

City of Coquitlam

Request for Proposals

RFP No. 23-057

Concession Operator at Spani Pool and Mundy Park
Field House

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

<p>RFP Reference</p>	<p align="center">RFP No. 23-057</p> <p align="center">Concession Operator at Spani Pool and Mundy Park Field House</p>
<p>Overview of the Opportunity</p>	<p>The purpose of this RFP is to invite Proposals from qualified and experienced Proponents who are interested in licensing the Food Service Space from the City to be the Concession Operator at Spani Pool and Mundy Park Field House.</p>
<p>Closing Date and Time</p>	<p align="center">2:00 pm local time</p> <p align="center">Wednesday, October 04, 2023</p>
<p>Instructions for Proposal Submission</p>	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<p>Obtaining RFP Documents</p>	<p>RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<p>Instructions to Proponents</p>	<p>The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents</p>
<p>Questions</p>	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca</p>
<p>Addenda</p>	<p>Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
<p>Withdrawal of Submission</p>	<p>Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p>
<p>Terms and Conditions of Contract</p>	<p>The City intends to negotiate an Agreement between the City and Contractor prior to award.</p>

DEFINITIONS

“Concession Space – Spani Pool” means the approximately 290 square feet (27 m²) of food preparation space at Spani Outdoor Pool, located in Mundy Park, as generally illustrated in the conceptual drawings (Diagram “d” and “e” in section 3.11) and described in this RFP package;

“Concession Space – Field House” means the approximately 202 square feet (18.8 m²) of food preparation space at the Mundy Park Field House, located in Mundy Park, as generally illustrated in the building drawings (Diagram “f” and “g” in section 3.11) and described in this RFP package;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works;

“City” “Owner” means City of Coquitlam;

“Fixturing” means the period commencing on the possession date and ending on opening date. During the Fixturing period the Contractor shall not be obliged to pay Rent but shall be responsible for utilities consumed;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Rent” means the base rent for each lease year, and shall be payable in monthly installments, due on the first day of each calendar month, in advance, in legal tender of Canada, without abatement, demand, deduction or offset whatsoever and/or percentage rent shall be determined and payable monthly on or before the tenth (10th) day following the close of each and every full calendar month of the Term.

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met; and

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hənqəminəm' word kʷikwəłəm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwəłəm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sqəciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to invite Proposals from qualified local Companies who are interested in working collaboratively with the City, to License the Concession Spaces at Spani Outdoor Pool and Mundy Park Field House located in Mundy Park, 655 Hillcrest St, Coquitlam.

1.3 Opportunity

The City is looking for a food and beverage operator who can enhance the experience for participants at the renewed Spani Outdoor Pool facility as well as the nearby Mundy Park Field House with comprehensive food and beverage offerings.

1.4 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.5 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them

1.7 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Social Responsibility and Sustainable Benefits	10
Technical and Vision	40
Financial	30
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business reputation and/or capabilities; experience, financial stability and strength, capacity and resources
- Value Add
- References
- Location applying for
- Key Personnel on project team, qualifications and experience
- Staffing and recruitment plans
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social and Community Responsibility

Technical and Vision

- Vision for services that fit the City’s ambitions for the concession operation(s) (As described in section 3.2)
- Approach to food service delivery in response to the RFP
- Hours of operation
- Plan for use of space (required food prep/service space)
- Proposed Menu (Diversity/Quality of food and beverage options)
- Plan for high level of customer service, philosophy and approach to quality
- Operation
- Plan for concession design and construction (Concession Space – Spani Pool only)
- Plan for or familiarity with the process for applying for necessary permits and coordinating any required construction work with the city (Concession Space – Spani Pool only)
- Plan for site, staff and customer safety
- Interviews

Financial and Value Added

- Length of term
- Tenant Improvement Budget
- Rent
- Menu pricing

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process. Proposals will be compared to one another and the City will select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
- Food samples may be requested

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) The City intends to negotiate an Agreement between the City and Contractor prior to award.
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Obtaining a Fraser Health Food Permit prior to opening.

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.9 Project Timelines

The Spani Pool renewal plan is in the construction phase. Spani Pool is anticipated to open to the public in summer of 2024. Occupancy of the food service space for tenant improvements would be approximately April 2024 with a goal of having the food service operation running when the pool opens to the public.

The Mundy Park Field House concession space could be ready for occupancy in early 2024.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City intends to negotiate an Agreement between the City and Contractor prior to award.

2.2 Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public.

2.3 Spani Pool Safety Protocols During Construction

The Contractor and persons hired by it to perform site preparation shall follow Spani Pool Construction Manager site rules at all times.

2.4 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and shall clean out all debris and leave the site in a clean and tidy condition.

2.5 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfers any subsequent Contract or any part thereof.

3 SCOPE OF SERVICES

3.1 Location & Area Context

The City of Coquitlam is a vibrant, growing and energetic community that celebrates cultural diversity and the people that make our community great. The City aims to be a leader in the provision of parks, recreation, and cultural programs and spaces to meet the needs of the entire community. A commitment to fostering a climate of collaboration with commercial partners is intended as a way to add vibrancy, uniqueness and personality to our public spaces; while ensuring a sustainable and resilient future for generations to come.

