

File No.: 04-1000-20-2022-538

February 7, 2023

s.22(1)

Dear s.22(1)

Re: Request for Access to Records under the Freedom of Information and Protection of Privacy Act (the "Act")

I am responding to your request of October 13, 2022 under the *Freedom of Information and Protection of Privacy Act (the Act)* for:

In regards to the consultant who was awarded the RFP PS20220039-VBPR-RFP (Consulting Services for Killarney Park Track & Field Training Facility), record of their experience and insurance for this project. Date Range: June 24, 2022 to October 12, 2022.

All responsive records are attached. Some information in the records has been severed, (blacked out), under s.15(1)(l) and s.22(3)(d) of the Act. You can read or download these sections here: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00.

Under section 52 of the Act, and within 30 business days of receipt of this letter, you may ask the Information & Privacy Commissioner to review any matter related to the City's response to your FOI request by writing to: Office of the Information & Privacy Commissioner, info@oipc.bc.ca or by phoning 250-387-5629.

If you request a review, please provide the Commissioner's office with: 1) the request number (#04-1000-20-2022-538); 2) a copy of this letter; 3) a copy of your original request; and 4) detailed reasons why you are seeking the review.

Yours truly,

[Signed by Cobi Falconer]

Cobi Falconer, MAS, MLIS, CIPP/C
Director, Access to Information & Privacy
cobi.falconer@vancouver.ca
453 W. 12th Avenue Vancouver BC V5Y 1V4

If you have any questions, please email us at foi@vancouver.ca and we will respond to you as soon as possible. Or you can call the FOI Case Manager at 604-871-6584.

Encl. (Response package)

:pm

	Wournell, Doug
Questions	
Proposal Overview	
Group 1.1: Technical Proposal Questionnaire	
1.1.3 Provide a description of the Proponent's company, number of employees, purpose and history of successes. Include company profile including Consultant experience with projects of similar size and scope.	<p>Corporate Profile CORE Group Civil Consultants is a civil engineering firm which offers a variety of services in the area of Engineering Design, Sport and Recreation Facilities, Construction Management, Land Development Consulting and Utility Design. Additional services include Planning, Topographic Surveying and Fibre Optic Cable Design. CORE is a corporation and has been in continual practice for 25 years with two of its principals being from the original group of principals upon its founding. 90% of the company's staff have been with CORE for more than 10 years. All of CORE's lead personnel are registered professionals with either APEGBC or the AIBC. All of CORE's other personnel are registered professionals in their area of practice. CORE has 11 full-time personnel in the office working on a wide range of projects. CORE maintains one office, located in Burnaby, but its work ranges from projects from Phoenix, Arizona to Saskatoon, Saskatchewan. This office will be responsible for the project and it is only a 30 minute travel time from the site. CORE has experience acting as prime consultant on behalf of the client when dealing with resource organizations, sub-consultants, contractors, developers, utility authorities and governmental agencies. CORE provides complete contract administration services, which includes creation of contract documents, plans, specifications, and bidding documentation. Additionally, CORE offers assistance with bids and perform contract closure. CORE strives to preserve a high level of client satisfaction and a timely delivery of our product. Projects are managed by individuals who are highly qualified in their primary area of expertise. Most importantly for this project, CORE practice includes a specialty area of expertise in civil engineering for sport and recreation facilities, lately completing track & field facilities at North Delta Secondary School (completed), West Vancouver Secondary School (tendering), and Delta Secondary School (in design). Core personnel are currently working with the City of Kamloops on the replacement of the existing track surface with a Mondo track surface (same surface as the Olympic Games track). Recently, CORE personnel completed the re-surfacing of the running tracks at Kelowna, Saskatoon (indoor), the University of Manitoba (indoor) and Kamloops (indoor). Doug Wournell of Core was also the designer of the track & field facilities at Masich Stadium in Prince George, NDSS Sport Park</p>

