



REQUEST FOR EXPRESSION OF INTEREST

**CONSULTING SERVICES FOR QUEEN ELIZABETH PARK
MASTER PLAN**

RFEOI No. PS20210002

Issue Date: March 12, 2021

Issued by: City of Vancouver (the “City”)

REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210002 (the “RFEOI”)
CONSULTING SERVICES FOR QUEEN ELIZABETH PARK 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 April 15, 2021 (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.
 - 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
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 consultant teams with expertise in the master planning and design of large urban and destination parks for the Queen Elizabeth Park Master Plan (the “Master Plan”). If successful on this Expression of Interest, it is expected that up to five consultant teams will be shortlisted. These teams will be invited to submit a proposal through a subsequent Request for Proposals (“RFP”) to develop a Master Plan for the Queen Elizabeth Park (the “Park”).

1.2 Background

Vancouver Park Board

The Park Board provides a diverse range of parks and recreation services for Vancouver’s 631,000 (2016) residents within a metropolitan region of 2.4 million people. The Park Board has exclusive jurisdiction and control of more than 220 public parks in Vancouver and 55 recreational facilities, including 24 community centres, 14 pools, 8 indoor ice rinks, 6 golf courses/pitch and putts, street trees, marinas, beaches, playing fields and a conservatory. The area governed by the Park Board includes 1360 ha or about 11% of all land within the City’s boundaries. The elected nature of the Park Board and the strength and focus of its mandate have resulted in urban parks and recreation system that holds an enviable position worldwide.

Queen Elizabeth Park

Vancouver is often defined by its waterfront, green corridors, and Stanley Park. Humbly and calmly rising above the bustling city is Queen Elizabeth Park, the second-largest park in Vancouver’s parks system. At the turn of the last century, the park was transformed to embrace the spectacular views of the North Shore Mountains, adorned with grand public horticulture display gardens, and saw the development of major roads to provide car access. However, it has been decades since the Park has had any significant upgrades, and many of the facilities and amenities are overdue for renewal.

Meanwhile, Vancouver’s population has increased dramatically and will continue to grow through anticipated densification surrounding the Park. Planning and development for new high-density residential communities are already underway and will be relying on the Park to provide access to nature, improve people’s well-being, and fulfill exercise, leisure, and recreation needs for thousands of new residents. This well-loved and nearly 100-year-old park is in much need of a master plan that will recognize its strengths and will address an evolving context through improvements for current and future park users.

Located on the unceded lands and traditional territories of the Musqueam, Squamish and Tsleil-Waututh Nations, the Park is at the highest point in Vancouver and is home to a rich variety of cultural, horticultural, natural and recreational assets. Today, the Park is the result of decades of advocacy, passion and hard work by citizens, Park Board Commissioners, and staff.

Informed by a multi-faceted public engagement process, Queen Elizabeth Park Master Plan will identify a long-range vision and establish priorities for renewing and enhancing the Park, its amenities and services. The Master Plan will be guided by Board approved policy and will implement the ambitious goals described in the following:

- VanPlay (Parks and Recreation Services Master Plan);
- Biodiversity Strategy; and

- Urban Forest Strategy, among other Park Board strategies and policies.

These strategies provide clear direction on major shifts that parks such as Queen Elizabeth can make to be relevant to Vancouver's current and future citizens.

There are a number of other related strategies and policy documents around discrete service areas of the Park Board that will also be applicable in this planning process, such as the Washroom Strategy and People Parks and Dogs among others.

The development of the Master Plan will also be an opportunity to advance the Park Board's Reconciliation Strategies <https://parkboardmeetings.vancouver.ca/2016/20160111/REPORT-TRCCallsToAction-20160111.pdf>.

The Master Plan will also support the Bloedel Conservatory's future vision to be developed as part of the ongoing VanDusen and Bloedel Strategic Plan <https://parkboardmeetings.vancouver.ca/files/MEMO-VanDusenBloedelStrategicPlan-ProjectLaunch-20191002.pdf>.

The Strategic Plan includes a collaborative visioning exercise with the Vancouver Botanical Gardens Association, a Park Board partner, and is expected to be completed in late 2021.



Figure 1. View of the Quarry Garden



Figure 2. View of the Water feature and Henry Moore Sculpture

Neighbourhood and City-wide Planning Context

The Park is centrally located in Vancouver and surrounded by predominately single-family housing undergoing rapid transformation and growth into high density residential and mixed-use neighbourhoods as a result of several Council-adopted planning policies (refer to Figure 3 below). The Park needs to adapt and respond to this changing context and consider how it will serve a rapidly growing neighbourhood of new and local park users. Due to its large size and a central location within Vancouver, Queen Elizabeth Park can play a significant role in achieving Park Board's priorities to increase connectivity throughout the community and provide better and much needed access to large-scale open spaces.

Vancouver Plan (City-wide plan)

The creation of a new city-wide plan is currently underway. The Vancouver Plan <https://vancouver.ca/home-property-development/vancouver-city-wide-plan.aspx> is a community-engaged process of creating a long-term Vision and City Strategy for a healthy, just, resilient, sustainable, and vibrant city for future generations. The process will work towards a common vision through broad and equitable engagement and partnerships to develop a plan that includes a strategic policy framework, a high-level physical plan, a public investment strategy, key metrics and annual reporting structure, as well as the partnerships needed for successful implementation. The impact of this on Queen Elizabeth Park will be explored as both projects proceed.