There are two locations:

- Spani Pool
- Mundy Park Field House

At the City's discretion the concessions could either be operated by the same Contractor or different Contractors.

a) Spani Pool

Spani Outdoor Pool ("Spani Pool") is a seasonal outdoor pool located within Mundy Park, a 178-hectare urban forest park and trail system, located in southwest Coquitlam. Spani Pool has been in operation for nearly 50 years and Spani Pool is within close proximity to residential neighbourhoods and local businesses. The Coquitlam Sharks Swim Club has been operating at the facility for much of the facility's life span.

The City is in the process of extensively renovating Spani Pool and the project will be completed for summer of 2024. Diagrams a) and b) in section 3.11 show an artist's rendering of the new facility. The new Spani Pool will be designed for accessibility, sustainability and usability and will include the following:

- Renovation of the existing eight lane 25-metre swim pool and dive tank
- Construction of a new leisure pool with shallow beach entry, splash area, lazy river and 1.2-metre-deep end;
- A new warming pool;
- Expanded deck spaces for spectator seating, a lawn area for lounging and a concession - all of which allow for more event hosting possibilities;
- Accessible universal change rooms (including gendered and non-gendered washrooms, lockers and showers);
- Accessible admissions area and staff spaces;
- Universal washrooms that can be accessed year-round from Mundy Park;
- A multipurpose room that can be used year-round for workshops, training, certification courses and recreation programming; and
- Improved drop-off and pick-up area

The expanded facility will maximize the future programming potential of the pool and it will be inclusive for all ages and abilities. It is anticipated that the facility will have approximately 16,000 drop-in visits, and 2,250 swimming lesson participants in 360 swim classes and certification courses per season (an additional 22,500 visits to the facility). The multi-purpose room in the facility will allow the City to run additional swim camps,

lifeguard training, certification courses, and offer rental opportunities for birthday parties and other meetings. The facility will also host between 1-2 swim meet per season, which typically run over the span of a weekend and attract between 1500 – 2500 attendees over the course of each swim meet.

b) Mundy Park Field House

Mundy Park Field House (the “Field House”) is a year-round community meeting space and washroom located within Mundy Park, a 178-hectare urban forest park and trail system, located in southwest Coquitlam. The Field House is within close proximity to residential neighbourhoods and local businesses and is a popular year-round attraction for families to take part in outdoor play at the very popular new and expansive playground and extensive trails (The playground alone sees hundreds of users each day from May to September). A number of Coquitlam’s field sport groups also program seasonal play and tournaments on the surrounding fields. As such, Mundy Park sees regular visitation year-round with peak traffic on evenings, weekends, holidays and during school breaks.

3.2 Spani Outdoor Pool & the Food Service Space Background

The City is looking for a Contractor who will provide concession services to the patrons of Spani Pool. The facility is located at 655 Hillcrest Street in Mundy Park. The renovated facility will be comprised of a leisure pool, warming pool, lap tank, accessible universal change rooms, an admissions area, staff area, first aid space, concession area, multi-purpose room for year-round programming and year-round accessible non-gendered public washrooms. The facility occupant load is expected to be ~529 people. The facility is intended to offer a range of aquatic programming, leisure opportunities and lessons and to serve the aquatic and recreational needs of the community.

The Concession Space – Spani Pool will be licensed to the Contractor as a warm shell that will require the contractor to completely outfit the space to meet the needs of the proposed food services. A 100a electrical service will be provided, along with an opening for ventilation from the space through the roof. No gas line will be available. Proponents may propose a tenant improvement budget in their proposal.

Spani Pool is intended to be open June through mid-September for use between the following hours: June 1 to 20 - 11 a.m. to 8:30 p.m.; June 21 to Labour Day – M-F 9 a.m. – 8:30 p.m. and Sa/Su 11 a.m. – 8:30 p.m.; Day after Labour Day to September 21 – 11 a.m. – 7:30 p.m.. Proponents may review [Staff’s report to Council](#) about the Facility for additional Facility planning information. **The concession Contractor will also have the ability to operate year round to serve Mundy Park visitors through an external service window.**

3.3 Mundy Park Fieldhouse Food Service Space Background

The City is offering an opportunity for the successful Proponent of this RFP to also provide food services to the patrons utilizing areas of the park closer to the Mundy Park Field House. The facility is located at 655 Hillcrest Street in Mundy Park, adjacent to the playground and picnic shelters.

The Concession Space – Field House will be licensed to the Contractor with counters, sinks, refrigerators, service window to the park to meet the basic needs of the proposed food services. The operator is expected to use the existing space as well as Contractor supplied equipment to provide

food services. Ventilation is not available, and only electricity is provided to operate equipment. There is no opportunity for a tenant improvement budget for this facility. The operator may BBQ outside of the concession when permitted by law.

