



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

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

Reference No.: 1220-050-2021-007

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: March 3, 2021

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

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

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability, qualifications, and resources of the Respondent to participate in the project as described in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in a request for proposals process (the “**RFP**”), 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 Background

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 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, 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 132 Street and 140 Street to the west and east, and extends as far north as 112 Avenue and as far south as 94th Avenue.

1.3 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) **"City"** means the City of Surrey;
- (b) **"City Representative"** has the meaning set out in Section 2.3;
- (c) **"Date"** has the meaning set out in Section 2.2;
- (d) **"Evaluation Team"** means the team appointed by the City;
- (e) **"Preferred Respondent(s)"** means the Respondent(s) selected by the Evaluation Team;
- (f) **"Respondents"** (individually the "Respondent") means an entity that submits a Submission in response to the RFEOI/SOQ issued by the City;
- (g) **"RFEOI/SOQ"** means this Request for Expressions of Interest and Statements of Qualifications;
- (h) **"Services"** has the meaning set out in Schedule A; and
- (i) **"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 24th, 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 No.: 1220-050-2021-007

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 CONTENT

3.1 Form of Statements of Qualifications

Respondents should include the information below in their Submission:

- **Title Page**
Show the RFEOI/SOQ name, file reference number, Submission date, Respondent’s name and address, telephone number, facsimile number, email address, and the name of the contact person.

- **Letter of Introduction**

One page, introducing the firm and the Submission, signed by the person or persons authorized to sign on behalf of, and bind the Respondent to statements made in the Submission.

- **Table of Contents**

Show the page numbers of all major headings.

- **Executive Summary**

A short summary of the key features of the Submission.

- **Submission (Statements of Qualifications)**

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

- (viii) Respondent's references (name and telephone number). The City preference is to have a minimum of three references; and
- (ix) Respondent's financial strength (with evidence such as financial statements, bank references).

3.2 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City. Such discussions will not in any way create a binding contract between the City and any such Respondents.

The City will make the final decision regarding any Respondent or terminate the RFEOI/SOQ process at its sole discretion. The City will then advise all Respondents and the selected Respondents in writing of the City's decision.

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

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services in order to determine the Submission, or Submissions, which is/are most advantageous to the City, using the following criteria:

- Criterion 1: Respondent's demonstrated understanding of this RFEOI/SOQ and the project requirements;
- Criterion 2: Respondent's reputation, capacity, availability of resources, experience and qualifications;
- Criterion 3: Respondent's relevant experience and qualifications in delivering Services similar to those required by the RFEOI/SOQ;
- Criterion 4: Strength and relevance of demonstrated experience, qualifications and capability of the proposed Respondent's key personnel (including subcontractors, if any) with projects of comparable size, scope and complexity showing proven results; and
- Criterion 5: Respondent's references relevant to the project. City prefers a minimum of 3 references.

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

4.3 Evaluation Process

To assist in evaluation of the Submissions, the Evaluation Team may, in its sole and absolute discretion, but is not required to:

- (a) conduct reference checks relevant to the project and background investigations of the Respondent, and any subcontractors proposed in the Submission, with internal and/or external sources, and consider and rely on any relevant information received from the references and from any background investigations in the evaluation of Submissions;
- (b) seek clarification or additional information from any, some, or all Respondents with respect to their Submission, and consider and rely on such supplementary information in the evaluation of Submissions;
- (c) request interviews/presentations with any, some, or all Respondents to clarify any questions or considerations based on the information included in Submissions, and consider and rely on any supplementary information received from interviews/presentations in the evaluation of Submissions; and
- (d) seek confirmation that the inclusion of any personal information about an individual in a Submission has been consented to by that individual.

The Evaluation Team is not obligated to complete a detailed evaluation of all Submission and may, after completing a preliminary review of all Submissions, identify and drop from any detailed evaluation any Respondent which, when compared to the other Respondent, the Evaluation Team judges, in its sole discretion, to not be in contention to be selected as the Preferred Respondent.