The Cambie Corridor Plan

The Cambie Corridor Plan (2018) <https://vancouver.ca/home-property-development/cambie-corridor-plan.aspx> outlines a 30-year vision for the transformation from the predominantly single-family residential uses surrounding the park to higher density forms of housing centred along the Canada Line. New mid-rise residential buildings are being introduced along Cambie Street, and family-oriented townhouses are coming to transition areas between Cambie Street and other adjacent large sites. Overall, the Cambie Corridor is expecting a population increase of more than 55,000 by 2040, the second-largest increase anticipated in the City after the Downtown neighbourhood. This rise in population, compounded with both regional and tourism growth at roughly 4% annually, will result in a significant increase in the demand for green spaces.

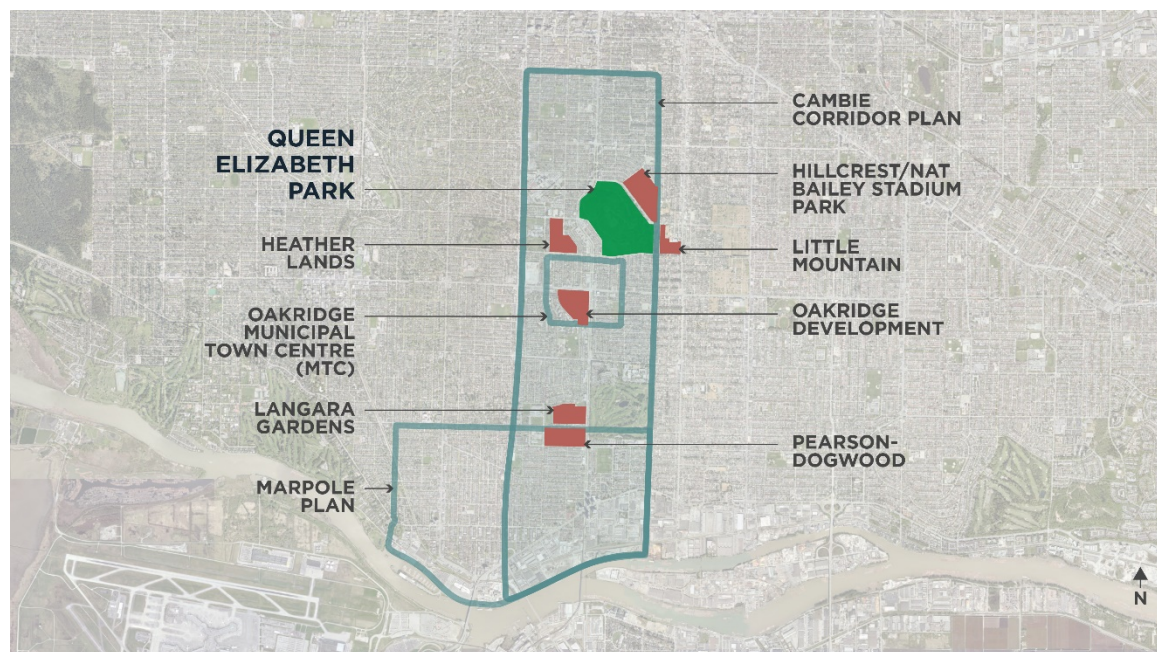


Figure 3. Community Planning Context

Figure 3 illustrates planning and development policies within the context of the Queen Elizabeth Park, and the list below highlights some of the planning initiatives:

- The new Municipal Town Centre <https://vancouver.ca/docs/cambie-corridor/Cambie-Corridor-Open-House-Boards-MTC.pdf> will be a high-density central hub for the corridor with a projected buildout of 175 townhouse units and 4,200 apartment units by 2041. Proposed

densification in MTC around Oakridge Centre includes higher density affordable housing up to 34 storeys. Oakridge Centre is identified as the core of a designated Municipal Town Centre (MTC) & Frequent Transit Development Area (FTDA). MTC is one of 17 regionally designated urban centres that act as hubs for transportation, higher density housing, employment, retail and public services.

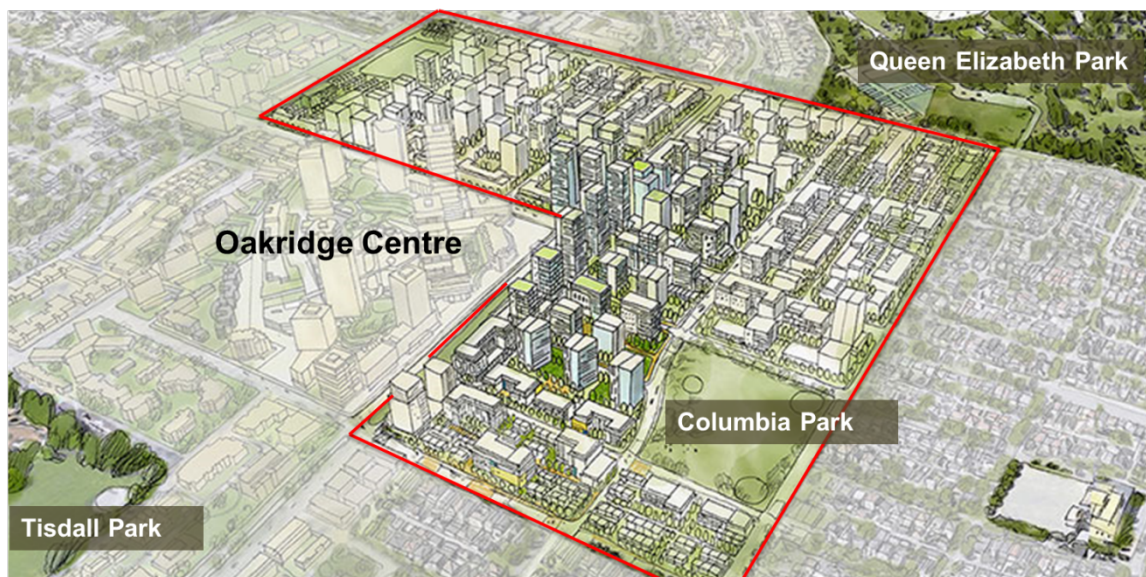


Figure 4. Municipal Town Centre (MTC)

