



REQUEST FOR Expression of Interest

CONSULTING SERVICES FOR WEST END WATERFRONT PARKS AND BEACH AVENUE MASTER PLAN

RFEOI No. PS20190485

Issue Date: May 2, 2019

Issued by: City of Vancouver (the "City")

REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20190485 (the "RFEOI")
CONSULTING SERVICES FOR WEST END WATERFRONT PARKS AND BEACH AVENUE MASTER PLAN

EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.

NOTES:

1. An Expression of Interest should be submitted by email prior to 3:00pm on May 30, 2019 (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:

Jessica Li, Buyer
Fax: 604-873-7057 Email: jessica.li@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 vendors with expertise in the planning and design of large urban waterfront parks, integrated with surrounding multi-use street networks in a dense urban environment for the West End Waterfront Parks and Beach Avenue Master Plan. If successful on this Expression of Interest, it is expected that up to five teams will be a part of a shortlist of Consultants. The consultants on this shortlist will be invited to submit a proposal in response to a subsequent Request for Proposal (“RFP”) to develop a master plan to identify key improvements needed to four existing parks and adjacent street networks along the West End Neighbourhood waterfront in Vancouver, B.C. (see Map 1: Context Plan).

Map 1: Context Plan



1.2 Background

a) Vancouver

Vancouver is regularly identified as one of the world’s best places to live and to visit. Its natural beauty, diverse communities, vibrant culture and wide range of year-round outdoor activities put it at the top of the list for both quality of life and tourism.

Nestled amongst the North Shore Mountains and the Pacific Ocean, Vancouver is home to approximately 630,000 people, making it one of the most densely populated cities in Canada. It regularly welcomes residents who live in Metro Vancouver’s 20 surrounding municipalities and has nine million global visitors each year. With its population expected to top 765,000 by 2041, density in the downtown core will see a substantial increase in the coming years.

Vancouver has a global reputation as a highly livable, community-minded and green city. It has also earned a reputation for hosting successful international events, including the 2010 Winter Olympic Games™ and the 2014 FIFA™ Women’s World Cup. These events propelled the city to create the recreation and transportation infrastructure necessary to reshape its urban landscape and better meet the future needs of its residents.

b) English Bay and Sunset Beach Park

The West End neighbourhood waterfront precinct is one of the most popular and well-visited public spaces in all of Vancouver. Lined with iconic destinations that define the Vancouver experience, the study area features a continuous seaside greenway, vibrant and expansive beaches and sweeping views of English Bay, the Salish Sea and Vancouver Island beyond. This important and well used public waterfront, allows residents and visitors to experience nature, connect with the ocean, and partake in a range of outdoor leisure activities and special events.

The park system fronts onto the West End community, one of the densest neighbourhoods in all of Canada. Uniquely situated among Vancouver’s top attractions, the park also serve as a preeminent connection for people walking and cycling as part of the larger Seaside greenway (Seawall) system that runs along the perimeter of the Downtown Peninsula, Stanley Park, and False Creek. The area attracts millions of visitors each year, from local residents on daily seawall walks, to the hundreds of thousands of spectators attending major events, or to the millions of tourists who put public art destinations such as the A-mazing Laughter or the Inukshuk at the top of their Vancouver list each year.

The stretch of shoreline known as English Bay and Sunset Beach Park is located within the unceded traditional territories of the Musqueam, Squamish and Tsleil-Waututh Nations and represents a significant place to their people. Many stories and historical references shed light on a vast presence and use of the waterfront for various means of harvesting food and resources and holding celebrations and other significant events. English Bay was known for holding large potlatches and was a considerable gathering space. The Musqueam, Squamish and Tsleil-Waututh First Peoples have long understood the importance and value of this area to its greater regional context.

Today, English Bay remains a significant location to residents and visitors, and is considered to be one of the top destinations in the City for outdoor public use. The area draws crowds in the thousands each day of the year, and even more so in summer months as it bears the roles of the City’s premier sunset watching spot, due to its prime location, space and unique landforms. It is for these reasons that it is also home to major events in the City such as the “Celebration of Lights” firework displays.



