



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: PREQUALIFICATION OF GENERAL CONTRACTORS FOR
CONSTRUCTION SERVICES OF BEAR CREEK PARK ATHLETIC
CENTRE GRANDSTAND

Reference No.: 1220-050-2022-003

FOR CONSTRUCTION SERVICES

(Construction Services)
Issue Date: March 25, 2022

REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

**PREQUALIFICATION OF GENERAL CONTRACTORS FOR CONSTRUCTION SERVICES OF
BEAR CREEK PARK ATHLETIC CENTRE GRANDSTAND**

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1. Purpose and Scope

Through this Request For Expressions of Interest and Statements of Qualifications (the “**RFEOI/SOQ**”) the City of Surrey (the “**City**”) is inviting:

- (a) submissions (the “**Submission**”) from interested parties (each a “**Respondent**”) that describes the Respondent’s desire, relevant expertise, qualifications, capacity, reputation and resources, of the Respondent to participate in the project described in Schedule A (the “**Project**”); and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

Based on the review of Submissions received and if the City elects to proceed with the Project, the City intends to initiate a further competitive process to award a contract for the Project.

To ensure adequate competition, the City reserves the right to reissue this prequalification to additional contractors as needed.

1.2. Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) “**BC Bid Website**” means www.bcbid.gov.bc.ca;
- (b) “**City**” means the City of Surrey;
- (c) “**City Representative**” has the meaning set out in Section 2.3;
- (d) “**City Website**” means www.surrey.ca;
- (e) “**Date**” has the meaning set out in Section 2.2;
- (f) “**Evaluation Team**” means the team appointed by the City;
- (g) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (h) “**Respondents**” (individually the “**Respondent**”) means an entity that submits a Submission;
- (i) “**RFEOI/SOQ**” means this Request for Expressions of Interest/Statements of Qualifications;
- (j) “**Services**” has the meaning set out in Schedule A; and

(k) **"Submission"** means a submission submitted in response to this RFEOI/SOQ.

1.3. Description of Construction Contracts

Once pre-qualified, successful contractors shall be invited to submit bids through the City's Invitation To Tender (ITT) process.

- (a) The tenders will be issued for a minimum three weeks.
- (b) The requirement for a 10% bid bond is anticipated.
- (c) The requirement for a Performance Bond and Labour & Material Payment Bond is anticipated.
- (d) The schedules for the construction and scope of work are provided in Schedule A.
- (e) The form of the contract for the project will be the Canadian Construction Documents Committee, CCDC-2-2008 Stipulated Price Contract, as amended by the City's supplemental general conditions, and other requirements of the City. (Not attached here but included by reference only).
- (f) The general contractor will have full control and responsibility for the construction site during the construction periods for all the work.

2. INSTRUCTIONS TO RESPONDENTS

2.1. Address for Submission Delivery

The Respondent should submit the Submission **electronically** in a single pdf file which must be received by the City by email at: purchasing@surrey.ca

The City will confirm receipt of emails. Submissions that cannot be opened or viewed may be rejected. A Respondent bears all risk that the City's receiving equipment functions properly so that the City receives the Submission.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt.

2.2. Date

The City would prefer to receive Submissions on or before **April 15, 2022** (the "Date").

2.3. 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: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference No.: 1220-050-2022-003

Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with Section 2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

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 and the City Website at www.surrey.ca (collectively, the “Websites”), and upon posting, any addenda will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the Websites 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, the 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. SUBMISSION FORM AND CONTENTS

3.1. Form of Statements of Qualifications

Interested parties should submit the following information which will be used in the evaluation of prequalification of Respondents:

- (a) A completed Expressions of Interest and Statements of Qualification statement in the form attached as **Schedule B** – including Appendices A through C;
- (b) Submit a copy of your firm’s Quality Assurance and Quality Control procedures and details of recent performance achievement and accreditation awarded;
- (c) Submit copies of current insurance and limits for PL/PD, GL and Automobile;
- (d) Declaration of ability to provide a Performance Bond and Labour and Material Payment bond and relevant bonding capacity available;

- (e) Provide a current Worksafe BC Clearance Certificate;
- (f) Confirmation of ability to undertake the work commencing with an anticipated completion date in early August, 2023; and
- (g) Respondent shall indicate if it is involved in any litigation, or any pending litigation, of any contractual dispute.

The City reserves the right to request Respondents to submit additional information as may be required to complete or evaluate the Submissions.

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.

3.2. 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 appointed by the City (the “**Evaluation Team**”), which may consist of one or more persons. 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.

