



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: PRE-QUALIFICATION OF DETAILED DESIGN AND CONTRACT
ADMINISTRATION SERVICES FOR THREE ARTIFICIAL TURF FIELDS

Reference No.: 1220-050-2017-017

FOR PROFESSIONAL SERVICES

(General Services)

REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

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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 / statements of qualifications (the "RFEOI/SOQ") is to:

- (a) invite submissions (the "Submission") from respondents (the "Respondent") that describe the desire, relevant expertise, capability, reputation and resources of the Respondent to undertake the project as generally set out in Schedule A – Scope of Services; 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.

This RFEOI/SOQ is not a solicitation of proposals; rather it is a non-binding invitation to qualified Respondents to make themselves known to the City by providing information and by demonstrating to the City their desire, relevant expertise, capability, reputation and resources.

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a next stage of the solicitation process will be issued following this RFEOI/SOQ and may elect to directly negotiate with one or more interested parties, or the City may at any time and at its sole discretion decide to cancel this process for any reason.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

"**BC Bid Website**" means www.bcbid.gov.bc.ca;

"**City**" means the City of Surrey;

"**City Representative**" has the meaning set out in section 2.3;

"**City Website**" means www.surrey.ca;

"**Date**" has the meaning set out in section 2.2;

"**Evaluation Team**" means the team appointed by the City;

"**Preferred Respondent(s)**" means the Respondent(s) selected by the Evaluation Team;

"**Respondent**" means an entity that submits a Submission;

"**RFEOI/SOQ**" means this Request for Expressions of Interest and Statements of Qualifications;

“**Services**” has the meaning set out in Schedule A; and

“**Submission**” means a submission submitted in response to this RFEOI/SOQ.

2. INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

A Submission should be labelled with the Respondent’s name, RFEOI/SOQ title and number. A Submission should be submitted in the form as described in Section 3.2 – Form of Submission.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) E-mail

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: purchasing@surrey.ca

PDF emailed Submissions 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, Respondents should phone to confirm receipt. A Respondent bears all risk that the City’s equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission, which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager
at the following location:

Address: Surrey City Hall
Finance & Technology Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, B.C., Canada V3T 1V8

2.2 Date

The City would prefer to receive Submissions on or before November 20, 2017. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed, by email, 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, Purchasing Manager
Email: purchasing@surrey.ca

Reference: #1220-050-2017-017

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 (the “BC Bid Website”) and the City Website at www.surrey.ca (the “City Website”) that will form part of this RFEOI/SOQ. It is the responsibility of Respondents to check the BC Bid Website and the City Website 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, 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. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Submission, they should be fully 100% recycled stock.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side your Submission.

Submissions should be in a sealed envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

3.2 Form of Submission

Interested and qualified Respondents should provide the following:

(a) Respondent's Experience, Reputation and Resources:

- (i) location of primary business, branch locations, background, stability, structure of the Respondent and number of years in business;
- (ii) demonstrated relevant experience and qualifications to provide services of similar scale and complexity to the proposed scope of Services;
- (iii) demonstrated ability to provide the Services;
- (iv) equipment resources, capability and capacity, as relevant;
- (v) Respondent's references (name and telephone number). The City preference is to have a minimum of three references;
- (vi) describe any difficulties or challenges you might anticipate in providing services to the City and how you would plan to manage these;
- (vii) information on the background and experience of all key personnel proposed to undertake the Services; and
- (viii) information on the background and experience of all sub-consultants proposed to undertake a portion of the Services, if any.

(b) Respondent's Technical Response (Services):

- (i) a narrative that illustrates an understanding of the City's requirements and Services;
- (ii) a description of the general approach and methodology that the Respondent would take in performing the Services including specifications and requirements;

- (iii) a narrative that illustrates how the Respondent will complete the scope of Services, manage the Services, and accomplish required objectives within the City's schedule; and
- (iv) a list of the significant reports that you would anticipate providing the City's management team, including their relationship to project milestones and the method of delivery (electronic, paper, e-mail, other).

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 Submission by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Proposals.

3.3 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. 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.

4.2 Evaluation Criteria

The City will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services to the City, generally using the following criteria:

(a) Experience, Reputation and Resources

The Evaluation Team will consider the Respondent's responses to items in Section 3.2(a) – Form of Submission.

(b) Technical (Services)

The Evaluation Team will consider the Respondent's responses to items in Section 3.2(b) – Form 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.

4.3 Litigation

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

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

4.4 Additional Information

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

4.5 Interviews

The Evaluation Team may, at its discretion, invite some of 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 select a Preferred 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 Contract

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 Contract. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

5.4 Conflict of Interest

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

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in

section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

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.

SCHEDULE A SCOPE OF SERVICES

The City of Surrey (the “City”) invites qualified Respondents to submit request for expressions of interest and statements of qualifications (RFEOI/SOQ) to prequalify as consultants for Detailed Design and Contract Administration Services for Three Synthetic Turf Fields.

1. Project Purpose and Vision

The City of Surrey Parks Division is seeking the services of a design consultant with expertise in the design and development of synthetic turf fields. It is envisioned that the design scope of work will result in the resurfacing of two existing fields and the conversion of the third field from grass to synthetic turf. Each field site is located in different parks in Surrey.

