

City of Coquitlam

Request for Proposals

RFP No. 25-066

Consulting Services for Town Centre  
Park Tennis Court Relocation

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**APPENDIX A – Context Plan**

**APPENDIX B – Town Centre Park Tennis Concept**

**APPENDIX C – Council Report – Town Centre Park Tennis Enhancements Concept Design**

**APPENDIX D - Fee Schedule**

**[PROPOSAL SUBMISSION FORM](#)**

## 1 KEY DATES

<b>RFP Issue Date</b>	<b>Wednesday, July 30, 2025</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time)</b> <b>Monday, August 11, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Thursday, August 21, 2025</b>

## 2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- 1) Instructions to Proponents
- 2) City Standard Terms and Conditions - Consulting and Professional Services
- 3) Commercial General Liability (CGL) insurance with \$5M coverage on the City's Certificate of Insurance - Consultant Form
- 4) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

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

### 3 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 (as per Section 2), 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.

## 4 INTRODUCTION

### 4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmiḥə́h (HUN-kuh-MEE-num) word kwíkʷə́lə̌m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə̌m traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The purpose of this RFP is to select professional, qualified and experienced firms to provide **Consulting Services for Town Centre Park Tennis Court Relocation**.

### 4.3 Project Description

The City of Coquitlam (the ‘City’) wishes to engage a qualified consulting team/consultant (the “Consultant”) to provide Design, Contract Administration and Construction Review services (the ‘Services’) for Tennis Court Relocation at Town Centre Park, located at 1299 Pinetree Way, Coquitlam, BC.

Town Centre Park is a prominent multi-use community destination that supports active and passive recreation, special events and cultural programming. The City intends to undertake improvements aligned with the Master Plan's vision and intent to enhance public use, safety, infrastructure resilience and aesthetics.

An overview of the proposed park improvements is depicted on the attached **APPENDIX B – Town Centre Park Tennis Concept** and details of the proposed changes are outlined below:

- **Tennis Court Relocation** – Size: approximately 15,000m<sup>2</sup>  
The new facility will include ten full size tennis courts and one half court complete with high-quality playing surfaces, LED sports lighting and spectator seating. The design also incorporates soft landscaping including lawns, trees, and planting pockets to ensure visual integration with the surrounding park environment, paved paths and plazas.
- **Support Building** – Size: approximately 55m<sup>2</sup>  
Accompanying the relocated tennis court, a new support building of a modest scale is proposed. This support building is intended to be a City owned and operated facility that will offer continued tennis support, while adapting to the evolving needs of park users, sport groups and the wider community. This new building will offer value through enhanced build quality, extended lifespan and improved energy efficiency while seamlessly blending with the Park's environment.
- **Park Service Hub** – Size: approximately 600m<sup>2</sup>  
In alignment with the Master Plan, the relocated and expanded tennis facility will displace the existing East Works Yard. Operational functions specific to Town Centre

Park will be moved to a proposed Park Service Hub, located at the southeast corner of the Percy Perry track. This compound will support the storage of tools and equipment essential for the Park's ongoing operations and maintenance.

- **Restoration at Existing Tennis Facility** – Size: approximately 8,500m<sup>2</sup>  
Following completion of the new tennis facility, the existing tennis courts south of Trevor Wingrove Way, including but not limited to the Coquitlam Tennis Clubhouse and decommissioned washroom building, will be removed. The site will be restored to an interim lawn to support community events and facilitate flexible passive recreation until the Park's eastern frontage is built out to its ultimate condition following the completion of Metro Vancouver's Coquitlam #4 tunnel project in 2034.

**Background and supporting documents refer to:**

- **APPENDIX A – Context Plan**
- **APPENDIX B – Town Centre Park Tennis Concept**
- **APPENDIX C – Council Report – Town Centre Park Tennis Enhancements**
- **APPENDIX D – Fee Schedule**

#### 4.4 Completion Date

Refer to section 7.2 Proposed Work Schedule and Milestone Dates for a detailed list of milestones and completion dates.

#### 4.5 Prime Consultant and Sub-Consultants

This RFP welcomes proposals from a Consultant who is either a Landscape Architect or Architect, provided the Landscape Architect on the Consultant's team has demonstrated experience designing and administering the construction contract for similar facilities of a comparable size and scope described in this RFP.

