



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

**Title: CONSTRUCTION MANAGEMENT SERVICES FOR NEWTON
COMMUNITY CENTRE**

Reference No.: 1220-050-2021-005

FOR CONSTRUCTION SERVICES

(Construction Services)

Issue Date: February 25, 2021

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS

PRE-QUALIFICATION FOR CONSTRUCTION MANAGEMENT SERVICES

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REQUEST FOR EXPRESSIONS OF INTEREST / 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, qualifications, capability, reputation and resources, of the Respondent to undertake the services (the “**Services**”) as described in Schedule A – Scope of Services. The actual work requirements may vary and will be as established in a competitive solicitation document; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

Respondent’s able to demonstrate a sound business structure, financial capability, resources, management systems, relevant experience and good performance history may be eligible for prequalification.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) “**BC Bid Website**” means www.bcbid.gov.bc.ca;
- (b) “**City**” means the City of Surrey;
- (c) “**City Representative**” has the meaning set out in Section 2.3;
- (d) “**City Website**” means www.surrey.ca;
- (e) “**Date**” has the meaning set out in Section 2.2;
- (f) “**Evaluation Team**” means the team appointed by the City;
- (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;
- (j) “**RFEOI/SOQ**” means this Request for Expressions of Interest/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

Confirmation of receipt of email will be issued. 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 Date

The City would prefer to receive Submissions on or before **March 18, 2021** (the "Date").

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed in writing to the person named below (the "**City Representative**"). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference #: 1220-050-2021-005

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

2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca and the City Website at www.surrey.ca (collectively, the "**Websites**"), and upon posting, any addenda will form part of this RFEOI/SOQ. It is the

responsibility of Respondents to check the Websites for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, the Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ, including any and all addenda.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3. SUBMISSION FORM AND CONTENTS

3.1 Form of Statements of Qualifications

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices A, B and C. Respondent are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

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.

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(s) which is/are most advantageous to the City using the following criteria:

- Criterion 1:** Reputation, capacity, availability of resources, qualifications, competencies, and financial capability (Schedule B);
- Criterion 2:** Strength and relevance of demonstrated experience, qualifications and capability of the proposed key personnel (including subcontractors) with projects of comparable size, scope and complexity showing proven results (Schedule B);
- Criterion 3:** Relevant projects completed in the past five years (Schedule B – Appendix A) (data sheet);
- Criterion 4:** Similar or related projects completed (Schedule B – Appendix B) (data sheet); and
- Criterion 5:** Major projects underway as of the date of submission (Schedule B – Appendix C) (data sheet).

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

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

4.3 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the

Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has 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 pre-qualify 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 agreement.

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.

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, Proponents 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

Project Title: Pre-Qualification for Construction Management Services for Newton Community Centre

Project Reference No.: 1220-050-2021-005

1. BACKGROUND

The City of Surrey is an energetic and dynamic city known for business and investment opportunities supported in part by its progressive and forward-thinking economic vision. Surrey is a city within the greater Vancouver Census Metropolitan Area just over 40 minutes from downtown Vancouver and 30 minutes from the Vancouver International Airport. The City's population, estimated at 502,000 people, experienced a growth rate of 13%+ from 2001 to 2006 and is centered in a region that has a population more than 2.2 million people. The City of Surrey is the second largest city in B.C. Based on its high growth rate, Surrey is expected to surpass Vancouver to become the largest city in the Province in terms of population in the next 20 years ±. The City is committed to building to a universal design standard, ensuring that our facilities exceed accessibility minimums and are welcoming to people of all abilities, backgrounds and ages.

Surrey's City Centre has been identified as Metro Vancouver's "2nd metropolitan core" and the downtown for the Fraser Valley. The City is traversed by five major highways and four railways, has deep-sea docking facilities, and is located near an international airport. Two Canada/United States border crossings are located on the southerly boundary of Surrey.

Newton is a vibrant and culturally diverse community that is home to the region's largest South Asian community. Based on 2016 census Newton population is about 30% of Surrey's population making it the largest populated area in Surrey with large number of children, youth seniors, and individuals with disabilities. Newton is bordered by the City of Delta to the west, Mud Bay and South Surrey to the south, 160 Street to the east and the communities of Whalley and Fleetwood to the north.

2. THE PROJECT

The current recreation facility in Newton is experiencing high demand for gymnasiums, swimming pool/whirlpool/sauna, aqua fit classes, swimming lessons, multipurpose rooms for preschool classes and middle years, afterschool and camps, fitness classes and weight room, youth spaces. In addition, senior centre is very popular and gets busy during the day with senior socializing and wellness activities as well as food services.

