



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: BIODIVERSITY DESIGN GUIDELINES (BDGs)

Reference No.: 1220-050-2019-023

FOR PROFESSIONAL SERVICES

(General Services)
Issue Date: October 30, 2019

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REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

1. INTRODUCTION

1.1 Purpose

The purpose of this request for expressions of interest / statements of qualifications (the “RFEOI/SOQ”) is to:

- (a) invite submissions (the “Submission”) from respondents (the “Respondent”) that describe the desire, relevant expertise, capability, reputation and resources of the Respondent to undertake the project as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

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

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

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

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

“**City**” means the City of Surrey;

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

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

“**Date**” has the meaning set out in section 2.2;

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

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

“**Respondent**” means an entity that submits a Submission;

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

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

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

2 INSTRUCTIONS TO RESPONDENTS

2.1 Address for Submission Delivery

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

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

(a) E-mail

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

PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone [604-590-7274] to confirm receipt. A Respondent bears all risk that the City’s computer equipment functions properly so that the City receives the Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one (1) original unbound Submission and one (1) copy (two (2) in total) which must be delivered to the City at the office of:

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

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

2.2 Date

The City would prefer to receive Submissions on or before **November 19, 2019**. The City's office hours are 8:30 am to 4:00 pm, except holidays.

2.3 Inquiries

All inquiries related to this RFEOI/SOQ should be directed, by email, to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Manager, Procurement Services
Email: purchasing@surrey.ca

Reference: #1220-050-2019-023

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

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with section 2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue a written addendum by posting it on the BC Bid Website at www.bcbid.gov.bc.ca (the “BC Bid Website”) and the City Website at www.surrey.ca (the “City Website”) that will form part of this RFEOI/SOQ. No amendment of any kind to the RFEOI/SOQ is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Submission, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

2.5 Status Inquiries

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

3 SUBMISSION FORM AND CONTENTS

3.1 Package (Hard Copy)

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages

are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment and seeks a package format to support the green expectations and initiatives of the City.

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

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

Please double-side your Submission.

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

3.2 Form of Submission

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices A and B and a short summary of the key features of its Submission. Respondents are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and/or attach additional pages, if necessary.

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

3.3 Signature

The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or

- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

4 EVALUATION AND SELECTION

4.1 Evaluation Team

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

4.2 Evaluation Criteria

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

- (a) Respondent's experience, reputation and resources; and
- (b) Technical (including approach methods and understanding of Services required).

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. All criteria considered will be applied evenly and fairly to all Submissions.

The City currently anticipates that it may carry out a more formal procurement process for release to multiple qualified Respondents.

4.3 Litigation

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

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the

City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

4.4 Additional Information

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

4.5 Interviews

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

5 GENERAL CONDITIONS

5.1 No City Obligation

This RFEOI/SOQ is not a tender and does not commit the City in any way to select a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

5.2 Respondent's Expenses

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

5.3 No Contract

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

5.4 Conflict of Interest

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

5.5 Solicitation of Council Members and City Staff

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

5.6 Confidentiality

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

6 CITY DISCLAIMER

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

- e. The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- f. The City does not authorize any other person or agency to represent the project on its behalf without the prior written approval of the City.
- g. By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ process.

7 DISCLAIMER

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

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SCHEDULE A SCOPE OF SERVICES

1. PURPOSE / PROJECT BACKGROUND

- 1.1 The City is seeking Submissions to pre-qualify interested Respondents to provide professional services to support the implementation of the City's Biodiversity Conservation Strategy ("BCS"), specifically the development of Biodiversity Design Guidelines ("BDGs") for the City.
- 1.2 Since being endorsed in 2014, the City's BCS (<https://www.surrey.ca/city-services/11565.aspx>) has provided a roadmap for protecting and maintaining the City's Green Infrastructure Network ("GIN"), and the species and ecological services that depend on it. Core components of the BCS include:
 - (a) The designation of distinct management areas based on local land use and land cover conditions and features;
 - (b) Indicator species from a broad range of taxa; and
 - (c) Recommended performance indicators to measure the progress of implementation and effectiveness over time.
- 1.3 The BCS takes a comprehensive view, recognizing that biodiversity in the City is not limited to just the GIN and associated parkland and natural areas, but must also consider the overall urban matrix that lies between and around these areas.
- 1.4 The overarching goal of the BCS is to preserve, protect, and enhance the City's biodiversity for the long-term by:
 - (a) Identifying and quantifying current biodiversity and habitat resources in the City;
 - (b) Prioritizing options and establishing management criteria for the Green Infrastructure Network;
 - (c) Specifying management criteria and strategies for urban ecosystems and habitat elements;
 - (d) Setting conservation targets for natural areas and indicator species;
 - (e) Recommending policy and procedures that will support the initiatives in the Strategy; and
 - (f) Providing a long-term monitoring program that builds on management objectives, criteria and indicators to measure the success of the strategy.
- 1.5 While the BCS has become an important component of land use planning in the City, several aspects of the strategy have yet to be implemented. The development of detailed, standardized BDGs is a priority if the City is to achieve its goals of improving institutional capacity and cooperation for biodiversity management. The BDGs will address biodiversity objectives in the design, planning and long-term maintenance of the hubs, corridors and sites that make up the GIN as well as the "urban matrix" (the areas of developed land that lie outside of the GIN), while ensuring successful achievement of these objectives in the face of climate change. Design elements envisioned for the BDGs range from examples for (re)establishing native ecological community (plant) associations, built environment design and landscaping to maintaining habitat values, to protecting and enhancing the features and functions that will support the range of migratory and resident species dependent on the GIN.