The Consultant will be responsible for providing and coordinating the qualified professional services as required through the various phases of the project to successful completion, including but not limited to the following:

- Landscape Architecture
- Architecture
- Civil Engineering
- Structural, Electrical and Mechanical Engineering
- Arborist (Registered Professional Forester or Certified Arborist)
- Irrigation (Certified Irrigation Designer)
- Quantity Surveying

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.

The Consultant will assist and coordinate with the City for conducting additional Geotechnical investigations and assessments as required. The Geotechnical consultant will be retained directly by the City.

An Environmental / Hazardous Materials Consultant will be retained directly by the City.

#### 4.6 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.

#### 4.7 Evaluation Criteria

##### a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word and Microsoft Excel to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

##### b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

###### i. Non-conforming

- Are not submitted in Microsoft Word and Excel format
- Rely solely on references such as "see section X in the attached document" without providing summaries.

###### ii. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

##### c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#"><u>Corporate</u></a>	20
<a href="#"><u>Sustainable Benefits and Social Responsibility</u></a>	10
<a href="#"><u>Technical</u></a>	30
<a href="#"><u>Financial</u></a>	30
<a href="#"><u>Interview</u></a>	10
<b>Total</b>	<b>100</b>

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**

- 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);

### **Interview**

- An interview may be conducted with shortlisted Proponents following a review of other criteria as an extension of the evaluation of Corporate Experience.

d) Proposal Comparison

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

e) Reference Checks

References may be contacted upon selection of one or more lead Proponent(s) as part of the evaluation of Corporate Experience.

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.

f) Additional Evaluation Considerations

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.

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. The City may consider such clarifications or additional information in evaluating a Proposal.

g) Proposal Compliance and Rejection

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

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.

h) Disclosure of Information

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.

## **5 PROJECT SPECIFIC TERMS AND CONDITIONS**

### **5.1 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.

## 6 SCOPE OF SERVICES

### 6.1 Scope of Work

The Consultant, in collaboration with its sub-consultants and City staff, shall provide all services necessary to implement the Town Centre Park Tennis Court Relocation project, located at 1299 Pinetree Way, Coquitlam, BC. Services include, but are not limited to: planning, detailed design development, preparation of construction documents, RFP support, and contract administration related to the relocation and expansion of tennis courts within Town Centre Park.

The Consultant is responsible for delivering a comprehensive and coordinated design that aligns with the City's objectives for functionality, accessibility, sustainability, and community use.

#### a) Tennis Courts:

The scope includes the development and delivery of a fully coordinated detailed design, construction document packages, and consultant services during construction. Improvements include:

- i. Site Preparation
  - Protection of existing features and utilities to remain
  - Tree and brush clearing and removals
  - Demolition and removal of existing site elements (e.g., tennis courts, asphalt, buildings, lighting, fencing, site furnishings)
- ii. Excavation and Grading
  - Stripping per geotechnical report
  - Reuse of existing fill (non-structural)
  - Imported structural fill and fine grading
- iii. Utilities and Servicing
  - Water, storm, sanitary, electrical, and data
  - May include new Point of Connection, Park Water Service, and/or Pad Mounted Transformer
- iv. Tennis Courts Construction
  - Ten full-sized courts and one half-court with practice wall
  - Chain-link fencing and gates (pedestrian and vehicular)
  - Asphalt surface, sport coating, court markings, nets, and posts
- v. Lighting
  - Dark-sky compliant LED lighting
  - Class 3 sport lighting for courts
  - Pedestrian and parking lot lighting
  - Lighting for the Park Service Hub
- vi. Spectator Seating and Shade Structures
  - Options and budget to be prepared by the Consultant for City review
- vii. Parking Lot
  - Four accessible stalls

