



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Pre-Qualification for Construction Manager at Risk Services for the
Third Ice Sheet Arena Building Addition, Cloverdale Sport & Ice
Complex, Surrey, British Columbia

Reference No.: 1220-050-2024-015

(Construction Services)

Issue Date: August 13, 2024

REQUEST FOR EXPRESSIONS OF INTEREST / STATEMENTS OF QUALIFICATIONS

PRE-QUALIFICATION FOR CONSTRUCTION MANAGER AT RISK SERVICES FOR THE THIRD ICE SHEET ARENA BUILDING ADDITION, CLOVERDALE SPORT & ICE COMPLEX, SURREY, BRITISH COLUMBIA

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1 Purpose	4
1.2 Eligibility.....	4
1.3 Prequalification Process	5
1.4 Context and Background	5
1.5 Definitions	6
2. THE PROJECT	7
2.1 Third Ice Sheet Arena Building Addition, Cloverdale Sport & Ice Complex,	7
2.2 Scope of Services.....	8
2.3 Project Status	8
2.4 City's Objectives for Construction Management Services	8
2.5 Project Implementation – Construction Manager	9
2.6 Anticipated Timeline	9
2.7 Project Budget	10
2.8 Project Team	10
3. INSTRUCTIONS TO RESPONDENTS	10
3.1 Address For Submission Delivery	10
3.2 Information Meeting	11
3.3 Date	11
3.4 Inquiries	11
3.5 Addenda	11
3.6 Status Inquiries	12
4. SUBMISSION FORM AND CONTENTS	12
4.1 Relevant Experience	12
4.2 Qualifications and Experience	12
4.3 Form and Contents of Submission	13
4.4 Signature	14
5. EVALUATION AND SELECTION	14
5.1 Evaluation Team.....	14
5.2 Evaluation Criteria	15
5.3 Evaluation Process	15
5.4 Litigation	16
6. GENERAL CONDITIONS	16
6.1 No City Obligation.....	16

6.2	Respondent's Expenses.....	17
6.3	No Agreement.....	17
6.4	Conflict of Interest.....	17
6.5	Solicitation of Council Members, City Staff and City Consultants.....	17
6.6	Confidentiality.....	17
7.	CITY DISCLAIMER	18
8.	DISCLAIMER	18
	ATTACHMENT 1 - PROJECT LOCATION AERIAL IMAGE.....	19
	ATTACHMENT 2 – FORM OF SUBMISSION.....	20

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 (each a “**Submission**”) from interested and qualified parties (each a “**Respondent**”) indicating their interest in and qualifications to provide design assist and construction services on a construction management basis through the design development, construction documents, tendering, and construction and post-construction including warranty period of a third ice sheet building addition of the new Cloverdale Sport & Ice Complex, (the “**Project**”); and
- (b) to identify and select a shortlist of Respondents to be available to participate in a subsequent procurement phase (the “**Request For Proposals**” or “**RFP**”) for the Project, which the City of Surrey (the “**City**”) in its sole discretion, may elect to undertake.

The City wishes to ultimately select a qualified construction management firm (the “**Construction Manager**” or “**CM**”) to assume responsibility for the complete design and construction of the Project.

1.2 Eligibility

This RFEOI/SOQ is open to any interested party, including teams composed of individuals and/or firms.

The City wishes to provide full disclosure for this Project. The current Prime Consultant and subconsultant companies as set out in Section 2.8 Project Team have previously provided services to the City relating Phase 1 Construction Management project for a 2-sheet arena complex in Cloverdale.

Additionally, the City entered into a construction services agreement with Graham Construction and Engineering LP to complete the design and tender documents for the construction of the new Cloverdale Sport & Ice Complex.

The current services providers may have experience and knowledge that is not available to other interested parties.

The City has endeavored in this RFEOI/SOQ to make available to interested parties information in the City’s possession the City has identified as relevant to this new Project except the City will not release any of the current provider’s confidential information.