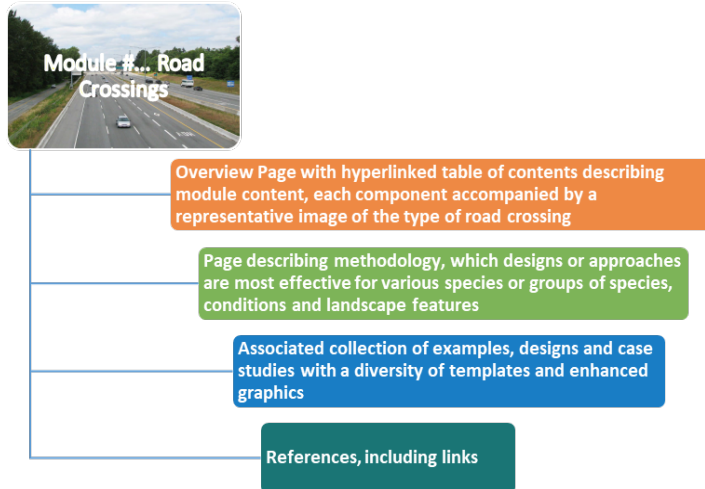
- 1.6 It is envisioned that the BDGs will be incorporated and employed in all aspects of City activities (e.g. planning, capitol and operations and maintenance) that effect the GIN including but not necessarily limited to:
- (a) park planning;
 - (b) transportation and road planning;
 - (c) private land development (including the urban matrix);
 - (d) infrastructure works;
 - (e) sewage and drainage works;
 - (f) building design and retrofits;
 - (g) aquatic and terrestrial habitat restoration;
 - (h) invasive species management;
 - (i) horticulture practices and landscaping; and,
 - (j) shade tree and urban forest management.
- 1.7 The BDGs will support and complement other City design guidelines (e.g. the Sensitive Environmental Development Permit Areas Guidelines, Tree Bylaw, Engineering Design and Construction Terms of Reference documents) as well as complement commitments and objectives in other strategies and policies such as the Sustainability Charter and Climate Change Strategy.
- 1.8 The BDGs will also be made available to developers, Qualified Environmental Professionals (“QEPs”) and residents to provide alternatives/guidance for the protection of the GIN during planning and development activities on private land.

2. PROJECT OBJECTIVES / DESIRED OUTCOMES

- 2.1 The successful Respondent will deliver a comprehensive set of BDGs in module format. Each module will cover an aspect or key theme of biodiversity design (e.g. green roofs/walls, pollinator enhancement, wildlife crossings, wildlife habitat structures, lighting) relevant to the City’s unique and diverse landscape. Each module will be accompanied by various design templates.
- 2.2 The content for each module should provide a comprehensive range of options, drawn from diverse resources and references with an emphasis on supporting visualization graphics, and employ locally relevant case studies and examples.

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Example module:



2.3 It is envisioned that the BDGs will eventually become integrated with various City online applications (e.g. COSMOS, Land Development Application processes) through an interactive, online decision support tool platform accessible to external users (e.g. public, developers, QEPs) as well as City staff. Given this objective, linking all the potential design options, templates and related extensions to address the scope of this project requires an innovative, inter-disciplinary approach compared to traditional static design guidelines of this nature.

3. SCOPE OF SERVICES

3.1 The following Services describes the project as it is currently envisioned:

- (a) Bi-weekly meetings with project management staff;
- (b) Conduct research (e.g. literature review, review of BDGs from other jurisdictions);
- (c) Analyze other tools, design guidelines and approaches developed for biodiversity conservation in other jurisdictions (e.g. Toronto, Portland, Seattle, San Francisco, England, Ireland, Australia), and additional resources and case studies provided by City staff;
- (d) Compile local site examples and case studies showing how the BDGs can be applied in the City of Surrey context;
- (e) Design modules/graphics in digital format (including info-graphics) that can be easily transferred and employed for future use in an online interactive decision support tool;
- (f) Identified interim review benchmarks to allow for review of draft biodiversity design guideline content; and
- (g) Consultation and workshops with staff/stakeholders to facilitate input from users and potential audiences.

