



**REQUEST FOR EXPRESSIONS OF INTEREST (“RFEOI”) No. PS20120041**

**PARTNERSHIP FOR VIVA VANCOUVER 2012 (ON-STREET MURALS,  
RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)**

Expressions of Interest (here called “Applications”) are to be addressed and delivered to the Purchasing Services Office, 3<sup>rd</sup> Floor, Suite #310, East Tower, 555 West 12<sup>th</sup> Avenue, Vancouver, British Columbia, Canada, V5Z 3X7 prior to the Closing Time: 3:00:00 pm Vancouver Time (as defined in Note 2 below), Tuesday, February 14, 2012.

Submissions received for this Expression of Interest will not be opened publicly.

**NOTES:**

1. Applications shall be in sealed envelopes or packages marked with the Applicant’s Name, the Request for Expressions of Interest (“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 Business Days 8:30 am to 4:30 pm Vancouver time and closed Saturdays, Sundays and holidays.
4. DO NOT SUBMIT BY FAX.

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

Peter Yung  
Buyer

Fax: 604-873-7057 E-mail: [purchasing@vancouver.ca](mailto:purchasing@vancouver.ca)

---

RFEOI No. PS20120041  
PARTNERSHIP FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)  
TABLE OF CONTENTS

---

SECTION 1	GENERAL INFORMATION .....	1
	1.1. Introduction.....	1
	1.2. Background.....	2
	1.3. Purpose .....	2
	1.4. Scope of Work .....	3
SECTION 2	QUALIFICATION CRITERIA .....	4
	2.1. General.....	4
	2.2. Key Personnel .....	4
SECTION 3	COMMUNICATIONS .....	4
	3.1. Inquiries by Applicants.....	4
SECTION 4	SUBMISSION OF APPLICATIONS .....	5
	4.1. Delivery .....	5
	4.2. Late Applications.....	5
	4.3. Form of Application .....	5
	4.4. Lack of Information .....	5
SECTION 5	REVIEW OF APPLICATIONS .....	5
	5.1. Evaluation by the City of Vancouver .....	5
	5.2. Inquiries .....	5
	5.3. Non-Conforming Applications .....	6
SECTION 6	NOTIFICATION PROCESS .....	6
	6.1. The City of Vancouver Rights.....	6
	6.2. Information Disclaimer .....	6
	6.3. Security Requirements .....	7
SCHEDULE 1	- DESCRIPTION OF REQUIREMENTS .....	1
SCHEDULE 2	- LETTER OF APPLICATION .....	1
SCHEDULE 3	- FORMAT FOR APPLICATIONS .....	1
SCHEDULE 4	- INSURANCE COVERAGE.....	1
APPENDIX 1 - CERTIFICATE OF EXISTING INSURANCE		
APPENDIX 2 - BUDGET PRICING		

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

## INSTRUCTIONS TO APPLICANTS

### SECTION 1 GENERAL INFORMATION

#### 1.1. Introduction

The City of Vancouver's VIVA Vancouver program is seeking innovative proposals for on-street murals, recurring public spaces and roaming public spaces projects in 2012.

##### 1.1a. On-street Murals

An on-street mural is artwork that is painted directly on to the road surface. The mural would provide the neighbourhood with unique art that has distinguished characteristics and/or wayfinding opportunities. Community involvement in the creation of the mural would be an asset. The City would provide any short listed applicants with guideline requirements for painting on asphalt. Once the street mural is complete, traffic would be allowed to return to the roadway.

##### 1.1b. Recurring Public Spaces

Recurring public spaces are pedestrian-oriented temporary public spaces that are created through the closure of select roadway for one or two days on a regular weekly basis over a period of three consecutive weeks or more (e.g. once per week for three weeks, twice per week for four weeks, etc...). These pedestrian-oriented spaces would offer neighbourhood residents a consistent schedule for the transformation of local road space into an interesting and inviting place where the community can meet, spend time and engage in activities.

