



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Pre-Qualification for Professional Services for Surrey Transit Vision

Reference No.: 1220-050-2024-004

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: January 22nd, 2024

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1 INTRODUCTION

1.1 Purpose

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

- (a) invite Submissions from Respondents that describe the desire, expertise and capability of the Respondent to participate in the project described in Schedule A; and
- (b) select a Respondent or Respondent(s) who may be invited to participate in a Request For Proposals process, when called.

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

2 INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

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

Confirmation of receipt of email will be issued. Submissions that cannot be opened or viewed may be rejected. A Respondent bears all risk that the City's receiving 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 **February 9th, 2024** (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.: 1220-050-2024-004

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

Respondents should include the information below in their Submission.

A. LEAD FIRM PROFILE

- Firm name & address of lead firm;
- Project organization chart of all key personnel, including responsibility and lines of communication.
- All necessary disciplines and experts to undertake tasks outlined in the Schedule A included;
- Relevant project experience as outlined in Schedule A;

B. PROPOSED PROJECT TEAM

- List and short profile of possible team members (role, qualifications, subject matter expertise, and related experience) and other possible firms (with their listed experience, qualifications, subject matter expertise and related experience). Resumes may be attached.

Please note the RFP will provide more detail about the expertise that will be expected. At this stage, the City is interested in understanding more about lead firms and their proposed partners that may be drawn upon to deliver this type of project. Recognizing that the expertise in certain specialties, there may be overlap in team composition amongst project teams.

C. ADDITIONAL INFORMATION

Respondents can provide other information that is not requested here but which you think the City of Surrey should consider in evaluating your firm/team.

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

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 the 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.

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 which is most advantageous to the City using the following criteria:

Criteria 1: Relevant Experience:

- relevant experience in transit network design projects;
- demonstrated expertise in urban planning and transportation engineering;
- evidence of ability to communicate and work well with various stakeholders;
- evidence of successful completion of similar projects on time and within budget;

Criteria 2: Subject Matter Expertise

- familiarity with the specific challenges and transit network requirements as outlined in the Schedule A, preferably within Surrey
- familiarity with local conditions, transit network and community dynamics or can provide related experience that demonstrates an understanding of local challenges;

Criteria 3: Team Qualifications, Credentials and Composition:

- qualifications and experience of key team members as it relates to Schedule A;
- adequate staffing levels, with availability and capacity with the necessary skills for the project.

Criteria 4: Community and Stakeholder Engagement:

- effective communication strategies for engaging stakeholders;
- clear and concise reporting and documentation skills;
- experience in engaging with diverse stakeholders, including the public, government agencies, and community groups; and
- creative strategies for addressing community concerns and incorporating feedback.

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 subcontractors proposed in the Submission, with internal and/or external sources, and consider and rely on any relevant information received from the references and from any background investigations in the evaluation of Submissions;
- (b) seek clarification or additional information from any, some, or all Respondents with respect to their Submission, and consider and rely on such supplementary information in the evaluation of Submissions;
- (c) request interviews/presentations with any, some, or all Respondents to clarify any questions or considerations based on the information included in Submissions, and consider and rely on any supplementary information received from interviews/presentations in the evaluation of Submissions; and

- (d) seek confirmation that the inclusion of any personal information about an individual in a Submission has been consented to by that individual.

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

4.4 Litigation

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

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

5 GENERAL CONDITIONS

5.1 No City Obligation

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

5.2 Respondent's Expenses

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

5.3 No Agreement

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

5.4 Conflict of Interest

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

5.5 Solicitation of Council Members 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.

6 CITY DISCLAIMER

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

agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.

- (f) The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City.
- (g) By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ process.

7 DISCLAIMER

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

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SCHEDULE A – SCOPE OF SERVICES

1. INTRODUCTION

The City of Surrey (the “City”) is seeking to retain the services of a professional consultant (the “Consultant”) to lead the development of a transit vision for Surrey.

The Surrey transit vision will define a long-range transit network, building on the 2007 South of Fraser Area Transit Plan, Transport 2050 and the Surrey Transportation Plan (the “Surrey Transit Vision”). The Surrey Transit Vision will define what “access to transit for everyone” means in the Surrey context and develop a better understanding of Surrey’s unique communities and how transit can best serve those communities. Surrey Transit Vision will help position Surrey as a major Canadian city, separate from Vancouver, with a transit network capable of competing with other global cities.