3.4 Scope of Opportunity

The purpose of this RFP is to invite Proposals from qualified and experienced Proponents who are interested in constructing and licensing the Food Service Spaces from the City to provide a mix of high quality, full range food and beverage options; including hot and cold beverages, snacks and light meals, and that have the necessary resources, experience, skills and ability to effectively and continuously operate a food service related business from and within the Concession Space(s).

3.5 Shared Outdoor Patio and Casual Gathering/Seating Area

The Concession Space – Spani Pool will be adjacent to an outdoor covered seating area and tables and chairs will be provided by the City for the shared-use for concession and park patrons.

The Concession Space – Field House is adjacent to a number of picnic tables and casual seating opportunities in the area which are provided by the City for the shared-use for concession and park patrons.

3.6 Expectation of Community Support

The Contractor will be expected to cooperate with community and sport organizations booking fields, facilities and picnic shelters in Mundy Park to ensure appropriate food services for their events. The City expects that the Contractor will find ways to meaningfully support sport organizations who may have historically operated concessions associated with their tournaments and events held in Mundy Park, or at Spani Pool. Examples of support may include, but are not limited to the provision of free or discounted food for sport event participants or revenue sharing with event organizers. The Contractor will be expected to enter into discussions with community organizers to arrive at reasonable and meaningful solutions to meet the needs of the event.

3.7 Code of Conduct

The Contractor and its employees, volunteers, agents, and contractors agree to comply with a professional code of conduct:

- Carry out their responsibilities in a professional and competent manner.
- Be aware of and abide by the British Columbia Human Rights Code.
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the City, employees, and elected officials, and refrain from making negative comments about the credibility of the City, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

- Refrain from engaging in any other practice that could unfavorably reflect upon the City as identified solely by the City.
- Abide by and enforce the [City's Code of Conduct](#) for Parks, Recreation and Culture Facilities.
- Maintain in good standing a Fraser Health Food Permit.

3.8 Fixturing and Operational Expectations

- The Contractor will be responsible for all tenant improvements and equipment.
- The Contractor is responsible for securing their equipment in the concession daily
- The Contractor to pick up garbage and debris left by its patrons. Including wiping down tables and chairs
- The City expects that each Proponent has and will comply with internationally recognized labour conventions and recommendations of the International Labour Organization (ILO), of which Canada is a member, and any applicable legislation pertaining to the work place safety, employment and human rights. In Canada these include: the Corruption of Foreign Public Officials Act (Canada), Human Rights Act (BC), the Employment Standards Act (BC) and the Workers' Compensation Act (BC).

3.9 Parking & Garbage/Recycling

Spani Pool - A shared surface parking lot provides 77 parking spaces (four EV charging spaces). A garbage and recycling area is located northwest of the building in the North end of the parking lot.

Field House - A shared surface parking lot provides 76 parking spaces. A garbage and recycling area is located northeast of the building closer to the parking lot.

The Contractor's staff may park in the above noted parking lots but are asked to park away from the facility and the City is not intending to assign the Contractor a designated parking space.

3.10 General

Prior to the start of the Fixturing Period, the successful Contractor will enter into a license agreement with the City which will include, but will not be limited to, the following terms:

- a) City's Work/Contractor's Work:
 - a. The Concession Space – Spani Pool is intended to be provided by the City in a blank space condition without any finishes including drywall or millwork. It will contain a grease interceptor, connections for installation of an exhaust fan, service windows to the pool deck as well as to the main park, a subpanel for electrical, and plumbing connections. The City has not designed the Concession Space – Spani Pool, and the Contractor will otherwise be responsible for design, building permits, constructing improvements and fixturing the Concession Space – Spani Pool.
 - b. The Concession Space – Field House is intended to be provided by the City to the Contractor in a finished state including countertops, sinks, electrical supply, refrigerators, and a service window to the park. The City generally anticipates that the Contractor would install portable equipment to facilitate the food services; any tenant improvements proposed by the Contractor would have to be agreed upon by the City in writing, which the City may impose additional terms.