English Bay and Sunset Beach Park are surrounded by the West End Community, one of British Columbia’s densest neighbourhoods, anchored by Davie and Denman Streets. Davie Street runs parallel to the park system and provides an opportunity for visitors to quickly access a vibrant

commercial zone. Lined with restaurants, shops, cafes, takeout food services, and bike rental shops, these streets complete the park experience for many visitors who often start and end their trip in these zones. Improving access for large groups of pedestrians and cyclists travelling between Davie and Denman Streets and the waterfront park system is a key need for this masterplan.

Activities that take place along the waterfront include active and passive recreational uses, sightseeing and vending. A popular way for people to enjoy the waterfront is to walk or cycle the Seawall and surrounding local streets. People can be seen walking and cycling for both recreational and commuting purposes. The area is also widely served by various modes of public and private transit, connecting to destinations around downtown and beyond, providing an important neighbourhood-serving and tourism function. Localized ferry service is provided by a private operator at the Aquatic Centre ferry dock connecting with Granville Island and other destinations along False Creek. Finally, parking is available on local streets, and in surface parking lots located in Sunset Beach Park between the Seawall and Beach Ave.



While English Bay Beach and Sunset Beach Park are already Vancouver's most populated public spaces, this popularity is anticipated to increase steadily over the coming years. Based on growth projections outlined in the West End Community Plan, it is estimated that 18,000 new residents will move into the neighbourhood by 2040. This population growth will result in increasing demand on green spaces and beaches, overcrowding of amenities like concessions and washrooms, and congestion on the Seawall's pedestrian and bike facilities as well as an

increase in traffic in adjacent street networks; thus, a master plan is needed to rethink park uses, transportation functions, and infrastructure of the West End waterfront. In addition, Vancouver is experiencing growth in tourism of approximately 4% per year, where Tourism Vancouver data shows that Vancouver welcomed over 10.5 million visitors in 2018.

The carrying capacity of the West End waterfront area needs to be reviewed and compared with future trends and projected needs. Climate change is creating major environmental challenges such as sea level rise, water quality issues and summer drought, threatening the overall experience, use and enjoyment of the waterfront area. Increase densification and subsequent demand on green spaces is creating congestion and increased demand for all modes of transportation though the study area and in the surrounding transportation network. And aging infrastructure, including existing building facilities, park features and underground utilities, are in dire need of upgrading to meet the new demands on the park system.

The Musqueam, Squamish and Tsleil-Waututh first peoples have appreciated and understood the value of this area to its communities for thousands of years. With uninterrupted access to their land, they created a deep familiarity of surrounding ecosystems, developing intuitive and technical methods for monitoring its health and vitality. They were able to sustain themselves, celebrate their culture and ensure the sustainability of the lands for future generations. Through colonial settlement of the Lower Mainland region over the past 200 years, Musqueam, Squamish and Tsleil-Waututh Nation's access to their lands was disrupted, diminishing their ability to thrive as a community, practice their culture and sustain their people. The Park Board and City of Vancouver expect this masterplan to deeply consider the acknowledgement that this waterfront area is on the unceded territories of the Musqueam, Squamish and Tsleil-Waututh peoples. This may mean extensive engagement or collaboration with the three Nations.

The parks and beaches are managed by the Park Board while Engineering Services has responsibility for the street and public rights-of-way. A number of issues for the area have been identified related to general degradation of park lands in this area, including environmental and water quality issues, climate change (including sea-level rise) maintenance, drainage, aging infrastructure, safety and social issues currently impacting park experiences. The Seawall, a critical walking and biking connection through this area, is also experiencing a number of issues with respect to crowding and user conflicts, and these are expected to increase as the population grows.

c) Building on Previous Planning Studies

The West End Community Plan was approved in 2013 and identifies potential improvements to the West End to support transportation, parks, and public space objectives. These improvements are listed in the Public Benefits Strategy (PBS) which provides 10 and 30 year priorities, and a funding formula for each service category, including developer contributions. The PBS was updated internally in 2016 to include further improvement projects to accommodate increased demand associated with population growth in the West End. Updated plan projections from 2018 estimate that the West End will add 18,000 residents by 2041, a 40% increase over existing population figures, with 12,000 to 15,000 new residents expected by 2028.

