



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

**Title: ARCHITECTURAL DESIGN SERVICES FOR:
SPORTS BOX AND PRACTICE FIELD OVERHEAD COVER**

Reference No.: 1220-050-2017-022

FOR PROFESSIONAL SERVICES

(General Services)

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
ARCHITECTURAL DESIGN SERVICES FOR
SPORTS BOX AND PRACTICE FIELD OVERHEAD COVER**

TABLE OF CONTENTS

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

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 “RFEOI/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 RFEOI/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 RFEOI/SOQ as the City does not guarantee that an 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 Definitions

In this RFEOI/SOQ the following definitions shall apply:

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

“**City**” means the City of Surrey;

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

“**City Website**” means 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;

“RFEOI/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

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 one (1) copy (two (2) 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 Date

The City would prefer to receive Submissions on or before **September 7th, 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

Reference: #1220-050-2017-022

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

2.5 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 RFEI/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 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 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

SPORTS BOX AND PRACTICE FIELD OVERHEAD COVER

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

Many of the outdoor sports played in the lower mainland occur in the winter months when continuous rainfall makes playing and practice conditions very difficult. The City is interested in examining the possibility of providing overhead rain protection at our existing outdoor lacrosse boxes and artificial turf field areas. This approach is seen as a way to extend the functionality of the City’s outdoor athletic facilities.

Currently, the City is not aware of an affordable and attractive design solution for overhead protection for large outdoor spaces. Initially, the City intends to provide overhead cover on one existing lacrosse box and one artificial turf practice area. Depending on the affordability and functionality of these first two prototypes, additional projects may occur.

2. The Project Objectives / Desired Outcomes

The design project will result in a plan for an overhead cover that provides rain and weather protection over a typical lacrosse box (25M x 58M) as well as a plan for an overhead cover that provides rain and weather protection over a larger turf practice area (min field area of 35M x 70M).

The City anticipates that a fully enclosed structure is not the desired result. Some sort of roof structure with partial walls or without walls is anticipated. As a minimum the overhead cover for the sports box will provide weather protection over the entire playing surface of 25M X 58M. For the Practice Field, as a minimum, the overhead cover will provide weather protection over the entire playing surface of 35M X 70M. In both cases, this will require consideration of various design factors associated with overhang and roof height to achieve the required weather protection functionality that is required. All support posts, cables, mechanisms and other physical elements must not interfere with the field of play or pose an opportunity for climbing or vandalism. .

In addition to resilience and functionality, the aesthetics and sustainability features of this project are a high priority for the City.

3. Respondent's Preferred Qualifications

The consultant team is expected to be led by an Architectural firm supported by Structural, Electrical, Mechanical, Geotechnical and Civil Engineers. A Quantity Surveyor cost consultant is highly recommended.

4. Scope of Services

The scope of the field and sports box overhead cover project includes:

- Preliminary sketches and ideas for discussion with City staff and stakeholders/users;
- Schematic design of an overhead, weather protection structure;
- Preparation for and presentation at one public meeting/open house and one formal City committee meeting
 - Detailed design drawings as required to facilitate construction. This may include fabrication details and shop drawings for non-traditional approaches to the provision of an overhead cover.
 - The preparation of both preliminary and final construction estimates;
 - Professional services associated with both Development Permit and Building Permit requirements.

5. Project Deliverables

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

- meet with City representatives to confirm objectives, budget and user expectations;
- prepare several concepts and general approaches and discuss these in an 'ideas forum' with City staff;
- prepare a schematic plan that explores the 'preferred approach' in more detail and present to City staff and to stakeholders/users for further discussion and direction;
- modify the schematic plan as directed and prepare detailed project drawings as required by the City's Development Permit Approval and Building Permit Approval requirements;
- apply for DP and BP at least 2 months prior to tender;
- prepare tender documents, drawings and specifications and provide support (re addenda) to City staff throughout the tender period;
- provide inspections and construction services throughout the construction period (anticipate weekly construction meetings).

6. Project Schedule

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

ACTIVITY	DATE
RFEOI issue date	August 14, 2017
Project Information Session	None scheduled at this time
RFEOI preferred Date for submission	September 7, 2017
RFP issued to preferred respondents (tentative)	December, 2017
RFP Closing Date for submissions (tentative)	February, 2018

Following consultant selection, the timeline for the design may proceed along the following sequence:

ACTIVITY	DATE
Award of Design Contract (tentative)	March, 2018
Drawings and Documents Submitted for Building Permit	July, 2018
Tender period	September to October 2018
Construction Completion	May 2019

7. Project Budget

The budget for each overhead cover is \$900,000. Consultant fees are not included in this budget amount and are funded separately.