

City of Coquitlam

Request for Proposals

RFP No. 24-081

Consultant Services for Mackin Park
Concession Renewal

TABLE OF CONTENTS

KEY DATES	3
SUMMARY OF KEY INFORMATION	3
DEFINITIONS	4
1 INTRODUCTION	5
1.1 Acknowledgement.....	5
1.2 Purpose.....	5
1.3 Instructions for Participation	5
1.4 Completion Date	7
1.5 Sub-Consultants	7
1.6 Requested Departures.....	7
1.7 Evaluation Criteria	7
1.8 Eligibility.....	9
2 GENERAL CONDITIONS	9
2.1 Terms and Conditions.....	9
2.2 Intellectual Property Rights	10
3 SCOPE OF SERVICES	10
3.1 Scope of Work	10
3.2 Coordination	14
3.3 Qualifications.....	14
3.4 Deliverables.....	14
3.5 Regulatory and Compliance Requirements	14
3.6 Design Resources	14
3.7 Schedule	15
3.8 Project Organization and Management	15
3.9 Fee Schedule and Cost of Services.....	16
3.10 Payment.....	17

Appendices A- J

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Tuesday, September 10, 2024
Deadline for Questions	2:00 PM (local time) Thursday, September 26, 2024
Deadline for Issuing Addenda	Friday, September 27, 2024
Submission Deadline	2:00 PM (local time) Wednesday, October 2, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-081 Consultant Services for Mackin Park Concession Renewal
Overview of the Opportunity	The purpose of this RFP is to select professional, qualified and experienced firms to provide Consultant Services for Mackin Park Concession Renewal .
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 and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 Consultant 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 hən̓q̓əmi̓n̓əh̓ (HUN-kuh-MEE-num) word kʷikʷə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́ləm traditional and ancestral lands, including those parts that were historically shared with the ḱíćə́y (kat-zee), and other Coast Salish Peoples.

1.2 Purpose

The purpose of this RFP is to select professional, qualified and experienced firms to provide **Consultant Services for Mackin Park Concession Renewal**.

This RFP is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services.

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.

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the Work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.
- b) Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the Works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any Work that may be required to complete the Work in accordance with the conditions and specifications without additional cost to the City.
- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the Works, examination of the Contract documents, calculations, tests, and by

requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the Work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the Work they shall signify by entering into the Contract that they are willing to assume all risk of the Work proving more onerous than was contemplated and/or assumed when the Contract was signed.

A complete set of RFP and Contract documents will include:

- i. Request for Proposals Documents
 - ii. Proposal Submission Form
 - iii. Appendices A - J
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the Work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- h) Complete sub-contracting of Works will not be approved; however, segments of Work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the Work they will be performing.
- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was

any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

- k) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional Work requirements due to unforeseen circumstances.
- l) All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.4 Completion Date

The Consultant to provide the City with construction ready drawings and specifications, the Issued for Proposal (RFP) package, on or before **March 25, 2025** for construction contract administration services to be completed in alignment with the subsequent construction schedule, generally expected to be completed before **December 2025**.

1.5 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.

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

1.7 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

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
<u>Corporate</u>	30
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	30
<u>Financial</u>	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 ability to meet or exceed the prescribed baseline schedule;

Financial

- 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.

1.8 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 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](#)
- 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 Scope of Work

a. Project Background

Mackin Park, located at 1046 Brunette Avenue, is a destination community-level park approximately 18 acres in size. Located in the Maillardville neighbourhood, the site has a rich history closely interrelated with the Fraser Mills French Canadian mill workers, hosting the Festival du Bois and athletics especially at the Mackin Yard ball diamond. Infrastructure at Mackin Yard is mostly original construction with minor adjustments over time. The existing concession was likely constructed around the 1970s and has since exceeded its serviceable asset life.

The City is planning for the expansion of the existing washroom building to include a new concession for Mackin Yard.

The Consultant team shall be prepared to coordinate with a separate project team, the City’s park architect, for the ball diamond renewal for site coordination during detailed design and construction.