Among the priorities identified in the plan and prioritized through the PBS update were a range of measures focused along the West End waterfront which include the following:

- Explore the enhancement of Morton Park through street to plaza/park conversion, while maintaining transit access, and improving pedestrian and cyclist connectivity and safety;
- Improve the Seawall to reduce conflicts and enhance safety, comfort and access to and from the West End neighbourhoods, including key commercial destinations such as Denman and Davie Villages with pedestrian priority measures;
- Improve cycling connections to the wider cycling network, particularly to the Burrard Bridge along Pacific Street and Beach Avenue;
- Support the removal of the slip-lane leg of the Beach Avenue roadway between Broughton and Jervis Streets and convert it to public open space (park or plaza);
- Support improved Seawall access for people walking and cycling at Chilco St, Burnaby Street, Cardero Street and Bute Street; and
- Upgrade and renew English Bay Beach and Sunset Beach Parks to improve accessibility and create more recreation uses for people of all ages.

In addition to these above, the Park Board has a number of park and waterfront key priorities to be addressed in the development of this plan:

- Overall open space connectivity to West End and adjacent park spaces
- Increased demand for park space, experiences and connection to nature
- Enhanced opportunities for play, fitness and leisure
- Designed to accommodate festivals and events
- Improve the overall beach experience
- Integration of biodiversity acknowledging the convergence of urban terrestrial and aquatic environments
- Improving food and beverage and commercial operations in parks and beaches
- Re-evaluate the role of parking within park lands
- Permanent and temporary public art, monuments and memorials and cultural narratives being told in this space
- Renewal of the Vancouver Aquatic Centre and its integration into Sunset Beach Park capitalizing on its waterfront setting

- Incorporation and consideration of 3rd party utilities including major regional sewer infrastructure (pump station and aging sewer line)
- Improve lighting, washrooms and other park support infrastructure and amenities
- The City recently conducted a Public Space and Public Life study, under the umbrella of the Places for People program. This work identified a number of opportunities and challenges including the desire for improved connections between Downtown and the Seawall and the need for a greater neighbourhood presence all year-round. A high-level summary of the study can be found on the *Places for People Downtown* webpage <https://vancouver.ca/home-property-development/places-for-people-downtown.aspx>, while a more detailed report will be shared with the selected proponent to help inform this work.

1.3 Scope of Work

STUDY AREA

The project study area overlaps a network of parks and road alignments that, in their entirety, make up a total of approximately 95 acres (38 ha). The key components are:

- English Bay Park
- Sunset Beach Park
- Morton Park
- Alexandra Park
- Roadways of Beach Avenue, Pacific Boulevard and the foot of Davie Street

These components have been combined into one holistic study area to create a consolidated effort in improving the entire West End waterfront experience for residents and visitors alike.

Map 2 - Study Area



PROJECT PURPOSE

Building on the West End Community Plan, the purpose of the project is to develop a comprehensive master plan that provides a consistent planning and design approach for the implementation of improvements.

a) Project Description

Given the complexities and geographic overlap of priorities in the West End Community Plan, the Park Board and City of Vancouver's Engineering Services have combined the initial planning work on these projects into a single master plan. This process will be co-led by the Park Board and Engineering Services to allow for a consistent planning and design approach for the connected spaces along the waterfront, as well as a more efficient public engagement and implementation process.

The goals and principles identified in the West End Community Plan and other relevant plans and policies will serve as the basis for guiding the initial planning work. The master plan will be developed through a multi-phase technical analysis and consultation process involving internal and external stakeholders and the public. Any changes identified through this process should seek to meet the future needs of a growing West End and city.

b) Goal of the Project

The master plan will provide a vision for the West End Waterfront Parks and Beach Avenue area until 2050 and will include principles and goals to support this vision. To further guide the implementation of improvements, a phased concept plan, an implementation plan and a funding strategy will be developed. The master plan will need to be adopted by the Park Board and City Council. Once adopted, it will enable the Park Board and the City to better coordinate future detailed design and implementation work. The plan should inform work funded for the current 2019-2022 Capital Plan, as well as that for 2023-2026 Capital Plan and beyond.

c) Desired Outcomes

1. *Support the implementation of the West End Community Plan Public Benefits Strategy (PBS)*

The West End is a rapidly growing community, with thousands of new residents expected in the next 10 years. The West End Community Plan and PBS seek to ensure that this growth is supported by new and improved public amenities and infrastructure, with growth-related funding contributed by new development in the area. The master plan will guide the delivery of multiple public benefit priorities to provide significant park, public realm, and transportation improvements for the community to use and enjoy. It will provide direction on the implementation timing of improvements and the funding strategy to initiate and complete these improvements.

