



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

Title **CONSTRUCTION MANAGEMENT SERVICES
FOR
CITY CENTRE SPORTS COMPLEX
(PHASE-I EXPANSION TO CHUCK BAILEY RECREATION CENTRE)**

Reference No.: **1220-050-2021-006**

FOR CONSTRUCTION SERVICES

(Construction Services)

Issue Date: March 1, 2021

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS

PRE-QUALIFICATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR CITY CENTRE SPORTS COMPLEX (PHASE 1 EXPANSION TO CHUCK BAILEY RECREATION CENTRE)

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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.

This RFEOI/SOQ is not a solicitation of proposals; rather it is a non-binding invitation to qualified Respondents to make themselves known to the City of Surrey (the “**City**”) by providing information and by demonstrating to the City their relevant expertise, capability, qualifications, experience and capacity.

The City may at any time and at its sole discretion decide to cancel this process for any reason.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (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;
- (g) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (h) “**Respondents**” (individually the “**Respondent**”) means an entity that submits a Submission;
- (i) “**RFEOI/SOQ**” means this Request for Expressions of Interest/Statements of Qualifications;
- (j) “**Services**” has the meaning set out in Schedule A; and

(k) "**Submission**" means a submission submitted in response to this RFEOI/SOQ.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

The Respondent 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 25, 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 #: 1220-050-2021-006

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: Respondent's reputation, capacity, availability of resources, relevant experience and qualifications, competencies, and financial capability (Schedule B);

Criterion 2: Strength and relevance of demonstrated experience, qualifications and capability of the proposed Respondent's **key personnel** (including sub-contractors) with design and construction projects utilizing building information modelling with preferably public community service centre projects, for example recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities of comparable size, scope and complexity with a proven track record of working together; and preferably performed for the municipal/public sector (Schedule B);

Criterion 3: Key Construction Management Projects Completed. Demonstrated construction management experience with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities completed in the past five years (Schedule B – Appendix A) (data sheet);

Criterion 4: Comparable Construction Management Projects. Demonstrated construction management experience with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities of comparable size, scope and complexity showing proven results (Schedule B – Appendix B) (data sheet); and

Criterion 5: Key Construction Management Projects Underway. Demonstrated construction management experience with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities underway as of Submission Date – (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 of all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is not a tender and does not commit the City in any way to pre-qualify a 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, City Staff and City Consultants

Respondents and their agents will not contact any member of the City Council, City staff or City consultants 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, 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, 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 City Centre Sports Complex (Phase-I Expansion to Chuck Bailey Recreation Centre)

Project Reference No.: 1220-050-2021-006

1. BACKGROUND

The City of Surrey (the “**City**”) 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 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, which is located within Whalley area, 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.

Surrey City Centre is in the midst of a significant transformation; what was once a suburban town centre is developing into a walkable transit-oriented downtown core for business, culture and entertainment activity.

City Centre is bookended between 132nd Street and 140th Street to the west and east, and extends as far north as 112th Avenue and as far south as 94th Avenue.

2. THE PROJECT

The existing Chuck Bailey Recreation Centre is located near the Gateway Sky Train Station in Whalley within Surrey's City Centre core. The two-storey facility has many features and offers various services to the community. Chuck Bailey has one gymnasium, multi purpose rooms, fitness studio, youth spaces with drop-in activities and a preschool. In addition, the facility has spaces for seniors activities including outdoor patio, garden area, café, computer lab, billiards room and arts and crafts area.

With the decommissioning of North Surrey Recreation Centre there has been high demand for more community services and activities in Whalley area. To accommodate the higher demand from the community due to growth and to enhance community services Surrey City Council approved an ambitious Capital Plan last year that includes significant capital projects such as recreation facilities, arenas, sports fields, parks construction and upgrades, and arts and culture amenities. Being in the City's Centre core Chuck Bailey has been identified as an important facility to expand on.

City Centre Sports Complex will mainly include expansion to the existing Chuck Bailey Recreation Centre. The expansion is planned to happen in two phases with the following potential services and programs:

a) **Phase-I Expansion**

The expansion would include:

- Gymnasium.
- Preschool and afterschool programming.
- Childcare space with outdoor playground area.
- Multipurpose rooms.
- Community consultation rooms.
- Partnership offices to support work, accessibility and youth programs.
- Open free social space with easy access to outdoor.
- Indoor cycling.
- Fitness studio and weight room.

b) **Phase-II Future Expansion**

The future expansion would include a swimming pool with associated amenities and services.

Amenities and programs noted above will be redefined and confirmed through public consultation to ensure that the new facility reflects community needs and ambition.

Phase-I Expansion to Chuck Bailey will support the current high demand for community services and offer state of the art community destination for Whalley residents while reflecting the values, needs, and identity of our community in bringing people together. The new expansion will provide additional recreation amenities and will complement the existing facilities in the area. The expansion works will be performed while the existing recreation centre facility is kept operational at all times.

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 teams to submit proposals after review of the submissions.

As the community of Whalley grows, so too does its need for community services, programs, and social spaces. The City 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 Whalley.

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.

