



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

TITLE: CITY CENTRE YMCA MIXED-USE DEVELOPMENT
IN SURREY, B.C., CANADA

Reference No.: 1220-050-2016-006

(Construction Services)

**REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS
PRE-QUALIFICATION OF DEVELOPER OR DEVELOPMENT GROUP
CITY CENTRE YMCA MIXED-USE DEVELOPMENT PROJECT**

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1. INTRODUCTION

1.1 Purpose

The purpose of this request for expressions of interest / statements of qualifications (the "RFEOI/SOQ") is to invite submissions (the "Submission") from respondents (the "Respondent") indicating their interest in, and qualifications for, the proposed City Centre YMCA Mixed-Use Development project. Based on these responses (the "Response"), the City of Surrey (the "City") intends to develop a shortlist of interested parties with suitable credentials which the City anticipates who may be invited to participate in the next stage of the competitive selection process, the request for proposals (the "RFP") stage when called.

The Respondent should indicate a willingness to commit, at a future date, to a project cost estimate and development schedule for the Y Facility or offer an alternative approach to the construction of the Y Facility that ensures cost containment for the City and the YMCA and also results in a coordinated approach to the construction of the multiple facilities on site; and

Offer economic advantages and project synergies that cannot be achieved if the City and the YMCA were to simply proceed with site acquisition and project construction without any involvement by the Respondent.

This RFEOI/SOQ is not a tender or an offer or a request for proposals; rather it is a non-binding invitation to qualified Respondents to make themselves known to the City by providing information and by demonstrating to the City their experience, reputation and resources.

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

1.2 Background

Surrey City Centre is a rapidly growing and dynamic urban centre within the City that will require enhanced community and recreation services in the near future. The City and the YMCA of Greater Vancouver (YMCA) have entered into an Agreement in Principle (AIP) regarding the provision of a wide range of programs and services at a new Surrey City Centre YMCA community centre (the Y Facility). The AIP is about meeting important community needs, delivering services in a sustainable and cost effective way, and leveraging efforts and resources using the unique strengths and abilities that each of the two parties brings to the table.

While a firm capital cost cannot be confirmed until the site is chosen and the cost analysis is complete, the two parties (the YMCA and the City) have agreed to contribute a total of \$40,000,000 for the capital cost of construction. This provision, not including the cost of land, is based on the following:

- (a) Cost of construction of +/- 60,000 gross sq. ft. of floor space on an already serviced site within a multi-level, multi-use building at \$550 average cost per sq. ft. equals \$33,000,000;
- (b) Soft costs including design, zoning, permits, development approval, DCC's, furnishings and fittings estimated at \$4,000,000; and
- (c) An allowance for contribution to parking, site work and contingencies is set at \$3,000,000.

The City and the YMCA have entered into a partnership arrangement regarding the costs and responsibilities for the construction and operation of a new community centre in the City Centre area of Surrey. Neither the City nor the YMCA has identified a specific site for the community Centre. However, the location of the YMCA community centre (the Y Facility) is a critical factor influencing the YMCA's capacity to be economically and operationally sustainable. Specific market research has correlated adjacency to the City Centre or King George Skytrain stations with operational viability.

The City is interested in the potential integration of the Y Facility with a mixed use development by a third party and is proceeding with this RFEOI/SOQ in order to determine the extent to which any third parties, land owners/developers in the City Centre are interested in pursuing a mixed-use development of this nature.

The Respondent will not be responsible for any of the operating or lifecycle maintenance costs of the Y Facility.

The City requires that ownership of the parcel proposed for the Y Facility be sold to the City and/or the YMCA.

The project may involve private sector facilities below the Y Facility (e.g., parking levels) for which a long term licencing agreement may pertain.

Once Submissions have been received, the City and the YMCA will evaluate each Submission in terms of the cost, the development schedule, the location strengths and weaknesses and the unique aspects of each Submission in order to determine the appropriate next step in the process for each Respondent. This may involve the issuance of a Request for Proposals to a selected number of Respondents or direct negotiations with a single Respondent or other mechanism aimed at selecting a site, a developer and a schedule that best achieves the objectives of the City and the YMCA.

