



REQUEST FOR PROPOSALS

Title: **Asset Appraisal Services**

Reference No.: 1220-030-2023-040

FOR PROFESSIONAL SERVICES (CONSULTANT)

(General Services)

Issuance Date: November 15, 2023

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REQUEST FOR PROPOSALS

1. INTRODUCTION

1.1 Purpose

The purpose of this request for proposals (“**RFP**”) is to select a service provider (or service providers) to perform the services (“**Services**”) described in Schedule A.

1.2 Definitions

In this RFP 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 2.5;

“**City Website**” means www.surrey.ca;

“**Closing Time**” has the meaning set out in Section 2.1;

“**Contract**” means a formal written contract between the City and a Preferred Proponent to undertake the Services, the preferred form of which is attached as Schedule B;

“**Evaluation Team**” means the team appointed by the City;

“**Information Meeting**” has the meaning set out in Section 2.2;

“**Preferred Proponent(s)**” means the Proponent(s) selected by the Evaluation Team to enter into negotiations for a Contract;

“**Proponent**” means an entity that submits a Proposal;

“**Proposal**” means a proposal submitted in response to this RFP;

“**RFP**” means this Request for Proposals;

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

“**Site**” means the place or places where the Services are to be performed; and

“**Statement of Departures**” means Schedule C-1 to the form of Proposal attached as Schedule C.

2. INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

The Proponent should submit the Proposal **electronically** in a single pdf file which must be delivered by email at: purchasing@surrey.ca

on or before the following date and time

Time: 3:00 p.m., local time

Date: December 5, 2023

(the “Closing Time”).

Confirmation of receipt of email will be issued. Proposals that cannot be opened or viewed may be rejected. A Proponent bears all risk that the City’s receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

Note: The maximum file size the City can receive is 10Mb. If sending large email attachments, Proponents should phone [604-590-7274] to confirm receipt.

2.2 Information Meeting

An information meeting may be hosted by the City Representative to discuss the City’s requirements under this RFP (the “**Information Meeting**”). While attendance is at the discretion of Proponents, Proponents 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 RFP a meeting has not been scheduled.

2.3 Late Proposals

Proposals received after the Closing Time will not be accepted or considered. A Proponent bears all risk that the City’s receiving computer equipment functions properly so that the Proposal is received by the Closing Time.

2.4 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the email address set out in Section 2.1, at any time before the Closing Time but not after. An amendment should be signed by an authorized signatory of the Proponent in the same manner as provided by Section 3.2. E-mailed amendments are permitted, but such amendment should show only the change to the proposal price(s) and should not disclose the actual proposal price(s). A Proponent bears all risk that the City’s computer equipment functions properly so as to facilitate timely delivery of any amendment.

2.5 Inquiries

All inquiries related to this RFP 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

E-mail: purchasing@surrey.ca

Reference: 1220-030-2023-040

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

Proponents finding discrepancies or omissions in the Contract or RFP, 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 RFP, the City Representative will issue an addendum in accordance with Section 2.6. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.

2.6 Addenda

If the City determines that an amendment is required to this RFP, 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 RFP. It is the responsibility of Proponents to check the Websites for addenda. The only way this RFP 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 RFP or may be relied upon by any Proponent. By delivery of a Proposal the Proponent is deemed to have received, accepted and understood the entire RFP, including any and all addenda.

2.7 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules, the Contract and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

2.8 Opening of Proposals

The City intends to open Proposals in private but reserves the right to open Proposals in public at its sole discretion.

2.9 Status Inquiries

All inquiries related to the status of this RFP, including whether or not a Contract has been awarded, should be directed to the City Website and not to the City Representative.

3. PROPOSAL SUBMISSION FORM AND CONTENTS

3.1 Form of Proposal

Proponents should complete the form of Proposal attached as Schedule C, including Schedules C-1 to C-5. Proponents are encouraged to respond to the items listed in Schedules C-1 to C-5 in the order listed. Proponents are encouraged to use the forms provided and attach additional pages as necessary.

3.2 Signature

The legal name of the person or firm submitting the Proposal should be inserted in Schedule C. The Proposal should be signed by a person authorized to sign on behalf of the Proponent and include the following:

- (a) If the Proponent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal 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 Proposal on behalf of the corporation is submitted;
- (b) If the Proponent 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 Proponent 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 Proposals will be undertaken on behalf of the City by an evaluation team appointed by the City (the "**Evaluation Team**"), which may consist of one or more persons. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Proponent or Preferred Proponents to the City.

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Proposals to determine each Proponent's strength and ability to provide the Services in order to determine the Proposal, or Proposals, which are most advantageous to the City, using the following criteria:

- (a) Experience, Reputation and Resources – The Proponent’s experience, reputation and resources as applicable to the performance of the Services.

For this evaluation criterion The Evaluation Team will consider the Proponent’s responses to items in Schedule C-2.

- (b) Technical – The Proponent’s technical proposal for the performance of the Services as outlined in the Proponent’s responses to items in Schedule C-3 and Schedule C-4.
- (c) Financial – The Proponent’s financial proposal for the performance of the Services as described in the Proponent’s response to Schedule C-5.
- (d) Statement of Departures - The Evaluation Team will consider the Proponent’s response to Schedule C-1.

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 Proposals by comparing one Proponent’s Proposal to another Proponent’s Proposal. All criteria considered will be applied evenly and fairly to all Proposals.

4.3 Discrepancies in Proponent's Financial Proposal

If there are any obvious discrepancies, errors or omissions in Schedule C-5 of a Proposal (Proponent’s Financial Proposal), then the City shall be entitled to make obvious corrections, but only if, and to the extent, the corrections are apparent from the Proposal as submitted, and in particular:

- (a) if there is a discrepancy between a unit price and the extended total, then the unit prices shall be deemed to be correct, and corresponding corrections will be made to the extended totals;
- (b) if a unit price has been given but the corresponding extended total has been omitted, then the extended total will be calculated from the unit price and the estimated quantity; and
- (c) if an extended total has been given but the corresponding unit price has been omitted, then the unit price will be calculated from the extended total and the estimated quantity.

4.4 Litigation

In addition to any other provision of this RFP, the City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director of the Proponent submitting the Proposal, 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 Proponent.

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

4.5 Additional Information

The Evaluation Team may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests to only selected Proponents. The Evaluation Team may consider such clarifications or additional information in evaluating a Proposal.

4.6 Interviews

The Evaluation Team may, at its discretion, invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

4.7 Negotiation of Contract and Award

If the City selects a Preferred Proponent or Preferred Proponents, then it may:

- (a) enter into a Contract with the Preferred Proponent(s); or
- (b) enter into discussions with the Preferred Proponent(s) to attempt to finalize the terms of the Contract(s), including financial terms, and such discussions may include:
 - (1) clarification of any outstanding issues arising from the Preferred Proponent's Proposal;
 - (2) negotiation of amendments to the departures to the draft Contract, if any, proposed by the Preferred Proponent as set in Schedule C-1 to the Preferred Proponent's Proposal; and
 - (3) negotiation of amendments to the Preferred Proponent's price(s) as set out in Schedule C-5 to the Preferred Proponent's Proposal and/or scope of Services if:
 - (A) the Preferred Proponent's financial Proposal exceeds the City's approved budget, or
 - (B) the City reasonably concludes the Preferred Proponent's financial proposal includes a price(s) that is unbalanced, or
 - (C) a knowledgeable third party would judge that the Preferred Proponent's price(s) materially exceed a fair market price(s) for services similar to the Services offered by the Preferred Proponent as described in the Preferred Proponent's Proposal; or
- (c) if at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, give the Preferred Proponent(s) written notice to terminate discussions, in which event the City may then either open discussions with another Proponent or terminate this RFP and retain or obtain the Services in some other manner.

5. GENERAL CONDITIONS

5.1 No City Obligation

Notwithstanding any other provision in this RFP, this RFP is not a tender and does not commit the City in any way to select a Preferred Proponent, or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the right to at any time, and for any reason, reject all Proposals, and to terminate this RFP process without further explanation. The City is under no obligation to consider any Proposal, including the Proposal with the lowest price, or to select as the Preferred Proponent the Proponent that submits the Proposals with the lowest price.

5.2 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing, and submitting Proposals, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFP. The City and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP.

5.3 No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from this RFP, prior to the signing of a formal written Contract.

5.4 Conflict of Interest

A Proponent shall disclose in its Proposal 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, City Staff and City Consultants

Proponents and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFP, other than the City Representative named in section 2.5, at any time prior to the award of a contract or the cancellation of this RFP and which could be viewed as one Proponent attempting to seek an unfair advantage over other Proponents.

5.6 Confidentiality

All submissions become the property of the City and will not be returned to the Proponent. All submissions will be held in confidence by the City unless otherwise required by law. Proponents should be aware the City is a "public body" defined by and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

5.7 No Claims

Each Proponent, by submitting a Proposal, irrevocably:

- (a) agrees that it will not bring any claim, demand, action, cause of action, suit or proceeding, whether arising in contract, tort (including negligence) or otherwise (a “**Claim**”) against the City or any of its employees, directors, officers, advisors or representatives, or any one of them, for any costs, damages or other compensation for any matter relating directly or indirectly to this RFP (including in the event that the City rejects or disqualifies or for any other reason fails to accept a Proposal, accepts a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP or any duties arising from this RFP; and
- (b) waives any Claim against the City and its employees, directors, officers, advisors or representatives, or any one of them, for any compensation of whatsoever nature or kind, including for loss of anticipated profits, loss of opportunity, indirect, incidental or consequential damages or losses if no contract is entered into for the Services between the Proponent and the City for any reason whatsoever, including in the event that the City rejects or disqualifies or for any other reason fails to accept a Proposal, accepts a non-compliant Proposal or otherwise breaches, or fundamentally breaches, the terms of this RFP or any duties arising from this RFP.

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SCHEDULE A - SCOPE OF SERVICES

PROJECT TITLE: ASSET APPRAISAL SERVICES

1. PURPOSE

The City of Surrey (the “**City**”) is seeking an experienced firm specializing in insurance valuation and appraisal (the “**Consultant**”) for the purposes of obtaining accurate values for insurable assets owned by the City of Surrey.

2. SCOPE OF SERVICES

The Consultant shall furnish all that is required for such purposes necessary for the diligent and proper performance and completion of the Services to the City.

2.1 Yard Improvements

Yard improvements include, but are not limited to, man-made structures such as:

- (a) improved parking lots (excluding pavement);
- (b) temporary structures, outdoor signs, antennas/towers;
- (c) outdoor equipment, and any other land improvements identified by site.

2.2 Buildings

- (a) If a man-made, usable structure is located on a designated property whether the building is or is not vacant, appraisal of such structure shall be made, and shall include and describe the type of structure, size and square footage, use, plot plan, general area description and building materials used, and shall the fire, safety and security apparatus/systems in place in each building.
- (b) The appraisal shall include installed machinery and equipment necessary for the provision of building services to occupants and for building function. A statement of replacement cost values shall be noted.
- (c) The assets appraisal will also contain a COPE report (Construction, Occupancy, Protection and Environment) for each property over the value of One Million Dollars or greater.
- (d) Reconstruction cost calculation should include estimates for bylaws and debris removal listed separately.