<p>1.1.6 Experience and Qualifications: State the Proponent’s relevant knowledge and experience in relation to the qualifications listed in this RFP, including that of the proposed personnel. Provide a summary matrix of your experiences.</p>	<p>CORE has experience acting as prime consultant on behalf of the client when dealing with resource organizations, sub-consultants, contractors, developers, utility authorities and governmental agencies. Core personnel have extensive experience in public process, stakeholder engagement, open house events, and surveys. CORE provides complete contract administration services, which includes creation of contract documents, plans, specifications, and bidding documentation. Additionally, CORE offers assistance with bids and perform contract closure. Core personnel are experienced in costing reports and cost-benefit analysis. CORE strives to preserve a high level of client satisfaction and a timely delivery of our product. Projects are managed by individuals who are highly qualified in their primary area of expertise. Core’s Doug Wournell has completed over 50 running track projects and is the preeminent track & field facility designer in Canada, having completed track & field facility designs for the World Championships, the Commonwealth Games, the Pan American Games, and the Canada Games. He has worked with Core personnel and Scott Murdock of Murdock de Greeff on four very recent track projects. Doug Wournell and Sean Carroll have collaborated on projects for over 20 years, including the original renovation and re-surfacing of the Eric Hamber Field in Vancouver. Doug Wournell and Scott Murdoch have worked with multiple stakeholder groups and the general public, providing public engagement strategies to the IAP2 spectrum. Like any of the firms competing on this RFP, lead personnel could for a variety of reasons, be involuntarily indisposed from the project. In the case of Core, the experience in running track design, detailing, and review has been passed on to competent professionals within Core, ensuring that under unforeseen circumstances the work can be carried on to the standards expected of the City. Matrix of Most Recent Project collaboration Project Personnel North Delta Track West Vancouver Track Delta Secondary Track Kamloops Track Victoria Turf Cowichan Field Sean Carroll X X X X Doug Wournell X X X X X Marcelo Beckert X X X X Scott Robbins X X X X X Scott Murdoch X X X X X Steve Warde X X X X</p>
<p>Certificate of Existing Insurance</p>	
<p>Group 3.1</p>	
<p>3.1.1 A Certificate of Existing Insurance is to be duly completed and signed by the Proponent’s insurance agent or broker as evidence of its existing insurance, along with a letter from its insurance broker or agent indicating whether or not (and, if not, then to what extent) it will be able to comply with the insurance requirements set out in the Form of Agreement, should the Proponent be selected as a successful Proponent. (Any successful Proponent will also be required to provide proof of the satisfaction of all insurance requirements prior to or concurrently with the City entering into any Agreement.)</p>	<p>Insurance Document</p>



CERTIFICATE OF EXISTING INSURANCE

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

- 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)**
Core Group Civil Consultants Ltd. and Continental Land Plan Ltd.
BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS
320 - 8988 Fraserton Court Burnaby, BC V5J 5H8
DESCRIPTION OF OPERATION
Engineering Office

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

INSURER <u>Intact Insurance Company</u>	Insured Values (Replacement Cost)	-
TYPE OF COVERAGE <u>Property and Commercial General Liability</u>	Building and Tenants' Improvements	\$ <u>Not applicable</u>
POLICY NUMBER <u>s.15(1)(l)</u>	Contents and Equipment	\$ <u>260,117</u>
POLICY PERIOD From <u>March 11, 2022</u> to <u>March 11, 2023</u>	Deductible Per Loss	\$ <u>1,000 All losses, \$25,000 Flood, \$50,000 or 15% Earthquake whichever is greater, \$5,000 Sewer Backup, \$500 Glass</u>

4. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:

<input checked="" type="checkbox"/> Personal Injury	INSURER <u>Intact Insurance Company</u>
<input checked="" type="checkbox"/> Property Damage including Loss of Use to	POLICY NUMBER <u>s.15(1)(l)</u>
<input checked="" type="checkbox"/> Products and Completed Operations	POLICY PERIOD From <u>March 11, 2022</u> to <u>March 11, 2023</u>
-	Limits of Liability (Bodily Injury and Property Damage Inclusive)
<input checked="" type="checkbox"/> Cross Liability or Severability of Interest	Per Occurrence \$ <u>5,000,000</u>
<input checked="" type="checkbox"/> Employees as Additional Insureds	Aggregate \$ <u>5,000,000</u>
<input checked="" type="checkbox"/> Blanket Contractual Liability	All Risk Tenants' Legal Liability \$ <u>500,000</u>
<input checked="" type="checkbox"/> Non-Owned Auto Liability	Deductible Per Occurrence \$ <u>1,000</u>

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

INSURER <u>Not applicable</u>	Limits of Liability -
POLICY NUMBER <u>Not applicable</u>	Combined Single Limit \$ <u>Not applicable</u>
POLICY PERIOD From _____ to _____	If vehicles are insured by ICBC, complete and provide Form APV-47.

6. UMBRELLA OR EXCESS LIABILITY INSURANCE (Damage Inclusive)

INSURER <u>Not applicable</u>	Limits of Liability (Bodily Injury and Property Damage Inclusive)
POLICY NUMBER <u>Not applicable</u>	Per Occurrence \$ <u>Not applicable</u>
POLICY PERIOD From _____ to _____	Aggregate \$ _____
	Self-Insured Retention \$ _____

7. PROFESSIONAL LIABILITY INSURANCE

INSURER <u>Not applicable</u>	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 <u>Not applicable</u>	Limits of Liability
INSURER <u>Not applicable</u>	Per Occurrence \$ <u>Not applicable</u>
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

[Signature]

Dated July 18, 2022

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

Murray Munroe, Client Executive, CapriCMW Insurance Services Ltd. 700 - 2025 Willingdon Ave, Burnaby V5C 0J3 604 235 1853

Executive Summary

Core Group Civil Consultant's proposal herein provides for all of the deliverables noted within the RFP documents. Core will deliver all the noted required services, including all incidental services, to bring about a successful outcome to the project. Core will meet the project schedule as set out in the RFP documents.

