



REQUEST FOR EXPRESSIONS OF INTEREST ("RFEOI") NO. PS09176

BIKE PARKING SERVICES FOR THE 2010 WINTER OLYMPIC &
PARALYMPIC GAMES

Request for Expressions of Interest ("RFEOI Submissions") will be received in the Purchasing Services Office, 3rd Floor, Suite #320, East Tower, 555 West 12th Avenue, Vancouver, British Columbia, Canada, V5Z 3X7 prior to the Closing Time: 3:00:00 P.M. Vancouver Time (as defined in Note 2 below), on Tuesday, November 17, 2009

NOTES:

1. RFEOI Submissions are to be submitted in sealed envelopes or packages marked with the Proponent's Name, the RFEOI Title and Number.
2. Closing Time and Vancouver Time will be conclusively deemed to be the time shown on the clock used by the City's Purchasing Services Office for this purpose.
3. The City's Purchasing Services Office is open on Working Days 8:30 A.M. to 4:30 P.M. Vancouver Time and closed Saturdays, Sundays, and holidays.
4. DO NOT SUBMIT BY FAX.

All queries related to this RFEOI should be submitted
in writing to the attention of:

Julia Johnston
Buyer

FAX: 604-873-7057
E-Mail: purchasing@vancouver.ca

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PART A - GENERAL INFORMATION**

1.0 Purpose

- 1.1 The City of Vancouver invites Request for Expressions of Interest ("RFEOI") from potential Proponents to provide special event bicycle parking services for the 2010 Olympic Games for the City of Vancouver. If your organization is available and interested in participating in this process, please forward your Request for Expression of Interest (RFEOI) submission on or before November 17, 2009 as outlined on the cover page of this RFEOI.

2.0 Background

- 2.1 The City of Vancouver (the "City"), with a population of approximately five hundred and eighty thousand (580,000) lies in a region of more than two (2) million people. Vancouver is the largest city in the province of British Columbia and the third largest in Canada. As the main western terminus of Canada's transcontinental highway and rail routes, as well as home to the Port of Vancouver, Vancouver is the primary city of Western Canada and one of the nation's largest industrial centres.
- 2.2 The City will host the 2010 Winter Olympic and Paralympic Games (the "Games") in February and March 2010.
- 2.3 Cycling is one of the City's transportation priorities and the City is encouraging residents to cycle for more trips, including to special events such as the Games. Many special events in the City facilitate cycling by providing bike valet services operated by local non-profit organizations.
- 2.4 The City will be providing temporary bike parking at up to seven locations during the Games. The temporary parking will likely be staffed by volunteers and/or paid staff, although some or all locations may be unattended at some or all times.
- 2.5 The scope of bike parking services required by the City during the Games is to be determined dependent on available funding and staffing. Accordingly, this RFEOI requests submissions for varying scales of management and involvement by Proponents.
- 2.6 The City will loan, at no cost, bicycle racks sufficient to park up to one thousand one hundred and fifty (1150) bicycles to the successful Proponent for the duration of the required bike parking services during the Games.

3.0 Supplier Pre-Qualification Selection Criteria

- 3.1 The Proponent must complete a package which demonstrates how they meet the following criteria:

For the bike parking services:

- a) Compliance with the City's stated specifications as outlined in Appendix 1;
- b) Experience and reputation in providing and/or coordinating bicycle parking services for special events of similar scope;
- c) Demonstration of ability to respond to varying levels of management and involvement and to provide the required bike parking services during the 2010 Winter Olympic & Paralympic Games;
- d) Demonstration of ability to respond to evolving needs over the course of a multi-day event; and

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- e) Proposed costs for varying levels of management and involvement.
 - f) Innovative approaches for the provision of bike parking services for a large multi-day, multi-location event.
- 3.2 The City may apply other evaluation criteria which it considers relevant, provided that the same evaluation criteria will be applied equally to all submissions.

4.0 Selection Committee

- 4.1 The selection committee may short-list preferred vendors to create a pre-qualification list. Staff from the City's Supply Management Department and Greenways & Neighbourhood Transportation Branch will comprise the selection committee.
- 4.2 Evaluation undertaken by the selection committee is based on the submission and assessment of the required documentation. The Selection Committee may develop a short list of candidates and may make site visits or conduct interviews if necessary.

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PART B - INSTRUCTIONS TO PROPONENTS

1.0 Administrative Requirements

- 1.1 It is the sole responsibility of the Proponent to check the City's website at <http://vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments, addenda, and questions and answers related to this RFEOI.
- 1.2 The Proponent is to submit its RFEOI Submission in accordance with the terms of this RFEOI including the instructions identified on the cover page and as provided within this Part B.