- The rezoned Heather Lands to the west of Queen Elizabeth Park will see mixed residential development and associated facilities for a significant new population as per the Heather Lands Policy Statement (2018) <https://vancouver.ca/home-property-development/heather-street-lands-planning-program.aspx>. The policy statement also includes a central open space that will connect to the Queen Elizabeth Park and VanDusen Botanical Garden via a pollinator corridor along with a 35th Avenue extension.
- The Little Mountain Policy Statement (2012) <https://vancouver.ca/docs/planning/little-mountain-policy-statement.pdf> defines the former Little Mountain housing site directly to the east of Queen Elizabeth Park, as a “Complete Community,” including a substantial component of social housing, local-serving commercial uses and community facilities.
- The Oakridge Transit Centre Policy statement and recent approved rezoning... <https://vancouver.ca/home-property-development/oakridge-transit-centre.aspx>.

One Water

Vancouver’s One Water initiative <https://vancouver.ca/home-property-development/one-water.aspx> is a city-wide framework for collaborating across departments to make water-related decisions that benefit the community, economy, and the environment. Its integrated water management approach looks at the full water cycle in all its forms: drinking water, wastewater, rainwater, surface water, and groundwater. Recognizing the need to approach rain and rainwater run-off management in a more holistic way, modelled after natural systems and not limited by jurisdictional boundaries, Park Board staff have been discussing sustainable rainwater run-off management strategies through district-scale green infrastructure

opportunities. These may include rain gardens, wetlands, and new trees, which would increase biodiversity and provide benefits to water, people, and wildlife.

Columbia Park (south of Queen Elizabeth Park) and its surrounding drainage catchment area, including Alberta Street, will be examined. Columbia Park and Alberta Street can be viewed as one blue-green system and the first piece of the larger vision to create a continuous habitat corridor from Queen Elizabeth Park to the Fraser River, described in VanPlay as the Little Mountain to Big River concept.

Transportation Planning Context

Over the past 20 years, the number of people living, working, and travelling in Vancouver has grown, and there are more trips than ever, with 54% of trips in Vancouver made by walking, rolling, cycling or transit. In order to encourage and support walking and cycling, the City of Vancouver has set specific targets to build all ages and abilities cycling routes, encourages and supports walking, cycling, and transit as we as enhance pedestrian safety. The Transportation 2040 Plan <https://vancouver.ca/streets-transportation/transportation-2040.aspx> is a long-term strategic vision for the city that will help guide transportation and land-use decisions, and public investments for the years ahead. Queen Elizabeth Park is centrally located and is surrounded by the city's transportation network.

The City Greenway Plan <https://vancouver.ca/streets-transportation/city-greenways.aspx> and the Cycling Network <https://vancouver.ca/streets-transportation/cycling-routes-maps-and-trip-planner.aspx>, together, build the connectivity surrounding the Queen Elizabeth Park. Translink, the regional transportation authority, provides transit services within the City of Vancouver and across the Metro Vancouver region. Queen Elizabeth Park is centrally located within Translink's Vancouver transit network <https://vancouver.ca/streets-transportation/buses-ferries-trains-and-planes.aspx> on a direct route from the airport to downtown Vancouver.

To create places for people, the Cambie Corridor Plan envisions park-like connector streets with integrated rainwater management from Queen Elizabeth Park to Columbia Park (Alberta St), and west to the Oakridge Mall development (43rd Ave). Improved cycling facilities will be integrated east-west along W 37th, W 41st and W 45th Avenues, with other important local on-street bike routes serving the neighbourhood.

Park Board Planning Context

VanPlay: Vancouver's Parks and Recreation Services Master Plan

Vancouver's Parks and Recreation Service Master Plan provides a road map to maximize access to high-quality parks and recreation experiences that connect people with each other and with nature. VanPlay provides a 25-year outlook on the future of Vancouver's parks and recreation system, capturing the threats and opportunities that shape or hinder its potentials. The Queen Elizabeth Park Master Plan project's scope of services and project approach aligns with the goals <https://vancouver.ca/parks-recreation-culture/report-2-10-goals-to-shape-the-next-25-years.aspx> and activates the bold moves <https://parkboardmeetings.vancouver.ca/2019/20191009/REPORT-VanPlay-Report3-StrategicBoldMoves-AppendixA-20191009.pdf> outlined in VanPlay, Parks and Recreation Services Master Plan (2019) <https://vancouver.ca/parks-recreation-culture/vanplay-parks-and-recreation-strategy.aspx>. The following are some of the highlights most relevant to the Queen Elizabeth Park Master Plan.

VanPlay Goals

Through consultation with the public and research into best practices and precedents from around the world, 10 unique goals were developed to guide the provision of more equitable, accessible, inclusive, and resilient parks and recreation over the next 25 years.