The City will make the final decision regarding any Respondent or terminate the RFEOI/SOQ process at its sole discretion. The City will then advise all Respondents and the selected Respondent (if one is chosen) in writing of the City’s decision.

4.2. Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services in order to determine the Submission, or Submissions, which are most advantageous to the City, using the following criteria:

Criterion 1: Respondent's business, technical reputation and financial capability;

Criterion 2: Strength and relevance of demonstrated experience, qualifications and capability of the proposed key personnel (including subcontractors) with projects of comparable size, scope and complexity showing proven results.

Criterion 3: Principal projects completed in the past five years;

Criterion 4: Similar or related projects completed; and

Criterion 5: Major projects underway as of the date 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.

All Respondents, by submitting a Submission for pre-qualifications, are consenting to allow the City and their representatives to check and verify the information provided. References may also be contacted. Reference checks will be kept confidential and will not be reviewed by or discussed with the other Respondents applying for pre-qualifications.

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 initiates legal action.

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 all Respondents or 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 or 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 pre-qualify a 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.

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, and that no legal obligations arise.

5.4. Conflict of Interest

Respondents shall disclose any potential conflicts of interest and existing business relationships they have with the City, its elected or appointed officials or employees. The City may reject a Submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a contract. 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 Surrey 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, and which could be viewed as on Respondent attempting to seek an unfair advantage over other Respondents.

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.

5.7. Reservation of Rights

Despite any other provision of this RFEOI/SOQ and customs or trade practices to the contrary, the City has sole and absolute discretion in considering and reviewing Submissions. The City is not obliged to provide reasons to any Respondent with respect to use of City's discretion.

City reserves the right, in its sole discretion, to:

- (a) not proceed with the Project or proceed with only part thereof;
- (b) issue one or more further requests for expressions of interest/statements of qualifications;
- (c) proceed by way of competitive process;
- (d) establish one or more shortlists of Respondents for further consideration;
- (e) negotiate a contract directly with any party (including a Respondent or any third party who did not respond to this RFEOI/SOQ) for all or part of the Project.

City reserves the right, in its discretion, for any reason, and as City deems most advantageous to City, to:

- (a) accept or reject any or all Submissions,
- (b) accept or reject all or any part of a Submission, including any which: (i) are incomplete, obscure, irregular or unrealistic; (ii) fail to comply with or omit required information; or (iii) are non-compliant with, or deviate from, requirements of this RFEOI/SOQ;
- (c) accept unsolicited Submissions;
- (d) reject a Submission even if it is the only Submission received;
- (e) reject a Submission if the Respondent, or any officer or director of the Respondent, is or has been engaged (directly or indirectly) in a legal action against the City in relation to any other matter; and
- (f) invite one or more parties (whether or not they have submitted a Submission) to participate in a further competitive process.

City further reserves the right, in its discretion, to:

- (a) amend or clarify this RFEOI/SOQ and issue addenda;
- (b) cancel, suspend or postpone the RFEOI/SOQ process;
- (c) not proceed with further competitive process(es) with respect to the Project; or
- (d) re-issue the RFEOI/SOQ.

If:

- (a) only one suitable Submission is received; or
- (b) a suitable Respondent has not been selected;

City may, in its discretion, elicit submissions from other parties, engage in another procurement process (including re-issuing a substantially similar RFEOI/SOQ) or negotiate a contract with any party for the whole or any part of the Project.

5.8. No Claims

Each Respondent, by submitting a Submission, irrevocably:

- (a) agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a “**Claim**”) against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation for any matter relating directly or indirectly to this RFEOI/SOQ (including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ; and
- (b) waives any Claim against the City and its employees, directors, officers, advisors or representatives, or any one of them, for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract is entered into for the work between the Respondent and the City for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ.

5.9. City Policies and COVID-19 Vaccination Policy For Contractors

The Contractor is required to comply with and cause its employees, officers, agents and authorized representatives and Subcontractors to comply with, all current City and local Health Authorities policies applicable to the Contractors work or services.

SCHEDULE A – SCOPE OF SERVICES

PROJECT TITLE: PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR CONSTRUCTION SERVICES OF BEAR CREEK PARK ATHLETIC CENTRE GRANDSTAND

REFERENCE NO.: 1220-050-2022-003

1. SCOPE

This Schedule provides a general description of the Project to identify and shortlist Respondents who have relevant experience and can implement a proven solution for the City of Surrey (the “City”). At this stage, the City is interested in understanding more about Respondents that are interested, are qualified, to deliver this type of Project.

Actual requirements and scope may vary following completion of the RFEOI/SOQ process and may be established, refined, expanded and amended in a future competitive solicitation document.

