



**REQUEST FOR EXPRESSIONS OF INTEREST
AND STATEMENTS OF QUALIFICATIONS**

Title: Covered Practice Facility

Reference No.: 1220-050-2015-012

FOR PROFESSIONAL SERVICES

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
FOR COVERED PRACTICE FACILITY**

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

The purpose of this request for expressions of interest and statements of qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources (financial and technical) of the Respondent to undertake the project requirements as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to negotiate and enter into a Partnering Agreement and a Lease Agreement with the City, which will document the commitments of each of the parties to the financing, funding, design, construction, operation and maintenance of the project.

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a RFP/RFQ will be issued following this RFEOI/SOQ and may elect to directly negotiate with one or more Respondents, or the City may at any time and at its sole discretion decide to cancel this process for any reason in its entirety.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

“**BC Bid Website**” means www.bcbid.gov.bc.ca;

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 2.4;

“**City Website**” means www.surrey.ca;

“**Evaluation Team**” means the team appointed by the City;

“**Information Meeting**” has the meaning set out in section 2.2;

“**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;

“**Respondent**” means an entity that submits a Submission;

“**Submission**” means a submission submitted in response to this RFEOI/SOQ;

“**RFEOI/SOQ**” means this Request for Expressions of Interest and Statements of Qualifications; and,

“**Services**” has the meaning set out in Schedule A.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent's name, RFEOI/SOQ title and number. A Submission should be submitted in the form as described in RFEOI/SOQ Section 3.2 – Form of Submission.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) Email

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: purchasing@surrey.ca. PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and four (4) copies (five (5) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada V3T 1V8

2.2 Information Meeting

An information meeting will be hosted by the City Representative to discuss the City's requirements under this RFEOI/SOQ (the "Information Meeting"). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFEOI/SOQ a meeting has been scheduled as follows:

When: April 23rd, 2015 at 1:00 pm
Where: Surrey City Hall – 6th Floor West
13450 104th Ave, Surrey, BC

2.3 Date

The City would prefer to receive Submissions on or before May 6th, 2015. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.4 Inquiries

All inquiries related to this RFEOI/SOQ should be directed, by email, to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager
Email: purchasing@surrey.ca
Reference: #1220-050-2015-012

2.5 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the "BC Bid Website") and the City Website at www.surrey.ca (the "City Website") that will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ including, any and all addenda.

2.6 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices. Please double-side your Submission.

Submissions should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

3.2 Form of Submission

Respondents should provide the following:

(a) Letter of Introduction

A letter of introduction, including name and address of the Respondent and details of potential partnership and business agreements contemplated for the Project. Include:

a narrative that illustrates an understanding of the City's requirements and a capacity to successfully undertake the complexities of the project as listed in Section 5 of Schedule A – Scope of Services;

a description of the general approach and methodology that the Respondent would take in performing the Services;

a narrative that illustrates how the Respondent will complete the scope of Services, manage the Services, and accomplish the required objectives.

(b) Project Team Profile

A full profile of the Respondent's proposed project team that includes:

- Profiles of all firms or individuals participating;
- Résumés of key individuals involved in the design and construction of the project including:
 - project manager,
 - architects,
 - landscape architects,
 - registered planners,
 - engineers,
 - arborists,
 - all specialty consultants such as environmental consultants,
 - other major participants as they may apply;
- Résumés of key individuals who will be involved in the ongoing operation of the Covered Practice Facility, including:
 - Field allocation and customer service personnel
 - Field and Facility maintenance personnel
 - Exterior maintenance personnel
- Resumes shall document experience and references demonstrating evidence of familiarity with the City's regulatory processes.

No changes, substitutions or assignments of partnerships or project team members will be considered unless identified in the Submission or approved by the City.

In completing their pre-qualification submission, Respondents should not assume that the City has any prior knowledge of the Respondent, its practice or reputation or its involvement in existing services, projects or procurements. In evaluating pre-qualification submissions, the City will only consider information provided in response to this RFEOI/SOQ.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may also be contacted.

(c) Facility Description and Preliminary Site Plan

For each proposed Covered Practice Facility, submit a Facility Description and Site Plan that meets the City's requirements as outlined in Section 4 (i) to 4 (vii) of Schedule A – Scope of Services. Respondents should express visually and in written form how the Facility or Facilities (if more than one site is proposed), responds to each aspect of the City's requirements.