- Vehicular entrance/exit to Trevor Wingrove Way
  - Asphalt surface, curb and gutter, line painting
- viii. Pathways and Plazas
  - Designed for vehicular loading
  - Removal/repair of existing sidewalks, paving, and letdowns
- ix. Site Furnishings
  - Drinking fountain with bottle filler, misting pole
  - Bleachers, benches, bike racks, bollards, waste receptacles
- x. Structural/Architectural Elements
  - Retaining walls, seating walls, ramps, stairs
- xi. Signage
  - Park identification, wayfinding, and operational signage by City
  - Location and budget to be considered / coordinated by the Consultant
- xii. Soft Landscaping
  - Growing medium, sodded lawn, trees, planting beds
- xiii. Drainage and Irrigation
  - Drainage improvements
  - Irrigation systems for all soft landscape areas
- xiv. Accessibility Upgrades
  - New paths and site furnishings and facilities are designed to be accessible
  - Replacement of existing sidewalks and paths that are damaged or non-compliant with the City's current standards
- b) Support building:
  - i. Functional Program
    - Includes accessible central meeting space, office, washroom, kitchenette, storage, and custodial closet
    - Consultant team to refine and detail the program in consultation with the City
  - ii. Building Design
    - Free-standing, conventionally framed permanent park building
    - Cast-in-place concrete foundation
    - Serviced with mechanical plumbing, HVAC, electrical, lighting, and telecommunications
  - iii. Architectural Considerations
    - Durable and aesthetically compatible with Town Centre Park
    - Suitable for use as a bookable facility
  - iv. Permit Coordination
    - Coordinating Professional required for building permit submission and consultant sign-offs
- c) Park Service Hub:
  - i. Functional Program

- Fenced and gated compound with asphalt surface
  - Designated areas for two 40-foot Seacans with roof cover spanning a laydown space between
  - Exterior storage, parking, waste bin enclosure, lighting, and servicing (water, storm, electrical)
  - Accommodate service vehicles circulation as required
  - Consultant team to refine and detail the program in consultation with the City
- ii. Site Improvements
- Tree removals, site clearing, excavation, structural backfill, grading
  - Servicing (storm, water, electrical, data), site lighting
  - Paving (asphalt/concrete), fencing, and gates
- iii. Seacan Installation
- City to procure and coordinate supply/installation of Seacans and roof cover
  - Consultant Team to include required service connections in design

## 6.2 Work Plan

The Proponent shall submit a Work Plan that outlines all required tasks and deliverables necessary to complete the Scope of Work. The Work Plan must align with the Construction Procurement phases (see Section 6.6) and be coordinated with the Proposed Work Schedule and Milestone Dates (see section 7.2).

At a minimum, the Work Plan should include the following tasks and deliverables:

1. Project Initiation
  - i. Orientation Meeting
    - Kick-off meeting between the Consultant and City staff to review the scope, background information, budget, outstanding issues, schedule, and methodology.
  - ii. Information Assembly and Review
    - The City will provide available site information, including surveys, geotechnical reports, preliminary designs (landscape, civil, electrical), environmental assessments, record drawings and project goals.
  - iii. Site Analysis
    - Verify and analyze existing information to identify opportunities, constraints, and issues requiring clarification before schematic and detailed design.
  - iv. Utility Coordination
    - Obtain as-built information from external agencies (e.g., BC Hydro, Telus, Fortis BC) and identify conflicts and approval processes.
  - v. Tree Assessment
    - Engage a Certified Arborist or Registered Professional Forester to conduct a focused tree assessment.

- Limit the assessment to trees within 1.5 tree lengths of the proposed tennis facilities and adjacent site improvements.
  - For these trees, the assessment shall include:
    - Species identification
    - Size (e.g., diameter at breast height)
    - Condition
    - Professional recommendations regarding long-term viability, particularly in response to potential changes in:
      - Light exposure
      - Wind exposure
      - Water availability
  - Arborist shall prepare a Tree Protection and Removal Plan that:
    - Clearly identifies trees to be retained
    - Clearly identifies trees to be removed
  - Detailed inventory is not required for:
    - Trees clearly within the construction footprint
    - Trees located beyond 1.5 tree lengths from the proposed development
  - Trees proposed for removal shall be:
    - Counted
    - Categorized by species and size class
    - Not individually assessed for condition
- vi. Contract Coordination
- Design and specifications must be coordinated to suit the CCDC 2 form of construction contract.
- vii. Deliverables:
- Detailed Work Plan and Schedule, including submission dates, review timelines, and milestone check-ins
  - Markups of concept plan refinements and an issues log for tracking resolution items
2. Schematic Design
- i. Demolition Scope
- Schematic design for demolition of the Works Yard, Recycling Depot, Park Operations storage, garbage bin enclosure, and existing tennis courts and buildings.
- ii. Site Design
- Schematic design for the relocated tennis courts, landscape design, paths, parking, spectator seating, Park Service Hub, support building siting, and interim lawn restoration.
- iii. Support Building Design
- Develop detailed functional program, preliminary floorplans, elevation sketches, and materials board.

iv. Deliverables:

- Schematic demolition and removal plans
- Schematic design drawings for full site, including:
  - Landscape plans, sketches, and precedent images, including grading, drainage, materials/product information, and details (50% review)
  - Civil site servicing plans (50% review)
  - Civil storm water calculations in accordance with the City of Coquitlam Storm Water Management Plan to calculate hydraulic flow rates related to the existing site conditions and recalculate the hydraulic flow rates for the proposed site conditions. If the flow rates exceed the requirements, as outlined in the Policy and Design Manual, the Consultant will be required to design a storm water retention device restricting peak flows off the site. The hydraulic flows for the proposed site shall meet the required standards as set out in the Policy and Design Manual (Section B, Part 2.4 - Peak Flows and Runoff Volume Control) and will be reviewed by the City's Development Servicing section for compliance).
  - Electrical plans and details (50% review)
- Architectural plans for support building (50% review), including:
  - Detailed functional program
  - Preliminary floorplan configurations
  - Sketches and precedent images of potential building elevations
  - Materials board showing potential finishes
- Schematic Design Class C Cost Estimate

3. Detail Development

i. Design Refinement

- Prepare detailed plans, specifications, and details for tennis court relocation, Park Service Hub, and restoration of the existing tennis court area (landscape, structural, civil, electrical, irrigation, geotechnical as required).

ii. Support Building Documentation

- Prepare architectural, structural, mechanical, electrical, and civil drawings and specifications.
- Prepare building permit drawings and coordinate submission.

iii. Utility Coordination

- Prepare electrical drawings for BC Hydro design.

iv. Tree Protection Plan

- Develop Tree Protection and Removal Plan based on Arborist Report, coordinated with tennis court design.

v. Deliverables:

- Demolition and removal plans for all relevant areas, including service modifications
- Landscape plans, details and specifications (75% review) including grading, drainage, materials key, planting
- Civil Servicing Works plans and specifications (75% review) including site servicing, drainage and storm water management, water, details
- Irrigation plans (75% review) including plans, schedules, point of connection, typical details and products
- Electrical plans and details (75% review) and BC Hydro submission
- Architectural, structural, mechanical, electrical, and civil drawings for the Support Building (75% review) including plans and details
- Detail Development Class B cost estimate
- Building Permit drawings and coordinating professional sign-off for the Support Building (Consultant's Coordinating Professional is responsible for submission)
- Landscape and civil plans for the Park Service Hub (75% review), coordinated with Tennis Court Relocation
- Draft Tree Protection and Removal Plan and Arborist Report (for review) coordinated with Tennis Court Relocation

4. Construction Documents

- i. The Consultant shall prepare a full set of detailed design drawings and technical specifications suitable for RFP issuance.
- ii. The final list will be confirmed based on the approved Detail Development submission. Additional or fewer drawings may be required depending on the final program elements. Each drawing must be on a separate sheet - do not combine multiple titles (e.g., Existing Conditions and Tree Protection) on one page.
- iii. Ensure all designs comply with applicable codes, standards, and accessibility requirements.
- iv. To meet construction schedule milestones, three separate Contract Document Packages must be prepared (see Section 6.6):
  - a) Tennis Court Relocation (includes Support Building)
  - b) Park Service Hub
  - c) Tree and Brush Clearing and Removal
- v. Prepare one (1) annotated and rendered site plan and a minimum of four (4) annotated and rendered perspective illustrations to clearly show the final design of the site and building
- vi. Deliverables:
  - a) Tennis Court Relocation
    - Fully coordinated drawing and specification packages for:
    - 95% review

- 100% pre-tender review
- Schedule of Quantities and Class A (pre-tender) cost estimate
- One (1) rendered and annotated site plan, submitted for review and comment, followed by resubmission of a revised version
- Minimum four (4) rendered and annotated perspective illustrations (elevated and eye-level), submitted for review and comment, followed by resubmission of a revised version
- Full tender-ready drawing and specification package
- Signed and sealed construction package
- Stamped drawings from all relevant professionals (e.g., landscape architect, architect, civil, electrical, structural, mechanical)
- All required schedules and professional assurances
- Tennis Court Relocation package shall be confirmed based on the approved Detail Development submission and may include the following:
  - Landscape / Site Works
    - Cover / General Information / Drawing Index
    - Existing Conditions Plan
    - Demolition / Removals Plan
    - Layout / Geomatics Plan
    - Materials Plan
    - Earthworks / Grading Plans and Sections
    - Civil / Site Servicing Plans (storm, sanitary, water, gas)
    - Hardscape Works (tennis courts, pathways, seating, fencing, furnishings)
    - Planting and Softscape Plans
    - Irrigation Plan
    - Erosion and Sediment Control Plan
    - Construction Details
    - Specifications
  - Support Building:
    - Cover / General Information / Drawing Index
    - Architectural plans
    - Structural
    - Mechanical
    - Electrical
    - Civil Servicing
    - Data (to be designed by the City's QNet team based on Consultant's building design)
    - Site Plan and Services Plans
    - Construction Details