Goal 1: Grow and renew parks, community centres, and recreation assets to keep pace with population growth and evolving needs;

Goal 2: Protect existing parks and recreation spaces from loss, encroachment, and densification;

Goal 3: Prioritize the delivery of resources to where they are needed most;

Goal 4: Focus on core responsibilities of the park board, and be a supportive ally to partners;

Goal 5: Adapt our parks and recreation amenities to a changing climate;

Goal 6: Create a green network that will connect our parks, waterfront, and recreation areas;

Goal 7: Restore Vancouver's wild spaces and vital biodiversity;

Goal 8: Foster a system of parks and recreation spaces that are safe and welcoming to all;

Goal 9: Seek truth as a foundation for reconciliation with Musqueam, Squamish, and Tsleil-Waututh Nations; and

Goal 10: Secure adequate and ongoing funding for repair, renewal, and replacement of our parks and recreation system.

VanPlay Strategic Bold Moves

Three Bold Moves were developed to deliver on the vision for the future over the next 25 years and to support the implementation of the goals:

1. **Equity** - The Queen Elizabeth Park Master Plan will help prioritize the delivery of services and recreation resources to residents of Vancouver, the rapidly growing Cambie Corridor, and the new Municipal Town Centre. As one of the largest parks in the city and because of its central location, Queen Elizabeth Park has an advantage in hosting assets that other parks lack. The park is located within the transit corridor and can serve the city in addition to the surrounding neighbourhood. Its wide catchment area reaches to Equity Initiative Zones identified in VanPlay.
2. **Asset Needs** - As it is a large park, Queen Elizabeth accommodates many amenities and a large amount of infrastructure. An assessment of service needs is required to determine priorities for future investment. This assessment will include a thorough review of current and service provision in comparison with VanPlay Asset targets and recommendations, an understanding of facility conditions and comprehensive community and stakeholder engagement.
3. **Connectivity** - Queen Elizabeth Park's central location provides it with an opportunity to be a hub in the city-wide network of parks and recreation. There are many opportunities for creating connections, which include enabling access to nature and the flow of water. VanPlay introduces the Little Mountain to Big River Concept, connecting Queen Elizabeth Park to the Fraser River. VanPlay identifies the area as an important ecological corridor for accommodating natural systems into the city's infrastructure.

The preceding have also been incorporated into the 3 key Strategic Directions that make up the VanPlay Framework, <https://vancouver.ca/files/cov/vanplay-framework.pdf> adopted as the strategic plan for the Park Board in October 2020.

The Playbook (VanPlay's Implementation Plan)

VanPlay's implementation plan lays out several initiatives across six key categories. The following VanPlay initiatives relates directly to the Queen Park Masterplan:

- *PARKS Category - Initiative #2.7* - Identity and strategically locate horticultural excellence points throughout the city to create connectivity along with the parks and recreation network. These horticultural excellence points could include heritage landscapes, destination gardens (e.g. VanDusen or Queen Elizabeth Park), or other elements.
- *PARKS Category - Initiative #2.8* - Establish Queen Elizabeth Park as a primary node in the parks network through the work of the Queen Elizabeth Park Master Plan and renewal.

Other significant policies adopted by the Park Board that are related to the project are:

- The Vancouver Biodiversity Strategy (2016)
<https://vancouver.ca/files/cov/biodiversity-strategy.pdf> outlines key principles, including maintaining ecological processes (restore habitats and species), connecting citizens to natural areas in the city and celebrating biodiversity through education and stewardship.
- The People, Parks & Dogs Strategy (2018)
<https://vancouver.ca/files/cov/people-parks-dogs-strategy-report.pdf> provides a framework for the next ten years and beyond to deliver well-planned and designed parks that accommodate park users with and without dogs and minimize conflict.
- The Urban Forest Strategy (2018)
<https://parkboardmeetings.vancouver.ca/2018/20180430/REPORT-UrbanForestStrategy2018Update-20180430.pdf> expands and refines the existing policies to improve the management of the urban forest by protecting, planting, managing, educating, and monitoring this natural asset.
- The Public Art Policy (2003)
<https://parkboardmeetings.vancouver.ca/files/POLICY-ArtsPolicy-20031215.pdf> confirms the Park Board mandate in the arts and cognizes the arts as an essential element in a vital, creative and balanced city and seeks to actively facilitate participation in and access to the arts for all.

1.3 Scope of Work

PURPOSE OF THE PROJECT

The purpose of the project is to develop a comprehensive master plan that anticipates growth and increased demand while preserving and enhancing the qualities of Queen Elizabeth Park. There have been numerous upgrades completed in the Park, but there has never been a comprehensive master plan that brings together all aspects of park design, development, and programming. Many of the existing amenities and infrastructure are due for renewal, and a methodical process of prioritization is required to inform capital planning.

The Master Plan will provide a comprehensive and cohesive vision for the future of the park and phased renewal plan for the implementation of all improvements to the park and its amenities over time. The project aims to identify how the park is working today, what the current and future demands are (locally and city-wide), what is the resultant future vision of QE Park, and address how renewals and improvement in the current state can achieve this guiding vision. The development of the master plan will weave together the key themes

identified in the pre-plan phase which include: Cultural and park identity, nature, horticulture, connectivity, and public service needs.

STUDY AREA

Although the focus of the plan will be within park boundaries, Queen Elizabeth Park's status as a central, city-wide park requires the plan to consider its broader context and connections.