The new Newton Community Centre will support the current high demand for community services and offer state of the art community hub for Newton residents while reflecting the values, needs, and identity of our community in bringing people together.

In October 2020, City Council approved the acquisition of 16 adjacent parcels at 6967-7005 King George Boulevard and 13511-13570 70A Avenue, forming about 6.5 Acres for Newton Community Centre. These parcels include former commercial property (RONA retail store and warehouse at 6965 King George Boulevard), a former commercial property that is currently vacant (former Chevron service station at 7005

King George Boulevard) and a number of vacant properties. **Refer to Attachment 1 (Project Location).**

In preparation for issuing a request for proposals (RFP) for construction management services, the City is looking for Expressions of Interest and Statements of Qualifications with the intent of creating a shortlist of general contractors. The Intent is to invite qualified general contractors to submit proposals after review of the submissions.

As the community of Newton grows, so too does its need for community services, programs, and social spaces. The City of Surrey has set a goal of maximizing integration and connectivity, resulting in a universally-designed place for everyone to use and enjoy that is flexible and adaptive so it can play an important role in community life and the identity of Newton.

The City is focused on providing great facilities for our residents and looking to provide destinations that will attract people from outside City boundaries. The City would like to create great spaces for residents of all ages to learn, to exercise, to enjoy a fun and healthy environment.

Potential community services and amenities include:

- a community centre that includes gymnasiums, fitness space, weight room, indoor cycling, fitness studio, licensed preschool and childcare / drop-in childminding, community kitchen, multipurpose rooms, washrooms, change rooms, storage rooms, staff area and welcoming shared social space, café. Common activation space before pay point for dance, open activity for all ages, combination of indoor and outdoor use.
- youth and seniors' spaces.
- outdoor plaza with fitness element, playground area for children and youth, all ages, rubberized walk loop (about 4m wide and about 400m long), and simple and elegant open concept landscape.
- a library that includes silent consultation rooms, computer learning center, library returns and circulation room.
- a visual art studio, rehearsal room, and music studio.
- a lap swimming pool, 25m leisure pool, large family hot tub, steam and sauna.
- ice sheet(s).

The City is in the process of hiring a consultants' team to work with City's staff to analyze the site and determine the feasibility of implementing potential programs, services and amenities that will maximize land usage and provide room for future growth resulting in the best value for Newton residents. Due to limited site footprint and available funding some of the potential services maybe deferred to future phase(s).

The new building will be typology typical of large community centre. The new facility will include parking to suit the complex, which could be a combination of surface and structured parking along with associated onsite and offsite works and landscape.

The project will include offsite works such as 135 Street road frontage upgrade, new 10m lane along the south property line connecting 135 Street and King George Boulevard, and associated servicing.

To facilitate Newton Community Centre project City Engineering Design & Construction will be designing and constructing the new 70 Avenue road along the north property line connecting 134 Street with King George Boulevard as well as King George Boulevard frontage that is associated with the project. The City's Engineering Department will also design 135 Street frontage upgrade and the new 69A Avenue that connects 135 Street with King George Boulevard along with the required services upgrade and realignment.

Refer to Attachment 2 (70 Avenue from 135 St. to King George – New Road Alignment).

3. PROJECT OBJECTIVES

The City intends to engage a qualified construction manager at an early stage of design to provide design assist and pre-construction services. The appointed construction manager is expected to provide the City with valuable design input; real time cost estimates, value engineering and constructability review throughout the design / pre-construction phase of the project. The City's objective is to achieve the most cost-effective design and to eliminate or significantly reduce extra costs/change orders resulting from discrepancies in the construction documents and/or design conflicts.

The construction manager will advise the City on the most effective strategy for procurement of construction work, manage the pre-qualification process of construction trades and the sequential tendering of construction trades as required to achieve the project schedule. The City's objective is to ensure that qualified contractors are selected in a timely manner and to minimize scope gaps/overlaps.

During the construction phase, the construction manager will provide the expertise required to manage the construction, coordinate the trades' work, ensure quality of work, cost control and mitigate any construction delays. The City's objective is to achieve the desired high level of quality while maintaining the project cost & schedule.