##### 1.1c. Roaming Public Spaces

Roaming public spaces use select roadway to create pedestrian-oriented temporary public spaces that may last from a few hours to a day. While roaming public spaces would be carefully planned and implemented in partnership with the City, these creative spaces are intended to be experienced by the public as 'unexpected' or as 'spontaneous'. The purpose of roaming public spaces is to encourage the public to re-imagine road spaces as pedestrian or people spaces in interesting and engaging ways. Roaming public spaces are not intended to duplicate or mimic one day street festivals or block parties; instead, these spaces are meant to be small in scale (one block or less), easy to mobilize and, engaging to the community.

As there are no specific locations pre-identified for any of the three public space models included in this RFEOI, the City asks that the applicant include a preferred location for the identified project. The City may or may not select the proposed location as the final site of the identified project. The following types of road spaces may be included: laneways, intersections, residential streets and commercial streets. All three public space models would aim to limit impacts such as business access, emergency access and transit interruptions. Alterations or modifications to the street surface are not permitted, with the exception of street murals where painting is permitted.

To create these projects, the City works in partnership with successful applicants. An applicant's ability to provide financial or in-kind support to the project (e.g. private

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

sector donations, sponsorship, or volunteer contributions) will be considered in the evaluation process.

### 1.2. Background

VIVA Vancouver is an innovative program that works in partnership with selected individuals and organizations to create temporary pedestrian-oriented public spaces. The purpose of the program is to encourage greater neighbourhood vibrancy by providing residents and visitors with a high quality and engaging public realm experience through the short term reallocation of road space.

Examples of previous VIVA Vancouver initiatives can be found here: [vancouver.ca/viva](http://vancouver.ca/viva) and <http://www.flickr.com/photos/vivavancouver/>

The program's three main goals are to:

- Create a variety of public spaces that facilitate a range of active (engaging) and passive (sojourning) activities
- Increase neighbourhood liveability benefiting residents, businesses, community groups and visitors
- Encourage sustainable and active transportation by creating interesting spaces for walking and cycling

VIVA Vancouver supports the City's Greenest City and Transportation Plans and also supports the City of Vancouver's 2010-2020 strategic goal of creating a sustainable, affordable, liveable and inclusive city.

The intended outcomes of the program are to:

- Increase the amount of public space available in communities on a temporary basis;
- Increase community interaction; and
- Improve neighbourhood connectivity.

### 1.3. Purpose

The City of Vancouver is seeking assistance from Vancouver-based not-for-profit groups, formally organized community groups, and other organized groups of individuals for VIVA Vancouver's 2012 program relating to on-street murals, recurring public spaces and roaming public spaces projects in 2012.

As there are no specific locations pre-identified for any of the three public space models included in this RFEOI, the City asks that the applicant include a preferred location for the identified project. The City may or may not select the proposed location as the final site of the identified project. The following types of road spaces may be included: laneways, intersections, residential streets and commercial streets. Identifying ways to limit impacts on business access, emergency access and transit interruptions will be considered in the evaluation process.

Through the RFEOI process the City may shortlist applicants, at which time an interview would be required to further discuss the submitted concept and applicant qualifications and capacity.

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

1.4. Scope of Work

The submission shall include a description of the temporary public space intervention, including the preferred location, scale, time frame, together with the names and experience of all team members or collaborating partners.

1.4a. The applicant is asked to demonstrate the following:

- An understanding of temporary public space making in a busy urban context (the City of Vancouver's definition of temporary public space making excludes one day special events, such as street festivals);
- Knowledge of applicable by-laws (e.g. Street and Traffic By-law and Building By-law);
- Any potential contribution or other resources including sources of funds and in-kind support; and
- Knowledge of stakeholder groups in the area; an ability to understand and respond to stakeholder concerns and develop positive working relationships.