Figure 5. Study Area outline, from view facing north towards downtown Vancouver, and north shore mountains beyond

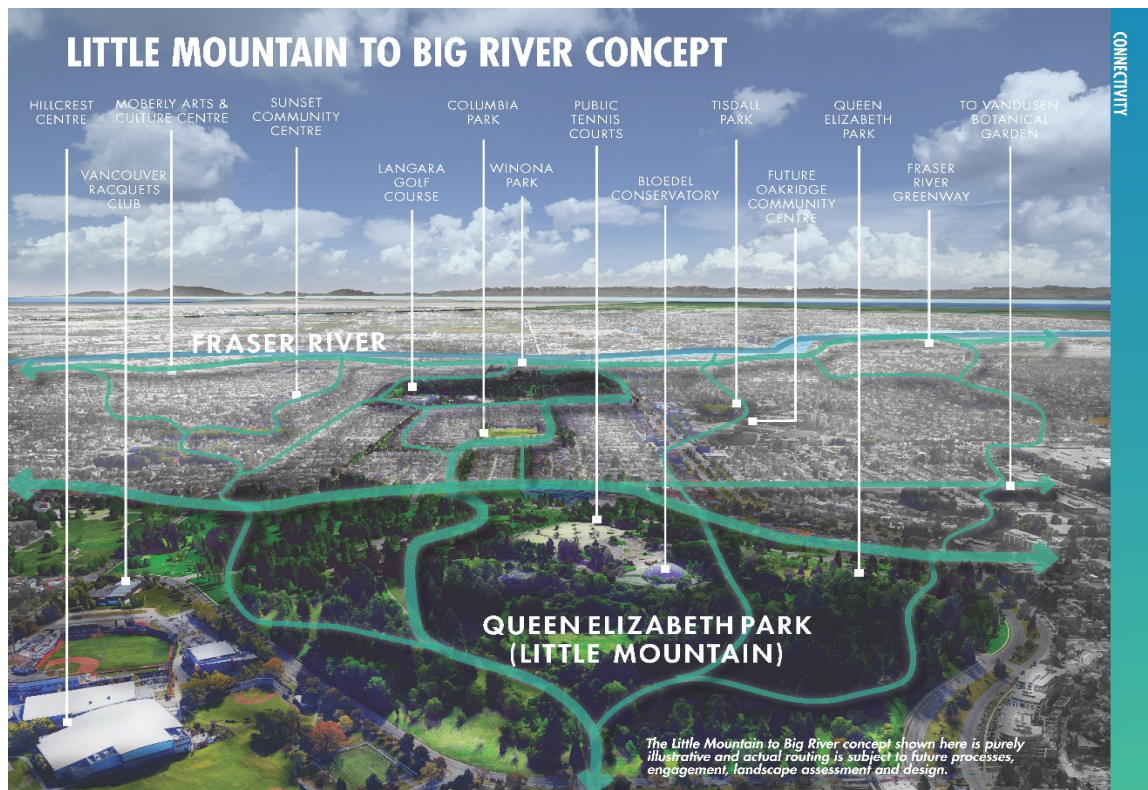


Figure 6. Little Mountain to Big River Concept - VanPlay Report 3 p.125

PROJECT CONSIDERATIONS

Building off previous work and background research for the Park, some key themes have emerged, which have been summarized into the following five considerations that inform the scope of work for the Master Plan.

1. *Nature - Enhancing Ecological Integrity, Water Conservation, Access to Nature and Climate Change Resilience*

As one of the largest parks managed by the Park Board, Queen Elizabeth Park plays a significant role in providing the citizens of Vancouver access to nature. The Park is recognized as an important biodiversity zone, as evident through the substantial songbird population observed in the Park's varied landscapes. There is significant potential for the natural areas of Queen Elizabeth Park to be improved, expanded and better connected to VanDusen Botanical Garden, which can play a major role in increasing the biodiversity of the larger region.

Through the master plan process, a full inventory of ecological and hydrological functions will be undertaken. This will establish the baseline to determine how the park's ecosystem is functioning today and will inform how the park can be transformed to enhance its ecological integrity, biodiversity, green infrastructure, access to nature and climate change resilience, with guidance from Park Board key policies.

Large parks are important assets for meeting urban forest canopy cover targets. An urban forest management plan specific to the Park will identify ecological values and establish priorities. The Master Plan process will provide the opportunity to complete a full tree assessment, identifying commemorative trees, and implement innovative methods for tree and botanical identification. Many water elements provide serenity to various spaces in the park. From the well-loved pond that houses ducks to the waterfall that flows to the ponds of the Quarry, the masterplan will address how all of the Park's water elements are functioning.

Queen Elizabeth Park is fortunate to have a variety of high-quality amenities to support the ongoing stewardship and education of nature. Park's environmental learning spaces provide excellent venues to engage children and youth. Exploring the role of these spaces and building off their success, they can be celebrated and enhanced as an integral part of the Master Plan.

2. *Culture - Recognizing Cultural Diversity and Discovering Identity*

Queen Elizabeth Park is part of the cultural fabric of the City. Acting as a destination for cultural experiences, it accommodates a variety of iconic amenities and memorials. The Park helps connect Vancouverites with a segment of the City's past. The rock excavated from the Park site was used to build the first roadways in Vancouver. The former quarries were repurposed as display gardens for public enjoyment.

The Park is home to many significant cultural and natural assets that distinguish Vancouver as a global city and have grown over the years to include notable public art such as Henry Moore's *The Knife's Edge*, monuments and memorials, commemorative plaques and trees, and an arboretum. Destination cultural amenities include the Bloedel Conservatory, the Rock Garden, and the future Air Force Memorial Garden.

The park hosts many cultural events such as the Cherry Blossom Festival, the British Columbia Buddhist Festival, Flag Day Celebration, and the recent indoor *Festivale*

Tropicale at Bloedel Conservatory. It also provides the opportunity to recognize the history of Vancouver and embrace any teaching moments that are embedded within the park.

