

City of Coquitlam

Request for Proposals

RFP No. 23-085

Consulting Services

Pipeline Pump Station Pre-Design

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Appendix A - Water Pump Station Condition Assessment, AECOM, May 6, 2020,

Appendix B - Design Brief, Pipeline Road Pump Station, Associated Engineering, 1999,

Appendix C - Structural and Seismic Upgrade Design Pipeline Road Pump Station Report, Associated Engineering 1997

Appendix D - Northwest Coquitlam Water Model Update, Calibration and Analysis, Final Report, GeoAdvice Engineering Inc., December 2022

Figure 1 - Overall Serving Area of the Pipeline Pump Station

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-085 Pipeline Pump Station Pre-Design
Overview of the Opportunity	The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to Pipeline Pump Station Pre-Design .
Closing Date and Time	2:00 pm local time Tuesday, October 17, 2023
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: 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>
Obtaining RFP Documents	<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>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	<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>Questions received after that time may not receive a response.</p>
Addenda	<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>
Withdrawal of Submission	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.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Consulting and Professional Services are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquitlam;

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

“Evaluation Team” means the team appointed by the City;

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“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 Consultant;

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

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

1 INTRODUCTION

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən'qəminəm' 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 sqəciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to **Pipeline Pump Station Pre-Design**.

1.3 Instructions for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

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

1.4 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Proposal and understand the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

1.5 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. The City may not consider any departures not stated in the Proponent's Proposal Submission

1.6 Evaluation Criteria

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

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

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

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

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members;
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Availability and time schedule;

Financial and Value Added Benefits

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST);

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 evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

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

1.7 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 Insurance Form - Consultant](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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.

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services](#), the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC CONDITIONS

2.2 Intellectual Property Rights

The Contract establishes the City as the owner of the “Instruments of Service” in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

3 SCOPE OF SERVICES

3.1 Background

The Pipeline Pump Station is located at 3193 Robson Drive. The station boosts water from Metro Vancouver's Coquitlam Reservoir (135 m: 106 -156 m Zone) to the Hoy Creek Reservoir (180 m HGL Zone) to service the northwest Coquitlam area. The stored water in Hoy reservoir, subsequently stored and pumped in other locations by a combination of reservoirs and pump stations: Hoy Creek Pump station, Noons Creek Reservoir and Pump station, Mountain reservoir and Pump station, and Summit Reservoir. This makes the Pipeline Pump Station the primary station serving northwest Coquitlam.

Seismic upgrades were completed to the Pipeline Pump Station and the details are available in the reports: **Appendix B - Design Brief, Pipeline Road Pump Station, Associated Engineering, 1999;** and **Appendix C - Structural and Seismic Upgrade Design Pipeline Road Pump Station Report, Associated Engineering 1997.**

According to the latest northwest hydraulic modelling report, **Appendix D - Northwest Coquitlam Water Model Update, Calibration and Analysis, Final Report, GeoAdvice Engineering Inc., December 2022,** the Pipeline Pump Station has adequate capacity to service the ultimate population in its service area.

This Pipeline Pump Station update project is carried out due to the aging infrastructure of it, and the requirement that it be functionally reliable. The existing Pipeline Pump Station was built in 1988 and its electrical and mechanical components have outlived their service lives. Some components have been replaced over the past 35 years, while replacement of many other components or systems as a whole may be required to ensure continued station reliability.

The Plateau Pump Station, located at 1260 Lansdowne Drive, also supplements northwest Coquitlam, but its capacity is inadequate to service the area alone during times of high demand (summer). Therefore the Pipeline Pump Station needs to be operating continuously and throughout the year. Any extensive rehabilitation work carried out at the Pipeline Pump Station will need to be done during times of low demand (winter).

The Pipeline Pump Station Rehabilitation / Replacement Timeline:

List No.	Action	Year
1	Station Installed	1988
2	Station Extended	1993
2	Station Electrical and Mechanical Update	2025/2026
3	Station Electrical Update (as needed)	2045
4	Station Replacement	2063

The Year-2025/2026 Pipeline Pump Station update will address the following issues, including rehabilitation/replacement of:

- Existing generator, after adequacy and location review;
- The outdated and outlived power and controls equipment, and any access limitations to operators in terms of location of power and controls or deviations from standards and best practice guidelines;

- Aged electrical, process, and mechanical equipment, including flow-devices and chambers.
- Other minor/miscellaneous items required to be addressed, and these may be identified during the initial discussion and site visit .