2.3 Other Fixed Assets - Contents of Buildings

An appraisal of building contents is required with the exception of computer equipment.

3. GENERAL REQUIREMENTS

As part of the appraisal, the Consultant will provide a property data sheet. Proponents are asked to provide their recommendation on how the property and COPE data are to be presented to the City and be useful to their insurers.

The valuation and information that is provided to the City for this project must be provided electronically in a format that can be uploaded to insurers databases (Excel spreadsheet or CSV) and must include a postal code.

3.1 Evaluation Schedule

The Consultant will provide a cost effective and accurate means of maintaining the values on the asset inventory (Schedule A-1 List of Facilities) on a five-year inspection program. The City has a number of new facilities and others with new additions. The assets need to be visited and data recorded once every 5 years. The remainder of the years can be done with a combination of site attendance, economic analysis, maintaining values from improvements and appraisal tools such as Marshall & Swift.

3.2 Project Goals

The goal of this project is to obtain an accurate statement of values of replacement costs to provide to the City's insurers, annually.

3.3 Project Deliverables

The Consultant must be able to provide values that reflect current construction, furniture, equipment and condition value such that the actual replacement cost of any asset lost or damaged. The City does not wish to pay excess premium; while the insurers are entitled to premium for the value being protected.

The City has insurable assets of approximately \$1.6B dollars, including:

- indoor & outdoor pools, arenas, community centres, youth centers, a museum, heritage buildings, an arts center, and fine arts & museum collections;
- 18 fire halls;
- 5 community police stations
- Parks Division and Engineering Operations Division works yards, pump stations and tide gate dams;
- library buildings, and a large book collection; and,
- City Hall, leased & owned buildings, furnishings, and computers and other equipment

- Mobile Equipment

4. REPORTS

4.1 The City is looking at a paperless, electronic record of the asset appraisals and requires the proponents to provide details of managing the data electronically. The asset appraisal;

- (a) A summary of all assets by City asset code - including building name, location and cost of replacement,
- (b) A detailed insurance appraisal report of each asset appraised in the current year including description, location, asset life and replacement cost, and
- (c) Annual updates from information provided by the City for each asset is not being physically appraised.

4.2 Work Plan:

The Consultant will provide:

- (a) an inventory and analysis of the City's existing recreation and culture facilities, parks and open spaces, programs and services, and the Department's operational and service delivery model; and
- (b) a written and graphic documentation in a standardized Microsoft Office format, including text, spreadsheets, graphs, slides used in presentations, etc.

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SCHEDULE A-1 - LIST OF FACILITIES

The following list of current facilities and sites is for reference only. The City reserves the right to revise/modify the sites at its sole discretion.

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
1	CLOVERDALE LIBRARY	5642 - 176A STREET	Surrey	V3S4G9	1990	12,069
2	STRAWBERRY HILL LIBRARY	7399 - 122ND STREET	Surrey	V3W5J2	1999	10,906
3	NEWTON LIBRARY	13795 - 70TH AVENUE	Surrey	V3W0E1	1990	15,225
4	PORT KELLS LIBRARY	18885 - 88TH AVENUE	Surrey	V3S5X7	1960	1,231
5	FLEETWOOD LIBRARY AND COMMUNITY CENTRE	15996 - 84TH AVENUE	Surrey	V4N0W1	1995	27,207
6	OCEAN PARK LIBRARY	12854 - 17TH AVENUE	Surrey	V4A1T5	1999	6,255
7	CITY CENTRE LIBRARY	10350 UNIVERSITY DRIVE	Surrey	V3T4B8	2011	82,000
8	SEMIAMMOO LIBRARY	1815 - 152ND STREET	Surrey	V4A9Y9	2002	40,603
9	BRIDGEVIEW COMMUNITY CENTRE	13820 - 88TH AVENUE	Surrey	V3V5G8	1978	10,956
10	BRIDGEVIEW PARK WASHROOM	13820 - 88TH AVENUE	Surrey	V3V5G8		
11	CLAYTON COMMUNITY HALL	18513 70 AVENUE	Surrey	V4N6B6	1955	2,992
12	SURREY ARTS CENTRE	13750 - 88TH AVENUE	Surrey	V3W3L1	2000	60,741
13	SURREY SPORT AND LEISURE CENTRE	16555 FRASER HIGHWAY	Surrey	V3X2S3	2000	175,200
14	SOUTH SURREY RECREATION CENTRE	14601 - 20 AVENUE	Surrey	V4A9P5	2004	36,592
15	SOUTH SURREY ROTARY FIELDHOUSE	2199 - 148 STREET	Surrey	V4A9P5	1995	4,991
16	SOUTH SURREY ARENA	2199 - 148 STREET	Surrey	V4A9P5	1975	52,171
17	BEAR CREEK PARK PAVILION	13820 - 88TH AVENUE	Surrey	V3W3L1	2009	7,130
18	BEAR CREEK PARK POOL/CHANGE BUILDING	13820 - 88TH AVENUE	Surrey	V3W3L1	1960	2,628
19	BEAR CREEK PARK MINIATURE TRAIN STATION	13820 - 88TH AVENUE	Surrey	V3W3L1	2004	673
20	BEAR CREEK PARK SPOTTERS BOOTH	13820 - 88TH AVENUE	Surrey	V3W3L1		
21	BEAR CREEK PARK CARETAKER/SHOP	13820 - 88TH AVENUE	Surrey	V3W3L1	1960	2,392
22	BEAR CREEK PARK WASHROOM NO. 2 (TRACK AND FIELD)	13820 - 88TH AVENUE	Surrey	V3W3L1		
23	BEAR CREEK PARK SKATEBOARD WASHROOM (YOUTH PARK)	13820 - 88TH AVENUE	Surrey	V3W3L1		
24	BEAR CREEK PARK WASHROOM NO. 1	13820 - 88TH AVENUE	Surrey	V3W3L1	1980	623
25	BEAR CREEK PARK SHOWER BUILDING	13820 - 88TH AVENUE	Surrey	V3W3L1	1970	684
26	BEAR CREEK PARK - SKATE PARK	13820 - 88TH AVENUE	Surrey	V3W3L1		
27	BEAR CREEK PARK - CLIMBING WALL/ BASKETBALL COURT	13820 - 88TH AVENUE	Surrey	V3W3L1		
28	BEAR CREEK PARK - WATER PLAYGROUND STRUCTURES	13820 - 88TH AVENUE	Surrey	V3W3L1		
29	BEAR CREEK PARK - PLAYGROUND STRUCTURES	13820 - 88TH AVENUE	Surrey	V3W3L1		
30	BEAR CREEK PARK - PRACTICE FIELDS (OVAL/FIELDS)	13820 - 88TH AVENUE	Surrey	V3W3L1		

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
31	BILL REID MILLENNIUM AMPHITHEATRE	CLOVERDALE FAIRGROUND	Surrey	V3S1V3	2000	3,500
32	PARKS STORAGE BUILDING					
33	CLOVERDALE ALICE MCKAY HALL	6050 - 176 STREET	Surrey	B1B1B1	1980	12,880
34	CLOVERDALE AGRIPLEX	6050 - 176 STREET	Surrey	V3S4E7		20,352
35	CLOVERDALE COVERALL DOME	6050 - 176 STREET	Surrey	V3S4E7	2005	7,560
36	CLOVERDALE CURLING RINK	6142-176 STREET	Surrey	V3S4E7	1975	26,426
37	CLOVERDALE HOCKEY RINK	6060-176TH STREET	Surrey	V3S4E7	1975	29,040
38	CLOVERDALE RECREATION CENTRE	6188-176TH STREET	Surrey	V3S4E7	2011	66,000
39	CLOVERDALE SHANNON HALL	6022 - 176 STREET	Surrey	V3S4E7	1980	11,565
40	CLOVERDALE SHOP	17650 62 AVE	Surrey	V3S4E7	1970	4,800
41	CLOVERDALE SHOW BARN	6050 - 176 STREET	Surrey	V3S4E7	1980	20,352
42	CLOVERDALE STETSON BOWL GRANDSTAND	6050 - 176 STREET	Surrey	V3S4E7	1980	
43	CLOVERDALE STETSON BOWL WASHROOM AND CONCESSION	6050 - 176 STREET	Surrey	V3S4E7	2000	2,258
44	CLOVERDALE TRUCK MUSEUM	6022 - 176 STREET	Surrey	B1B1B1		
45	CLOVERDALE WASHROOM BUILDING	6050 - 176 STREET	Surrey	V3S4E7	1990	1,444
46	FIRE HALL NO. 01	8767-132 STREET	Surrey	V3W4P1	1977	23,873
47	FIRE HALL NO. 02	13079-104 AVENUE	Surrey	V3T1T8	1999	12,583
48	FIRE HALL NO. 03	11659-96 AVENUE	Surrey	V3V1V9	1962	3,240
49	FIRE HALL NO. 04	14586-108 AVENUE	Surrey	V3R1V7	1962	7,205
50	FIRE HALL NO. 05	10042-176 STREET	Surrey	V4N4H4	1991	8,735
51	FIRE HALL NO. 06	9049-152 STREET	Surrey	V3R4H4	1962	5,056
52	FIRE HALL NO. 07 (NOMINAL VALUE)	18922-88 AVENUE	Surrey	V4N5T2	1942	3,594
53	FIRE HALL NO. 08	17572-57 AVENUE	Surrey	V3S1G7	1947	8,691
54	STORAGE GARAGE NO. 1 - FIRE HALL NO. 9					
55	STORAGE GARAGE NO. 2 - FIRE HALL NO. 9					
56	FIRE HALL NO. 09	14901 - 64 AVENUE	Surrey	V3S1X8	1996	17,995
57	FIRE HALL NO. 10	7278 - 132 STREET	Surrey	V3W4M4		
58	FIRE TRAINING CENTRE	14901 - 64 AVENUE	Surrey	V3S1X8	1970	2,295
59	COVERALL STORAGE - FIRE HALL NO. 11					
60	FIRE HALL NO. 11	12863-60 AVENUE	Surrey	V3W1R3	1990	5,478
61	STORAGE SHED - FIRE HALL NO. 12					
62	FIRE HALL NO. 12	2610-128 STREET	Surrey	V4A3W5	1952	4,695
63	FIRE HALL NO. 13	15155-18 AVENUE	Surrey	V4A6Y2	1982	7,829
64	FIRE HALL NO. 14	2016 - 176TH STREET	Surrey	V4A6Y2	2010	7,061
65	FIRE HALL NO. 15	18915-64 AVENUE	Surrey	V3S8E7	1991	5,478
66	FIRE HALL NO. 17	15329-32 AVENUE	Surrey	V3S0G3	1992	7,638
67	FIRE HALL NO. 18	8091-164 STREET	Surrey	V4N0P2	1994	8,177
68	RCMP DISTRICT NO.1 WHALLEY / CITY CENTRE	10720 KING GEORGE BOULEVARD	Surrey	V3T2X3	1975	16,981