➤ Specifications

b) Park Service Hub

- 100% pre-tender review package
- Schedule of Quantities and Class A (pre-tender) cost estimate
- Full tender-ready drawing and specification package
- Signed and sealed construction package
- Drawing and specification package shall be confirmed based on the approved Detail Development submission and may include the following:
  - Cover / General Information / Drawing Index
  - Existing Conditions Plan
  - Demolition / Removals Plan
  - Layout / Geomatics Plan
  - Materials Plan
  - Earthworks / Grading Plans and Sections
  - Civil / Site Servicing Plans (storm, sanitary, water, gas)
  - Hardscape Works (tennis courts, pathways, seating, fencing, furnishings)
  - Planting and Softscape Plans
  - Erosion and Sediment Control Plan
  - Construction Details
  - Specifications

c) Tree and Brush Clearing and Removal

- Tree Protection and Removal Plan Drawings coordinated with the tennis court design and arborist report for:
  - 100% pre-tender review
  - Tender and construction drawings
- Tree Risk Management Plan
- Arborist Report

d) Asset Inventory

- Upon approval of the 100% Final Design Review, complete and submit an Asset Inventory Form to the Project Manager.
- Include all proposed park assets for inclusion in the City-wide inventory (for maintenance budgeting).
- Add any additional items not listed in the form. Unit costs are not required at this stage.

5. Support Services During RFP

The Consultant shall support the City during the tendering process for each package as follows:

a) Tennis Court Relocation

- Assist with preparation of RFP documents in the City's format
- Assist with responses to submission inquiries

- Assist with bid evaluation and recommendation for award
  - b) Park Service Hub
    - Same as above
  - c) Tree and Brush Clearing and Removals
    - The City will manage the RFP, tender, and evaluation process using Consultant-supplied drawings
6. Contract Administration and Construction Review Services
- The Consultant shall provide full contract administration and construction review services for the Tennis Court Relocation and Park Service Hub packages. The City will manage the Tree and Brush Clearing scope.
- a) Tennis Court Relocation
    - Review contractor submittals, shop drawings, and RFIs
    - Conduct regular field reviews and progress meetings (minimum one per week for each)
    - Certify payment progress claims
    - Conduct substantial and total performance inspections
    - Support project commissioning
    - Conduct 1-year warranty inspection, document deficiencies, and confirm correction of deficiencies
    - Deliverables:
      - Field reports and deficiency reviews
      - Site Instructions, Contemplated Change Orders, Change Orders, Change Directives
      - Record drawings in CAD and PDF formats
      - Close-out documents for City review and feedback
      - Final as-built drawings and close-out documents, including Schedules of Assurance
  - b) Park Service Hub
    - Same scope of services as above
  - c) Tree and Brush Clearing and Removal
    - Contract administration and construction services will be provided by the City using Consultant-supplied drawing.
    - Consultant Arborist to review the remaining trees to advise on any other risk mitigation required.

### 6.3 Documents

- a) 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, AutoCAD and Adobe PDF. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.
- b) All drawings to be drafted to the City's standards using the City of Coquitlam Standard Title Block.

#### 6.4 Project Organization and Management

- a) The City will appoint one (1) Project Manager for the Schematic Design through Construction Documentation phase and one (1) Project Manager for the Construction phase to act on its behalf with respect to all powers, duties and authorities as outlined in this RFP and under the Agreement;
- b) The Consultant will appoint a single point of contact, which is agreeable to the City Project Managers, who will ensure day-to-day liaison between the 'Consulting Team' and the City's Project Managers for the entire length of the project;
- c) 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 Managers and other City staff, as required, throughout the process.
- d) 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.
- e) 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.
- f) The Consultant will be responsible to provide, as requested by the Project Managers, all drawings, sketches, sections, elevations, renderings, cost estimates, etc. as needed to inform project related decision making during the length of the project.
- g) The Consultant lead must receive written approval from the Project Managers for any task or personnel reassignments on the Consultant team.

