*Please PRINT, SIGN, and SCAN this cover page and include as a pdf to your email submission.*

**Mass Timber Demonstration Program**

***Expression of Interest (EOI) Application Form***

**Application Due by October 21, 2024 at 20:00 Pacific Daylight Saving Time to** **info@masstimberbc.ca**

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| --- | --- |
| **Project Applicant:***Must be the developer and/or owner of the building* |  |
| **Project Title:** |  |
| **Date Submitted (MM/DD/YY):** |  |

**Attestations:**

By submitting this EOI, the project Applicant:

1. Is legally registered as a for-profit organization in British Columbia (B.C.), or incorporated as a not-for-profit organization in B.C., is a B.C. local government (municipality or regional district), or a First Nations government or organization.
2. Is the developer and/or owner of the proposed building.
3. Has read and understood all the terms and conditions of Forestry Innovation Investment’s (FII) Mass Timber Demonstration Program (MTDP) set out in this EOI Application Form and the EOI Guide.
4. Understands that any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal, provincial and consultant reviewers are bound by the requirements of the *Freedom of Information and Protection of Privacy Act* regarding the treatment of confidential information.
5. Understands and acknowledges that, should the project be accepted under the MTDP, no liability and no commitment or obligation exists on the part of FII to make a financial contribution to the project until a written Contribution Agreement is signed by both parties.
6. Understands that project costs presented in this EOI **must be** supported by a cost estimate and pro-forma summary**.**
7. Understands funding that may be obtained under the MTDP will not be used to purchase any wood-based or other construction materials for the proposed project.
8. Understands that the individual signing below attests that they have provided all necessary documentation to constitute a completed EOI as indicated in the MTDP EOI Package Checklist (see page 2) and has the necessary authority to apply to the MTDP in the name of his/her company.

**Please sign below to confirm these attestations.**

**Signature:**

**Date:**

**Name of Duly Authorized Officer for Applicant:**

# **Expression of Interest Package Checklist**

Please complete the following checklist to confirm that your EOI package is complete.

All items below are required to complete the EOI package, except the Technical Supporting Documents and Supporting Letters. Applicants may submit additional supporting documentation (business plans, Gantt charts, technical documentation etc.) as a part of the EOI package.

|  |  |
| --- | --- |
| **EOI package checklist** | **Included** |
| 1. **Completed all 3 sections of the EOI Form**
 | [ ]  |
| 1. **Class “D” cost estimate (incremental cost estimates) & pro-forma summary**
 | [ ]  |

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| **NOTES** |
| 1. It is the responsibility of the Applicant to ensure the word limits are respected for each question. The box sizes in this form do not reflect the word limit so please use the “Word Count” tool under the “Tools” menu.
2. Unless otherwise specified, the “proposed project” or the “project” or the “EOI” in this application form refers to the proposed project submitted to the MTDP.
3. Completion and submission of this EOI to the MTDP does not imply that the proposed project will be approved.
4. Applicants must submit all information specified in this EOI form. Failure to provide the necessary information within the EOI Form itself may lead to rejection of the EOI. It is the responsibility of the Applicant to ensure that the EOI Form clearly and thoroughly demonstrates how each mandatory and desired criterion is met. The attached technical information is required to substantiate and support the information in the EOI Form.
5. The Applicant should provide information in the most concise format possible, while still providing sufficient details to ensure complete comprehension by reviewers.
6. This EOI form is confidential when submitted.
7. Many questions suggest Applicants provide additional information in attachments (e.g., business plan, supporting letters, engineering plans, project schedule, etc.). These attachments should be named as follows: [COMPANY\_PROJECT TITLE\_DESCRIPTION.pdf]. The description should indicate the nature of the attachment. These attachments should be included in the email submission of the EOI form.
8. When you have completed the EOI form, name the document as follows: [COMPANY\_PROJECT TITLE\_MTDP\_EOI.doc] and send it to the MTDP Management by email at **info@masstimberbc.ca**
 |