1.3 Prequalification Process

This RFEOI/SOQ is not an invitation to bid. This RFEOI/SOQ is a general invitation intended to identify a shortlist of qualified construction management firms to be available to participate in a potential future RFP for the Project.

The City anticipates selecting a shortlist of three Respondents, although it reserves the right to select more or fewer at its sole discretion. While the City anticipates issuing an RFP as the next stage of procurement, the City reserves the right to select the successful finalist from the Respondents who submit Submissions under this RFEOI/SOQ and, without issuing the RFP, invite such finalist to enter into negotiations with the City to settle a Pre-Construction Services Agreement (as defined below).

The City intends that only those entities that respond to this RFEOI/SOQ and are shortlisted in accordance with the requirements of this RFEOI/SOQ will have the opportunity to participate further in this procurement for the Services.

1.4 Context and Background

The City of Surrey is an energetic and dynamic city known for business and investment opportunities supported in part by its progressive and forward-thinking economic vision. Surrey is a city within the greater Vancouver Census Metropolitan Area just over 40 minutes from downtown Vancouver and 30 minutes from the Vancouver International Airport. With a diverse population exceeding 500,000 residents, Surrey is the second-largest city in British Columbia and one of the most culturally diverse cities in Canada. Based on its high growth rate, Surrey is expected to surpass Vancouver to become the largest city in the Province in terms of population in the next 20 years ±. Once predominantly agricultural, Surrey's economy has diversified significantly in recent years. It now boasts thriving sectors in technology, health care, education, manufacturing, and retail. The City's strategic location and excellent transportation links make it an attractive destination for businesses.

The City is committed to building energy efficient facilities that are environmentally friendly, safe, accessible and welcoming to people of all abilities, backgrounds and ages.

Cloverdale:

Settled in the mid to late 1800s, Cloverdale grew from a largely rural and agricultural community into a bustling hub of residential and commercial development due in large part to its strategic location on and connections to the railway.

Today, Cloverdale, which is home to the Surrey Museum & Archives, unique heritage buildings, and a quaint "Main Street," retains much of its historic ambiance. Cloverdale's small-town charm has made it a sought-after location for filming. Cloverdale provides a focus for the celebration of Surrey's agricultural heritage as

well. Each year, the Cloverdale Fairgrounds plays host to the Cloverdale Rodeo and Exhibition, one of the largest rodeos in Canada.

In addition to Cloverdale's historic neighbourhoods, the community is experiencing residential growth in neighborhoods such as Clayton and West Cloverdale providing a generous portion of the growth in the City.

Cloverdale Fairgrounds:

The Cloverdale Fairgrounds (the "**Fairgrounds**") includes an area of approximately 138 acres of land. The Fairgrounds site is well situated from a transportation perspective as it is bounded by and accessible from three major roads: Highway 15 to the west, 64th Avenue to the north and 60th Avenue to the south. 180 Street to the east is not accessible from the Fairgrounds due to existing land uses (school and park land) and topographical constraints. Highway 10, a major east-west route through the Fraser Valley, is located one half mile to the south. Highway 15 on its easterly boundary connects with Highway No. 1 (Trans-Canada Highway) to the north. Greenaway Park is adjacent to the Fairgrounds at its south-east corner, and contains an outdoor pool and playground. The north-east corner of the site is undeveloped park land set aside for future development as a neighbourhood park.

The Cloverdale Fairgrounds has diverse range of buildings, venues, and outdoor spaces, making it a perfect destination for the community to enjoy and celebrate a wide variety of events. Buildings and facilities include Cloverdale Recreation Centre, Skate Park, outdoor playing courts, Cloverdale Curling Club, Bill Reid Millennium Amphitheatre, Shannon Hall, Alice McKay Building, Agriplex, Show Barn, First Aid/Washroom, Stetson Bowl, Fraser Downs Racetrack & Elements Casino Surrey and other supporting amenities.