1.4b. The applicant is required to submit the following:

- The category of temporary public space transformation (On-Street mural, Recurring or Roaming);
- The preferred location (e.g. 400-block W. 10<sup>th</sup> Ave.) and type of road space for the project (e.g. laneway, intersections, residential street, or commercial street);
- The scale of the proposed transformation (e.g. number of square meters or blocks);
- The duration and dates of the space transformation, days per week and number of weeks or months (e.g. every Saturday, for three weeks, from July 7 - 28, 2012);
- How the applicant envisions residents in the community using the space and why this would be of benefit to the community;
- A site plan and any drawings that sufficiently describe the proposal;
- A draft description of the site setup and logistics (e.g. barricades, etc...);
- A list of possible materials (e.g. paint, plants, tables, chairs, etc...), if applicable;
- A draft timeline and draft implementation plan for the creation of the temporary public space;
- A list of possible stakeholders affected by the creation of temporary public space, primarily relating to access to businesses, residential properties, service vehicles or transit service;
- The attached budget form, completed; (see Appendix 2);
- Evidence of existing insurance that may be applicable to the project, such as Commercial General Liability Insurance, Professional Liability Insurance, or All Risk Property Insurance. If the applicant does not currently have insurance, a

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

willingness to purchase any required insurance, if selected, is required for involvement in VIVA 2012; and

- Up to two examples of previous work that demonstrate relevant capacity and community engagement relating to the applicant's proposal.

If short listed, the applicant will be asked to meet with departmental representatives for the review of established objectives, desired outcomes, the proposed timeline and draft budget. Possible methods for documenting the street space transformation would also be discussed.

Examples:

- **On-street murals:** Street murals, City of Portland;  
<http://www.portlandonline.com/mayor/?a=351105&c=49521>
- **Recurring:** Livable Laneways, City of Vancouver (VIVA Vancouver 2011);  
vancouver.ca/viva and <http://www.facebook.com/LivableLaneways>
- **Roaming:** Plaza Movil, Buenos Aires, Argentina  
<http://www.treehugger.com/sustainable-product-design/movable-squares-to-give-life-to-idle-streets-during-holidays-and-weekends-in-buenos-aires.html>  
Mobile Digital Projections and Cube Van Playlets, City of Vancouver (VIVA Vancouver 2011) vancouver.ca/viva

## SECTION 2 QUALIFICATION CRITERIA

### 2.1. General

The City of Vancouver will base its decisions on whether the statement of qualifications submitted by an Applicant meets the format requirements set out and the evaluation criteria established by the City of Vancouver, in its sole discretion, as set out in Schedule 1 - Description of Requirements.

### 2.2. Key Personnel

- 2.2.1. The Applicant, if selected, shall only be entitled to use approved key personnel and subcontractors or other approved firms or individuals in the performance of work, provided that the Applicant will at all times remain the contractor of record and will remain responsible and liable for the acts, defaults, and neglects of key personnel or subcontractors and all other firms or individuals performing work on the Applicant's behalf.
- 2.2.2. As part of its Statement of Qualifications, Applicants shall submit the names of proposed key personnel and subcontractors and any other person or firm that the Applicant would include on its project team.

## SECTION 3 COMMUNICATIONS

### 3.1. Inquiries by Applicants

Applicants may not communicate with the City except in writing by fax or email to the contact person listed on the cover page of this RFEOI.

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

**SECTION 4 SUBMISSION OF APPLICATIONS**

**4.1. Delivery**

Applicants must submit an original of their application (“**Application**”) and the number of copies of their Application specified in Schedule 1 - Description of Requirements, in sealed envelopes, delivered either by hand or by courier to the address stated in Schedule 1 - Description of Requirements and not later than the Closing Time. The Applicant shall set out its name and mailing address on the envelope and the envelope shall be clearly marked as indicated in Schedule 1 - Description of Requirements. It is the Applicant’s sole responsibility to ensure delivery of the Application by the Closing Time. All submissions shall be made at the Applicant’s sole cost and expense.

**4.2. Late Applications**

The City of Vancouver may reject and may return any unopened Application received after the Closing Time.

**4.3. Form of Application**

Each Application shall consist of a Letter of Application in the form set forth in Schedule 2 together with the Statement of Qualifications in the format set forth in Schedule 3. All Applications shall be submitted in English.

**4.4. Lack of Information**

Applicants acknowledge that following receipt of an Application, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Applicant provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Applicant. If an Applicant fails to provide comprehensive and accurate information that is essential for the City of Vancouver’s evaluation of the Applicant’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 Application.