Core's design team will be led by Doug Wournell, Canada's preeminent track & field facility design specialist, having designed over 50 track and field facilities – from community-based tracks to tracks for the World Championships in Athletics. Scott Murdoch, of Murdoch de Greeff will lead the landscape architecture design. Doug and Scott have worked together on several sport facility projects and both work to achieve design outcomes that meet the needs of the sport, but also are inviting to the non-sporting public. Doug and Scott have significant stakeholder engagement experience, particularly with sporting groups, but also with non-sporting groups that may use the facility if it is designed for their needs. These non-sport groups include health care providers, First Nations, Tourism Boards, Chambers of Commerce, Seniors, disability groups, and community/neighbourhood groups. Rounding out the team will be Steve Warde of Jarvis Engineering, who has provided lighting and power design for numerous Core sport facility designs, including the last three running tracks that Core has designed. Steve understands the need to control light pollution and will work to achieve a balance between the lighting needs for the sports and the need to maintain dark skies over neighbourhoods.

Core's level of experience and knowledge of track & field facility civil design and construction, including polyurethane track products, manufacturers, and installers, is extensive and will allow Core to assist the City of Vancouver in differentiating between innovation and risk - something only Core's high level of varied experience can bring. Most importantly, the level of experience that Core brings is well beyond the master planning and design of track & field facilities. It includes an unparalleled book of details for items such as long/triple jump take-off boards and landing pits and covers, throws circles and covers, shot put landing sectors, photo-timing poles, pole vault boxes and covers, and many more built-in track and field sport fitments. These details go well beyond the example details in the World Athletics Track & Field Facilities Manual, creating functional, practical, and safe facilities that are designed for easy maintenance and longevity. Lastly, Core personnel are well versed in site storage solutions, bleacher seating, accessibility, and storm water management.

In brief:

- Core will work to fit the track on the site and maintain the existing mature trees. The configurations that Core will examine include a 6 lane oval and an eight lane sprint straight. Core will also examine a 35m radius track, the World Athletics minimum radius and the most common US high school track configuration.
- Core will look at walking loops that can be placed in tree root zones and not affect tree health and viability, including porous rubber mat bases.
- Core will examine how a sand base infield with a deepened growing medium zone could provide for the storm water retention required for this project (Rain City policies).
- Core will provide an infield fencing system that minimizes view blockage and maintains sport mandated safety zones.
- Core will examine how high mast / high light cut-off LED fixtures could provide the best light levels for the sporting facilities without increasing ambient light levels beyond the facility. Horizontal and vertical photometric studies would be provided.
- Doug Wournell of Core has significant spectator seating experience, from the 33,000 seat stadium for the Victoria Commonwealth Games to the North Delta Secondary track

and field facility 250 seat covered seating area that incorporated accessible seating and standing areas. Doug is currently working on the schematic design for an 8,000 seat covered stadium.

- Core recognizes that on-site and near event storage is critical to the successful operation of a track & field facility. This is especially true for the student athlete and volunteer coach who cannot afford to waste training time setting up and taking down equipment every night. Doug Wournell is currently working with the City of Kamloops to design a landing pit “cart” that will allow for the easy portability of the high jump and pole vault landing mats to and from their storage areas to the training / competition site.
- Sport facility vs. public park. Doug Wournell and Scott Murdoch fully understand that a non-sporting person should not feel like a trespasser when entering a park that has sport facilities. Great effort is made by them to soften the edges of sport facilities and to integrate the sport facilities into the public realm of the park. Their current synthetic turf field facility at Topaz Park in Victoria demonstrates this, with the public space along the hillside overlooking the field has more of a ‘park’ look and feel than a bleacher look and feel. The landscaped, winding walking track around the North Delta Secondary track is another example of this type of integration.
- Core will work hard to bring out the needs of the senior centre and the community centre users in the stakeholder engagement process to provide near seamless integration of the operations of those facilities with the track & field facilities. Prepping the respondent before asking the right questions will bring forth far more meaningful answers that in turn will provide for a higher facility utility.
- Core fully understands photo-timing systems for all levels of competition and has custom designed timing poles that are the right height and which tilt on hinged base plate for easy camera mounting.
- Core will provide designs for accessible water fountains / bottle fillers as well as misting stations that are conveniently located, yet do not interfere with the operation of the track when it is in training or competition mode.
- Wayfinding, signage and furnishings will be designed to complement the new amenities.
- Every sport and recreation facility that Core designs meets the highest requirements for accessibility, for the athletes, coaches, officials, and spectators.
- Core will ensure that the site services for this facility both integrate with the existing site services, but also which will be design to be serviceable in the future without requiring the removal of any portion of the new facility.

Key elements of this proposal are as follows:

- Core will provide all required deliverables requested in the RFP.
- Core will meet the project schedule requested in the RFP.
- Core team personnel have significant public engagement experience and will deliver these services to the IAP2 spectrum
- Core personnel bring the highest degree of track & field design and construction experience to this project, from Class I, construction category 1 tracks to class V, construction category 9 tracks.
- Core will bring to the project track & field construction details that are unparalleled in the industry to create safe, durable, and low maintenance facilities that meet World Athletics requirements.
- Core, in its every day operation, supports the City’s goals of social and environmental sustainability.