The master plan will articulate a vision, goals, recommendations and an action plan built on the understanding that arts and culture are fundamental to the quality of life for the residents of Vancouver. This focus on culture will align with the City's Culture|Shift policy <https://vancouver.ca/parks-recreation-culture/culture-shift.aspx>, the Park Board's public art policy and our ongoing commitment to Reconciliation. Through creative-based engagement with the public, stakeholders, and community groups, the masterplan will guide future decision-making for the park's cultural development.

3. ***Horticulture - Understanding Community Aspirations and Establishing Horticulture Directions***

Queen Elizabeth Park has been the grounds for a variety of horticulture for decades, from the displays at the quarry gardens, collection of native trees in the arboretum, to the exotic species within the Bloedel Conservatory. For over half a century, the park's floriculture and horticulture have been a source of pride and accomplishment for Park Board staff.

Horticulture, with its broad definition from ecological to display gardens, will play a valuable role in connecting people to culture and nature in QE Park. Many aspects of horticulture, such as plant conservation, landscape restoration, soil management, water conservation, food production, sustainable practices, will be considered as part of the master plan. Queen Elizabeth Park provides a venue to evaluate the most needed and desired horticultural practice that can benefit both the environment and the residents of Vancouver.

Queen Elizabeth Park provides various areas of horticulture, arboriculture, as well as natural areas. It will be important to both recognize the rich horticultural history and current state of the Park, while at the same time establishing a vision for future horticultural excellence that recognizes emerging cultural and environmental.

Areas of the Queen Elizabeth Park were pilot sites for transition to low mow areas. This work will continue in 2021 and the outcome of this work will inform the Master Plan.

4. ***Connectivity - Enhancing Internal Connectivity and Connecting Parks, Public Spaces, and Recreational Nodes Across the City***

"Connectivity," VanPlay's third Bold Move, centres on interconnecting parks, ecological systems, public spaces, and recreational nodes across the City through new amenities and routes. This Bold Move envisions vibrant, healthy communities and ecosystems by encouraging connection and integration. Queen Elizabeth Park has the potential to dramatically improve connectivity internally within the park, to its immediate context, and on more broadly, on a City-wide scale.

Currently, the Park has no clear internal trail system. Areas of the park are perceived as disconnected from one another. Wide and steep roadways originally designed for automobile movement are inadequate for pedestrians or cycling and other wheeled uses. The topography and physical state of the park create significant challenges in terms of connectivity, mobility, and accessibility. The discontinuous canopy cover in the Park contributes to the sense of fragmentation and disorientation.

Connectivity from the Park to its immediate context can be greatly improved. For example, Midlothian Avenue is a significant barrier to Hillcrest Park. Improving the Park's edge and permeability to pedestrians, could dramatically improve accessibility to the many

facilities Hillcrest offers, as well as improved integration and experiences complementing both parks. In all directions around the park, there is a significant opportunity to better connect the Park to its adjacent neighbourhoods, improving access, legibility and ecological functions.

From an ecological point of view, the pollinator corridor proposed for the nearby Heather Street Lands is an example of how a renewed Queen Elizabeth Park can be part of a larger natural network. The City's One Water, Rain City Strategy initiative is based on connectivity principles to support water management by integrating rainwater and absorbing stormwater through connected, open spaces and parks. The southern slope of Queen Elizabeth Park is part of the Cambie watershed plan.

VanPlay's Little Mountain to Big River Concept connecting Queen Elizabeth Park to the Fraser River (see Figure 6) is an example of how the park can be a part of an emerging City-wide connected network of pathways, parks, facilities, and ecological assets.

5. *Service Needs - Addressing Public Service Gaps through Improvement of Facilities and Infrastructure*

Queen Elizabeth Park is home to many recreation facilities such as the Pitch and Putt course, Disc Golf course, Roller Hockey courts, Lawn Bowling greens and Tennis and Pickleball courts. The topography of Queen Elizabeth Park provides opportunities for active recreation such as jogging and fitness trails. Large lawns and meadow areas provide for unstructured passive uses. The Park's proximity to Nat Bailey Stadium Park and Hillcrest Community Centre enables each park to benefit from more connected and enhanced play, leisure and recreational services and experiences.

Through the ongoing implementation of the Cambie Corridor plan, the number of surrounding residents with little or no access to private outdoor space will result in an increased need for park space. As the surrounding population increases, new trends will arise, and demands on the park system will increase, along with the need to renew and upgrade services for infrastructure that is already ageing as it stands in the Park today. A condition and service-needs assessment of recreational amenities in the Park and surrounding area is needed to determine the appropriate type and level of recreational services that should be offered in the Park. This includes a review of existing facilities and identification of opportunities to work towards meeting the *Asset Targets* identified in VanPlay.

As a result of COVID-19 pandemic travel restrictions, stay-at-home orders and other Public Health Orders mandating limited person to person contact, Vancouver witnessed a dramatic increase and change in the way people were accessing and using parks. Some trends noted in QE were the substantial increase in the number of people using the parks for passive gatherings either in family or social "bubbles" or physically distanced but social connected. The importance of QE Park's large passive lawn and meadow areas with shade trees and capacity to hold large numbers of people was underscored during this unprecedented time. Thousands of people were arriving by foot, bicycle or car to access nature, socialize and seek the restorative attributes of a park setting. The role of QE in the resiliency of Vancouver to withstand and endure a pandemic was made evident and will be explored further through the master planning process.