2. PROJECT BACKGROUND

The last area transit plan for Surrey (South of Fraser) was completed in 2007. The 2007 South of Fraser Area Transit Plan (ATP) was a bold vision for the future of transit in Surrey. The plan outlined a grid-based transit network which would transition Surrey’s existing radial network - designed to serve trips to and from Vancouver - towards a network that encouraged and enabled local trips to support Surrey becoming a complete community. The grid-based network was supported by frequent transit services enabling transit users to “show and go” without referring to a public timetable. Most importantly, the 2007 South of Fraser ATP envisioned rapid transit expansion on key corridors – a network still being used today as the basis for the Surrey-Langley SkyTrain and King George Boulevard Bus Rapid Transit.

Since the last area transit plan was completed in 2007, Surrey’s population has grown by 100,000 residents. Surrey is now the 10th largest city in Canada. By 2041, the population of Surrey will exceed the City of Vancouver. Transit ridership in Surrey is also growing faster than ever before. From 2016 to 2019, transit ridership in Surrey grew by 45%. Surrey’s transit users returned to transit faster than any other city in Metro Vancouver post-pandemic. Transit ridership in Surrey has now exceeded pre-pandemic levels.

While population and employment growth are driving the need for increased service, there are other factors influencing the need for improved transit in Surrey. Increased federal immigration levels are bringing higher-than-expected numbers of both new Canadians and visa holders to the Metro Vancouver region. New immigrants are predominantly settling in Surrey. Housing construction has historically been concentrated in Vancouver. In recent years nearly three-quarters of all apartments have been constructed outside of Vancouver/UEL. From 2019-2022, Surrey had the most apartment construction activity of any city in Metro Vancouver. Surrey has higher concentrations of trade, industry and service workers, who cannot work from home.

Surrey needs to refresh its vision for transit service to meet the needs of existing residents and ensure future population and employment growth is well-served by transit.

3. PROBLEM DEFINITION

Delivery of the transit service expansion outlined in the 2007 South of Fraser Area Transit Plan has been sporadic and irregular – mainly due to the region’s continued struggle to establish a stable and reliable funding source. While TransLink has made a genuine effort to expand transit service in Surrey where and when it can (examples being the 96 B-Line, 555 and 531 services), the 8-year period between 2009 and 2017 were primarily characterized by “service optimization” where existing service was re-allocated from lower-performing services to higher performing services. Surrey did have a net increase in annual service hours through optimization, but re-allocating existing service hours did not provide the service expansion needed to significantly advance the South of Fraser ATP.

Following the period of service optimization, expansion began again in 2017 with the delivery of the Mayors’ Council Vision. Unfortunately, delivery of the Mayors’ Council Vision was interrupted by the global COVID-19 pandemic. TransLink did have resources to introduce the new 503 on Fraser Highway and the R6 RapidBus on Scott Road/72 Avenue. Overall, in the 16 years since the 2007 South of Fraser ATP was completed, there have only been 5-6 years of significant transit service expansion in Surrey.

Despite strong transit ridership growth, approximately 80% of trips in Surrey are still made by car. Surrey has traditionally been an auto-oriented suburb of Vancouver that experienced most of its growth in the car-dominated, post-World War 2 era. Travel by car created lower-density land use patterns where many communities developed without sidewalks, cycling facilities or transit service. Surrey did not get public transit until the mid-1970’s. As a result of developing in the automobile era, it can be difficult to access all areas of Surrey by transit. In some cases, people have challenges walking to bus stops that are not connected to the sidewalk network.

Surrey’s car-dominated landscape led to the development of a polycentric land use pattern absent of a traditional downtown area. Instead, Surrey developed lower-density town centres. Transit connections between these town centres are limited, largely because the transit network in Surrey is oriented towards moving people to and from Vancouver. Most frequent transit services run north/south. There are very few bus routes that operate east/west. As a result, it is often easier to leave Surrey on transit than it is to get around Surrey on transit. For example, a trip on transit from Guildford to New Westminster takes 24 minutes while a trip from Guildford to Cloverdale takes over 1 hour.

Transit vehicles in Surrey are also getting slower, having to compete with increasing congestion on our roads. According to TransLink’s Bus Speed and Reliability Program, Surrey has 4 of the most congested corridors (in terms of transit passenger delay) in Metro Vancouver: King George Boulevard and 104 Avenue, Scott Road and 72 Avenue, Fraser Highway and 152 Street. Making transit the first choice for residents of Surrey will require

speeding up buses and making them more reliable and competitive with the private automobile.

As of 2023, only 27% of Surrey residents have access to frequent transit service (service that operates every 15 minutes or better, seven days a week from early morning until the evening). Frequency is freedom when taking public transit. To encourage more people to take transit, Surrey must work with TransLink on increasing the number of corridors that offer frequent service.