2. *An engaged community of partners, stakeholders and the public*

An engagement process that offers different levels of involvement for different groups, and brings together different internal and external perspectives to:

- Generate ideas and define the goals of the plan;
- Involve interested stakeholders and the public in a discussion of tradeoffs between options; and
- Build support and sense of community.

3. *Generate a plan that articulates a compelling vision and clear directions for implementation*

The master plan should provide inspiring, useful and clear direction that will inform future implementation work. Considerations, challenges and opportunities during implementation should be easy to comprehend. Principles and goals should guide implementation to ensure improvements are successful and generate the intended benefits for the community and the city, while meeting growing needs of the future by 2050 and beyond.

PROJECT CONSIDERATIONS

1) Park Identity and Functionality

Given the location and orientation of English Bay and Sunset Beach Park along Vancouver's waterfront, the area is an attractive and highly suitable area for large gatherings. Many major events and public attractions are hosted here on an annual basis while the natural aesthetic provides an ideal setting for filming. The park is also situated in one of Vancouver's densest neighbourhoods, the West End Community, acting as the premier destination for all of its residents, as well as the downtown community, in much need of respite and connection to nature and the ocean.

Situated in English Bay, the study area provides a broad range of options for recreation, mainly centered on water, such as swimming & beach activities, canoeing and kayaking, and beachside sports such as beach volleyball, ball hockey, frisbee and beachside games. Grassed areas are often used for informal acrobatics, yoga, picnics, social gatherings, outdoor education and many passive sport activities.

With its natural setting and recreational opportunities, this area plays an important role in sustaining the health and wellness for Vancouver residents. There is a strong need for space for these activities, especially in a dense neighbourhood like the West End. With all of these demands for space, infrastructure and programming, it is important to carefully consider all of these uses, and how to balance various demands for current and future uses. Therefore it is critical that the identity for the park is discovered through the masterplan process, to establish and prioritize the park's uses, programming and infrastructure. From this, creativity in park and streetscape design can be employed to improve park features, infrastructure, vegetation, furnishing, lighting and hard and soft surfacing materials and any other park elements. There are opportunities to both expand and enhance parks, beaches and open spaces to facilitate gathering spaces and provide more opportunities for recreational uses for people of all ages and abilities.

2) Neighbourhood Connectivity and Seawall Enhancement

There could be opportunities to increase the amount of space and quality of experience for people walking and cycling, provide appropriate amenities for the numerous user groups, and reduce conflicts due to congestion. New and improved cycling facilities should meet the City's all ages and abilities ("AAA") *Transportation Design Guidelines* <https://vancouver.ca/files/cov/design-guidelines-for-all-ages-and-abilities-cycling-routes.pdf>, and build upon successful upgrades elsewhere along the Seawall. Moreover, connections to the surrounding neighbourhood for people walking and cycling should be enhanced. This is particularly important for connections to key destinations such as Denman and Davie Villages and Burrard St., as well as for the existing and future pedestrian and cycling networks.

These opportunities may be created through the expansion of parks and open spaces; the reallocation of space currently used for motor vehicle traffic or parking; new or improved infrastructure and facilities located in areas managed by the Park Board or Engineering Services; and careful integration with the surrounding network with clear and legible gateways into the park from key corridors and greenways. As a result, it will be valuable and important

through the master planning process to explore all possibilities and coordinate all future changes to the West End waterfront to combine efforts and maximize public benefits.

The portion of the Seawall within the study area forms an integral part of the Seaside Greenway System, and includes a bi-directional bike facility and a pedestrian path of varied width, treatment and level of separation throughout the study area.