3.2 Scope of Work

a) General:

- Project management for the assignment
- **This assignment is to prepare a Pre-design report for the *Pipeline Pump Station Update Project* including recommendations on construction project schedule/timing and any advance procurement of material; no detailed-design or construction stage works are expected under this assignment. Any references to detailed-design or construction stage are provided as information only and to consider when recommendations are made on construction schedule/timing and advance procurement of material.**
- In addition to the contents expected in the Pre-design report (as stated in various sections below), the City also expects the Pre-design report to recommend,
 - 1) the construction schedule/timing of Pipeline Pump Station Update; and
 - 2) any advance material procurement requirements – to deal with supply chain issues, as detailed in section 3.2 g) below.
- Provide a Proposal for the assignment consisting of methodology and approach, cost of consultancy, staff details and their hourly rates, schedule for completion of the assignment, itemize cost details of tasks, and list and label optional items as separate line items. **Costs related Item 3.2 b) given below must be provided as separate line item(s) and as optional work.**
- Kick off meeting with City and stakeholders (virtual)
- Meeting(s) with City Public Works Operations staff to clarify details
- Monthly virtual review meetings (short updates / clarifications), including minutes
- It is expected, that in 2025/26 Metro Vancouver will carry out construction work adjacent to Pipeline Pump Station and coordination between Prime Contractors and coordination by the then Contract Administration Engineer/Consultant are required. Consider this when recommending the construction schedule, and mention in the Pre-design Report.
- Metro Vancouver is constructing a new treatment facility in the next 10 years and this is expected to results in some components (such as clear water tank) potentially constructed at a lower elevation than it currently is. This may reduce the head at the pump station intake (supply point) location, and this will have to be confirmed through discussions with Metro Vancouver's consultant, WSP (City will facilitate the discussion). Consider this in any pump upgrades. City will assist any coordination required with Metro Vancouver's modelling consultant, WSP, in getting the technical details related to this.
- The Pipeline Pump Station cannot be shut down for construction work during the summer, peak season, and therefore the detailed design and construction work may have to be scheduled over 2 years. The Pre-design report should reflect this and

consider this constraint when recommending a multi-year construction schedule/timing, and any material pre-procurement plans

- Due to prevailing supply chain conditions in the market, some material pre-purchase may be required. This may pose challenges when managing the construction. Therefore, careful consideration and review must be made under this assignment to assess the need for such pre-purchase of material and recommend in the pre-design report.
- Due to complexities, and need of communications between various parties, discussed above, this Pre-design report assignment needs a project manager who could be 'on top' of matters related to this project, and the proposal must indicate such experience when listing the project manager for this assignment.

b) Civil – Operating logic review

The City is not expecting the mechanical and electrical updates will considerably change the existing pump configurations and specifications. However, **if this is not the case**, a review of the existing servicing scenarios and operating logic may be necessary. Discuss with the City at the early stages of the pre-design study.

Such a review may include, but not limited to,

- seasonal operations (Winter/Summer), and
- Future servicing scenario to the year 2045

Specify for each scenario considered, where applicable:

- Pump on-off sequencing
- Number of operating pumps
- Valve operation requirements (if any, both auto and manual, with details and operating narratives)
- Expected flow from pump stations and PRVs
- Pump set-limits

If the Pipeline Pump Station mechanical and electrical update work does not trigger any reconfiguration of the station, then the work mentioned under 3.2 b) above will not be required. Therefore, list the cost of this part of the assignment as optional item in the fee schedule.

c) Process Mechanical

- Complete a non-destructive testing / assessment to determine the condition of the existing piping and isolation valves, if they require replacement/recoating. Complete the testing by a qualified material testing company and discuss results with the City before arriving at the rehabilitation or replacement recommendations.
- Specify in the report the design criteria followed for the station process mechanical updates.
- Develop a mechanical layout for the proposed pump line-up and equipment and other components including pipes, if a change is required.