4. SURREY TRANSIT VISION GOALS

In summary, the City's ultimate goals for the new Surrey Transit Vision are to:

- Define what “access to transit for everyone” means in the Surrey context.
- For the benefit of key stakeholders, develop a better understanding of Surrey's unique communities and how transit can best serve those communities.
- Help position Surrey as a major Canadian city, separate from Vancouver, with a transit network capable of competing with other global cities.
- Improve understanding of various rapid transit technologies, with their inherent opportunities and trade-offs, for elected officials, senior decision-makers and the general public.
- Provide improved transit connections between Town Centres, other communities in the City of Surrey and the rest of the Metro Vancouver region.
- Ensure transit can serve existing development and shape future development.
- Develop a transit network that will support continuous development along key corridors and at connection points.
- Accommodate existing transit users and encourage long-term transit ridership growth.
- Provide access to transit service for the majority of Surrey's residents and jobs.
- Enable freedom of movement for a diverse range of people and trips.
- Ensure the system is simple to use, easy to understand, safe and accessible for all people.

5. PROJECT OBJECTIVES

The Consultant will be responsible for:

- Developing the new Surrey Transit Vision – building on the 2007 South of Fraser Area Transit Plan and referencing the following related plans:
 - Surrey Transportation Plan
 - Transport 2050
 - T2050: 10-Year Priorities
 - Metro 2050 Regional Growth Strategy
 - Surrey Official Community Plan
 - Neighbourhood Concept Plans
 - Climate Change Action Strategy (Surrey)
- Developing a Surrey-Langley SkyTrain Bus Integration Plan

- Developing a King George Boulevard Bus Rapid Transit Bus Integration Plan
- Developing a prioritized implementation plan for the delivery of transit service expansion consistent with the new Surrey Transit Vision
- Developing a communications, marketing and public engagement plan to gather public feedback, inform and promote the new transit vision
- Setting targets for plan performance and establish a reporting framework to track plan progress
- Ensuring the plan has official status for both Surrey and TransLink – to be used in the building of future Investment Plans

In Scope	Out of Scope
<ul style="list-style-type: none"> • Develop a new vision for transit service in Surrey – including rapid transit • Identify key connections to other neighbouring communities (Langleys/Delta/White Rock/Coquitlam) • Perform high-level service costing (peak buses and annual service hours) • Quantify impacts to transit-supportive infrastructure e.g. bus loops and exchanges • Include bus priority measures required to enhance bus speed and reliability • Lead public engagement to understand community needs and values, gather input on the draft network concepts and publish the final Surrey Transit Vision. 	<ul style="list-style-type: none"> • Changes to the major road network • Other active transportation networks e.g. cycling network and sidewalks • Driving and goods movement • New mobility

The Consultant, and their respective sub-consultants, shortlisted for this project will need to be available from project initiation to final publication of the plan, spanning mid-January 2024 to the Winter 2025.

Activity	Timeline
RFEOI/SOQ Closing	February 9 th , 2024
Shortlist notification	February 23 rd , 2024
Release of RFP to shortlisted	March 1 st , 2024
RFP Closing	March 22 nd , 2024
Award Notification	April 5 – 12 th , 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.

A more detailed scope of work and the expected deliverables will be made available to the shortlisted Respondents.

6. CONSULTING TEAM QUALIFICATIONS

The Submissions should provide the City with evidence that the Consultant, and their sub-consultants if applicable, have the necessary expertise, capacity, and availability to deliver the Surrey Transit Vision.

It is expected that the Consultant and their sub-consultants will provide evidence of:

- relevant experience in transit network design projects;
- demonstrated expertise in urban planning and transportation engineering;
- familiarity with the specific challenges and transit network requirements as outlined in the Schedule A, preferably within Surrey
- familiarity with local conditions, transit network and community dynamics or can provide related experience that demonstrates an understanding of local challenges;
- evidence of ability to communicate and work well with various stakeholders; and
- evidence of successful completion of similar projects on time and within budget.
- effective communication strategies for engaging stakeholders;
- clear and concise reporting and documentation skills;
- experience in engaging with diverse stakeholders, including the public, government agencies, and community groups; and
- creative strategies for addressing community concerns and incorporating feedback.

If the City reasonably objects to the qualifications, experience or suitability of any of the Consultant's proposed personnel or sub-consultants then the Consultant will, on written request from the City, replace such personnel or sub-consultants.

7. AVAILABLE INFORMATION

1. 2007 South of Fraser Area Transit Plan [South of Fraser | TransLink](#)
2. Official Community Plan [Official Community Plan | City of Surrey](#)
3. Neighborhood Concept Plans [Land Use Planning | City of Surrey](#)
4. TransLink T2050 [Transport 2050 | TransLink](#)
5. The City (or TransLink), at their discretion, will provide all other plans and policies as relevant to the awarded Proponent.