



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Professional Services for Police Training Facility – Design Services

Reference No.: 1220-051-2022-002

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: August 9th, 2022

TABLE OF CONTENTS

1. INTRODUCTION3

1.1. Purpose 3

1.2. Background..... 3

1.3. Definitions..... 3

2. INSTRUCTIONS TO RESPONDENTS4

2.1. Address for Submission Delivery 4

2.2. Date..... 4

2.3. Inquiries 4

2.4. Status Inquiries 5

2.5. Addenda 5

3. SUBMISSION FORM AND CONTENT.....5

3.1. Qualifications 5

3.2. Form and Contents of Submission 6

3.3. Signature 6

4. EVALUATION AND SELECTION7

4.1. Evaluation Team..... 7

4.2. Evaluation Criteria..... 7

4.3. Evaluation Process 8

4.4. Litigation 8

5. GENERAL CONDITIONS.....9

5.1. No City Obligation 9

5.2. Respondent's Expenses 9

5.3. No Agreement..... 9

5.4. Conflict of Interest..... 9

5.5. Solicitation of Council Members, City Staff and City Consultants 9

5.6. Confidentiality 9

6. CITY DISCLAIMER.....10

7. DISCLAIMER.....10

SCHEDULE A - SCOPE OF SERVICES 11

ATTACHMENT 1 – PROJECT LOCATION MAP 15

ATTACHMENT 2 – PROPERTY CONDITION ASSESSMENT REPORT – (FEBRUARY 16, 2017)..... 16

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 qualified respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project requirements as described in Schedule A – Scope of Services; and
- (b) select a Respondent or Respondents who may be invited to participate in the next stage of the competitive solicitation process, when called.

1.2. Background

Surrey Police Service (“SPS”), the City’s new municipal police department, requires a facility to conduct police training, including classroom learning, simulation training and firearms certification.

The City and SPS have identified an existing City owned facility as a suitable location for this training facility. To accommodate the needs of SPS, and to maximize utilization of the existing infrastructure at the site, the facility will need to be upgraded and improved. It is anticipated improvements will be completed in phases. Additional information regarding the details and scope of this Project can be found in Schedule A.

1.3. 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) “**Evaluation Team**” means the team appointed by the City, which will include representatives from SPS and may include consultants
- (f) “**Preferred Respondent(s)**” means the Respondent(s) selected by the Evaluation Team;
- (g) “**Project**” has the meaning set out in Schedule A;

- (h) **“Respondent”** means an entity that submits a Submission in response to this RFEOI/SOQ;
- (i) **“RFEOI/SOQ”** means this Request for Expressions of Interest and Statements of Qualifications;
- (j) **“Services”** has the meaning set out in Schedule A;
- (k) **“SPS”** means Surrey Police Service;
- (l) **“Submission”** means a submission submitted in response to this RFEOI/SOQ; and
- (m) **“Submission Date”** has the meaning set out in Section 2.2.

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 August 30th, 2022 (the **“Submission 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: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference No.: 1220-051-2022-002

Inquiries should be made no later than seven (7) business days before the Submission Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the Submission Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with Section 2.5. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

2.4. Status Inquiries

Despite section 2.3, for inquiries related to the status of the RFEOI/SOQ process, including whether or not a Respondent has been selected, Respondent should refer to the City Website and not contact the City Representative. The City Representative will not respond to status update inquiries when such information is already available from the City Website.

2.5. 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.

3. SUBMISSION FORM AND CONTENT

3.1. Qualifications

At this stage, the City is interested in understanding more about lead firms and their proposed project team of consultants and partners that may be drawn upon to deliver this Project. Any subsequent procurement process may supply more detail about the expertise that will be expected.

Respondents should have:

- Experience in projects of a similar scope (previous experience with major civic facility construction projects related to building upgrades, which involve municipal permitting and land development requirements and rezoning);
- Previous experience with the design and construction of existing building system upgrades and improvements;
- Experience with policing/law enforcement facilities, police training facilities and/or firing ranges would be preferable;

- Broad experience in tenant improvement projects;
- Proven delivery of projects through a multi-phased approach and within tight project timeliness;
- Experience in working with property owners and tenants to improve project delivery and bring about best value for the City and SPS (eg. achieve cost savings, maximize space utilization, etc.);
- Proven ability to understand user needs, identify space requirements and limitations and to configure design improvements to best reflect project objectives and maximize site utilization;
- Experience delivering high-performance building upgrades including integration of sustainable and energy efficient objectives;
- Urban design integration with community;
- Inclusive and universal design;
- Experience working on Construction Manager at Risk projects through General Contract assignment;
- Expertise organizing work scope in and around occupied areas; and
- Familiarity with possible government incentives and grant programs (i.e.: energy performance improvements).