The Seawall within the study area sees a high volume of around 1.5 million people biking annually, with a monthly average of 83,000 people on bikes (2,800 daily). The peak use of these facilities occurs in the summer months, with daily volumes reaching upwards of 10,000 people cycling. The Seawall also needs to be better integrated with the surrounding street network, particularly the growing number of pedestrian and bicycling priority streets in the West End.

Some of the known considerations, issues, needs and opportunities to be addressed through this master planning process include:

- Conflicts between people walking and cycling, particularly in areas with pedestrian crossings of cycling facilities;
- Legibility issues and lack of signage, particularly for tourists and visitors, crossing the cycling facilities to and from destinations within the park, the surrounding streets and surface parking lots;
- Physical constraints and pinch points, such as the area between under the Burrard St. Bridge and Hornby St., and the area between Gilford St. and Bidwell St.;
- Lack of seamless access and connection to the surrounding neighbourhood, and a sense of arrival to the waterfront, particularly at active transportation gateways such as:
 - Foot of Bute St. at Beach Ave. as a key connection to downtown core
 - Foot of Thurlow St. at Beach Ave. as a key connection to Burrard Bridge
 - Foot of Burnaby St. at Beach Ave.
 - Foot of Cardero St. at Beach Ave.
- Visioning around converting roadways to park space to create enhanced park experiences, improve pedestrian flows and provide pedestrian comfort and safety, particularly at:
 - Morton Park
 - the slip-lane leg of the Beach Avenue roadway between Broughton and Jervis Streets
- Insufficient bike parking and enhanced opportunities to integrate public bike share;
- Developing well delineated and appropriately scaled spaces for lingering and gathering, responding to key moments, vistas, uses and activities while maintaining the walking and cycling functions of the Seawall
- Overall growing Seawall congestion in peak periods with potential for a parallel “Seaside bypass” through extension of cycling facilities on Pacific St and Beach Ave to alleviate pressure on the seawall.

The many ways people travel around and through the area, including walking, cycling, transit and in private vehicles will need to be considered, while the needs of users of mobility aids, and emerging micro-mobility options will need to be considered through this master planning process. Key inputs to addressing these challenges will include previous analysis completed to support the development of the West End Community Plan and other consultant work.

3) Coastal Shoreline Habitat Restoration/Ecological Integrity

The waterfront of English Bay and Sunset Beach Park contains important and ecologically sensitive intertidal zones that play an important role in the overall ecological functioning of the Georgia Straight region. The intertidal zones in general, are a critical interface between terrestrial and marine ecosystems; the ebb and flow of the tide determines the rhythm of life

cycles and behaviours of many animals, both marine and terrestrial. During low tide, these areas become critical feeding sources for both migratory and resident birds, small mammals and a diversity of fish, crustaceans and invertebrates. For such a small dense band of habitat, these intertidal zones contain a high diversity of species. Overtime, these intertidal zones have been affected by development and encroachment of surrounding urban built form.

The upland areas of English Bay and Sunset Beach Park play an important role in the overall health of the Vancouver waterfront and False Creek. Water quality within False Creek has declined through development of Vancouver's urban environment over time, and the restoration of English Bay and Sunset Beach Park and its ability to reduce run-off and filter urban run-off can play a role in improving the overall coastal environment and water quality.

It is anticipated that a large focus of the master plan will be to implement goals to restore and enhance the study area's ecological integrity by supporting the following efforts:

- Protect and enhance biodiversity
- Restoration and protection of intertidal zone habitat
- Implementation of vegetation native to the area and suitable for coastal environments
- Stormwater management best practices for filtering and reducing urban run-off (in alignment with the *Citywide Integrated Rainwater Management Plan* <https://vancouver.ca/home-property-development/city-wide-integrated-stormwater-management-plan.aspx>)
- Soil restoration for higher quality vegetation
- Effective design to manage human use within a thriving ecosystem

4) Climate Change and Resilience

It is anticipated that the Salish Sea (including English Bay) is and will continue to be impacted by climate change. Increasing temperatures are melting glacier and polar ice caps, feeding more freshwater into the ocean. Climate change is also driving up the average temperature of ocean waters, causing them to physically expand in volume. The combined effects of these events is causing sea level rise. Based on sea level rise observations and computer modelling, the BC Provincial Government advised municipalities in 2011 to plan for 1 metre (3 feet) of sea level rise by the year 2100, and 2 metres (6 feet) by the year 2200. Creative methods of waterfront restoration to adapt to a changing climate and resulting sea levels rising will be a key focus of this master plan work.