The City’s park architect will provide landscape drawings to support the building program, including related pathways and exterior grounds, site adjustments, and planting program (if any). These landscape features are expected to be minor as the overall budget is limited.

b. Project Objectives

The Mackin Park Concession Renewal Project aims to replace the aging concession facility while enhancing visitor convenience and community engagement. By modernizing the concession area, the design will reinforce the unique character of Mackin Park, improve accessibility and service efficiency, and provide a concession building that aligns with current standards and best practices. The new facility will blend seamlessly with the park's overall aesthetic, offering improved amenities that meet the needs of park users and special events.

- Review the existing washroom, concession, and site layout to inform a creative and cohesive site design;
- Conduct site investigation(feasibility study) and provide optional layout suggestions for decision-making prior to starting the design process;

- Ensure the exterior finish of the new concession matches the existing washroom for a seamless connection;
- Utilize materials, products, and design principles to ensure delivery of an operationally efficient and sustainable facility

c. The Services shall include, but may not be limited to, the following:

The Architect will be required to manage, coordinate, and supervise all design professionals for the project.

i. Project Initiation, Site Planning, and Analysis:

The Consultant to lead a kick-off meeting to align expectations for the project. The meeting shall include a review of the City's vision, objectives, roles and responsibilities, communications, scope of work, timeline and milestones, and reference specifications. The City intends to use CCDC construction contract. The designs and specifications shall match the agreed upon construction contract format.

The Consultant to coordinate requirements from the City's Project Manager, based on input from other business units within the City such as Parks Operations, Facility Management and Environment, and reference specifications such as those provided through the RFP.

The Consultant shall verify and analyze all City-provided information, which may include as-built record drawings, service logs, background reports and strategies, plans, reference standards, photos, and other publicly available records and data.

ii. Feasibility Study and Layout Selection

The purpose of the Feasibility Study and Layout Selection is to ensure that the design incorporates core elements while optimizing square footage within project constraints. The Consultant shall develop layout options for City review and selection. The submission shall include:

- Feasibility Study Report
- 2-3 square footage options
- 2-3 layout options

iii. Preliminary Design and Costing (30%)

The purpose of the Preliminary Design and Costing submission is to ensure that the design has captured core programmatic elements and is on track to meet the project objectives and budget. The Consultant shall develop a schematic, preliminary design and costing submission for City review that defines building layout, key project components, materials, and limits of work. The preliminary design and costing submission shall include:

- Preliminary Architectural Drawings
- Preliminary Electrical Drawings
- Preliminary Mechanical Drawings
- Preliminary Civil Drawings
- Preliminary Structural Drawings
- Class D Cost Estimate with general lump sums for work packages

iv. Detailed Design, Costing and Building Permit Submission (60%)

The purpose of the Detailed Design, Specifications, Cost Estimate and Building Permit submission is to ensure that the City's objectives are met by the design drawings, including materiality, character, aesthetic, operational user needs and equipment, and expected budgetary impact. The consultant shall submit a package inclusive of the following:

- Detailed Architectural Drawings
- Detailed Electrical Drawings
- Detailed Mechanical Drawings
- Detailed Civil Drawings
- Detailed Structural Drawings
- Supplementary Specifications
- Class C Cost Estimate with detailed unit quantities
- Building Permit Submission package

v. Detailed Design, Specifications and Detailed Quantity-Take Off (90%)

The purpose of the Detailed Design, Specifications and Detailed Quantity - Take Off submission is to ensure continued alignment with City objectives; resolve all prior City comments; confirm remaining details and engineered designs; review for constructability and logistics; define project specifications; move the project to RFP-ready state. The submission shall include:

- Detailed Architectural Drawings
- Detailed Electrical Drawings
- Detailed Mechanical Drawings
- Detailed Civil Drawings
- Detailed Structural Drawings
- Supplementary Specifications
- Class B Cost Estimate with detailed unit quantities

vi. Issued for Request for Proposal (RFP) and RFP Services

The Consultant shall prepare 100% designs (Issued for Proposal) consisting of all related records, drawings, and specifications. The Consultant shall also provide procurement support, including, but may not be limited to: providing advice on contractual language and specifications; preparing forms, templates and project management plans; attending an on-site bidding

meeting and responding to Q&A's; assisting the City in responding to written Q&A's; and performing value-engineering adjustments to the design if required to meet the budget.

vii. Issued for Construction (IFC) and Construction Administration Services

The Consultant to incorporate all addenda issued through the RFP process, and issue signed and sealed drawings and specifications to IFC level.