3.2 All components of the proposed BDGs must be based on best available practices that demonstrate and integrate transferrable, real-world standards, approaches and learning outcomes.

4. RESPONDENT'S PREFERRED QUALIFICATIONS

- 4.1 The Respondent's team should be made up of professionals with the following backgrounds:
- (a) Landscape Architecture;
 - (b) Registered Professional Biologist;
 - (c) Ecosystem Planner;
 - (d) Green Infrastructure Design; and
 - (e) Graphic Designer/Visualization Specialist.

Respondents may include other professional disciplines on their consulting team as deemed appropriate to deliver the Services.

- 4.2 The Respondent's team should have the requisite expertise and relevant professional experience and qualifications in developing ecologically-based land use and landscape design guidelines that will be required to undertake all the deliverables noted under Section 2. Project Objectives / Desired Outcomes and be able to demonstrate their ability to deliver a project of this scope on time and within budget.
- 4.3 The Respondent's team should have Qualified Environmental Professionals in good standing with their respective governing bodies (e.g. College of applied Biology, BC Society of Landscape Architects, etc.).
- 4.4 The Respondent's team should have previous experience with and a firm understanding of biodiversity conservation, landscape ecology, green infrastructure design, etc.
- 4.5 The Respondent should be able to show examples of previous work that demonstrate its ability to provide innovative and creative approaches to implementing and visualizing biodiversity-based design concepts and tools for an urban/rural landscape.
- 4.6 The Respondent's team should have experience in nature-based solutions which incorporate existing environmental processes into their design.
- 4.7 In addition to the above, the Respondent should demonstrate the following:
- (a) Proven delivery of projects and ability to meet tight timelines; and
 - (b) Relevant experience of the proposed key personnel.

5. ESTIMATED PROJECT SCHEDULE

- 5.1 The following estimated schedule applies to this RFEOI/SOQ:

ACTIVITY	ESTIMATED DATE
RFEOI/SOQ Issued	October 30, 2019
RFEOI Date for Submissions	November 19, 2019
Interviews and/or Clarifications	To be determined, as required
Section of Preferred Respondents	November 25, 2019
Next stage of the competitive selection process	December 2019

6. PROJECT BUDGET

- 6.1 The total budget for consultant services is \$75,000.00 including all disbursements and taxes.

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SCHEDULE B – FORM OF SUBMISSION

RESPONDENT'S REQUEST FOR EXPRESSION OF INTEREST STATEMENTS OF QUALIFICATIONS

Project Title: Pre-Qualification for BIODIVERSITY DESIGN GUIDELINES (BDGS)

RFEOI/SOQ No.: 1220-050-2019-023

Submitted To:

City Representative: Richard D. Oppelt, Manager, Procurement Services

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

Telephone: 604-590-7274
Fax: 604-599-0956
Email for PDF Files: purchasing@surrey.ca

SECTION A. GENERAL INFORMATION

This document is intended to provide information on the capacity, skill, and relevant experience and qualifications of the Respondent. Respondents may supplement information requested with additional sheets, if necessary.

1. _____
Full Legal Name of Firm

2. _____
Business Address

3. Business Phone No.: _____ Business Fax No.: _____
Business Email _____

4. Address: _____ Website Address: _____

5. Contact for prequalification inquiries (full name, position and email address):

6. Contact for general inquiries (full name, position and email address):

7. Membership of industry associations (please list, if any):

8. If the Respondent does not have an office within 100km of the City, please outline a strategy of operating in the Lower Mainland.

Comments:

SECTION B. COMPANY PROFILE

9. How many years has your organization been in business? _____

10. How many years has your organization been in business under its present business name?

11. Form of Business Organization (Legal Structure):

Corporation _____ Partnership _____ Sole Proprietorship _____

12. If Corporation/Partnership, year incorporated/established: _____

13. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number _____.

SECTION C. RESPONDENT'S EXPERIENCE, REPUTATION AND RESOURCES

14. Respondents relevant experience and qualifications with projects of similar/comparable type and scope completed in the past five years. Describe why this experience is relevant to this project (Use the spaces provided in Schedule B – Appendix A and/or attach additional pages, if necessary).