2. BACKGROUND

Bear Creek Park is one of the City’s largest parks and is home to many amenities including trails, gardens, an outdoor pool, waterpark, and athletic facilities. The park currently has an 8-lane track, with a natural grass field in middle.

The City is planning to construct a 2200 seat grandstand to replace the existing bleachers adjacent to the track at Bear Creek Park. The new grandstand will allow for a better and more enjoyable viewing experience of track and athletics events. The vision of the Bear Creek Athletic Centre is to create a world class athletics facility to host high level track and field, football, soccer, and public events. The project is intended to enhance Bear Creek Park by creating a vibrant athletic facility that is carefully integrated into the fabric of the park, maintains the much loved natural environment, and connects the unique range of existing park experiences.

3. PROJECT OVERVIEW

The Project consists of construction of a 2200 seat concrete grandstand adjacent to the existing track. The Project work will include the following new amenities:

- 2200 seat concrete grandstand
- Cantilevered steel and wood roof covering
- Washroom and Changeroom facilities
- Elevator to service the new building
- Landscaped plaza to serve the new building
- Upgrade to servicing including a new water line from 88th Avenue, Surrey, B.C.
- Electrical conduit from new building to plaza and in-field of running track

A pictorial representation of the Grandstand has been included in Schedule A-1. Additionally, Schedule A-2 – Site Plan. Both are provided here for information purposes only.

Detailed scope, design drawings, specifications and technical report will be issued to the shortlisted proponents during tender phase.

4. CURRENT PROJECT STATUS

Project design is being finalized in preparation for issuance for tender as per the anticipated project timeline. Building permit is anticipated to be approved and issued ahead of construction start in September of 2022.

5. COMPETITIVE SELECTION PROCESS TIMELINE

The current anticipated timeline for competitive selection process milestones is as set out in the table below:

Activity	Timeline
Issuance of RFEOI/SOQ	March 25, 2022
RFEOI/SOQ submission DATE	April 15, 2022
Announce Short-listed Respondents	May 2, 2022
Issue Invitation To Tender (ITT)	June 13, 2022
Award of Tender	July 26, 2022
Start Construction	September 2022
Substantial Completion	August 2023

[Note: All line item of the above noted project timeline schedule are subject to change at the sole and absolute discretion of the City based on the actual timelines of preceding activities.]

6. PREFERRED QUALIFICATIONS

Respondents should have experience, capability and resources with projects of the following within the past five years:

- (a) With both steel and heavy timber construction;
- (b) Public facilities more than \$20 million dollars; and
- (c) Experience with pre-cast concrete.

7. PROJECT TEAM

The City has retained Stantec Architecture as the Prime Consultant for the project. Their list of subconsultants by trade is below:

Architecture	Stantec Architecture Ltd.
Sport Architecture	JSA Sport
Structural	Fast+Epp
Electrical	Stantec
Mechanical	Stantec
Landscape Architect	PFS Studio
Civil	Associated Engineering
Civil	Ecora
Sports Lighting	Lana MacInnes
Cost Consulting	BTY Group
Geotechnical	Metro Testing and Engineering
Code Consultant	GHL Consultants

**SCHEDULE A-1
BEAR CREEK PARK ATHLETIC CENTRE GRANDSTAND - CONCEPT**



East Elevation - Perspective



West Elevation - Perspective

SCHEDULE A-1 BEAR CREEK PARK ATHLETIC CENTRE GRANDSTAND – SITE PLAN



**RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST
AND
STATEMENTS OF QUALIFICATIONS**

This document is intended to provide the City with information on the capacity, skill, and experience and qualifications of the Contractor.

- 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.

PROJECT TITLE: PREQUALIFICATION OF GENERAL CONTRACTORS FOR CONSTRUCTION SERVICES OF BEAR CREEK PARK ATHLETIC CENTRE GRANDSTAND

Reference No.: 1220-050-2022-003

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services
 Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

1. _____
Full Legal Name of Firm

2. _____
Business Address

3. Business Phone _____ Business
 No.: _____ Fax No.: _____

4. Business Email _____ Website
 Address: _____ Address: _____

5. Contact for prequalification inquiries (full name, position and email address):

6. Contact for general inquiries (full name, position and email address):

SECTION B. RESPONDENT'S COMPANY PROFILE

7. How many years has your organization been in business as a contractor? _____

8. Form of Business Organization:

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

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

Comments:

SECTION C. RESPONDENT'S FINANCIAL REFERENCES

Insurance Reference:

- 10. Name of Insurance Company: _____
- 11. Address: _____
- 12. Contact Person: _____
- 13. Telephone/Fax Numbers: Phone: _____ Fax: _____

- 14. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No
- 15. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability? Yes No
- 16. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works? Yes No
- 17. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant? Yes No
- 18. Do you carry Professional Errors and Omissions Insurance? Yes No If "Yes", provide the following details:
 - (i) Amount of coverage:
 - (a) Per Occurrence/Claim: \$ _____
 - (b) Aggregate: \$ _____

[Note: Refer also to the City's sample insurance certificate form available on the City's web site at www.surrey.ca (search "Insurance Certificates") titled City of Surrey Certificate of Insurance Standard Form.]

