



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

**Title: Civil Engineering Consulting Services Shortlist for the Engineering  
Departments Annual Capital Program**

**Reference No.:** 1220-050-2024-016

### **FOR PROFESSIONAL SERVICES**

(General Services)

Issue Date: September 9, 2024

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

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# REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

## 1. INTRODUCTION

The City of Surrey Engineering Department has adopted an approach of pre-qualifying civil engineering consultants with proven project delivery experience related to planning, design, and construction administration for the Engineering Department's annual advanced list of planning and design assignments. As you may recall the City has removed the expiration date for the qualification-based shortlist with the objective to allow the shortlist to remain 'live', allowing the City to add new civil engineering consultants. As a result, this annual call is to advise civil engineering consultants of the City's shortlist and to provide firms who are currently not pre-qualified with an opportunity to be pre-qualified, should they wish to apply.

**Note you do not need to answer this BC Bid call if your firm is already shortlisted to the disciplines described in the table below. If you are shortlisted for certain disciplines but wish to be shortlisted to other disciplines a submission will be required to evaluate your firm's suitability for the selected discipline. If you need confirmation on which discipline(s) your firm is currently shortlisted for please contact the City Representative.**

The Engineering Department's Civil Engineering shortlist is for planning and design assignments in one or more of the following disciplines:

### Planning Assignments

- Sanitary
- Water
- Drainage
- Transportation

### Design Assignments

- Sanitary and Drainage
- Water
- Drainage Instream (Detention Ponds, and Dyking Work)
- Pump Stations & PRV's
- Transportation
- Bridges
- District Energy

### 1.1 Purpose

The purpose of this Request for Expressions of Interest and Statements of Qualifications (the "RFEOI/SOQ") is to:

- (a) Invite Submissions from Respondents that describe the desire, expertise, capability of the Respondent to undertake the assignment described in Schedule A – Scope of Services; and
- (b) To select a shortlist of Respondents, specializing in the area of civil engineering, who may be invited to participate in the next stage of competitive solicitation process, Request for Proposals ("RFP"), for an ongoing period of time for various upcoming assignments under the Engineering Department's Annual Capital Program.

The shortlist will not have an expiration date; therefore, once established, it is the City's intent to maintain an active shortlist with the ability to alter the shortlist as needed. In this regard, the

City intends to keep the shortlist open and annually post a call on the BC Bid Website. The City reserves the right to add to this shortlist, at any time, or if deemed in City's best interest, civil engineering consultants who may not have responded to this RFEOI/SOQ. The City may also actively solicit civil engineering consultants to provide a submission who are not on the shortlist at any time.

Those Respondent(s) who are added to the shortlist will subsequently receive a list of the annual studies and design assignments and will be requested to rank these assignments in the firm's order of preference for receiving requests for submission of detailed proposals. These responses will be used to select approximately three firms for each assignment, who may receive an RFP. The City reserves the right to alter the RFP selection process.

The City maintains the right to alter the shortlist of Respondents should any Respondent incur change of ownership, significant staff changes, provided unacceptable level of services as determined by the City through performance evaluations of Respondents which will be ongoing, or for any other reason which might alter their qualifications.

Information is only being requested at this time to identify qualified consultants, and therefore, pricing for this assignment is not required and not requested at this time.

This RFEOI/SOQ is intended to establish a list of civil engineering consultants with the necessary relevant expertise, capability and resources to perform the Services. Only those consultants that are placed on the Shortlist will be eligible to participate in the next stage of the solicitation process, when called.

All interested parties should respond to this RFEOI/SOQ, as the City does not guarantee that a publicly advertised competitive solicitation process will be issued following this RFEOI/SOQ. The City may elect to directly negotiate with one or more Preferred Respondent(s) or the City may at any time and at its sole discretion decide to cancel this RFEOI/SOQ process for any reason.

Respondents who have been terminated or did not complete a contract due to unsatisfactory performance, by the City or another client, within the past five years, must identify the assignment that was incomplete and indicate any team members involved in the assignment that are listed under Appendix A - Form of Submission.

Respondents must not have undertaken any legal proceedings against the City within the last five years.