The new facility will be expected to be World-class facility, meeting the City's goals under our Sustainability Charter, Wood First Policy and accessibility initiatives. The Sustainability Charter sets out a vision for Surrey as a thriving, green, inclusive city. The new facility will be a reflection of the values, needs and identity of our community and will be known as an inclusive and universally accessible facility embracing our diverse culture.

Council declared a climate emergency in November 2019 and subsequently adopted new greenhouse gas (GHG) reduction targets in the Official Community Plan. For corporate activities, which this facility would fall under, the City is targeting absolute zero emissions before 2050, and is presently exploring interim targets.

At a high level, the goal is to build a highly energy efficient, zero emission facility that has been designed and built to meet occupant needs over the entire life of the building (i.e., through increasing climate change impacts), and design the site to minimize negative ecological impacts and preferably contribute positively to the site's ecological systems and network in line with Surrey's Biodiversity Conservation Strategy.

Due to the nature of the proposed project, the construction manager's experience should include examples of successful projects which required similar types of construction projects as described herein producing superior quality within time and pricing constraints. The management team, and its key staff members to be assigned to the

project, is expected to be of the highest calibre, possess technical excellence and share the City's utmost concern with planning and maintaining schedule compliance. After prequalification, each prequalified firm will be asked to respond to a Request For Proposals, (RFP), by providing information relative to such items as project staffing, schedule compliance, project controls, construction plan, fee for construction management services, general conditions, costs and fee for preconstruction services, including estimates based on proposed design. A combination of technical qualifications, an interview process and fees will be considered in the final selection process. The stipulated sum will be established prior to the start of construction in accordance with the City's purchasing's policies and procedures.

4. SCOPE OF SERVICES

The scope of Services for this project is to provide the design assist & pre-construction service in addition to the full construction management services required to achieve the City's objectives.

A more detailed scope of Service and the expected deliverables for each stage of the project will be made available to the shortlisted firms.

The construction manager will be required to enter into a CCA-5 Construction Management Contract to provide the pre-construction services as outlined in GC2.2 'Pre-Construction Phase' and as amended by the City. When all the trade packages have been quoted and committed on budget the project may be converted to a Lump Sum Stipulated Price Contract (CCDC-2) as amended by the City's supplementary general conditions.

5. PREFERRED QUALIFICATIONS

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

- a) Public community service centre including:
 - Recreation and culture centres.
 - Libraries.
 - Art Gallery.
 - Aquatic facilities.
 - Ice Arenas.
 - Parks and outdoor plazas
- b) Major offsite works and land development projects.

In addition to the above, the Respondent should demonstrate the following:

- Experience in project of construction value more than \$30 million dollars;
- Experience in design assist & pre-construction services;
- Experience in innovative procurement and project delivery methods and technologies;
- Experience in Building Information Modeling (BIM);
- Experience in constructing high energy performance buildings;
- Proven delivery of projects and ability to meet timelines;
- Proven track of implementing high standards health and safety programs;

- Commitment to sustainable construction and focus on quality;
- Experience in the construction of a similar facility;
- Experience in working capital projects in government and municipal projects; and
- Relevant experience of the proposed staff.

A previous experience in constructing zero emissions/net zero carbon buildings through implementation of Passive House and Leadership in Energy and Environmental Design (LEED) standards would be considered as an added qualification.

6. CURRENT PROJECT STATUS

The City's Engineering Department has developed a concept design(s) for the new 70 Avenue road that will connect 134 Street with King George Boulevard located along the north property line of the project. Concept design(s) and Terms of Reference (TOR) for the new road will be issued soon for selecting design team with the intention to complete the offsite works design and be ready for construction start late in 2021 or early 2022.

The design(s) will also include 135 Street and King George Boulevard frontage upgrade, the new 69A Ave and services upgrade and realignment.

Demolition and hazardous material abatement of existing RONA buildings is anticipated to start in February 2021 with completion anticipated in April 2021.

The City of Surrey has engaged Parsons Inc. to conduct environmental assessment and investigation for potential soil contamination on the proposed former RONA property at 6965 King George due to usage of underground fuel tank located at northwestern area of the property, former Chevron station property at 7005 King George and the residential lots in the northern portion of existing roadway 70A Avenue.

A Certificate of Compliance (CofC) was issued in 2002 for the former Chevron property at 7005 King Georg, which indicated remediation to the standards of that time for the commercial land use (CL) for soil and Aquatic Life Water use standards for groundwater. However, due to changes in regulations since the CofC for former Chevron property was issued in 2002 an updated CofC is required by the Ministry of Environment which will involve additional sampling to fill the data gabs and capture contaminants that were not regulated back in 2002 but currently are regulated. Soil sampling and monitoring is on going with the intent to have a site profile and a CofC later in 2021.