**SECTION 5 REVIEW OF APPLICATIONS**

**5.1. Evaluation by the City of Vancouver**

The City of Vancouver will review the Applications submitted to determine whether, in the City of Vancouver’s opinion, the Applicant has demonstrated that it has the required experience and qualifications to fulfill the desired project outcomes and/or services identified in Schedule 1 - Description of Requirements.

**5.2. Inquiries**

The City of Vancouver, 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 the Application.

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

**5.3. Non-Conforming Applications**

Applications 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 Documents may be rejected by the City of Vancouver. Notwithstanding the foregoing or any other provision of these Documents, the City of Vancouver may at its sole discretion elect to retain for consideration Applications 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 Documents except the requirement of delivery of Applications prior to the Closing Time.

**SECTION 6 NOTIFICATION PROCESS**

**6.1. The City of Vancouver Rights**

6.1.1. The City of Vancouver may unilaterally take the following actions, and shall not be liable for any such actions:

- (a) amend the scope and description of the products and services to be procured as described in Schedule 1 - Description of Requirements, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Applicants who meet the resulting amended requirements;
- (b) reject or accept any or all Applications;
- (c) request any Proponent to provide additional information or clarification or equipment samples or demonstrations without requesting such information from all Proponents; or
- (d) terminate the RFEOI process and enter into direct negotiations with any party whether or not an Proponent

6.1.2. The Applicant acknowledges and agrees that the submission of an Application by any Applicant does not in any way whatsoever create a binding agreement. The Applicant acknowledges that the City of Vancouver has no contractual obligations whatsoever arising out of this process.

**6.2. Information Disclaimer**

6.2.1. The City of Vancouver and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be disclosed or otherwise provided to the Applicant.

6.2.2. The Applicant shall conduct its own independent investigations and interpretations and shall not rely on the City of Vancouver with respect to information, advice or documentation provided by the City of Vancouver. The information provided by the City of Vancouver is provisional and will be superseded by other agreement documents.

6.2.3. The City of Vancouver makes no representation, warranty, or undertaking with respect to these documents and the City of Vancouver and its directors, officers, employees, agents, consultants and advisors, shall not be liable or

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

responsible for the accuracy or completeness of the information in these documents or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Vancouver.

**6.3. Security Requirements**

The City of Vancouver reserves the right to require, as a condition of the contract entered into with any successful proponent, the Applicant and each of its directors and officers consent to the City of Vancouver and its security partners conducting at the City of Vancouver's discretion, a security clearance, including without limitation a criminal records search and such other security searches as the City of Vancouver may deem advisable, together with ongoing monitoring of same. For further certainty only the successful applicant will be required to undergo the above noted security clearance requirements.

RFEOI No. PS20120041  
**PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)**

**SCHEDULE 1 - DESCRIPTION OF REQUIREMENTS**

<p><b>ITA Section Reference</b></p>	<p>The instructions in this Description of Requirements and the Schedules are intended to complement or supplement the provisions in the Instructions to Applicants (ITA). In the event any information in the Schedules is inconsistent with the ITA or the Description of Requirements, the provisions of the ITA or the Description of Requirements, as applicable, shall prevail.</p>
<p>1.1 - 1.5</p>	<p><b>Recipient of Services</b>  The City of Vancouver  <b>General Description of Products and Services:</b>  The City of Vancouver is seeking assistance from Vancouver-based not-for-profit groups, formally organized community groups, and other organized groups of individuals for VIVA Vancouver’s 2012 program relating to on-street murals, recurring public spaces and roaming public spaces projects in 2012.</p>
<p>2.1 &amp; 5.1</p>	<p><b>Evaluation Criteria</b></p> <ul style="list-style-type: none"> <li>(a) Qualifications and relevant experience and capability of the Applicant;</li> <li>(b) Financial capability;</li> <li>(c) Recent and relevant references;</li> <li>(d) Knowledge of community (e.g. community stakeholder groups, local business association, unique demographic characteristics, etc...);</li> <li>(e) Approach and methodology;</li> <li>(f) Nature and extent of current business/operations in Vancouver, British Columbia and Canada;</li> <li>(g) Qualifications and relevant experience of the Applicant’s key personnel and any sub-contractors to be included in the project team;</li> <li>(h) Experience with similar projects;</li> <li>(i) History of any litigation or claims made against the Applicant, or made by the Applicant against the City, during the three years previous to the Closing Time;</li> <li>(j) Ability to meet insurance requirements; and</li> <li>(k) Innovative ideas relating to execution and of the project services deliverables.</li> </ul> <p><b>Note:</b> The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.</p>