- Only if Item 3.2 b) above is required, prepare a Piping and Instrumentation Diagram and control narrative considering Plateau Pump Station in operation. The control narrative will define the location of the control point in the system and when the Plateau Pump Station to assist in the supply area(s).
- Only if Item 3.2 b) above is to be carried out, review the operation and control of the various reservoir(s) filling and recommend modifications to improve operation of the Pipeline Pump Station.
- Review the potential for transients in the event of a power outage and other scenarios and recommend transient suppression measures as needed.
- Review details of mechanical components of PRV station and SCADA systems, at PRV location and pump station; propose any changes, replacements required.
- Review and recommend replacement/installation of instrumentation for control and system monitoring including:
 - Pressure instrumentation
 - Reservoir level instrumentation
 - Chlorine analyzers (if any)
 - Flow meters
 - Totalizer
 - a new HMI at the station.

d) Building Mechanical

- Conduct HVAC assessment of the pump station, in consideration of all the pumps in operation and provide requirements for adequate heating, ventilation and cooling. Also, consider the need for replacing any or all components of the HVAC system for improved efficiency (show benefit over cost). Develop a mechanical layout for the proposed HVAC system, if replacement is required.
- Prepare a control narrative for the ventilation system. Also, assess whether the existing louvers throughout the station are adequate; if not recommend a solution.
- Carryout assessment on the preferred generator location and preferred electrical room options and provide details /descriptions of the works associated with removal /move of any existing equipment, and of new equipment and components. A detailed discussion and a site visit is required with the City staff.
- Review all PRVs in and adjoining the station and recommend any replacements needed.
- Carryout vibration analysis, as needed.
- Review flow equipment and recommend replacements as needed.

e) Electrical / Instrumentation / Control

- Recommend the required generator sizing based on station demands, and provide specifications, and other technical details.
- Provide details if generator location to be different.
- Provide comparison costs for the generator options considered, and recommend the most suitable option.
- Review and recommend replacement of all existing electrical, instrumentation and controls equipment in the existing pump station. Discuss with City staff and identify

in the pre-design report any City preferences with respect to make and model of equipment. The list of equipment includes:

- MCCs;
 - VFDs (pumps currently use across-the-line starters);
 - Instrumentation;
 - Disconnect switches;
 - SCADA /PLC control system, and HMI; and
 - Other equipment as required.
- Review the possibility of new electrical equipment located in a separate room from the process equipment. The City understands this may be a challenge in terms of space and layout, however would like to explore the possibility. If this is not feasible, recommend changes required to gain maximum benefits of separating, while retaining the systems as is.
 - Identify any power supply upgrades required and provide details in the pre-design report.
 - Either replace the existing pump motors or the motors rewound to accommodate the new voltage changes, if any, based on the review carried out on electrical requirements and discuss with the City Public Works staff prior to the completion of pre-design report.
 - Provide recommendations for efficient upgrade and refurbishment of building electrical fixtures including lighting, security systems, receptacles etc.

f) Structural

- Determine any structural modifications required to accommodate the updates to the existing electrical room, generator room and building mechanical upgrades (ventilation openings, increased crane lifting capacity etc.), valve chambers, equipment and any other needs such as a storeroom. Discuss with City staff and confirm scope. As mentioned before, no seismic assessment or related structural upgrades required.
- Provide conceptual level designs and drawings for the proposed new electrical and mechanical room options, if decided that way.
- Recommend any pump station building security improvements.

g) Phasing and Constructability

- Develop a draft high-level project schedule and phasing plan for the proposed construction works that minimizes the number and duration of station shutdowns. Schedule any required shutdowns for winter 2025 (and 2026, if the work cannot be completed in one year) with substantial completion of the project planned for 2026.
- Consider methods of expediting the construction schedule such as owner-supplied equipment and front-loading of improvements, which do not directly affect station operation. The pre-design report shall provide details such as timing of procurement, associated storage requirements (for pumps/motors in climatic conditions), compatibility of pre-purchased equipment and limitations and considerations to be concentrated during detailed design.
- State all assumptions in arriving at your recommendations.

h) Cost Estimating

- Prepare and provide Class C level cost estimates for option assessment purposes.
- Prepare and provide a complete Class C estimate for the entire works considering the recommended options.