1.3 Competitive Selection Process

This section describes the general process that the City expects to use in the selection of a preferred proponent. The anticipated competitive selection process includes two stages (a) the RFEOI/SOQ stage; and (b) the RFP stage.

RFEOI/SOQ Stage

The objective of the RFEOI/SOQ stage, in the absolute discretion of the City, is to develop a shortlist of proponents. A Respondent's eligibility to be shortlisted is conditional upon the Respondent having successfully demonstrated to the satisfaction of the City, in the City absolute discretion, that the Respondent is one of the best qualified, applying the criteria set out in this RFEOI/SOQ. Shortlisted Respondents may be asked to provide a more detailed proposal at a later date.

The City reserves the right to select a preferred proponent directly from the RFEOI/SOQ stage without proceeding to the RFP stage.

RFP Stage

The objective at the RFP stage is to select the preferred proponent with whom the City and YMCA may select a Respondent or Respondent(s) who would be invited to submit a proposal which, subject to the requirements of the community Charter and Local Government Act, in particular regarding assistance and Council approval, may lead to the development of a Partnering Agreement and/or Purchase/Lease Agreement with the City and the YMCA. The agreements will document the commitments of each of the parties for the design, building, financing, and operation of the Project.

Collaborative Meetings

The RFP stage may include collaborative discussions relating to technical and commercial matters through workshops and topic meetings in accordance with the terms of the RFP, to allow proponents to provide comments on Project-specific issues raised through the process. Attendance at collaborative meetings should be in person, unless otherwise permitted at the discretion of the City.

The form of the RFP submission will be described in the RFP and will address technical, functional and financial aspects of the project.

1.4 Timetable

The following is the City's estimated timeline for the competitive selection process and the project:

Activity	Date
Stage 1: Request For Expressions of Interest/Statements of Qualifications:	
RFEOI/SOQ issued	August 19, 2016
RFEOI/SOQ Submission Date	October 7, 2016
Evaluate all Respondents	October 21, 2016

Stage 2: Competitive Selection Process:

RFP Closing Date and Time	TBD
Evaluate proposals	TBD
Selection of preferred proponent	TBD

All dates in the above timeline are subject to change at the discretion of the City

1.5 Definitions

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

“**City**” means the City of Surrey;

“**City Representative**” has the meaning set out in section 3.5 hereof;

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

“**Date**” has the meaning set out in section 2.3;

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

“**Partnering Agreement**” means the legal document, required by the Community Charter, which describes the assistance that the City will provide to the successful Respondent in return for the provision of goods and services by that Respondent;

“**Project**” means the endeavour and process referenced in Section 2 hereof, and without limiting the generality of the foregoing, includes:

- the construction and sale of the Y Facility and the land parcel to the City and YMCA as Tenants in Common; and all of the other components of a mixed-use development as proposed by the Respondent;

“**Respondents**” (individually the “Respondent”) means someone who makes a Submission in response to the RFEOI/SOQ issued by the City;

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

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

“**YMCA**” means Young Men’s Christian Association of Greater Vancouver and successor organization, YMCA of Greater Vancouver; and

“**Y Facility**” means the building component of the Project that meets the preliminary space requirements listed Schedule A of this RFEOI/SOQ.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent's name, RFEOI/SOQ title and reference number. 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 604-590-7274 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 two (two) copies (three (3) 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 Receipt of Submissions

The City expressly reserves the right to waive formalities or to reject any or all Submissions or to accept a Submission either in whole, or in part, which is deemed most favourable to the interests of the City.

If a Submission contains a defect or fails in some way to comply with the requirements, which in the sole discretion of the City is not material, the City may waive the defect and accept the Submission.

Any response to this RFEOI/SOQ may become part of any contract into which the City enters with the successful Respondent.

