final Version):</p>  <p>TRI - Completeness Review Team Summar</p> <p>Completeness Review Team Sign-Off Form:</p>  <p>TRI - RFP - Appendix 4 Completeness sign o</p> <p>Insertions/Deletions Log:</p>  <p>TRI - Completeness Deletions, Insertions li</p>	BSW/ MH	<ul style="list-style-type: none"> - BSW presented Completeness Review Team process, findings and key issues; - Overall, bids were complete, after discussion with Fairness and Legal, a few changes were required for the bids mentioned in the attached Insertions/Deletions Log; - When applicable, RFCs were sent to the Proponents’ to clarify missing information, additional pages removal, and/or general clarification requirements. All RFCs were reviewed by Fairness; - Reviewed and confirmed that no financial information included as part of bids; a financial works schedule was included as part of Section 1.8 of TLink bid, will be removed; - Update: RFCs were responded to successfully and bid Completeness was confirmed on Monday, August 20th by way of signed form and email from Completeness Lead to BESC.
3.	<p>Key issues requiring discussion</p> <ul style="list-style-type: none"> • SIMP additional pages (TNext) • Geotechnical Report additional pages (TNext) 	BSW	<ul style="list-style-type: none"> - Fairness team joined call to discuss removal of pages over the prescribed limit for <i>Section 1.7 – Systems Integration Management Plan</i> and <i>Section 2.2 – Geotechnical Report</i>. Based on remaining page limits, an RFC should be sent to Proponent asking for them to determine which pages would not be evaluated. Fairness

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			<p>reviewed internally and then provided a response approving the approach and RFC wording;</p> <ul style="list-style-type: none"> - Update: RFCs were responded to and SIMP was removed entirely, Geotechnical Report removed pages 44, 45 and 46 as well as pages 62, 63 and 64.
4.	<p>Completeness Review Team Approval</p> <ul style="list-style-type: none"> • Approval of findings by Completeness Review Team • Key outstanding RFCs <ul style="list-style-type: none"> ○ TEA-001, 002 ○ TNext-001(responded), -002 ○ TLink-001, 002, 003 • Confirmation of key next steps <ul style="list-style-type: none"> ○ Begin Technical Conformance reviews 	GG	<ul style="list-style-type: none"> - BESC provided <i>conditional approval</i> of Completeness Review Team Summary barring any outstanding issues that would need to be addressed once outstanding RFCs are returned to the Evaluation Manager; - Technical Conformance reviews to begin on Monday, August 20th as the Conflict Review Team completes remaining conflict reviews Thursday and Friday. Evaluators will also begin on Monday.
5.	<p>Technical Evaluation Frameworks Approval</p> <ul style="list-style-type: none"> • Technical Conformance Worksheet • Technical Evaluation Worksheet • Technical Consensus Worksheet (if available) 	GG	<ul style="list-style-type: none"> - Discussed and agreed to move forward, the worksheets would be circulated by email before EOW for approval by Monday morning, with a focus on the Technical Conformance and Technical Evaluation Worksheets; - Update: Technical Conformance Worksheet and Technical Evaluation Worksheet approved and ready for use Monday August 20th. Technical Consensus Worksheet approved with required changes to the “Weighting” terminology.
6.	New Business		<ul style="list-style-type: none"> - No new business was brought forward or discussed

Adjournment: *The foregoing represents the writer's understanding of the major items of discussion and the decisions reached and/or actions required. Any errors, omissions, or concerns regarding the minutes captured should be brought to the attention of the undersigned individual within 48 hours of receiving these minutes. Prepared By: Mike Harvey*