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
69	RCMP DISTRICT NO.2 GUILDFORD / FLEETWOOD	10395 148 STREET	Surrey	V3R6S4	2000	29,451
70	RCMP DISTRICT NO.3 NEWTON	7235 137 STREET	Surrey	V3W3P3	1998	13,000
71	RCMP DISTRICT NO. 4 CLOVERDALE/PORT KELLS (CO)					
72	RCMP DISTRICT NO.5 SOUTH SURREY	100 - 1815 152 STREET	Surrey	V4A9E3	1995	5,174
73	RCMP DISTRICT NO. 5 SOUTH SURREY (CO)					
74	RCMP DISTRICT NO. 5 SOUTH SURREY					
75	CLOVERDALE ATHLETIC PARK FIELDHOUSE	16900 - 64TH AVENUE	Surrey	V3S3Y1	1990	7,243
76	CLOVERDALE ATHLETIC PARK EAST CONCESSION					
77	CLOVERDALE ATHLETIC PARK STORAGE BUILDING					
78	CLOVERDALE PARK ANNOUNCER BUILDING NO. 1					
79	CLOVERDALE CEMETERY RESOURCE CENTRE	6348 - 168 STREET	Surrey	V4P1P3		
80	CLOVERDALE BALL PARK FIELDHOUSE	17383-61A AVENUE	Surrey	V3S1W3	1989	2,880
81	CLOVERDALE BALL PARK BATTING CAGE BUILDING					
82	HERITAGE RAIL GARAGE AND SHOP	17630 56 AVENUE	Surrey	V3S4C3	2011	10,391
83	HERITAGE RAIL (CLOVERDALE STATION)	17630 56 AVENUE	Surrey	V3S4C3	1950	1,274
84	NEWTON SENIORS CENTRE	13775 70 AVENUE	Surrey	V3W0E1	1990	14,121
85	SURREY NATURE CENTRE - ADMINISTRATION	142250 GREEN TIMBERS WAY	Surrey	V3T0J2	1969	740
86	SURREY NATURE CENTRE - CLASSROOM	142250 GREEN TIMBERS WAY	Surrey	V3T0J2	1969	4,874
87	SURREY NATURE CENTRE - STORAGE BUILDING	142250 GREEN TIMBERS WAY	Surrey	V3T0J2		
88	SURREY NATURE CENTRE - REFORESTATION BUILDING	142250 GREEN TIMBERS WAY	Surrey	V3T0J2		
89	SOFTBALL CITY - CLUBHOUSE	2201 148 STREET	Surrey	V4A2P5	1989	10,634
90	SOFTBALL CITY - STORAGE BUILDING					
91	SOFTBALL CITY - GRANDSTAND A	2201 148 STREET	Surrey	V4A2P5	1989	2,016
92	SOFTBALL CITY - GRANDSTAND B	2201 148 STREET	Surrey	V4A2P5	1989	2,464
93	SOFTBALL CITY - GRANDSTAND C	2201 148 STREET	Surrey	V4A2P5	1989	2,016
94	SOFTBALL CITY - YARD IMPROVEMENTS	2201 148 STREET	Surrey	V4A2P5	1989	
95	1912 HALL - MUSEUM ARCHIVES	17671 56th Avenue	Surrey	V3S4G9	1912	
96	KWOMAIS LODGE	1371 128 STREET	Surrey	V4A3T5		
97	SANFORD HALL	1379 128 STREET	Surrey	V4A3T5		
98	SOUTH SURREY OPERATIONS CENTRE	22336 166 STREET	Surrey	V3S9X8	2017	19,320
99	BOLIVAR PARK WASHROOMS	13445 115 AVENUE	Surrey	V3R9W4		
100	CITY HALL	13450 104 AVENUE	Surrey	V3X3A2	2014	

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
101	CIVIC PLAZA - CITY HALL	13450 104 AVENUE	Surrey	V3X3A2	2014	
102	OLD CITY HALL	14245 56TH AVENUE	Surrey	V3X3A2	1964	132,498
103	NORTH SURREY RECREATION CENTRE	10275 CITY PARKWAY	Surrey	V3T4C3	1965	108,287
104	GUILDFORD LIBRARY	15105 - 105 AVENUE	Surrey	V3R7G8	1980	106,556
105	GUILDFORD RECREATION CENTRE	15105 - 105 AVENUE	Surrey	V3R7G8	1980	
106	GUILDFORD AQUATIC CENTRE	15105 - 105 AVENUE	Surrey	V3R7G8	1980	
107	NEWTON LEISURE CENTRE AND WAVE POOL	13730-72 AVENUE	Surrey	V3W2P4	1990	53,464
108	NEWTON ICE ARENA AND COMMUNITY CENTRE	7120-136B STREET	Surrey	V3W5E6	1980	40,382
109	CHUCK BAILEY RECREATION CENTRE	13458-107A AVENUE	Surrey	V3T0G4	2009	20,000
110	CHUCK BAILEY SKATE PARK STRUCTURE	13458-107A AVENUE	Surrey	V3X3A2		
111	FRASER HEIGHTS RECREATION CENTRE	10588 160 STREET	Surrey	V3X3A2	2003	15,330
112	SOUTH SURREY/WHITE ROCK INDOOR POOL	14655-17TH AVENUE	Surrey	V4A5M2	1975	26,315
113	NEWTON CULTURAL CENTRE	13530 72ND STREET	Surrey	V3W2M7	1970	
114	BC LIONS BUILDING	10605 City Parkway	Surrey	V3T4L2	1983	21,782
115	PORT KELLS CENTENNIAL COMMUNITY CENTRE	18918-88 AVENUE	Surrey	V4N5T2	1980	8,223
116	DON CHRISTIAN RECREATION CENTRE	6228-184TH STREET	Surrey	V4P1X4	1990	6,613
117	DON CHRISTIAN RECREATION CENTRE STORAGE SHED					
118	NEWTON ATHLETIC PARK PAVILION	7395 - 128TH STREET	Surrey	V3W2M7	1989	6,608
119	NEWTON ATHLETIC PARK COMFORT STATION	7395 - 128TH STREET	Surrey	V3X3A2	1990	968
120	NEWTON ATHLETIC PARK GRANDSTAND	7395 - 128TH STREET	Surrey	V3X3A2		
121	NEWTON ATHLETIC PARK WASHROOM BUILDING					
122	BEECHER PLACE VISITOR CENTRE	12160 BEECHER STREET	Surrey	V4A2Z8	1980	4,423
123	HJORTH ROAD PARK CHANGEROOM BUILDING	10275 148 ST	Surrey	V3X3A2	1960	2,628
124	HJORTH RD. PK. CONCESSION AND ANNOUNCER BTH. BLDG.	10275 148 ST	Surrey	V3X3A2	1980	1,410
125	HJORTH ROAD PARK SHOWER BUILDING					
126	SUNNYSIDE (BAKerview) COMMUNITY CENTRE	1845-154TH ST	Surrey	V3X3A2	1980	4,014
127	SUNNYSIDE PARK POOL CHANGEROOM BUILDING	25455 26th AVE	Surrey	V3X3A2	1975	2,208
128	SUNNYSIDE PK. WASHROOM AND REFEREE CHANGERM. BLDG.	25455 26th AVE	Surrey	V3X3A2	1960	518
129	PORT KELLS PARK CHANGEROOM BUILDING	19340 88 AVE	Surrey	V3X3A2	1975	2,555
130	PORT KELLS PARK COMFORT STATION	88/193	Surrey	V3X3A2	1990	623
131	ROYAL KWANTLEN PARK POOL CHANGEROOM BUILDING	13035 104 AVE	Surrey	V3X3A2	1975	2,555
132	ROYAL KWANTLEN PARK WASHROOM AND CONCESSION BLDG.	13035 104 AVE	Surrey	V3X3A2	1999	1,080
133	GREENWAY PARK POOL CHANGEROOM BUILDING	17901 60 AVE	Surrey	V3X3A2	1960	2,628
134	HOLLY PARK POOL CHANGEROOM BUILDING	10662-148 STREET	Surrey	V3R3X6	1960	2,628

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135	HOLLY PARK FIELDHOUSE	10662-148 STREET	Surrey	V3R3X6	1960	2,256
136	PONDSIDE CAFÉ	14320 -57 AVENUE	Surrey	V3X3P1	1972	4,846
137	SOUTH SURREY ATHLETIC PARK BATTING PRACTICE BLDG.	14600 - 20 AVENUE	Surrey	V4A9P5	2007	5,500
138	SOUTH SURREY ATHLETIC PARK ANNOUNCER BOOTH	14600 - 20 AVENUE	Surrey	V4A9P5	1990	2,924
139	SOUTH SURREY ATHLETIC PARK TRACK STORAGE SHED					
140	SOUTH SURREY ATHLETIC PARK TRACK WASHROOM BUILDING					
141	SOUTH SURREY ATHLETIC PARK TRAC ANNOUNCER BOOTH					
142	UNWIN (NEWTON) PARK POOL CHANGEROOM BUILDING	13313 68 Ave	Surrey	V3X3A2	1960	1,800
143	UNWIN (NEWTON) PARK FIELDHOUSE	13313 68 Ave	Surrey	V3X3A2	1970	2,256
144	UNWIN (NEWTON) PARK CONCESSION BUILDING	13313 68 Ave	Surrey	V3X3A2	1970	1,088
145	UNWIN (NEWTON) PARK COMFORT STATION					
146	UNWIN (NEWTON) PARK ANNOUNCER BOOTH					
147	ELGIN COMMUNITY HALL	14250 CRESCENT ROAD	Surrey	V4P1M3	1923	3,465
148	ELGIN CENTRE PRESCHOOL	3530 - 144 STREET	Surrey	V4P1M3	1920	1,768
149	CRESCENT PARK FIELDHOUSE	2585 - 132 STREET	Surrey	V4P1X4	1970	2,218
150	CRESCENT PARK WASHROOM BUILDING	2585 - 132 STREET	Surrey	V4P1X4	1970	645
151	FLEETWOOD PARK SOFTBALL BUILDING	7940 156 St	Surrey	V3X3A2	1990	1,413
152	FLEETWOOD PARK WASHROOM BUILDING	7940 156 St	Surrey	V3X3A2	1990	731
153	FLEETWOOD PARK MEETING ROOM BUILDING					
154	FLEETWOOD PARK SPRAY PARK BUILDING					
155	LIONELL COURCHENE PARK CONCESSION & WASHROOM BLDG.	9900 154 St	Surrey	V3X3A2	1960	1,304
156	LIONELL COURCHENE PARK PRESS BOX NO. 1	9900 154 St	Surrey	V3X3A2	1960	216
157	LIONELL COURCHENE PARK PARESS BOX NO. 2					
158	LIONELL COURCHENE PARK STORAGE SHED					
159	MERIDIAN PRESCHOOL	2040-150TH STREET	Surrey	V4A8G1	1990	908
160	MERIDIAN PRESCHOOL STORAGE SHED					
161	SULLIVAN PARK SOFTBALL ANNOUNCER BOOTH					
162	SULLIVAN PARK BATTING CAGE					
163	SULLIVAN PARK PICNIC SHELTER NO. 1					
164	SULLIVAN PARK PICNIC SHELTER NO. 2					
165	PRINCESS MARGARET PARK WASHROOM BUILDING					