The City is under no obligation to award a contract as a result of this RFEOI/SOQ and reserves the right to terminate the RFEOI/SOQ process at any time.

2.3 Date

The City would prefer to receive Submissions on or before October 7th, 2016. 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 in writing 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: #1220-050-2016-006

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.

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 any printed material in 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 information on the following:

Letter of Interest:

The cover letter should introduce the development/investment firm (and Team Members, as necessary) and highlight the Respondent's experience in implementing mixed-use development projects.

Executive Summary:

The executive summary should summarize:

- Respondent's experience with comparable projects that integrate the interests of similar stakeholders, and why their recommended approach to development is the most effective in satisfying the City's and YMCA's objectives; and
- Respondent's organizational strength and demonstrated ability to assemble a multi-disciplinary team to undertake and develop the entire Project and effectively integrate required expertise for the overall benefit of the Project and the City.

A. DESIGN AND CONSTRUCTION CAPABILITY – RELEVANT EXPERIENCE

Respondent's demonstrated strength and ability to undertake the design and construction of the Project, in particular in the successful integrated design and construction of a YMCA Mixed-Use Development.

(i) Experience/Referenced Projects:

Describe the experience and capability of the Respondent team with the following, based on three to five relevant projects:

- (a) developing and managing projects that are similar in scope and size to the Project;
- (b) managing multi-disciplinary teams including design and construction integration;
- (c) managing sub-contractors;
- (d) providing value-added innovative solutions to design and construction;
- (e) design and construction of recreation centres and aquatic facilities; and
- (f) Respondent's team's performance in meeting its obligations.

(ii) Feature Projects:

- (a) Respondents should provide examples (the City's preference is to have a minimum of three references) of the Respondent's experience in developing mixed-use projects. Each project example will identify the name of the project and a description of the project and deal structure. Include information on the following for each example:
- (i) An overview of the project team;
 - (ii) Photographs;
 - (iii) Project data: project size and phasing;
 - (iv) A list of the multiple uses included in the project;
 - (v) Partnership arrangements;
 - (vi) Gross value of project;
 - (vii) Briefly describe the public consultation process if any undertaken;
 - (viii) Build-out timing; and
 - (ix) A description of the project's success in relation to its original objectives.

The role of the Respondent in the project must be specified.

- (b) itemize the cost and form of agreement associated with the transfer of ownership of the parcel that contains the Y Facility to the City and the YMCA as 'tenants in common;
- (c) indicate a willingness by the Respondent to commit, at a future date, to a project cost estimate and development schedule for the Y Facility or offer an alternative approach to the construction of the Y Facility that ensures cost containment for the City and the YMCA and also results in a coordinated approach to the construction of the multiple facilities on site; and
- (d) offer economic advantages and project synergies that cannot be achieved if the City and the YMCA were to simply proceed with site acquisition and project construction without any involvement by the Respondent.

(B) KEY INDIVIDUALS – RELEVANT EXPERIENCE AND AVAILABILITY

(i) Key Individuals Experience:

- (a) Respondent should provide information on the background and experience of all key personnel proposed to undertake the Project
- i. Name;
 - ii. Professional Qualifications/designation(s);
 - iii. Relevant experience and capability in relation to the Project preferably within the past five (5) years;