In addition to sea level rise, climate change is causing weather system changes, resulting in drier, hotter summer months, and a reduced snow pack is impacting rain fall patterns in winter and spring months. This will continue to impact vegetation, while simultaneously creating environments for invasive species to thrive. Appropriate vegetation selection and sound strategies for establishing new plantings should be key considerations in restoration efforts.

5) Enhancements and Upgrades to Park Services, Facilities and Infrastructure

With an increase in population in the area, and the abundance of competing uses, there is a strong need to upgrade services in the park as well as the infrastructure to support those services. There is a significant amount of infrastructure that is aging, and is becoming cost prohibitive to upkeep, some of which needs to be replaced and others, potentially reconsidered altogether. As the project will aim to discover the park's identity, use and programming, this will enable the master plan to determine new services and supporting infrastructure that align with the goals identified. This includes but is not limited to:

- Food and Beverage Services - The size and scale of current concessions and services should be considered in how they intend to match the overall increase in visitors to the

area. Food and Beverage facilities might also need to be renewed to help reinforce the identity to be established for the study area.

- Vancouver Aquatic Centre - Due to demands for enhanced aquatic recreational uses downtown, as well as aging infrastructure of the current facility, the Vancouver Aquatic Centre is targeted for replacement. Based on the outcome of the Aquatic Strategy later this year, the masterplan will guide the siting of the new location, footprint and access to the facility within Sunset Beach Park.
- Washroom and Changing Facilities - the master plan will consider the location and accessibility of washroom facilities. The existing bathhouse and its washroom facilities are outdated, and continue to be an operational burden. The master plan is to consider how this building will evolve in alignment with refreshed park identity and use.
- Aging infrastructure and utilities - utility services such as hydro, water and sanitary lines and connections are aging and upgrades need to be considered as part of the master plan. Stormwater infrastructure upgrades using best practices are a key priority to reducing and treating run off, while enhancing overall park experience and environmental restoration goals.
- Safety - Implementing infrastructure to improve safety during events and for local residents is a key consideration. As part of the overall master plan, a lighting study is needed in order to determine how to enhance the overall safety of the area, that is also suitable for coastal environments and aesthetically aligned with park identity, character and use
- Operations and Maintenance - Upgrades to park facilities will be considered as part of the master plan to improve the overall operational function of the study area, as well as maintenance regimes. Consideration of operations and maintenance will be key to selecting new park elements and materials. A thorough analysis of operational requirements will guide the masterplan to ensure feasibility of future maintenance needs.

TEAM COMPOSITION

The RFEOI process is aimed at encouraging the collaboration between prominent local, national and international design professionals for the creation of a comprehensive master plan with a clear vision, a set of guiding principles and objectives and an implementation strategy to revitalize and improve this critical and major section of Vancouver's public waterfront. The Consultants must identify the members of the core design team that will have expertise, at a minimum, in landscape architecture, urban planning and design, active transportation planning, coastal environmental restoration, coastal/marine engineering, civil engineering, multimodal street design, facilities planning and public engagement. Other required disciplines for the master plan will be identified at the RFP stage.

The Lead Consultant must be a landscape architecture/urban planning firm with expertise in the master-planning and design of large urban parks in waterfront settings and leading multi-disciplinary teams. The lead consultant must be supported by a local landscape architecture firm with one member with a British Columbia Society of Landscape Architects designation. If the local landscape design firm is not the Lead Consultant, then it must have an equivalent high level of experience in large waterfront park master-planning & design

The lead consultant must also be supported by a local transportation planning consultant. The transportation planning consultant must have a high level of expertise in active transportation planning, multi-modal streets design and traffic engineering. If the firm is not local, they must be able to show a high level experience of planning and implementing work in a multi-modal urban context. The team will work collaboratively with several City and Park Board departments during the development of the design.