Core and its experienced personnel can make a significant contribution to this project’s success, not just upon completion, but for the long term.

Provide a brief executive summary of your Proposal

Core Group Civil Consultant's proposal herein provides for all of the deliverables noted within the RFP documents. Core will deliver all the noted required services, including all incidental services, to bring about a successful outcome to the project. Core will meet the project schedule as set out in the RFP documents.

Core's design team will be led by Doug Wournell, s.22(3)(d)
s.22(3)(d)

s.22(3)(d) Sean Carroll, Principal at Core, will lead the civil design and will be the Principal-in-Charge. s.22(3)(d)

s.22(3)(d)

s.22(3)(d)

team will be Steve Warde of Jarvis Engineering, s.22(3)(d)
s.22(3)(d)

Rounding out the

Core's level of experience and knowledge of track & field facility civil design and construction, including polyurethane track products, manufacturers, and installers, is extensive and will allow Core to assist the City of Vancouver in differentiating between innovation and risk - something only Core's high level of varied experience can bring. Most importantly, the level of experience that Core brings is well beyond the master planning and design of track & field facilities. It includes an unparalleled book of details for items such as long/triple jump take-off boards and landing pits and covers, throws circles and covers, shot put landing sectors, photo-timing poles, pole vault boxes and covers, and many more built-in track and field sport fitments. These details go well beyond the example details in the World Athletics Track & Field Facilities Manual, creating functional, practical, and safe facilities that are designed for easy maintenance and longevity. Lastly, Core personnel are well versed in site storage solutions, bleacher seating, accessibility, and storm water management.

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- Core will provide all required deliverables requested in the RFP.
- Core will meet the project schedule requested in the RFP.
- Core team personnel have significant public engagement experience and will deliver these services to the IAP2 spectrum
- Core has significant and recent costing data on track & field facilities and will provide accurate costing reports for this project.
- Core personnel bring the highest degree of track & field design and construction experience to this project, from Class I, construction category 1 tracks to class V, construction category 9 tracks.
- Core will propose track configurations that could save all or most of the existing mature trees.
- Core will bring to the project track & field construction details that are unparalleled in the industry to create safe, durable, and low maintenance facilities that meet World Athletics requirements.

- Core, in its every day operation, supports the City's goals of social and environmental sustainability.

Core and its experienced personnel can make a significant contribution to this project's success, not just upon completion, but for the long term.

Describe how your Proposal is responsive to the Scope of Work.

Core understands the key goals of this project, to create a World Athletics compliant 400 metre track & field facility within the confines of a tight site with mature trees and adjacent seniors and community centres. The public processes will be an important part of this project, and Core will be providing all the required materials and experienced personnel to bring about a consensus on the design of this facility.

- Core will work to fit the track on the site and maintain the existing mature trees. The configurations that Core will examine include a 6 lane oval and an eight lane sprint straight. Core will also examine a 35m radius track, the World Athletics minimum radius and the most common US high school track configuration.
- Core team personnel will provide an effective and consensus building public engagement strategy and will deliver these services to the IAP2 spectrum.
- Core will look at a walking pathway that can be placed in tree root zones and not affect tree health and viability, including looking at porous rubber mat bases.
- Core will examine how a sand base infield with a deepened growing medium zone could provide for the storm water retention required for this project (Rain City policies).
- Core will provide an infield fencing system that minimizes view blockage and maintains sport mandated safety zones.
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before asking the right questions will bring forth far more meaningful answers that in turn will provide for a higher facility utility.

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- Every sport and recreation facility that Core designs meets the highest requirements for accessibility, for the athletes, coaches, officials, and spectators.
- Core will ensure that the site services for this facility both integrate with the existing site services, but also which will be design to be serviceable in the future without requiring the removal of any portion of the new facility.
- Core is called upon by Quantity Surveying firms to provide costing data on track & field facilities, as well as other sport and recreation facilities, due to Core's extensive and recent project experience in these areas. As such, Core is able to deliver accurate and up-to-date costing reports for the project.

Provide a description of the Proponent's company, number of employees, purpose and history of successes. Include company profile including Consultant experience with projects or similar size and scope.

Corporate Profile

CORE Group Civil Consultants is a civil engineering firm which offers a variety of services in the area of Engineering Design, Sport and Recreation Facilities, Construction Management, Land Development Consulting and Utility Design. Additional services include Planning, Topographic Surveying and Fibre Optic Cable Design. CORE is a corporation and has been in continual practice for 25 years with two of its principals being from the original group of principals upon its founding. 90% of the company's staff have been with CORE for more than 10 years. All of CORE's lead personnel are registered professionals with either APEGBC or the AIBC. All of CORES other personnel are registered professionals in their area of practice. CORE has 11 full-time personnel in the office working on a wide range of projects.