- (b) Demonstrate how the Respondent's lead personnel has an understanding of, and has recent experience with contract administration and finance management for complex mixed-use development projects; and
- (c) Describe the approximate percentage availability at each stage of the Project (i.e., Procurement, design and construction, commissioning and operations) for the Respondent's team lead to undertake the project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.
- (ii) Team Organization:
- (a) Respondent should provide organization chart(s), at the corporate level, showing the business relationships (e.g., corporation, joint venture, partnership, etc.) between Respondent team members and any anticipated changes contemplated over the Project lifecycle;
- (b) Respondent should provide organization chart, at the key personnel level, showing the reporting relationships between the key personnel (preferably the project manager, construction manager, design manager, architect or lead designer and contract manager, identified development approvals and permits representative) and other individuals that will report to them to indicate the proposed approach/management structure for the Project;
- (c) Based on the number of reference projects demonstrated to be the most relevant to the Project and the competencies identified in this section, describe the Respondent's team key individuals and their experience and capability with the following:
- Developing and managing projects similar in scope and size to the Project;
 - Assembling and managing multi-disciplinary teams during all project phases; and
 - Providing value-added and innovative solutions to the design, construction and operations of similar projects.
- (iii) Team Approach:
- Respondent to describe or illustrate the Respondent team's process for providing value added innovative solutions to design and construction, including best practices and due diligence.

(C) SITE AND DEVELOPMENT CONCEPT

Respondent should provide a reasonable description of the proposed conceptual project. Include reasonable detail and definition as to proposed uses, tenants, and/or concept to give the Evaluation Team enough information to have an idea of what the final development could contain and look like from a proposed architectural standpoint. Supporting market data and collateral materials may be submitted to support the proposed concept.

(i) Site Acceptability:

Respondent should describe the proposed site according to the following factors:

- location of the proposed site and distance to nearest skytrain station;
- the development timetable associated with the construction of the overall Project;
- street frontage anticipated for the Y Facility;
- is the site large enough to build the facility, parking etc.,
- access (walking, transit, parking);
- site condition (environmental)
- neighbourhood impact and public acceptance;
- ownership;
- is there adjacent City land or road right-of-way that could potentially be added to the proposed site?
- room for other potential occupants;
- can the site be secured within the required time frame?
- other factors identified during the evaluation process.

(ii) Development Philosophy:

Describe how the addition of a Y Facility to the Respondent's project adds value to the overall project. Outline the development philosophy for the Project and the strategy for working with stakeholders such as local residents and community groups.

(iii) Architectural and Urban Design Strategy:

Include an outline of the design strategy to deliver excellence in architecture, urban design, and landscape architecture. Describe how green building development and the incorporation of the principles of sustainable buildings in the design, construction and operation of the Project are to be articulated.

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

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 then the full name of the corporation 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 by an Evaluation Team including representatives from the City and YMCA. The Evaluation Team may consult with others including City/YMCA 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 evaluation criteria to be used by the Evaluation Team will focus on the Respondent's ability to meet the requirements set out in this RFEOI/SOQ and will particularly include the following:

- (a) The Respondent's track record, business experience, and financial capacity to start and complete projects and uses similar to those requested in the RFEOI/SOQ;
- (b) The Respondent's willingness and ability to meet the project timelines;
- (c) The Respondent's business experience and expertise as well as alignment with the City/YMCA goals;
- (d) The Respondent's Project Team – project partnering capability and approach;

- (e) The Respondent's experience in formulating and implementing successful mixed-use projects of similar scope and character;
- (f) The Respondent's design and construction capability – relevant experience;
- (g) The Respondent's development approvals and permits – relevant experience;
- (h) The Respondent's key individuals – relevant experience and availability;
- (i) The Respondent's site and development concept;
- (j) The Respondent's financial capability to undertake the Project; and
- (k) The Respondent's insights, comments and recommendations.

The order of presentation of the above criteria does not necessarily denote the specific importance of the same.

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

To assist in the evaluation of the Responses, the Evaluation Team may, in its discretion, but is not required to do so:

- (a) conduct reference checks relevant to the Project with any or all of the references cited in a Response to verify any and all information regarding a Respondent, inclusive of its directors/officers and key individuals;
- (b) conduct any other reference checks or conduct any background investigations and/or seek any additional information that it considers necessary in the course of the competitive selection process;
- (c) request clarifications of a Response or supplementary information from any or all Respondents;

- (d) request interviews with any, some or all Respondents to clarify any questions or considerations based on the information included in Responses or seek any supplementary information; and
- (e) rely on and consider any information obtained as a result of such reference checks, background investigations, requests for clarification or supplementary information, interviews, and/or additional information in the evaluation of Responses.

