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| **COS-BW-Hori-Tagline.jpg** | SCHEDULE B – FORM OF SUBMISSION  |

**Notes:**

**1. *Additional rows/lines or additional pages may be added as necessary.***

**2. *While there is not limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information.***

**3. *The inclusion of corporate brochures and other advertising materials is discouraged.***

**Submitted To:**

City Representative: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

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| SECTION A. | GENERAL INFORMATION |

1.

Full Legal Name of Firm

1.

Business Address

1. Business Telephone:
2. Website address:
3. Contact Person for inquiries (full name, position, telephone and email address):

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| SECTION B. | RESPONDENT’S COMPANY PROFILE |

1. Year Established: \_\_\_\_\_\_\_\_\_\_\_\_
2. Form of Business Organization:

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| --- | --- | --- |
| [ ]  | Sole Proprietorship |  |
| [ ]  | Partnership – jurisdiction and date of establishment: |  |
| [ ]  | Corporation – jurisdiction and date of incorporation and incorporation number |  |
| [ ]  | Joint Venture – identify all joint venturers, and who has primary responsibility for this RFEOI/SOQ: |  |

1. **Respondent Summary** (Note: Provide background information (brief history, size, services offered, etc.))

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| Comments: |

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| SECTION C. | PERFORMANCE METHODOLOGY |

**Project Understanding:**

1. Demonstrate your capability to perform the Services, your understanding of the Services through a discussion of the key issues, and your ability to meet the requirements of the Project.

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| Comments: |

**Approach:**

1. Provide a general overview of your approach to the Services, including as it relates to technical design and the distinct Project phases.

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| Comments: |

**Methodology:**

1. Describe your plan and methodology to successfully accomplish the Project.

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| Comments: |

**Assumptions and Risks:**

1. Include assumptions made and assessment of preliminary risks and proposed mitigation strategies.

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| Comments: |

**Performance Management:**

1. Describe how you would maintain quality control and meet quality standards in the performance of the Services.

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| Comments: |

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| SECTION D. | EXPERIENCE, REPUTATION AND RESOURCES |

**Experience and Qualifications:**

1. Describe your relevant experience, qualifications and applicable certifications to perform the Services (refer to section 3.1 of the RFEOI) , including any experience with:
* projects of a similar scope (major civic facility construction projects related to building upgrades and which involve municipal permitting and land development requirements and rezoning);
* design and construction of existing building system upgrades and improvements.
* policing/law enforcement facilities, police training facilities and/or firing ranges;
* Broad experience in tenant improvement projects;
* Proven delivery of projects through a multi-phased approach and within tight project timeliness;
* working with property owners and tenants to improve project delivery and bring about best value for the City and SPS (eg. achieve cost savings, maximize space utilization, etc.) and
* Proven ability to understand user needs, identify space requirements and limitations and to configure design improvements to best reflect project objectives and maximize site utilization.
* high-performance building upgrades including integration of sustainable and energy efficient objectives;
* Urban design integration with community;
* Inclusive and universal design;
* Construction Manager at Risk projects through General Contract assignment;
* organizing work scope in and around occupied areas; and
* government incentives and grant programs (i.e.: energy performance improvements).

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| Comments: |

**Representative Projects:**

1. List of three most relevant completed projects by you as the lead firm for the last 10 years. Listed in Appendix “A”. [As attached]
2. Identify similar or related projects underway as of date of Submission. Listed in Appendix “B”. [As attached]

**Responsiveness:**

1. Describe your ability to complete assignments on time and within budget.

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| Comments: |

1. Confirm ability and approach to undertake the work within the estimated timelines provided, if any, or as may be otherwise required to maintain an aggressive schedule; and

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| Comments: |

**Reputation:**

1. Client**/**Customer References(*Note: List at minimum 3 current/recent (within past 5 years)) client references for projects where you were the lead firm (excluding City of Surrey)*

We hereby consent to the City contacting references for the purposes of evaluating our Submission.

| **Company and Contact Name** | **Phone / Email** | **Work Description** |
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1. Financial References

We hereby consent to the City contacting references for the purposes of evaluating our Submission.

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| **Name and Address** | **Contact Name and Title** | **Contact Telephone and Email address** |
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**Resources:**

1. Key Personnel: *[Note: Provide a list and short profile of key personnel who would be involved in the Project. Include a brief description of their role, qualifications and related experience. By completing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information to the City in accordance with privacy laws.]*

| **Name and Title** | **Area of Responsibility** | **Experience** |
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**Representative Projects:**

1. Proposed Sub-Consultants/Team:  *Identify potential subcontractors who may under take a portion of the Services. If any are individuals, by completing this information, you warrant and represent you have each individual’s consent to disclosure of their personal information to the City in accordance with privacy laws.)*

| **Name and Address** | **Contact Name & Phone Number** | **Area of Responsibility** | **Experience (including years working with Respondent)** |
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| SECTION E. | ADDITIONAL INFORMATION |

1. Security Clearances/Background Checks *(Note: Describe your process for performing/updating background checks/security clearances for personnel and sub-contractors):*

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| Comments: |

1. **Conflict of Interest:** – *check as applicable*

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| [ ]  | [ ]  To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are is not aware of any employees or persons who may be involved in this project, being “Associates”[[1]](#footnote-2) of SPS, Surrey Police Board or City of Surrey, employees or officers. |
| [ ]  | [ ]  We are is aware of conflict(s) of interest or potential conflict(s) of interest, as follows:*(Note: Identify parties and their role in the project, confirm their relationship based on the definition of “Associate”, and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s).* |
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1. Performance Management. Has your firm defaulted on a contract or had work terminated for non-performance within the last seven (7) years? [ ]  Yes [ ]  No. If “Yes”, briefly describe the project, , date and circumstances:

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| Comments: |

1. **Other Information:** Provide any other details and information you consider relevant or applicable to your Submission or that may differentiate your Submission from others.

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| Comments: |

This Submission is submitted this \_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2022.

**I/We have the authority to bind the Respondent.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Respondent ) (Name of Respondent)

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(Signature of Authorized Signatory) (Signature of Authorized Signatory)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print Name and Position of Authorized Signatory) (Print Name and Position of Authorized Signatory)

1. "Associate" means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person’s home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person’s business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee. [↑](#footnote-ref-2)