



REQUEST FOR PROPOSALS (RFP)

Consulting Services For

GLOVER ROAD INNOVATION DISTRICT PLAN

RFP Reference No.: 2025-006

Important dates and times to note:

Issue Date	April 10, 2025
Deadline for enquiries	May 8, 2025, at 3:00 pm
Closing Date and Time	May 9, 2025, at 3:00 pm

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1. Introduction

1.1. General Information

The City of Langley invites responses from urban planning consulting firms to prepare a comprehensive land use and urban design plan for the corridor area joining Downtown Langley, Langley City Centre SkyTrain station and Kwantlen Polytechnic University's Langley Campus.

1.2. Definitions

In this RFP the following definitions apply:

"Closing Date and Time" means the closing date and time specified on the first page of this RFP.

"Contract" means a formal written contract for the Services between a Proponent and the City.

"Consultant" means the Proponent, if any, who executes the Contract.

"City" means the City of Langley.

"Proponent" means a person who submits a Proposal.

"Proposal" means a proposal submitted to the City in response to this RFP.

"RFP" means this Request for Proposal document in its entirety, including any amendments and addenda.

"Services" means the services in respect of which the City is seeking proposals, as outlined in this RFP.

"Sub-consultant" means all sub-consultants, suppliers and agents that a Proponent proposes to engage in connection with the performance of the Services.

"Work" means all the labour, materials, equipment, supplies, services and other things necessary for the execution, completion and fulfilment of the Services.

2. Instructions to Proponents

2.1. Closing Date and Time

Proposals are to be submitted before the Closing Date and Time as noted on the cover page of this RFP.

2.2. Proposal Format and Location

The City prefers to receive Proposals in PDF format via email to rbeddow@langleycity.ca. Proponents are advised that the City's file size limit is 15 MB. The City is not responsible for Proposals delivered to wrong email addresses, or Proposals that are not received before the Closing Date and Time. It is the sole responsibility of each Proponent to ensure their Proposal is received as intended (complete) before the Closing Date and Time.

2.3. Examination of RFP Documents(s)

Proponents will be deemed to have carefully examined all RFP documents, including all appendices, schedule(s), addenda, etc. prior to preparing and submitting a Proposal.

2.4. Late Proposals

Late Proposals will not be considered.

2.5. Amendments to Proposals

Written amendments to Proposals will be accepted as per **Section 2.1** or **Section 2.2**.

2.6. Enquiries

All general and technical enquiries and other communications related to this RFP are to be directed in writing only to the Development Services Department via email at rbeddow@langleycity.ca. Enquiries should clearly state the RFP title and reference number as on the cover page and be made no later than seven (7) days before Closing Date and Time. The City may choose not to respond to inquiries made within seven (7) days of the Closing Time. Inquiries and responses will be recorded and may be distributed as per **Section 2.7** at the discretion of the City. The City shall have no responsibility for, and the Proponent agrees not to rely upon communications, representation or statements from any other person regarding this RFP, its subject matter or any subsequent Contract.

2.7. Addenda

The City may choose to respond to an enquiry or other communication related to this RFP by way of a written addendum, posted in the BCBid or emailed directly to the Proponents invited to participate in this RFP process.

2.8. Opening of Proposals

There will not be a public opening for Proposals received.

2.9. Pricing

Proposal pricing will be in Canadian currency. Taxes are to be stated separately.

3. Evaluation and Selection

3.1. General

- a) Proponents should refer to **Schedule A – Proposal Content and Format** for a list of information that should be contained within the Proposal.
- b) The evaluation of Proposals will be conducted at the City's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by the City, whether provided by the Proponent or not, may be used in the evaluation process.
- c) The City intends to evaluate Proposals based on the best overall value to the City in its sole discretion.
- d) The City is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completing a preliminary review of all the Proposals, identify and drop from the detailed evaluation any Proposal that the City deems is not in contention to be recommended for final selection.
- e) Execution of a Contract, if any, is subject to the City's policies, procedures and bylaws, including funding approval, and may require approval by senior staff and/or the elected Council of the City of Langley.
- f) The City may, prior to entering into a Contract, negotiate changes to the scope of the Work, the materials, the specifications or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the specifications, or any conditions, and the City shall have no liability to any other Proponent(s) as a result of such negotiations or modifications.
- g) The City may elect to shortlist some of the Proponents and require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, should be submitted within the time specified and at no expense to the City. If not destroyed in testing, they will be returned at the Proponent's request and expense.
- h) Proponents will be advised of the outcome of the process after it is concluded, whether by the execution of a Contract or by cancelling the RFP process. Once a Contract is executed, the name of the contracted party only will be disclosed to anyone that enquires and may be published on the City of Langley's website.

