



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Surrey Langley Skytrain Project Landscape Conceptual Drawing Set

Reference No.: 1220-050-2024-005

FOR PROFESSIONAL SERVICES

(General Services)

Issue Date: February 21, 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 **March 12th, 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

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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. There is no page limit for responses however the City would prefer concise responses that address all of the requirements listed.

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 the tasks as outlined in Schedule A;
- List of relevant landscape and transit projects as it relates to Schedule A, including short project descriptions for the three most relevant projects, and an approximate total volume of related work for the last five years (organized by year, in Canadian dollars). Indicate if the projects are currently underway or completed.
- General overview of the lead firm’s approach to landscape design and master planning.

B. PROPOSED PROJECT TEAM

- List and short profile of possible team members and other possible firms (with listed experience, qualifications, and subject matter expertise). Resumes may be attached.
- References (project, client name and contact information only).
- List of projects completed in past the 5 years.

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 of landscape design and master planning may be limited, there may be overlap in team composition amongst project teams.

C. CORPORATE SUSTAINABILITY

- Overview of corporate commitment to sustainability.

D. 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.

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:

- (a) Respondent's business and technical reputation and capabilities and experience of its personnel and project team;
- (b) Respondent's business experience and expertise with this type of project; and
- (c) Respondent's approach to design, master planning and sustainability.

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 Submissions 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 Respondents, 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.

SCHEDULE A – SCOPE OF SERVICES

1. INTRODUCTION

The City of Surrey (the “City”) is seeking to prequalify Consultants and their multidisciplinary teams for design services to complete a comprehensive landscape drawing set for the medians and boulevards (the “Project”) along the Surrey Langley SkyTrain project, which is an aerial rapid transit system proposed along this corridor.

2. PROJECT BACKGROUND

The Surrey Langley SkyTrain project (the “SLSP”) construction and contract administration is being managed and delivered by the Transportation Investment Corporation (“TI Corp”) on behalf of the Province of British Columbia. The outcome of the SLSP will deliver a 16 kilometer extension on an elevated guideway to the existing Expo Line from King George Station to Langley City, adding 8 new stations, 6 of which will reside in Surrey. TI Corp’s procurement for the SLSP is expected to be completed in early 2024, with construction expected to be completed by late 2028.

Elements of “Advanced” works for the SLSP are either in progress or completed. These include:

- i) The widening of the Fraser Highway, from King George Junction to 148th Street [completed];
- ii) Tree removals along segments of boulevard and medians to facilitate SLSP works [completed];
- iii) The relocation of BC Hydro pole services from the north side of Fraser Highway to the south side to clear space for the planned SkyTrain guideway [on-going];
- iv) Installation of irrigation stub-outs along medians between 148 St and 196 St which will facilitate a future planned automated irrigation by the City [Planned 2024-2025];
- v) Lastly, a series of test plots will be planted in existing boulevards and medians to determine the efficacy of various drought, flood, and salt tolerant plants, learnings of which will be used to determine the project planting list [Planned 2024-2025].

3. SCOPE OF SERVICES

This Project scope involves at a high level, but is not limited to:

- site analysis for the spaces under the guideway (i.e., boulevards, medians in an approximately 14 kilometer stretch within the City of Surrey only);
- a landscape plan (conceptual and detailed);
- standard installation details;
- an overall concept planting plan showing plant zones;

- a typical planting plan for each plant zone (e.g. full horticulture, xeriscape, meadow, etc);
- a grading and drainage plan, a hardscape and materials plan;
- programming diagrams (demarking potential sites for public art placement, pop-up venues, etc);
- Incorporation of low maintenance strategies; and
- the Consultant provides to the City all source data (e.g. spreadsheets, databases, CAD Drawings, GIS analysis, Adobe files, photos, etc) for archival and reference purposes.

More details of the scope will be provided in the subsequent competitive process.

4. PROJECT TIMELINE

Activity	Timeline
RFEOI-SOQ Closing Date	March 12, 2024
Shortlist Notification	March 27, 2024
Release of RFP to shortlisted	March 29, 2024
RFP Closing	April 19, 2024
Award Notification	May 8, 2024
Design work to commence	Approximately mid-late May, 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 based on the actual timelines of preceding activities.

5. CONSULTING TEAM QUALIFICATIONS

5.1. Team Compilation

The ideal team should be led by a registered Landscape Architect(s) as prime consultant, and supported by a team with expertise in at least:

- civil engineering;
- structural engineering;
- irrigation design, and
- other disciplines as required.

The City is open to other proposed sub-consultants as deemed appropriate by the prime Consultant to fulfill the scope of work as long as their key areas of responsibility and expertise are clearly outlined in the Submission.

5.2. Respondents will submit qualification providing general company information and showcasing relevant projects delivered over the last 10 years where they have been either

leads or have had major roles in delivering. These projects must demonstrate as many of the range of project services as described above. Clearly label your involvement type as “Lead Role” or “Major Role” for each project.

- 5.3. The prime Consultant should be a senior staff member with a minimum of 15 years of experience in landscape architecture.
- 5.4. Familiarity with transit landscape projects in local conditions or can provide related experience that demonstrates an understanding of local environmental and built conditions as well as addressing challenges of working in shaded and dry conditions;
- 5.5. A thorough understanding of local plant species within the Fraser Valley; and
- 5.6. Experience in design, master planning and sustainability.

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