(d) Business Plan

For each proposed Covered Practice Facility, submit a Business Plan that meets the City's requirements as outlined in Section 4 (viii) to 4 (xi) of Schedule A – Scope of Services.

3.3 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation or not for profit organization then the full name of the corporation or organization should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

The City will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services to the City, generally using the following criteria:

(a) Experience, Reputation and Resources

The Evaluation Team will consider the Respondent's responses to items (a) and (b) in Section 3.2 – Form of Submission.

(b) Technical

The Evaluation Team will consider the Respondent's responses to items (c) and (d) in Section 3.2 – Form of Submission.

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

4.3 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.4 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI/SOQ, and the Evaluation Team may make such requests to only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

4.5 Interviews

The Evaluation Team may, at its discretion, invite some of all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is not a tender and does not commit the City in any way to select a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

5.3 No Contract

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ, prior to the signing of a formal written Contract. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in section 2.4, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

SCHEDULE A SCOPE OF SERVICES

The City of Surrey (the "City") invites request for expressions of interest and statements of qualifications for the design, construction, maintenance and operation of one or more Covered Practice Facilities on City land.

1. Project Background / Purpose

The Parks, Recreation and Culture Strategic Plan (2008-2017) recommends that the Department "work with community organizations to assist in the development of program opportunities and facilities". In response to an unsolicited inquiry from a local soccer club to construct and operate a covered soccer field on public property, the Parks, Recreation and Culture Department and the Finance & Technology Department are initiating a Request for Expressions of Interest process.

2. The Project Objectives/Desired Outcomes

The City is seeking Respondents interested in designing, building, financing, constructing and operating Covered Practice Facilities on public land in the City.

Subject to selecting a suitable Respondent(s), the City is prepared to provide under agreement a suitable site or sites within the City for the Project(s). The City will consider the provision of an annual operating payment in exchange for facility management and operations and for facility use for approved community user groups, public sessions, and other public events.

Respondents shall outline their financial plan and project schedule as well as the capital contribution and annual operating contribution amount they anticipate that would be required by the City in relation to the Project and its on-going operation. The desired outcome is a project that is built and sustained by the proponent without a capital or an ongoing operating contribution by the City. However, the final amounts and mode of funding shall be determined as part of the Agreement.

The City is open to considering a broad range of sustainable business models that will ensure the successful provision of the Project and the achievement of community use objectives. Meeting the needs of Surrey's sports community is a primary operating objective of the business model but provision of broader community benefits will further enhance the project.

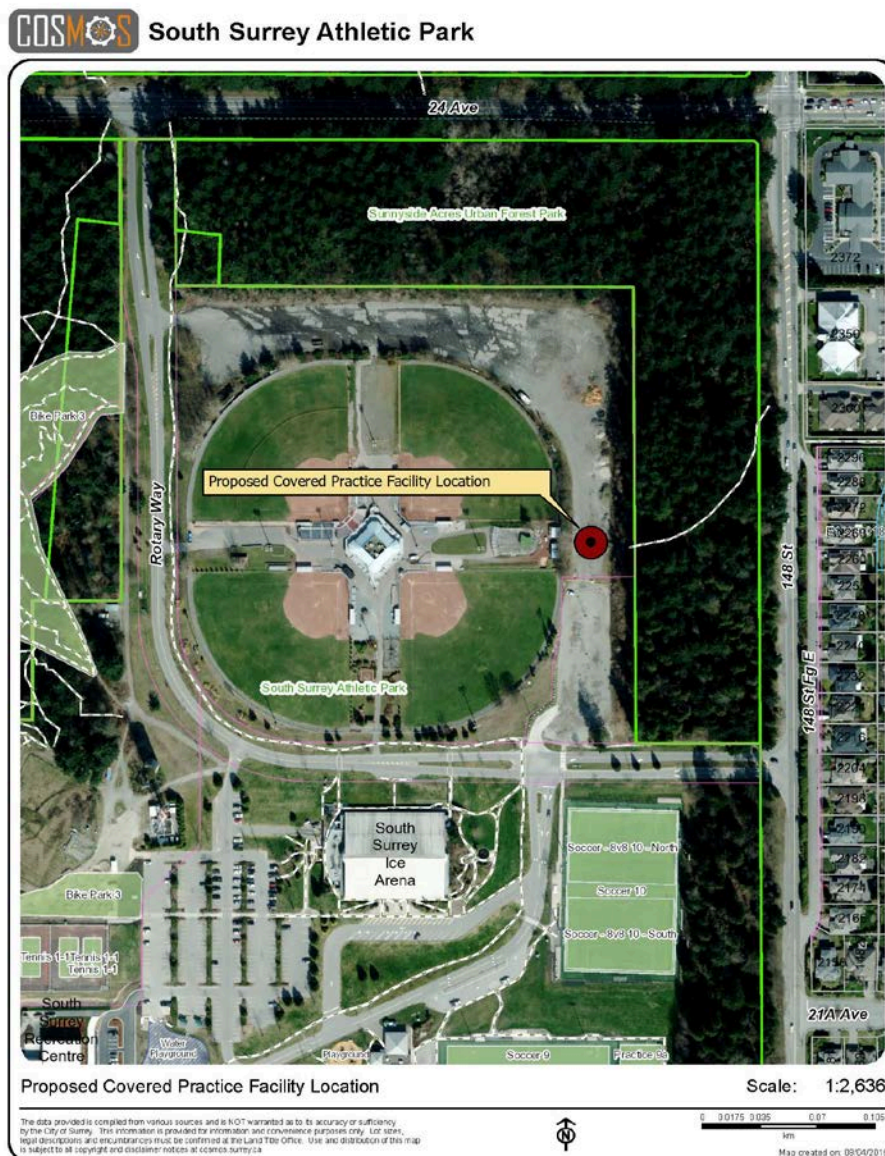
The City's intent is to enter into a fifteen (15) to twenty (20) year Lease Agreement with a Respondent.