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166	ROYAL HEIGHTS PARK					
167	ROBSON PARK	12576-100 AVENUE	Surrey	V4A2M2	1960	720
168	JOE BROWN PARK CONCESSION BUILDING	5381 125a St	Surrey	V3X3A2	1980	576
169	CLOVERDALE MINI RECREATION CENTRE	17636-58TH AVENUE	Surrey	V3S4H4	1950	826
170	TAMANAWIS PARK WASHROOM BUILDING	12515 - 64 AVENUE	Surrey	V3W8L9	1995	308
171	TAMANAWIS PARK CHANGEROOM	12515 - 64 AVENUE	Surrey	V3W8L9		
172	HAWTHORNE PARK WASHROOM BUILDING	10513 144 St	Surrey	V3X3A2	1970	322
173	KABADDI PARK WASHROOM BUILDING					
174	KABADDI PARK PICNIC SHELTER					
175	AHP MATTHEWS PARK WASHROOM BUILDING					
176	HAZELNUT MEADOWS COMMUNITY PARK WASHROOM					
177	HAZELNUT MEADOWS PICNIC SHELTER NO. 1					
178	HAZELNUT MEADOWS PICNIC SHELTER NO. 2					
179	NORTH SURREY COMMUNITY PARK WASHROOM					
180	NORTH SURREY COMMUNITY PARK PICNIC SHELTER					
181	BOTHWELL PARK					
182	KENNEDY PARK					
183	NORTH ANNEX BUILDING	14245 56TH AVENUE	Surrey	V3X3A2		
184	OPERATIONS CENTRE	6651 148 STREET	Surrey	V3S3C8	2015	100,465
185	STORAGE WAREHOUSE	6645 148 STREET	Surrey	V3S3C8	2015	14,136
186	FLEET MAINTENANCE AND STORES BUILDING	6645 148 STREET	Surrey	V3S3C8	2015	56,396
187	WASH BAY (DECANT BUILDING)	6645 148 STREET	Surrey	V3S3C8	1985	3,899
188	SALT AND SAND STORAGE BUILDING	6645 148 STREET	Surrey	V3S3C8	1985	33,018
189	FUEL STATION STORAGE SHED	6645 148 STREET	Surrey	V3S3C8	1990	278
190	NORTH COMPOUND STORAGE SHELTER	6651 148 STREET	Surrey	V3S3C8	2006	16,464
191	NORTH OPERATIONS BUILDING	9355 160 STREET	Surrey	V4N3A7	1996	5,358
192	PARKS LOCK-UP BUILDING	9355 160 STREET	Surrey	V4N3A7	1996	2,650
193	ENGINEERING STORAGE BUILDING	9355 160 STREET	Surrey	V4N3A7	1996	2,160
194	SURREY ANIMAL CONTROL CENTRE	17944 COLEBROOK ROAD	Surrey	V3S0L5	2012	12,229
195	SURREY ANIMAL CONTROL CENTRE BARN	17944 COLEBROOK ROAD	Surrey	V3S0L5		
196	RCMP SURREY DETACHMENT	14355 57 AVENUE	Surrey	V3X1A9	1980	152,211
197	SURREY MUSEUM	17710 56A AVENUE	Surrey	V3S5H8	2005	21,300
198	SKYTRAIN STATION UNITS (CENTRAL CITY)	10277 CITY PARKWAY (Units #101, 105, 107, 111)	Surrey	V3T4C2	1990	3,489
199	HANDY DART BUILDING (AVIS CAR RENTAL)	13455 72 AVENUE	Surrey	V3W2N7	1963	1,471
200	CRANLEY DRIVE RECREATION CENTRE (SENIORS)	2141 CRANLEY DRIVE	Surrey	V4A5K3	1975	3,079

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201	CLAYTON RECREATION CENTRE & LIBRARY	7155 187A Street	Surrey	V4N 6L9	2020	74,968
202	KENSINGTON PRAIRIE COMMUNITY CENTRE - ANNEX	16824 32 AVENUE	Surrey	V3S0L5	1971	5,184
203	KENSINGTON PRAIRIE COMMUNITY CENTRE - GYMNASIUM	16824 32 AVENUE	Surrey	V3S0L5	1964	3,188
204	KENSINGTON PRAIRIE COMMUNITY CTR. - HERITAGE BLDG.	16824 32 AVENUE	Surrey	V3S0L5	1914	5,960
205	DARTS PROPERTY RESIDENCE	1660 168 STREET	Surrey	V3S0B4	1945	2,792
206	STEWART FARMHOUSE	13723 CRESCENT ROAD	Surrey	V3S5H8	1894	4,386
207	STEWART FARM HALL (WEAVING CENTRE)	13723 CRESCENT ROAD	Surrey	V3S5H8	1900	1,661
208	STEWART FARM POLE BARN	13723 CRESCENT ROAD	Surrey	V3S5H8	1900	4,422
209	STEWART FARM BUNKHOUSE	13723 CRESCENT ROAD	Surrey	V3S5H8	1900	599
210	STEWART FARM CARETAKER'S RESIDENCE	13723 CRESCENT ROAD	Surrey	V3S5H8	1985	811
211	STEWART FARM BOAT SHELTER					
212	STEWART FARM WASHROOM					
213	MUD BAY YACHT CLUB BUILDING	13726 CRESCENT ROAD	Surrey	V3S5H8	2000	2,030
214	MOUND FARM MAIN HOUSE (SNOW HOUSE)	5288 168 STREET	Surrey	V3S0L2	1936	4,386
215	MOUND FARM SECOND RESIDENCE	5288 168 STREET	Surrey	V3S0L2	1928	1,255
216	MOUND FARM SHED	5288 168 STREET	Surrey	V3S0L2	1983	9,600
217	PILLATH HOUSE (HALL HERITAGE HOUSE)	11113 148 STREET	Surrey	V3R3Y7	1903	4,263
218	PILLATH HOUSE STORAGE GARAGE					
219	THOMAS BROWN HOUSE (HERITAGE HOUSE)	13275 COLEBROOK ROAD	Surrey	V3S0L2	1909	4,200
220	WHALLEY ATHLETIC PARK GRANDSTAND	10635 UNIVERSITY DRIVE	Surrey	V3T4B3	1960	10,771
221	WHALLEY ATHLETIC PARK GRANDSTAND BATTING CAGE	10635 UNIVERSITY DRIVE	Surrey	V3T4B3	1980	3,200
222	WHALLEY ATHLETIC PARK CONCESSION & ANNOUNCER BOOTH	10635 UNIVERSITY DRIVE	Surrey	V3T4B3	1990	2,160
223	WHALLEY ATHLETIC PARK CONCESSION DUGOUT (1 UNIT)					
224	WHALLEY ATHLETIC PARK STORAGE BUILDING & DUGOUT					
225	WHALLEY ATHLETIC PARK CONCESSION BATTING CAGE	10635 UNIVERSITY DRIVE	Surrey	V3T4B3	1990	3,040
226	REDWOOD PARK COMFORT STATION	17900 20 AVENUE	Surrey	V3S9V2	1960	671
227	REDWOOD PARK TREEHOUSE					
228	ROBIN PARK COMFORT STATION	ROBIN CRESCENT CORNER 150 STREET	Surrey	V3S2Y7	1960	756
229	CRESCENT BEACH PIER	CRESCENT BEACH, WICKSON ROAD	Surrey	V4A3B4	1980	2,724
230	WARD'S MARINA	13723 CRESCENT ROAD	Surrey	V4P1J4	1990	8,297
231	PIER/FLOATING DOCK	11731 130 STREET	Surrey	V3R2Y2	1990	2,111
232	CNG FUELING STATION	14687 66 AVENUE	Surrey	V3S 3C7	2019	170
233	162 STREET SEWER LIFT STATION	14890 80B AVENUE	Surrey	V3W4V8	2009	84
234	ABBAY DOWNS SEWER LIFT STATION	14890 80B AVENUE	Surrey	V3W4V8	1986	90

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235	BEAR CREEK SANITARY STATION	7850 144 STREET	Surrey	V3S9C5	1971	214
236	BIG BEND SEWER LIFT STATION	17601 104 AVENUE	Surrey	V4N5R4	1979	449
237	BOSE ROAD SEWER LIFT STATION	15151 64 AVENUE	Surrey	V3S1X9	1983	95
238	BRIDGEVIEW EAST SEWER LIFT STATION - VACUUM	12933 114A AVENUE	Surrey	V3R2N1	1979	5,879
239	BRIDGEVIEW WEST SEWER LIFT STATION - VACUUM	11390 125A AVENUE	Surrey	V3V3M7	1979	3,861
240	BURKHARDT (EAST NEWTON) SANITARY STATION	15410 68 AVENUE	Surrey	V3S2B9	2005	223
241	CAMPBELL HEIGHTS SANITARY STATION	192 STREET AND 21 AVENUE	Surrey	V3S3M3	2005	1,145
242	CHIMNEY HILL SEWER LIFT STATION	15298 76 AVENUE	Surrey	V3S3M5	1991	101
243	CLOVERDALE SANITARY SEWAGE LIFT STATION	5522 176 STREET	Surrey	V3S4C3	1970	28
244	CRESCENT ROAD (ELGIN) SEWER LIFT STATION	3603 KING GEORGE HIGHWAY	Surrey	V4P1B6	1986	48
245	DOUGLAS SEWAGE LIFT STATION	200 BLOCK,171 STREET	Surrey	V3S9P5	1978	233
246	GILLEY SEWER LIFT STATION	GILLEY STREET AND KIDD ROAD	Surrey	V4A3B4	1971	38
247	GREENAWAY LIFT STATION	17138 GREENWAY DRIVE	Surrey	V4N5J1	2002	68
248	LATIMER ROAD SEWER LIFT STATION	5201 195 STREET	Surrey	V3S8Z6	1983	111
249	LIVERPOOL SEWAGE LIFT STATION	WITHIN THE CITY BOUNDARIES	Surrey	V3T2W1	2012	1,397
250	LOUGHEED SEWER LIFT STATION NO. 1	13440 116 AVENUE	Surrey	V3R2S8	1978	63
251	LOUGHEED SEWER LIFT STATION NO. 2	13440 116 AVENUE	Surrey	V3R2S8	2010	44
252	MORGAN CREEK SEWAGE LIFT STATION NO. 1	16400 36 AVENUE	Surrey	V3S0L5	1995	170
253	MORGAN CREEK SEWAGE LIFT STATION NO. 2	16394 36 AVENUE	Surrey	V3S0L5	1995	2,455
254	NEUFIELD SANITARY SEWER STATION	17000 105A AVENUE	Surrey	V4N5H8	1994	50
255	NEWTON ATHLETIC PARK SEWER LIFT STATION	7300 128 STREET	Surrey	V3W9A1	1979	24
256	OCEAN PARK SEWAGE LIFT STATION NO. 1	1200 132B STREET	Surrey	V4A4C2	1974	73
257	OCEAN PARK SEWAGE LIFT STATION NO. 2	13365 13A AVENUE	Surrey	V4A6W4	1993	50
258	OCEAN VIEW SEWER LIFT STATION	18 AVENUE AND OCEAN PARK ROAD	Surrey	V4A1L6	1988	87
259	PACIFIC SEWAGE LIFT STATION	16600 102 AVENUE	Surrey	V4N4X2	1995	64
260	PEACE PORTAL SEWAGE LIFT STATION	16900 4 AVENUE	Surrey	V3S9P6	2012	1,525
261	PORT KELLS SEWAGE LIFT STATION	9800 BLOCK, 190 STREET	Surrey	V4N3M9	1980	397
262	QUIBBLE CREEK SEWAGE LIFT STATION	9450 KING GEORGE HIGHWAY	Surrey	V3V5W3	1999	1,190
263	SEMIHOO SEWAGE LIFT STATION	16025 8 AVENUE	Surrey	V4A1A1	1979	3,324
264	SOUTH WESTMINSTER SEWAGE LIFT STATION - VACUUM	10643 SPAN ROAD	Surrey	V3V3V5	1979	3,480
265	SOUTHPORT SEWAGE LIFT STATION	SOUTHPORT ROAD	Surrey	V7A3V9	2009	1,319