4.4 Litigation

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiates legal action.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

5. GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is simply an invitation for Submissions for the convenience of all parties. It is not a tender or a request for proposals and does not commit the City in any way to pre-qualify a Respondent(s), and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

5.2 Respondent's Expenses

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

5.3 No Agreement

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

7. DISCLAIMER

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

SCHEDULE A - SCOPE OF SERVICES

1. SCOPE OF SERVICES

The scope of Services includes without limitation the provision of professional services for the design and construction contract administration for City Centre Sports Complex – Phase I (Expansion to Chuck Bailey Recreation Centre) is located at 13458 - 107A Ave, Surrey, B.C.

Refer to Attachment 1 (Project Location) for additional information.

2. THE PROJECT

At this point in time, the general scope of the Services for this project includes:

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 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.

As the community of Whalley grows, so too does its need for community services, programs, and social spaces. The City of Surrey (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 Consultants’ team in consultation with City’s staff will analyze the site to 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.

3. PROJECT OBJECTIVES

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. This will be achieved through interactive and innovative public consultation with the community.

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.

1. The design will be innovative and creative resulting in fully integrated facility that is attractive, friendly and healthy reflecting City's passion for building great facilities for its citizens of all ages.
2. The design of the new expansion will seemingly integrate with the existing building architecture and character while reflecting modernization and elegance that redefines the facility's overall expression.
3. Utilizing the framework of the City's public engagement, creative and interactive process, the design will be created and developed through consultation and involvement of City stakeholders, assigned project teams and the public.
4. The facility will produce zero emissions from operations and seek to minimize embodied emissions through design and materials selection. It will reach or approach Passive House levels of energy performance through design strategies that focus on passive design principles, including optimization of building form and orientation, glazing and shading elements, and building envelope performance. Depending on the final set of included amenities, the energy systems will be designed to maximize the use of heat/energy exchange to minimize consumption (e.g., where a pool and ice rink are both included). The facility and site design will account for known and expected climate change impacts to ensure it can meet its objectives across the entire lifespan of the building. Key issues include maintaining thermal comfort for occupants in a hotter future, ensuring indoor air quality during wildfire smoke events, minimizing the urban heat island effect, and implementing sustainable drainage features and green infrastructure to ensure normal operation and minimize impact on the existing drainage system during more frequent and intense rainfall events.
5. The design will optimize site usage and allow for passive and active sheltered and unsheltered amenities for all ages to enjoy and for future expansion.
6. The design will implement Crime Prevention through Environmental Design (CPTED) practices to enhance security and passive surveillance through a transparent building envelope to the outdoor plaza and parking lot.
7. Other design considerations:
 - a. Uniqueness.
 - b. Affordability.
 - c. Adaptability.
 - d. Inclusiveness.
 - e. Durability and resilience.
 - f. Renewable energy.
 - g. Minimum impact on environment.
 - h. Life-cycle approach (high-quality products and systems that maximizes the City's return on investment).
 - i. Accessibility and universal design beyond the Building Access Handbook.

4. PROJECT DELIVERABLES & PREFERRED QUALIFICATIONS

The submissions will provide the City with evidence that the consultants' team has the expertise and experience to deliver a world class community centre. Other experience and expertise that will be considered an asset:

- Delivery of high-performance buildings through integration of sustainability objectives and environmental design.

- Delivery of zero emissions/net zero carbon buildings through implementation of Passive House and Leadership in Energy and Environmental Design (LEED) standards
- Urban design, universal design and integration into community
- Expertise in master planning of recreational and public institution site
- Expertise in municipal capital projects involving land development process
- Expertise in working in CM at Risk projects
- Expertise in working in fast track projects
- Expertise in City's zoning by laws and permitting process.
- Expertise in innovative public engagement
- Familiarity with government incentives and grant programs

5. 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.

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.

ATTACHMENT 1 – PROJECT LOCATION



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