Parson had decommissioned 14 monitoring wells to allow for demolition works to start in February 2021.

The City is in the process of precuring professional services with anticipation to start the design in May/June 2021.

7. PROJECT TIMELINE

The City of Surrey has scheduled the design and construction of the Newton Community Centre to take place from 2021 to 2023. The funding has been approved for the project.

It is anticipated that a consultant team will be hired by the City in May 2021 with the intent to have the design completed and ready for construction in spring/summer of 2022.

The City anticipate hiring a construction manager during schematic design early summer of 2021.

Offsite Works

It is anticipated that the design of the offsite road works and services be completed late Fall/Winter 2021 with the intent to start construction late 2021 or early 2022 with completion in Summer 2022.

Project timeline schedule are subject to change at the sole and absolute discretion of the City based on the actual timelines of preceding activities.

8. PROJECT BUDGET

The project budget is \$60M. The available funding is to cover soft and hard costs associated with the project.

9. REFERENCE INFORMATION

Reference information includes:

Attachment 1 - Project Location.

Attachment 2 - 70 Avenue From 135 St. to King George Hwy – New Road Alignment.

SCHEDULE A – ATTACHMENT 1: PROJECT LOCATION



Newton_Communit
y_Centre_Project_Lo

**SCHEDULE A – ATTACHMENT 2: 70 AVENUE FROM 135 ST. TO KING GEORGE HWY –
NEW ROAD ALIGNMENT**



70

Ave_From_135St_to_



SCHEDULE B – FORM OF SUBMISSION

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

Type of Pre-Qualification: Construction Management Services

This Request For Expressions of Interest and Statements of Qualifications (the “**RFEOI/SOQ**”) will enable the City of Surrey (the “**City**”) to determine your relevant experience, capacity, resources and financial capability for eligibility to submit a submission for Construction Management Services.

Materially incomplete RFEOI/SOQ submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

Project Title: Pre-Qualification for Construction Management Services for Newton Community Centre

Reference No.: 1220-050-2021-005

Submitted To:

City Representative: Richard D. Oppelt, Manager, Procurement Services

Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

1. _____
Full Legal Name of Firm

2. _____
Business Address

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

4. Email Address: _____ Website Address: _____

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

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

7. Membership of industry associations (please list):

SECTION B. COMPANY PROFILE

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

9. How many years has your organization been in business under its present business name?

10. Form of Business Organization

Corporation _____ Partnership _____ Sole Proprietorship _____

11. If Corporation/Partnership, year incorporated/established: _____

12. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

SECTION C. FINANCIAL CAPACITY

Insurance Reference:

13. Name of Insurance Company: _____

14. Address: _____

15. Contact Person: _____

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

17. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No

18. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability? Yes No

19. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works? Yes No

20. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant? Yes No

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

Bonding Reference:

21. Name of Bonding Company: _____
22. Address: _____
23. Contact Person: _____
24. Telephone/Fax Numbers: Phone: _____ Fax: _____
25. Email of Surety Reference: _____
26. Can your firm provide a Bid Bond? Yes No Bonding Limit: \$ _____
27. Can your firm provide a Performance Bond? Yes No Bonding Limit: \$ _____
28. Can your firm provide a Labour & Material Payment Bond? Yes No Bonding Limit: \$ _____
29. Current Bonding In Effect: \$ _____

Annual Project Volumes:

30. Annual value of construction management services work for the past five years:

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

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

SECTION D. EXPERIENCE, REPUTATION AND RESOURCES

32. Respondents should provide details, in order of date, of relevant projects completed in the past five years – Schedule B – Appendix A (data sheet).
33. Respondents should provide details, in order of date, of projects of similar nature completed Schedule B - Appendix B (data sheet).
34. Respondents should provide details, in order of date, of relevant projects underway as of submission date – Schedule B - Appendix C (data sheet).