2.0 Conduct of RFEOI - Inquiries and Clarifications

- 2.1 The City's Manager of Supply Management has conduct of this RFEOI, and all communications are to be directed only to the Contact Person as identified on the cover page.
- 2.2 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFEOI. Inquiries are to be in written form only, faxed to 604-873-7057 or e-mailed to purchasing@vancouver.ca to the attention of the Contact Person shown on the cover page of this RFEOI no later than two (2) Business Days prior to the Closing Time. If required, an addendum will be posted on the City's website as noted in Section 1.1 above.

3.0 Submission of RFEOI Submission

- 3.1 Proponents are to submit two (2) copies of their RFEOI Submission in a sealed envelope or package marked with the Proponent's name, the RFEOI title and number, prior to the Closing Time and to the location shown on the cover page of this RFEOI.
- 3.2 Only the English language may be used in responding to this RFEOI.
- 3.3 RFEOI Submissions received after the Closing Time or in locations other than the address indicated on the cover page, may or may not be accepted and may or may not be returned. The City may or may not elect to extend the Closing Time.
- 3.4 Amendments to an RFEOI Submission are to be submitted prior to the Closing Time in writing to the address set out on the cover page in a sealed envelope or package, marked with the Proponent's name and the RFEOI title and number.
- 3.5 RFEOI Submissions may be withdrawn at any time before the Closing Time and are to be withdrawn by written notice delivered to the attention of the Contact Person at the Purchasing Office, Room 320, 3rd Floor, East Tower, City Square, 555 West 12th Avenue, Vancouver, British Columbia, Canada, V5Z 3X7, and signed by the authorized signatory for the Proponent.
- 3.6 All costs associated with the preparation and submission of the RFEOI Submission, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

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4.0 Conflict of Interest/Solicitation

- 4.1 Proponents are to ensure that any and all conflicts of interest or potential conflicts of interest and any and all collusion, or appearance of collusion is fully and properly disclosed in the RFEOI Submission Cover Letter.
- 4.2 Failure to disclose this information may result in the rejection of the RFEOI Submission, the associated entity's RFEOI Submission, and/or the immediate cancellation of any contract should one be concluded in reliance on the information contained in the submitted RFEOI Submission.
- 4.3 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation offering a personal benefit of any kind, directly or indirectly, to any officer, employee, agent or elected official of the City with respect to the RFEOI Submission, whether before or after the submission of the RFEOI Submission, the City will automatically disqualify such Proponent.

5.0 Opening of RFEOI Submissions

- 5.1 The City reserves the right to open all RFEOI Submissions in a manner and at the time and place determined by the City in its sole discretion.

6.0 Review Process

- 6.1 Subsequent to the review, the City may ask one or more Proponent and its partners to provide clarifications and/or meet with City staff for the purpose of further expanding on its submission. The location for this meeting will be made available at a later date.
- 6.2 Subsequent to the receipt and review of the submissions, the City reserves the right, at its sole discretion, to enter into negotiations with any Proponent or with any number of other Proponents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.
- 6.3 To select qualified Proponents the City will review each response on the basis of, but not limited to, the following:
 - a) the demonstrated ability to meet the requirements of the scope of work;
 - b) proven experience in delivering similar services;
 - c) the Respondent's business reputation and capabilities and, where applicable, the experience of the personnel that will be assigned to this project; and
 - d) any other criteria that the City deems, in its sole discretion, required to determine the likely success of the project.

7.0 City Rights

- 7.1 Notwithstanding any other provision of this RFEOI, the City will be entitled in its sole discretion to take any of the following actions and will not under any circumstances be liable to any person including any Proponent for taking such actions:
 - a) Amend the scope of the project envisioned by the RFEOI;
 - b) Reject or accept any or all RFEOI Submissions;

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- c) Cancel the RFEOI process and reject all RFEOI Submissions;
- d) Cancel the RFEOI process and recommence prequalification in respect of the same project with the same or an amended set of documents, information and requirements;
- e) Request any Proponent to provide additional information or clarification or equipment samples or demonstrations without requesting such information from all Proponents; o
- f) Enter into direct negotiations with any party whether or not a Proponent; or
- g) Terminate the RFEOI process.

7.2 This RFEOI is not a tender or request for submissions nor an offer to enter into an agreement with the City and the delivery of an RFEOI Submission by any Proponent does not in any way whatsoever create any agreement between the City and any Proponent. The City has no contractual obligations whatsoever arising out of this RFEOI process.

