



REQUEST FOR EXPRESSIONS OF INTEREST NO.PS20181412 (the "RFEOI")
DETAILED DESIGN OF THE ARBUTUS GREENWAY CHARACTER ZONES THREE AND EIGHT

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on October 4, 2018 (the "Closing Time") in accordance with the following:
 - Subject of the file to be: PS# - Title - Vendor name.
 - Document format for submissions:
 - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
 - Any additional attachments if required.
 - Zip the files to reduce the size or email separately if needed.
 - Send your submissions to Bids@vancouver.ca; do not deliver a physical copy to the City of Vancouver.
 - If you did not receive an automated email within few minutes, check your junk folder first, and then contact Purchasing@vancouver.ca.
 - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
2. Each Expression of Interest must be marked with the vendor's name and the RFEOI title and number.
3. "Vancouver Time" will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.
5. All queries related to this RFEOI should be submitted in writing to the attention of:

Jim Lowood, SCMP
Email: jim.lowood@vancouver.ca

(the "Contact Person")

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SECTION 1 GENERAL INFORMATION

1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from consultants (“Consultants”) with proven expertise in designing and managing the construction of urban greenways. In particular the City is interested in a multi-disciplinary consultant team, comprised of the following disciplines:

- a) Landscape Architectural firm (Lead Consultant, must have offices in the Lower Mainland of British Columbia);
- b) Project Management (if a separate subcontracted firm from the Lead Consultant);
- c) Civil and Geotechnical Engineering;
- d) Architecture;
- e) Transportation Engineering;
- f) Electrical Engineering;
- g) Structural Engineering;
- h) Public Engagement; and
- i) Quantity Surveying,

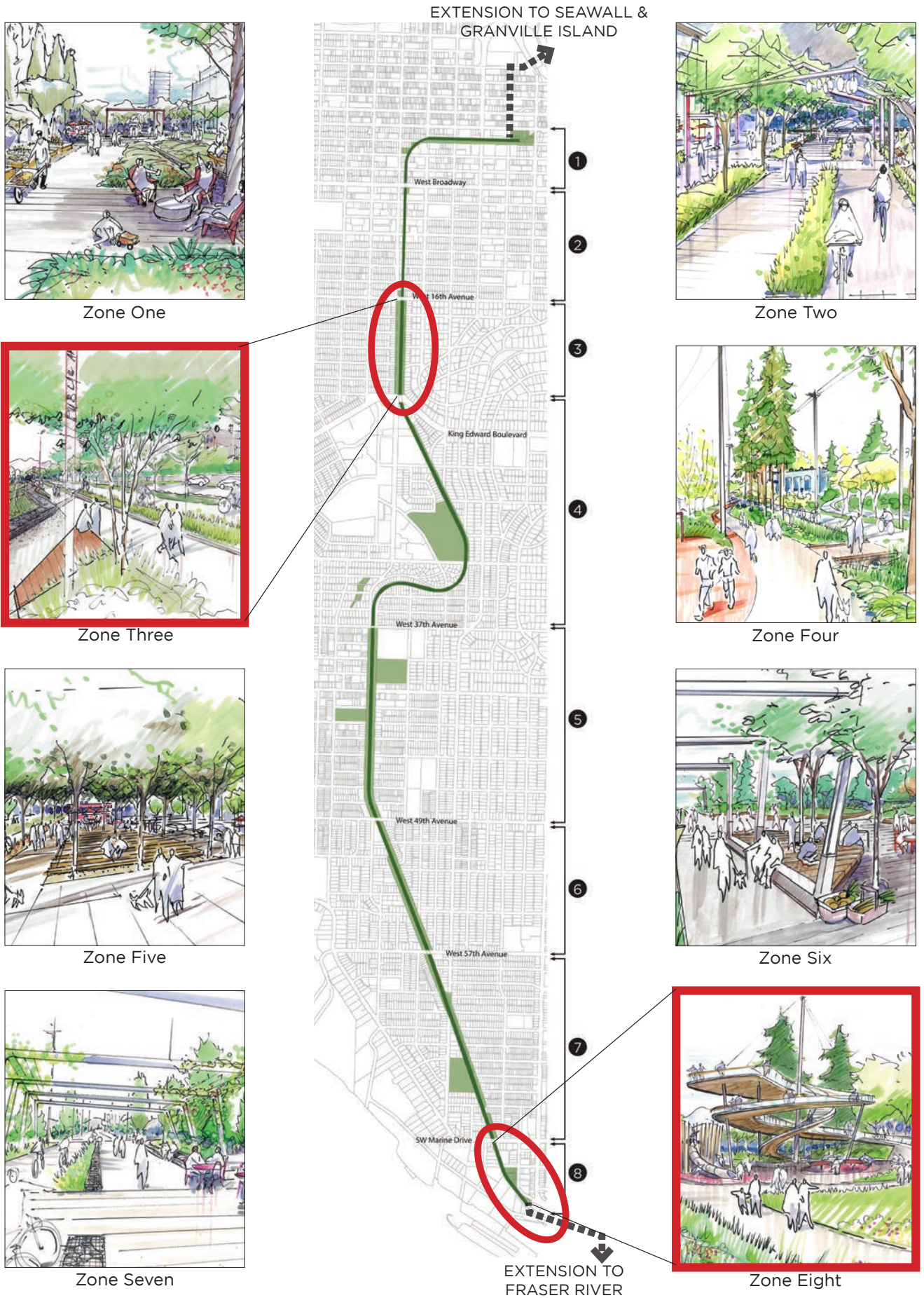
to refine and, in some cases, elaborate on the design of the public realm improvements illustrated in the design vision (See Schedule 6 - Additional Materials) for “Character Zones Three and Eight” (refer to Figure 1 next page) of the area known as the “Arbutus Greenway” (“Project”), prepare construction documents, and manage the construction of both zones. The City is interested in prequalifying up to three consultant teams (“Consultant Teams”) for the Character Zones Three and Eight and other Character Zones that will be constructed within the next five years.