The Evaluation Team is not obligated to complete a detailed evaluation of all Responses and may, in its discretion, after completing a preliminary review of all the Responses, discontinue detailed evaluation of any Respondent who, when compared to the other Respondents, the Evaluation Team judges is not in contention to be shortlisted.

The Evaluation Team will recommend the Respondents to be selected by the City and YMCA as the shortlisted Respondents, to be offered the opportunity to participate in the RFP.

4.5 Changes to Respondent Teams

The City intends to issue the RFP only to Respondents that have been shortlisted under this RFEOI/SOQ. If for any reason after the Closing Date a Respondent wishes to make a change to its list of team members as listed in the Respondent's Response (either by adding new members, deleting listed members or substituting new members for listed members), then the Respondent must submit a written application (with such information as the City may require) to the City for approval. The City, in its absolute discretion, may grant or refuse to grant, permission for a change to a proponent's team list, considering the City's objective of achieving a competitive selection process that is not unfair to other Respondents, and without limiting the above:

The City may refuse to permit a change to the membership of a proponent's team if:

- (a) the change would, in the City's judgment, result in a weaker team than the Respondent's team as listed in its Response to this RFQ; or
- (b) the evaluation of the new team, using the evaluation criteria, would rank the Respondent with its changed team lower than another Respondent that had not been shortlisted.

The City's discretion to give approval for changes to a proponent's team membership includes discretion to approve requests for changes to facilitate or permit changes in ownership or control of a proponent or a team member; and discretion to approve changes to the legal relationship between team members such as the creation of a new joint venture or other legal entity that will take the place of the Proponent.

4.6 Negotiation of Contract and Award

If the City selects a preferred Respondent or preferred Respondents, then it may:

- (a) enter into contract with the preferred Respondent(s) or;
- (b) enter into discussions with the preferred Respondent(s) to attempt to finalize the terms of the contract(s), including financial terms, and such discussions may include:
 - (1) clarification of any outstanding issues arising from the preferred Respondent's Response.
- (c) If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the preferred Respondent(s) written notice to terminate discussions, in which event the City may then either open discussions with another Respondent or terminate this RFEOI/SOQ and retain or obtain the Services in some other manner.

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 pre-qualify 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 agreement. 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.

6. CITY DISCLAIMER

The information in this RFEOI/SOQ and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI/SOQ has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI/SOQ, each Respondent remises, releases, and forever discharges the City and the YMCA and their representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have arising out of any information contained herein. Any party who intends to submit a response to this RFEOI/SOQ is specifically invited to independently verify the accuracy of the information contained herein.

The City shall not be obligated to accept any Submission and may reject any or all Submissions without giving reasons therefore.

All negotiations and discussions with Respondents are on a "without prejudice" basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.

The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.

The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.

The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City. The City has not engaged a real estate agent or broker in respect of the Project. The City shall not be responsible for the payment of any fees, commissions or expenses claimed by any third party unless previously agreed to in writing.

By submitting an offer and participating in the process as outlined in this RFEI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEI/SOQ process.

7. DISCLAIMER

Notwithstanding anything contained herein, the Respondent agrees that he shall take all necessary steps to confirm the accuracy of this RFEI/SOQ and agrees that the City and YMCA shall have no liability whatsoever in respect of any losses or damages of any kind howsoever arising in relation to this RFEI/SOQ.

SCHEDULE A – SCOPE OF SERVICES

The City is providing this Schedule A – Scope of Services for the purpose of providing an informal and convenient summary of aspects of the project. It is not intended as part of the competitive procurement process or referred to in any way in interpreting the requirements of, the competitive solicitation document or in any way define or describe any party's rights with respect to the project.

