



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Pre-Qualification of Detailed Design & Contract Administration
Services For Two Artificial Turf Fields

Reference No.: 1220-050-2021-001

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: January 26, 2021

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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 (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project requirements as generally described 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, competitive solicitation process stage, when called.

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a competitive solicitation 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 in its entirety.

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) “**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) “**Respondents**” (individually the “**Respondent**”) means an entity that submits a Submission in response to the RFEOI/SOQ issued by the City;
- (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 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 computer 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 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 February 17, 2021 (the "Date").

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

Email: purchasing@surrey.ca

Reference No.: 1220-050-2021-001

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 (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. 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, for 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.

2.6 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 Form of Statements of Qualifications

Respondents should include the information below in their Submission.

- **Title Page**
Show the RFEOI/SOQ name, file reference number, Submission date, Respondent's name and address, telephone number, facsimile number, email address, and the name of the contact person.
- **Letter of Introduction**
One page, introducing the firm and the Submission, signed by the person or persons authorized to sign on behalf of, and bind the Respondent to statements made in the Submission.
- **Table of Contents**
Show the page numbers of all major headings.
- **Executive Summary**
A short summary (preferably one page) of the key features of the Submission.

- **Submission (Statement of Qualifications)**

- (i) Provide a description of your firm's background and profile including the number of years in business. Identify and provide short profiles for the key personnel that will be involved in this project. Provide a brief summary as to why your company would be well suited for this project, including a description of company and staff experience with projects of comparable size, scope and complexity;
- (ii) Respondent's recent relevant experience and qualifications in delivering Services similar to those required by the RFEOI/SOQ;
 - a description of the current personnel that worked on the projects,
 - project description should include a summary of scope, location, value, and length of project, key personnel and client contact information (telephone, fax, e-mail);
- (iii) Respondent's should provide information on the background and experience of all key personnel proposed to undertake the Services;
- (iv) Respondent's should provide information on the background and experience of all sub-consultants proposed to undertake a portion of the Services, include information regarding the description of services, sub-consultants name, years of working with the Respondent and telephone number and email address;
- (v) A narrative that illustrates an understanding by the Respondent of the City's requirements and Services;
- (vi) Respondent's demonstrated ability to provide the Services;
- (vii) Provide a project management chart, at the key individual level, showing the reporting relationships between, and authority of, the key individuals that will report them to indicate the proposed approach/management structure for the project;
- (viii) Respondent's references (name and telephone number). The City preference is to have a minimum of three references; and
- (ix) Respondent's financial strength (with evidence such as financial statements, bank references).

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. 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. Such discussions will not in any way create a binding contract between the City and any such Respondents.

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 Respondents in writing of the City's decision.

The City and its officials, employees, agents, consultants and advisors will not be liable to any Respondents, or any firm, corporation or individual member of a Respondent, for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Respondent, or any firm, corporation or individual member of a Respondent, in preparing and submitting a Submission or any other activity related to or arising out of this RFEOI/SOQ.

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:

- Criterion 1: Respondent's demonstrated understanding of this RFEOI/SOQ and the project requirements;
- Criterion 2: Respondent's relevant experience and qualifications in delivering Services similar to those required by the RFEOI/SOQ;
- Criterion 3: Respondent's capacity, skill, experience, reputation and resources;
- Criterion 4: Background and experience of all key personnel proposed; and
- Criterion 5: Respondent's references relevant to the project.

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.

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 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 Submission. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions. Respondent management and technical personnel will be expected to participate in presentations, demonstrations and/or interviews, which will be made at no cost to the City.

All information and documents provided by the Respondents or gathered by the Evaluation Team during a presentation, demonstration or an interview may be considered by the Evaluation Team, which may revisit and re-evaluate the Respondent's Submission or ranking on the basis of such information and documents.

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 Agreement

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no agreement 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 which could be viewed as one 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.

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 request for expressions of interest and statements of qualifications (RFEOI/SOQ) to prequalify as consultants for Detailed Design and Contract Administration Services for Two (2) Synthetic Turf Fields.

1. Project Purpose and Vision

The City of Surrey Parks Division is seeking the services of a design consultant with expertise in the design and development of synthetic turf fields. It is envisioned that the design scope of work will result in the conversion of two fields from grass to synthetic turf. Each field site is located in different parks in Surrey.