3.2. Evaluation Process

The City plans to use a two-part evaluation process for this RFP, with the initial stage set out below and the second stage set out in **Section 3.3**.

- a) **Pass/Fail Test.** Proposals will first undergo a pass-fail test where the evaluation committee will look to see if the:
 - Proposal contains the necessary content, structure, and detail to effectively and efficiently evaluate it;
 - Proposal has demonstrated they or their team has the required level of skills, expertise, experience, qualifications, etc., to successfully provide the Services; and
 - Financial proposal can be further considered.
- b) **Detailed Evaluation:** Proposals passing the initial pass/fail test will receive a detailed evaluation based on the criteria stated in **Section 3.3**.

3.3. Evaluation Methodology, Criteria and Weighting

The City intends to assign an evaluation committee to evaluate detailed Proposals as per **Section 0** above, and to make a recommendation for selection of one or more preferred Proponents. Proposals will be evaluated using the evaluation matrix and weightings as noted below:

Criteria		Weighting
Project Understanding	Provide a brief narrative describing your understanding of the work.	20
Completeness, Clarity, and Quality of Proposal	The completeness, clarity, and overall quality of a proposal reflect the Proponent's writing, communication, and presentation skills and attention to detail.	5
Resources and Project Team	<p>Proponents are to demonstrate their ability to carry the project through to completion.</p> <p>Identify any partnerships and affiliations necessary to execute the project. List the project team including resumes for key personnel and each project team member's roles and responsibilities in the Project. Please note that key personnel can only be removed from or change roles on the Project with written approval of the City. Sub-contractors must be identified in the Proponent's Proposal.</p>	15
Relevant Experience and References	Provide a summary of recent experience on similar programs. Emphasis should be placed on the outcomes of the projects and relevance to the City. To substantiate relevant experience, references for personnel at client organizations capable of verifying experience and quality of work shall be provided. Contact information (name, title, project role, phone number and email address) for all references is required.	10
Methodology and Deliverables	Describe in detail the methodology that will be employed, and how it will result in successful completion of the project as proposed. The scope of work in Appendix A – Scope of Service outlines the City's expectations and deliverables for this project. Proponents are asked to describe the deliverables that will be provided within the budget and timeline allocated to the project. Proponents may be asked to include a presentation to the Evaluation Committee through a formal interview process. The purpose of this presentation is to provide an opportunity for the Proponents to describe their proposals and for City Staff to ask questions.	30
Financial Offering	Proposals will be evaluated based on the value that they provide within the budget.	20
TOTAL		100

The City may, at its discretion, request clarifications or additional information from one or more Proponents and may consider such clarifications or additional information in evaluating Proposals. Proponents are advised that no information relating to our process will be given out after the Closing Date or while the evaluation and selection process is underway. Proponents are asked to refrain from

contacting the City during the evaluation process.

At the conclusion of the RFP process, Proponents may request a debriefing. The City will only discuss the merits of the Proponent's Proposal and will not discuss the merits of other Proposals received.

Additional details regarding the Proposal content and format can be found in ***Schedule A – Proposal Content and Format.***

3.4. Litigation

In addition to any other provision of this RFP, the City may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the City in relation to any matter.

3.5. Negotiations May Occur with Proponents

After selecting a preferred Proponent(s), the City may choose to negotiate with the Proponent(s), including in relation to the scope of the Services, financial terms and the terms of the Contract.

3.6. Execution of Contract

If the City selects a Proponent and negotiations, if any, are successful, the City and the Proponent would execute the Contract.

4. General Terms and Conditions of This RFP

4.1. No Contractual Obligations Resulting from this RFP

This RFP is a request for proposals only, and not a call for tenders or request for offers. While the City has issued this RFP with a view to entering into a Contract with a Proponent, no contractual obligations shall arise between the City and any Proponent as a result of the issuance of this RFP or the submission of a Proposal, until and unless the City and a Proponent execute a written Contract.

