



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

**Title:** Architectural Design Services – Kabaddi Facility

**Reference No.:** 1220-050-2020-003

## **FOR PROFESSIONAL SERVICES**

(General Services)  
Issue Date: March 6, 2020

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
PRE-QUALIFICATION OF ARCHITECTURAL DESIGN SERVICES- KABADDI FACILITY**

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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 April 9<sup>th</sup>.

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](http://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](http://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) “**Information Meeting**” has the meaning set out in Section 2.2;
- (h) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (i) “**Respondent**” means an entity that submits a Submission;

- (j) **"RFEOI/SOQ"** means this Request for Expressions of Interest and Statements of Qualifications;
- (k) **"Services"** has the meaning set out in Schedule A; and
- (l) **"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](mailto:purchasing@surrey.ca)

**PDF emailed Submissions are preferred** and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's equipment functions properly so that the City receives the Submission.

#### **(b) Hard Copy**

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and 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, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

### **2.2 Information Meeting**

An information meeting may be hosted by the City Representative to discuss the City's requirements under this RFEOI/SOQ (the **"Information Meeting"**). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. **At the time of issuance of this RFEOI/SOQ a meeting has not been scheduled.**

## 2.3 Date

The City would prefer to receive Submissions on or before March 26, 2020. The City's office hours are 8:30 a.m. to 4:30 p.m., Monday to Friday, except statutory holidays.

## 2.4 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, 5<sup>th</sup> Floor West  
13450 – 104 Avenue, Surrey, B.C., V3T 1V8, Canada

Fax: 604-599-0956

Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Reference No.: 1220-050-2020-003

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 2.5. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

## 2.5 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](http://www.bcbid.gov.bc.ca) (the "BC Bid Website") and the City website at [www.surrey.ca](http://www.surrey.ca) (the "City Website") 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.

## 2.6 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 RFEI/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 letter from the Respondent's insurer confirming that, if successful, the Respondent will be able to meet the insurance requirements and generally in compliance with the City's sample insurance certificate form available on the City's Website Standard Consultants Form;
- (vi) Provide a list of the significant reports that you would anticipate providing the City's management team, including their relationship to project milestones;
- (vii) Provide a copy of your current Workers' Compensation Board Clearance Letter in good standing;
- (viii) Provide confirmation of your ability to undertake the Services commencing in the May 2020- December 2021; and
- (ix) 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 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.

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 RFEI/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 RFEI/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 RFEI/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 RFEI/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 RFEI/SOQ.

#### **5.3 No Contract**

By submitting a Submission and participating in the process as outlined in this RFEI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEI/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**

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**

A new sport facility to support Kabaddi play in the City of Surrey will be developed on City property at 12626 – 110 Ave., adjacent to the new North Surrey Sport and Ice Complex. The Kabaddi facility will likely consist of the following amenities.

- A Kabaddi court
- Spectator seating
- Mini Fieldhouse
- Parking

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

The project will result in a Kabaddi sport facility that will serve the basic needs of athletes/spectators.

The City intends to put a high priority on 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 structures.

### **3. Respondent’s Preferred Qualifications**

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

The Architectural firm should have experience/knowledge in design and development of outdoor Kabaddi sport facilities.

### **4. Scope of Services**

The scope of work for this project is confined to the parcel of Cityland at 12626 -110 Ave.

- Internal and external stakeholder consultation, leading to development of a site plan and a supported conceptual/schematic plan for the Kabaddi Facility.
- design development and complete set of drawings that will meet Building Permit requirements.
- Construction services

A general diagram showing the location of the parcel of Cityland is below.

Separate consultants will be retained for each and all the components of the project. Additional geotechnical and environmental engineering may be required and if determined to be required will be engaged by the proponent.

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

Mini Fieldhouse is anticipated to be a single story structure, approximately 100-120 square metres in area and with the following program;

- 2 Changerooms
- Men's Washroom
- Women's Washroom
- Mechanical Room
- Storage Room

## **5. Project Deliverables**

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

- design and execute a stakeholder engagement process,
- meet with City staff and external 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 drawings, schedules as required by the City's Building Department for building permit application.
- Serve as applicant (Owner delegate) and CRP on bp application process through to issuance and close out.
- Prepare detailed IFT drawings and support Parks procurement processes as required.
- Prepare detailed IFC drawings.
- Provide inspections and construction services throughout construction.

- Provide closing documentation, including as-builts.

## 6. 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	March 6, 2020
Project Information Session	None scheduled at this time
RFEOI preferred date for submissions	March 26, 2020
RFP issued to Preferred Respondents	(Tentative) April 9, 2020
RFP Closing Date and Time	(Tentative) May 5, 2020

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

<u>ACTIVITY</u>	<u>DATE</u>
Award of Contract	May 19, 2020
Drawings and Documents Complete for Tender	Jan 2021
Construction Start	May 2021
Construction Completion/Occupancy	Dec 2021

## 7. Project Budget

The budget for the Kabaddi Facility is \$3,500,000, including contingencies. Consultant fees are not included in this budget amount and are funded separately.