



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

**Title:                   ARCHITECTURAL DESIGN SERVICES FOR:  
                              CEMETERY ADMINISTRATION OFFICE**

**Reference No.: 1220-050-2017-021**

**FOR PROFESSIONAL SERVICES**

(General Services)

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
ARCHITECTURAL DESIGN SERVICES  
CEMETERY ADMINISTRATION OFFICE**

**TABLE OF CONTENTS**

<b>1. INTRODUCTION .....</b>	<b>3</b>
1.1 Purpose.....	3
1.2 Definitions.....	3
<b>2. INSTRUCTIONS TO RESPONDENTS .....</b>	<b>4</b>
2.1 Address For Submission Delivery .....	4
2.2 Date.....	4
2.3 Inquiries.....	5
2.4 Addenda .....	5
2.5 Status Inquiries.....	5
<b>3. RFEI/SOQ SUBMISSION FORM AND CONTENT .....</b>	<b>5</b>
3.1 Package (Hard Copy) .....	5
3.2 Form of Submission.....	6
3.3 Signature .....	7
<b>4. EVALUATION AND SELECTION.....</b>	<b>7</b>
4.1 Evaluation Team.....	7
4.2 Evaluation Criteria .....	8
4.3 Litigation .....	8
4.4 Additional Information .....	8
4.5 Interviews .....	9
<b>5. GENERAL CONDITIONS .....</b>	<b>9</b>
5.1 No City Obligation.....	9
5.2 Respondent's Expenses .....	9
5.3 No Contract .....	9
5.4 Conflict of Interest.....	9
5.5 Solicitation of Council Members and City Staff.....	9
5.6 Confidentiality .....	10
<b>SCHEDULE A1 to A5 – SCOPE OF SERVICES.....</b>	<b>11</b>

# REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

## 1. INTRODUCTION

### 1.1 Purpose

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

- (a) invite submissions (the “Submission”) from respondents (the “Respondent”) that describe the desire, relevant expertise, capability, reputation and resources of the Respondent to undertake the project as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, the RFP stage when called.

This RFEI/SOQ is not a solicitation of 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 desire, relevant expertise, capability, reputation and resources.

All interested parties should respond to this RFEI/SOQ as the City does not guarantee that an RFP will be issued following this RFEI/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 Definitions

In this RFEI/SOQ the following definitions shall apply:

“**BC Bid Website**” means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);

“**City**” means the City of Surrey;

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

“**City Website**” means [www.surrey.ca](http://www.surrey.ca);

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

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

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

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

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

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

“**Submission**” means a submission submitted in response to 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 number. A Submission should be submitted in the form as described in Section 3.2 – Form of Submission.

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

#### **(a) E-mail**

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](mailto: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, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., Canada V3T 1V8

### **2.2 Date**

The City would prefer to receive Submissions on or before **September 12<sup>th</sup>, 2017**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

## 2.3 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](mailto:purchasing@surrey.ca)

Reference: #1220-050-2017-021

## 2.4 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](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City Website at [www.surrey.ca](http://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.

## 2.5 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**

Interested and qualified Respondents should provide the following information :

#### **(a) Respondent's Experience, Reputation and Resources:**

- (i) location of primary business, branch locations, background, stability, structure of the Respondent and number of years in business;
- (ii) demonstrated relevant experience and qualifications to provide services of similar scale and complexity to the proposed scope of Services;
- (iii) demonstrated ability to provide the Services;
- (iv) equipment resources, capability and capacity, as relevant;
- (v) Respondent's references (name and telephone number). The City preference is to have a minimum of three references;
- (vi) describe any difficulties or challenges you might anticipate in providing services to the City and how you would plan to manage these;
- (vii) information on the background and experience of all key personnel proposed to undertake the Services; and
- viii) information on the background and experience of all sub-consultants proposed to undertake a portion of the Services, if any.

#### **(b) Respondent's Technical Response (Services):**

- (i) a narrative that illustrates an understanding of the City's requirements and Services;
- (ii) a description of the general approach and methodology that the Respondent would take in performing the Services including specifications and requirements;

- (iii) a narrative that illustrates how the Respondent will complete the scope of Services, manage the Services, and accomplish required objectives within the City's schedule; and
- (iv) a list of the significant reports and/or drawings that you would anticipate providing the City's management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other).

### **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 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 in Section 3.2(a) – Form of Submission.

**(b) Technical (Services)**

The Evaluation Team will consider the Respondent's responses to items in Section 3.2(b) – 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 2.3, 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  
ARCHITECTURAL DESIGN SERVICES FOR  
CEMETERY ADMINISTRATION OFFICE**

The City of Surrey (the “City”) invites qualified Respondents to submit a response to this request for expressions of interest and statements of qualifications (RFEOI/SOQ) to prequalify as consultants for architectural services.