**Please refer to Section 2 of the MTDP Expression of Interest Guide for project details.**

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| **SECTION 1: EXECUTIVE SUMMARY** |
| This section should provide reviewers with a clear overview of the Applicant, the project and the alignment of the project with the core objectives and requirements of the MTDP (see Section 2.1 of the EOI Guide). How the project constitutes an advancement of the use of mass timber in multi-family residential, mixed-use commercial office, institutional, and industrial buildings in British Columbia must be demonstrated.Note that answers to *questions #1-4* in this Executive Summary section may be shared publicly. |
| 1. **Applicant** (legal name of the company, the municipal or regional district government, or the First Nation government or organization):
 |
| 1. **Project Title:**
 |
| 1. **Project Location** (the project must be in British Columbia)**:**
 |
| 1. **Briefly describe the objectives, outputs and outcomes of the proposed project and indicate how it constitutes an advancement of mass timber use in multi-family residential buildings, mixed-use commercial office buildings, institutional buildings, or industrial buildings in British Columbia (300 words maximum):**
 |
| 1. **Expected project start date** (MM-YYYY):
 | **Expected project completion date** (MM-YYYY):  |
| 1. **Project Timeline** (please answer each item below; If no, indicate approximate date):
 |
| Development proposal submitted for city review | **Y or N** |
| Full city council approval received | **Y or N** |
| OCP amendment submitted | **Y or N or N/A** |
| Zoning (or re-zoning) approved | **Y or N or N/A** |
| Demolition and/or excavation permit submitted | **Y or N or N/A** |
| Demolition and/or excavation permit approved | **Y or N or N/A** |
| Building permit submitted | **Y or N** |
| Building permit approved | **Y or N** |
| Construction of building begun | **Y or N** |
| 1. **Project Cost Estimate:**
 | **Dollar amount** | **% of the total project** |
| Applicant’s share of funding | $ | % |
| Funding from other sources*(Please add rows for each organization/source)* | $ | % |
| In-kind contribution*(Please describe)* | $ | % |
| Requested funding amount from MTDP | $ | % |
| Total project cost*(Must be the sum of all amounts above)* | $ | **100%** |
| 1. **Comparative project cost** (e.g. cost for an equivalent concrete or steel building)
 | $ |
| **GENERAL INFORMATION** |
| The **Applicant** should be the owner and/or developer of the building, and the individual **Key Project Contact** must be available for correspondence during the due diligence period from October 22, 2024 and January 31, 2025.Please list the full contact information for the **Applicant – If owner and developer are different, provide information for both**: |
| Name: |  |
| Title: |  |
| Company:  |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Project Responsibility: |  |
| Please list the full contact information for the **Key Project Contact**: |
| Name: |  |
| Title: |  |
| Company:  |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Project Responsibility (if applicable): |  |
| **Company Information:** |
| List the number and examples of wood or non-wood projects your company (i.e. Applicant) has built or has been engaged in building: |  |
| Indicate the number of years your company or institution (i.e. Applicant) has been in operation: |  |
| Company or institution (i.e. Applicant) website:  |  |

**ALL MANDATORY CRITERIA MUST BE MET FOR PROJECTS TO BE EVALUATED**

**Please refer to Section 3.2.1 of the MTDP EOI Guide for mandatory criteria details.**

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| **SECTION 2: MANDATORY CRITERIA** |
| ***This EOI must be complete and provide enough information for a proper evaluation.*** |
| Do you meet the criteria outlined in Section 3.2.1 of the MTDP EOI Guide? [ ]  Yes [ ]  No  |
| **Eligible Applicants:*** For-profit organizations registered in British Columbia (e.g, owners, developers);
* Not-for-profit organizations incorporated as a not-for-profit corporation or society formed under an Act of Canada or the Province of British Columbia and in good standing under the relevant Act;
* British Columbia local governments (i.e. municipalities and regional districts); and
* First Nations governments and organizations.
 |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Clearly describe how you meet the above “Eligible Applicants” criteria (i.e. which type of eligible Applicant are you?):
 |
| **Eligible Buildings**: Eligible mass timber or mass timber-hybrid buildings are broken up by building use and height:* Multi-family Residential (5+ stories)
* Mixed-use Commercial (3+ stories)
* Institutional (2+ stories)
* Industrial (2+ stories)
 |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No (*if no, please see question* ***d)*** *below*)
 |
| 1. Select your building category – Please select only one category:

[ ]  Multi-family Residential[ ]  Mixed-use Commercial (e.g. retail, warehouse, box store, factory, storage units)[ ]  Institutional (e.g. office building, school, health facilities)[ ]  Industrial  |
| 1. Indicate the total # of floors:
 |
| **If your building does not meet the eligible building height requirement for its usage, please answer question d) below:***Applications should be for buildings that meet or exceed the heights listed above; however, consideration may be made for funding. Applicants must clearly explain how their proposed building is uniquely innovative. Examples could include, but are not limited to:** *Mass timber use is not common in your region;*
* *The proposed building is considerably taller than usual for mass timber/hybrid buildings;*
* *The construction of the building offers a new approach;*
* *A specific and significant aspect or component of the project is a first in B.C.*
1. To be granted an exemption from the building height requirements above, please describe how your proposed building is uniquely innovative. Please only answer this question is you are requesting an exemption **(500 words maximum)**:
 |
| **Eligible Activities:** Eligible activities fall into the 2 categories below (see section 2.6 of the EOI guide for further details).* Design development, permitting and construction drawings;
* Construction and related activities.
 |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Clearly describe how you meet the above “Eligible Activities” criteria by including the specific eligible activities you would like considered for reimbursement by MTDP funding **(300 words maximum)**:
 |
| **Eligible Costs:** The costs outlined in the EOI must be Eligible Costs (see section 2.7 of the EOI guide for further details). |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Clearly describe how you meet the above “Eligible Costs” criteria by including **the specific eligible costs** (i.e. item names & their associated amounts) you would like considered for reimbursement by MTDP funding **(300 words maximum)**:
 |
| **Location:** The project must occur in B.C.  |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Clearly describe how you meet the above “Location” criteria (i.e. what is the location of the build?):
 |
| **Building Type:** The main structural building system must be mass timber or mass timber-hybrid (e.g. mass timber-light wood frame, mass timber-concrete or mass timber-steel). |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Clearly describe how you meet the above “Building Type” criteria by answering each of the following:
	1. What is the main structural building system for this building?
	2. What components of the building will be mass timber?
	3. What percentage (%) of the overall building will include mass timber?
 |
| **Incremental Funding Support:** The EOI must demonstrate the need for incremental funding support through the MTDP, and how requested funding will advance this project in the immediate term. |
| 1. Clearly demonstrate the need for incremental funding support and how requested funding will advance this project in the immediate term **(400 words maximum)**:
 |
| **Funding Contributions:** The Applicant must demonstrate they have access to the funding required to successfully complete the project. Any other Government of British Columbia contributions received or applied for must be clearly identified in the EOI submission. Please ensure all funding contribution information is included in Section 1 “Executive Summary”, Question 7 “Project Cost Estimate” of this EOI. |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| **Total Canadian Government Contribution:** The total Canadian government assistance (federal, provincial and municipal) cannot exceed 100% of the total project costs. Please ensure all funding contribution information is included in Section 1 “Executive Summary”, Question 7 “Project Cost Estimate” of this EOI. |
| 1. Do you meet the above criteria? [ ]  Yes [ ]  No
 |
| 1. Provide additional information on any pending or confirmed Canadian Government contributions. If funding is pending, please indicate anticipated decision date:
 |

**Please refer to Section 3.2.2 of MTDP EOI Guide for desired criteria details.**

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| **SECTION 3: DESIRED CRITERIA** |
| **CATEGORY 1: FEASIBILITY** |
| **Technical Feasibility:** Applicants should demonstrate the degree to which the project is expected to be technically feasible and generate the desired outcomes. |
| 1. Describe the project objectives, proposed advanced mass timber-based building solution and detailed work plan **(200 words maximum)**:
 |
| 1. Briefly describe how you intend to measure the performance of your projects, including meeting your intended objectives and outputs **(200 words maximum)**:
 |
| **Business Case:** Applicants should demonstrate strong financial/pro-forma analysis, sound budgeting, and a credible and complete business case. The business case should be for not only the building itself, but for the overall choice of build (e.g. rationale for building usage choice, effect on surrounding community, socio-economic factors considered, etc.). |
| 1. Describe the project business case **(approx. 500 words)**:

*If this document is separate, please submit with this EOI as a supporting document. Please indicate the file name(s) of the attached document:* |
| **Timing:** Preference will be given to Applicants who propose the most credible and defensible project schedule information. Priority will also be given to projects that can be completed in a near-term horizon. |
| 1. Provide the timeline and milestones for the project, including details of any required permitting processes, if applicable **(250 words maximum)**:

*Please also attach a proposed project schedule (e.g. Gantt Chart) if available. Please indicate the file name(s) of the attached document:* |
| **Experience:** Applicants should demonstrate sufficient experience and capacity to deliver an innovative mass timber or mass timber hybrid building. |
| 1. Provide a description of the overall project team’s experience and capacity to deliver an innovative mass timber or mass timber hybrid building **(250 words maximum)**:
 |
| **CATEGORY 2: FINANCIAL COMPETITIVENESS**  |
| **Financial Competitiveness and Replicability:** Applicants should clearly demonstrate a financially competitive project design and implementation plan including a Class “D” cost estimate and pro-forma summary. |
| 1. Describe how cost-effective the overall project is and how the knowledge it generates may be replicated as a cost-effective design concept/solution for other projects in the future **(250 words maximum)**:
 |
| 1. How will your use of a design strategy or building assembly impact the B.C. market in a significant way or how it will illustrate design strategies that have a high potential to be used in other locations or applications? **(250 words maximum)**
 |
| 1. How were the incremental costs/risks of using mass timber for the building construction quantified and mitigated? How were the areas of design, approval, construction and sales activities identified? **(300 words maximum)**
 |
| 1. Describe how the project will leverage other sources of funding or in-kind contributions **(200 words maximum)**:
 |
| 1. Please provide a Class “D” cost estimate with the application at a minimum. Please indicate the file name(s) of the attached document:
 |
| **CATEGORY 3: INNOVATION AND VALUE** |
| **Building Innovation:** Applicants should demonstrate the degree of building innovation and novelty, as demonstrated using new mass timber systems, designs, construction methodology and design for disassembly. |
| Describe why the project should be considered an innovative proposition for multi-family residential, mixed-use commercial office, institutional, or industrial mass timber buildings (e.g. new advanced mass timber product or system, use of new technology, hybrid approach, advanced construction methodology, etc.). How does it leverage the new 2024 BC Building Code and/or advance solutions for housing and/or repeatability of design, demonstrating cost and time efficient mass timber construction **(500 words maximum)**:  |
| **Value for Investment:** Applicant should demonstrate how the project will help to achieve Program results related to:* Supporting mass timber implementation where traditional building materials would have otherwise been used;
* Supporting mass timber usage in construction in your specific region or context.
 |
| 1. Please expand on why you are choosing to use mass timber for this particular project **(400 words maximum)**:
 |
| 1. Please demonstrate how the program funding will allow you to move forward with a mass timber project that would have otherwise used traditional building materials **(200 words maximum)**:
 |
| 1. Describe how your project supports mass timber usage in construction *in your specific region or context* **(200 words maximum)**:
 |
| 1. Describe, if any, the use of a B.C. based mass timber supplier in the project. Please indicate if supplier is confirmed or if desired in future **(200 words maximum)**:
 |
| **CATEGORY 4: ENVIRONMENTAL PERFORMANCE** |
| **Environmental Performance:** Projects should demonstrate how the building solution will reduce or mitigate GHG emissions compared to a similar building constructed with traditional materials and systems. Projects should also provide an initial estimate of carbon dioxide equivalent (CO2e) and how the GHG mitigation estimate was calculated. |
| 1. Describe how the building solution will reduce or mitigate GHG emissions compared to a similar building constructed with traditional materials and systems **(300 words maximum)**:
 |