- b) Non-Exclusive License to Use Patio and Patio Furniture: As outlined in the Form of Lease, the Tenant will have the non-exclusive license to use the shared patio together with the supplied tables and chairs provided that the Tenant also agrees to have maintenance responsibilities.
- c) Spani Pool Fixturing Period: For the purposes of completing the Contractor's Work, the Contractor will be granted a Fixturing Period that is intended to be for a period of up to 90 days. At this time, it is expected that the Fixturing Period will commence around April, 2024. However, the City shall provide the Contractor with a least 20 days' prior written notice of the actual commencement of the Fixturing Period which may differ from the anticipated date indicated above.
- d) Commencement Date: The License's Term is intended to commence on the day following the expiry of the Fixturing Period.
- e) Initial Term: Within their Proposal, Proponents are to propose the length of the initial Term which should not be for less than 5 years or more than 10 years.
- f) Extended Term (Optional): Within their Proposal, Proponents may indicate an Extended Term length (in years) they propose that the City include within the Option to Extend Term provision of the Form of License.
- g) Annual Basic Rent: Within their Proposal, Proponents are to propose the Annual Basic Rent per square foot they are prepared to pay during the Term.
- h) Percentage Rent (Optional): Within their Proposal, Proponents may also propose a Percentage Rent formula options.
- i) Utilities & Garbage: In addition to Annual Basic Rent and any Percentage Rent, the Contractor will pay a monthly fee of at least \$250 plus applicable taxes and annual CPI adjustment, for each concession space operated by the Contractor, to cover the cost of utilities used or consumed in the Food Service Space as well as for garbage and recycling services provided to the facility(ies). The final utility fee will be established based on anticipated electrical consumption of equipment to be installed by the Contractor, and will be collected on a quarterly basis.
- j) Taxes: The Contractor will pay any taxes attributable to the Food Service Space all in accordance with the Form of License
- k) Permitted Use: "A Concession serving a comprehensive menu of food items and hot and cold beverages". Proponents are to fully describe the specific business concept they are proposing to operate from the Concession within their Proposal and any modifications to the Permitted Use that they are proposing.
- l) Minimum Hours of Operation:
 - a. Spani Pool - The Contractor is expected to operate during all facility operating hours unless proposed as a departure from the RFP and accepted by the City. The concession space will also have an external service window to Mundy Park and the Contractor will have the ability to offer year round service to Park Visitors. The Proponents are to propose their intended hours and months of operation within their Proposal.

- b. Field House – The Contractor is expected to operate the concession for a minimum of 8 hours a day, 7 days a week from Canada Day until Labour Day annually, with the option of reduced hours during the shoulder seasons. The Proponents are to propose their intended hours and months of operation within their Proposal. Should the Contractor choose not to operate year-round, the City will expect the Contractor to vacate the premises during the off-season.
- m) Contractor Improvement Allowance (Optional): Given that the Food Service Space is intended to be provided by the City in a blank shell condition with significant improvements needing to be completed by the Operator the City is open to providing a Contractor Improvement Allowance and Proponents are to stipulate within their Proposal whether or not they are requesting a Contractor Improvement Allowance and, if so, the proposed value and supporting justification for the Contractor Improvement Allowance they are requesting.

3.11 Interviews

The Evaluation Team, at its discretion, may invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