## 1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

- (a) "BC Bid Website" means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca)
- (b) "City" means the City of Surrey
- (c) "City Representative" has the meaning set out in Section 2.4
- (d) "City Website" means [www.surrey.ca](http://www.surrey.ca)

- (e) **"Date"** has the meaning set out in Section 2.3
- (f) **"Evaluation Team"** means the team appointed by the City
- (g) **"Information Meeting"** has the meaning set out in Section 2.2
- (h) **"Preferred Respondent(s)"** means the Respondent(s) selected by the Evaluation Team
- (i) **"Respondents"** (individually the "Respondent") means an entity that submits a Submission in response to the RFEOI/SOQ issued by the City
- (j) **"RFEOI/SOQ"** means this Request for Expressions of Interest and Statements of Qualifications
- (k) **"Services"** has the meaning set out in Schedule A
- (l) **"Submission"** means a submission submitted in response to this RFEOI/SOQ

## **2. INSTRUCTIONS TO RESPONDENTS**

### **2.1 Address for Submission Delivery**

The Respondent should submit the Submission electronically in a single pdf file which must be received by the City by email at [purchasing@surrey.ca](mailto:purchasing@surrey.ca).

The City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's computer equipment functions properly so that the City receives the Submission.

### **2.2 Information Meeting**

An information meeting may be hosted by the City Representative to discuss the City's requirements under this RFEOI/SOQ (the "Information Meeting"). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFEOI/SOQ a meeting has not been scheduled.

### **2.3 Date**

As the shortlist remains live, submissions can be received at any time.

### **2.4 Inquiries**

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

Name: Sunny Kaila, Manager, Procurement Services

Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

Reference No.: 1220-050-2024-016

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

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

## **2.5 Addenda**

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will post a written addendum on the BC Bid website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City website at [www.surrey.ca](http://www.surrey.ca) (the “City Website”) and upon posting will be deemed to form part of this RFEOI/SOQ. No amendment of any kind to the RFEOI/SOQ is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Submission, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

## **2.6 Status Inquiries**

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

# **3. SUBMISSION FORM AND CONTENT**

## **3.1 Form of Statements of Qualifications**

Respondents should submit the following information which may be used in the evaluation of prequalification of Respondents.

(a) Transmittal letter with the following items (***maximum of two pages***):

- 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;
- Introduce the firm and the Submission;
- Provide a short summary of the key features of the Submission. Indicate your understanding of the key requirements under this RFEOI/SOQ;

- Transmittal letter should be signed by the person or persons authorized to sign on behalf of the Respondent and bind the Respondent to statements made in the Submission;
- Confirmation that the Respondent will enter into a standard consulting agreement and provide a list of your exceptions (if applicable) to the consulting agreement, a copy of which has been included as Appendix C;
- Provide evidence of professional liability insurance coverage. Typically, the City requests coverage in the amount of \$1,000,000 for planning studies and \$1,000,000 to \$3,000,000 on design and construction projects depending on the complexity of the assignment; and
- Provide evidence of commercial general liability insurance coverage. The City requires a minimum of \$3,000,000 commercial general liability insurance and automobile liability insurance on all vehicles owned, operated or licensed in the name of the Consultant in an amount not less than \$3,000,000;

(b) Prequalification form in the format as set out in Schedule A, including Appendices A through B.

All Respondents making a Submission to this RFEOI/SOQ consent to allow the City and their representatives to check and verify the information provided. Any Submission will not necessarily be accepted.

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

### **3.2 Signature**

The legal name of the person or firm submitting the Submission should be inserted in Schedule A. 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.

- (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 each Respondent's strength and ability to provide the Services with the City's objectives in order to determine the Submission, or Submissions, which are most advantageous to the City, using the following criteria:

**Criterion 1:** Compliance with the RFEOI/SOQ requirements

**Criterion 2:** Company Profile

**Criterion 3:** Key personnel

**Criterion 4:** Demonstrated experience of staff for each selected discipline

**Criterion 5:** Demonstrated ability to complete assignments on time and within budget

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 Ongoing-Evaluation**

For any requests to be added to the shortlist received after this RFEOI, the civil engineering consultant will be required to provide a similar submission as requested in this RFEOI, and the City will apply the evaluation criteria as described under paragraph 4.2.



### **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.

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

### **4.4 Additional Information**

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI/SOQ, and the Evaluation Team may make such requests to only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

### **4.5 Interviews**

The Evaluation Team may, at its discretion, invite some or all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submission. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions. Respondent management and technical personnel will be expected to participate in presentations, demonstrations and/or interviews, which will be made at no cost to the City.

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

## **5. GENERAL CONDITIONS**

### **5.1 No City Obligation**

This RFEOI/SOQ is not a tender and does not commit the City in any way to pre-qualify a Respondent(s), and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

### **5.2 Respondent's Expenses**

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

or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEOI/SOQ.