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

4.1, 4.2 & 4.3

**Submission of Applications**

Address: 3<sup>rd</sup> Floor, Suite 310, East Tower, 555 West 12<sup>th</sup> Avenue,  
Vancouver, British Columbia, Canada, V5Z 3X7

Attention: Peter Yung

Closing Time:

As set out on the front page of this RFEOI.

Number of copies of Applications (in addition to the original) to be submitted:

**Eight (8)**

*Envelope marking:*

Name of Applicant

Mailing Address of Applicant

"Private & Confidential"

PS20120041

PARTNERSHIP FOR VIVA VANCOUVER 2012 (ON-STREET MURALS,  
RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

SCHEDULE 2 - LETTER OF APPLICATION

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

Date: \_\_\_\_\_

To: The City of Vancouver

Re: Statement of Qualifications in respect of RFEOI PS20120041 - PARTNERSHIP FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)

**Private & Confidential**

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_  
[Applicants are to insert full corporate name and if they are the lead participant of a joint venture, then state "on behalf of..." and list the full corporate names of the companies forming the joint venture] (the "Applicant"), and having reviewed and fully understood all of the requirements and information provided, the undersigned hereby submits the attached Statement of Qualifications and supporting materials to submit a proposal for the services as described in Schedule 1 - Description of Requirements for RFEOI PS20120041.
2. The City of Vancouver and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and experience issues.
3. The City of Vancouver and its representatives may contact the following persons for further information:  
[Insert name and contact information.]
4. This application is made with the full understanding that:
  - (a) any information submitted by the applicant may be subject to verification by the City of Vancouver during evaluation of any subsequent proposals;
  - (b) we undertake to submit a bona fide proposal if we are selected;
  - (c) the City of Vancouver may:
    - (i) amend the scope and description of the services to be procured under the RFEOI process as described in Schedule 1
    - (ii) reject or accept any or all Applications;
    - (iii) cancel the RFEOI process and reject all Applications;
    - (iv) cancel the RFEOI process and recommence an EOI with respect to the same or an amended set of documents, information and requirements; or
    - (v) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Proponent; and

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

- (d) the City of Vancouver shall not be liable in any way whatsoever for any actions described under 4(c) of this letter or for any matter whatsoever in relation to this Request for Expressions of Interest process.
5. We acknowledge receipt of the following addenda (if applicable);  
*Addendum No.* \_\_\_\_\_ *Date:* \_\_\_\_\_
6. The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

For and on behalf \_\_\_\_\_  
*[name of Applicant and companies forming joint venture]*

Mailing \_\_\_\_\_  
\_\_\_\_\_

Cheque Payable/Remit to \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration \_\_\_\_\_ Incorporation \_\_\_\_\_

City of Vancouver Business License \_\_\_\_\_  
*(If your office is located in Vancouver)*

WorkSafeBC Account \_\_\_\_\_

Dunn and Bradstreet \_\_\_\_\_

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

**SCHEDULE 3 - FORMAT FOR APPLICATIONS**

Applications submitted by Applicants shall consist of:

- I. the Letter of Application specified in Schedule 2; and
- II. the 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 these Documents, Closing Time (as specified in Schedule 1 - Description of Requirements), Applicant name, address, telephone number, fax number and contact person.