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266	STEWART SEWER LIFT STATION	13891 CRESCENT ROAD	Surrey	V4P1J4	1996	44
267	STEVENSON ROAD SEWER LIFT STATION	12800 13 AVENUE	Surrey	V4A1B4	1975	79
268	SULLIVAN SEWER LIFT STATION	12300 SULLIVAN STREET	Surrey	V4A3B7	1971	141
269	REVELSTOKE SEWAGE LIFT STATION	12300 110 AVENUE	Surrey	V3R1Y9	1994	24
270	WEST NEWTON SEWER LIFT STATION	6909 122 STREET	Surrey	V3W3L5	1988	79
271	WINTER CRESCENT SANITARY STATION	14718 WINTER CRESCENT	Surrey	V4P1B3	2004	n/a
272	NORTH BLUFF SANITARY SEWER PUMP STATION	1575 161 STREET	Surrey	V4A4X9	1979	1,681
273	NORTH CLOVERDALE SEWAGE PUMP STATION	17600 68 AVENUE	Surrey	V3S2C1	1997	957
274	LEACHATE SANITARY PUMP STATION	15100 HIGHWAY 17	Surrey	V3R2S7	2010	44
275	112B AVENUE SANITARY PUMP STATION	12700 BLOCK 112B AVENUE	Surrey	V3V3L7		
276	COVENTRY SANITARY PUMP STATION					
277	FERGUS SEWER LIFT STATION	1451 168 STREET	Surrey	V3S9R8	2017	3,182
278	114 AVENUE SANITARY PUMP STATION	12729 114 AVENUE	Surrey	V3V 3P2	2018	1,225
279	LITTLE BEND SANITARY PUMP STATION	17337 104A AVENUE	Surrey	V4N 5M3	2019	57
280	DALY ROAD SANITARY PUMPSTATION	10194 177A STREET	Surrey	V4N 4M5	2017	57
281	143A ST. SANITARY PUMP STATION					
282	64 AVENUE DRAINAGE PUMP STATION	16300 64 AVENUE	Surrey	V3S3V5	1989	356
283	BURROUGHS DITCH DRAINAGE PUMP STATION	4480 168 STREET	Surrey	V3S0L2	1985	1,195
284	CHANTRELL CREEK DRAINAGE PUMP STATION					
285	COLEBROOK DRAINAGE PUMP STATION	4600 136 STREET	Surrey	V3S0L2	1991	1,666
286	EAST NEWTON DRAINAGE PUMP STATION	6800 156 STREET	Surrey	V3S3R1	2002	483
287	ERICKSON DITCH DRAINAGE PUMP STATION	4800 176 STREET	Surrey	V3S0L5	1990	660
288	FLEETWOOD DRAINAGE PUMP STATION	7100 160 STREET	Surrey	V3S3T6	1995	259
289	FRY'S CORNER NORTH DRAINAGE PUMP STATION	7701 176 STREET	Surrey	V4N6A8	1999	499
290	FRY'S CORNER SOUTH DRAINAGE PUMP STATION	7627 176 STREET	Surrey	V4N6A8	1999	682
291	GRAY CREEK 157 STREET DRAINAGE PUMP STATION	5100 157 STREET	Surrey	V4N0X6	2020	109
292	HOOKBROOK DRAINAGE STATION	16300 60 AVENUE	Surrey	V3S1S4	1992	360
293	INTER-RIVER (NICOMEKL) 40 AVE DRAINAGE PUMP STN	15300 40 AVENUE	Surrey	V3S0L2	2002	599
294	INTER-RIVER (SERPENTINE) 150 ST DRAINAGE PUMP STN	4700 150 STREET	Surrey	V3S0T5	2002	109
295	INTER-RIVER (SERPENTINE) 48 AVE DRAINAGE PUMP STN	15800 48 AVENUE	Surrey	V3S0L2	2002	104
296	MAPLE STREET DRAINAGE PUMP STATION	3099 MAPLE STREET	Surrey	V4A2Z5	2010	748
297	MANSON DRAINAGE PUMP STATION NO. 1	10676 DYKE ROAD	Surrey	V3V3W4	1981	2,253
298	NICOMEKL RIVER/168 DRAINAGE PUMP STATION	4850 168 STREET	Surrey	V3S0L2	1980	599

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
299	OLD LOGGING DITCH DRAINAGE PUMP STATION	16471 40 AVENUE	Surrey	V3S0L2	2005	1,771
300	OLD YALE DRAINAGE PUMP STATION	12074 OLD YALE ROAD	Surrey	V3V3X5	1990	308
301	PANORAMA/148 STREET DRAINAGE PUMP STATION	14800 48 STREET	Surrey	V3S0L2	1995	406
302	PATTULLO BRIDGE DRAINAGE PUMP STATION NO. 2	UNDER PATTULLO BRIDGE	Surrey	V3V3X4	1975	2,186
303	ROYAL CITY DRAINAGE PUMP STATION NO. 3	11688 126A STREET	Surrey	V3V7H9	1994	533
304	SOUTHWEST CLOVERDALE DRAINAGE PUMP STATION	17100 48 AVENUE	Surrey	V3S0L5	1996	905
305	UPPER SERPENTINE DRAINAGE STATION	17800 88 AVENUE	Surrey	V4N6E8	1995	2,517
306	WESTCREEK DRAINAGE PUMP STATION	3999 160 STREET	Surrey	V3S0Y3	2002	1,195
307	HALLS PRAIRIE DRAINAGE PUMP STATION NO. 4	4800 180 STREET	Surrey	V3S3C7	2005	589
308	HARVEST DRAINAGE PUMP STATION	6176 156 ST	Surrey	V3S 3R1	2019	684
309	COAST MERIDIAN PUMP STATION	COAST MERIDIAN GREENWAY	Surrey	V4N0E1	2000	676
310	NEW GRANDVIEW STATION	5100 157 STREET	Surrey	V4N0X6	2002	2,899
311	KENNEDY HEIGHTS WATER PUMP STATION	12171 90 AVENUE	Surrey	V3V1B6	1981	2,480
312	NEWTON WATER PUMP STATION	6275 128 STREET	Surrey	V3X1S9	1966	2,153
313	SUNNYSIDE I WATER PUMP STATION	2200 148 STREET	Surrey	V4A4M7	1970	2,548
314	SUNNYSIDE II WATER PUMP STATION	2200 148 STREET	Surrey	V4A4M7	1991	1,728
315	CLAYTON WATER PUMP STATION (OLD)	19050 72 AVENUE	Surrey	V4N5Z8	1966	540
316	CLAYTON WATER PUMP STATION (NEW)	19050 72 AVENUE	Surrey	V4N5Z8	1966	4,834
317	WHALLEY WATER PUMP STATION	14620 105A AVENUE	Surrey	V3R1S3	2010	3,799
318	MCLELLAN ODOUR CONTROL					
319	FLEETWOOD BOOSTER WATER STATION	15385 90 AVENUE	Surrey	V3R0M6	2002	4,287
320	91 AVE & KING GEORGE FLOW MONITOR					
321	64A AVE FLOW MONITOR					
322	150A ST. FLOW MONITOR					
323	WEST GATE FLOW MONITOR					
324	GOLDSTONE FLOW MONITOR					
325	58 AVE & 150 ST. FLOW MONITOR					
326	TYNEHEAD FLOW MONITOR					
327	30 AVE FLOW MONITOR					
328	32 AVE FLOW MONITOR					
329	ST. ANDREWS DR. ODOUR CONTROL					
330	UPPER TYNEHEAD ODOUR CONTROL					

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
331	KENSINGTON ODOUR CONTROL		Surrey	V3S 0L5	2019	
332	WILLS BROOK ODOUR CONTROL	WILLS BROOK WAY	Surrey	V3Z 0C6	2016	
333	MOUNTAIN VIEW ODOUR CONTROL	15633 MOUNTAINVIEW	Surrey	V3Z 0C6	2019	
334	ROBSON RD. & PLYWOOD PRV STATION					
335	104 AVE & 12300 BLK PRV STATION					
336	101 AVE & 120ST. PRV STATION					
337	116 AVE. & 147 ST. PRV STATION					
338	9500 BLOCK & 164 ST. PRV STATION	9500 BLK 164 ST.	Surrey	V4N 4V4	2018	
339	16300 64AVE PRV STATION					
340	64 AVE & KING GEORGE PRV STATION					
341	8600 BLOCK & 148 ST. PRV STATION					
342	168 ST. & FRASER HWY PRV STATION	168 ST. & FRASER HWY	Surrey	V4N 5A1	2010	
343	54 AVE & 192 ST. PRV STATION					
344	72 AVE & 184 ST. PRV STATION					
345	32 AVE & 144 ST. PRV STATION					
346	24 AVE & 1550 BLK PRV STATION					
347	68 AVE & HYLAND ROAD PROV STATION					
348	SUNNYSIDE WELL NO. 2	2200 148 STREET	Surrey	V4P0C2	1970	530 deep
349	TOWER WEST SITE	6275 128 STREET	Surrey	V3X1S9	1964	
350	TOWER NORTH SITE	COGUILAM	Coquitlam	V3B7N2	1980	
351	TOWER SOUTH SITE	20575 AVENUE THOMAS	Langley	V3K2X5	1964	
352	HADDEN HOUSE (HERITAGE)	3652 Elgin Road	Surrey	V4P2A3	1937	3,786
353	DON CHRISTIAN COMMUNITY DAYCARE CENTRE	6224 184 STREET	Surrey	V3S 8E6		
354	PICASSO BUILDING	14577 - 66TH AVENUE	Surrey	V3S 5M2	1977	68,870
355	CEDAR HILLS SHOPPING CENTRE (formerly SCDC)	12820, 12830, 12840, 12842 – 96th Avenue, Surrey, BC V3V 0C2	Surrey	V3V 6A8	1978	54,781
356	INDIGENOUS CARVING CENTRE - Elgin Heritage Park – Historic Stewart Farm	13723 Crescent Rd	Surrey	V4P 1J4	2023	3,111
357	GRANDVIEW HEIGHTS AQUATIC CENTRE	16855 24 Ave	Surrey	V3Z 0A2	2015	94,722
358	NORTH SURREY ICE COMPLEX	10950 126A St	Surrey	V3V 0E5	2019	135,625
359	Dale Building	5748 176th Street	Surrey		1950	10,010
360	JOE BROWN PARK STORAGE SHED					
361	JOE BROWN PARK LARGE HORSE RIDING RING					
362	JOE BROWN PARK SMALL HORSE RIDING RING					
363	JOE BROWN PARK WASHROOM BUILDING					
364	JOHN MOFFAT PARK WASHROMO & CHANGEROOM BUILDING					
365	JOHN MOFFANT PARK					

#	BUILDING NAME	ADDRESS	CITY	POSTAL CODE	Year Built	Square Footage
366	THOMAS BROWN HOUSE BARN					
367	Mound Farm - Barn	5202 168 St	Surrey			
368	Gateway Shelter (Leased Building)	10667 135A St	Surrey			
369	Julian House (Leased Building)	10689 - 135A Street	Surrey			
370	Guilford Shelter (Leased Building)	14716 - 104 Avenue	Surrey			
371	R.E.C. for Kids (leased building)	13369 - 68 Avenue	Surrey			
372	Animal Hospital (Leased building with housing)	7010 King George Blvd	Surrey			

-End of Page-

SCHEDULE B – DRAFT CONTRACT



PROFESSIONAL SERVICES AGREEMENT

Title: **Asset Appraisal Services**

Reference No.: 1220-030-2023-040

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APPENDIX 1 – SCOPE OF SERVICES

APPENDIX 2 – FEES AND PAYMENT

APPENDIX 3 – TIME SCHEDULE

APPENDIX 4 – PERSONNEL AND SUB-CONTRACTORS

APPENDIX 5 – ADDITIONAL SERVICES

Title: Asset Appraisal Services


THIS AGREEMENT is dated for reference this _____ day of _____, 202_.

