



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Architectural Design Services – Newton Athletic Park Pavilion,
Renovation – Expansion

Reference No.: 1220-050-2020-005

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: April 1, 2020

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
PRE-QUALIFICATION OF ARCHITECTURAL DESIGN SERVICES – NEWTON ATHLETIC
PARK PAVILION, RENOVATION - EXPANSION**

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

The purpose of this Request For Expressions of Interest and Statements of Qualifications (the “RFEOI/SOQ”) is to:

- (a) invite Submissions from Respondents that describe the desire, expertise, capability of the Respondent to undertake the project described in Schedule A – scope of Services; and
- (b) select a Respondent or Respondents who may be invited to participate in a competitive solicitation process. The City’s competitive solicitation document is currently being prepared for an anticipated release date of May 15, 2020.

This RFEOI/SOQ is a general call intended to capture the maximum number of qualified eligible Consultants together with company specific information about the Consultant responding to the call. All information shall be reviewed by the City’s Evaluation Team. It shall be at the discretion of the City to accept or reject responses from any Consultant who elects to submit a pre-qualification Submission.

The City reserves the right to not accept any Submission and to reissue this pre-qualification at the sole discretion of the City.

To ensure adequate competition the City reserves the right to reissue this pre-qualification to additional consultants 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 2.4;
- (d) “**City Website**” means www.surrey.ca;
- (e) “**Date**” has the meaning set out in Section 2.3;
- (f) “**Evaluation Team**” means the team appointed by the City;
- (g) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;

- (h) **“Respondent”** means an entity that submits a Submission;
- (i) **“RFEOI/SOQ”** means this Request for Expressions of Interest and 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.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

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 which must be received by 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(ies) (two (2) in total) which must be received by the City at the office of:

Name: Richard D. Oppelt, Manager, Procurement Services
at the following location:

Address: City of Surrey, Surrey City Hall
Finance Department – Procurement Services Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

2.2 Date

The City would prefer to receive Submissions on or before April 28, 2020. The City’s office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

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: Richard D. Oppelt, Manager, Procurement Services

Address: City of Surrey, Surrey City Hall
Finance Department – Procurement Services Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

Fax: 604-599-0956
Email: purchasing@surrey.ca

Reference No.: 1220-050-2020-005

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 2.5. 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 post a written addendum 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”) and upon posting will be deemed to form part of this RFEOI/SOQ. No amendment of any kind to the RFEOI/SOQ is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Submission, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

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 CONTENT

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 package, marked on the outside with the Respondent's name, title of the project and reference number.

3.2 Form of Submission

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

(a) Experience, Reputation and Resources:

- (i) A letter clearly presenting the Respondent's request to be qualified;
- (ii) Provide a brief description of the Respondent's current business;
- (iii) Respondent's relevant experience and qualifications in delivering services similar to those described by this RFEOI/SOQ;
- (iv) Respondent's demonstrated ability to provide the Services;
- (v) Respondent's references (name and telephone number). The City preference is to have a minimum of three references;
- (vi) Respondent should provide information on the background and experience of all key personnel proposed to undertake the Services; and
- (vii) Respondent should provide information on the background and experience of all sub-contractors proposed to undertake a portion of the Services, if any.

(b) Technical Response (Services):

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

- (iv) Provide a copy of your firms Quality Assurance and Quality Control procedures and details of recent performance achievement and accreditation awarded;
- (v) Provide a copy of your current Workers' Compensation Board Clearance Letter in good standing;
- (vi) Provide confirmation of your ability to undertake the Services commencing the week of June 15th; and
- (vii) Provide other information that is not requested here but which you think the City should consider in evaluating your company.

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

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 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 appropriate. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

The Evaluation 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 is/are most advantageous to the City, 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. Specific weightings are not assigned to the individual evaluation criteria. All criteria considered will be applied evenly and fairly to all Submissions.