The three parks of interest, the type and size of field, and whether it is a resurfacing project or new construction, are as follows:

Name of Park:	Type of Field:	Resurface or New Construction:	Size in metres (fence to fence):
South Surrey Athletic Park (Field 10)	FIFA soccer	Resurface	73 x 110
Tamanawis Park (Field 1)	Field Hockey	Resurface	60 x 102
Newton Athletic Park (Mini Soccer 1)	Mini-Soccer	New Construction (conversion from natural grass)	36 x 73

2. Site Specifics

A. South Surrey Athletic Park

South Surrey Athletic Park straddles 20th Avenue, extending north to 24th Avenue and south to 18th Avenue, west of 148th Street. South Surrey Athletic Park is a regionally significant park with numerous amenities including the recreation centre, ice arena, and a wide variety of fields and trails.

The synthetic turf field in need of carpet replacement is known as Field 10. It is located in the area of the park north of 20th Avenue just east of the South Surrey Arena—see Figure 1, below.



Figure 1. South Surrey Athletic Park

The existing fence-to-fence dimensions of this field measure 73 metres by 110 metres. The desire is to continue with these dimensions and to retain the backstops and perimeter fence. The chosen proponent will be asked to design a replacement carpet and underpad to be lined with FIFA regulation soccer, two mini soccer fields oriented perpendicular to the main field and unified Field Lacrosse.

As part of the scope of work for this site, the City is also seeking design services for a roof structure over a concrete pad to accommodate roll-away bleacher seating. This amenity would face Field 9 (directly south of Field 10) and needs to be 20 meters x 7 meters and approximately 3.5 meters high. Materials likely to be metal

though some wood would be considered desirable as well. The removable bleachers would not be part of the scope of work.

B. Tamanawis Park

Tamanawis Park is located on the north side of 64th Avenue at 126th Street, and adjoins the school ground of Tamanawis Secondary School to the north. Tamanawis Park is a community level park and, with two synthetic turf field hockey. It serves as the City of Surrey's premiere park for field hockey tournaments.

Field Hockey 1 is the older of the two synthetic turf fields and is due for carpet replacement—see Figure 2, below.



Figure 2. Tamanawis Park

The existing fence-to-fence dimensions of Field 1 measure 60 metres by 102 metres. Similar to South Surrey Athletic Park, the City intends to retain the fence and backstops, and reinstate a synthetic surface with underpad and lined for field hockey.

C. Newton Athletic Park

Newton Athletic Park is located on the west side of 128th Street at 74th Avenue. Newton Athletic Park is a large community level park that serves as the City of Surrey's premiere park for soccer tournaments. With eleven full size soccer fields (four of which are synthetic) and a complete host of other amenities, the demand is high for a dedicated synthetic turf practice facility.

A natural grass mini soccer field closest to the playground is the preferred location for such a facility—see Figure 3, below.



Figure 3. Newton Athletic Park

The approximate size of the area available is 36 metres by 73 metres oriented east-west. The chosen proponent will be asked to design a synthetic turf mini soccer field with underpad to fit the space available. The City intends to construct a roof over this synthetic turf surface in the future. The design needs to include a perimeter ground anchor system and space allowance for future foundations for a sprung structure (or similar) with metal frame. The scope of this work includes the design of the perimeter turf carpet ground anchor curb, lighting, backstops, fencing, and pathways.

3. Project Team

The project team should include:

- a civil engineer;
- an electrical engineer;
- a structural engineer;
- a geotechnical engineer;
- a landscape architect; and,
- a costing consultant.

4. Scope of Services and Project Deliverables

The Scope of Services for the above work includes (but is not limited to):

- a pre-design meeting with City staff to confirm budget and scope;
- up to three stakeholder consultation meetings (one for each site);
- a geotechnical review of Newton Athletic Park's site (must include commissioning an underground locate service);
- fully detailed design drawings;
- a building permit process for Newton Athletic Park's site (signed and sealed drawings and BCBC schedules and other various city permit documents);
- regular coordination with cost consultant, culminating with a Class A pre-tender cost estimate for three tender processes (see Schedule below);
- a specification package, an accurate schedule of quantities, and front end document support, plus contractor pre-qualification, tender processes and bid evaluation support for a civil contract (Newton Athletic Park) and one process each for the two types of turf products (infill product at Newton Athletic Park and South Surrey Athletic Park, and non-infill product at Tamanawis);
- lead weekly construction meetings at each site and produce minutes;
- all inspection reviews and sign offs to the satisfaction of City building inspectors, including phased Erosion and Silt Control (ESC) implementation and monitoring; and,
- substantial completion review, warranty review, as-built submission, and building permit closeout.

5. Project Schedule

Milestone	Complete By
Enter contract with design consultant team	early December 2017
Project startup and user group consultation	early January 2018
60% design drawings and Class B cost estimate	mid February 2018
Building Permit submission (Newton Athletic Park only)	mid March 2018
Pre-tender design drawings and Class A cost estimate	late April 2018
Award of Building Permit (Newton Athletic Park)	early May 2018
Infill Turf Carpet pre-qualification, and subsequent tender (South Surrey Field 10 and Newton Athletic Park practice field only)	early May 2018
Non-infill Turf Carpet pre-qualification, and subsequent tender (Tamanawis field hockey only)	early May 2018
Civil Contractor pre-qualification, and subsequent tender	mid May 2018
Award of infill turf carpet contract	early June 2018
Award of non-infill turf carpet contract	early June 2018
Award of Civil contract (Newton Athletic Park)	mid June 2018
Substantial completion of Civil contract	early August 2018
Substantial completion of Turf contract and Building Permit close out.	must be before Labour Day Weekend 2018
Warranty and as-built completion	September 2019

6. Project Budget

- South Surrey Athletic Park Turf Replacement - \$650,000 including consultant fees
- South Surrey Athletic Park Bench Cover - \$70,000 including consultant fees.
- Tamanawis Park turf replacement - \$650,000 including consultant fees.
- Newton Athletic Park - \$1,000,000 including consultant fees.