1.5 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 3.4;
- (d) "**City Website**" means www.surrey.ca;
- (e) "**Construction Manager**" has the meaning set out in Section 1.1
- (f) "**Date**" has the meaning set out in Section 3.3;
- (g) "**Evaluation Team**" means the team appointed by the City;
- (h) "**Information Meeting**" has the meaning set out in Section 3.2;
- (i) "**Preferred Respondent(s)**" means the Respondent(s) selected by the Evaluation Team;
- (j) "**Project**" has the meaning set out in Section 1.1(a);

- (k) **“Respondent”** means an entity that submits a Submission in response to the RFEOI/SOQ;
- (l) **“RFEOI/SOQ”** means this Request for Expressions of Interest/Statements of Qualifications;
- (m) **“Services”** has the meaning set out in Section 2.2;
- (n) **“Submission”** means a submission submitted in response to this RFEOI/SOQ; and
- (o) **“Websites”** has the meaning set out in Section 3.5.

2. THE PROJECT

2.1 Third Ice Sheet Arena Building Addition, Cloverdale Sport & Ice Complex

The Project is located at Cloverdale Fairgrounds at City owned lots 6336,17835 – 62 Avenue and 17848 - 64 Avenue). Civic address of the proposed arena is 6336 - 177B Street, Surrey. BC. See attachment #1 - Project Location Aerial Image

As part of the Surrey Invest Program and to accommodate the need for additional community ice arenas in the City, Council has approved completing the design and construction of the Cloverdale Sport and Ice Complex – Third Ice Sheet Arena Building Addition.

The Cloverdale Sport and Ice Complex will provide additional ice in Cloverdale to meet the community’s needs for ice hockey, figure skating, public lessons, skating sessions, and dry-floor summer use for sports such as a lacrosse and ball hockey. The facility will serve not only the Cloverdale community with additional ice sports and programming but will add ice capacity to the City overall. The facility will be high quality in architecture and engineering.

Current Phase

The current phase of the Cloverdale Sport and Ice Complex – Twin Ice Sheet Arena facility includes two-storey new twin ice sheet arena with 400 seating capacity, teams and officials changerooms/showers, skate shop, servery/concession, multipurpose spaces, meeting rooms, public washrooms, admin area and other supporting amenities. In addition, site development includes, the new 177B Street extension connected 64 Avenue and 62 Avenue with related utilities and infrastructure upgrades, onsite parking lot and landscaping.

The current phase of Cloverdale Sport & Ice Complex – Twin Ice Sheet Arena has been designed and is currently under construction. It is anticipated that the twin ice sheet arena building will be substantially completed in April 2025, ahead of the Third Ice Sheet Building Addition construction (the **“Project”**).

The current phase is being constructed by Graham Construction and Engineering LP.

2.2 Scope of Services

The third ice sheet building addition will be built and integrated to the twin ice sheet building along the east side. The third ice sheet arena building addition will be energy efficient, designed and built to the same standards and quality of the two-ice sheet building that is under construction now.

The third ice sheet arena will be a single storey building addition with related supporting amenities and spaces. Potential programs of the third ice sheet arena building addition include:

- One NHL size ice sheet,
- Seating area,
- Teams and officials change rooms and showers,
- Warm viewing area,
- Multipurpose space,
- Storage and other support spaces,
- Parking lot extension to accommodate additional 90 parking stalls, and
- Landscape and related onsite civil works.

(collectively, the “**Services**”)

2.3 Project Status

The design of the Cloverdale Sport & Ice Complex - Third Ice Sheet Arena Building Addition was initiated in June 2024. Building concept, size, configuration and programs are being explored and assessed to advance schematic design. The intent is to complete the design development and apply for Building Permit (BP) for the third ice sheet building addition by February 2025. It is anticipated that the construction of the third ice sheet building addition will be in Summer 2025.