3.12 Diagrams

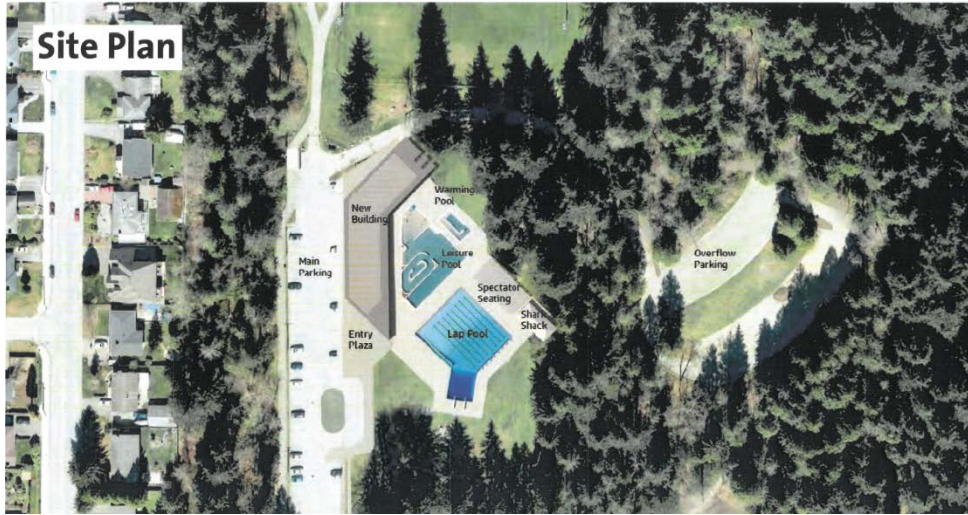
a) Spani Pool Entrance



b) View of Leisure Pool and Lap Pool

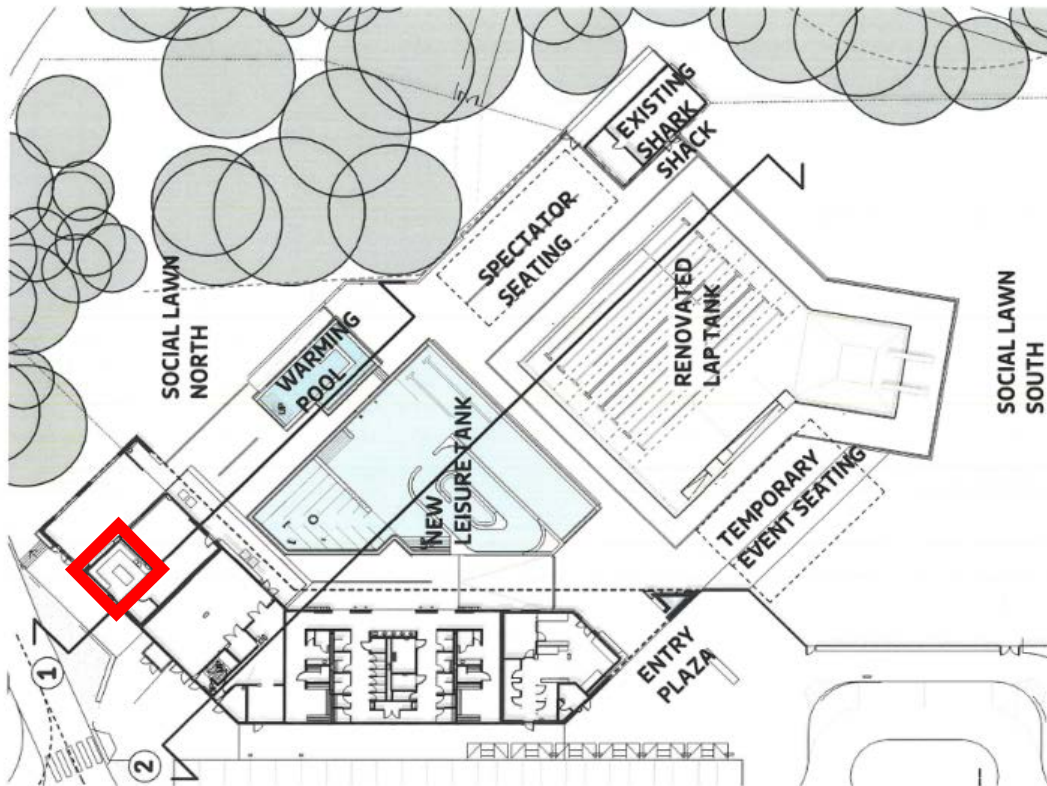


c) Site Plan




d) Site Key Plan

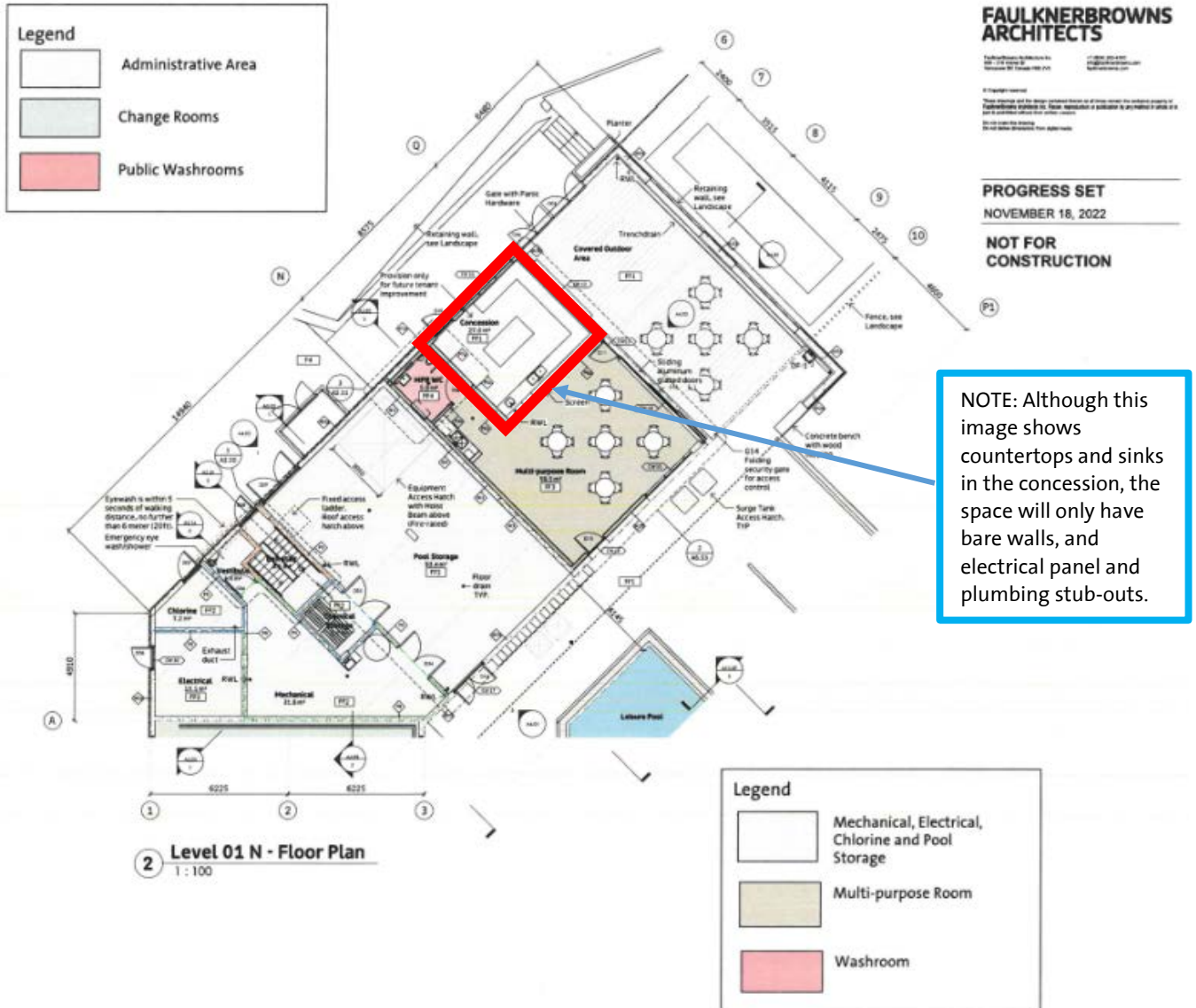
Red line indicates approximate area of intended Food Service Space.