Bonding Reference:

19. Name of Bonding Company: _____

20. Address: _____

21. Contact Person: _____

22. Telephone/Fax Numbers: Business Phone: _____ Business Fax: _____

23. Email of Surety Reference: _____

24. Can your firm provide a Bid Bond? Yes No Bonding Limit: \$ _____

25. Can your firm provide a Performance Bond? Yes No Bonding Limit: \$ _____

26. Can your firm provide a Labour & Material Payment Bond? Yes No
Bonding Limit: \$ _____

27. Current Bonding in Effect: \$ _____

28. Value of construction work projected for current year and the actual value for the past four years:

Year	Value (Labour, Equipment and Materials)
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>

29. Indicate the dollar volume of work for which you presently have contracts, but have not started or completed to date: \$ _____

SECTION D. EXPERIENCE, REPUTATION AND RESOURCES

30. **Experience:**

(a) Respondent should describe your relevant experience and qualifications delivering construction services the same/similar to that described in Schedule A – Scope of Services of this RFEOI/SOQ.

Comments:

(b) Respondent should describe your relevant experience, capability, qualifications and resources with both steel and heavy timber construction.

Comments:

(c) Respondent should describe your relevant experience, capability, resources and qualifications with pre-cast concrete work.

Comments:

31. **Capacity:** Respondent should describe your capacity to take on the construction Services within the expectations as described in Schedule A – Scope of Services of this RFEOI/SOQ:

Comments:

32. Principal projects completed in the past five years. Listed in Appendix “A”. [As attached]

33. Similar or related projects completed. Listed in Appendix “B”. [As attached]

34. Major projects underway this date. Listed in Appendix “C”. [As attached]

35. **Key Personnel:** *[Note: List key personnel who would be involved in the Project (for example: senior management, construction site superintendent, performance and contract manager, etc.). Include a brief description of their experience and qualifications and can deliver the Project. 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.]*

<u>Name:</u>	<u>Title / Position:</u>
_____	_____
_____	_____
_____	_____

36. **Sub-Contractors:** Respondents should provide the following information on the background and experience of all preferred sub-contractors proposed to undertake a portion of the Services. Where final selection has not been made, identify potential subcontractors from which the selection will be made. If none, indicate "Not Applicable". 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. (use the spaces provided and/or attach additional pages, if necessary):

Name and Address	Contact Name & Phone Number	Area of Responsibility	Experience (including years working with Respondent)

37. Do you evaluate the ability of subcontractors to comply with applicable Health, Safety and Environment requirements as part of the selection process? Yes No

38. Do you include subcontractors in:
- Audits Yes No
 - Health, Safety and Environment Meetings? Yes No
 - Health, Safety and Environment Orientation? Yes No
 - Inspections? Yes No
 - Do your subcontractors have a written Health, Safety and Environment Management Program or system? Yes No
 - Do you use Health, Safety and Environment performance criteria in the selection of subcontractors? Yes No

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

To the best of the Respondent's knowledge, upon undertaking appropriate investigation and due diligence, the Respondent is not aware of any employees or persons who may be involved in this project, being "Associates"¹ of City of Surrey, employees or officers.

The Respondent 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).)

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.

SECTION E. RESPONDENT'S TECHNICAL RESPONSE

40. Equipment and Other Resources:

(a) Respondent should describe the equipment, technologies, and other resources you could utilize to perform the Work efficiently and effectively and to meet the potential turnaround times.

Comments:

(b) Do you maintain a list of the major equipment (e.g., cranes, forklifts) your company has available for work at this site, and the method of establishing the competencies to operate this equipment?
 Yes No. Respondent should provide a representative list of major equipment and size.

(c) Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with the regulatory requirements? Yes No

(d) Do you maintain operating equipment in compliance with the manufacturer's and any local legislative requirements? Yes No

(e) Do you maintain the applicable inspection and maintenance certification records for operating equipment? Yes No

41. Health, Safety and Protection: Utilization of Occupational Health and Safety (OH&S) – Contractor should provide evidence of a current program in place, including Covid-19 safety protocols. Provide a sample or example OH & S program with general safety program for all workers.