2.4 City’s Objectives For Construction Management Services

The City intends to engage a qualified CM at an early stage of design to provide design assist and pre-construction services. The appointed CM is expected to provide the City with: valuable design input; real time cost estimates, value engineering and constructability review throughout the design / pre-construction phase of the project.

The City’s objective is to achieve the most cost-effective design and to eliminate or significantly reduce extra costs/change orders resulting from discrepancies in the construction documents and/or design conflicts.

The CM will advise the City on the most effective strategy for procurement of construction work, manage the pre-qualification process of construction trades and the sequential tendering of construction trades as required to achieve the project

schedule. The City’s objective is to ensure that qualified contractors are selected in a timely manner and to minimize scope gaps/overlaps.

During the construction phase, the CM will provide the expertise required to manage the construction, coordinate the trades’ work, ensure quality of work, cost control and mitigate any construction delays. The City’s objective is to achieve the desired high level of quality while maintaining the project cost & schedule.

Time is of the essence for this project.

2.5 Project Implementation – CM

The City of Surrey (the “City”) has selected the Construction Manager at Risk (CMaR) method for this project to provide comprehensive construction management services including but not limited to scope definition, design and specifications review and coordination, design assist, costing, budgeting, scheduling, cash flow analysis, constructability reviews, value engineering and design optimization, risk analysis, pre-qualification of trades and suppliers, tendering required to achieve the City’s objectives.

The Construction Manager must have demonstrated expertise and experience with CMaR projects.

A more detailed scope of Services and the expected deliverables for each stage of the project will be made available to the shortlisted firms.

Pending budget availability and Council approval, the construction manager will be required to enter into a CCA-5 Construction Management Contract to provide the pre-construction services as outlined in Section GC 2.2 and as amended by the City’s Supplementary General Conditions. When all the trade packages have been quoted and committed on budget the project may be converted to a Lump Sum Stipulated Price Contract (CCDC-2) as amended by the City’s supplementary general conditions.

2.6 Anticipated Timeline

Table 1: Anticipated Activities and Schedule

Activity Description	Anticipated Date
Close RFEOI/SOQ	September 3, 2024
Evaluation and Shortlisting	September 4 to Sept 13, 2024
Issue CM Services RFP to shortlisted Respondents only	September 16, 2024

All dates and milestones in the above timeline are subject to change at the discretion of the City.

2.7 Project Budget

The Project estimated construction cost is expected to be about \$30M.

2.8 Project Team

1. Taylor Kurtz Architecture & Design, in association with Rounthwaite, Dick and Hadley Architects & Engineers, was retained by the City as the Architect and Prime Consultant.
2. Taylor Kurtz Architecture & Design Sub Consultants' Team:
 - WHM Consulting Inc. (Structural)
 - AME Group Consulting Ltd. (Mechanical)
 - AES Solutions Ltd. (Electrical)
 - Hub Engineering Inc. (Civil)
 - Pontem Group (Code/CP)
 - Van der Zalm & Associates (Landscape)
 - Sense Engineering (Envelope)
 - James Bush & Associates Ltd. (Quantity Surveying)
 - Bradley Refrigeration Consultants Ltd. (Refrigeration/Ice Plant)
 - MMM Group Limited/WSP (Traffic)
 - BKL Consultants Ltd. (Acoustic)
 - Butler Sundvick Professional Land Surveyors (Survey)
3. The following third-party consultants have been hired directly by the City:
 - GeoPacific Consultants Ltd. (Geotechnical)
 - WSP Canada Inc. (Commissioning Authority)
 - Meaningful Access Consulting (Accessibility)
4. Project Manager

City assigned staff and/or designated project management services consultant.

3. INSTRUCTIONS TO RESPONDENTS

3.1 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 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.

The City prefers that Submissions should be limited to **50** pages. The page limit includes all aspects of the submission including the cover page, cover letter, table of contents, resumes, project reference sheets and appendices.