15. Respondents relevant experience and qualifications with projects of similar/comparable type and scope underway as of Submission Date. Describe why this experience is relevant to this project (Use the spaces provided in Schedule B - Appendix B and/or attach additional pages, if necessary).

16. Respondent's demonstrated ability to provide the Services:

Comments:

17. Respondents should provide information on the background and experience of all key personnel proposed to undertake the project (e.g. Landscape Architecture, Registered Professional Biologist, Ecosystem Planner, Green Infrastructure Design, Graphic Designer/Visualization Specialist, etc.):

Please attach a resume of proven qualifications with evidence of past achievements on similar projects, including any past experience with the City of Surrey.

18. Subconsultants: Respondents should provide the following information on the background and experience of all subconsultants proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONSULTANT NAME	YEARS OF WORKING WITH RESPONDENT	TELEPHONE NUMBER AND EMAIL

19. Respondents should provide details of the approach to the management of its subconsultants:

Comments:

SECTION D. TECHNICAL REFERENCE

20. Workers' Compensation Board Information:

Workers' Compensation Registration Number: _____

Letter of Good Standing attached: Yes No

21. Contracts:

- (a) Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years? Yes No If "Yes", Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

- (b) Has the Respondent within the last 5 years been in a lawsuit regarding assignment performance, payments or scheduling? Yes No If "Yes", Respondent should briefly describe the list of assignment(s):

Comments:

- (c) Does the Respondent have experience with an innovative nature-based project that has failed to meet the expectations? Yes No If "Yes", Respondent should explain how the failure was remedied:

Comments:

22. Respondents should include a description of the general approach and methodology that the Respondent would take in performing the Services, including a narrative that illustrates how the Respondent will complete the scope of Services, manage the Services and accomplish required objectives on time and within budget. A high-level timeline should be included. The Respondent may choose to provide a conceptual sketch, infographic or diagram to visually represent the team's vision for this assignment on an 8.5" x 11" sheet of paper (attach additional pages, if necessary):

Comments:

23. Respondents should describe any difficulties or challenges you might anticipate in providing Services to the City and how you would plan to manage these:

Comments:

24. Respondent should list the categories of work that your organization normally performs with its own forces.

Comments:

25. Customer Service: Respondents should briefly describe your company's standards and associated process with respect to response time regarding resolution of service issues.

Comments:

26. What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

SECTION E. FINANCIAL REFERENCE

Insurance Reference:

27. Name of Insurance Company: _____
28. Business Address: _____
29. Contact Person: _____

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

31. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof? Yes No

32. Do you carry Professional Errors and Omissions Insurance? Yes No If "Yes", provide the following details:

(i) Amount of coverage:

(a) Per Occurrence / Claim: _____
(b) Aggregate: _____

(ii) Detail specific exclusions (if any):

Comment:

(iii) Detail whether there is a limit on the number of claims per annum:

Comment:

Note: Refer also to the City's sample insurance certificate form available on the City's web site at www.surrey.ca (search "Insurance Certificates") titled City of Surrey Certificate of Insurance Standard Form.

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

This Submission is submitted this _____ day of _____, 2019.

I/We have the authority to bind the Respondent.

(Legal Name of Respondent)

(Legal Name of Respondent)

(Signature of Authorized Signatory)

(Signature of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

(Print Name and Position of Authorized Signatory)

APPENDIX A

RELEVANT PROJECTS OF SIMILAR/COMPARABLE TYPE AND SCOPE COMPLETED IN THE PAST FIVE (5) YEARS (use the spaces provided and/or attach additional pages, if necessary):

Ref. #1. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value: \$ _____ Final Contract Value: \$ _____
Project Manager: _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #2. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value: \$ _____ Final Contract Value: \$ _____
Project Manager: _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

Ref. #3. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value: \$ _____ Final Contract Value: \$ _____
Project Manager: _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

APPENDIX B

RELEVANT PROJECTS OF SIMILAR/COMPARABLE TYPE AND SCOPE UNDERWAY AS OF SUBMISSION DATE (use the spaces provided and/or attach additional pages, if necessary):

Ref. #1. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value (\$): _____
Project Manager: _____
Scheduled Completion Date: _____ Percent (%) Completed: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____
Bus. E-Mail of Project Reference: _____

Ref. #2. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value (\$): _____
Project Manager: _____
Scheduled Completion Date: _____ Percent (%) Completed: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____
Bus. E-Mail of Project Reference: _____

Ref. #3. Project Title and Date: _____ **Date:** _____
Project Description: _____
Location of Project: _____
Original Contract Value (\$): _____
Project Manager: _____
Scheduled Completion Date: _____ Percent (%) Completed: _____
Name of Contract Owner: _____
Refer To: _____
Bus. Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____
Bus. E-Mail of Project Reference: _____