4.2. No Claim for Compensation

Without limiting the preceding section, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

4.3. Approval of Contract Resulting from this RFP

Before entering into a Contract with a Proponent, the City will have to comply with applicable City policies, procedures, bylaws and legal requirements, which may include obtaining the approval of City Council, including funding approval.

4.4. Conflict of Interest

Proponents should disclose in their Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

4.5. Ownership of Proposals and Freedom of Information

All Proposals submitted under this RFP become the property of the City and will not be returned to the Proponent. The City advises Proponents that parts or all of their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FOIPP) and the Community Charter. Proponents who wish to ensure particular parts of their Proposals are protected from disclosure under the FOIPP Act should specifically identify any information or records provided with their Proposals that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

4.6. Ownership of the Project's Findings

A copy of the **City of Langley's MMCD-based Client-Consultant Agreement** is attached. The successful Proponent shall agree to the amended terms in Schedule E (see Schedule E, Article 13 – Other Conditions), and other conditions outlined in that document.

4.7. Solicitation

Proponents should not attempt to solicit any members of the elected Council or employees of the City. Any solicitation may result in the Proponent being removed from consideration.

4.8. Dispute Resolution

All claims, disputes or issues in dispute between the City and the Consultant shall be decided by mediation or arbitration, if the parties agree, or failing Agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

4.9. Liability for Errors

While the City has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive.

Schedule A – Proposal Content and Format

Through the information provided in your Proposal, the Evaluation Committee expects to gain an in-depth understanding of the Proponent's experience, capabilities and capacity to provide the Requirements outlined in **Appendix A – Scope of Services**

Responses should be limited to thirty pages (30) pages, excluding appendices. A report style submission is preferred with minimum size 11 font. To assist in receiving similar and relevant information, the City asks that Proponents provide detailed information to the itemized list below:

- a) Cover Page which references the RFP title and reference number and provides key company contact information.
- b) Table of Contents (with page numbers referenced).
- c) **Schedule B – Proposal Signatory Form** (fully completed and signed).
- d) Project Approach and Methodology, as outlined in **Appendix A – Scope of Services**
- e) The proposed project approach should also include a communication plan that states the frequency and method of communicating project progress to the City and other identified stakeholders. The Proponent's proposal should clearly address the following:

Q: Provide a narrative that illustrates an understanding of the project requirements and any proposed augmentations to the terms of reference to ensure that the objective of the project will be fully met.
A:

Q: Describe the general approach and methodology that the Proponent would take in performing and managing the Project.
A:

Q5: Describe and break down the proposed timeline for each phase and/or work item.
A5:

Q6: Describe any additional processes in your approach that may improve long term quality, increase efficiency, sustainability, and explain why such processes are recommended.
A6:

- f) Proponent Qualifications, Expertise, Sub-Consultants, etc.: The Proposal should detail previous relevant experience, preferably including municipal projects similar in size and scope. Proponents should also describe the proposed team members and their relevant experience and education.

Q: Provide examples of experience in delivering at least two similar projects within the past 3 years (as of the closing date of this RFP):

A:

Q: Describe the experience and qualifications of the Project Manager, team members, and Sub-Contractors (if applicable). Include the following information:

1. Qualifications, expertise, and past performance on similar projects.
2. Description of their respective role and availability for this project.
3. Highlight any personal skill or specialty that applies to this project.
4. Attach references for the project manager.

A:

- g) The Proposal should also clearly illustrate who will perform each component of Work, including Sub-Consultants. The hours allocated to each team member and task should be described in the project workplan template referenced in *Error! Reference source not found..*
- h) Financial proposal, including **Schedule C – Breakdown of Schedule of Quantities and Prices** of this RFP. **Schedule C – Breakdown of Schedule of Quantities and Prices** is intended to be a guideline to state the financial component of the Proposal. A detailed account shall be provided using the Consultant Project Workplan Template as discussed in *Error! Reference source not found..* Other formats are acceptable, as long as all Work is itemized and priced.