3.3 Deliverables

- a) A draft pre-design report narrating the complete PPS updating details, including reasoning for the recommendations, and cost-benefit discussion for the major recommendations. The report shall contain all rehabilitation recommendations and engineer's cost estimate for the recommended works.
- b) Associated drawings – digital file (Portable Document Format – pdf) – including but not limited to the following figures and details:
 - Piping and instrumentation diagram for any proposed changes
 - Site plan for recommended pump station addition or alternations, if any
 - General arrangement level drawings outlining the recommended building layouts (incl. new electrical and generator rooms, new access doors etc.), if proposed
 - Electrical single line diagram
 - Drawing of HVAC system changes, as recommended
 - Other drawings required to provide details of new arrangements
 - Electrical and mechanical equipment references
 - Communication equipment details, if any changes proposed
- c) Reference literature list and technical specifications (appropriate to Pre-design level)– digital file (pdf, including links of any URL)
- d) Discussion meetings – with Utilities, Public Works, and Design & Construction (as needed) – except site meetings, others will be virtual (MS Teams)
- e) Revisions to submissions, after discussion and incorporating City comments
- f) Final Pre-design report

3.4 References

- Appendix A - Water Pump Station Condition Assessment, AECOM, May 6, 2020,
- Appendix B - Design Brief, Pipeline Road Pump Station, Associated Engineering, 1999,
- Appendix C - Structural and Seismic Upgrade Design Pipeline Road Pump Station Report, Associated Engineering 1997
- Appendix D - Northwest Coquitlam Water Model Update, Calibration and Analysis, Final Report, GeoAdvice Engineering Inc., December 2022

3.5 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building Code, and Canadian Electrical Code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act;
- Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165 (FIPPA)

3.6 Schedule

The Consultant is responsible for their availability and ability to meet time schedule and Completion Date as stated below:

Estimated Target Date	Milestone
October 31, 2023	Estimated Award of work
Before November 10, 2023	Submission of Contract related documents and kick-off meeting by the successful proponent
February 29, 2024	Draft Pre-design Report
Week of March 11 -15, 2024	Report review meeting with City
March 29, 2024	Final Pre-design submission
March 29, 2024	Project Completion

3.7 Documents

The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

3.8 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person and/or virtual update meetings. It is intended that the Consultant will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Lead on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

The Consultant lead must receive written approval from the Project Lead for any task or personnel reassignments on the Consultant team.