3 Key Plan for Council Report
1 : 500

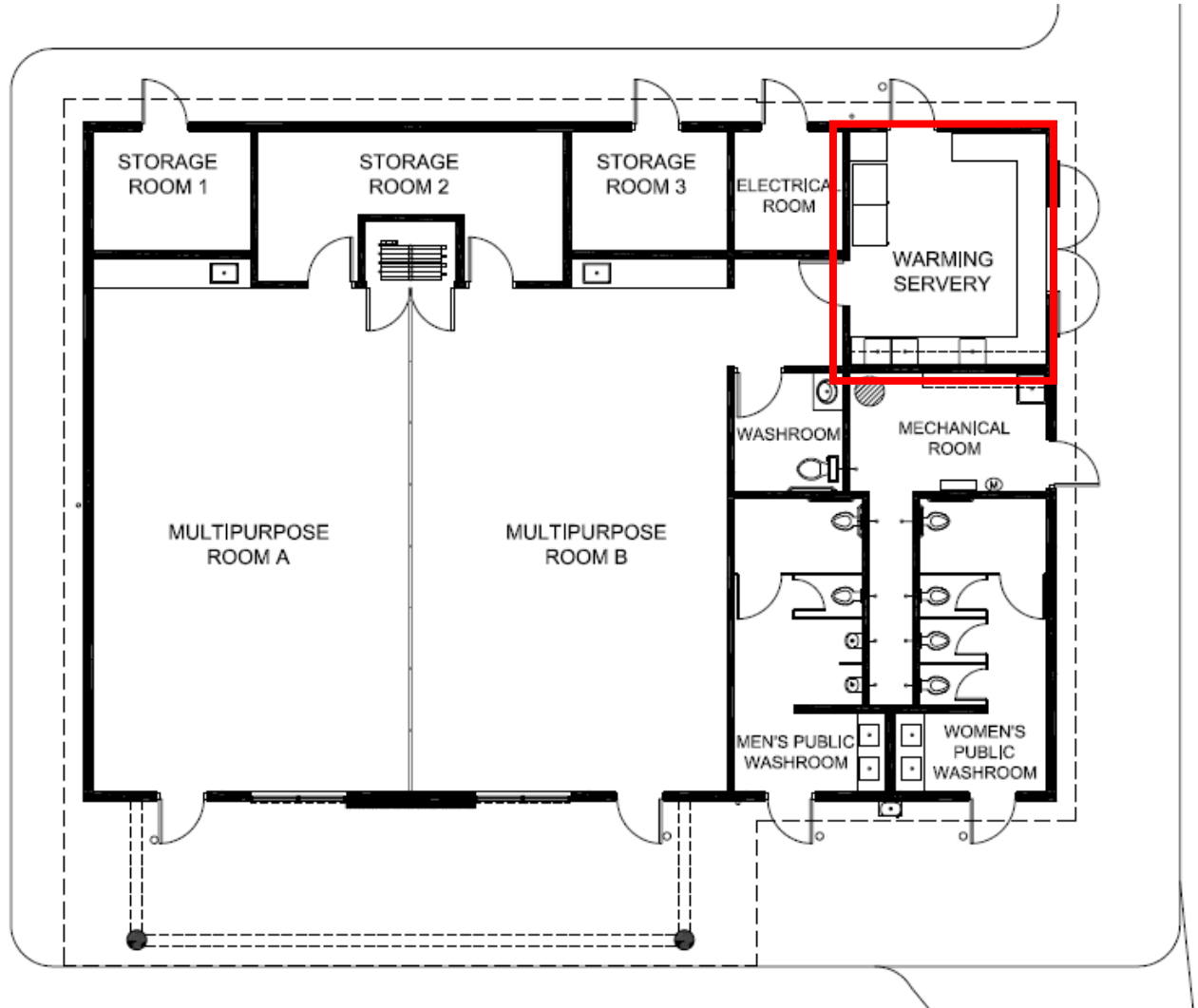
e) Site Floorplan

 Red line indicates approximate area of intended Food Service Space.