To participate in this project, personnel will be required to have or be able to qualify for an RCMP Enhanced Reliability Security Clearance Level or other recognized police or government security clearances approved by SPS. **Current Reliability Status is considered a desirable qualification as well.**

3.2. Form and Contents of Submission

Respondents, should ensure their Submission, provides sufficient information that demonstrates their experience, reputation, qualifications and competencies, capacity and availability of resources, and ability to meet the requirements of this project.

Respondents should make their Submission in the form provided in Schedule B.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and SPS checking and verifying the information provided. References may also be contacted.

The City reserves the right to request Respondents to submit additional information as may be required to evaluate the Submissions.

3.3. Signature

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

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;

- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4. EVALUATION AND SELECTION

4.1. Evaluation Team

The evaluation of Submission will be undertaken by the Evaluation Team. The Evaluation Team may consult with others including, third party consultants and references, as the Evaluation Team may in its discretion decide what 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 Respondent's qualifications, experience, strengths and abilities to provide the required Services from all submissions. The evaluation criteria may include, but not be limited to, the following:

- general compliance with the submission requirements of this RFEOI;
- demonstrated understanding of the Project requirements;
- previous experience and qualifications in delivering similar projects;
- qualifications and experience of the proposed team;
- security and reliability status of key personnel, or Project Lead's process for ensuring up to date checks and clearances are obtained;
- approach to the technical design and distinct project phases; and
- availability and ability to deliver the Services within tight timelines.

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.

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 subconsultants 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;
- (d) seek confirmation of security and reliability status; and
- (e) 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 other Respondents, the Evaluation Team judges, in its sole discretion, to not be in contention to be selected as a 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, 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, consultants and advisors, 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, or SPS and its board members or any 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, Surrey Police Board members, City or SPS staff or City consultants with respect to this RFEOI/SOQ, other than the City Representative, 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 SPS and their 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 interested party 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

Despite anything contained herein, the Respondent agrees that it 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. GENERAL

The City invites Respondents meeting the qualifications set out in this RFEOI/SOQ to provide a Submission to pre-qualify as consultants to provide **design and construction administration services** and more particularly described in section 4 below (collectively, the “**Services**”), for a Police Training Facility to be located at 14577 66 Avenue, Surrey, BC (the “**Project**”).

The Services are anticipated to include at least architectural, structural, civil, mechanical/plumbing, fire protection, electrical and landscape design services. The Services will also likely include costing, code compliance, environmental QEP, and possibly building envelope consulting services if/as needed.

Schedule A provides summary of the preferred requirements for full build-out of the training facility. This is part of an early high-level overview setting out key requirements of the Services required by selected Consultants. These general descriptions of the Project are subject to change and refinement, including based on input from, and the expertise of, the selected design team. At this stage, the City is interested in understanding more about Respondents that are qualified, and that may be drawn upon to deliver this Project.

2. CONFIDENTIALITY

Given the nature of the Project and the need to maintain details regarding scope, design, configuration, and other project elements confidential, additional details may be provided to Respondents on the condition that Respondents preserve the confidentiality of that information and submit a confidentiality agreement, in the form required by the City, prior to further dissemination of information. Confirmation of compliance with confidentiality obligations will, at the discretion of the City and SPS, be a pre-condition to participation in any subsequent procurement processes.

3. EXISTING PROPERTY AND BUILDING DETAILS

The property (refer to Attachment 1 for Project Location Map) is approximately 4.85 acres (or 211,000 SF) and has been operating as various Light Impact Industrial (IL) zoned manufacturing and warehousing operations. Uses went from window/door manufacture, to sawmill chain manufacture, to millwork of wood moldings. Since being purchased by the City, the property has been leased to the movie industry and most recently to Fraser Health, as a pandemic response testing and immunization centre.