Schedule B – Proposal Signatory Form

RFP Project Title: **RFP 2025-006 Glover Road Innovation District Plan**

Legal Name of Proponent: _____

Contact Person and Title: _____

Business Address: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

TO: DEVELOPMENT SERVICES DEPARTMENT

Postal Mailing/Courier/Drop Off Address:

Langley City Hall, Development Services Department
20399 Douglas Crescent, Langley BC V3A 4B3

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all of the Proposal documents; including the RFP and any issued addenda and having full knowledge of the site(s) submit this Proposal in response to the RFP. We are including comprehensive information as requested in ***Schedule A – Proposal Content and Format***.

This Proposal is submitted this _____ day of _____, 2021.

(Name of Proponent) (Name of Proponent)

(Signature of Authorized Signatory) (Signature of Authorized Signatory)

Patrick Ostryk, Senior Planner
(Print Name and Position of Authorized Signatory) (Print Name and Position of Authorized Signatory)



Schedule C – Breakdown of Schedule of Quantities and Prices (when Applicable)

Glover Road Innovation District Plan					
	Description	Unit	Qty.	Price/Unit	Total
1				\$	\$
2				\$	\$
3				\$	\$
4				\$	\$
5				\$	\$
6				\$	\$
7				\$	\$
8				\$	\$
9				\$	\$
TOTAL					\$
GST (5%)					\$
TOTAL CONTRACT PRICE					\$

Schedule D - Proposed Sub-Consultants (when Applicable)

The following is a complete list of the Sub-consultants to be used by the Consultant for the section(s) of Work listed hereunder. Sub-consultant listed below shall not be changed without the prior consent of the Owner.

(If Sub-consultants shall not be used, indicate "own forces".) We shall use our own forces.

SECTION OF WORK & VALUE	NAME OF SUBCONSULTANT



Appendix A – Scope of Services

The City of Langley invites proposals from qualified individuals and/or firms to prepare an area land use and urban design plan in support of the Glover Road Innovation District.

A1. Project Background

The City of Langley (“the City”) adopted “Official Community Plan Bylaw, 2021, No. 3200” on November 22, 2021. A key policy of the new Official Community Plan is to create a Glover Road Innovation District Plan for a corridor district joining Kwantlen Polytechnic University (“KPU”) with Downtown Langley and the Langley City Centre SkyTrain station (scheduled for completion in 2029). The intent of the Official Community Plan policies is to achieve a unique district character where creative and innovative uses can thrive in a transit-oriented development context.

KPU adopted *KPU Langley 2050 Official Campus Plan* on March 31, 2021 for its 18 hectare Langley Campus. The Plan provides for a significant expansion of instructional space and research facilities with the addition of student housing and opportunities for private commercial and residential development along the Glover Road and Langley Bypass frontages of the campus. The City recognizes and supports KPU’s long term development plans for the Langley Campus through a special University District land use designation in its Official Community Plan.

As a first phase of developing the Glover Road Innovation District Plan and to help inform area land use planning, the City, KPU, and the KPU Communities Trust commissioned a Market Analysis and Development Strategy for the study area, which was completed by Colliers Strategy & Consulting Group in May 2024. This first phase included an assessment of the existing context, a best practices review of six existing innovation districts, stakeholder consultation, a market demand study involving financial analysis of various potential development formats with a mix of creative, industrial, commercial, and residential uses, and culminated in recommendations on how the vision for an innovation district can be realized within this context.

Official Community Plan:

<https://www.langleycity.ca/media/file/ocp-official-community-plan-bylaw-r>

Official Community Plan Appendix B – District Policies:

<https://www.langleycity.ca/media/file/ocp-appendix-b-district-policies>

KPU 2050 Langley Campus Plan – Kwantlen Polytechnic University:

<https://www.kpu.ca/sites/default/files/KPU%20Langley%20Campus%20Plan%20.pdf>

Glover Road Innovation District – Market Analysis and Development Strategy

<https://www.langleycity.ca/media/file/194800-v1-agenda-scedac-may-7-2024pdf>

Economic Development Strategy:

<https://www.langleycity.ca/media/file/2024-economic-development-strategy>



A2. City Context

The City is a compact and vibrant community, with a distinct small-town character built upon the vitality of a well-developed urban core that serves a growing local and subregional population. With an estimated population of 35,316 (B.C. Stats 2024) in a 10 square kilometre area, the City has one of the highest population densities in addition to having one of the highest ratios of jobs to population in the region. Identified as one of only seven Regional City Centres in Metro Vancouver, the City is the location of the terminus station for the Surrey-Langley SkyTrain (SLS) extension scheduled for completion in 2029. The City's population is projected to grow to over 45,000 by 2050. As a fully urbanized municipality, all of the City's growth will be accommodated through redevelopment of existing properties at higher densities. Much of this new growth will be in the form of transit-oriented development in and around the downtown core, including the Innovation District corridor.