3.2 Information Meeting

An information meeting may, at the discretion of the City, be hosted by the City Representative to discuss the City's requirements under this RFEOI/SOQ (the "**Information Meeting**"). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFEOI/SOQ a meeting has not been scheduled.

3.3 Date

The City would prefer to receive Submissions on or before **September 3, 2024** (the "**Date**").

3.4 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 #: 1220-050-2024-015

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 3.5. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

3.5 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.

3.6 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.

4. SUBMISSION FORM AND CONTENTS

4.1 Relevant Experience

Due to the nature of the proposed Project, the CM's experience should include examples of successful projects which required similar types of construction projects as described herein producing superior quality within time and pricing constraints. The management team, and its key staff members to be assigned to the Project, is expected to be of the highest calibre, possess technical excellence and share the City's utmost concern with planning and maintaining schedule compliance.

4.2 Qualifications and Experience

Respondents should have the following experiences within the past five years:

- (a) Experience with CMaR or CM as an Advisor;
- (b) Experience with ice arenas and refrigeration systems;
- (c) Experience with deep foundations including pile foundation;
- (d) Experience with pinning and delivering major addition and renovation projects next to occupied facilities;
- (e) Recreation and sports facilities;
- (f) Municipal capital projects with a construction value of more than \$30 Million dollars;
- (g) Experience in design assist & pre-construction services;
- (h) Experience in projects of a similar scope and budget (previous experience with major civic facility construction projects related to new build and renovation to existing buildings including, recreation and cultural centres, sports facilities, or parks and outdoor plazas, etc., that involve municipal permitting and land development requirements);
- (i) Proven delivery of projects through a multi-phased approach and within tight project timeliness;
- (j) Experience working on CMaR projects or CM as advisor through the general contract assignment;
- (k) Building Information Modeling (BIM);

- (l) Constructing high efficiency energy performance buildings (LEED, Passive House, Net Zero Carbon, etc.).

4.3 Form and Contents of Submission

Respondents should ensure their Submission provides sufficient information that demonstrates their experience, reputation, qualifications and competencies, capacity and availability of resources, and ability to meet the requirements of this project.

A Submission in response to this RFEI/SOQ should include:

- (a) Letter of Introduction - The letter of introduction should introduce the Respondent's firm (and team members, as necessary) and highlight the Respondent's experience in a multi-phased construction management at risk build methodology;
- (b) Executive Summary – The executive summary should include a concise overview of the key elements of the Submission. Should include a narrative that illustrates an understanding of the City's requirements, key objectives and Project intent;
- (c) A completed Expressions of Interest and Statements of Qualifications statement in the form attached as Attachment 2 – including Appendices A and B;
- (d) Bonding Verification – confirmation from the Respondent's bonding company confirming the surety's willingness to provide a 50% Performance Bond and a 50% Labour and Material Payment Bond for the Respondent. The estimated upper end construction cost for the project is \$30 Million;
- (e) Insurance Verification – confirmation of Commercial General Liability Insurance in an amount not less than five million (\$5,000,000) dollars and automobile liability insurance on all vehicles owned, operated or licensed in the name of the Respondent in an amount not less than three (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property;
- (f) Health Safety and Environmental Policy(ies) – Submit a copy of your firm's Health, Safety and Environmental Policy;
- (g) Quality Assurance and Quality Control – Submit a copy of your firm's Quality Assurance and Quality Control procedures and details;
- (h) Provide a current WorkSafe BC clearance letter;
- (i) Respondent should indicate if it is involved in any litigation, or any pending litigation, of any contractual dispute;

- (j) Describe the Respondent's organizational structure and the relationships between all functions in the organization; and
- (k) Financial – Provide a letter from your financial institution regarding the general financial position including a named reference and contact information.

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

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

4.4 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.

5. EVALUATION AND SELECTION

5.1 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.

