



## **REQUEST FOR INFORMATION**

**Title:** Clayton Community Centre Performing Arts Operator

**Reference No.:** 1220-050-2021-008

(General Services)

Issue Date: May 4, 2021

## **1. INTRODUCTION**

### **1.1 Purpose of this Request For Information**

Through this request for information (the “RFI”), the City of Surrey (the “City”) is seeking responses from Respondents (the “Respondent”) who have expertise in music, dance, theatre, or other form of performing arts. Our focus in this RFI is to consult the market and explore potential performing arts operators interested in offering unique, engaging and extraordinary performing arts programs in this dynamic community space to meet our Clayton Community Centre Performing Arts Operator project to address requirements, including ideas and recommendations on strategy, scope and approach.

Interested parties are invited to respond to this RFI by submitting a response (the “Response”) to the City. Responses should include ideas, information and recommendations that could result in a clarification of requirements, cost-savings opportunities and the identification of potential problem areas with this initiative.

This RFI is intended to gather information that could assist the City in the development of a future procurement process, or processes (i.e., RFx's). In the event that sufficient information is received from this RFI, the City may, but is not obligated to, initiate a competitive procurement opportunity, or opportunities.

If a subsequent competitive procurement opportunity or opportunities are issued, the City is under no obligation to advise any Respondent responding to this RFI. Respondents are advised to monitor the City website and BC Bid website for any such opportunities, which will be open to all suppliers regardless of whether or not a response to this RFI has been submitted.

Respondents must not respond with any proprietary or confidential information as any information and/or recommendations in response to this RFI may be used by the City in determining the structure and content of any subsequent procurement opportunity, or opportunities. So please be careful not to send anything you might consider confidential.

The City reserves the right to invite additional responses from suppliers that did not respond to this RFI for any reason.

## **2. INSTRUCTIONS TO RESPONDENTS**

### **2.1 Address for Delivery**

A Response should be labelled with the Respondent's name, RFI title and number. A Response should be submitted in the form as set out below.

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

PDF emailed Responses are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondent's should phone [604-590-7274] to confirm receipt. A Respondent bears all risk that the City's computer equipment functions properly so that the City receives the Response.

## **2.2 Date**

The City would prefer to receive Responses on or before **May 31, 2021**.

## **2.3 Inquiries**

All inquiries related to this RFI 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

E-mail: purchasing@surrey.ca

Reference: 1220-050-2021-008

## **2.4 No City Obligation**

This RFI is not a tender, request for proposals or a request for quotations and does not commit the City in any way to select a preferred Respondent or Respondents, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Responses, and to terminate this RFI process.

## **2.5 Respondent's Expenses**

Respondents are solely responsible for their own expenses in preparing and submitting Responses, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from the RFI. 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 Response, or any other activity related to or arising out of this RFI.

## **2.6 No Contract**

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

## **2.7 Conflict of Interest**

A Respondent should disclose in its Response 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.

## **2.8 Confidentiality**

All Responses become the property of the City and will not be returned to the Respondent. All Responses 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.

### **3. RESPONSE FORM AND CONTENTS**

#### **3.1 Response Content**

There is no Response form to fill out. Respondents should provide a concise and focused written response to the following items in the order listed:

- (a) a brief Respondent profile;
- (b) include a document that explains how Respondent's services can be used to address the expertise in music, dance, theatre, or other form of performing arts program as stated in Schedule A – Invitation to Participate;
- (c) include ideas, information and recommendations that could result in clarification of requirements;
- (d) identification and discussion of potential problem areas with this initiative, including cost savings opportunities that the Respondent recommends the City consider when establishing its future business requirements;
- (e) include extraordinary and unique performing arts programs – demonstrations of successful projects, with other non-profit organizations or private entities;
- (f) high level cost estimate(s), for budgeting purposes only;
- (g) any other information specific to the nature of this RFI and deemed important by the Respondent; and
- (h) any other information specific to the nature of this RFI and deemed important by the Respondent.

Respondents are specifically requested not to submit detailed price proposals (other than high-level cost estimates for budget purposes noted in item (f) above), or provide information about the experience or qualifications of their company or individuals in their company.

Respondents to this RFI consent to the City incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the City.

This RFI will not be used to evaluate, rank or select suppliers, nor will it be used to pre-qualify or screen Respondents for a subsequent competitive procurement opportunity, if any.

#### **3.2 Cost Estimates (High-Level)**

Any cost estimates provided are for budgeting purposes only. Respondents will not be held to price estimates provided as part of the RFI should the City later decide to issue a competitive solicitation.

#### **3.3 Additional Information**

The City may, at its discretion, request clarifications or additional information from a Respondent with respect to any Response and the City may make such requests to only selected Respondents.

### **3.4 Interviews**

The City may, at its discretion, invite some or all of the Respondents to appear before the City to provide clarifications of their Response. Note: The City reserves the right to arrange for a follow-up meeting with any Respondent whose initial presentation was sufficiently informative and indicative of more to be learned. If this provision is exercised, it is NOT to be interpreted as a short-list of preferred Respondents, rather as an opportunity for City staff to better understand a particular response.

We appreciate your time and your help with our information-gathering and we look forward to hearing from you.

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## SCHEDULE A INVITATION

### Interested in offering performing arts programs at Surrey's Clayton Community Centre?



### OPPORTUNITY

The new Clayton Community Centre is an architectural marvel, designed to engage the community through a multitude of programs. Located in the fast-growing neighbourhood of Clayton Heights, this facility contains a multi-purpose black box sprung-floor Performing Arts Studio and four Music Practice Studios, as well as numerous indoor and outdoor performance areas that can serve as creative spaces. The Centre is a blank canvas to engage the Clayton community through immersive arts experiences.

We are currently looking for organizations and individuals that are interested in offering unique, engaging and extraordinary performing arts programs in this dynamic community space. You may have expertise in music, dance, theatre, or other form of performing arts...the possibilities are open to the imagination!

## WE WANT TO HEAR FROM YOU

Drop us a line. Tell us about your experience and the kind of programs you want to offer. This is to jump-start the conversation. Once we hear back about people's general interest, we will undertake a more in-depth selection process.

**Respond by May 31, 2021:**

- **By email to** [purchasing@surrey.ca](mailto:purchasing@surrey.ca)
- **Contact** Edward Westerhuis | Clayton Arts Supervisor | 604.591.4194 | by email to [communityart@surrey.ca](mailto:communityart@surrey.ca)