8.0 Freedom of Information and Protection of Privacy Act

8.1 The City is subject to the Province of British Columbia Freedom of Information and Protection of Privacy Act. All documents submitted by Proponents to the City become the property of the City. All documents will be received and held in confidence by the City and the information will not be disclosed, except to the extent necessary for carrying out the City's purposes or as required by law.

9.0 Confidentiality

9.1 Information about the City obtained by a Proponent must not be disclosed unless authorized by the City in writing. By submitting a Response, the Proponent agrees that this obligation of confidentiality will survive the termination of this RFEOI and any contract that might arise between the parties.

9.2 It should be recognized that all responses once submitted become the property of the City of Vancouver. The City will make every effort to maintain the confidentiality of each RFEOI, except to the extent necessary to communicate information to its employees, or consultants.

10.0 No Promotion of Olympic Relationship

10.1 The successful Proponent must not disclose or promote its relationship with the City, including by means of any verbal declarations or announcements and by means of any sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials without the express prior written consent of the City (except as may be necessary for the successful Proponent to perform the successful Proponent's obligations under the terms of this Contract). The successful Proponent undertakes not to use "VANOC", "Vancouver 2010", the official emblem, logo or mascot of the 2010 Games or any reference or means of promotion or publicity, without the express prior written consent of the City. Furthermore, the successful Proponent undertakes not to disclose or promote its relationship with the City in any communication or manner whatsoever as a basis to create an association, express or implied, between the successful Proponent and the IOC, the Olympics or the Olympic Movement.

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PART C - RESPONSE FORMAT**

1.0 Introduction

- 1.1 It is intended that this section of the RFEOI will communicate to Proponents the structured and standardized format for submission of Responses.
- 1.2 Interested parties should submit details of their experience in this field and with references to other agencies that they have performed a similar service for. Staff qualifications should be included.

2.0 Submission Instructions

- 2.1 Proponents **MUST INCLUDE PRICING** information in their submission.
- 2.2 Proponents are requested to organize their Responses according to the following format.

TITLE PAGE: The title page should show the RFEOI title and number, submission date, Proponent name, address, telephone number and the name and title of the contact person.

TABLE OF CONTENTS: Page numbers should be indicated.

EXECUTIVE SUMMARY: A short summary of the key features of the Response demonstrating the Proponent's understanding of the requirements.

PROPONENT PROFILE: Provide a brief overview of your organization including information on previous or present collaborations with other companies or organisations. If applicable, provide the name and address, contact person and telephone number of the companies or organisations, and the effective dates of similar contracts as outlined in this RFEOI.

RESPONSE: Proponents should address the following as a minimum:

- a) The ability to meet the requirements of the scope of work as outlined in Part A - General Information and Appendices 1-3.
- b) Demonstrate ability and capacity to meet or exceed delivery requirements.

1.0 Specifications:

- 1.1 The City is seeking a Proponent to manage and operate staffed bike parking services for the 2010 Winter Olympic & Paralympic Games (the "Games"). Temporary bike parking, operated by City volunteers or paid staff, will be provided at up to seven locations around the City of Vancouver for the duration of the Games.
- 1.2 Bike parking services at the specified locations will be provided free of charge to all users for the duration of the Games.
- 1.3 The successful Proponent will be required to manage/oversee all aspects of the bike parking services throughout the course of the Games, as specified in this RFEOI. The City will provide, at no cost to the successful Proponent, sufficient bicycle racks to accommodate up to one thousand one hundred and fifty (1150) bicycles in total (distributed across the seven locations as outlined in Appendix 3) for the duration of the required bike parking services during the Games. The bike racks will include a combination of collapsible special-event racks and standard "hanger-style" racks that will be redeployed to permanent locations after the Games.
- 1.4 Temporary bike parking will be provided at or near up to four (4) Olympic and Paralympic competition venues, two (2) City celebration sites and one (1) transit hub, as follows (specific locations subject to change):
 - o Vancouver Olympic and Paralympic Centre (Hillcrest Park) - bike parking to be located on-street (or partially on-street) near the intersection of Peveril Avenue and Manitoba Street;
 - o Pacific Coliseum - bike parking to be located along the pathway and in small "plaza" area between Hastings Street (near Lillooet St) and the venue entrance to the southeast of Pacific Coliseum;
 - o BC Place - bike parking to be located on wide sidewalk under the Cambie Bridge on the west side of Nelson Street between Marinaside Crescent and Pacific Boulevard;
 - o Canada Hockey Place (GM Place) - bike parking to be located in one of the tennis courts at Andy Livingstone Park (northwest corner of Union Street at Quebec Street);
 - o LiveCity Downtown (celebration site) - bike parking to be located in the EasyPark parkade at the southeast corner of Cambie and Pender Streets;
 - o LiveCity Yaletown (David Lam Park celebration site) - bike parking to be located off-street on the southeast corner of Homer Street and Pacific Boulevard; and
 - o Olympic Village Canada Line/Olympic Line Station - bike parking to be located in the City-owned parking lot between the Canada Line station and the Olympic Line streetcar station.
- 1.5 The tentative hours and dates of operation for bike parking services at each location are provided in Appendix 2. The City may, at its discretion, adjust the hours of operation for bike parking services to reflect up-to-date operating schedules. If the Proponent provides staffing, then the successful Proponent shall adjust staffing requirements and associated staffing costs to accommodate the adjusted schedule pro-rated at an hourly rate indicated in its submission.
- 1.6 Temporary bike parking facilities will be physically secured by the Proponent during overnight hours. A small number of bike racks (to be determined in consultation with successful Proponent) may be left unsecured during unattended hours to be available to after-hours venue staff.
- 1.7 The successful Proponent will arrange transport of all bike racks from a central storage location to the seven sites before opening day of the Olympic Games. On conclusion of the