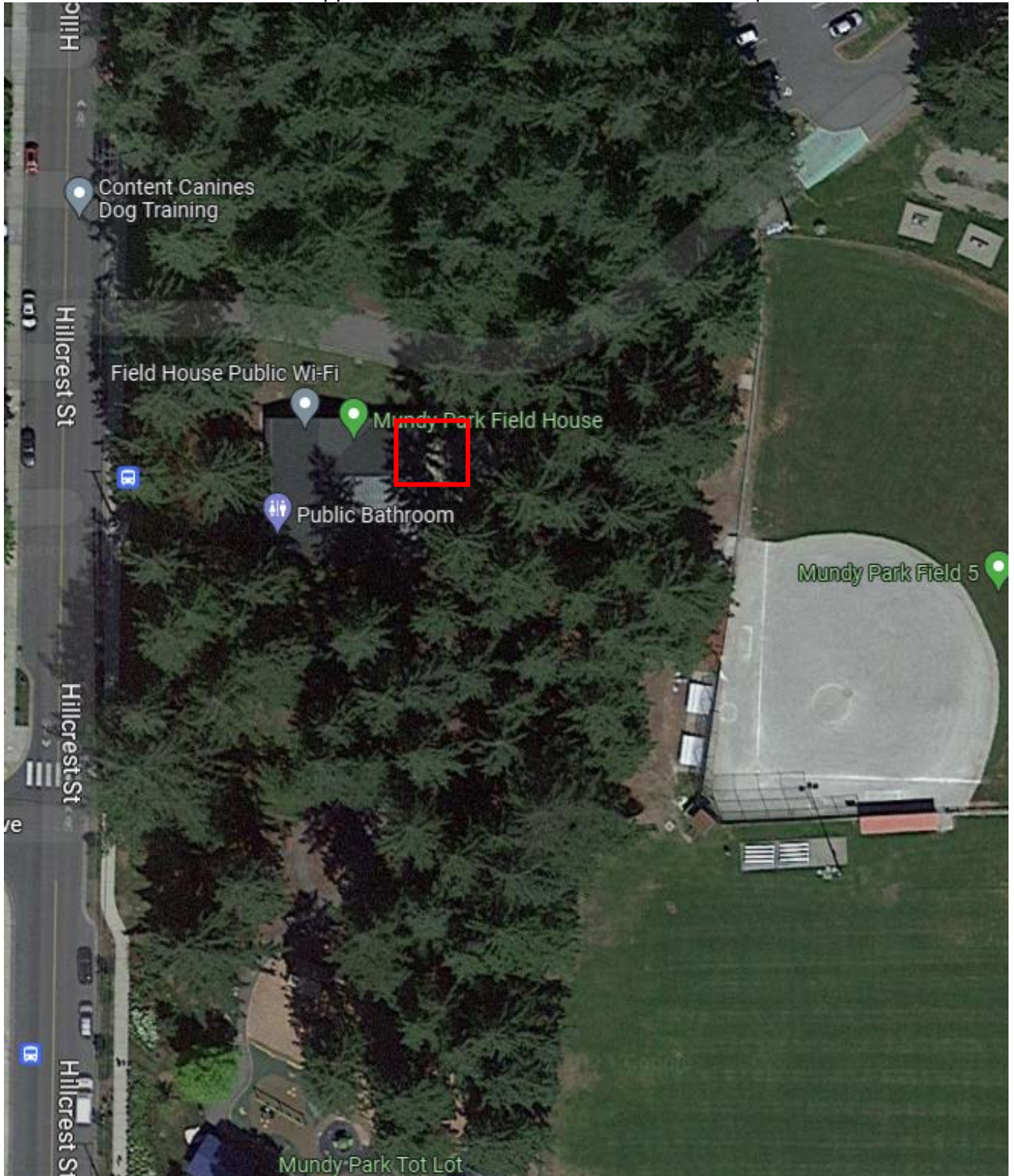
f) Field House Floor Plan

 Red line indicates approximate area of intended Food Service Space.



g) Field House site key plan

 Red line indicates approximate area of intended Food Service Space.



Appendix A – List of Events at Mundy Park

Event Date	Event Stat Classification	Event	Location
Jan 7 - Jan 8	Community	Christmas Tree Chipping	Mundy Park lot (at Spani Pool)
4-Feb	Sport	Scouts Twilight Hike	Mundy Park Trails
31-Mar-2-Apr	Sport	CMSA Supermite Icebreaker	Mundy 1,2, 3, 5
1-Apr	Sport	Celebration of Softball	Mundy 5
28-Apr-30-Apr	Sport	CMSA U15/U17 Softball Tournament	Mundy 1, 2, 3, 5
26-May-28-May	Sport	CMSA U9/U11 Funboree Tournament	Mundy 1, 2, 3, 5
24-Jun	Sport	CMSA Timbits Wrapup	Mundy 5
Jul 23	City Event	Water Play in the Park	Mundy Park - Fieldhouse and Surrounding Area
11-Aug-13-Aug	Sport	Great West Slo-Pitch Playoffs	Mundy 1,2,3
28-Aug-31-Aug	Sport	CMSA Summer Camp	Mundy 1, 2, 3, 5
17-Sep	Fundraiser	Terry Fox Run	Mundy Park - trail, picnic shelter, Fieldhouse
24-Sep	Sport	TORCA Take a Kid Mountain Biking	Mundy Bike Skills Park/River View Trails