Construction contract administration services shall be provided including, but may not be limited to:

- Attending site meetings at key milestones and on an ongoing basis and preparing agendas and minutes accordingly;
- Providing design clarifications and responses to requests for information;
- Reviewing submittals, test reports, and shop drawings for general conformity to the contract documents;
- Certifying general contractor progress claims and invoices;
- Preparing site instructions, change orders, field reviews, deficiency lists, and other procedural construction documentation tasks; and,
- Award of substantial performance and total performance milestones.

viii. Construction Close-Out

Whereas the Contractor shall be responsible for issuance of as-built drawings, the Consultant will be responsible for updating the schedule of quantities throughout the construction contract administration process. Upon project completion, the Consultant shall issue to the City a final schedule of quantities entitled "Asset Inventory" generally consistent with Appendix J – Asset Inventory Form, minor changes are to be expected depending on the range of assets relevant to the project.

The purpose of the Asset Inventory is to establish a record of data regarding quantity of infrastructure, install date, and install value for the purposes of maintenance operations. The Asset Inventory format is generally expected to be consistent with the format of the RFP schedule of quantities.

At Total Performance of the project, the Consultant to issue a file package to the City containing all project records documented by the Consultant, including all agendas, minutes, drawings and deliverables, project construction submittals, invoices, key communications, etc.

For further details, refer to Appendices A - J

3.2 Coordination

The Consultant may be required at times to coordinate with interest groups through the City's Project Manager. Interest groups may include various departments in the City, jurisdictions of authority for permits and approvals, other consultants and contractors hired by the City, and external user groups. The City's Project Manager shall be included by way of email carbon copy on all such communication. Key meetings and phone calls shall be followed-up with an email summarizing particulars discussed, decisions made, and action items / next steps with the City's Project Manager copied.

3.3 Qualifications

The Consultant shall be appropriately knowledgeable and experienced in the design and development of outdoor athletic recreation amenities and public open spaces, as relevant to the scale and complexity of the project scope of work. The Consultant team shall include qualified professionals in good standing from relevant professional associations and regulatory bodies of each discipline required to deliver the services, such as the BC Society of Landscape Architects, Architectural Institute of BC, Engineers and Geoscientists BC, International Society of Arboriculture, Irrigation Industry Association of BC, and others.

3.4 Deliverables

The Consultant shall provide deliverables primarily in PDF format. Digital file transfer is to be electronically through a file transfer portal or email to City staff. Originating file formats (such as .DOCX, .XLSX, and .DWG) shall be provided upon request. CAD files shall be drawn in 1:1 metric scale (one meter to one unit), based on a ground coordinate system related to UTM (CAD drawings set to NAD1983 UTM Zone 10N), and published with all styles, formatting, external references, and in AutoCAD 2013 or newer format when shared with the City. See Coquitlam CAD standards – March 2022 for more details.

3.5 Regulatory and Compliance Requirements

The Consultant shall conform to, and deliver designs compliant with, the latest regulations and codes; including all provincial and other amendments, and local by-laws. Where not specified by these authorities of jurisdiction, best practices shall apply as defined by those published by the Canadian Standards Association (CSA), the American National Standards Institute (ANSI), American Society for Testing and Materials (ASTM), or other industry specific organization. Wherever multiple codes and/or regulations apply, the most stringent provision shall apply.

3.6 Design Resources

While the Consultant is responsible for the design, the City is outlining the following resources that are expected to be applicable to the project deliverables. Departures from these specifications shall be expressly noted by the Consultant during the detailed design phases of work.