Currently, Metro Vancouver owns and operates two fully-contained, concrete reservoirs within Queen Elizabeth Park: Little Mountain Reservoir (located under the Bloedel Conservatory plaza) and Kersland Reservoir. Development is restricted over the two reservoirs. The Master Plan will consider how best to align park amenities and facilities and coordinate the future management of restrictions with Metro Vancouver.

With the anticipated growth in the surrounding neighbourhoods, many potential new amenities for the Park will need to be explored, along with services that a growing and diverse population will necessitate. The need for a clearer, internal pathway system, as well as external connectivity to the wider transportation system to increase accessibility to the Park, will be important to the master planning process. The Park currently lacks Children's play facilities and outdoor workout elements, and are key amenities required to address service needs.

A common element for all five discussed themes is the operational needs in the park. Considerations need to be given to the operation and maintenance of the park for any proposed enhancement and improvement. It is essential to evaluate the existing service yard and supporting infrastructure, as well as review day-to-day operational practices to understand how the Master Plan can support them.

ENGAGEMENT AND COMMUNICATIONS

Engagement and communication with the public, stakeholders, elected Park Board, and staff will be critical in ensuring the Master Plan meets the needs of Vancouverites. The public engagement strategy, lead and coordinated by the consultant team, will consider a layered approach with a variety of types and scales of engagement and outreach. Project identity, transparent and consistent engagement and communication techniques will be essential throughout the project, and therefore both significant communication and engagement skills and experience are needed.

Following the IAP2 (International Association for Public Participation) engagement spectrum at different stages of the project, engagement should also include reaching out to park users through creative activations and programming in the Park for interaction with diverse groups of people. Involving school children and youth is essential as the park lacks amenities for that demography. The Park includes many areas with special interest groups and may include facilitating groups with diverse and possibly conflicting interests.

TEAM COMPOSITION

The RFEOI process is aimed at encouraging the collaboration between prominent local and national design professionals with demonstrated experience in large destination parks in large cities 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 Queen Elizabeth Park. The Proponents must identify the members of the core design team that will have the expertise, at a minimum, in landscape architecture, urban planning, and design, recreation planning, horticulture, arboriculture, ecology, hydrogeology, engagement and communications. Other required disciplines for the master plan may be identified at the RFP stage.

The Lead Consultant must be a landscape architecture, urban and landscape planning firm with expertise in the master-planning and design of large urban parks and leading multidisciplinary teams. Should the lead consultant be external to Vancouver, they must be supported by a local landscape architecture firm with one member of the British Columbia Society of Landscape Architects. The consultant team is expected to include expertise in horticulture and arboriculture with local plant species knowledge, botanical trends and cultural knowledge. If the local firm is the Lead Consultant, then it must have an equivalent high level of experience in large park master-planning and design, and the lead consultant must also be supported by local horticulturists and ecologists.

The Lead Consultant, will report directly to a Park Board project manager who will be the main point of contact, and will coordinate and 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. 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.

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 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 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 the master planning and design of large urban and destination parks, 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 large urban destination parks 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; (d) 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) (e) Completed Certificate of existing insurance; and (f) Completed Declaration of Supplier Code of Conduct. <p>For further information, refer to the following sections: 1.1 Introduction 1.2 Background 1.3 Scope of work</p>
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 2021.</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 master planning and design of large urban and destination parks; (b) Proven track record substantiated by recent and relevant client references; (c) Qualifications and relevant experience of the 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 and bonding requirements; (g) Innovative ideas relating to execution and deliverables; and (h) Social Sustainability <p>Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>

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. PS20210002 (the “RFEOI”) IN RESPECT OF CONSULTING SERVICES FOR QUEEN ELIZABETH PARK 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 (up to 2 pages)**
 - Describe your understanding of the project, its opportunities and challenges
 - Describe your team's design philosophy and a 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 a history of litigation or claims made against the Respondent during the three years immediately prior to the Closing Time.
 - Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of supplier.
 - (e) **Team Composition:**
 - Provide organizational chart of the team, highlighting the integration between roles and personnel
 - Provide resumes of proposed key personnel, including 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

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references. Illustrations (e.g. photos, renderings) showing how 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

(i) Social Sustainability

Please complete this Social Sustainability section below:

SUPPLIER DIVERSITY

Please note for the Supplier Diversity, Vendors' are required to answer to the following question, which will be kept confidential in accordance with the Legal Terms and Conditions of this RFP.

In the space below, indicate the vendor's company profile with regards to social value and economic inclusion including recognized certifications and/or if owned/controlled by an equity-seeking demographic (including but not limited to non-profit, cooperative, Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people).

Majority owned/controlled/ by: <ul style="list-style-type: none"> <input type="checkbox"/> Women <input type="checkbox"/> Indigenous Peoples <input type="checkbox"/> Non-Profit/Charity (Social Enterprise) <input type="checkbox"/> Coop <input type="checkbox"/> Community Contribution Corporation (3C/CCC) <input type="checkbox"/> Ethno-cultural Persons <input type="checkbox"/> People with Disabilities <input type="checkbox"/> LGBTQ2+ <input type="checkbox"/> Other: please indicate 	Social / Diverse Certifications <ul style="list-style-type: none"> <input type="checkbox"/> BCorp <input type="checkbox"/> Supplier Diversity Certification <hr/> Enviro / Other Certifications <ul style="list-style-type: none"> <input type="checkbox"/> BuySocial <input type="checkbox"/> Living Wage <input type="checkbox"/> Fairtrade <input type="checkbox"/> Green Business Certification (ie. LEED, ClimateSmart) <input type="checkbox"/> Other: please indicate
<input type="checkbox"/> None of the above	<input type="checkbox"/> None of the above

Do you have a Supplier Diversity program to include/consider equity-seeking businesses as your vendors/suppliers/sub-contractors? Y/N

- a. Please provide information on how you invest in economic development of small/social/diverse businesses as your suppliers or sub-contractors

INDIGENOUS PARTICIPATION

Do you have any business relationships, partnerships or joint-ventures with First Nations and/or Indigenous peoples or organizations? Y/N

a. If yes, please describe in detail:

What % or \$ of work from this contract will be directed to sub-contractors that identify as social/diverse based on certification and/or ownership/control by equity seeking demographic?)