### **5.3 No Agreement**

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

### **5.4 Conflict of Interest**

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

### **5.5 Solicitation of Council Members and City Staff**

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in Section 2.4, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ, and which could be viewed as one Respondent attempting to seek an unfair advantage over other Respondents.

### **5.6 Confidentiality**

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **6. CITY DISCLAIMER**

- a. The information in this RFEOI/SOQ and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI/SOQ has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI/SOQ, each Respondent remises, releases, and forever discharges the City and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have arising out of any information contained herein. Any party who intends to submit a response to this RFEOI/SOQ is specifically invited to independently verify the accuracy of the information contained herein.
- b. The City shall not be obligated to review or accept any Submission and may reject any or all Submissions without giving reasons therefore.
- c. All negotiations and discussions with Respondents are on a "without prejudice" basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.

- d. The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.
- e. The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- f. 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

This RFEI/SOQ will enable the City to determine your capacity, skill and relevant experience for eligibility to participate in the next stage of competitive solicitation process, the RFP, and submit proposals for Engineering Consulting Services (the “Services”) for the Engineering Departments Annual Capital Work Program. Incomplete Submissions may be deemed to be unsuccessful pre-qualification process. Respondent may supplement information requested with additional sheets if required.

#### **Project Description:**

Project Name: Civil Engineering Consulting Services Shortlist for the Engineering Departments Annual Capital Program

Project Reference No.: 1220-050-2024-016

#### **Project Scope:**

The City invites Submissions for pre-qualification of civil engineering consultants for civil engineering services comprising of planning assignments, design and the subsequent construction phase related to the City’s Annual Capital Program for the Engineering Department. The following are the categories of services that the City is specifically interested in developing a shortlist for:

#### 1. Planning Assignments

- Sanitary
  - Sewer modelling
  - Sanitary Service Plans
  - Conceptual design or functional plans for specific service areas and/or pump stations
  - I&I studies and sewer rehabilitation programs
- Water
  - Watermain model updates
  - Watermain Service Plans

- Drainage
  - Finalize infrastructure servicing strategies for Neighborhood Concept Plans
  - Managing students hired annually under the Salmon Habitat Restoration Program (“SHaRP”) to conduct watershed stewardship projects
  - Inventory and assessment of ravine bank instability sites
  - Rainfall and flow monitoring reporting of the City’s existing stream flow, water level, rainfall, water quality, and sea dam level monitoring stations
- Transportation
  - Transportation strategic planning
  - Traffic analysis work, capacity analysis, traffic modelling
  - Safety assessments for vehicles and pedestrians
  - Traffic signal coordination

## 2. Design & Construction Assignments

- Sanitary and Drainage Infrastructure to include but not be limited to pressure and gravity mains replaced up to 1200mm dia.
- Water Infrastructure to include but not be limited to installing new mains (up to 900mm dia.), and pressure reducing valve stations.
- Drainage Instream Infrastructure such as dyke and flood control works, culvert replacements, stream bank stabilization and conveyance works, fish ladders, and detention ponds.
- Sewage pump station upgrades and installations in the range from 8 to 1600 horsepower. Sewer odour control facilities, stormwater pump station upgrades and installations up to 1800 total horsepower. Water pump station upgrades and installations in the range from 500 to 1800 total horsepower, and pressure reducing valve stations.
- District Energy to include but not limited to distribution network piping installations and energy transfer stations.
- Transportation to include but not be limited to pavement rehabilitation, pedestrian/cycling pathways and sidewalks, traffic signals, traffic calming installations, existing road widening, new road installations, and associated utility installations/extensions/upgrading such as storm sewers, sanitary sewers, watermains, and culverts.
- Bridges to include but not be limited to condition assessments, new pedestrian bridges and overpasses, and roadway bridges and overpasses, including existing bridge replacements and existing bridge upgrades.

The number of annual assignments for each discipline is dependent on annual funding approvals and therefore cannot be provided; however, the annual Capital Program has a typical value in the range of \$115 million.

Those Respondent(s) who are added to the shortlist will subsequently receive a list of the annual studies and design assignments and will be requested to rank these assignments in the firm’s order of preference for receiving requests for submission of detailed proposals. These responses will be used to select approximately three firms for each assignment, who may receive an RFP. The City reserves the right to alter the RFP selection process.

As the annual number of assignments in any discipline is finite, Respondents(s) who are added to the shortlist may receive multiple, or not any, RFP’s in any given year.