1. THE OPPORTUNITY

The City seeks to achieve the best possible outcome for the project. The City is interested in the potential integration of YMCA Community Centre (the Y Facility) with a mixed use development by a third party in the City Centre. The City is proceeding with this RFEI/SOQ in order to determine the extent to which any third parties, land owners and developers in the City Centre are interested in building a YMCA Community Centre (a Y Facility) on the street level of their mixed use development in the City Centre area of Surrey.

The Respondent must be willing to transfer ownership of the Y Facility site to the City and/or the YMCA at a land value that is less than market value. Clearly indicate the extent to which the Respondent is willing to discount the value of the land parcel. Separate title to a land parcel for the Y Facility may involve private sector facilities below the Y Facility (e.g., parking levels) for which a long term licencing agreement may pertain. The Respondent will retain the right to develop and sell the density associated with the original site (prior to the subdivision that creates the YMCA parcel).

The City and the YMCA have allocated a total of \$40,000,000 to cover the capital development costs of the Y Facility. Although the capital cost estimate is subject to refinement as the details of the Project emerge during design development, the Respondent must commit to a stipulated capital cost for the project once the budget is finalized, or propose an alternative approach to construction management that ensures on-site construction coordination and provides cost control to the City and YMCA.

Respondents will be required to provide a firm construction schedule associated with the overall mixed-use project, of which the Y Facility shall be one component. The City and the YMCA are interested in a facility that is open and ready for public use in 2020/2021.

The Respondent will benefit from the marketing advantages and sales boost associated with a full community centre amenity within their mixed-use Project. In addition, the Respondent may benefit from certain economies of scale associated with a larger project. The Project will be treated as a comprehensive development with public benefits which may result in the waiving of certain development requirements associated with the provision of amenities that would be otherwise required as part of the development approval process.

The City is seeking creative suggestions, proposals and sustainable business models that meet each Respondent's business requirements as long as the primary City and YMCA requirements of the project are achieved.

2. THE SITE

The site may involve land owned by the Respondent combined with adjoining City land and/or a proposed road right-of-way closure. The City and the YMCA are open to creative land assemblies and the possible use of adjoining City assets to create an optimum configuration for the multiple land-use components of the project. Respondents must clearly describe the site configuration and land ownership of the parcel(s) proposed.

The proposed site must be within 400 M of one of the 3 Skytrain stations indicated in the attached map.

3. PRELIMINARY SPACE REQUIREMENTS

Spaces within the new Y Facility will total approximately 60,000 sq. ft. of gross floor area and will be located within a highly visible building, within the City Centre with ground floor access to attract positive attention, encourage entry and animate the site. Construction on two or three levels as a podium within a multi-use, multi-level building is acceptable.

It is anticipated that the spaces within the Y Facility will include, but not limited to:

- (a) an aquatics centre with two swim tanks to ensure concurrent uses in more than one water temperature, with services concentrating on fun/recreational swimming, learn to swim lessons, exercises in water, lap swimming for fitness, as well as therapy and rehabilitation;
- (b) a fitness centre with fixed cardio and strength equipment and areas for floor exercise;
- (c) a family development centre or a community resource centre for gathering, service delivery and referrals to other resources;
- (d) a multipurpose gymnasium;
- (e) a smaller multipurpose program rooms suitable for a wide variety of programs and services primarily focused on children and youth; and
- (f) administrative, user support and building support spaces as required.

In addition to the above core spaces, depending on final design and budget, there may also be a walk/run track and a climbing wall. The Y Facility may include concessions, restaurants and other commercial leasable space.

The overall mixed-use project will include landscaping, signage, stormwater management infrastructure, sufficient site parking for all components of the project and all required on site and off site works and services required by the development permit.

The project will provide all vehicular and pedestrian connections and traffic flow to the existing road network including pedestrian connections.

The project may include additional space for partners such as Fraser Health and Simon Fraser University and may include joint use spaces such as parking, loading bays, and access to parking.

The aesthetics and functionality of the mixed-use project should be of a high standard for projects of this type and should be designed for sustainability. The project must relate to its surroundings and have architectural merit.

