



May 13, 2019

MEMO TO : Park Board Commissioners

FROM : Malcolm Bromley  
General Manager, Vancouver Board of Parks and Recreation

SUBJECT : West End Waterfront Master Plan RFEOI – Board Briefing Memo

---

Dear Commissioners.

The purpose of this memo is to provide you with information on the West End Waterfront Master Plan project, and specifically the [Request for Expressions of Interest \(RFEOI\)](#) that was issued Thursday, May 2, 2019, and closes on Thursday, May 30, 2019.

### **RFEOI Process**

An RFEOI is a usual first step in seeking consulting expertise to assist staff in undertaking a large, complex project -- an RFEOI asks interested parties to submit their credentials and experience with similar scale projects for consideration. An RFEOI does not solicit a financial proposal as this is preliminary exploratory work with no project work being undertaken. The RFEOI process merely leads to the development of a shortlist of proponents who are pre-qualified to submit proposals for the project work through a next step.

Selected candidates from the RFEOI process are invited to proceed to the next step, which is a Request for Proposals (RFP). The RFP defines the scope of the project and includes a request for a financial proposal. The shortlisted consultant teams submit proposals in response to the stated scope of work. A preferred consultant is then selected based on a set of predetermined criteria by a team of staff. Awards of financial proposals over \$500,000 come to the Park Board Commissioners for decision. A Park Board decision is not sought at the RFEOI phase.

RFEOI processes have been used in other major Park Board planning projects, such as VanPlay and the North East False Creek park design.

Staff typically notify the Park Board when major project processes are made public. Unfortunately this step was missed with this project. In future, staff will ensure that the Board is made aware of any significant invitational or procurement initiatives prior to posting on the City of Vancouver and BC Bid websites.

### **Jurisdiction**

The above noted RFEOI clearly outlines the separate jurisdiction and responsibility of the Vancouver Park Board and the City of Vancouver Engineering Department, and the need for Park Board approval of the Master Plan. All Park Board procurements are issued by the City of Vancouver through the centralized services of Supply Chain Management, as outlined in the Park Board Procurement Policy, and posted on BC Bid and other sites where potential vendors may be made aware. Park Board staff have developed and approved all Park Board scope-related content in this RFEOI.



## **Project Background**

The need for a West End Waterfront Master Plan originated in the [West End Community Plan](#) (approved 2013). Through public engagement and development of this Community Plan, a number of key interrelated parks, open space and transportation policy objectives were included in its Public Benefit Strategy (PBS) component. These included upgrading English Bay Beach and Sunset Parks, improving the seawall to reduce conflicts and enhance safety, and supporting the conversion of some roadway spaces to park space. The implementation of these policy objectives are supported through Community Amenity Contributions (CACs) received through redevelopment.

In order to address the complexities and geographic overlap of parks and engineering priorities, and to identify opportunities to increase green space identified in the implementation of the West End Community Plan, Park Board staff have worked with City of Vancouver's Engineering Services to combine the initial planning work into a single master plan for the West End Waterfront. This process will include the work of both Park Board and Engineering Services staff to produce a coordinated and efficient approach to planning and design, engagement, and implementation.

Park Board staff are leading the parks component of the West End Waterfront Parks Master Plan, which will determine a long-term vision and phased implementation plan for Park Board parks and beaches between Burrard Bridge and Stanley Park. The Master Plan will prioritize investment in renewal and enhancement of these spaces.

Park Board staff have been undertaking background research and preliminary scoping of project considerations. These have been identified through reviewing background on existing conditions, and from collating existing public feedback through processes such as VanPlay, VanSplash and other Park Board initiatives. Key considerations include the need to renew critical park infrastructure and to address increased demand for parks and connection to nature, as well as acknowledgement that the waterfront is on the unceded territories of the Musqueam, Squamish, and Tsleil-Waututh peoples.

Commissioners were informed of the West End Waterfront Master Plan when it was included as part of the 2018-2021 Capital Plan report on July 19, 2018, in [Appendix B: Item 20/Park Amenities/Park Renewals: New park and major park renewals in growth areas like Joyce-Collingwood, the Cambie Corridor and the West End \(English Bay, Sunset Beach, Barclay Square including new playgrounds\)](#).

## **Next Steps and Board Involvement**

Once the RFEOI closes, Park Board and City staff will review the submissions and select a shortlist of proponents. The next procurement step will be the issuing of a Request for Proposals (RFP), based on a scope of work that is currently in development.

Prior to posting the RFP, staff will bring a report to the Board for decision on the draft final contents of the RFP. Pending Board approval, it is expected that the RFP will be issued within six months from receiving Board direction. At the completion of the RFP process, a report recommending the preferred consultant will also be brought to the Park Board for decision. It is expected that the Master Plan will then begin in earnest in early 2020, and is anticipated to take 18 months to complete. Throughout, there will be a significant public consultation component



as well as engagement with Commissioners to ensure that the Board's priorities are reflected in the planning process.

Regards,

A handwritten signature in black ink that reads "Malcolm Bromley". The signature is written in a cursive, flowing style.

Malcolm Bromley  
General Manager - Vancouver Board of Parks and Recreation

/DH/DS/clc

Copy to: PB Senior Leadership Team  
Sadhu A. Johnston - City Manager  
Jerry Dobrovolny - General Manager, Engineering  
PB Communications