5.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine the Respondent's strengths and ability to provide the Services in order to determine the Submission (or Submissions) which is/are most advantageous to the City using the following criteria:

(a) Experience, Reputation and Resources

The Evaluation Team will consider the Respondent's responses to items listed in Attachment 2 – Form of Submission, including Appendices A and B;

(b) Technical

The Evaluation Team will consider the Respondent's responses to items listed in Attachment 2 – 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 Evaluation 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.

The City and its officials, employees, agents, consultants and advisors will not be liable to any Respondents, or any firm, corporation or individual member of a Respondent, for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Respondent, or any firm, corporation or individual member of a Respondent, in preparing and submitting a Submission or any other activity related to or arising out of this RFEOI/SOQ.

To be considered for short listing, a Respondent must be able to demonstrate that the team has the appropriate ability, capacity, related experience and knowledge, skill and is able to meet the City's objectives described herein.

5.3 Evaluation Process

To assist in the evaluation of 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 detailed evaluations 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.

5.4 Litigation

In addition to any other provision of this RFEI/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.

6. GENERAL CONDITIONS

6.1 No City Obligation

This RFEI/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), or 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 RFEI/SOQ process.

It shall be at the discretion of the City to accept or reject responses from any Respondent who elects to submit a Submission.

The City reserves the right to not accept any Submission and to reissue this prequalification, and any resulting RFP, at the sole discretion of the City.

6.2 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, consultants, and advisors, 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.

6.3 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.

6.4 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.

6.5 Solicitation of City Council Members and City Staff

Respondents and their agents will not contact any member of the City Council, or City staff, or City consultants 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.

6.6 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.