In addition to these events at Mundy Park and Spani Pool, there were Picnic Shelter bookings every weekend day of 2023 from May to September (63 total events)



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-057

Concession Operator at Spani Pool and Mundy Park Field House

Proposals will be received on or before 2:00 pm local time on

Wednesday, October 04, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the “Subject Field” enter:** RFP Number and Name
- 2. Add files in .pdf format and “Send”**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) The City intends to negotiate a License Agreement between the City and Contractor prior to award.

b) AWARD - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Services. Not required with Proposal.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
v. Fraser Health Food Permit – Attain and provide before commencing operations from the site	

As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):

c) SERVICES - I/We have reviewed the Scope of Services as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

2. CORPORATE

a) Location - Proponent to indicate which site applying for:		
<input type="checkbox"/> Spani Pool	<input type="checkbox"/> Mundy Park	<input type="checkbox"/> Both

b) EXPERIENCE, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Description of business reputation/capabilities, and capacity to successfully deliver this new operation:
ii. Structure of the Proponent (I.E. Corporation, LLP, Proprietorship), background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
iii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iv. Description of current operations along with background and operational stability:
v. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:.

c) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Relationship	
Work Performed	

Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Relationship	
Work Performed	
Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Relationship	
Work Performed	
Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

d) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

e) Proponent to describe their process for screening and hiring their staff:

f) Corporate Strength

I. Financial Strength - Evidence of Proponent’s financial strength and capacity to make ongoing License payments and the payment of other expenses required to effectively and continuously operate a food and beverage related business as a going concern:

II. Capital - Provide recent evidence of your ability to raise capital:

III. Sustainability of Finances -Reference letters from your primary banker and other evidence should be provided that demonstrates your financial ability to sustain the business as proposed:

g) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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II. All personal information collected will be held in confidence by the City. All information collected is under section. 26(c) of the Freedom of Information and Protection of Privacy Act.
Understood:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3. SOCIAL RESPONSIBILITY AND SUSTAINABLE BENEFITS

<p>I. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City</p>
<p>II. What policies does your organization have to support reconciliation with indigenous peoples?</p>
<p>III. How will your organization support local community and sport organizations booking venues adjacent to the Concession?</p>

4. TECHNICAL

a) APPROACH and METHODOLOGY

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.

I. Vision for services – Describe how your proposal will enhance the City’s Mundy Park and Spani Pool operations and your vision for exciting food service operations

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II. Set-Up and Operation - Proposals should address the plan for the set up and operation of the Work. (How will you furnish and prepare the site/operation for food and beverage services)

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III. Operation - A description of approach and methodology for operating at this location including: proposed approach for reaching out to the community and local sport and community groups as a good corporate citizen; how staff will be presented, hours, identified and will interact with customers; proposed business hours and operating season; and how the Food Service Space will be displayed

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IV. Menu - A comprehensive sample menu plan showing the food and beverage items proposed for sale including the item description, size, and retail price. Please also describe whether products are produced from scratch and whether they are produced on or off site. Describe how long products are held before being deemed unsaleable and describe how these products are disposed of at that time. Provide any information with respect to "Fair Trade" or "Organic" products being proposed along with any "healthy choices" items being available for purchase. If applicable, please describe any other products proposed to be sold other than food and beverage items.

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V. Quality Control - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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VI. Customer Service – How is customer service maintained, attach handbook if necessary

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VII. Concession Design

- **Proponents** plan for concession design and construction (Concession Space – Spani Pool only)

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- **Proponents** plan for or familiarity with the process for applying for necessary permits and coordinating any required construction work with the city (Concession Space – Spani Pool only)

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5. FINANCIAL

a) Proposed Length of Initial Term

Indicate the Proponent's proposed length of the initial Term expressed in years (minimum of 5 and maximum of 10 years):

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b) Proposed Length of Extended Term (if being proposed)

Please note the City prefers that the length of the Extended Term does not result in the Term being extended more than 10 years from the original Commencement Date. For example, if the Proponent is proposing an initial Term of 7 years, then the City prefers the length of Extended Term to be no more than 3 years. Based on the foregoing, indicate the length in years (if any) of any Extended Term the Proponent proposes that the Landlord include within the Option to Extend Term provision of the Form of License.

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c) Tenant Improvement Budget - Please note the City prefers not to provide any Tenant Improvement Allowance. Despite this, if the Proponent still intends to propose that the Landlord provide a Tenant Improvement Allowance, please indicate the amount (if any). Amount of Tenant Improvement Allowance is:

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d) State which Rent option is preferred:

<input type="checkbox"/> Proposed Base Rent	<input type="checkbox"/> Proposed Percentage Rent
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e) If Proposed Base Rent

Indicate the Proponent's proposed Base Rent:

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f) If Proposed Percentage Rent

Indicate the Proponent's proposed Percentage Rent:

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g) MENU – Provide or attach proposed menu with prices.

<input type="checkbox"/> Yes

Attention Purchasing Manager:

- 6. **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 posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
- 7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#)
- 8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.