1.2 Background

The Arbutus Greenway is a north-south transportation corridor that connects people, parks and communities, between False Creek and the Fraser River. Approximately nine kilometers in length, the greenway extends from 6th Avenue and Fir Street in the north to Milton Street in the south while passing through the Fairview, Kitsilano, Arbutus Ridge, Shaughnessy, Kerrisdale, and Marpole neighbourhoods. For most of its length, the corridor is approximately 20.1 metres wide although some sections in the north are as narrow as 15.1 metres wide. Adjacent street rights-of-way and parks provide additional opportunities for public realm development.

From 1902 to the early 1950s the Canadian Pacific Railway (“CPR”) operated a freight and passenger railway service between Downtown Vancouver and Steveston in Richmond along the Arbutus Corridor. After the early 1950s only freight moved along the tracks until 2001 when CPR ceased operation of the rail service.

Figure 1 - Arbutus Greenway Character Zones



The Arbutus Greenway Project began in 2016, following the “Arbutus Railway Line Purchase Agreement” between the City and the CPR. The purchase agreement outlines that the lands are to be used as a transportation corridor that includes walking, cycling and light rail (“Streetcar”). Subsequent to the purchase of the corridor, the City constructed a temporary paved path to enable the public to enjoy walking, rolling and cycling along the corridor in the short term until the final designs for the greenway could be constructed.

While construction of the temporary path was underway, the City began a comprehensive planning and design process that included extensive public engagement to determine aspirations and priorities for the future greenway and that tested numerous design ideas for both pre- and post-streetcar scenarios. This work concluded in July 2018 with Vancouver City Council endorsing the “2018 Arbutus Greenway Design Vision” (See Schedule 6 - Additional Materials), which illustrates an overarching design direction for the entire corridor.

Instrumental to the design vision are the eight (8) character zones that organize the design intent and reflect a purposeful design response to each zone’s context. It is anticipated that construction of the greenway will occur incrementally over several capital plans as funding becomes available, with completion of the entire greenway expected to take at least sixteen years.

1.3 Scope of Work

In July 2018, Council directed staff to proceed with the detailed design and construction of Character Zone Three (West 16th Avenue to West King Edward Avenue) and Character Zone Eight (South West Marine Drive to Milton Street). The Project will include, but not be limited to, the following tasks:

- a) **Project Initiation:** Review relevant background information for the Project, and approved conceptual designs. Complete site investigations, surveys, etc., as required to become familiar with the evolution of the greenway project and the site to be able to prepare constructible designs for Character Zones Three and Eight. Engage with internal stakeholders to finalize design criteria/brief.
- b) **Detailed Design:** Using the approved conceptual designs and scope of work identified, prepare detailed designs for Character Zones Three and Eight using an iterative design process. During this process, numerous design possibilities will be generated and discussed with City staff, some of which will be the focus of public and stakeholder engagement. Detailed design investigations will include dedicated pathways for walking and cycling, modifications to adjacent streets and intersections, retaining structures, landscape furniture, public washrooms, a viewing tower and utility relocations, upgrades or installation.
- c) **Project and Quality Management:** Prepare and manage project schedule during design and construction, manage and report on budget and work streams. Proponent is expected to follow the City of Vancouver’s “Project Management Framework” (See Schedule 6 - Additional Materials) to provide comprehensive project and quality management services for the duration of the project.
- d) **Public and Stakeholder Engagement:** Produce clear, concise and compelling written and visual/graphic materials necessary for a range of audiences, including City staff, City advisory committees, stakeholders and general public (e.g., professionally designed information boards, design briefs/discussion guides, and presentations). City staff may also

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- require assistance with identifying key consultation points, event planning and logistics, attending meetings and events, facilitation of small and large groups, documenting and analyzing input, and developing reports that share information on what was heard and how input was used.
- e) **Cost Estimation:** Prepare cost estimates for each design submission and a final Class A construction estimate to inform procurement of contractor.
 - f) **Construction Documentation:** Provide sufficient level of detail in drawings and project specification packages for construction contractors to accurately bid on work.
 - g) **Construction Planning:** Complete constructability and risk assessment reviews during design progression. Prepare construction phasing plans and traffic management plans for the site, including coordination of third-party works. Construction phasing plans are to include means of maintaining utility servicing (including coordination with providers), protecting infrastructure that is to remain in place and maintaining transportation and operational access to residential and commercial developments.
 - h) **Procurement:** Assist the City in procuring a contractor(s) capable of completing the work, and in reviewing requests for information, addenda preparation and assessment of tenders as required throughout procurement process.
 - i) **Construction Management:** Act on behalf of the City as the Owner's Representative, and fulfill the Landscape Architect of Record duties as defined by the British Columbia Society of Landscape Architects ("BCSLA") and the "Engineer of Record" duties, as defined by the Engineers and Geoscientists of British Columbia ("EGBC") in providing construction oversight and field reviews.
 - j) **Project Close-out and Warranty period services:** Prepare a record drawing package and close-out reports, warranty period reviews and final project documentation for the City's records.
- 1.3.1 As presented in the "Arbutus Greenway Design Vision" (See Schedule 6 - Additional Materials), the design features and elements of Character Zones Three and Eight include the following:
- a) Separated walking and cycling pathways, linear open spaces, small public plazas at road intersections, opportunities for public art and "nature-play" equipment;
 - b) A suite of greenway specific landscape furniture including benches, bike racks, garbage/recycling bins, etc.;
 - c) One barrier-free viewing tower in Character Zone Eight and one accessible public washroom for each zone;
 - d) Improvements to adjacent roadworks and road crossings (e.g., curbs and gutters, sidewalks, asphalt paving) and to existing traffic signals;
 - e) A variety of type and size of retaining walls (e.g., "MSE", "CIP", gabion, etc.);
 - f) Green infrastructure to manage on-site and potentially off-site rainwater run-off (e.g., biofiltration swales, rain gardens, infiltration galleries, etc.)

- g) Incorporating new water, sanitary and electrical utilities with existing surface and subsurface utilities (e.g., stormwater, sanitary, water, BC Hydro, Fortis, etc.);
- h) Outdoor lighting solutions with an emphasis on “Dark Sky” compliance and light level controls;
- i) Electrical solutions to support events in major public spaces and kiosks, and to support digital infrastructure;
- j) A comprehensive “Wayfinding” and “Interpretive Signage” package developed in collaboration with Musqueam, Squamish and Tsleil-Waututh Nations (“MST”); and,
- k) Ethnobotanical and native planting design developed in collaboration with MST that supports the Biodiversity Strategy.