Do you have specific Health and Safety Training Program for all personnel?
 Yes No

Do you have comprehensive COVID-19 protocols in place? If yes, provide a copy.
 Yes No

Have your employees received the required Health and Safety training and retraining?
 Yes No

Corporate OH&S policy attached (please tick to confirm).

42. Due to the current COVID-19 situation, the Contractor should provide response to the following (use the spaces provided and/or attach additional pages, if necessary):

(a) Risk Mitigation Plan: information that adheres to the current guidelines on HealthLinkBC and WorkSafeBC, that addresses at minimum, the following:

(i) preventative measures (e.g., social and physical distancing and supplies).

- (ii) policies for employees related to sickness (e.g., the steps you are taking to protect the health and safety of your staff, your plan for employees who may have, or think they may have, been exposed to the virus, have tested positive or are exhibiting symptoms).
-
-

(b) Business Continuity Plan: For execution of Services provide information on how the Contractor is planning to minimize known and reasonably foreseeable impacts of COVID-19 on your workplace. This plan should address, at minimum:

- i. Training for staff and back-up resources;
 - ii. Staff absences (e.g., planning for significant staff absences);
 - iii. Potential material supply; and
 - iv. Any other current or reasonably foreseeable COVID-19 impacts to the delivery of the Services.
-
-

43. **Customer Satisfaction:** Indicate whether you have a formal documented customer satisfaction program and formal quality assurance program. If so, provide details including how these programs work and how often reviews are performed. Provide a written summary of the programs. Explain how these programs would be implemented at the City and how your company would ensure deficiencies in the performance of security services are corrected and standards are maintained.

Comments:

44. **Quality Assurance and Quality Control:**

(a) Describe your quality assurance program:

Comments:

(b) Describe how you would maintain quality control and meet quality standards in the performance of the Work:

Comments:

45. **Customer Service:** [Note: Describe your customer service approach, including issues management, reporting, etc.]

(a) Customer Service:

Comments:

(b) Response and Escalation – Describe your escalation process to resolve dispute and manage issues that arise.

Comments:

46. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? Yes No. If “Yes”, Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

47. **Scheduling:**

- (a) Does your firm use the critical path method? Yes No
(b) Does your firm use computerized scheduling? Yes No
(c) If so, what software is used?

Comments:

48. **Other Information:** Provide any other details and information you consider relevant or applicable to the RFEOI/SOQ and your Submission or that specifically differentiates your Submission from others.

Comments:

This Submission is submitted this _____ day of _____, 2022.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

**APPENDIX A
PRINCIPAL PROJECTS COMPLETED IN THE PAST FIVE YEARS**

(If space is insufficient, additional lines or pages may be added, if necessary)

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project/Scope: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____



**APPENDIX B
SIMILAR OR RELATED PROJECTS COMPLETED**

(If space is insufficient, additional lines or pages may be added, if necessary)

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Original Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Contract Value (\$): _____ Subcontract Value (\$): _____

Project Manager: _____ Superintendent: _____

Scheduled Completion Date: _____ Percent (%) Completed: _____

Name of Contract Owner: _____

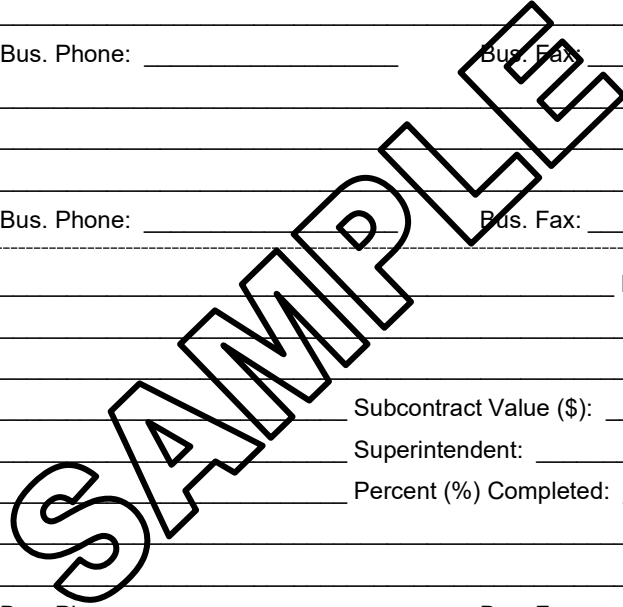
Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Name of the Consultant: _____

Refer To: _____

Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____



APPENDIX C
MAJOR PROJETS UNDERWAY AS OF THE DATE OF SUBMISSION

(If space is insufficient, additional lines or pages may be added, if necessary)

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

SAMPLE