



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: PREQUALIFICATION FOR CLOVERDALE CURLING FLOOR REPLACEMENT

Reference No.: 1220-050-2023-008

FOR CONSTRUCTION SERVICES

(Construction Services)
Issue Date: September 11th, 2023

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1 Purpose	4
1.2 Definitions	4
2. INSTRUCTIONS TO RESPONDENTS	5
2.1 Address for Submission Delivery	5
2.2 Date	5
2.3 Inquiries	5
2.4 Addenda	5
2.5 Status Inquiries	6
3. SUBMISSION FORM AND CONTENTS	6
3.1 Form of Statements of Qualifications	6
3.2 Signature	6
4. EVALUATION AND SELECTION	7
4.1 Evaluation Team	7
4.2 Evaluation Criteria	7
4.3 Evaluation Process	8
4.4 Litigation	8
4.5 Additional Information	9
4.6 Interviews	9
5. GENERAL CONDITIONS	9
5.1 No City Obligation	9
5.2 Respondent's Expenses	9
5.3 No Agreement	10
5.4 Conflict of Interest	10
5.5 Solicitation of Council Members and City Staff	10
5.6 Confidentiality	10
5.7 Reservation of Rights	10

5.8 No Claims11

6. CITY DISCLAIMER.....12

SCHEDULE A – SCOPE OF SERVICES.....13

SCHEDULE A-1 – CURLING RINK PLAN VIEW15

SCHEDULE B – FORM OF SUBMISSION16

APPENDIX A – RELATED ARENA FLOOR REPLACEMENT PROJECTS COMPLETED IN THE PAST FIVE YEARS21

APPENDIX B – MAJOR PROJECTS UNDERWAY AS OF THE DATE OF SUBMISSION22

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, qualifications, capability, reputation and resources, of the Respondent to participate in the project described in Schedule A; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

Respondent’s able to demonstrate a sound business structure, financial capability, resources, management systems, relevant experience and good performance history may be eligible for prequalification.

To ensure adequate competition, the City reserves the right to reissue this prequalification to additional contractors as needed.

1.2 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;
- (g) “**RFEOI/SOQ**” means this Request for Expressions of Interest/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

The City will confirm receipt of emails. 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 **September 25th, 2023** (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: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

Reference No.: 1220-050-2023-008

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

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with Section 2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at

www.bcbid.gov.bc.ca and the City Website at www.surrey.ca (collectively, the “Websites”), and upon posting, any addenda will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the Websites for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, the Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ, including any and all addenda.

2.5 Status Inquiries

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

3. SUBMISSION FORM AND CONTENTS

3.1 Form of Statements of Qualifications

Interested parties are required to submit the following information which will be used in the evaluation of prequalification of Respondents:

- (a) A completed Expressions of Interest and Statements of Qualification statement in the form attached as **Schedule B** – including Appendices A through B;
- (b) Declaration of ability to provide a Performance Bond and a Labour and Material Payment bond;
- (c) Provide a current Worksafe BC Clearance Certificate;
- (d) Confirmation of ability to undertake the work commencing and completing on or about April through to September 2024; and,
- (e) Respondent shall indicate if it is involved in any litigation, or any pending litigation, of any contractual dispute.

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

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

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 appointed by the City (the “**Evaluation Team**”), which may consist of one or more persons. 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.

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 Respondent (if one is chosen) in writing of the City's decision.

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 are most advantageous to the City, using the following criteria:

- Criterion 1:** Experience, Reputation and Resources – The Respondent's relevant experience, reputation and resources as applicable to the performance of the services;
- Criterion 2:** Background and Experience of all key personnel proposed including proposed Site Superintendent's experience in super flat concrete slabs and/or arena floor replacements with confirmation of their availability;
- Criterion 3:** Related projects in super flat concrete slabs and/or arena floor replacements completed in the past five years;
- Criterion 4:** Major projects underway as of the date of submission.

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

All Respondents, by submitting a Submission for pre-qualifications, are consenting to allow the City and their representatives to check and verify the information provided. References may also be contacted. Reference checks will be kept confidential and will not be reviewed by or discussed with the other Respondents applying for pre-qualifications.

4.3 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.

4.5 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 all Respondents or only selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

4.6 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 Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

5. GENERAL CONDITIONS

5.1 No City Obligation

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

5.2 Respondent's Expenses

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

5.3 No 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

Respondents shall disclose any potential conflicts of interest and existing business relationships they have with the City, its elected or appointed officials or employees. The City may reject a Submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a contract. 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 and City staff 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, 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.

5.7 Reservation of Rights

Despite any other provision of this RFEOI/SOQ and customs or trade practices to the contrary, the City has sole and absolute discretion in considering and reviewing Submissions. The City is not obliged to provide reasons to any Respondent with respect to use of City's discretion.