1.4 Respondent Requirements

To meet the City's expectation for this work assignment the Respondent must identify the members of the consultant team that have significant expertise in, at a minimum, the following key areas:

- a) Public realm planning and design including working with linear open spaces, public plazas and heritage landscapes;
- b) Civil and geotechnical engineering (for earthworks and retaining walls) with evidence of creative solutions for urban landscapes;
- c) Architectural and structural design (for viewing tower and washrooms) with an emphasis working on small-scale interventions;
- d) Municipal and third-party utility design;
- e) Detailed design, project packaging, procurement and construction management;
- f) Electrical engineering with experience related to innovative lighting solutions;
- g) Green infrastructure for rainwater management that fulfills functional and pedagogical requirements;
- h) Project and quality management of complex public-sector projects that include multi-disciplinary teams and that can meet EGBC Organizational Quality Management (“OQM”) requirements;
- i) Working collaboratively with MST Nations and culturally significant sites;
- j) Public and stakeholder engagement, complemented by training in International Association of Public Participation (“IAP2”) planning and techniques or equivalent;
- k) Active transportation design in an urban environment;
- l) Traffic analysis and traffic signal operations;
- m) Urban ecology, urban forestry and native planting design;
- n) Wayfinding signage best practices and universal design; and,

o) Envision certification.

The consultant team will need to be comfortable working in a fast-paced environment and with a diverse group of City staff from several different departments (e.g., Engineering, Park Board, Planning, and Corporate Communications).

1.5 Schedule

It is expected that the successful consultant will be available to start on the work package in Q1 2019, following contract award. Key project dates include:

Request for Expressions of Interest	September 11 - October 4, 2018
Request for Proposals	October 29, 2018 - December 10, 2018
Contract Award	March 2019
Submission of Construction Documents	November 2019
Construction Commences	Spring 2020
Construction Complete	Spring 2021 (duration 9-12 months)

1.6 Sustainability

1.6.1 The City's Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City's approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City's commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.

1.6.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

1.7 RFEOI Process

1.7.1 Interested parties ("Respondents") are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.

1.7.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents' expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City's discretion) to the responses received and limited, should the City so determine, to all or some of the RFEOI Respondents. The City currently anticipates that it will carry out a Request for Proposal (RFP) and that the same will be released to up to three (3) qualified Respondents during the period stated in Schedule 1 – Description of Requirements, with other RFP(s) for Character Zones, possibly released

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within five years. Pre-qualified Proponents who are successful or not successful will be able to propose on these RFPs.

- 1.7.3 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.7.4 The RFEOI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Response follows the requirements as stated in the RFEOI.
- 1.7.5 Any potential Respondent is requested to refrain from submitting an Expression of Interest if it is not willing to submit a bona fide proposal or tender in relation to the subject matter of the RFEOI if the City invites the Respondent to participate in a Request for Proposals.
- 1.7.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

1.8 **RFEOI Documents**

- 1.8.1 This RFEOI consists of:
 - (a) the cover page hereof and sections 1 through 6 hereof; and
 - (b) schedules as follows:
 - (i) Schedule 1 – Description of Requirements;
 - (ii) Schedule 2 – Letter of Expression of Interest;
 - (iii) Schedule 3 – Format for Expressions of Interest;
 - (iv) Schedule 4 – Certificate of Existing Insurance;
 - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance; and
 - (vi) Schedule 6 – Additional Information,(collectively, the “RFEOI Documents”)
- 1.8.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Proponents to check the City’s website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

SECTION 2 QUALIFICATION CRITERIA

2.1 General

The City currently expects to base its decision with respect to each Respondent's qualification (or not) to participate in a Request for Proposals on: (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its "Statement of Qualifications") has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

2.2 Key Personnel and Subcontractors

2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.

2.2.2 Qualification to participate in an RFP may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.

2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.

2.2.4 Notwithstanding the following, by submitting an Expression of Interest, each Respondent acknowledges that, if selected to participate in an RFP, the Respondent may be required to include subcontractors selected by the City.

SECTION 3 COMMUNICATIONS

3.1 Respondents may not communicate with the City about the RFEOI except in writing by email to the contact person listed on the cover page of this RFEOI.

SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST

4.1 Delivery

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to bid@vancouver.ca. It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

4.2 Late Expressions of Interest

The City of Vancouver may, in its discretion, accept, or reject and return any Expression of Interest received after the Closing Time.

4.3 Form of Expression of Interest

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2, together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4 and a declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

4.4 Lack of Information

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

4.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in an RFP will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for services, a preferred Respondent will be required to confirm its continued status.

SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST

5.1 Evaluation by the City of Vancouver

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on: (i) whether the Statement of Qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select three (3) Respondents ("Pre-Qualified Respondents") to proceed to the Requests for Proposals (within the next five years), provided that:

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and,
- 5.1.2 the City reserves this right to limit the number of Respondents designated as Pre-Qualified Respondents.