Due to site space limitation and layout of the existing facility the new expansion will include analyzing the capacity of the exiting parking lot considering the additional parking stalls required for the proposed expansions. This may involve reconfiguring the existing parking lot layout while providing underground parking to meet the current bylaw requirements for total number of stalls.

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 Whalley residents.

For project location refer to Attachment 1 - Project Location Map.

3. PROJECT OBJECTIVES

The City intends to engage a qualified and experienced construction management firms at an early stage of design to provide design assist and pre-construction services. The appointed construction management firm 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 management firm 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 management firm 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 management firms 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 proposed 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,

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 as the form of Contract to provide the pre-construction services as outlined in GC 2.2 'Pre-Construction Phase' and as amended by the City's supplementary general conditions. 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 relevant experience, capability and resources with projects consisting of the following:

- (a) Public community service centre including:
 - Recreation and culture centres.
 - Sports facilities.
 - Parks and outdoor plazas.
- (b) Major renovation and upgrade projects in operational facilities.

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

- Experience in project of construction value more than \$20 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 efficiency 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. PROJECT CURRENT STATUS AND TIMELINE

Phase-I will be initiated this year 2021 with the intention to start construction Summer/Fall 2022. Procurement for professional services and construction manager will be from March to August 2021. It is anticipated to hire a consultant team in June 2021 and a construction manager in August 2021.

Phase-II design is anticipated to be initiated in 2024.

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

7. PROJECT BUDGET

The project budget is \$40M. The available funding is to cover soft and hard costs associated with the project.



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 – City Centre Sports Complex (Phase-1 – Expansion to Chuck Bailey Recreation Centre)**.

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 City Centre Sports Complex (Phase-I Expansion To Chuck Bailey Recreation Centre)

Reference No.: 1220-050-2021-006

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: \$ _____

Respondent should provide a letter from your Bonding company confirming Respondent's bonding capability.

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 a brief description of the Respondent's current business, relevant experience and qualifications in delivering the Services similar to those required by this RFEI/SOQ:

Comments:

33. **Key Personnel:** Respondent's should identify and provide the background and experience, for the key personnel that would perform the Respondent's work, outlining their intended roles in meeting the requirements. If appropriate, also include a complete organization chart, identifying all roles and areas of responsibility.

Preference may be given to a Respondent and proposed personnel that demonstrates knowledge and experience involving the successful design and construction, utilizing building information modelling with public community service centre projects, for example recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities of comparable size, scope and complexity. Each Respondent should make clear in its Submission its relevant knowledge and experience, and that of its proposed key personnel. Without limiting the foregoing, each Respondent should provide copies of:

- (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.

34. 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

35. Respondents should provide details of your approach to selecting subcontractors, material suppliers addressing in particular your approach to achieve competitive pricing and excellent quality:

Comments:

36. 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:

37. 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:

38. Key Construction Management Projects Completed. Respondent's relevant construction management projects with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities completed in the past five years (Schedule B – Appendix A) (data sheet).
39. Comparable Construction Management Projects. Respondent's relevant construction management projects with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities of comparable size, scope and complexity showing proven results (Schedule B – Appendix B) (data sheet).
40. Key Construction Management Projects Underway. Respondent's relevant construction management projects with design and construction and building information modelling of public community service centre projects, for example, recreation and cultural centres, sports facilities, parks and outdoor plazas and major renovation and upgrade projects in operational facilities underway as of Submission Date – (Schedule B - Appendix C) (data sheet).

SECTION E. TECHNICAL CAPACITY

41. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

42. 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

43. 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:

44. 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:

45. 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).

46. 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).

47. 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:

48. 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:

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

Comments:

50. 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:

51. 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:

52. 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 _____, 2021.

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

RESPONDENT'S RELEVANT CONSTRUCTION MANAGEMENT EXPERIENCE WITH DESIGN AND CONSTRUCTION AND BUILDING INFORMATION MODELLING OF PUBLIC COMMUNITY SERVICE CENTRE PROJECTS, AND MAJOR RENOVATION AND UPGRADE PROJECTS IN OPERATIONAL FACILITIES 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 Contract 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 Contract 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 Contract 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

RESPONDENT'S RELEVANT CONSTRUCTION MANAGEMENT EXPERIENCE WITH DESIGN AND CONSTRUCTION AND BUILDING INFORMATION MODELLING OF PUBLIC COMMUNITY SERVICE CENTRE PROJECTS, AND MAJOR RENOVATION AND UPGRADE PROJECTS IN OPERATIONAL FACILITIES OF COMPARABLE SIZE, SCOPE AND COMPLEXITY SHOWING PROVEN RESULTS. (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 Contract 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 Contract 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 Contract 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

RESPONDENT'S RELEVANT CONSTRUCTION MANAGEMENT EXPERIENCE WITH DESIGN AND CONSTRUCTION AND BUILDING INFORMATION MODELLING OF PUBLIC COMMUNITY SERVICE CENTRE PROJECTS, AND MAJOR RENOVATION AND UPGRADE PROJECTS IN OPERATIONAL FACILITIES UNDERWAY AS OF SUBMISSION DATE. (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 Contract 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 Contract 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 Contract 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: _____

ATTACHMENT 1 – PROJECT LOCATION MAP



City Centre Sports Complex (Phase-I Expansion to Chuck Bailey Recreation Centre)