#### 6.5 Meetings

- a) A project orientation meeting between the Consultant and City staff will be required to review scope of work, receive background information, data, specifics, budget information, outstanding issues, confirm schedule and coordinate the proposed methodology.
- b) Five (5) Staff Meetings, including one at each milestone including Project Initiation, Schematic Design (50%), Detail Development (75%), Construction Documents (95%) for the Park Service Hub, and Construction Documents (95%) for the Tennis Relocation.
- c) The Consultant will be asked to attend a RFP Evaluation meeting during the construction procurement process.
- d) The Consultant will attend a Pre-RFP On-site meeting to answer questions from Contractors relating to the project.
- e) Preliminary Building Permit Review Meeting with The City and Permit Department to review the Building Permit Application requirements; and

- f) The Consultant and related sub-consultants are required to attend a Construction start up meeting and weekly construction meetings.

#### 6.6 Construction Procurement

- a) The City of Coquitlam's Purchasing Department will administer the construction RFP process, including its release, closing and selection of the successful proponent. The Consultant shall be available to assist to the City's Project Manager throughout the entire RFP process.
- b) The City will evaluate all submitted RFPs using its RFP Evaluation Form. While the Consultant may be asked to assist in the evaluation process, the final selection decision rests solely with the City.
- c) The City and the Consultant will coordinate to establish target dates for the pre-award and pre-construction meetings. The pre-construction meeting will be scheduled based on the City's decision to proceed with the project.
- d) To accommodate the overall project timeline, a phased approach to the tendering and construction of portions of the project is required, as described below.
- e) Based on the coordinated detailed design for the entire project, the Consultant Team will prepare two complete construction documentation packages, each to be tendered and constructed separately. In addition, the Consultant Team shall prepare a Tree Protection and Removals Plan, along with an arborist report coordinated by an ISA Certified Arborist, to support the City's procurement of a tree felling contractor.

i. Tennis Court Relocation

Following final design and budget approval in February 2026, the tennis court relocation project will be issued as a single tender package. Award of the construction contract is anticipated in April 2026.

This scope of work includes, but is not limited to:

- Demolition and removal of the Works Yard and Recycling Depot;
- Site clearing, excavation, structural fill placement, and grading;
- Construction of new tennis courts, support building, spectator seating, shade structures, parking lot, paths, drainage, servicing, lighting, site furnishings, and soft landscaping (including growing medium, trees, sodded lawn, planting pockets, and irrigation).

Upon completion and occupancy of the new tennis courts and support building north of Trevor Wingrove Way, restoration of the old tennis court site may begin. This includes full demolition and removal of existing courts, buildings, lighting, paving, fencing, planting beds, and obsolete servicing, followed by excavation, grading, and soft landscaping

ii. Park Service Hub

To enable Park Operations staff to vacate the East Works Yard before the tennis court construction contract is awarded in April 2026, the Park Service Hub must be completed and ready for seacan and roof cover installation by March 31, 2026.

This requires the Consultant Team to prepare a separate tender and construction package for the Park Service Hub in advance of the tennis court package. The scope includes, but is not limited to: tree and shrub removals, site clearing, excavation, structural backfill, grading, servicing (storm, water, electrical, data), site lighting, paving (asphalt/concrete), and fencing and gates.

*Note: The City will coordinate the supply and installation of the seacans and roof cover.*

iii. Tree and Brush Removals and Clearing

To ensure tree felling is completed before March 1, 2025, the City will retain a contractor to perform tree and brush removals using documentation provided by the Consultant.

To meet this deadline and avoid conflicts with the bird nesting window, the Consultant shall submit all required documentation - including an arborist report and Tree Protection and Removals Plan by December 2, 2025. These documents must align with the detailed design for the tennis courts and clearly identify all trees to be removed, along with tree assessments and recommendations for managing retained trees to mitigate hazards.