**1. Project Background / Purpose**

The City is interested in developing a new Cemetery Services building at the Surrey Centre Cemetery. This building will provide office and meeting space for staff to meet with the public and administer burial plot sales, discuss interment options and provide other services. The space program will include offices for private, confidential discussions as well as public spaces.

The project may involve the repurposing of a Heritage building.

**2. The Project Objectives / Desired Outcomes**

The project will result in a schematic floor plan and site plan for discussion with City staff followed by construction drawings of sufficient detail for issuance of a Building Permit and Tender documents for construction of the project.

The City intends to put a high priority on aesthetics and sustainability features on this project. As in many other jurisdictions, public buildings in Surrey parks are subject to intense use and periodic vandalism. The City intends to construct resilient and functional buildings.

**3. Respondent’s Preferred Qualifications**

The consultant team is expected to be led by an Architectural firm with subconsultants in Landscape Architecture, Civil, Structural, Electrical and Mechanical Engineering.

**4. Scope of Services**

The scope of the Cemetery Office project is the siting, servicing and design of the building and its immediate surroundings. The project may include the transport, siting and renovation of a Heritage building. The building will be:

- Universally Accessible;
- Meet the needs of cemetery staff and clients; and
- Be in character with the Neighbourhood Concept Plan.

A Concept Plan showing the Surrey Centre Cemetery and the general location of the proposed Cemetery Services building is attached. Site design effort is required in order to finalize the specific location of the building and the configuration of the parking.

This Cemetery Administration Office project is anticipated to trigger Building Permit requirements but not Development Permit requirements.

At this time, the preliminary program for the project is:

- Five (5) private offices that double as meeting rooms for private discussions and arrangements with clients;
- Public entry to a combination reception/lobby/waiting room;
- Kitchenette and lunchroom;
- Universal accessible washroom;
- Service and janitorial supply closet;
- Storage closet;
- Secondary entry;
- Separate room for filing cabinets, cemetery records and office supplies; and
- a public parking area adjacent to the Cemetery Administration Office.

A preliminary estimate of the building size is 170M2 (1800 ft2).

## 5. Project Deliverables

Following the RFP process, the successful proponent is expected to:

- meet with stakeholders to confirm the architectural program, budget and user expectations;
- prepare a preliminary floor plan and site plan and present the plan to City staff;
- modify the preliminary plans as directed and conduct public meetings as required;
- prepare detailed project drawings as required by the City's Building Permitting requirements;
- prepare tender documents, drawings and specifications and provide support to City staff throughout the tender period;
- provide inspections and construction services throughout the construction period (anticipate weekly meetings).

## 6. Project Schedule

The City anticipates that the selection of the Proponent will proceed according to the following timetable

<b>ACTIVITY</b>	<b>DATE</b>
RFEOI ISSUED	August 21, 2017
Project Information Session	None scheduled at this time
RFEOI preferred Date for Submissions	September 12, 2017
RFP Issued to Preferred Respondents (tentative)	February 2018
RFP Closing Date (tentative)	March 2018

Following the selection of a proponent, the timeline for the design may proceed along the following sequence.

<b>ACTIVITY</b>	<b>DATE</b>
Award of Design Contract (tentative)	April 2018
Drawings and Documents Complete for Building Permit	August 2018
Tender Period	October 2018
Construction Completion/Occupancy	June 2019

**7. Project Budget**

The budget for the Cemetery Office is \$1,000,000. Consultant fees are not included in this budget amount and are funded separately.

**PREFERRED CONCEPTUAL DESIGN**



**KEY DESIGN FEATURES**

- New 6.5m wide asphalt vehicle access. Curvilinear alignment to reflect and enhance parklike character of the site;
- Driveway lined with street trees;
- Future cemetery building and public green spaces at 60th Ave;
- New cemetery signage installed at 60th Ave entry;
- Woodland managed per Arpoist Report. Future expansion and opportunities for cremated remains interment and memorialization;
- Graves aligned in a north eastern orientation;
- Clusters of ornamental trees and occasional feature trees planted in interment areas;
- Central gathering/events area with seating and water feature. Orientation towards views of historic cemetery section and mountains;
- Columbaria walkway with double-sided units lining both sides of pedestrian path. Ornamental plantings along edges;
- Perimeter 'stroll' offset from fence line;
- Boundary planting of large and small conifers, ornamental trees and shrubs. Provides separation from neighbours and opportunities for cremation interment. Location and species to be determined through public consultation;
- Bell Road access to remain open to vehicles, and
- Vehicular access to Old McLellan Road closed, pedestrian access only.

**CIRCULATION**