AGREEMENT No.: 1220-030-2023-040.

BETWEEN:

CITY OF SURREY
13450 – 104th Avenue
Surrey, British Columbia, V3T 1V8, Canada
(the “**City**”)

AND:

( **Insert Full Legal Name of Consultant**)
(the “**Consultant**”)

WHEREAS the City wishes to engage the Consultant to provide the Services and the Consultant agrees to provide the Services.

Asset Appraisal Services

THEREFORE, in consideration of the premises and payment of one (\$1.00) dollar and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which each party hereby acknowledges), the parties hereby covenant and agree with each other as follows:

1. INTERPRETATION

1.1 Definitions

In this agreement the following definitions apply:

“**Disbursements**” has the meaning set out in Section 5.3;

“**Dispute**” has the meaning set out in Section 14.1;

“**Fees**” has the meaning set out in Section 5.1;

“**Indemnitees**” has the meaning set out in Section 7.1;

“**Invoice**” has the meaning set out in Section 5.2(a);

“**Services**” has the meaning set out in Section 2.1;

“**Term**” has the meaning set out in Section 2.5; and

"Time Schedule" has the meaning set out in Section 2.6.

1.2 Appendices

The following attached Appendices are a part of this agreement:

Appendix 1 – Scope of Services;
Appendix 2 – Fees and Payment;
Appendix 3 – Time Schedule;
Appendix 4 – Personnel and Sub-Contractors; and
Appendix 5 – Additional Service.

2. SERVICES

2.1 Services

The City hereby retains the Consultant to provide the consulting and professional services as described generally in Appendix 1, including anything and everything required to be done for the fulfillment and completion of this agreement (the **"Services"**).

2.2 Amendment of Services

The City may from time to time, by written notice to the Consultant, make changes in the scope of the Services. The Fees will be increased or decreased by written agreement of the City and the Consultant according to the rates set out in Appendix 2.

2.3 Additional Services

The Consultant will, if requested in writing by the City, perform additional services as may be listed in Appendix 5. The terms of this agreement will apply to any additional services, and the fees for additional services, and the time for the Consultant's performance, will generally correspond to the fees and time of performance as described in Appendices 2 and 3. The Consultant will not provide any additional services in excess of the scope of services requested in writing by the City.

2.4 Standard of Care

The Consultant will perform the Services with that degree of care, skill and diligence normally provided by a qualified and experienced practitioner performing services similar to the Services, and on the understanding that the City is relying on the Consultant's experience and expertise. The Consultant represents that it has the expertise, qualifications, resources and relevant experience to provide the Services.

2.5 Term

The Consultant will provide the Services for the period commencing on (START DATE) and terminating on (END DATE) (the **"Term"**).

The City may at any time prior to ninety (90) days before the end of the Term, by written notice to the Consultant, extend the Term for a period of time not to exceed four (4) additional one-year terms.

If the City elects to extend the Term, the provisions of this agreement will remain in force, including the Fees, except where amended in writing by the parties.

2.6 Time

The Consultant acknowledges that time is of the essence with respect to the provision of the Services and accordingly the Consultant will provide the Services within the performance or completion dates or time periods (the "**Time Schedule**") as set out in Appendix 3, or as otherwise agreed to in writing by the City and the Consultant. If at any time the Consultant discovers that the Time Schedule cannot be met it will immediately advise the City in writing and provide a revised Time Schedule.

3. PERSONNEL AND SUB-CONTRACTORS

3.1 Qualified Personnel

The Consultant will provide only professional personnel who have the qualifications, experience and capabilities to perform the Services.

3.2 Listed Personnel and Sub-Contractors

The Consultant will perform the Services using the professional personnel and sub-contractors as may be listed in Appendix 4, and the Consultant will not remove any such listed personnel or sub-contractors from the Services without the prior written approval of the City.

3.3 Replacement of Personnel or Sub-Contractors

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

3.4 Sub-Contractors and Assignment

Except as provided for in Section 3.2, the Consultant will not engage any personnel or sub-contractors, or sub-contract or assign its obligations under this agreement, in whole or in part, without the prior written approval of the City.

3.5 Agreements with Sub-Contractors

The Consultant will preserve and protect the rights of the City with respect to any Services performed under sub-contract and incorporate the terms and conditions of this agreement into all sub-contracts as necessary to preserve the rights of the City under this agreement. The Consultant will be as fully responsible to the City for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Consultant.

4. LIMITED AUTHORITY

4.1 Agent of City

The Consultant is not and this agreement does not render the Consultant an agent or employee of the City, and without limiting the above, the Consultant does not have authority to enter into

any contract or reach any agreement on behalf of the City, except for the limited purposes as may be expressly set out in this agreement, or as necessary in order to perform the Services. The Consultant will make such lack of authority clear to all persons with whom the Consultant deals in the course of providing the Services. Every vehicle used by the Consultant in the course of performing the services shall identify the Consultant by name and telephone number.

4.2 Independent Contractor

The Consultant is an independent contractor. This agreement does not create the relationship of employer and employee, a partnership, or a joint venture. The City will not control or direct the details, means or process by which the Consultant performs the Services. The Consultant will determine the number of days and hours of work required to properly and completely perform the Services. The Consultant is primarily responsible for performance of the Services and may not delegate or assign any Services to any other person except as provided for in Section 3.4. The Consultant will be solely liable for the wages, fringe benefits, work schedules and work conditions of any partners, employees or sub-contractors.

5. FEES

5.1 Fees

The City will pay to the Consultant the fees as set out in Appendix 2 (the "**Fees**"). Payment by the City of the Fees and Disbursements will be full payment for the Services and the Consultant will not be entitled to receive any additional payment from the City.

5.2 Payment

Subject to any contrary provisions set out in this Agreement:

- (a) the Consultant will submit an invoice (the "**Invoice**") to the City requesting payment of the portion of the Fees and Disbursements relating to the Services provided. Each Invoice should be sent **electronically** to: surreyinvoices@surrey.ca and include the following information:
 - (1) an invoice number;
 - (2) the Consultant's name, address and telephone number;
 - (3) the City's reference number for the Services; P.O. # (to be advised)
 - (4) the names, charge-out rates and number of hours worked in the previous month of all employees of the Consultant and any sub-contractor(s) that has/have performed services during the previous month;
 - (5) the percentage of Services completed at the end of the previous month;
 - (6) the total budget for the Services and the amount of the budget expended to the date of the Invoice;
 - (7) taxes (if any);
 - (8) grand total of the Invoice;
- (b) the Consultant will on request from the City provide receipts and invoices for all Disbursements claimed;
- (c) if the City reasonably determines that any portion of an Invoice is not payable then the City will so advise the Consultant;

- (d) the City will pay the portion of an Invoice which the City determines is payable less any deductions for setoffs or holdbacks permitted by this Agreement including, without limitation, any amounts permitted to be held back on account of deficiencies, within 30 days of the receipt of the Invoice;
- (e) if the Consultant offers the City a cash discount for early payment, then the City may, at the City's sole discretion, pay the discounted portion of an Invoice; and
- (f) all Invoices shall be stated in, and all payments made in, Canadian dollars.

5.3 Disbursements

In addition to the Fees, the City will reimburse the Consultant for actual out-of-pocket costs and expenses (“**Disbursements**”) as identified in Appendix 2 which the Consultant, and approved sub-contractors, incur in the performance of the Services, plus any additional Disbursements with the prior written approval of the City.

For greater certainty, costs of general management, non-technical supporting services and general overheads are deemed to be covered by the Fees and will not be subject to additional payment by the City.

5.4 Records

The Consultant will prepare and maintain proper records related to the Services, including records, receipts and invoices relating to Disbursements. On request from the City, the Consultant will make the records available open to audit examination by the City at any time during regular business hours during the time the Consultant is providing the Services and for a period of six years after the Services are complete.

5.5 Non-Residents

If the Consultant is a non-resident of Canada and does not provide to the City a waiver of regulation letter, the City will withhold and remit to the appropriate governmental authority the greater of:

- (a) 15% of each payment due to the Consultant; or
- (b) the amount required under applicable tax legislation.

6. CITY RESPONSIBILITIES

6.1 City Information

The City will, in co-operation with the Consultant make efforts to make available to the Consultant information, surveys, and reports which the City has in its files and records that relate to the Services. The Consultant will review any such material upon which the Consultant intends to rely and take reasonable steps to determine if that information is complete or accurate. The Consultant will assume all risks that the information is complete and accurate and the Consultant will advise the City in writing if in the Consultant's judgment the information is deficient or unreliable and undertake such new surveys and investigations as are necessary.

6.2 City Decisions

The City will in a timely manner make all decisions required under this agreement, examine documents submitted by the Consultant and respond to all requests for approval made by the Consultant pursuant to this agreement.

6.3 Notice of Defect

If the City observes or otherwise becomes aware of any fault or defect in the Services, it may notify the Consultant, but nothing in this agreement will be interpreted as giving the City the obligation to inspect or review the Consultant's performance of the Services.

7. INSURANCE AND DAMAGES

7.1 Indemnity

The Consultant will indemnify and save harmless the City and all of its elected and appointed officials, officers, employees, servants, representatives and agents (collectively the "**Indemnitees**"), from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) for damage to or destruction or loss of property, including loss of use, and injury to or death of any person or persons which any of the Indemnitees incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Consultant of any obligation of this agreement, or any wrongful or negligent act or omission of the Consultant or any employee or agent of the Consultant.

7.2 Survival of Indemnity

The indemnity described in Section 7.1 will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the Indemnitees.