- a. City of Coquitlam Supplementary Specifications to the MMCD (March 2022)
<https://www.coquitlam.ca/DocumentCenter/View/342/Supplementary-Specifications-and-Detailed-Drawings-to-MMCD-PDF?bidId>
- b. City of Coquitlam CAD Standards & Drawing Requirements – Servicing (March 2022)
<https://www.coquitlam.ca/DocumentCenter/View/2002/CAD-StandARDS-and-Record-Requirements-PDF>
- c. CSA/ASC B651:23 – Accessible Design for the Built Environment
- d. City of Coquitlam Visual identity & Graphic Standards
<https://www.coquitlam.mediavalet.com/portals/visual-identity>
- e. The Consultant shall provide advice on applicable regulatory and governing bodies of jurisdiction for sports facilities design and construction standards and specifications.

3.7 Schedule

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

Baseline Schedule Target Date	Milestone Description
November 2024	Project Initiation
	Feasibility Study and Layout Selection
	Schematic Design (30%)
	Detailed Design (60%)
	Detailed Design (90%)
March 25, 2025	Issued for RFP Package
Approximately 8-10 weeks for construction services RFP & contract award	
May 16, 2025	Issued for Construction Package
May 30, 2025	Construction Start
November 14, 2025	Substantial Completion
December 17, 2025	Total Performance
**Note: construction durations to be confirmed at time of Contractor award.	

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 Manager and other City staff, as required, throughout the process.

a. Meeting Agendas and Minutes

The Consultant to be responsible for preparing all agendas and recording minutes, including significant proceedings and decisions, identifying ‘action by’ parties. Agendas shall be available no later than two (2) working days before each meeting and will reproduce and distribute copies of minutes within two (2) working days after

each meeting. The Consultant shall transmit the meeting minutes to participants including those who were not in attendance but are required to receive such information.

b. RFPs, Submittals, and Shop Drawings

The Consultant to respond to RFP's and submittals, including but may not limited to, product sheets, shop drawings, layouts and plans, mock-ups, samples, schedules, and progress draws no later than five (5) working days following issuance of the document(s). The Consultant shall immediately notify the project team of the expected submittal response date should five working days be infeasible for any reason, such as detailed engineering, coordination, or volume of review required.

c. Reporting and Milestones

The Consultant to report on progress towards key project milestones noted in the baseline schedule. The Consultant shall report on particulars of milestone status, next steps, and potential risks and barriers to the work. Informal bi-weekly status updates shall be expected during detailed design. The Consultant will lead and otherwise be responsible for all elements of the Services, including providing timely communications with the City's Project Manager on emerging project issues, and maintaining complete project records.

The Consultant lead must receive written approval from the City's Project Manager for any task or personnel reassignments on the Consultant team, including sub-consultants.

3.9 Fee Schedule and Cost of Services

- a) Proponents shall 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 extended total lump sum pricing. The hourly rates shall be fixed for the duration of the contract and shall be used to value 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 cost 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.

3.10 Payment

The Consultant shall be paid upon resolution of each milestone described herein this RFP under Section 3.1, with a minimum of 10% of the total contract price to be withheld until acceptance of the final Construction Close-Out milestone deliverables. The Consultant may request Construction Administration fees to be released in monthly progress draws, proportional to the construction value of works accepted by the City and the Consultant.



PROPOSAL SUBMISSION FORM

RFP No. 24-081

Consultant Services for Mackin Park Concession Renewal

Proposals will be received as per date and time in [Key Dates Section](#)

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 and "Send Files"**

(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 in 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 Coquiltam 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, 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)	
Reference No. 1	
Title of Project and 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	
Title of Project and 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	
Title of Project and 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-Consultants 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 subConsultants without the City's written

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

<p>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.</p>	
<p>I. Approach - Proponent is to state how their organization will approach the Project and engage withn the Cities to deliver the Services:</p>	
<p>II. Methodology – State the methodology the Proponent will utilize to deliver the Services:</p>	
<p>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:</p>	
<p>IV. Challenges – Describe the challenges anticipated and how the Proponent intends to mitigate these.</p>	
<p>V. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.</p>	

<p>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:</p>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>I. If NO, please provide explanation and alternate schedule for consideration:</p>	

5.

FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST). Attach as an **Appendix the Consultant fee schedule:**

Yes

No

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.