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Olympic Games track). Recently, CORE personnel completed the re-surfacing of the running tracks at Kelowna, Saskatoon (indoor), the University of Manitoba (indoor) and Kamloops (indoor). Doug Wournell of Core was also the designer of the track & field facilities at Masich Stadium in Prince George, NDSS Sport Park in Vernon, Mercer Stadium in New Westminster, the running track surfaces at York House, Crofton House, and St. Georges Schools, Vancouver College track, and Percy Perry track at Town Centre Park in Coquitlam (many of these are National Championship calibre facilities). As such, CORE not only has the extensive experience in track & field facility design required, but is able to provide to the City of Vancouver will accurate, up-to-date costing information.

Key Personnel: Identify and provide professional biographical information for the key personnel that would perform the Proponent's work, outlining their intended roles in performing the Scope of Work. If appropriate, attach CVs and a complete organization chart, identifying all roles and areas of responsibility.

Principal-in-Charge, Lead Civil Engineer, and back-up Project Manager
Sean Carroll, P.Eng.

s.22(3)(d)

A large grey rectangular redaction box covering the biographical information for Sean Carroll.

Project Manager, track & field facility specialist, and lead designer
Doug Wournell, Architect AIBC, IAKS

s.22(3)(d)

A large grey rectangular redaction box covering the biographical information for Doug Wournell.

Marcelo Beckert, B.Eng., site review and contract administration

s.22(3)(d)

A grey rectangular redaction box covering the biographical information for Marcelo Beckert.

Scott Robbins, ASCT, project technician

s.22(3)(d)

SUB-CONSULTANTS

Landscape Architecture: Murdoch de Greeff

s.22(3)(d)

Scott Murdoch, RLA, R.P.BIO, Lead Landscape Architect

s.22(3)(d)

Lighting and Site Power Design: Jarvis Engineering

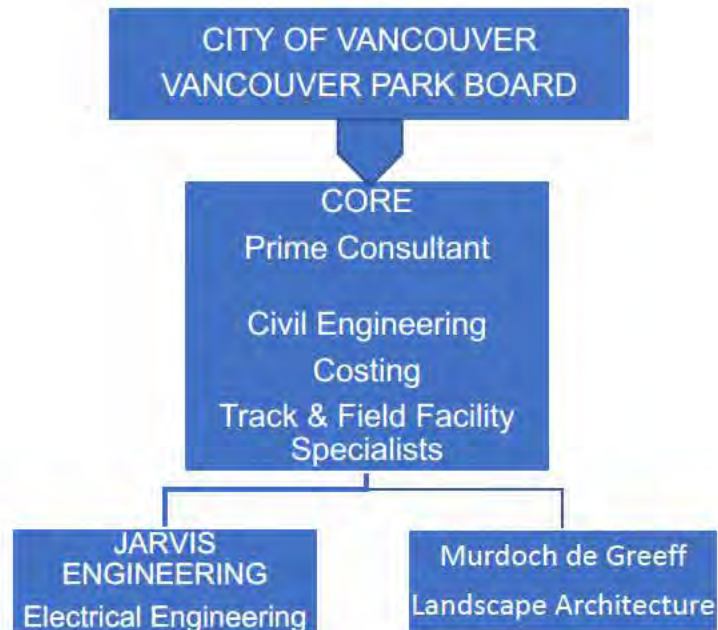
Jarvis Engineering will be providing the power and lighting designs for this project. The firm is a progressive organization, devoted to customer satisfaction and to improving the quality of life through thoughtful lighting designs. Jarvis Engineering completed the field lighting and pathway lighting design and contract documents for the North Delta and West Vancouver track & field projects and is currently in design for the Delta Secondary School track..

Steve Warde. LC. Senior Electrical Designer

s.22(3)(d)

Key Personnel: Attach a complete organization chart. as it relates to this project. identifying all roles and areas of responsibility and resumes of key personnel.

ORGANIZATION CHART



KEY PERSONNEL CV's

CV's for the Key Personnel noted within the proposal are included herein.

Experience and Qualifications: State the Proponent's relevant knowledge and experience in relation to the qualifications listed in this RFP, including that of the proposed personnel. Provide a summary matrix of your experiences.

CORE has experience acting as prime consultant on behalf of the client when dealing with resource organizations, sub-consultants, contractors, developers, utility authorities and governmental agencies. Core personnel have extensive experience in public process, stakeholder engagement, open house events, and surveys. CORE provides complete contract administration services, which includes creation of contract documents, plans, specifications, and bidding documentation. Additionally, CORE offers assistance with bids and perform contract closure. Core personnel are experienced in costing reports and cost-benefit analysis. CORE strives to preserve a high level of client satisfaction and a timely delivery of our product. Projects are managed by individuals who are highly qualified in their primary area of expertise.

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Matrix of Most Recent Project collaboration

Project Personnel	North Delta Track	West Vancouver Track	Delta Secondary Track	Kamloops Track	Victoria Turf	Cowichan Field
Sean Carroll	X	X	X		X	
Doug Wournell	X	X	X	X	X	X
Marcelo Beckert	X	X	X		X	
Scott Robbins	X	X	X	X	X	X
Scott Murdoch	X	X		X	X	X
Steve Warde	X	X	X		X	

Work Plan: Work Plan. Detail the sequential process by which the Proponent proposes to undertake the work, including a timeline in the form of a Gantt Chart to illustrate how the work will be performed. The Proponent's work plan should make reference to the Requirements listed in Part B as appropriate, and include a description of the methods to be employed to perform and coordinate the work and to control quality.