7.3 Consultant's Insurance Policies

The Consultant will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout this agreement the following insurances in forms and amounts acceptable to the City from insurers licensed to conduct business in Canada:

- (a) commercial general liability insurance on an occurrence basis, in an amount not less than three million (\$3,000,000) dollars inclusive per occurrence against death, bodily injury and property damage arising directly or indirectly out of the work or operations of the Consultant, its employees and agents. The insurance will include cross liability and severability of interests such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured. The insurance will include, but not be limited to: premises and operators liability, broad form products and completed operations, owners and Consultants protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice. The City will be added as additional insured;

- (b) professional errors and omissions insurance in an amount not less two million (\$2,000,000) dollars insuring all professionals providing the Services from liability resulting from errors or omissions in the performance of the Services, with a 12 month maintenance period; and
- (c) automobile liability insurance on all vehicles owned, operated or licensed in the name of the Consultant in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property.

7.4 Insurance Requirements

The Consultant will provide the City with evidence of the required insurance prior to the commencement of this agreement. Such evidence will be in the form of a completed certificate of insurance acceptable to the City. The Consultant will, on request from the City, provide certified copies of all of the Consultant's insurance policies providing coverage relating to the Services, including without limitation any professional liability insurance policies. All required insurance will be endorsed to provide the City with thirty (30) days advance written notice of cancellation or material change restricting coverage. To the extent the City has an insurable interest, the builder's risk policy will have the City as first loss payee. The Consultant will be responsible for deductible amounts under the insurance policies. All of the Consultant's insurance policies will be primary and not require the sharing of any loss by the City or any insurer of the City.

7.5 Consultant Responsibilities

The Consultant acknowledges that any requirements by the City as to the amount of coverage under any policy of insurance will not constitute a representation by the City that the amount required is adequate and the Consultant acknowledges and agrees that the Consultant is solely responsible for obtaining and maintaining policies of insurance in adequate amounts. The insurance policy coverage limits shall not be construed as relieving the Consultant from responsibility for any amounts which may exceed these limits, for which the Consultant may be legally liable.

7.6 Additional Insurance

The Consultant shall place and maintain, or cause any of its sub-contractors to place and maintain, such other insurance or amendments to the foregoing policies as the City may reasonably direct.

7.7 Waiver of Subrogation

The Consultant hereby waives all rights of recourse against the City for loss or damage to the Consultant's property.

8. TERMINATION

8.1 By the City

The City may at any time and for any reason by written notice to the Consultant terminate this agreement before the completion of all the Services, such notice to be determined by the City at its sole discretion. Upon receipt of such notice, the Consultant will perform no further Services other than the work which is reasonably required to terminate the Services and return the City's

property to the City. Despite any other provision of this agreement, if the City terminates this agreement before the completion of all the Services, the City will pay to the Consultant all amounts owing under this agreement for Services provided by the Consultant up to and including the date of termination, plus reasonable termination costs in the amount as determined by the City in its sole discretion. Upon payment of such amounts no other or additional payment will be owed by the City to the Consultant, and, for certainty, no amount will be owing on account of lost profits relating to the portion of the Services not performed or other profit opportunities.

8.2 Termination for Cause

The City may terminate this agreement for cause as follows:

- (a) If the Consultant is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or if a receiver is appointed because of its insolvency, the City may, without prejudice to any other right or remedy the City may have, terminate this agreement by giving the Consultant or receiver or trustee in bankruptcy written notice; or
- (b) If the Consultant is in breach of any term or condition of this agreement, and such breach is not remedied to the reasonable satisfaction of the City within 5 days after delivery of written notice from the City to the Consultant, then the City may, without prejudice to any other right or remedy the City may have, terminate this agreement by giving the Consultant further written notice.

If the City terminates this agreement as provided by this Section, then the City may:

- (a) enter into contracts, as it in its sole discretion sees fit, with other persons to complete the Services;
- (b) withhold payment of any amount owing to the Consultant under this agreement for the performance of the Services;
- (c) set-off the total cost of completing the Services incurred by the City against any amounts owing to the Consultant under this agreement, and at the completion of the Services pay to the Consultant any balance remaining; and
- (d) if the total cost to complete the Services exceeds the amount owing to the Consultant, charge the Consultant the balance, which amount the Consultant will forthwith pay.

8.3 Curing Defaults

If the Consultant is in default of any of its obligations under this agreement, then the City may without terminating this agreement, upon 5 days written notice to the Consultant, remedy the default and set-off all costs and expenses of such remedy against any amounts owing to the Consultant. Nothing in this agreement will be interpreted or construed to mean that the City has any duty or obligation to remedy any default of the Consultant.

9. APPLICABLE LAWS, POLICIES, BUILDING CODES AND BY-LAWS

9.1 Applicable Laws and Policies

This agreement will be governed by and construed in accordance with the laws of the Province of British Columbia. The City and the Consultant accept the jurisdiction of the courts of British Columbia and agree that any action under this agreement be brought in such courts.

The Consultant shall comply with all applicable policies, procedures and instructions provided by the City.

9.2 Codes and By-Laws

The Consultant will provide the Services in full compliance with all applicable laws, building codes and regulations.

9.3 Interpretation of Codes

The Consultant will, as a qualified and experienced professional, interpret applicable codes, laws and regulations applicable to the performance of the Services. If an authority having jurisdiction imposes an interpretation which the Consultant could not reasonably have verified or foreseen prior to entering into this agreement, then the City will pay the additional costs, if any, of making alterations so as to conform to the required interpretation.

10. CONFIDENTIALITY AND DISCLOSURE OF INFORMATION

10.1 No Disclosure

Except as provided for by law or otherwise by this agreement, the Consultant will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the Consultant as a result of the performance of the Services and this agreement, and will not, without the prior express written consent of the City, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this agreement, except as reasonably required to complete the Services.

10.2 Freedom of Information and Protection of Privacy Act

The Consultant acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia and agrees to any disclosure of information by the City required by law.

10.3 Return of Property

The Consultant agrees to return to the City all of the City's property at the completion of this agreement, including any and all copies or originals of reports provided by the City.

11. USE OF WORK PRODUCT

The Consultant hereby sells, assigns and transfers to the City the right, title and interest required for the City to use and receive the benefit of all the reports, drawings, plans, designs, models, specifications, computer software, concepts, products, designs or processes or other such work product produced by or resulting from the Services rendered by the Consultant.

12. WORKERS' COMPENSATION BOARD AND OCCUPATIONAL HEALTH AND SAFETY

- 12.1 The Consultant agrees that it shall, at its own expense, procure and carry, or cause to be procured, carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this agreement. The Consultant agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for the Workers' Compensation Board coverage against any monies owing by the City to the Consultant. The City will have the right to withhold payment under this agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of the Services have been paid in full.
- 12.2 The Consultant will provide the City with the Consultant's Workers' Compensation Board registration number and a letter from the Workers' Compensation Board confirming that the Consultant is registered in good standing with the Workers' Compensation Board and that all assessments have been paid to the date thereof prior to the City having any obligations to pay monies under this agreement.
- 12.3 The Consultant agrees that it is the prime contractor for the Services as defined in the *Workers Compensation Act, R.S.B.C. 2019, c.1* as amended and will ensure compliance with the *Workers Compensation Act* and Regulations in respect of the workplace. Without limiting its responsibilities under the legislation, the Consultant will coordinate the activities of employers, workers and other persons at the workplace relating to occupational health and safety. The Consultant will have a safety program in place that meets the requirements of the Workers' Compensation Board Occupational Health and Safety Regulation and the *Workers Compensation Act*. As prime contractor, the Consultant will be responsible for appointing a qualified coordinator for insuring the health and safety activities for the location of the Services. That person will be the person so identified in this agreement, and the Consultant will advise the City immediately in writing if the name or contact number of the qualified coordinator changes.
- 12.4 Without limiting the generality of any other indemnities granted by the Consultant in this agreement, the Consultant shall indemnify and save harmless the Indemnitees from and against all claims, demands, causes of action, suits, losses, damages, costs, liabilities, expenses, judgements, penalties and proceedings (including all actual legal costs) which any of the Indemnitees incur, suffer or are put to arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.
- 12.5 The Consultant will ensure compliance with and conform to all health and safety laws, by-laws or regulations of the Province of British Columbia, including without limitation the *Workers Compensations Act* and Regulations pursuant thereto.
- 12.6 The City may, on twenty-four (24) hours written notice to the Consultant, install devices or rectify any conditions creating an immediate hazard existing that would be likely to result in injury to any person. However, in no case will the City be responsible to ascertaining or discovering, through inspections or review of the operations of the Consultant or otherwise, any deficiency or immediate hazard.

13. BUSINESS LICENSE

- 13.1 The Consultant will obtain and maintain throughout the term of this agreement a valid City of Surrey business license.

14. DISPUTE RESOLUTION

14.1 Dispute Resolution Procedures

The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this agreement or related to this agreement (“**Dispute**”) using the dispute resolution procedures set out in this Section 14.

(a) Negotiation

The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

(b) Mediation

If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may by notice to the other party refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Surrey, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

(c) Litigation

If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

15. JURISDICTION AND COUNCIL NON-APPROPRIATION

- 15.1 Nothing in this agreement limits or abrogates, or will be deemed to limit or abrogate, the jurisdiction of the Council of the City in the exercise of its powers, rights or obligations under any public or private statute, regulation or by-law or other enactment.
- 15.2 The Consultant recognizes and agrees that the City cannot make financial commitments beyond the City's current fiscal year. The City will annually make bonafide requests for appropriation of sufficient funds to cover all payments covered by this agreement. If City Council does not appropriate funds, or appropriates insufficient funds, the City will notify the Consultant of its intention to terminate or reduce the services so affected within 30

days after the non-appropriation becomes final. Such termination shall take effect 30 days from the date of notification, shall not constitute an event of default and shall relieve the City, its officers and employees, from any responsibility or liability for the payment of any further amounts under this agreement.

16. GENERAL

16.1 Entire Agreement

This agreement, including the Appendices and any other documents expressly referred to in this agreement as being a part of this agreement, contains the entire agreement of the parties regarding the provision of the Services and no understandings or agreements, oral or otherwise, exist between the parties except as expressly set out in this agreement. This agreement supersedes and cancels all previous agreements between the parties relating to the provision of the Services.

16.2 Amendment

This agreement may be amended only by agreement in writing, signed by both parties.

16.3 Consultant Terms Rejected

In the event that the Consultant issues an invoice, packing slip, sales receipt, or any like document to the City, the City accepts the document on the express condition that any terms and conditions in it which constitute terms and conditions which are in addition to or which establish conflicting terms and conditions to those set out in this agreement are expressly rejected by the City.

16.4 Survival of Obligations

All of the Consultant's obligations to perform the Services in a professional and proper manner will survive the termination or completion of this agreement.

16.5 Cumulative Remedies

The City's remedies under this agreement are cumulative and in addition to any right or remedy which may be available to the City at law or in equity.