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

(c) **Experience:**

- Describe the type of individual or company (for example not-for profit, corporation, partnership, sole proprietor, etc...) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead
- Provide a history of litigation or claims made against the Applicant during the three years immediately prior to the Closing Time

(d) **Capability:**

- Describe capability (financial, relevant community experience, and workload capacity) to undertake the partnership
- Provide resumes of proposed key personnel
- Provide a letter from their insurance broker or agent indicating whether or not (and if not then to what extent) they will be able to comply with the insurance requirements set out in Schedule 4 should they be selected as a successful partner or provide a certificate of existing insurance in the form attached as Appendix 1

(e) **Completed and Current Projects**

- Include up to two examples of previous work that demonstrate relevant capacity and community engagement relating to the applicants proposal
- Describe capacity to undertake this project and describe any other projects you have scheduled during the anticipated time frame

(f) **Outline of Services to be Provided**

Provide a brief discussion of your approach to:

**Plan and create an engaging, high quality temporary public space for VIVA Vancouver 2012:**

- The category of temporary public space transformation (On-Street mural, Recurring or Roaming);
- The preferred location and type of road space for the project (e.g. laneway, intersections, residential street, or commercial street);

PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

- Identify the scale of the proposed transformation (e.g. number of square meters or blocks);
- Identify the duration and dates of the space transformation, days per week and number of weeks or months (e.g. every Saturday, for three weeks, from July 7 - 28, 2012);
- Describe how the applicant envisions residents in the community using in the space and why this would be a benefit to the community;
- A description of the services proposed, including the details of the services
- A description of the methods to be employed to perform and coordinate the work
- Provide a site plan and drawings that sufficiently describe the proposal;
- Provide a draft description of the site setup and logistics (e.g. barricades etc.);
- Provide a list of possible materials (e.g. paint, plants, tables, chairs, etc.) if applicable;
- Provide a preliminary timeline and draft implementation plan for the creation of the temporary public space;
- Include a list of possible stakeholders affected by the creation of temporary public space, primarily relating to access to businesses, residential properties or service vehicles; and
- An outline of the resources to be committed to this work (financial and in-kind contributions); please ensure that the attached budget form is also completed (See Appendix 2).

(g) Pricing Schedule

- Provide the price breakdown and total price as set out in Table 1: Budget Pricing, Appendix 2

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS, RECURRING  
PUBLIC SPACES AND ROAMING PUBLIC SPACES)

---

SCHEDULE 4 - INSURANCE COVERAGE

1.0 INSURANCE COVERAGE

- 1.1 Applicants shall submit with their application a Certificate of Existing Insurance (in the form set out in Appendix 1) duly completed and signed by their insurance agent or broker as evidence of their existing insurance, along with a letter from their insurance broker or agent indicating whether or not (and if not then to what extent) they will be able to comply with the insurance requirements set out in this section should they be selected as a successful Proponent.
- 1.2 The following insurance coverage are minimum insurance required by the City of Vancouver. It is the responsibility of the Proponent to obtain any additional insurance required by law or which the Proponent considers necessary.
- 1.3 The Consultant covenants to obtain at its own expense before commencing work on the Services under this Agreement.
  - a) A Commercial General Liability insurance policy, if applicable, with limits of not less than Two Million (\$2,000,000) dollars per occurrence, and a deductible of not more than Five Thousand (\$5,000) dollars, protecting the Consultant against all claims for personal injury, death, bodily injury or property damage arising out of the operation of the Proponent or the actions of the Consultant, its employees, agents or sub-contractors. The policy shall contain a cross liability clause in favour of the City of Vancouver and shall name the City, its officials, employees and agents as additional insured.
  - b) A Professional Liability insurance policy, if applicable, with limits of not less than One Million (\$1,000,000) Dollars per occurrence with an aggregate of not less than One Million (\$1,000,000) Dollars and a deductible of not more than Fifty Thousand (\$50,000) Dollars; protecting the Proponent against all claims for loss or damage arising out of any wrongful act or error or omission of the Proponent in performance of the professional services herein described in this agreement.
- 1.4 All foregoing insurance policies shall remain in full force and effect at all times during the term of this Agreement:
  - a) be obtained and issued by insurance companies authorized to carry on business in the Province of British Columbia, on terms satisfactory to the City's Director of Risk Management;
  - b) contain a clause that waives the insurer's right of subrogation against the City or its officers, employees, servants or agents.
- 1.5 Prior to commencement of the Agreement, the Proponent shall provide evidence of all required insurance and the insurance certificate shall not contain any disclaimer whatsoever. If required by the City, the Consultant shall provide certified copies of the policies signed by the insurers.
- 1.6 If the Proponent hires a subcontractor to perform any work related to the Services, the Proponent will ensure that all the Sub-Contractors will place and maintain the same type and amount of Professional Liability insurance, and for the same period of time, as is required of the Proponent.