## 6.7 Contract Administration

- a) The City will arrange a pre-construction meeting for which the Consultant shall attend. The pre-construction meeting date will be selected based upon the City's decision for the project to proceed in a timely manner.
- b) The Consultant will obtain building permits, and any other permits and approvals necessary by authorities having jurisdictions prior to the preconstruction meeting, in order for the project to proceed in a timely manner.
- c) The Consultant will have ongoing review submittals for the Contractor for approvals including, but not limited to: shop drawings, samples, mock-ups and test results.
- d) The Consultant will be responsible to attend all bi-weekly site meetings including all participating sub consultants, contractors and tradespersons.
- e) The Consultant shall record all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) business days after each meeting and transmit to meeting participant, affected parties not in attendance, Consultants and the City.
- f) The Consultant will review all monthly trade progress claims, provide payment certificates and forward to the Project Manager.
- g) The Consultant will review work in progress, prepare and issue progress and field review reports, certify substantial and total completion, and assist in rectifying deficiencies within one (1) year of total completion.

#### 6.8 Field and Construction Review

- a) The Consultant will be responsible to conduct scheduled field reviews once per week, including all plant material inspections at the nursery prior to delivery to the site, to determine if the work performed, products and plant material conforms to the design and specifications.
- b) The Consultant will be responsible for all construction review reports and coordination of the construction reviews by the appropriate members of the Consulting Team for the work. The Consultant will be responsible to forward these reports to the Project Manager within two (2) days of the review.
- c) The Consultant, in consultation with their Sub Consultants, shall review and interpret the results of all reports and testing conducted on this project.
- d) The Contractor is responsible for their own Quality Control (QC), but the Consultant shall be responsible for Quality Assurance (QA) and will not allow any features, materials or components to be supplied or, installation work to proceed, until positive test results on the features, materials or components are received, reviewed and accepted by Consultant and the City.
- e) The contractor is responsible for following the City's good neighbor policy. The consultant to monitor the contractor's practices while on site to ensure the contractor is adhering to the policy. The consultant is required to identify and report violations of the policy to the City.

#### 6.9 Record Drawings

- a) Upon completion of construction the Consultant shall be requested to supply record plans, based upon information accumulated in the field and received from Sub consultants, Contractors and City Inspectors.
- b) Record Drawing submissions must be in accordance with the City's Specifications for record Drawings. Upon receipt of marked-up check prints from Sub consultants, Contractors and City Inspectors, the Consultant is to amend the Contract Drawings and provide AutoCAD drawings in .dwg files and PDF copies on a USB flash drive to the City's currently acceptable standards.

#### 6.10 Consultant Service Continuity Requirements

- a) Service Continuity
  - i. The City acknowledges that all plans, specifications, drawings and designs are provided by the Consultant to the City on the assumption that the Consultant will continue with the Services during construction and installation relating to such plans, specifications, drawings or designs. Accordingly, such plans, specifications, drawings and designs may not be sufficient or reliable on their own in the absence of such Continuity of Services. The City shall give due consideration to continuing with the Consultant's Services during construction and installation and shall consult with the Consultant prior to retaining any party other than the Consultant to continue the Services during construction

and installation. If the Consultant is not retained to provide services during construction and installation then the Consultant shall not be liable in contract or in tort for any loss or damage incurred as a result of any defect or deficiency in any plans, specifications, drawings or designs provided by the Consultant to the City, except where such defect or deficiency would be obvious or apparent to an experienced professional performing services similar to the Services.

b) Field Services Schedule

- i. A Service Continuity Checklist, which will require the acceptance and sign-off by the lead discipline, has been prepared by the City as a component of this RFP as outlined below. This will ensure quality control and that a proper level of inspection has been carried out by the appropriate personnel during critical points of the construction phase.
- ii. The Contractor shall be instructed to contact the Sub Consultant Specialists (i.e. Civil Engineer and Specialty Consultant-sand/seed/sod) to attend at specific stages when testing/inspection are required including, but not limited to, the items outlined below. The Construction will not be able to proceed until acceptance and sign-off has been completed by the appropriate personnel.
- iii. The Consultant, in consultation with their Sub Consultants, shall review and interpret the results of any and all reports and testing carried out on this project and reports that interpretation to the Project Manager.

## 7 SCHEDULE

### 7.1 Consultant's Acknowledgement

The Consultant is responsible for their availability and ability to meet time schedule and completion date with a written acknowledgement of the Consultant's ability to deliver the required Services to the City given the Consultant's existing workload and future commitments. If the Consultant cannot meet the completion date for the 'Design Schedule' or, the target completion date for the 'Construction Schedule', then this should be **clearly identified on the work plan schedule in the Proposal Submission Form**.

