



REQUEST FOR EXPRESSIONS OF INTEREST

MARPOLE COMMUNITY CENTRE CONSULTANT PRE-QUALIFICATIONS

RFEOI No. PS20200479

Issue Date: April 22, 2020

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

IN RESPECT OF
The pre-qualification of consultants for the detailed planning and design of Marpole Community Centre

**REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20200479 (the “RFEOI”)
MARPOLE COMMUNITY CENTRE CONSULTANT PRE-QUALIFICATION**

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 21, 2020** (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:
Donabella Bersabal
Contracting Specialist
Email: donabella.bersabal@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 architectural firms indicating their interest and presenting their qualifications for the design of a new Marpole Community Centre to be located at Oak Street and Park Drive, in Oak Park, in the Marpole Oakridge neighbourhood of Vancouver.

1.2 Background

The City is seeking design and construction administration services for the renewal of Marpole Community Centre at Oak Park. Location of the new facility will be guided by the approved Schematic Park Master Plan, and design will require a phased approach to ensure continuation of the services currently available on site.

The project objective is to create a new Community Center with a wide range of spaces including:

- multi-purpose rooms for recreation, arts & culture, and other programs,
- a fitness centre,
- a gymnasium,
- a commercial kitchen,
- social spaces to support seniors and teens;
- child care and out-of-school care
- an outdoor pool providing leisure and lap swimming
- accommodation of current fieldhouse functions (park washrooms, change rooms for field use, etc.)

Project target for occupancy is early 2025.

The project will be supported by dedicated City Civic Engagement staff working together with Park Board staff to coordinate MST (Musqueam Indian Band, Squamish Nation and Tsleil-Waututh Nation) engagement around this project with other projects active in the Marpole community. Selected Consultant team will be expected to collaborate with working group and support a variety of engagement events.

Project will include a Pre-Design phase, where existing needs assessment and high level program will be verified and developed.

The design must also address current regulations, requirements and guidelines as applicable, and meet the City’s current sustainability goals.

1.3 Scope of Work

See Schedule 1 - Description of Requirements.

1.4 Key Dates

Respondents should take note of the following dates:

Event	Time and Date
Deadline for Enquiries	May 14, 2020
Closing	May 21, 2020 at 3:00:00 pm

All references to time in the RFEOI are references to the time in the City of Vancouver, as shown on the clock used by the City for the purposes of this RFEOI.

1.5 Sustainability

1.5.1 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.

1.5.2 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.

1.6 RFEOI Process

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

1.6.2 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.

1.6.3 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).

1.6.4 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 in the design and delivery of community centres or similar facilities, child care facilities, swimming pools, multi-use/multi-tenancy buildings, LEED™ Gold certified buildings, leading edge energy reduction and/or Passive House certified buildings, buildings employing a variety of construction materials and

approaches, and projects delivered within the City of Vancouver (see Schedule 1, item D for more information).

- 1.6.5 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.
- 1.6.6 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.

1.7 RFEOI Documents

1.7.1 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 – City-Provided Documents;
 - (iii) Schedule 3 – Letter of Expression of Interest;
 - (iv) Schedule 4 – Format for Expressions of Interest;
 - (v) Schedule 5 – Certificate of Existing Insurance; and
 - (vi) Schedule 6 – Declaration of Supplier Code of Conduct Compliance

(collectively, the “RFEOI Documents”)

1.7.2 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.

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 bids@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 3 together with a Statement of Qualifications in the format set forth in Schedule 4, an insurance certificate in the form set forth as Schedule 5 and declaration of Supplier Code of Conduct compliance in the form of Schedule 6.

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 3), 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 3 with respect to confidentiality).
- 6.3.3 The form of letter set forth in Schedule 3 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.

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

A. Description of Project

This project will provide functional programming verification, design, and construction contract administration of the renewed Marpole Community Centre and Outdoor Pool at Oak Park. This work carries on from direction provided by the Marpole Community Centre Needs Assessment and Oak Park Schematic Master Plan completed in 2019 that identify the following building components:

1. A community centre comprising:
 - multi-purpose rooms for recreation, arts & culture, and other programs,
 - a fitness centre,
 - a gymnasium,
 - a commercial kitchen,
 - social spaces to support seniors and teens;
2. Child care and out-of-school care (OOSC) spaces comprising
 - 69-space childcare located on the roof
 - 60 OOSC shared-use spaces within the community centre,
 - exploration of additional rooftop childcare spaces if feasible; and
3. An outdoor pool providing leisure and lap swimming
4. Accommodation of current fieldhouse functions (park washrooms, change rooms for field use, storage for gardens and field sports)

The project team will work collaboratively on meeting the requirements and goals of the Vancouver Park Board (VPB) for recreation and community centre spaces, and the City of Vancouver Arts Culture and Community Services (ACCS) for the childcare and out of school care spaces.

The design must address current regulations and requirements as applicable, and meet the City's current sustainability goals, including certification to the Passive House energy performance standard, a minimum of LEED Gold Certification, life-cycle and embodied energy assessment.

The project will be designed for resiliency and longevity with appropriate seismic standards guided by VBBL and City requirements. The new facility will be able to support post-disaster sheltering functions and will be designed to “high importance standard” in accordance with VBBL with consideration of enhanced resilience in the context of business continuity and emergency preparedness.

The renewal will consider phasing and/or temporary relocation strategies to mitigate interruption to existing service delivery and to minimize impacts on the surrounding community.