3. Project Sites

Covered Practice Facilities are most appropriately located in the City's Community Athletic Parks. This is due to the existing programming of the park and adjacency of washrooms, parking and other relevant support facilities.

South Surrey Athletic Park (SSAP)

The unsolicited proposal for South Surrey Athletic Park is for a location adjacent to Softball City and is the City's preferred location for a Covered Practice Facility. However, further consultation with the community will be required to confirm that the location and site are acceptable.



A site survey plan of the SSAP site in Autocad format is available for download by prospective Respondents from the City's Managed File Transfer (MFT) Service.

Hostname : <https://mft.surrey.ca>
Login ID: Surreybid
Password: Welcome
Locate Folder: 1220-050-2015-012

Newton Athletic Park

The City is planning a Covered Practice Facility at Newton Athletic Park in the following location:



A site survey plan of the Newton Athletic Park site in Autocad format is available for download by prospective Respondents from the City's Managed File Transfer (MFT) Service.

Hostname : <https://mft.surrey.ca>
 Login ID: Surreybid
 Password: Welcome
 Locate Folder: 1220-050-2015-012

Other Community Athletic Parks

Potential sites for other Covered Practice Facilities have not been identified. However, the City is interested in considering other potential sites identified by Respondents with a strong preference for existing Community Athletic Parks for the reasons stated earlier.

4. Project Requirements

- i. At each proposed location, the primary facility must include a lighted, synthetic turf surface on an appropriate subsurface with 2 players benches contained within a fabric or metal covered, metal frame structure. The turf surface may vary in size with a minimum size of 30 m x 61m (98'-5" x 200'). Both the South Surrey Athletic Park site and the Newton Athletic Park site are limited in width due to adjacent facilities and property/ROW boundaries.
- ii. At each proposed location the primary facility must include: male and female washrooms or the provision of washrooms at an existing adjacent park facility; and adequate storage to support the activities of the facility. The facility must also include lighting for the field of play and the proposal must indicate the lighting levels provided.
- iii. At each proposed location the Submission must include the preparation of a preliminary, overall Site Plan that includes:
 - a. the location, layout and dimensions of the Covered Practice Facility;
 - b. the parking area, pedestrian paths, vehicular access lanes, maintenance access; and
 - c. shows any proposed improvements to any existing adjacent facility (eg., the 'Softball City' site). *Note: Access to and use of the 'Softball City' Fieldhouse and Washrooms is subject to negotiations by the City of Surrey that have yet to be undertaken.*
- iv. The design of the site must include a minimum of 30 parking spaces but may increase to meet the requirements of Development Permit approval. Parking must include appropriate access/egress and landscaping that meets City standards and optimizes public safety, accessibility, aesthetics and sustainability. Site design should take into account best practices for on-site storm water management, tree preservation and replacement, sustainable landscape features, automobile circulation and pedestrian circulation.
- v. At each proposed location the Submission must specify each and all of the major products to be used in the construction of the primary facility, including the type and/or manufacturer of: the subsurface, the synthetic turf product, the walls, the metal frame structure and the roof material.