The 62,500 SF warehouse structure located on the property was constructed in 1977, is of concrete and steel tilt-up construction and includes 56,400 SF of warehouse space, plus 2 floors of existing office space of roughly 6,200 SF per floor. The building requires significant maintenance and remediation to bring it up to minimum civic facility standards, suitable for a police training facility.

A condition assessment report from 2017 has been included as Attachment 2 for early reference. Refer to Section 5 for suggested upgrade scope.

4. SCOPE OF SERVICES

The building is to be brought up to an acceptable level of operability, care and code compliance. Project scope will include essential base-building upgrades, either as part of an early Tenant Improvement package, or in-stream with the phased re-development. The Consultant team is expected to undertake an updated building condition assessment to determine applicable extent of base-building upgrades.

The Services will include proficiencies necessary to obtain re-zoning approvals and to determine and achieve development permit and engineering servicing conditions.

To support the project scope/proposed improvements as set out in more detail below, the consulting Services will likely include:

- Architectural services including rezoning and planning for Development Permit, design and space planning, code compliance, sound control and building envelope,
- Structural engineering and retrofit
- Mechanical, Plumbing and Fire Protection engineering services
- Electrical engineering, including power, lighting, fire alarm, data, door access control and security
- Environmental QEP assessment, Civil engineering and Landscape design if/as required for Development Permit
- Quantity Surveyor for budget costing

Actual requirements, scope and phasing may vary following completion of the RFEOI/SOQ process and may be established, refined, expanded and amended in a future competitive solicitation document.

It is anticipated the Services will need to be sequenced for phased delivery (refer to Section 6).

Objectives are to:

- expedite the existing building condition assessment to verify required base-building upgrades
- design and masterplan the required functional program and roll out for delivery, assuming some improvements will require rezoning and development permit approvals
- prepare permit and contract documents to suit phased permitting and construction.

5. SCOPE OF PROPOSED IMPROVEMENTS

The Consultant team is expected to provide an updated building condition assessment to determine applicable scope and extent of base-building upgrades. Repair and upgrade scope may include:

- selective demolition and abatement of hazardous materials (Pre-Reno Hazmat Report will be made available)
- building envelope repairs and improvements for energy efficiency
- replacement of worn finishes
- building code updates for life & safety
- HVAC system upgrade
- plumbing, drainage, on-site hydrant & fire sprinkler repairs & improvements

- fire alarm system replacement
- electrical power system upgrade
- lighting upgrade
- fibre optic service
- data/communication provisions, door access control, intrusion alarm and CCTV systems.

Except as may be otherwise referenced in the details below, the work reflects amenities to be added and improvements to be undertaken within the existing building(s).

The Project scope is based on the recruitment, training and needs for police and law enforcement personnel. The plan for growth assumes a minimum 10-year outlook for development/build out.

In addition to standard based building upgrades, the following is a summary of the preferred requirements for the full build out of the training facility. This is a draft high-level overview setting out the main requirements determined by the Project stakeholders to this point and subject to change and refined, including based on input from, and the expertise of, the selected architect/design team.

- **Simulation Training Village (Sept 2022 completion)**
 - Approximately 10,000 sf to be fit out over two levels
 - New mezzanine structure is required to condense the program areas with observation catwalks and egress stairs
- **Shooting Range(s)**
 - 50M range
 - 25 M range
 - Area perimeters to have proper ballistic protection and sound treatment, including ceiling baffles
 - Open plans with no physical barriers between lanes
 - Climate controlled with special venting/recirculation/negative pressure HVAC
 - Containment bullet traps
- **Armory, Munitions Storage and Gun Cleaning Room**
 - Specialty and hardened storage rooms
- **Combat Training Mat Room**
 - Mat area training room
- **Virtual Reality & Simulator training space(s)**
- **Training and Computer Classrooms**
 - Sound proofing/acoustic treatment and equipped with audio/video technology
 - Large (50-person) classrooms, subdividable into two (25-person) separately contained training rooms
 - associated adjacent break-out rooms
- **Offices and Shared Workspaces**
- **Small Recording Studio**
 - sound proofing/acoustic treatment
 - green screen