B. Site Description

Location: Oak Park, Oak Street and Park Drive

Zoning: RS 1

Floodplain: not applicable

Environmental: see attached report in SCHEDULE 2 – CITY-PROVIDED DOCUMENTS

Geotechnical: preliminary only, see attached report in SCHEDULE 2 – CITY-PROVIDED DOCUMENTS

C. Building Description

Passive House or equivalent energy performance. LEED™ Gold certified. The building will have a number of occupancies:

- **Community Centre**, seismic “high importance”
- **Child Care**: to City of Vancouver and Vancouver Coastal Health guidelines, 69 spaces, including exterior play area, to be leased to an independent operator
- Support areas for outdoor pool
- Support areas for the fields and park

Approximate areas of the building:

The following are preliminary numbers to be verified

Community Centre w/ support areas	3100 m2	
Child Care	765 m2	69 spaces min. - tbc
Pool and Park Support Ares	TBD	

D. Evaluation Criteria (use headings below to structure your Response to Schedule 4, item 4(d) in the submitted Statement of Qualifications)

Submissions will be evaluated based on qualifications, relevant corporate experience and capability of the Respondent as outlined below. Respondents are requested to reference specific projects to demonstrate compliance with the requirements wherever possible. Limit the body of the Expression of Interest to 5 pages. Appendices may include biographies of proposed personnel and information on relevant projects delivered by the proposed team. Note that the Expression of Interest should only include information on the Architectural (Prime Consultant) firm or firms, and any co-consultants proposed to directly complement their architectural experience, but not on the regular technical sub-consultants (Structural, Mechanical, Electrical etc.) at this time.

1. Mandatory Experience:

Experience in the design and delivery (preferably within the last five years) of the following, or equivalents comparable to the following:

- Pre-design services - programming, program verification
- Projects with multiple stakeholders
- Community Centers or similar facilities for delivery of social, recreational and cultural community programs
- Swimming Pools
- Child Cares
- Multi-use / Multi-tenancy buildings
- LEED Gold certified buildings
- Leading edge energy reduction and/or Passive House certified buildings
- Buildings employing a variety of construction materials and approaches
- Buildings with high level of program complexity
- Projects delivered within the City of Vancouver

2. Preferred Experience:

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In addition to the mandatory experience, Respondents may be able to demonstrate the following experience (preferably within the last five years):

- Buildings requiring innovative code solutions;
 - Projects for municipal clients;
 - Building utilizing innovative or leading engineering solutions
 - Projects delivering innovative or leading design solutions (architectural or building systems)
3. Proven track record substantiated by recent (last 5 years) and relevant client references for the Respondent;
 4. Current workload capacity to undertake the role of Architect (Prime Consultant);
 5. Key Personnel:
 - i. Respondent's listing of key personnel to be included in the project team including qualifications and relevant experience; and
 - ii. Respondent's demonstration of sufficient qualified staff to act as back-up in case of unexpected absence of key personnel.
 6. Approach and Methodology

Evaluated based on:

 - i. A brief (no more than 1 page) outline of the Respondent's approach to this project and to managing its risk, schedule, cost and quality control.
 - ii. An outline of the Respondent's assessment of the specific challenges that must be overcome to meet the ambitious objectives of this development, complete with high level mitigation strategies.
 7. Financial capability to provide insurance and manage various sub-consultants for the entire duration of the project.
 8. History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three (3) years previous to the Closing Time; and
 9. 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.

E. Number of copies of each Expression of Interest (in addition to the original) to be submitted:

One (1) electronic copy submitted through email per instructions on the first page of this RFEOI.

F. RFP succeeding the RFEOI

Should the City proceed in issuing a Request for Proposals, the RFP will serve as the second phase of the selection process and will focus on the consultant team proposal, which will include all proposed sub-consultants, and its relative value.

A number of Respondents will be shortlisted as a result of the RFEOI process.

SCHEDULE 2 – CITY-PROVIDED DOCUMENTS

Interested Proponents will need to sign a Non-Disclosure Agreement and send it to the Contact Person prior to receiving a copy of the documents listed below.

All documents are incorporated by reference.

1. Marpole Community Centre Needs Assessment. Final Report. October 31, 2019.
2. MARPOLE COMMUNITY CENTRE RENEWAL Outdoor Pool & Oak Park Schematic Master Plan. Presentation. November 4, 2019.
3. Geotechnical Report (historical report, February 14, 2011)
4. Marpole Outdoor Pool - High-Level Functional Program - DRAFT
5. Tree Report for Oak Park (preliminary)
6. Recreational Facility Technical Guidelines. June 2018.
7. Child Care Design Guidelines February 1993
8. Child Care Technical Guidelines January 2018

SCHEDULE 3 – 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. PS20200479 (the “RFEOI”) IN RESPECT OF PRE-QUALIFICATION OF CONSULTANTS

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 may contact the following persons for further information:

[Respondent to insert information - minimum of 3 references]

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;

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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 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]

RFEOI No. PS20200479
MARPOLE COMMUNITY CENTRE CONSULTANT PRE-QUALIFICATION

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

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 4 – 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 3);
2. a completed and duly executed insurance certificate (the following Schedule 5);
3. a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 6);
4. 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 legal name, legal address, company URL, telephone number and key contact person and email address.

(b) **Table of Contents / Index**

(c) **Corporate Background:**

- 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 and entity size.

(d) **Qualifications, relevant corporate experience and capability of the Respondent:**

- Provide content and organize according to the headings listed in Schedule 1 Section D - **Evaluation Criteria** of this RFEOI.
- For the Mandatory and Preferred experience, provide a summary of your experiences in a tabular layout.

SCHEDULE 5 - CERTIFICATE OF EXISTING INSURANCE

Please fill in the attached certificate.

SCM to insert insurance cert.

SCHEDULE 6 - 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) <<https://policy.vancouver.ca/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: _____