### 7.2 Proposed Work Schedule and Milestone Dates

The following milestones support the opening of the Tennis Court and Support Building by April 1, 2027, with Substantial Completion of the interim lawn in June, 2027.

a) General and Tennis Court Relocation

Target Date	Milestone
September 19, 2025	Letter of Intent
September 24, 2025	Project Initiation
October 28, 2025	Schematic Design: 50% review
November 27, 2025	BC Hydro Design Submission
December 2, 2025	Detail Development: 75% review

January 6, 2025	Construction Documents: 95% review
January 20, 2026	Construction Documents: 100% pre-tender review, rendered site plan and perspectives
January 27, 2026	Construction Documents: IFT
February 23, 2026	Report to Council: Approval of Final Design
February 25, 2026	RFP for Construction Issuance
April 10, 2026	Award Construction Contract
April 13, 2026	Construction Documents: IFC
April 1, 2027	Construction Services: Substantial Completion and building occupancy
April 2027	Demolition of old tennis courts and buildings
June 2027	Substantial Completion of lawn at former tennis courts
July 2027	Construction Services: Total Performance, as-built drawings and close out documents

## b) Park Service Hub

Target Date	Milestone
November 18, 2025	Detail Development: 75% review
December 9, 2025	Construction Documents: 100% pre-tender review
December 16, 2025	Construction Documents: IFT
January 6, 2026	RFP for Construction Issuance
February 10, 2026	Award Construction Contract
March 2, 2026	Construction Documents: IFC
April 14, 2026	Substantial Completion

## c) Tree and Brush Clearing and Removal

Target Date	Milestone
November 18, 2025	Draft Arborist Report and Tree Protection and Removals Plan for review
November 25, 2025	Construction Documents: 100% pre-tender review
December 2, 2025	Construction Documents: IFT
December 9, 2025	RFP for Construction Issuance
January 12, 2026	Award Construction Contract
February 27, 2026	Substantial Completion

The Consultant is to provide a detailed design schedule and a Level 1 construction schedule based on the key milestones dates noted above. The schedules to consist of the following but not limited to:

- i. 50%, 75%, 95% and 100% Drawing Submissions (allow for 5 – 7 working days for review at each submission)
- ii. Milestone Dates for the design and construction
- iii. Major Schedule Risks
- iv. Long delivery items

## **8 FEE SCHEDULE AND COST OF SERVICES**

### **8.1 Fee Schedule and Cost of Services**

- i. Proponents to submit with their Proposal, a **Fee Schedule**, for all of the Services by each team member, including total lump sum pricing.
- ii. Hourly rates for each team member will 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.
- iii. The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.
- iv. The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- v. 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.
- vi. The Consulting Services Price Total will form the budget for the full scope of the Services, including all deliverables and requirements specified in this RFP. This total shall include all business administration services, disbursements, costs, charges and expenses of any kind (excluding GST) necessary to complete the Project to the City's standards and in accordance with the work schedule.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-066

### Consulting Services for Town Centre Park Tennis Court Relocation

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

#### 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](http://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.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 1. DEPARTURES

**a) CONTRACT** - I/We have reviewed the **City's Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) 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)

## 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. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

--

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. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

--

**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 and End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number and Email:
Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number and Email:
Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date and End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number and Email:

**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 approval:

<b>Sub-Consultants No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Qualifications</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:
<b>Sub-Consultants No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Qualifications</b>	
<b>Contact Information</b>	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.)

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

### 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

<b>a) APPROACH and METHODOLOGY</b> - 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.	
<b>I.</b>	<b>Approach</b> - Proponent is to state how their organization will approach the Project and engage with the City to deliver the Services:
<b>II.</b>	<b>Methodology</b> – 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.

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**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:

☐ **Yes**

☐ **No**

**I. If NO**, please provide explanation and alternate schedule for consideration:

--

5.

## FINANCIAL

**a) FEE SCHEDULE** - The Proponent shall use the attached **APPENDIX D – Fee Schedule**

(Microsoft Excel spreadsheet file format) to provide a detailed fee schedule:

- The fee schedule shall include an appropriate level of hours/effort for each of the project tasks/deliverables, 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.

**b) Attachments Appendix D –Fee Schedule is attached to our Proposal.**

☐ **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](http://www.coquitlam.ca/Bid-Opportunities) (or having received directly), 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** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) 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.**

<b>Legal Name of Company</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.