- **Specialty storage**
 - reinforced walls, doors, ceiling, floor, additional security features
- **Locker, Change Rooms, Showers, Washrooms**
- **Kitchen/Lounge**
- **Security Office**
- **First Aid Room**
- **Building Exterior**
 - will require some envelope improvement, upgrade and refurbishment of finishes
 - a building addition is not currently anticipated but could come through further planning
- **Site** – scope will include:
 - requirements to meet Development Permit and Engineering Servicing Agreement conditions
 - secure perimeter fencing and gate control
 - sound barrier fencing
 - lighting & CCTV
 - site improvements such as outdoor training area and drive aisle paving, parking improvements, canopy refurbishment, access ramp, etc.
- **Fit-out** of all areas will include:
 - power, data, lighting, HVAC, area separation, access/egress, security and acoustic treatment, etc.
 - code compliance
 - inclusivity and accessibility (except areas strictly for active-duty personnel, such as supplementary second floor training and office spaces (i.e.: no elevator)

6. PROJECT PHASING

The Project scope is for future work beyond the current Phase 1 remedial work (minimum base building upgrades to north warehouse area to facilitate temporary use for a simulation village). Phase 1 (which is outside the scope of this RFEOI) is an interim measure to utilize portions of the building and site, in its current state, for temporary use and occupancy. Such interim use is anticipated to continue in some form during future phases, subject to construction requirements and the ability to partition with work site from the active training occupancies.

The work of this Project may be appropriately phased to deliver portions in 2023 and in 2024. They may also be phased to suit the required development process (yet to be determined) and project funding.

SPS leadership would prefer to focus current funding on training priorities to have at least the 50m shooting range in and operable in 2023 (or as soon as possible), subject to meeting all rezoning, development conditions and building permit requirements.

ATTACHMENT 1 – PROJECT LOCATION MAP



PROPOSED PROJECT LOCATION



ATTACHMENT 2 – PROPERTY CONDITION ASSESSMENT REPORT – (FEBRUARY 16, 2017)

Attachment 2 may be viewed and/or obtained at the Managed File Transfer Service (MFT) link noted below. Printing will be the sole responsibility of the Contractor.

In the URL, or address field at the top, enter the following address: <https://mft.surrey.ca/> and hit “enter”.

Enter “surreybid” as the Username, “Welcome” as the password and then click “Login”

<https://mft.surrey.ca/>

Login ID: surreybid
Password: Welcome
Folder: 1220-051-2022-002

Notes:

1. *Additional rows/lines or additional pages may be added as necessary.*
2. *While there is not limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information.*
3. *The inclusion of corporate brochures and other advertising materials is discouraged.*

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

1. _____
Full Legal Name of Firm
2. _____
Business Address
3. Business Telephone: _____
4. Website address: _____
5. Contact Person for inquiries (full name, position, telephone and email address):

SECTION B. RESPONDENT'S COMPANY PROFILE

6. Year Established: _____
7. Form of Business Organization:
 - Sole Proprietorship
 - Partnership – jurisdiction and date of establishment: _____
 - Corporation – jurisdiction and date of incorporation and incorporation number _____
 - Joint Venture – identify all joint venturers, and who has primary responsibility for this RFEI/SOQ: _____

8. **Respondent Summary** (Note: Provide background information (brief history, size, services offered, etc.))

Comments:

SECTION C. PERFORMANCE METHODOLOGY

Project Understanding:

9. Demonstrate your capability to perform the Services, your understanding of the Services through a discussion of the key issues, and your ability to meet the requirements of the Project.

Comments:

Approach:

10. Provide a general overview of your approach to the Services, including as it relates to technical design and the distinct Project phases.

Comments:

Methodology:

11. Describe your plan and methodology to successfully accomplish the Project.

Comments:

Assumptions and Risks:

12. Include assumptions made and assessment of preliminary risks and proposed mitigation strategies.

Comments:

Performance Management:

13. Describe how you would maintain quality control and meet quality standards in the performance of the Services.

Comments:

SECTION D. EXPERIENCE, REPUTATION AND RESOURCES

Experience and Qualifications:

14. Describe your relevant experience, qualifications and applicable certifications to perform the Services (refer to section 3.1 of the RFEOI) , including any experience with:
- projects of a similar scope (major civic facility construction projects related to building upgrades and which involve municipal permitting and land development requirements and rezoning);
 - design and construction of existing building system upgrades and improvements.
 - policing/law enforcement facilities, police training facilities and/or firing ranges;
 - Broad experience in tenant improvement projects;
 - Proven delivery of projects through a multi-phased approach and within tight project timeliness;
 - working with property owners and tenants to improve project delivery and bring about best value for the City and SPS (eg. achieve cost savings, maximize space utilization, etc.) and
 - Proven ability to understand user needs, identify space requirements and limitations and to configure design improvements to best reflect project objectives and maximize site utilization.
 - high-performance building upgrades including integration of sustainable and energy efficient objectives;
 - Urban design integration with community;
 - Inclusive and universal design;
 - Construction Manager at Risk projects through General Contract assignment;
 - organizing work scope in and around occupied areas; and
 - government incentives and grant programs (i.e.: energy performance improvements).

Comments:

Representative Projects:

15. List of three most relevant completed projects by you as the lead firm for the last 10 years. Listed in Appendix "A". [As attached]
16. Identify similar or related projects underway as of date of Submission. Listed in Appendix "B". [As attached]

Responsiveness:

17. Describe your ability to complete assignments on time and within budget.

Comments:

18. Confirm ability and approach to undertake the work within the estimated timelines provided, if any, or as may be otherwise required to maintain an aggressive schedule; and

Comments:

Reputation:

19. Client/Customer References (Note: List at minimum 3 current/recent (within past 5 years)) client references for projects where you were the lead firm (excluding City of Surrey)

We hereby consent to the City contacting references for the purposes of evaluating our Submission.

Company and Contact Name	Phone / Email	Work Description

20. Financial References

We hereby consent to the City contacting references for the purposes of evaluating our Submission.

Name and Address	Contact Name and Title	Contact Telephone and Email address

Resources:

21. Key Personnel: [Note: Provide a list and short profile of key personnel who would be involved in the Project. Include a brief description of their role, qualifications and related experience. By completing this information, you warrant and represent you have each individual's consent to disclosure of their personal information to the City in accordance with privacy laws.]

Name and Title	Area of Responsibility	Experience

Representative Projects:

22. Proposed Sub-Consultants/Team: *Identify potential subcontractors who may under take a portion of the Services. If any are individuals, by completing this information, you warrant and represent you have each individual's consent to disclosure of their personal information to the City in accordance with privacy laws.)*

Name and Address	Contact Name & Phone Number	Area of Responsibility	Experience (including years working with Respondent)

SECTION E.	ADDITIONAL INFORMATION
-------------------	-------------------------------

23. Security Clearances/Background Checks *(Note: Describe your process for performing/updating background checks/security clearances for personnel and sub-contractors):*

<p><u>Comments:</u></p>

24. **Conflict of Interest:** – *check as applicable*

To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are is not aware of any employees or persons who may be involved in this project, being “Associates”¹ of SPS, Surrey Police Board or City of Surrey, employees or officers.

¹ "Associate" means (a) a spouse, (b) a parent, sibling, son or daughter, or the spouse of any one of them, (c) a relative who lives in the person's home, (d) a company in which a person owns shares carrying more than 10% of the voting rights attached to all shares of the corporation, (e) a person's business partner, or (f) a trust or estate of which a person is one of the main beneficiaries or for which the person serves as a trustee.

We are is aware of conflict(s) of interest or potential conflict(s) of interest, as follows: *(Note: Identify parties and their role in the project, confirm their relationship based on the definition of "Associate", and described the proposed solution to manage, minimize or eliminate any perceived or actual conflict(s)).*

25. Performance Management. Has your firm defaulted on a contract or had work terminated for non-performance within the last seven (7) years? Yes No. If "Yes", briefly describe the project, , date and circumstances:

Comments:

26. **Other Information:** Provide any other details and information you consider relevant or applicable to your Submission or that may differentiate your Submission from others.

Comments:

This Submission is submitted this _____ day of _____, 2022.