5.2 Inquiries

The City, in its sole discretion, and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest, and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

5.3 Non-Conforming Expressions of Interest

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto, or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFEOI Documents, the City may, at its sole discretion, elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from

the format requirements set out in Schedule 3 hereto, or which otherwise fail to conform to any other requirement of these RFEOI Documents.

SECTION 6 NOTIFICATION AND RFP PROCESS

6.1 Notification of Prequalification

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

6.2 Changes after Pre-Qualification

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

6.3 The City Rights

6.3.1 The City, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent RFP process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same RFP with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or,
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent.

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner, or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each

Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

6.4 Information Disclaimer

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in an RFP and other documents.

SECTION 7 CONFLICTS/COLLUSION/LOBBYING

7.1 Conflicts of Interest Generally

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether, and to what extent, the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.2 Former City Employees

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.3 Other Clients

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.4 Collusion

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

7.5 Lobbying

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

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 SCHEDULE 1

SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.5	<p>Description of Services:</p> <p>The City seeks Expressions of Interest from Respondents who have proven expertise in detailed design and construction management that includes the following:</p> <ul style="list-style-type: none"> (a) Detailed Design: Demonstrate knowledge of producing detailed design packages for projects with significant public realm features, small architectural features, retaining walls, green infrastructure, and relocated, upgraded or installed utilities); (b) Project and Quality Management: Demonstrate knowledge of the City of Vancouver’s “Project Management Framework” to provide comprehensive project and quality management services for the duration of the project; (c) Public and Stakeholder Engagement: Present examples of high-profile projects dealing with facilitation of small and large groups, event planning and logistics, written and visual/graphic materials for a range of audiences (advisory committees, stakeholders and general public) with follow-up documenting and analyzing input and developing reports; (d) Cost Estimation: Identify examples of Class A construction estimates prepared for projects of similar scope and scale; (e) Construction Documentation: Show examples of projects where the Respondent prepared complete procurement packages (drawings and written specifications) necessary to solicit competitive bids from contractors; (f) Construction Planning: Show examples that involved the phasing of work, working with third-party works, protecting existing infrastructure and maintaining transportation and operational access to residential and commercial developments; (g) Procurement: Present examples of assisting project owners in procuring construction contractor(s); and, (h) Construction Supervision: Present examples where the Respondent acted on behalf of the Owner to provide construction oversight and field reviews; project close-out and warranty period services.
1.5	<p>Anticipated Period of Issuance of RFP:</p> <p>It is currently anticipated that the City will issue the RFP to Pre-Qualified Respondents approximately one month after completion of RFEOI evaluation. The City anticipates asking the three (3) highest scoring Respondents to this RFEOI to submit Proposals in</p>

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SCHEDULE 1

	<p>response to the RFP. These three highest scoring Respondents will also have the ability to response to future RFPs for other Character Zones that will be available in the next five years.</p>
<p>1.1 - 1.5; 2.1; and 5.1</p>	<p>Evaluation Criteria</p> <p>The City will use the three categories and weightings listed below to evaluate each Respondent’s RFEOI submission. The City is interested in both the capabilities and experience of the respective firms that comprise the Respondent’s team and, more importantly, the capabilities and experience of the people put forward to undertake the work. To that end, Respondents are expected to identify the key members of their team as either “Core” or “Support”, clearly explain their individual qualifications (e.g., education, certifications, etc.), describe what relevant project experience the individuals possess (two to three projects per person minimum) including their roles and responsibilities within each project cited, and why their experience is appropriate for the current project.</p> <p>Core Team (Value: 55 Points)</p> <p>The core team refers to those members of the consultant team that will be working directly with the City to elaborate the design vision and oversee the implementation. The core team is expected to include the following:</p> <ul style="list-style-type: none"> • Landscape Architect - Principal in Charge (MBCSLA with 15 years experience); • Senior Landscape Architect (MBCSLA with 10 years experience); • Project Manager (if different than the Senior LA) (PMP or equivalent with 10 years experience); • Civil Engineer - Principal in Charge (P.Eng. with 15 years experience); • Senior Civil Engineer (P.Eng. with 10 years experience); • Lead Architect (MAIBC with 15 years experience); and • Green Infrastructure Designer (w 10 years experience). <p>Support Team (Value: 25 Points)</p> <p>The support team refers to the members of the consultant team that will provide the necessary technical support in elaborating the design vision and overseeing implementation. The support team is expected to include the following:</p> <ul style="list-style-type: none"> • Transportation Engineer (P.Eng.); • Electrical Engineer (P.Eng.); • Geotechnical Engineer (P.Eng.); • Structural Engineer (P.Eng.); • Communication and Engagement (IAP2); • Quantity Surveyor (PQS); and • Urban Ecology. <p>The City recognizes that some individuals may possess qualifications and experience that could fulfill both core and support functions. Respondents should highlight those individuals, identify their multiple roles within the project team, and highlight specific project experience covering the multiple aspects of their roles within the team.</p>