- vi. The primary facility must be designed and built in compliance with the BC Building Code. The Respondent is responsible for the complexities and costs that this requirement may have if the Submission includes a fabric covered structure.
- vii. The Submission must include a Capital Cost Construction Estimate prepared by a person or consulting firm with construction and project management experience. The Respondent must indicate the source of funds for the Capital Cost of the project and submit documentation related to all proposed capital cost funding sources.
- viii. The Submission must include a Business Plan for the Operation of the Covered Practice Facility. The Business Plan must include a typical annual operating budget showing all revenues and expenses under at least two scenarios. Each scenario must clearly outline the assumptions made on both the revenue side (typical seasonal hours of use, user fee expectations etc) and on the expenditure side (financing costs, typical operating cost items, maintenance costs, repairs etc) of the operation. The Facility should be designed and managed to maximize revenues while accommodating community needs and opportunities.
- ix. The Operation of the Facility must, at all times, be consistent with the use and operation of a public facility in accordance with City standards. Later in the process, the submission of a preventative maintenance plan for the facility and grounds for approval by the City will be required. The Business Plan must take these expectations into account in the calculation of anticipated annual costs and revenues.
- x. The Facility should be designed so as to allow for possible future expansion so that flexibility is retained to respond to future needs.
- xi. The Project may, at the discretion of the Respondent, include other recreational components such as a perimeter running/walking track around the outside of the field of play, baseball/softball uses, etc. It may also include meeting room(s), training rooms (ie physiotherapy) and concession if applicable to the business operation of the facility. Enhanced recreational and community uses and other support facilities such as additional storage areas, and spectator seating may, at the discretion of the Respondent, also be provided.

5. Project Complexities

The successful Respondent will have to enter into and comply with the terms of a number of legal agreements with the City, including at least:

- a Memorandum of Understanding (MOU);
- a Partnership Agreement; and
- a Lease Agreement.

The successful Respondent will also be required to comply with all aspects of the City's Development Review and Approval process. These legal agreements and regulatory

requirements necessitate a certain minimum level of experience and expertise for a Respondent to successfully complete the tasks associated with the project. The Respondent must have demonstrated skills, capabilities and capacities to undertake various stakeholder processes, project planning and development, construction management, legal review, financial analysis and facility operations tasks, including:

- a) Define the guiding principles of the project with the City.
- b) Prepare a development plan for the project.
- c) Facilitate a public consultation process with City staff to collect public and user groups' opinions regarding the development plan.
- d) Prepare drawings and specifications of sufficient detail for construction and to meet the requirements associated with a Building Permit.
- e) Prepare and submit all applicable municipal development applications for the Lands for processing and approval.
- f) Identify potential additional works that will be mutually agreed for the Lands as a result of entering into a formal contract with the City.
- g) Prepare capital budgets, forecasts and phasing strategies.
- h) Prepare a detailed construction schedule for the project.
- i) Provide proof of financing for the full amount of the project estimate.
- j) Provide a 50% performance bond and a 50% materials payment bond prior to the start of construction.
- k) Provide Insurance to the satisfaction of the City prior to the undertaking of any work on City Land.
- l) Commit to the construction and operation of the Covered Practice Facility according to the terms of a Lease Agreement with the City.

6. Project Timeline

The City anticipates that the selection of the Proponent will proceed along the following estimated timetable.

Activity	Date
RFEOI Issued	April 15 th , 2015
Project Information Session	April 23 rd , 2015, 1:00 p.m.
Deadline for REISOQ Submission	May 6 th , 2015
Communication of Results	May, 2015

If a Respondent is selected, the timeline for the consultation and preliminary design stage may proceed along the following sequence: **(Respondent to fill in the dates)**

Activity	Date
Memorandum of Understanding completed	
Development of Design Details and Resolution of Code Compliance Issues	
Commence Discussions regarding the Lease Agreement	
Capital Budgeting Complete	
Workshop Sessions and Public Consultation Complete	
Progress Report Provided and Final Development and Partnering Agreement Completed	
Prepare Development Plan and all Details associated with the project and apply for: <ul style="list-style-type: none"> • Subdivision • Building Permit • Development Permit • Servicing Agreement (if required) 	
Finalize Lease Agreement and Sign-off	

Provide Proof of Bonds, Insurance and Project Financing	
Building Permit and Development Permit Issued (8 - 10 weeks following submission)	
Commence Construction	
Opening of Facility	