City reserves the right, in its sole discretion, to:

- (a) not proceed with the project or proceed with only part thereof;
- (b) issue one or more further requests for expressions of interest/statements of qualifications;
- (c) proceed by way of competitive process;
- (d) establish one or more shortlists of Respondents for further consideration;
- (e) negotiate an agreement directly with any party (including a Respondent or any third party who did not respond to this RFEOI/SOQ) for all or part of the project.

City reserves the right, in its discretion, for any reason, and as City deems most advantageous to City, to:

- (a) accept or reject any or all Submissions,
- (b) accept or reject all or any part of a Submission, including any which: (i) are incomplete, obscure, irregular or unrealistic; (ii) fail to comply with or omit required information; or (iii) are non-compliant with, or deviate from, requirements of this RFEOI/SOQ;
- (c) accept unsolicited Submissions;
- (d) reject a Submission even if it is the only Submission received;
- (e) 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 in relation to any other matter; and
- (f) invite one or more parties (whether or not they have submitted a Submission) to participate in a further competitive process.

City further reserves the right, in its discretion, to:

- (a) amend or clarify this RFEOI/SOQ and issue addenda;
- (b) cancel, suspend or postpone the RFEOI/SOQ process;
- (c) not proceed with further competitive process(es) with respect to the Project; or
- (d) re-issue the RFEOI/SOQ.

If:

- (a) only one suitable Submission is received; or
- (b) a suitable Respondent has not been selected;

City may, in its discretion, elicit submissions from other parties, engage in another procurement process (including re-issuing a substantially similar RFEOI/SOQ) or negotiate a contract with any party for the whole or any part of the Project.

5.8 No Claims

Each Respondent, by submitting a Submission, irrevocably:

- (a) agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a “**Claim**”) against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation for any matter relating directly or indirectly to this RFEOI/SOQ (including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise

breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ; and

- (b) waives any Claim against the City and its employees, directors, officers, advisors or representatives, or any one of them, for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract is entered into for the work between the Respondent and the City for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept a Submission, accepts a non-compliant Submission or otherwise breaches, or fundamentally breaches, the terms of this RFEOI/SOQ or any duties arising from this RFEOI/SOQ.

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. 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.
- c. 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.

[END OF PAGE]

SCHEDULE A – SCOPE OF SERVICES

1. GENERAL

The City of Surrey (the “City”) invites expressions of interest and statements of qualifications for the removal and replacement of the existing concrete arena floor including and sand and insulation at the Cloverdale Curling Rink, located at 6150 176th Street, Surrey, BC, V3S 4E7.

2. BACKGROUND

The Cloverdale Curling Rink was built circa 1981 and contains 6 curling sheets. The existing rink floor assembly is the original and has reached the end of its serviceable life and is in need of replacement. Reference Schedule A-1 for a plan overview of area requiring flooring replacement.

3. SCOPE OF SERVICES

The work will include the complete removal and replacement of the existing arena rink floor structure and associated below grade material, including removal and replacement of the under floor refrigeration system comprising of associated distribution lines, i.e., cooling and heating. The scope of work is limited to the arena rink replacement and does not include any work outside of the rink slab and associated refrigeration piping, nor any changes to the ice plant nor mechanical equipment. The City is contemplating reusing the existing header and return trenches. All work must be completed during the 2024 Curling off-season beginning in April, with the new rink ready for operation by end of August.

4. PROJECT TIMELINE

Activity	Timeline (on or about)
Shortlist notification	end of September 2024
Release of second stage competitive process to shortlisted Respondents	early-mid October 2024
Award notification	November/December 2024
Project start-up availability	March 26, 2024
Project completion	August 2024

Note: All line items of the above noted project timeline schedule are subject to change at the sole and absolute discretion of the City.

5. PREFERRED EXPERIENCE, CAPABILITY, CAPACITY AND RESOURCES

It is highly desirable that Respondents and their sub-contractors have a background with projects consisting of the following expertise:

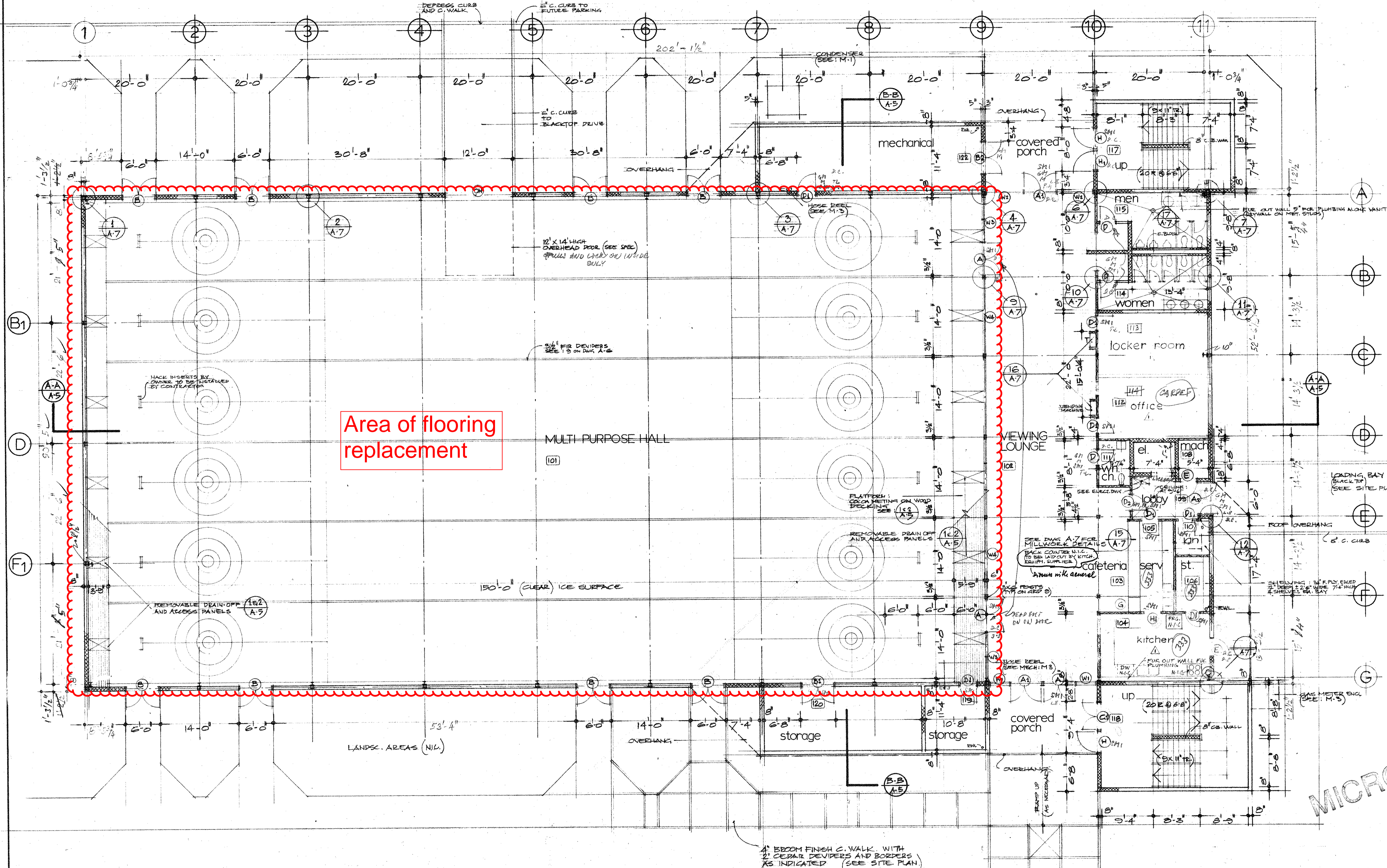
- (a) construction in “super flat concrete slabs”;
- (b) prior experience in arena floor replacements, ideally providing 3 related arena floor replacements projects that have been completed within the last 5 years.

The City prefers that the Respondent has a sound business structure, financial capability, resources, management systems, recent experience and good performance history

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

- Superintendent’s direct and/or related experience in arena floor replacements;
- Proven delivery of projects and ability to meet tight timelines; and
- Good performance history.

Respondents that meet the minimum requirements may submit a Submission for this RFEOI/SOQ with the understanding that in the second stage of the competitive process, they would solely act as the Prime Contractor for the project and coordinate/perform all of the work as specified with their own forces and listed sub-contractors.



Area of flooring replacement

MULTI PURPOSE
CURLING RINK
at
CLOVERDALE
bc

main floor

REVISIONS:
1 FEB 26 1980
2 DIMENSIONS REVISED TO ACCOMMODATE SELECTION BLDG SYSTEM SUPERSTATION. ISSUED FOR CONSTRUCTION MARCH 21, 1980

scale: 1/8" = 1'-0"

20th aug '79

MAIN FLOOR PLAN

MICROFILMED

A-2
of 8

OFFICE W. COPY!

00-5
21-7
87-10
45
42-10
21-5



SCHEDULE B – FORM OF SUBMISSION
RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

This document is intended to provide information on the capacity, skill, and experience of the Contractor. Respondent may supplement information requested with additional sheets, if required.