WORK PLAN and SCHEDULE

The following outlines the tasks and time-line of the project. Core will finalize this schedule at the start of the project to the satisfaction of the City. This schedule is based on an assumed contract signing and permission to proceed being issued by August 15, 2022.

August 22, 2022

Project Start-up Meeting and Site Review.

At this meeting the project timeline and deliverables will be re-confirmed as well as the project's construction budget. In addition, housekeeping tasks will be reviewed, including the lines of communication (who are the primary contacts and who just needs to be cc'ed) and project documentation (Core forms or City of Vancouver forms). The engagement strategy will be reviewed and the presentation materials determined. At the conclusion of the meeting, the CORE and City project teams will travel to the site to review existing conditions. At the sites, topics that will be discussed, amongst others, will include the site's access, the contractor staging and parking areas, protocols for being on/adjacent active centres, and the project's effect on the local neighbourhood during construction.

Core will meet with the Parks Board Manager to provide an update on the start-up meeting.

All meeting material to be delivered to the PWG and the Parks Board Manager 10 days in advance of the meetings. All minutes will be distributed by the Consultant within three business days of the meeting. Responses to requests for information will be responded to within 3 working days of the request.

August 22, 2022 to January 27, 2023

Phase 1 – Planning, Analysis and Preliminary Design

Background and Regulatory Review. All background material review by Core Team.

September 30, 2022

Project Schedule and Work Plan. Based on discussions at the start-up meeting, a revised work plan and project schedule will be provided to the PWG.

September 30, 2022

Engagement Plan. Based on discussions at the start-up meeting, a finalized engagement strategy will be provided to the PWG.

October 28, 2022 (site assessment) November 25, 2022

Site Analysis and Programming. Based on discussions at the start-up meeting, Core will develop site analysis and programming documents, including a comprehensive site assessment, and a preliminary programme.

Core will meet with the PWG to review the above work.

Core will meet with the Parks Board Manager to provide an update on the above work.

January 27, 2023

Development of Preliminary Design Alternatives. Core will generate a minimum of eight (8) preliminary design alternatives, including 6 and 8 lane options, but also options that examine the track radius dimension. Each option will have relevant elevations and details to illustrate the option and each option will have a Pro/Con description placed into an Options Matrix. Probable costs will be given for each option. Core will provide a recommendation as to what option best meets the program and site constraints.

Core will meet with the PWG to review the above work.

Core will meet with the Parks Board Manager to provide an update on the above work.

January 30, 2023 to June 30, 2023

Phase 2 – Concept Design and Engagement.

February 24, 2023

Design Refinement. Based on the review of the recommended design option and authorization to proceed, Core will develop the preferred design option and prepare materials for stakeholder and public engagement.

A Class 'D' costing report will be provided with the refined selected Option.

Core will meet with the PWG to review the above work and to discuss preparations for the stakeholder and public engagement.

Core will meet with the Parks Board Manager to provide an update on the above work and to discuss preparations for the stakeholder and public engagement.

April 28, 2023

Stakeholder Engagement. Core will conduct stakeholder engagement meetings. Prior to the meetings, the selected option and a questionnaire will be sent to the stakeholder groups and feedback returned. This will serve to ready the stakeholders for a more productive meeting, and to provide Core with a list of items that will be addressed in the meeting. Following the meeting, the stakeholders will be provided with a summary of the discussions which they will be asked to sign off on.

Core will meet with the Parks Board Manager to provide an update on the outcomes of the stakeholder engagement and the materials being prepared for the public consultation.

Public Engagement. Based on the feedback from the PWG, Core will proceed with the Public Engagement. All materials for the public engagement will be supplied to the PWG a minimum of 5 weeks prior to the events.

Core will facilitate a public open house and provide all graphic materials.

Core will provide and "Engagement Summary Report" that is written and illustrated to be understandable to the general public so that it can be posted on the public webpage.

Core will meet with the Parks Board Manager to provide an update on the outcomes of the public engagement.

June 30, 2023

Prepare Concept Plan. Based on the stakeholder and public engagement, Core will develop the preferred option into a concept plan and provide a Class 'C' costing report. Core will prepare materials for the project's website, site signage, and social media.

July 3 to July 28, 2023

Core will meet with the PWG to review the concept plan and graphics and receive approval to proceed to Phase 3.

Core will meet with the Parks Board Manager to provide an update on the concept plan and graphics prior to moving to Phase 3.

July 31, 2023 to January 26, 2024

Phase 3 – Design Development & Construction Documentation.

Design Development. Core will resolve any outstanding issues and refine the concept plan into a final design.

Core will meet with the PWG to review the final design and drawings.

Core will meet with the Parks Board Manager to provide an update on the final design and drawings.