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SCHEDULE 1

	<p>Collaboration of Core team (Value: 15 Points) Considering the complexities of this Project, the City is interested in RFEOI submissions from cross-disciplinary consultant teams that can demonstrate they have successfully collaborated with one another on notable public realm projects. Provide examples of collaborative projects by the core team, being clear to describe roles, responsibilities, and lessons learned related to the collaboration.</p> <p>Sustainability (Value: 5 points) Design detailing, material selection, delivery and construction practices that consider and reduce carbon and ecological footprints, human and environmental impacts, biodiversity, durability and long-term maintenance, and “end of life” recyclability.</p>
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SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST

[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the "City")

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO.PS20181412 (the "RFEOI") IN RESPECT OF THE DETAILED DESIGN OF THE ARBUTUS GREENWAY CHARACTER ZONES THREE AND EIGHT

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term "Respondent" refers to *[insert full corporate name and if a joint venture, then state "...refers to each of" and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent's bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City and its representatives may contact the following persons for further information:

6. This Expression of Interest is made with the full understanding and agreement that:
 - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
 - (c) the City of Vancouver may:
 - (i) amend the scope and description of the services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;

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- (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;
 - (iv) cancel the RFEOI process and commence a new process in respect of the same RFEOI or a Request for Proposals with the same or an amended set of documents, information or requirements;
 - (v) request any Respondent to provide additional information or clarification, or goods samples or demonstrations, without requesting such information from all respondents; or,
 - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
 - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
 - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);

Amendment/Addendum No. [Complete] Date: [Complete]

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Amendment/Addendum No. [Complete] Date: [Complete]

12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
 - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
 - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): _____

Signature: _____ Date: _____

Name of Signatory: _____

Title of Signatory: _____

Mailing Address: _____

Cheque Payable/Remit to Address: _____

Telephone No.: _____ Fax No.: _____

Key Contact Person: _____ E-mail: _____

GST Registration No.: _____ Date and Jurisdiction of Incorporation: _____

City of Vancouver Business License No.
(or, if available, Metro West Inter-Municipal Business License No.): _____ WorkSafeBC Registration No.: _____

SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance from the Lead Consultant and other members of the Core Team (the following Schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:
 - (a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, email, and contact person.
 - (b) **Table of Contents / Index**
 - (c) **Project Understanding (up to 2 pages)**
 - (i) Describe your understanding of the project, its opportunities and challenges.
 - (ii) Describe your team's design philosophy and high-level approach to the services to be provided for this assignment.
 - (d) **Experience (refer to Section 1 and Schedule 1 - up to 10 pages not including CVs):**
 - (i) Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead.
 - (ii) Feature a minimum of 5 examples of relevant public realm projects completed by the Respondent's team of Landscape Architecture, Civil Engineering, Architecture and Project Manager, within the last eight years for complex urban sites, with significant coordination and integration requirements.
 - (iii) Provide a demonstrated history of collaboration with public service clients from the core team.
 - (iv) Describe the Respondent's Core Team's capability (financial, experience and workload capacity) to undertake their respective roles and describe any other projects scheduled during the anticipated time frame through to and including construction.
 - (v) Provide a history of litigation or claims made against the Respondent's Core Team during the three years immediately prior to the Closing Time.
 - (e) **Team Composition (refer to Section 1 and Schedule 1 - up to 6 pages):**
 - (i) Provide an organizational chart of the team, highlighting the integration between roles and personnel.