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)

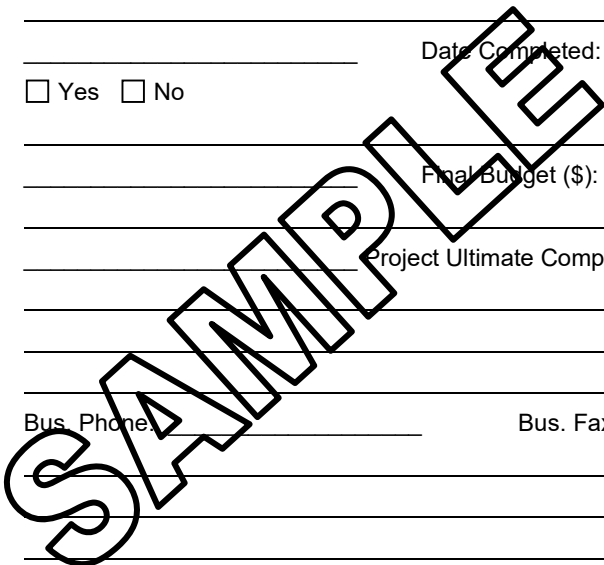
APPENDIX A
LIST OF THREE MOST RELEVANT PROJECTS COMPLETED BY THE LEAD FIRM OR TEAM
FOR THE LAST 10 YEARS

Organized by year, in Canadian Dollars (If space is insufficient, additional lines or pages may be added, if necessary)

Ref. #1. Project Title: _____
Project Description/Scope: _____
Location of Project: _____
Project Value (\$): _____ Date Completed: _____
Successfully Completed?: Yes No
If No, provide explanation: _____
Initial Budget (\$): _____ Final Budget (\$): _____
Explain Variance: _____
Project Initial Completion Date _____ Project Ultimate Completion Date: _____
Explain Variance: _____
Name of Owner/Developer: _____
Contact Person(s): _____
Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____
Bus. E-Mail of Project Reference: _____
Name of General Contractor: _____
Contact Person(s): _____
Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #2. Project Title: _____
Project Description/Scope: _____
Location of Project: _____
Project Value (\$): _____ Date Completed: _____
Successfully Completed?: Yes No
If No, provide explanation: _____
Initial Budget (\$): _____ Final Budget (\$): _____
Explain Variance: _____
Project Initial Completion Date: _____ Project Ultimate Completion Date: _____
Explain Variance: _____
Name of Owner/Developer: _____
Contact Person(s): _____
Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____
Bus. E-Mail of Project Reference: _____
Name of General Contractor: _____
Contact Person(s): _____
Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____

Ref. #3. Project Title: _____
Project Description/Scope: _____
Location of Project: _____
Project Value (\$): _____ Date Completed: _____
Successfully Completed?: Yes No
If No, provide explanation: _____
Initial Budget (\$): _____ Final Budget (\$): _____
Explain Variance: _____
Project Initial Schedule Completion Date: _____ Project Ultimate Completion Date: _____
Explain Variance: _____
Name of Owner/Developer: _____
Contact Person(s): _____
Bus. Telephone/Fax Numbers: Bus. Phone: _____ Bus. Fax: _____
Bus. E-Mail of Project Reference: _____
Name of General Contractor: _____



APPENDIX B
SIMILAR OR RELATED PROJECTS CURRENTLY UNDERWAY BY THE LEAD FIRM
AS OF DATE OF SUBMISSION

(If space is insufficient, additional lines or pages may be added, if necessary)

Ref. #1. Project Title: _____

Project Description/Scope: _____

Location of Project: _____

Project Value (\$): _____ Date Completed: _____

Successfully Completed?: Yes No

Name of Contract Owner: _____

Contact Person(s): _____

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

Bus. E-Mail of Project Reference: _____

Name of the General Contractor: _____

Contact Person(s): _____

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

Ref. #2. Project Title: _____

Project Description/Scope: _____

Location of Project: _____

Project Value (\$): _____ Date Completed: _____

Successfully Completed?: Yes No

Name of Contract Owner: _____

Contact Person(s): _____

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

Bus. E-Mail of Project Reference: _____

Name of the General Contractor: _____

Contact Person(s): _____

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

Ref. #3. Project Title: _____

Project Description/Scope: _____

Location of Project: _____

Project Value (\$): _____ Date Completed: _____

Successfully Completed?: Yes No

If No, provide explanation: _____

Initial Budget (\$): _____ Final Budget (\$): _____

Name of Contract Owner: _____

Contact Person(s): _____

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

Bus. E-Mail of Project Reference: _____

Name of the General Contractor: _____

Contact Person(s): _____

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

SAMPLE