16.6 Notices

Any notice, report or other document that either party may be required or may wish to give to the other should be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if delivered personally, on the date of such personal delivery, if delivered by facsimile, on transmission, or if by mail, five calendar days after posting. The addresses for delivery will be as follows:

(a) The City:

City of Surrey, Surrey City Hall
 insert department/division/section name
13450 – 104th Avenue, Surrey, B.C., V3T 1V8, Canada

Attention: **insert contact name**
 insert title

Business Fax No.: **insert**
Business Email: **insert**

(b) The Consultant:

 insert name and address

Attention: **insert contact name**
 insert title

Business Fax No.: **insert**
Business Email: **insert**

16.7 Unenforceability

If any provision of this agreement is invalid or unenforceable, it will be severed from the agreement and will not affect the enforceability or validity of the remaining provisions of the agreement.

16.8 Headings

The headings in this agreement are inserted for convenience of reference only and will not form part of nor affect the interpretation of this agreement.

16.9 Singular, Plural and Gender

Wherever the singular, plural, masculine, feminine or neuter is used throughout this agreement the same will be construed as meaning the singular, plural, masculine, feminine, neuter or body corporate where the context so requires.

16.10 Waiver

No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

16.11 Signature

This agreement may be executed in one or more counterparts all of which when taken together will constitute one and the same agreement, and one or more of the counterparts may be delivered by fax or PDF email transmission.

16.12 Enurement

This agreement shall enure to the benefit of and be binding upon the respective successors and permitted assigns of the City and the Consultant.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the day and year first above written.

CITY OF SURREY

I/We have the authority to bind the City.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

 **INSERT FULL LEGAL NAME OF CONSULTANT]**

I/We have the authority to bind the Consultant.

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(APPENDICES 1 THROUGH 5 WILL BE INSERTED LATER WHEN AN AGREEMENT IS ASSEMBLED FOR EXECUTION INCLUDING INFORMATION FROM THE RFP AND SUCCESSFUL PROPOSAL)

APPENDIX 1 – SCOPE OF SERVICES

APPENDIX 2 – FEES AND PAYMENT

APPENDIX 3 – TIME SCHEDULE

APPENDIX 4 – PERSONNEL AND SUB-CONTRACTORS

APPENDIX 5 – ADDITIONAL SERVICES

SCHEDULE C – FORM OF PROPOSAL

RFP Project Title: Asset Appraisal Services

RFP Reference No.: 1220-030-2023-040

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

TO:

City of Surrey

City Representative: Sunny Kaila, Manager, Procurement Services

E-mail for PDF Files: purchasing@surrey.ca

Dear Sir:

1.0 I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City Website and BC Bid Website, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to performing the Services, submit this Proposal in response to the RFP.

2.0 **I/We confirm** that the following schedules are attached to and form a part of this Proposal:

Schedule C-1 – Statement of Departures;
Schedule C-2 – Proponent’s Experience, Reputation and Resources;
Schedule C-3 – Proponent’s Technical Proposal (Services);
Schedule C-4 – Proponent’s Technical Proposal (Time Schedule); and
Schedule C-5 – Proponent’s Financial Proposal.

3.0 **I/We confirm** that this proposal is accurate and true to best of my/our knowledge.

4.0 **I/We confirm** that, if I/we am/are awarded a contract, I/we will at all times be the “prime contractor” as provided by the *Worker's Compensation Act (British Columbia)* with respect to the Services. I/we further confirm that if I/we become aware that another consultant at the place(s) of the Services has been designated as the “prime contractor”, I/we will notify the City

immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.

This Proposal is submitted this **[day]** day of **[month], [year]**.

I/We have the authority to bind the Proponent.

(Legal Name of Proponent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

SCHEDULE C-1 - STATEMENT OF DEPARTURES

1. I/We have reviewed the proposed Contract attached to the RFP as Schedule “B”. If requested by the City, I/we would be prepared to enter into that Contract, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

2. The City of Surrey requires that the successful Proponent have the following in place **before commencing the Services**:

- (a) Workers' Compensation Board coverage in good standing and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided, Workers' Compensation Registration Number _____;
- (b) Prime Contractor qualified coordinator is Name: _____ and Contact Number: _____;
- (c) Insurance coverage for the amounts required in the proposed agreement as a minimum, naming the City as additional insured and generally in compliance with the City’s sample insurance certificate form available on the City’s Website at www.surrey.ca search [Consultants Certificate of Insurance](#);
- (d) City of Surrey or Intermunicipal Business License: Number _____;
- (e) If the Consultant’s Services are subject to GST, the Consultant’s GST Number is _____; and
- (f) If the Consultant is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements **except as follows** (list, if any):

Section	Requested Departure(s) / Alternative(s)

3. I/We offer the following alternates to improve the Services described in the RFP (list, if any):

Section	Requested Departure(s) / Alternative(s)

4. The Proponent acknowledges that the departures it has requested in Sections 1, 2 and 3 of this Schedule C-1 will not form part of the Contract unless and until the City agrees to them in writing by initialling or otherwise specifically consenting in writing to be bound by any of them.

SCHEDULE C-2 - PROPONENT'S EXPERIENCE, REPUTATION AND RESOURCES

Proponents should provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

- (i) Location of primary business, branch locations, background, stability, structure of the Proponent and number of years business has been operational;
- (ii) Proponent's relevant experience and qualifications in delivering services similar to those required by the RFP;
- (iii) Proponent's demonstrated ability to provide the Services;
- (iv) Proponent's equipment resources, capability and capacity, as relevant;
- (v) Proponent's references (name and telephone number). The City's preference is to have a minimum of three references;

Reference #1	
Name of client's organization:	
Reference Contact Information:	Name:
	Phone Number:
	Email Address:
How long has the organization been a client of the Proponent?	
Describe the size and scope of the referenced project.	
Describe the nature of the work performed.	
Provide the start and end dates of the project duration, and any relevant comments.	
Information on any significant obstacles encountered and overcome for this type of park, boulevard and median tree watering services.	

Reference #2	
Name of client's organization:	
Reference Contact Information:	Name:
	Phone Number:
	Email Address:
How long has the organization been a client of the Proponent?	
Describe the size and scope of the referenced project.	
Describe the nature of the work performed.	
Provide the start and end dates of the project duration, and any relevant comments.	
Information on any significant obstacles encountered and overcome for this type of park, boulevard and median tree watering services.	

Reference #3	
Name of client's organization:	
Reference Contact Information:	Name:
	Phone Number:
	Email Address:
How long has the organization been a client of the Proponent?	
Describe the size and scope of the referenced project.	
Describe the nature of the work performed.	
Provide the start and end dates of the project duration, and any relevant comments.	
Information on any significant obstacles encountered and overcome for this type of park, boulevard and median tree watering services.	

- (vi) Proponent's financial strength (with evidence such as financial statements, bank references);
- (vii) Describe any difficulties or challenges you might anticipate in providing the Services to the City and how you would plan to manage these;
- (viii) Proponents should provide information on the background and experience of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary):

Key Personnel

Name: _____

Experience:

Dates: _____
 Project Name: _____
 Responsibility: _____

Dates: _____
 Project Name: _____
 Responsibility: _____

Sub-Contractors

- (ix) Proponents should provide the following information on the background and experience of all sub-contractors proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONTRACTORS NAME	YEARS OF WORKING WITH PROPONENT	TELEPHONE NUMBER AND EMAIL

- END OF PAGE -

SCHEDULE C-3 - PROPONENT'S TECHNICAL PROPOSAL (SERVICES)

Proponents should provide the following (use the spaces provided and/or attach additional pages, if necessary):

- (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 Proponent would take in performing the Services including;
 - timeline guarantees of services;
 - suggested appraisal cycle and substantiation for the recommendation;
 - ability to satisfy the scope of work, including a logical progression of tasks;
 - milestones and time requirements;
 - requirements of the City; and
 - any additional terms and conditions.
- (iii) a narrative that illustrates how the Proponent will complete the scope of Services, manage the Services, and accomplish required objectives within the City's schedule;
- (iv) a quality control/quality assurance plan for the provision of the Services. The plan will outline the scope of the activities, the level of resources needed, and related responsibilities;
- (v) **Reports**

Two copies of the final appraisal report will be provided. Information to be provided in the reports shall include, but not be limited to, the following:

 - A summary of all assets by City asset code - including building name, location and cost of replacement,
 - A detailed insurance appraisal report of each asset appraised in the current year including description, location, asset life and replacement cost, and
 - Annual updates from information provided by the City for each asset is not being physically appraised.

Provide in your proposal a sample of the reports to be provided, which, meet the above specifications. Briefly describe what other reports are available and the cost.
- (vi) a service outline, maximum one page per service outline of the consulting services your firm can provide the City;

(vii) **Customer Service**

- Provide details about customer service response times and availability;
- Provide details on how your firm will provide the best value to the City. Include any creative, unique and innovative ideas that have been implemented with other clients for similar types of requirements;
- Describe what assistance your firm is willing to make available to assist the City in compiling accurate information and record keeping purposes; and

(viii) **Start up Plan:** Provide a description of your proposed transition plan. Provide a detailed start-up including proposed time frames and resources;

(ix) **Environmental and Social Responsibility:** Describe your commitment environmental stewardship initiatives, recycling practices and carbon footprint reduction; and,

(x) **Value-Added Services:** The Proponent should provide a description of value-added, innovative ideas and unique services that the Proponent can offer to implement the City's requirements relevant to the scope of services described in this RFP. Unless otherwise stated, it is understood that there are no extra costs for these services.

SCHEDULE C-4 - PROPONENT'S TECHNICAL PROPOSAL (TIME SCHEDULE)

Proponents should provide an estimated project schedule, with major item descriptions and time indicating a commitment to perform the Services within the time specified (use the spaces provided and/or attach additional pages, if necessary).

ACTIVITY (Insert Milestone Dates)	Time from Notice to Proceed in Days									
	10	20	30	40	50	60	70	80	90	100
Letter of Intent										
Substantial Completion										

SAMPLE

SCHEDULE C-5 - PROPONENT'S FINANCIAL PROPOSAL

The Proponent shall indicate the proposed estimated fee to develop and provide asset appraisal services. The proposed estimated fee will be inclusive of and shall be broken down by all labour rates, travel (if applicable), materials, and printing and distribution of the draft and final appraisal. Labour rates shall be fixed for the negotiation of the services of this project.

The actual fee for each appraisal will be determined in contract negotiation with the selected service provider, and will be based on the particular properties to be appraised, not necessarily those described in Schedule "A".

The method of payment to the Contractor will be by fixed lump sum fee basis.

Task No.	DESCRIPTION	Estimated Quantity of Total Hours	Year 1 Annual Amount (\$)	Year 2 Annual Amount (\$)	Year 3 Annual Amount (\$)	Year 4 Annual Amount (\$)	Year 5 Annual Amount (\$)	Total \$
	Services:							\$
1.	Insurance Appraisal							\$
2.	Insurance Appraisal Update							\$
3.	COPE Reports							\$
	Disbursements							\$
Subtotal:								\$
GST:								
TOTAL PROPOSAL PRICE:								

Additional Expenses:

The proposed Contract attached as Schedule "B" to the RFP provides that expenses are to be included within the fee, other than the expenses listed in the Contract as disbursements. Details of disbursements are to be shown in the chart above. Please indicate any expenses that would be payable in addition to the proposed fee and proposed disbursements set out above:

Payment Terms:

A cash discount of _____% will be allowed if account is paid within _____ days, or the _____ day of the month following, or net 30 days, on a best effort basis.