35. **Management and Key Personnel:** Respondents should provide information on the background and relevant experience of senior management and key personnel proposed to undertake the Services during the design phase (pre-construction phase) and construction phase (use the spaces provided and/or attach additional pages, if necessary):
- (a) brief resume identifying each individual's qualifications and relevant professional experience and the number of years they have worked for the Respondent;
 - (b) specific projects worked on; and
 - (c) details of the training that will be provided to field personnel.
36. Respondents should provide the following information on the background and experience of all preferred sub-contractors (including consultants and material suppliers) proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SUBCONTRACT SERVICES	PREFERRED SUB-CONTRACTORS AND MATERIAL SUPPLIERS NAMES	YEARS OF WORKING WITH RESPONDENT	TELEPHONE NUMBER AND EMAIL

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

Do you include subcontractors in:

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

37. Respondents should provide details of your approach to selecting subcontractors, material suppliers addressing in particular:
- The subcontractors and suppliers you have successfully used on previous construction management00 and related works projects that could be used in the future on various procurement opportunities that may arise within the time period of this RFEOI/SOQ; and
 - Your approach to achieve competitive pricing and excellent quality:

Comments:

38. Management of consultants, subcontractors and material supplier(s). Respondent should provide details of the approach to the management of its consultants, subcontractors and material suppliers:

Comments:

39. Respondent should describe the availability of staff to work on this project including your capacity to undertake project, in terms of maximum available crew size (Estimated):

Comments:

SECTION E. TECHNICAL CAPACITY

40. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

41. Equipment and Materials:

Do you maintain a list of the major equipment (e.g., cranes, forklifts) your company has available for work at this site, and the method of establishing the competencies to operate this equipment?

Yes No. Respondent should provide a representative list of major equipment and size.

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

Do you have a system for establishing the applicable Health, Safety and Environmental specifications for the acquisition of materials and equipment? Yes No

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

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

42. Quality Control Program: Respondents should provide a description of their quality control program; how it works, personnel who provide it, standards by which the effectiveness of the program can be measured, record of results on previous projects, etc.

Comments:

43. Health and Safety: Utilization of Occupational Health and Safety (OH&S) – Respondents should provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.

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

Have your employees received the required Health and Safety training and retraining?

Yes No

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

Has your company received any awards for health and safety performance achievement?

Yes No

If Yes, please list.

Comments:

44. Utilization of Waste Management & Reduction Policy and Plan – Respondents should provide evidence of a system in place, a sample or example Waste Management & Reduction Plan.

Corporate Waste Management & Reduction policy attached (please tick to confirm).

Corporate Waste Management & Reduction Plan attached (please tick to confirm).

45. Utilization of Traffic Management – provide evidence of a system in place, a sample or example traffic management policy and appropriate procedures.

Corporate Traffic Management policy attached (please tick to confirm).

Corporate Traffic Management Plan attached (please tick to confirm).

46. Contracts:

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

Comments:

(b) Respondent should identify projects where there were any outstanding deficiencies. List any contractor charge backs or liquidated damages assessed for failure to complete on time:

Comments:

(c) Respondent should briefly describe any work that was rejected by an owner or that was not paid for or had to be removed and replaced.

Comments:

(d) Respondent should briefly describe any work that conditionally accepted by an owner but with a contractor charge back or partial payment:

Comments:

47. Scheduling:

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

Comments:

48. Respondent should list the categories of work that your organization normally performs with its own forces.

Comments:

49. Customer Service: Respondents should briefly describe your company's standards and associated process with respect to response time regarding resolution of service issues. This includes but is not limited to technical support, warranty claims, non-conformance, and order placement issues.

Comments:

50. Technical Support Service: Respondents should provide an overview of technical support services available from your company, such as product assessment, identification of specification changes, and troubleshooting problems.

Comments:

51. What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

I/We confirm that this Submission is accurate and true to best of my/our knowledge.

This Submission is submitted this _____ day of _____, 202_.

I/We have the authority to bind the Respondent.

(Name of Respondent)

(Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

APPENDIX A

RELEVANT PROJECTS COMPLETED IN THE PAST FIVE YEARS

(Attach additional pages, if necessary)

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

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

Project Description: _____

Location of Project/Scope: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

APPENDIX B

SIMILAR OR RELATED PROJECTS COMPLETED

(Attach additional pages, if necessary)

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

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

Project Description: _____

Location of Project/Scope: _____

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

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

APPENDIX C

MAJOR PROJECTS UNDERWAY AS OF THE DATE OF SUBMISSION

(Attach additional pages, if necessary)

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Owner: _____

Refer To: _____

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

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

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

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Owner: _____

Refer To: _____

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

Bus. E-Mail of Project Reference: _____

Name of the Consultant: _____

Refer To: _____

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

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

Project Description/Scope: _____

Location of Project: _____

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

Project Manager: _____ Superintendent: _____

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

Name of Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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