Preparation of Technical Drawings and Specifications. Core will produce all required drawings and specifications for the Issued for Tender documents.

All meeting material to be delivered 10 days in advance of the meetings. Permit applications and approvals will take place at the start of this phase.

Submissions and Reviews. Core will meet with the PWG to review the preparation of IFT drawings and specifications at the 50%, 75%, 95%, and 100% levels. All materials to be delivered 10 days in advance of the review meetings. Minutes of review meetings to be distributed within 48 hours of the meetings.

Core will meet with the Parks Board Manager to provide an update on the preparation of IFT drawings and specifications at the 50%, 75%, 95%, and 100% levels.

Cost Estimates. Core will provide a Class 'B' costing report at the 50% (September 29) and 75% (November 24) complete levels and a Class 'A' at the 95% (January 26) and 100% levels and at times where significant design changes are made to meet the project budget.

January 29 to February 16, 2024

Tender Documents. Core will provide IFT documents to the CoV requirements (February 16, 2024).

August 25, 2023 to January 26, 2024

Permitting and Coordination. Core will work closely with the PWG and provide any necessary documentation for any potential permitting required at the pre-construction phase of the project.

February 19, 2024 to June 14, 2024

Phase 4 - Tendering Assistance.

Core will assist the City during the tendering phase, including attending a bidders meeting, providing responses to technical questions, and assisting in the selection process.

June 17, 2024 to June 6, 2025

Phase 5 - Construction Administration.

All work identified in the RFP under 5.5, "Phase 5 – Construction Administration", including all incidental work to complete these tasks, will be completed by Core.

Record Drawings and Added Basics. All work identified in the RFP under 5.5.2, "Record Drawings and Added Basics", including all incidental work to complete these tasks, will be completed by Core.

June 9 to June 27, 2025

Phase 6 – Post Construction.

Core to provide Project Close-out documentation.

Core will attend a One year Warranty Review immediately prior to the one year anniversary of Substantial Completion.

Project Challenges: Proponents should provide details as to what they perceive to be special challenges or considerations to successful completion of the project as described, as well as their strategy to overcome these challenges.

Core believes that this project as described can be successfully completed. Our personnel have the requisite experience to provide a long-term successful outcome to the project. The only challenge of note is the need to save the mature trees on site. Core believes this may be possible through two courses of action. One, create a track geometry that reduces the east to west distance. This could be through using a 6 lane oval or by using a 35 metre radius vs. a 36.5 metre radius, or both. Two, consider options for the walking track that would allow it to come close to the base of the trees, such as a thick and porous base mat for a rubberized surface that will not interfere with the trees ability to collect water within the drip line / root zone area. This would allow the pathway to be close to the tree trunks and thus maximize the cross-sectional space required for the running track.

Sustainability: Proponents should describe their approach to and history or successes in enhancing sustainability and energy use reduction through the delivery of their past projects, and identify any opportunities they see for additional successes through this project.

Virtually all of Core's sport and recreation projects have involved some form of sustainability through ground water re-charge to rain garden filtration. Doug Wournell of Core designed the Kamloops running track to accommodate a geothermal field to provide pre-cooling and pre-heating for the adjacent field house mechanical systems. A field hockey pitch designed by Doug Wournell also collected all rain water and pitch watering water into a cistern, when it was secondary treated and re-used for pitch watering. The RDNO running track, designed by Doug Wournell is set-up to use grey water for irrigation.

This project, depending on the budget, has the opportunity to provide sustainability through both rain garden filtration / ground water re-charging and potentially provide a geothermal field that could provide pre-cooling and pre-heating for the adjacent centres.

Core can also explore the recycling of the existing rubberized surface, which is polyurethane rubber that can be shredded and used for composite products or as fuel in a co-generation plant.

Additionally, in the provision of consulting services, Core corporately seeks to create a social environment in the workplace that strives to encourage staff to work toward environmental sustainability. This includes the following:

- Recycling of office plastics, metals, glass, paper, newsprint, and scrunchable plastic.
- The use of 100% recycled multiuse paper and use double sided printing.
- Composting of organics and other compostable material.
- Use of fuel-efficient vehicles for transportation to meetings or to the site.
- The purchase of carbon off-set credits when using air travel.
- Incorporating energy use reducing strategies whenever feasible (i.e., using a synthetic turf field as a geothermal field).
- Aim for zero-emission design where possible.
- Use electronic meetings in place of in-person meetings where practical.

Innovation and Alternative Approaches: Notwithstanding any other provision hereof, the City welcomes Proposals respecting innovative and/or alternative solutions to the City's objectives and requirements and may consider value-creating Proposals that deviate from the Requirements. Note any proposed innovative approaches to meeting the City's requirements. Proponents should articulate any pricing impact of the alternate solution(s) provided.

As noted above, although the World Athletics standard track is a 36.5 metre radius track, the rules do allow a track to have a radius of 35 metres. This radius would reduce the track width by 1.5 metres. Additionally, as only the 200 metre and 400 metre (and 400 metre hurdles) use all eight lanes of the track, the opportunity cost of only having a six lane oval, but an eight sprint straightaway, is minimal for the functioning of a training and competition track & field facility that is not expected to host Provincial or National level track meets. Core would explore these innovative approaches in the attempt to save the existing mature trees on site.