The two parks of interest, the type and size of field are as follows:

Name of Park:	Type of Field:	New Construction:	Size in metres (fence to fence):
South Surrey Athletic Park (Field 8)	FIFA Soccer	Yes	70 x 110
Newton Athletic Park (Field #5)	FIFA Soccer	Yes	70 x 110

2. Site Specifics

A. South Surrey Athletic Park

South Surrey Athletic Park straddles 20th Avenue, extending north to 24th Avenue and south to 18th Avenue, west of 148th Street. South Surrey Athletic Park is a regionally significant park with numerous amenities including the recreation centre, ice arena, and a wide variety of fields and trails.

The natural grass field targeted for conversion to synthetic turf is known as Field 8. It is located in the area of the park north of 20th Avenue —see Figure 1, below.



Figure 1. South Surrey Athletic Park

The chosen Consultant will be asked to design a synthetic soccer field in the specified location and based on existing concept, as per Figure 2 below. The scope of work includes the design of new drainage and field structure, as well as irrigation, perimeter turf carpet ground anchor curb, lighting, backstops, players boxes, fencing, and pathways. Design, procurement, installation, and certification of the synthetic turf product and infill, will be provided by others.



Figure 2. South Surrey Athletic Park – Field #8 Synthetic Conversion Concept

B. Newton Athletic Park

Newton Athletic Park is located on the west side of 128th Street at 74th Avenue. Newton Athletic Park is a large community level park that serves as the City of Surrey's premiere park for soccer tournaments. The park is home to eleven full size soccer fields (four of which are synthetic) and a complete host of other amenities. The demand continues to be high for additional synthetic turf fields to support tournament play.

The natural grass field closest to the water park, known as Field #5, is the preferred location for such a facility—see Figure 3, below.



Figure 3. Newton Athletic Park

The chosen proponent will be asked to design a synthetic soccer field in the specified location and based on existing concept, as per Figure 4 below. The scope of work includes the design of new drainage and field structure, as well as irrigation, perimeter turf carpet ground anchor curb, lighting, backstops, players boxes, fencing, and

pathways. Design, procurement, installation, and certification of the synthetic turf product and infill, will be provided by others.



Figure 4. Newton Athletic Park – Field #5 Synthetic Conversion Concept

3. Project Team

The project team should include:

- a civil engineer;
- an electrical engineer;
- a structural engineer;
- a geotechnical engineer;
- a landscape architect; and,
- a costing consultant.

4. Scope of Services and Project Deliverables

The Scope of Services for the above work includes (but is not limited to):

- a pre-design meeting with City staff to confirm budget and scope;
- up to two stakeholder consultation meetings (one for each site);

- a geotechnical review of both sites (must include commissioning an underground locate service);
- fully detailed design drawings;
- a building permit process for both project sites (signed and sealed drawings and BCBC schedules and other various city permit documents);
- regular coordination with cost consultant, culminating with a Class A pre-tender cost estimate for up to two tender processes (see Schedule below);
- a specification package, an accurate schedule of quantities, and front end document support, plus contractor pre-qualification, tender processes and bid evaluation support for up to two civil contracts;
- Contract Admin services, lead weekly construction meetings at each site and produce minutes, as required;
- all inspection reviews and sign offs to the satisfaction of City building inspectors, including phased Erosion and Silt Control (ESC) implementation and monitoring; and,
- substantial completion review, as-built submission, and building permit closeout.

5. Project Schedule

The schedule below is our current estimate of the project schedule. The City reserves the right, in its sole discretion, to revise this schedule at any time.

Milestone	Complete By
Enter contract with design consultant team	February 2021
Project startup and user group consultation	Early March 2021
60% design drawings and Class B cost estimate	Mid April 2021
Building Permit submission	Early May 2021
Pre-tender design drawings and Class A cost estimate	Mid June 2021
Award of Building Permits	Early July 2021
Civil Contractor pre-qualification, and subsequent tender	Early July 2021
Award of Civil contract/s	Early August 2021
Substantial completion of Civil contract/s	Early October 2021
Building Permit close out and as-built completion.	November 2021