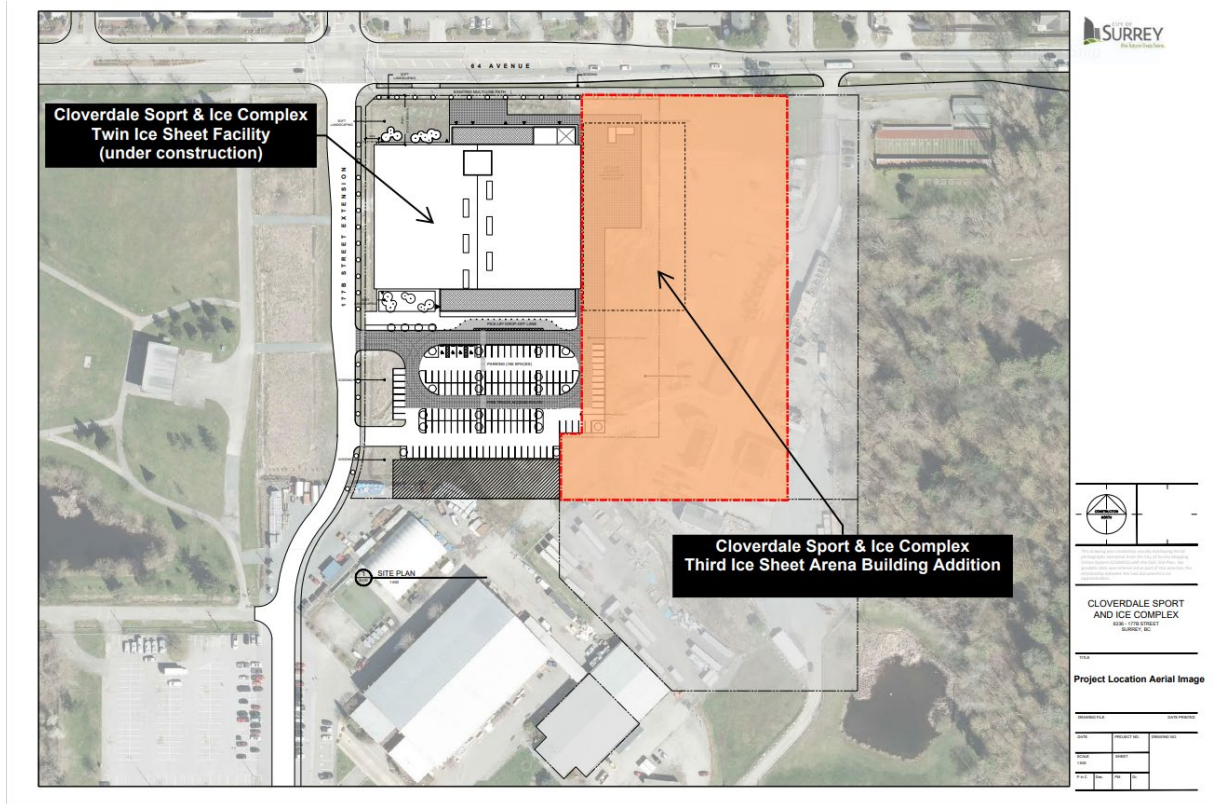
7. CITY DISCLAIMER

- (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, 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.

8. DISCLAIMER

Despite anything contained herein, the Respondent agrees that it 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.

ATTACHMENT 1 – PROJECT LOCATION AERIAL IMAGE



Notes:

1. *Additional rows/lines or additional pages may be added as necessary.*
2. *While there is not limit on the number of pages to be submitted, to facilitate the evaluation process provide only relevant information.*
3. *The inclusion of corporate brochures and other advertising materials is discouraged.*

This document is intended to provide information on the capacity, skill and relevant experience of the Respondent. Respondent may supplement information requested with additional sheets, if required. Please review this Attachment 3 thoroughly.

Project Title: Pre-Qualification for Construction Manager at Risk Services for the Third Ice Sheet Arena Building Addition, Cloverdale Sport & Ice Complex, Surrey, British Columbia

Reference No.: 1220-050-2024-015

Submitted To:

City Representative: Sunny Kaila, Manager, Procurement Services

Email: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

1. _____
Full Legal Name of Firm
2. _____
Business Address
3. Business Telephone: _____
4. Website address: _____
5. Contact Person for inquiries (full name, position, telephone and email address):

SECTION B. RESPONDENT'S COMPANY PROFILE

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

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

Comments:

SECTION C. PERFORMANCE METHODOLOGY

Project Understanding:

9. Demonstrate your capability to perform the Services, your understanding of the Services through a discussion of the key issues, and your ability to meet the requirements of the Project.

Comments:

Approach:

10. Provide a general overview of your approach to the CMAA, or CM as advisor services, including as it relates to developing terms of reference for design assist, value engineering and design optimization (not just cost savings).

Comments:

Assumptions and Risks:

11. Include assumptions made and assessment of preliminary risks and proposed mitigation strategies.

Comments:

Performance Management:

12. Describe how you would maintain quality control and meet quality standards in the performance of the Services.

Comments:

SECTION D. EXPERIENCE, REPUTATION AND RESOURCES

Experience and Qualifications:

13. Describe your relevant experience, qualifications and applicable certifications to perform the Services, including any experience and expertise with:

- Deep foundations including pile foundation;
- Planning and delivering major addition and renovation projects next to occupied facilities;
- Design optimization, including value-engineering services to identify value-based cost options that will improve quality and value while achieving the City's design within project budget;
- Delivery of projects through a multi-phased approach and within tight project timeliness;
- Collaboration and working closely with owners, consultants' teams and stakeholders to improve project delivery to bring best value for the City (e.g., achieve cost savings, maximize space utilization, etc.);
- Ability to understand facility operations needs, identify space requirements and limitations and configure and design improvements to reflect Project objectives and maximize utilization;
- Organizing work scope in and around occupied areas;
- Building Information Modeling (BIM); and
- Constructing high efficiency energy performance buildings (LEED, Passive House, Net Zero Carbon, etc.).