Paralympic Games, the Proponent will arrange transport of all bike racks back to the storage location. Some racks may be moved to storage at the conclusion of the Olympic Games.

- 1.8 Bike racks may be moved between venues for specific larger events, which are the Olympic Opening and Closing Ceremonies and the Paralympic Opening Ceremony. The quantity of bike racks needed for these larger events will be determined by the City and successful Proponent. The successful Proponent would be required to arrange transport of the bike racks and other equipment, as necessary.
- 1.9 The scope of management services is to be determined by and at the discretion of the City, and Proponents shall outline details and pricing for three (3) levels of service, as described in Section 2.0.

2.0 Requirements:

- 2.1 Proponents shall include pricing proposals and service descriptions in their submissions, for the three (3) following levels of service:

- a) Service Level One - Management Services & Equipment Procurement

The successful Proponent will oversee the operation of the bike parking services for all sites, which would be staffed by City volunteers. Management services may include, but are not necessarily limited to: determining and recommending equipment and material needs for each location, providing small equipment and materials necessary for the operation of the bike parking services (e.g., staffing tables/chairs, bike check tickets, stationery, local signage, etc.), ensuring sufficient equipment and material are delivered to sites and assembled as necessary, scheduling and training volunteers in advance, ensuring volunteers are equipped with necessary materials and provisions, evaluating and adjusting services as needed for the duration of the Games. The successful Proponent will arrange transport of bike racks to/from the bike parking sites and, where necessary, between venues for specific events, as outlined in Sections 1.7 and 1.8.

The successful Proponent will procure/source out/rent equipment needed to provide full-service bike parking at each venue, including, but not necessarily limited to: tenting for bike parking and staff areas (where needed), security fencing for bike parking area, portable heaters and lighting, portable toilets, and other equipment for staffing consistent with WorkSafe BC regulations. Appendix 3 outlines the anticipated equipment requirements for each location, but Proponents are expected to review needs and recommend equipment for each location.

The pricing proposal shall include cost estimates for the procurement and/or rental of all equipment for the duration of the Games.

- b) Service Level Two - Management Services & Staffing

The successful Proponent will oversee the operation of the bike parking services for all sites, which will be staffed by employees of the Proponent. Management services may include, but are not necessarily limited to: determining and recommending equipment and material needs for each location, providing small equipment and materials necessary for the operation of the bike parking services (e.g., staffing tables/chairs, bike check tickets, stationery, local signage, etc.), ensuring sufficient equipment and material are delivered to sites and assembled as necessary, scheduling and training staff in advance, ensuring staff are equipped with necessary materials and provisions, evaluating and adjusting services as needed for the duration of the Games. The successful Proponent will arrange transport of bike racks to/from the bike parking sites and, where necessary, between venues for specific events, as outlined in Sections 1.7 and 1.8.

The successful Proponent will hire, train and manage staff to operate the bike parking services according to the tentative schedule outlined in Appendix B. The Proponent will determine and describe the level of service that can be provided to customers based on the prescribed staffing levels.

The City will procure necessary large equipment (such as tenting, fencing, etc.) for the provision of the bike parking services, as recommended by the Proponent. The Proponent will provide smaller equipment and materials, as noted above.