Category of Social Value Businesses (Majority owned/controlled/certified by)	# of Businesses	\$/% of contract	Name of the Businesses being Sub-contracted
Indigenous Peoples			
Women			
Ethno-cultural			
People with Disabilities			
LGBTQ2+			
Non-Profit/Charity (Social Enterprise)			
3C/CCC; Coop ; BCorp			
Other			

EMPLOYMENT EQUITY & WORKFORCE DIVERSITY

1. In addition to being an equal opportunity employer, please describe any policies/programs or how you advance employee equity, diversity and inclusion for under-represented populations (such as Women, Indigenous People, People with Disabilities)
2. Do you regularly conduct an employee equity “survey” or similar information/data collection on workforce diversity? Y/N
 - a. Please describe how you track/monitor your workforce diversity including frequency
3. Do you source/hire from Workforce Development and/or Skill Training programs, including pre-employment support, apprenticeships or ongoing employment support, for people who are under-represented and/or face barriers to traditional employment (such as Indigenous persons, Women, youth, Minorities, People with Disabilities including mental health)? Y/N
 - a. Please describe and/or use the table below

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Category of Partnership Organizations	Name of the Partnership Organization(s)	# of staff (optional if makes sense)
Indigenous Peoples		
Women		
Ethno-Cultural Peoples		
People with Disabilities		
LGBTQ2+		
Youth/Seniors		
Other		

4. Do you support training for career advancement and/or skills development?
 - a. If yes, please describe
5. Do you compensate at or above a Living Wage (currently \$20.91/hr) Y/N
 Do you provide non-mandatory benefits (i.e. extended health) to your employees?
 Y/N, if yes, please describe

WORKFORCE DIVERSITY (for information)

Vendors' are required to answer to the following question, which is for information gathering purposes only, and will be kept confidential in accordance with the Legal Terms and Conditions.

As best known, in the space below, indicate the vendor's company profile with regards to economic inclusion supporting employment equity, [diversity, inclusion](#) and reconciliation by an equity-seeking demographic (including but not limited to Women, Indigenous Peoples, Ethno-cultural People (minorities, newcomers, immigrants), persons with disabilities or LGBTQ2+ people). *Confidential & for information only*

<u>Overall Workforce Diversity:</u> % Women % Indigenous Peoples % Ethno-cultural People % People with Disabilities % LGBTQ2+ % Other: please indicate	<u>Leadership/Management/Executive Workforce Diversity:</u> % Women % Indigenous Peoples % Ethno-cultural People % People with Disabilities % LGBTQ2+ % Other: please indicate
<u>If you choose not to respond please indicate why:</u> <input type="checkbox"/> <u>Do not track this information</u> <input type="checkbox"/> <u>Do not want to share this information</u>	

SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

(see attached)

RFEI No. PS20210002
QUALIFICATIONS FOR CONSULTING SERVICES FOR QUEEN ELIZABETH PARK MASTER PLAN



CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. **THIS CERTIFICATE IS ISSUED TO:** City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.

NAMED INSURED *(must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)*

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. **PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)**

INSURER _____	Insured Values (Replacement Cost) -
TYPE OF COVERAGE _____	Building and Tenants' Improvements \$ _____
POLICY NUMBER _____	Contents and Equipment \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

4. **COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)**

Including the following extensions:	INSURER _____
✓ Personal Injury	POLICY NUMBER _____
✓ Property Damage including Loss of Use	POLICY PERIOD From _____ to _____
✓ Products and Completed Operations	Limits of Liability (Bodily Injury and Property Damage Inclusive) -
✓ Cross Liability or Severability of Interest	Per Occurrence \$ _____
✓ Employees as Additional Insureds	Aggregate \$ _____
✓ Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ _____
✓ Non-Owned Auto Liability	Deductible Per Occurrence \$ _____

5. **AUTOMOBILE LIABILITY INSURANCE** for operation of owned and/or leased vehicles

INSURER _____	Limits of Liability -
POLICY NUMBER _____	Combined Single Limit \$ _____
POLICY PERIOD From _____ to _____	<i>If vehicles are insured by IBCB, complete and provide Form APV-47.</i>

6. ☐ **UMBRELLA OR** ☐ **EXCESS LIABILITY INSURANCE** **Limits of Liability (Bodily Injury and Property Damage Inclusive) -**

INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Self-Insured Retention \$ _____

7. **PROFESSIONAL LIABILITY INSURANCE**

INSURER _____	Limits of Liability
POLICY NUMBER _____	Per Occurrence/Claim \$ _____
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Deductible Per Occurrence/Claim \$ _____

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date: _____

8. **OTHER INSURANCE**

TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____
TYPE OF INSURANCE _____	Limits of Liability
INSURER _____	Per Occurrence \$ _____
POLICY NUMBER _____	Aggregate \$ _____
POLICY PERIOD From _____ to _____	Deductible Per Loss \$ _____

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

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

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

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

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <<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: _____