Comments:

Representative Projects:

14. Provide at least a list of three examples of previous experience with major public civic facility construction projects related to new build and renovation to existing buildings including, recreation and cultural centres, sports facilities, or parks and outdoor plazas, etc., that involve municipal permitting and land development requirements) completed in the last five (5) years, while acting as Construction Manager at Risk, or Construction Manager as advisor with a construction value of at least \$30M. Preference may be given to projects completed as CmaR. **Listed in Appendix "A". [As attached]**
15. Provide at least a list of three examples of similar or related projects underway as of date of Submission acting as Construction Manager at Risk, or Construction Manager as advisor with a construction value of at least \$30M. **Listed in Appendix "B". [As attached]**

Responsiveness:

16. Describe your ability to complete assignments on time and within budget.

Comments:

17. Confirm ability and approach to undertake the work within the estimated timelines provided, if any, or as may be otherwise required to maintain an aggressive schedule:

Comments:

Reputation:

18. **Client/Customer References:** (Note: Should list a minimum 3 current/recent (within past 5 years)) client references for projects where you were the lead firm (excluding City of Surrey)

We hereby consent to the City contacting references for the purpose of evaluating our Submission.

Company and Contact Name	Phone / Email	Work Description

Resources:

19. **Staff Experience, Past Performance and Capacity of Key Personnel:** [Note: Provide a list and short profile of key personnel who would be involved in the Project. Include a brief description of their role, qualifications and related experience with projects of comparable size, scope and complexity. Preference may be given to Respondents with staff who have worked on project where the Respondent was CMaR. 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.]

Name and Title	Area of Responsibility	Experience Design and Construction
e.g. Pre-Construction Project Manager		
Construction Project Manager		
Site Superintendent		

20. **Proposed Sub-Consultants/Team:** Identify potential subcontractors who may undertake a portion of the Services. 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.)

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

SECTION E. ADDITIONAL INFORMATION

21. **Security Clearances/Background Checks:** (Note: Describe your process for performing/updating background checks/security clearances for personnel and sub-contractors):

Comments:

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

To the best of our knowledge, upon undertaking appropriate investigation and due diligence, we are not aware of any employees or persons who may be involved in this project, being "Associates"¹ of the City, City of Surrey, employees or officers.

We are 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).*)

23. **Performance Management.** Has your firm defaulted on a contract or had work terminated for non-performance within the last seven (7) years? Yes No. If "Yes", briefly describe the project, date and circumstances:

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.

24. **Other Information:** Respondent's insights, comments and recommendations:

Comments:

This Submission is submitted by this _____ day of _____, 2024.

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)
Signatory)

(Print Name and Position of Authorized
Signatory)

APPENDIX A (SAMPLE)

Provide at least a list of three examples of previous experience with major public civic facility construction projects related to new build and renovation to existing buildings including, recreation and cultural centres, sports facilities, or parks and outdoor plazas, etc., that involve municipal permitting and land development requirements) completed in the last five (5) years, while acting as Construction Manager at Risk, or Construction Manager as advisor with a construction value of at least \$30M.

Organized by year, in Canadian dollars (if space is insufficient, additional lines or pages may be added, if necessary)

Ref. #1. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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

Ref. #2. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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

Ref. #3. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Original Planned Completion Date: _____ Actual Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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

APPENDIX B (SAMPLE)

**Provide at least a list of three examples of similar or related projects currently underway as of date of Submission acting as Construction Manager at Risk, or Construction Manager with a construction value of at least \$30M.
(If space is insufficient, additional lines or pages may be added, if necessary)**

Ref. #1. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Planned Completion Date: _____ Estimated Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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

Ref. #2. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Planned Completion Date: _____ Estimated Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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

Ref. #3. Project Title and Location: _____

Project Delivery Method: _____

Project Description/Scope: _____

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

Planned Completion Date: _____ Estimated Completion Date: _____

Name of Contract Owner: _____

Contact Name, Position: _____

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

Name of the Consultant: _____

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