The pricing proposal shall include cost estimates for staffing of each location.

c) Service Level Three - Management Services, Equipment Procurement & Staffing

The successful Proponent will oversee the operation of the bike parking services for all sites, which will be staffed by employees of the Proponent. Management services may include, but are not necessarily limited to: determining and recommending equipment and material needs for each location, providing small equipment and materials necessary for the operation of the bike parking services (e.g., staffing tables/chairs, bike check tickets, stationery, local signage, etc.), ensuring sufficient equipment and material are delivered to sites and assembled as necessary, scheduling and training staff in advance, ensuring staff are equipped with necessary materials and provisions, evaluating and adjusting services as needed for the duration of the Games. The successful Proponent will arrange transport of bike racks to/from the bike parking sites and, where necessary, between venues for specific events, as outlined in Sections 1.7 and 1.8.

The successful Proponent may provide all necessary equipment needed to provide full-service bike parking at each venue, including, but not necessarily limited to: tenting for bike parking and staff area (where needed), security fencing for bike parking area, portable heaters and lighting, portable toilets, and other equipment for staffing consistent with WorkSafe BC regulations. Appendix 3 outlines the anticipated equipment requirements for each location, but Proponents are expected to review needs and recommend equipment for each location.

The successful Proponent will hire, train and manage staff to operate the bike parking services according to the tentative schedule outlined in Appendix 2. The Proponent will determine and describe the level of service that can be provided to customers based on the prescribed staffing levels.

2.2 The Proponent shall include with their submission:

- a) Pricing proposals for the three (3) levels of service outlined in Section 2.1, including management, staffing and/or procurement of equipment, as appropriate.
- b) Descriptions of the staffing levels and level of service that will be provided to bike parking users.
- c) Hourly cost to provide staffed bike parking services (to be used for pro-rating any adjustments to hours of operation).
- d) Two references for previous (similar) events managed and/or operated by the Proponent.

APPENDIX 2 TENTATIVE SCHEDULE FOR BIKE PARKING SERVICES RFEOI PS09176

Location	Tentative Hours of Operation (24-hour clock)	Tentative Date(s)
Vancouver Olympic/Paralympic Centre (Hillcrest)	5:00 - 24:00 (min. 19 hours/day)	Feb 16-27
Pacific Coliseum	4:00 - 23:00 (min. 19 hours/day)	Feb 13-27
BC Place (West Stadiums)	7:30 - 23:30 (min. 16 hours)	Feb 12*
	7:00 - 24:00 (min. 17 hours/day)	Feb 13-28
	7:30 - 23:30 (min. 16 hours)	Mar 12**
Canada Hockey Place (East Stadiums)	7:30 - 23:30 (min. 16 hours)	Feb 12*
	4:30 - 1:30 (min. 21 hours/day)	Feb 13-28
	7:30 - 23:30 (min. 16 hours)	Mar 12**
Live City Downtown (Cambie Parkade)	10:30 - 1:00 (min. 14.5 hours/day)	Feb 13-28
	12:30 - 22:00 (min. 9.5 hours/day)	Mar 12-14
	12:30 - 22:00 (min. 9.5 hours/day)	Mar 18-21
Live City Yaletown (David Lam Park)	10:30 - 24:00 (min. 13.5 hours/day)	Feb 11-28
Olympic Village Station	6:00 - 24:00 (min. 18 hours/day)	Feb 12 - 28 Mar 12 - 21

* Olympic Opening Ceremony
 ** Paralympic Opening Ceremony

Location	Number of Bikes to be Accommodated	Tenting	Fencing	Lighting	Toilet	Heating
Vancouver Olympic/Paralympic Centre (Hillcrest)	100	Yes	Yes	Yes	Yes	Yes
Pacific Coliseum	100	Yes	Yes	Yes	Yes	Yes
BC Place (West Stadiums)	200*	No	Yes	Yes	Yes	Yes
Canada Hockey Place (East Stadiums)	250*	Yes	No	Yes	No	Yes
Live City Downtown (Cambie Parkade)	200	No	No	No	No	Yes
Live City Yaletown (David Lam Park)	200	Yes	Yes	Yes	Yes	Yes
Olympic Village Station	100	Yes	Yes	No	No	No

* Quantity of bike parking may be increased for specific larger events, such as the Olympic Opening and Closing Ceremonies and the Paralympic Opening Ceremony.

** NOTE: This table represents anticipated equipment needs. Proponents are expected to review and recommend equipment requirements for each location.