Submissions will be reviewed and evaluated with the objective of developing a short-list of pre-qualified firms.

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.

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 pre-qualify a Respondent(s), 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, and that no legal obligations arise.

5.4 Conflict of Interest

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in Section 2.4, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ, and the City may, at its discretion, reject the Submission of any Respondent that make any such contact.

5.6 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

6. CITY DISCLAIMER

- a. The information in this RFEOI/SOQ and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI/SOQ has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI/SOQ, each Respondent remises, releases, and forever discharges the City and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have arising out of any information contained herein. Any party who intends to submit a response to this RFEOI/SOQ is specifically invited to independently verify the accuracy of the information contained herein.
- b. The City shall not be obligated to review or accept any Submission and may reject any or all Submissions without giving reasons therefore.
- c. All negotiations and discussions with Respondents are on a "without prejudice" basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.
- d. The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.
- e. The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- f. The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City.
- g. 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 process.

7. DISCLAIMER

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

SCHEDULE A SCOPE OF SERVICES

1. Scope of Services

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.

2. Project Background / Purpose

Newton Athletic Park is located at 128th St. and 74th Ave. It is a large city park with an array of passive and active recreational facilities ranging in age from 5 to 40 years old. The park functions primarily as a destination athletic park with particular focus on the sport of soccer. The City of Surrey’s Parks Division is continuously renovating the older facilities and adding new sports facilities, to meet the growing needs of the sport communities.

This RFEOI is related to a renovation and/or expansion of the existing fieldhouse, known as the Pavilion.

3. The Project Objectives / Desired Outcomes

The project will result in an upgraded Pavilion building with increased capacity to;

- serve the needs of the athletes that use the adjacent sport fields,
- better support tournament play and events,
- provide space for community gathering and activities.

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.

4. Respondent’s Preferred Qualifications

The consultant team is expected to be led by an Architectural firm with subconsultants in Civil, Structural, Electrical and Mechanical Engineering. The Architectural firm should have experience in design and development of athletic facilities.

5. Scope of Services

The scope of this project at Newton Athletic Park is confined to the existing building and immediate surroundings and will include;

- leading an appropriate community/stakeholder engagement and consultation process
- developing conceptual/schematic plan for renovation of existing building
- design development and drawings that will meet Building Permit requirements and effectively support tender and construction processes
- provision of construction services including contract admin

A general diagram showing the location of the existing Pavilion within Newton Athletic Park and adjacent park amenities is attached.

The existing Pavilion is a 25-30 year-old, two-story structure in the heart of the park. The bottom floor is approximately 6300 ft² and includes change rooms, washrooms, official rooms, and office spaces. The upper floor is approximately 3000 ft² and includes a public daycare, meeting space, and viewing decks.

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

6. Project Deliverables

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

- design and execute a community/stakeholder engagement process,
- meet with City staff and stakeholders to develop architectural program,
- prepare a preliminary concept/schematic plan and present the plan to City staff and stakeholders,
- prepare preliminary and final cost estimates,
- modify the schematic plan as directed,
- prepare for and attend one public open house
- prepare detailed project construction drawings as required by the City's Building Permitting requirements,
- provide inspections and construction services throughout the construction period.

7. Project Schedule

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

<u>ACTIVITY</u>	<u>DATE</u>
RFEOI issue date	April 1, 2020
RFEOI preferred date for Submissions	April 28, 2020
RFP issued to Preferred Respondents	(Tentative) May 15, 2020
RFP Closing Date and Time	(Tentative) TBD, 2020

If a proponent is selected, the timeline for the design may proceed as follows;

<u>ACTIVITY</u>	<u>DATE</u>
Award of Contract	TBD, 2020
Drawings and Documents Complete for Tender	October, 2020
Construction Completion/Occupancy	June 2021

8. Project Budget

The budget for the Pavilion renovation/expansion is \$3,000,000.00. Consultant fees are not included in this budget amount and are funded separately.