3.9 Fee Schedule and Cost of Services

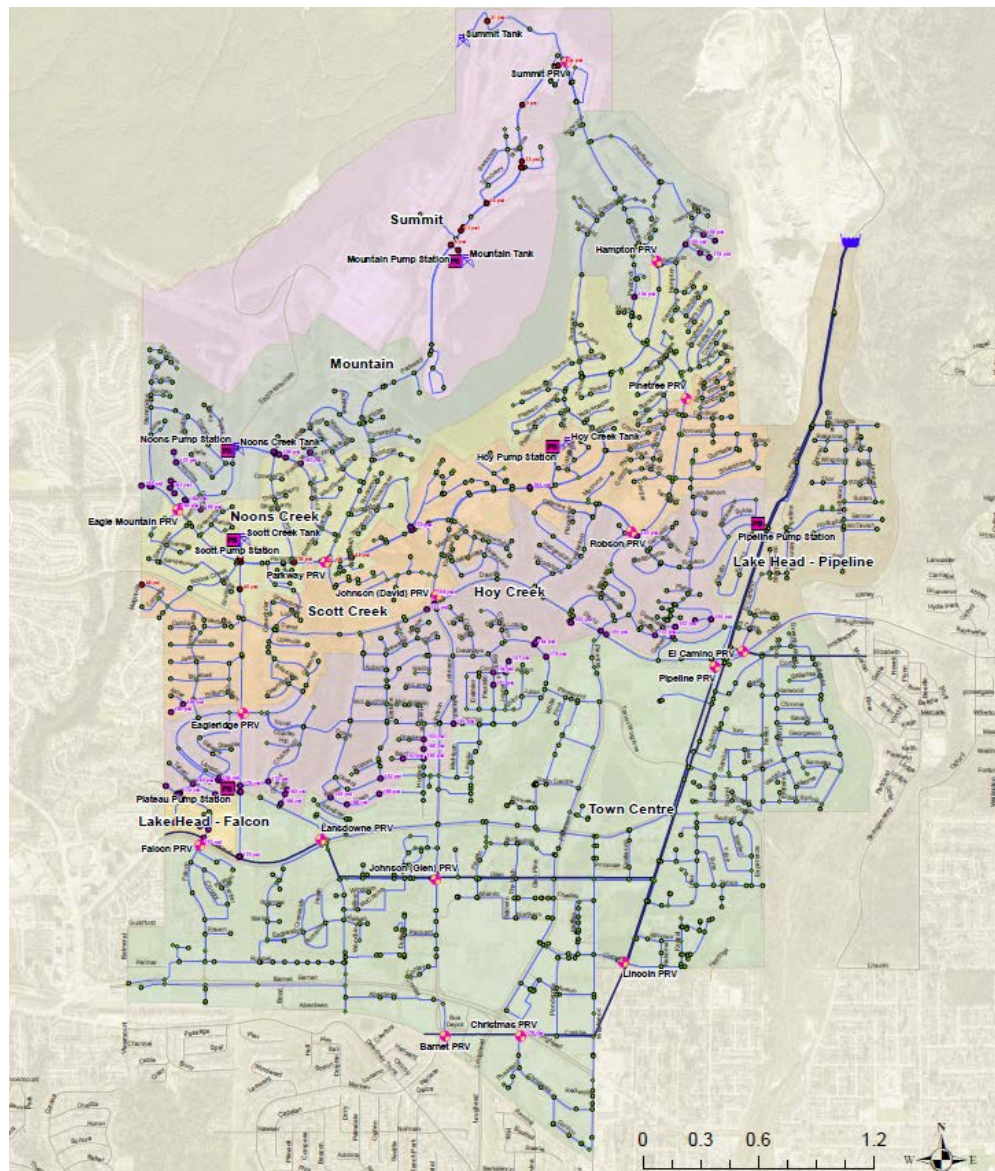
- a) Proponents to submit with their Proposal, a **Schedule of Effort and Fees**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to evaluate additional services if required. The fee schedule should show the maximum upset limits that the Consulting Team will not exceed unless the City's Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP.

- b) The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.
- c) The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the Proposal submission.
- d) The successful Consultant will not be able to claim any additional costs as a result of changes to the Schedule or order of works. This condition shall be in effect for the duration of the project.

The Consulting Services Price Total will form the budget for the full scope of the Services, including all details and deliverables specified in this RFP.

The Price total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.

Figure 1 Overall Serving Area of the Pipeline Pump Station





PROPOSAL SUBMISSION FORM

RFP No. 23-085

Pipeline Pump Station Pre-Design

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

Tuesday, October 17, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) and would be prepared to enter into an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described 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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. – Insurance - Provide Insurance coverage as per the City's Standard Insurance Form	
ii. Insurance - Professional Errors and Omissions Liability and Commercial General Liability as outlined on the City's Certificate of Insurance - Consultant Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:
b) 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 Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) SUB-CONSULTANTS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Consultants No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	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. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				
(use the spaces provided and/or attach additional pages, if necessary)				

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

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

ii. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

iii. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:

iv. What policies does your organization have to support reconciliation with indigenous peoples:

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. Approach - Proponent is to state how their organization will approach the Project and engage withn the Cities to deliver the Services:	
II. Methodology – State the methodology the Proponent will utilize to deliver the Services:	
III. Work Plan – Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City’s suggested Scope of Services:	
IV. Challenges – Describe the challenges anticipated and how the Proponent intends to mitigate these.	
V. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.	
b) Proposed Work Schedule and Milestone Dates The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration: The Proponent is able to meet Proposed Work Schedule:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
I. If NO, please provide explanation and alternate schedule for consideration:	

5. FINANCIAL

a) SCHEDULE OF FEES AND EFFORT - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent's team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the 'Consulting Team' will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional "Optional Services" or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$
9.					\$
Total					\$

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](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) and will accept the City's Contract as defined within this RFP document.
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.