City of Delta

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Alan Evans

Senior Project Manager

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4 years

Site master planning, concept design, design, contract documents, tender assistance, contract administration, construction review, post construction services (record drawings, one year warranty review) for the following project.

North Delta Secondary School Track & Field Facility

An 8 lane, 36.5 metre radius, 400 metre World Athletics Compliant, Class II, construction category 2, competition track & field facility with two double ended long/triple jump facilities, double ended pole vault facility, two javelin runways, two shot put circles, hammer/discus cage, double high jump fans, photo-timing facilities, and sand base natural grass infield with 500 Lux field lighting system. The facility is 100% accessible and meets all Paralympic requirements. Rolling covers for the pole vault and high jump mats to allow for instant set-up and take-down and long-term protective storage. Hurdle garage at the start of the sprint straightaway to allow for on-track storage of all hurdles. Two court tennis and 8 court pickleball facility. Perimeter walking path with pathway lighting through the fully landscaped and irrigated site. Covered spectator seating for 240 persons. Parking for 30 cars. The site is pre-serviced for a future support building.

The track design was reviewed by BC Athletics.

Currently, Core is in the concept and costing phase for a synthetic surfaced, 8 lane, World Athletics compliant track and field facility for Delta Secondary School. As the North Delta facility is the main competition track, this facility will concentrate on school, public, and track club training use, while being able to host school meets and lower level track club meets.



District of West Vancouver

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Ian Haras

Manager of Parks Planning & Development

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2 years

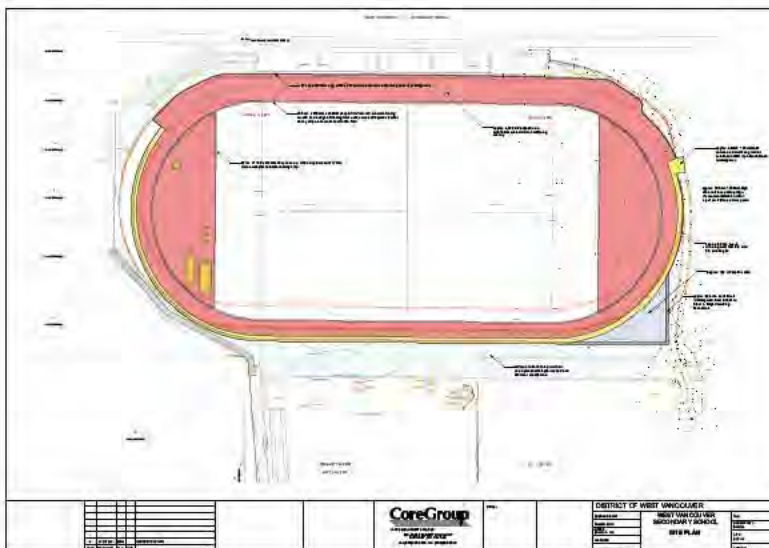
Site master planning, concept design, design, contract documents, tender assistance, contract administration, construction review, post construction services (record drawings, one year warranty review) for the following project.

West Vancouver Secondary School Track & Field Facility

A 4 lane oval, 6 lane sprint straightaway, 38.5 metre radius, 400 metre World Athletics Compliant, Class V, construction category 9, competition track & field facility with a double single ended long/triple jump facility, pole vault facility, shot put, hammer / discus training cage, double high jump fans, photo-timing facilities, synthetic turf infield with 500 Lux field lighting system, and a perimeter pathway with pathway lighting. The facility is 100% accessible and meets all Paralympic requirements. The site is pre-serviced for a future support building. The infield has a perimeter fence that complies with all sport safety regulations.

The track design was reviewed by BC Athletics.

The concept design phase included producing multiple configurations of the track layout, adjusting the track radius as well as the number of lanes for the oval and the main sprint straightaway until the final configuration that best fit the site was determined.



City of Kamloops

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Director of Community & Protective Services

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20 years

Site master planning, concept design, design, contract documents, tender assistance, contract administration, construction review, post construction services (record drawings, one year warranty review) for the following project.

Hillside Stadium Track & Field Stadium

An 8 lane, World Athletics Compliant, Class II, construction category 2, competition track & field facility with two double ended long/triple jump facilities, two double ended pole vault facilities, two shot put facilities, two javelin runways, hammer/discus cage, double high jump fans, photo-timing facilities, and synthetic turf infield. The facility is 100% accessible and meets all Paralympic requirements. Parking for 250 cars. Seating for 1,200 spectators that is fully accessible, with a press booth, meeting room, concession, and public washrooms.

The track design was reviewed by BC Athletics.

A geothermal field was installed below the track. It supplies pre-heating and per-cooling to the mechanical system of the immediately adjacent indoor fieldhouse. The facility was designed by Doug Wournell, with Stantec the architect of record.