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SCHEDULE 3

- (ii) Provide a demonstrated history of collaboration between partners within the Respondent's Core Team.
 - (iii) Provide a summary document of introduction to the Respondent, team members and their relevant experience, partners and subcontractors.
 - (iv) Provide resume summaries for proposed key personnel, their role(s), their assignments and employer(s) during the projects cited (full resumes may be included as an appendix).
- (f) **Completed and Current Major Projects (refer to Section 1 and Schedule 1 - up to 8 pages)**
- (i) List five relevant projects completed within the last 8 years for each of the major firms that constitute the Respondent's team (Core and Support), with names of company personnel involved and design responsibilities and percentage of time spent on that project, total project construction value, and client/owner references. Illustrations (e.g. photos, renderings) showing the final design or constructed asset(s) must be included. Refer to Section 1.3 Scope of Service, Section 1.5 Respondent Requirements, and Schedule 1 Description of Requirements.
- (g) **Communications and Public Engagement (refer to Section 1 and Schedule 1 - up to 2 pages)**
- (i) Describe your team's philosophy or approach to community engagement, including your understanding of the interests of the City of Vancouver and MST.
 - (ii) Describe at least three examples of successful communication and public engagement that the Respondent has been responsible for (which can overlap with design examples), identifying personnel involved and their role(s). Refer to Schedule 1 Description of Requirements for further requirements.
- (h) **Sustainability (refer to Section 1 and Schedule 1 - up to 2 pages)**
- Describe the Respondent's approach in the following areas:
- (i) Offering solutions to reducing carbon emissions resulting from the delivery of services and products; and,
 - (ii) Design detailing, material selection and construction practices that consider carbon and ecological footprints, human and environmental impacts, biodiversity, durability and long-term maintenance, and "end of life" recyclability.
- (i) **Conflicts/Collusion/Lobbying**
- Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

(Attached - please note that this information is for the Core Team members)



PROFESSIONAL LIABILITY INSURANCE CERTIFICATE

Section 4 – City staff to select the required # of days Written Notice before sending out for completion
 Section 2, 3 & 4– to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy as listed herein has been issued to the Named Insured(s) and is in full force and effect as of the effective date of the agreement described below.
2. **NAMED INSURED:** *[must be the same name as the Permittee/Licensee or Party(ies) to Contract and is/are either an individual(s) or a legally incorporated company(ies)]*

MAILING ADDRESS:

LOCATION ADDRESS:

DESCRIPTION OF OPERATION/CONTRACT:

3. PROFESSIONAL LIABILITY INSURANCE

	LIMITS OF LIABILITY:	
INSURER: _____	Per occurrence/claim:	\$ _____
POLICY NUMBER: _____	Aggregate:	\$ _____
POLICY PERIOD: From _____ to _____	Deductible per occurrence/claim:	\$ _____
<i>If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____</i>		

4. POLICY PROVISIONS:

Where required by the governing contract, agreement, permit or license, it is understood and agreed that SIXTY (60) days written notice of cancellation or material change resulting in reduction of coverage with respect to the policy listed herein, either in part or in whole, will be given by the Insurer to the Holder of this Certificate. The exception is cancellation for non-payment of premiums in which case the applicable statutory conditions will apply.

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER

Dated: _____

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE
 DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <http://vancouver.ca/policy_pdf/AF01401P1.pdf>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of _____ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, _____ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of _____ (*vendor name*).

Signature: _____

Name and Title: _____

(Please note that this information is for the Core Team members)

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SCHEDULE 6

SCHEDULE 6 - ADDITIONAL INFORMATION

The following files are available for review on the FTP site to assist in responding to this RFEOI:

1. July 11, 2018 - City Finance and Services Committee Report RTS 12432;
2. Arbutus Greenway Design Vision (2018);
3. Arbutus Greenway Implementation Strategy (2018);
4. Citywide Integrated Rainwater Management Plan (2016);
5. Vancouver Park Board Biodiversity Strategy Vol 1 and 2 (2016);
6. Marpole Community Plan (2014);
7. Transportation 2040 Plan (2012);
8. Greenest City Action Plan (2011);
9. Arbutus Railway Line Purchase Agreement (2016); and
10. City of Vancouver Project Management Framework Quick Reference Guide.

To access the FTP site externally, use your web browser and go to:
<https://webtransfer.vancouver.ca/>

The user ID is: PS20181412DL@coveftp01

The password is: xCQvUa4A (The password is case sensitive.)

It has rights to read the contents of files and directories only.