4. SPECIFIC YMCA REQUIREMENTS

4.1 Planning Considerations

The new Surrey City Centre Family YMCA will be a family oriented facility, and its success will be dependent on achieving a high level of accessibility, visibility, transparency, flexibility, efficiency, activity, and identity. It is anticipated that the Family YMCA will serve up to 16,000 people each week. The anticipated hours of operation are 5:30 AM to 10:00 PM week days and 8:00 AM to 8:00 PM on weekends. The Family YMCA provides vibrant animation, brightness and safety to the public realm. Visibility of the YMCA and signage to high traffic streets like King George Boulevard is important. To achieve these goals, there are some key traits to the planning and design of the facility that should be considered priorities:

- The natatorium, with lane pool and warm water pool, should be close to the main entry and at grade level, with high visibility from and to the outside and have ample daylighting.
- All the change rooms and lockers should be at pool deck level.
- The gym will be a multi-use facility, sub-dividable and flexible, capable of accommodating a range of uses, both public access and member access, and in close proximity to the multipurpose area.
- Conditioning area(s) should also be highly visible from the exterior, day and night, and be spatially integrated with the main entry lobby and circulation spaces. Similar to the pool, the activity and animation within the conditioning areas is key to establishing the identity and attraction of the facility.
- Typically one would avoid placing any uses over the long span roof / ceiling structure over the pool area and the multi-use gym area. Roof top green areas, playground and family programs have been successfully developed over these structures.

These priorities are most successfully accommodated within a 2 – 2-1/2 storey facility. Although it is physically possible to plan the facility over 3 to 4 levels, it begins to compromise accessibility and visibility between spaces, layers on more vertical and horizontal circulation space requirements, and creates additional building code challenges, all contributing to higher construction and operating costs.

The most cost efficient layout for a family oriented YMCA is achieved in a 2 storey arrangement within a footprint area of approximately 35,000 to 40,000 sq. ft. to accommodate future expansion that will be needed accommodate the needs of the

growing Surrey Centre population over time. The site area required is 50,000 to 55,000 sq. ft. depending on parkade ramp location and setback requirements.

The main entry lobby and reception, childminding, change rooms, natatorium, gymnasium and multi – purpose areas should be on the main floor. Conditioning areas, studios and an indoor walking running track may be on the second floor. The Family Centre is somewhat flexible and can be located on either level. When located over structured parking, the pool tank and tunnel area will utilize a large portion of area at the P1 level. Loading requirements are not onerous but necessary for moving supplies and equipment in and out of the facility.