APPENDIX 1

CERTIFICATE OF EXISTING INSURANCE

(see attached)



(ON-STREET MURALS, RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)

CERTIFICATE OF EXISTING INSURANCE

CITY OF VANCOUVER

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.
2. 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:
Personal Injury
Property Damage including Loss of Use
Products and Completed Operations
Cross Liability or Severability of Interest
Employees as Additional Insureds
Blanket Contractual Liability
Non-Owned Auto Liability
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability (Bodily Injury and Property Damage Inclusive) -
Per Occurrence
Aggregate
All Risk Tenants' Legal Liability
Deductible Per Occurrence

- 5. AUTOMOBILE LIABILITY INSURANCE for operation of owned and/or leased vehicles
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability -
Combined Single Limit \$
If vehicles are insured by ICBC, complete and provide Form APV-47.

- 6. UMBRELLA OR EXCESS LIABILITY INSURANCE
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability (Bodily Injury and Property Damage Inclusive) -
Per Occurrence \$
Aggregate \$
Self-Insured Retention \$

- 7. PROFESSIONAL LIABILITY INSURANCE
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability
Per Occurrence/Claim \$
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
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability
Per Occurrence \$
Aggregate \$
Deductible Per Loss \$
TYPE OF INSURANCE
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability
Per Occurrence \$
Aggregate \$
Deductible Per Loss \$

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

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

RFEOI No. PS20120041  
PARTNERSHIPS FOR VIVA VANCOUVER 2012 (ON-STREET MURALS AND RECURRING  
AND ROAMING PUBLIC SPACES)

---

APPENDIX 2

BUDGET PRICING

(see attached)

RFEI No. PS20120041  
 PARTNERSHIP FOR VIVA VANCOUVER 2012  
 (ON-STREET MURALS, RECURRING PUBLIC SPACES AND ROAMING PUBLIC SPACES)  
 APPENDIX 2

**TABLE 1: BUDGET PRICING**

EXPENSES	TOTAL	PARTNER CONTRIBUTION	COV (IN-KIND or financial support)	PRIVATE DONATION (REVENUE)	COMMENTS
<b>1 Administration</b>					
Insurance (CGL + Volunteer + Other as required)					n/a if you already have
Business License (required)					n/a if you already have
City permits			√		
Other					
<b>2 Communication</b>					
Public and stakeholder engagement			√		CoV will provide. If you require additional please note
Print material, website, FB, Twitter			√		CoV will provide. If you require additional please note
Signage			√		CoV will provide. If you require additional please note
Other					
<b>3 Planning + Development</b>					
Coordination					
Design Development (if applicable)					
Artist Fee (if applicable)					
Meeting/workspace rental (if applicable)					
Community Engagement/Outreach					
Communications/Promotion					
Traffic Plan			√		CoV will provide. If you require additional please note
Other					
<b>4 Implementation + Removal</b>					
Coordination					
Supplies/Materials					
Volunteer support					
Transportation rental (if applicable)					
Road Closure			√		CoV will provide. If you require additional please note
Mobilization/Installation (equipment, operator & installers)					
Sanitation Services			√		CoV will provide. If you require additional please note
Demobilization/Removal					
Documentation					
Other					
NET	<b>\$0.00</b>				
<b>Contingency 15%</b>	<b>\$0.00</b>				
TOTAL	<b>\$0.00</b>				