A3. Project Description

The City seeks the services of a qualified planning and urban design consultant to prepare a plan for the Glover Road Innovation District (as currently set out in the Official Community Plan and its District Policies), including a land use plan, a public realm concept plan, design guidelines and associated policies. Upon completion, the City intends to adopt the Glover Road Innovation District Plan as an appendix to its Official Community Plan.

The project shall include the following components:

- Background, context, & precedent review
- Visioning and goal setting
- Development of an area plan, including a land use plan (to include plazas and at least one public park), a street and block pattern plan, a public realm concept (including amenities such as public art), and recommendations for associated regulations and policies (e.g. zoning requirements). A limited number of massing concepts and/or renderings shall also be developed to help illustrate the intended result of the plan. This area plan should include the KPU campus lands that front onto Glover Road and incorporate the land use and forms of development identified in the KPU Langley 2050 Official Campus Plan and other KPU policy documents.
- Engagement at the visioning, plan development, and plan refinement stages, including with the following stakeholders:
 - First Nations
 - KPU
 - KPU Communities Trust
 - Other post-secondary institutions
 - Land and business owners within the study area
 - City of Langley Socio-Cultural and Economic Development Advisory Committee (SCEDAC)
 - General public



A4. Schedule and Major Deliverables

It is expected that the Glover Road Innovation District Plan will be completed in April 2026. The major plan components shall be delivered as follows:

- Project Launch – May 12, 2025
- Visioning stage engagement – May & June, 2025
- Background Research & Stakeholder Engagement Report – July 11, 2025
- Plan Draft 1 – October 1, 2025
- Round 2 Stakeholder Engagement Report – December 1, 2025
- Plan Draft 2 – February 1, 2026
- Round 3 Stakeholder Engagement – March 1, 2026
- Socio-Cultural and Economic Development Advisory Committee (SCEDAC) Presentation – March 2026
- Advisory Design Panel Presentation – March 2026
- Completion (Finalize Study & Recommendations) – April 1, 2026
- City Council Presentation – April 2026

These dates are intended to provide general timeframes for the completion of major plan components; should these timeframes be determined to be unachievable, the City may amend the schedule accordingly.

A5. Project Management

The City and successful Proponent's Project Managers shall be the primary contacts and will have the ultimate responsibility for the project implementation. It is the responsibility of the successful Proponent to inform the City Project Manager of all communications (emails, meetings, or phone calls) between them and City staff/third parties.

Project Working Team

Three City staff will be a part of this team:

- Roy Beddow, Deputy Director of Development Services (Project Manager)
- Carl Johannsen, Director of Development Services
- Anton Metalnikov, Planner

Other City staff and Kwantlen Polytechnic University staff may be included in project team meetings as required.



Project Team Meetings

- Project Launch Meeting (In-Person) with Project Working Team
- Monthly Progress Meetings (Electronic Format) with Project Manager and other City and KPU staff (as required) in support of project deliverables.

Workplan and Budget

A project budget and schedule indicating the time to complete the various tasks is to be included in the proposal. The Proponents are required to fill out the project “Work Plan” spreadsheet that details tasks, staff charging hours, task schedules, etc. The City’s Project Workplan Template in Excel format is provided as a supplemental file to this RFP. All Proponents are required to include the provided Workplan in their proposals. A similar workplan prepared by the Proponent is also acceptable if and only if they include all the required information pieces that are outlined in the City’s Workplan.

The City of Langley has an approved budget of \$175,000 available for the completion of the goods and services described in this RFP. Proponents should take this budget into consideration when developing their scope of work, level of consultation, etc. If the consultant identifies other items that it would recommend completing as part of this strategy, it should be listed as optional work.