Materially incomplete RFEOI/SOQ submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

Project Title: Prequalification for Cloverdale Curling Floor Replacement

Reference No.: 1220-050-2023-008

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services

Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

1. _____
Full Legal Name of Firm

2. _____
Business Address

3. _____ Phone Number Fax No.: _____

4. _____ Email Address Website Address

5. Membership of industry associations (please list):

SECTION B. RESPONDENT’S COMPANY PROFILE

6. How many years has your organization been in business as a contractor? _____

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

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

Comments:

SECTION C. RESPONDENT'S INSURANCE AND BONDS INFORMATION

Insurance:

9. Are you able to provide General Liability Insurance in a wrap up form, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No
10. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability? Yes No
11. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works? Yes No
12. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant? Yes No
13. Do you carry Professional Errors and Omissions Insurance? Yes No If "Yes", provide the following details:
- (i) Amount of coverage:
- (a) Per Occurrence/Claim: \$ _____
- (b) Aggregate: \$ _____

Note: Refer also to the City's sample insurance certificate form available on the City's web site at www.surrey.ca (search "Insurance Certificates") titled City of Surrey Certificate of Insurance Standard Form.

Bonding:

14. Can your firm provide a Performance Bond? Yes No Bonding Limit: \$ _____
15. Can your firm provide a Labour & Material Payment Bond? Yes No
Bonding Limit: \$ _____

SECTION D. RESPONDENT'S EXPERIENCE, REPUTATION AND RESOURCES

16. **Experience:** Respondent should describe your relevant experience and qualifications delivering Services the same/similar to that described in Schedule A – Scope of Services of this RFEI/SOQ. Please indicate specifically your experience in super flat concrete slabs for arena floor replacements and your ability to meet tight timelines.

Comments:

17. **Capacity:** Respondent should describe your capacity to take on the Services within the expectations as described in Schedule A – Scope of Services of this RFEI/SOQ:

Comments:

18. Related projects in super flat concrete slabs and/or arena floor replacements completed in the past five years. Listed in Appendix “A”. [as attached] .The City may contact the Owner listed as a reference.

19. Major projects underway this date. Listed in Appendix “B”. [as attached]. The City may contact the Owner listed as a reference.

20. Key Personnel: [Note: List key personnel who would be involved in the Project. Include a brief description of their 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.]

<u>Name:</u>	<u>Title / Position:</u>
_____	_____
_____	_____
_____	_____

21. **Site Superintendent.** Respondents should provide information regarding their proposed Site Superintendent’s experience in super flat concrete slabs and/or arena floor placements and confirm their availability for the project.

Comments:

22. **Sub-Contractors:** Respondents should provide the following information on the background and experience of all preferred sub-contractors proposed to undertake a portion of the Services. Where final selection has not been made, identify potential subcontractors from which the selection will be made. If none, indicate "Not Applicable". 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. (use the spaces provided and/or attach additional pages, if necessary):

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

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

- To the best of the Respondent's knowledge, upon undertaking appropriate investigation and due diligence, the Respondent is not aware of any employees or persons who may be involved in this project, being "Associates"¹ of City of Surrey, employees or officers.
- The Respondent 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).

SECTION E. RESPONDENT'S TECHNICAL RESPONSE

Equipment and Other Resources:

24. Respondent should describe the equipment, technologies, and other resources you could utilize to perform the Work efficiently and effectively and to meet the potential turnaround times.

Comments:

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.

25. Do you maintain a list of the major equipment (e.g., cranes, forklifts) your company has available for work at this site, and the method of establishing the competencies to operate this equipment?

Yes No. Respondent should provide a representative list of major equipment and size.

26. Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with the regulatory requirements? Yes No

27. Do you maintain operating equipment in compliance with the manufacturer's and any local legislative requirements? Yes No

28. Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? Yes No. If "Yes", Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

29. **Additional Information:** What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

This Submission is submitted this _____ day of _____, 202_.

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 – RELATED ARENA FLOOR REPLACEMENT PROJECTS COMPLETED IN THE PAST FIVE YEARS

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

Ref. #1. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

Ref. #2. Project Title and Date: _____ **Date:** _____

Project Description/Scope: _____

Location of Project: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

Ref. #3. Project Title and Date: _____ **Date:** _____

Project Description: _____

Location of Project/Scope: _____

Original Contract Value: \$ _____ Final Contract Value: \$ _____

Project Manager: _____ Superintendent: _____

Subcontract Value: \$ _____

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Refer To: _____

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

Name of the Consultant: _____

Refer To: _____

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

APPENDIX B – MAJOR PROJECTS UNDERWAY AS OF THE DATE OF SUBMISSION

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

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____

Project Title: _____
Project Location: _____
Project Scope: _____
Contract Value (\$): _____
Completion Date: _____
Role (i.e., General Contractor, Sub): _____
Name of Owner (or Consultant): _____
Refer To (Contact): _____
Telephone/Fax Numbers: Phone: _____ Fax: _____
E-Mail of Project Reference: _____