4.2 Site and Location

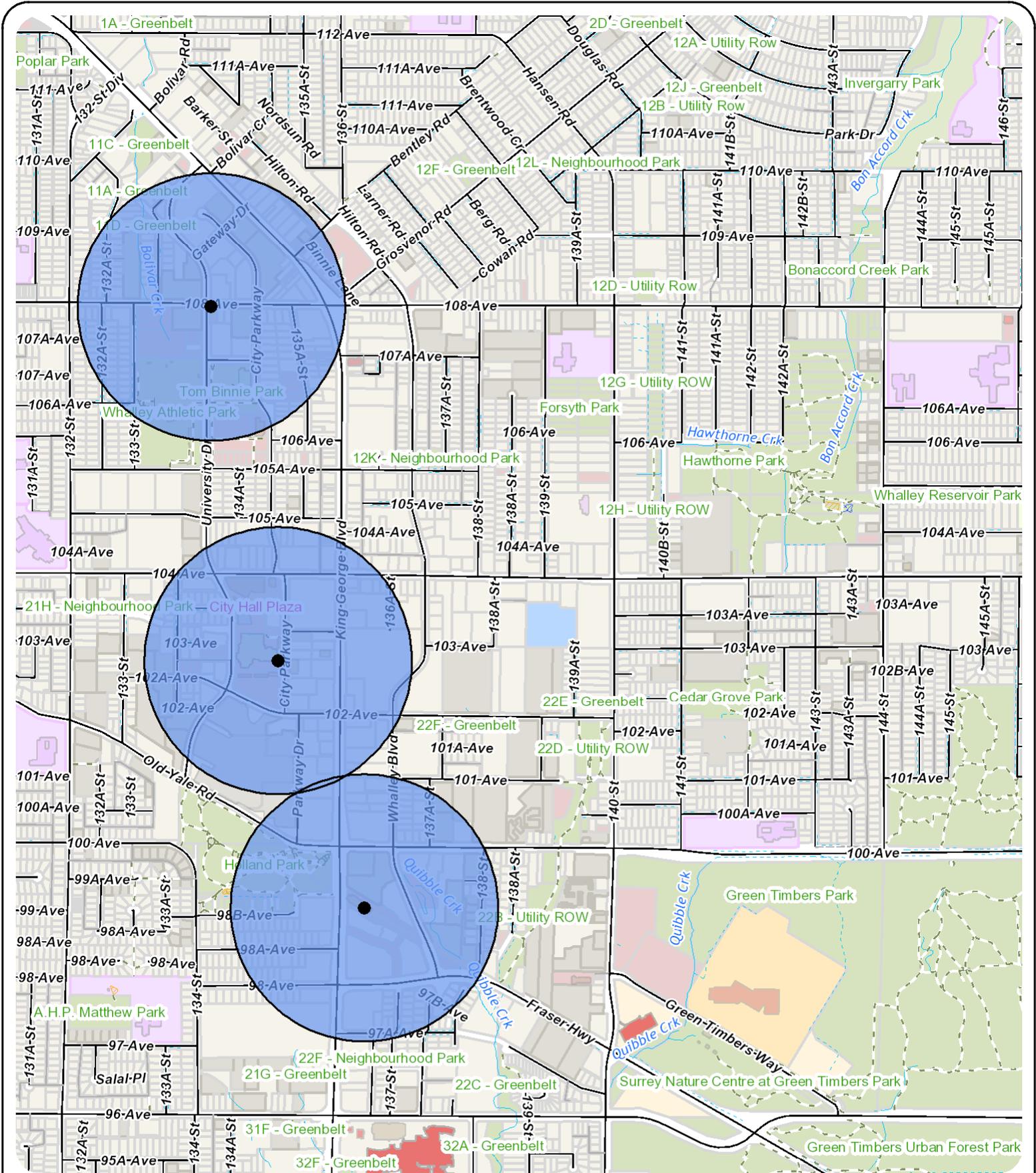
The site shall support the development and operation of a modern multi-service YMCA community centre that is visible and easily accessible at grade level to the public near the King George or Surrey City Centre Skytrain stations.

The site may be stand-alone or may be part of a mixed-use development, to be developed in partnership with the City of Surrey, the YMCA and a third party development partner.

The site will support the development of a cost effective and efficient facility with a building footprint of approximately 35,000 – 40,000 sq. ft. to accommodate aquatic and large multipurpose facilities and to support future expansion. Total site area of 50,000 to 55,000 sq. ft. is required dependent upon access to underground parking and setback requirements.

Mixed used site development will require design and development flexibility to support expansion and enhancement of operations to meet community needs over time and to facilitate redevelopment at facility life cycle milestones.

The preferred ownership structure in a mixed development site would be a subdivided free hold parcel. An airspace subdivision, inclusive of parking, could be an alternative, dependent upon achieving a straight forward, simple structure which facilitates the attainment of overall objectives.



400 M from Skytrain Stations

Scale: 1:15,000

The data provided is compiled from various sources and is NOT warranted as to its accuracy or sufficiency by the City of Surrey. This information is provided for information and convenience purposes only. Lot sizes, legal descriptions and encumbrances must be confirmed at the Land Title Office. Use and distribution of this map is subject to all copyright and disclaimer notices at cosmos.surrey.ca