The expert in community engagement must have a local presence, and have led complex and broad consultation processes in Vancouver including with Indigenous communities. It is expected that this member will bring a deep understanding of local interests and issues, have experience developing engagement strategies for complex planning processes, and be able to organize and deliver multiple public and stakeholder meetings.

Engagement and communication with the public and stakeholders will be critical to ensuring success in developing the master plan. This area is of special importance to a broad range of residents and businesses, and there will be many aspirations and competing visions for how the area should evolve. There are stakeholder interests in this area, including BIAs, tourism, film and major events, transportation groups, etc. In addition, there are a number of landowners and jurisdictions, including other levels of government that will need to be considered. Meeting the goals of this project depends on close collaboration between the City of Vancouver, the Park Board, MST, and the consultant team, along with incorporating the views of a diversity of stakeholders, community members, residents of Vancouver and visitors.

COMMUNITY ENGAGEMENT AND COMMUNICATIONS

This project will be informed by robust and inclusive community engagement, tailored to the interests, needs and aspirations of park users, local residents and businesses, as well as Vancouver residents citywide. This process will build upon the consultation work already completed for the West End Community Plan, and the Public Space and Public Life Study completed in 2018.

As a part of their team, the Consultants are required to include an expert in public engagement and communications that can shape an innovative and thoughtful process, facilitate diverse forms of dialogue, synthesize findings and results, and ensure appropriate feedback loops between the project team, stakeholders and the public.

Various stakeholder groups have already been identified for inclusion in this process and they include: local residents, seniors, water-based recreation, accessibility advocates, community centres, environmental and arts and culture groups, and neighbourhood businesses among others. Given the prominent location of the waterfront and number of visitors to the area, there are opportunities to engage with the public on-site in creative and less formal ways in addition to online (e.g. digital mapping, social media) and formal initiatives (open houses and workshops).

Given the diverse stakeholder groups with an interest in the West End waterfront area, the consultant should be prepared to explore the creation of a group of community advisors to help guide the process. Consideration will need to be given to the overall approach, the selection of representatives and the means through which the group will provide input on the study area design, programming and approach to public engagement.

The development of a communications plan will also be necessary to provide consistent and on-going information on the project intent and progress, it will be multi-layered and ensure key-messages and information is consistent across staff teams and outputs. The communication plan will address the local, city-wide, regional and international nature of the visitation and interest in these destination parks and beaches.

1.4 Sustainability

1.4.1 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.

- 1.4.2 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.

1.5 RFEOI Process

- 1.5.1 Interested parties (“Respondents”) are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.2 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 proposals and that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.5.3 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).
- 1.5.4 The RFEOI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise relevant to the scope of work as described in SECTION 1.
- 1.5.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit 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 or invitation to tender.
- 1.5.6 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.

1.6 RFEOI Documents

- 1.6.1 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; and
- (iv) Schedule 4 – Certificate of Existing Insurance
- (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance (collectively, the “RFEOI Documents”)

1.6.2 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 a request for proposals 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 a request for proposals, the Respondent may be required to include subcontractors selected by the City.

SECTION 3 COMMUNICATIONS

Respondents may not communicate with the City about the RFEOI except in writing by fax or 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 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 a request for proposals will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for goods or services, a successful vendor 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 a number of Respondents ("Pre-Qualified Respondents"); 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 the 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 of Vancouver Rights

6.3.1 The City may, 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 request for proposals 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 request for proposals 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 a request for proposals and other documents.

6.5 Security Requirements

The City reserves the right to require, as a condition of a contract entered into with any successful vendor, or as a condition to participation in a request for proposals, that the vendor or directors or officers of the vendor consent to the City and its security partners conducting at the City's discretion, a security clearance investigation, including without limitation criminal records searches and such other security searches as the City may deem advisable, together with ongoing monitoring of the same.

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.

SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

RFEOI Section Reference	
1.1 - 1.5	<p>Description of Products and Services:</p> <p>The City seeks Expressions of Interest from Respondents who have expertise in design of large waterfront parks in dense urban settings, including the following:</p> <ul style="list-style-type: none"> (a) A letter of Expression of Interest as specified in Schedule 2; (b) A Statement of Qualifications as specified in Schedule 3; (c) A minimum of 3 examples of waterfront parks in an urban or neighbourhood setting designed or built in the last 7 years, located in dense areas similar to Vancouver’s. Projects must demonstrate experience in achieving a cohesive and exciting design that has been well received by the public. They should also demonstrate experience in designing new shorelines, ability in handling complex environmental conditions, and experience in iterative design processes; (d) A minimum of 3 examples of transportation and public space concepts designed or built in the past 7 years, located in dense, multi-modal transportation contexts similar to Vancouver’s. Projects must demonstrate experience integrating street and park transportation networks, including space allocation and road-network reconfiguration to maximize public space and address user conflicts in a high-profile urban setting. (e) Examples of projects involving co-management or co-stewardship approaches for parks/open spaces with indigenous communities local to the project’s region (f) A minimum of 3 projects that demonstrate experience in innovative use of communication and engagement techniques. These can refer to the project list in (c), (d) and (e) (g) Completed Certificate of existing insurance; and (h) Completed Declaration of Supplier Code of Conduct. <p>For further information, refer to the following sections:</p> <ul style="list-style-type: none"> 1.1 Introduction 1.2 Background 1.3 Scope of Work
1.5	<p>If the City chooses to issue a Request for Proposals (“RFP”) pursuant to this RFEOI, the anticipated period of issuance of the RFP is estimated to be in 2019. If an RFP is issued pursuant to this RFEOI, the City may choose to publicly post the RFP.</p>
2.1 & 5.1	<p>Evaluation Criteria</p> <p>Qualifications and relevant corporate experience and capability of the Respondent;</p> <ul style="list-style-type: none"> (a) Demonstrated excellence in the design and delivery of large waterfront parks in complex environments, in dense urban settings; (b) Proven track record substantiated by recent and relevant client references; (c) Qualifications and relevant corporate experience and capability of the

Respondent and Respondent's key personnel and sub-contractors to be included in the project team;

- (d) Demonstrated experience in consultation and public engagement strategies and innovative use of communication techniques;
- (e) History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three years previous to the Closing Time;
- (f) Ability to meet insurance requirements; and
- (g) Innovative ideas relating to execution and deliverables.

Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.

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. PS20190485 (the "RFEOI") IN RESPECT OF WEST END WATERFRONT PARKS AND BEACH AVENUE MASTER PLAN

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 its representatives may contact the following persons for further information:

[Name, Email, Telephone]
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 or tender;
 - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender 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 goods and 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;
 - (ii) reject or accept any or all Expressions of Interest;
 - (iii) cancel the RFEOI process and reject all Expressions of Interest;

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- (iv) cancel the RFEOI process and commence a new process in respect of the same 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] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |

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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 (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, fax number and contact person.
 - (b) **Table of Contents / Index**
 - (c) **Project Understanding and Approach (up to 4 pages):**
 - Describe your understanding of the project, its opportunities and challenges
 - Describe your team's design philosophy and high-level approach to the services to be provided
 - (d) **Corporate Experience and Capability**
 - 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.
 - Describe the company/entity size, depth, and annual sales volumes (in dollars).
 - Provide a demonstrated history of collaboration with public service representatives
 - Provide client references, where possible.
 - Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of supplier.
 - Provide a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.
 - (e) **Team Composition**
 - Provide organizational chart of the team highlighting the integration between roles and personnel. Include roles and responsibilities and identify team members as 'core' or 'support'.
 - Provide resumes of proposed key personnel (maximum of 2 pages per person), their role, their assignments and employer during the projects cited
 - (f) **Completed and Current Major Projects**

- List three relevant projects completed within the last seven years, with names of company personnel involved, total construction value and client/owner references. Illustrations (e.g. photos, renderings) showing how the space is used must be included. Refer to Schedule 1 for requirements.

(g) **Public Engagement and Communications (up to 2 pages)**

Provide a discussion of:

- Your team's philosophy or approach to community engagement, including your understanding of the interests of the City of Vancouver, Park Board and other stakeholders.
- Refer to at least three engagement examples (which can overlap with design examples). Refer to Schedule 1 for further requirements.

(h) **Conflicts/Collusion/Lobbying**

Provide information responsive to Section 7.0 of the RFEOI.

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

(see attached)

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: _____