

City of Coquitlam

Request for Proposals

RFP No. 26-047

Consulting Services

Poirier Sport and Leisure Complex  
Building Component Replacement

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

**1 KEY DATES**

<b>RFP Issue Date</b>	<b>Thursday, February 26, 2026</b>
<b>Mandatory Site Visit: Date Time and Location</b>	<b>Friday, March 6, 2026 10:00 AM (local time) LOCATION: Poirier Sport &amp; Leisure Complex 633 Poirier St, Coquitlam</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) Monday, March 16, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Thursday, March 19, 2026</b>

**2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIs, and RIFs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) Enter into a Contract with the AIBC Standard Form of Contract 6C (not on City Purchasing page).

**Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.**

- c) Commercial General Liability (CGL) insurance with \$5M coverage on the City's Certificate of Insurance - Consultant Form
- d) 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.

### 3 DEFINITIONS

**“Agreement” “Contract”** means AIBC Standard Form of Contract 6C. (as per Section 2) incorporating the information contained in this RFP, Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City

**“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 hən̓q̓əmi̓nəm̓ (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 q̓íćə́y (kat-zee), and other Coast Salish Peoples.

### **4.2 Purpose**

The purpose of this RFP is to engage a qualified Consultant to design and support the implementation of multiple mechanical system upgrades. The Consultant will provide design documentation, assist with procurement and evaluation, and support construction to improve energy efficiency and system performance across the City facility.

### **4.3 Completion Date**

The Consultant is to provide the final signed and sealed drawings for the building system component upgrades on or before December 31, 2026.

### **4.4 Sub-Consultants**

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

### **4.5 Requested Departures**

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

### **4.6 Evaluation Criteria**

#### **a) Mandatory Criteria (Pass/Fail)**

The Proponent, and/or any proposed Sub-Consultant responsible for energy modelling services, must:

- Be a FortisBC-approved Consultant
- Be registered with the BC Hydro Alliance of Energy Professionals
- Demonstrate familiarity with the capital incentive program requirements of both FortisBC and BC Hydro

All energy modelling deliverables must be prepared in accordance with, and structured to support, eligibility under the applicable capital incentive programs of both organizations.

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

b) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word 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."

c) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
  - Are not submitted in Microsoft Word format.
  - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity
  - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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.

d) 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>	30
<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
<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)

e) 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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
  - 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.

g) 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.

h) 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.

i) 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 Background**

Poirier Sports and Leisure Complex (PSLC) is the City’s largest and busiest sport and recreation facility. The original facility, built in 1963, was rebuilt and expanded in 2008, and now includes three ice arenas, an aquatics centre, a fitness centre, and ancillary spaces such as multipurpose rooms and a cafe. During the renovation, a waste heat recovery system was installed to reduce operating costs, energy consumption and GHG emissions. The expanded facility measures 190,000 sq. ft. and saw over 1.4 million visitors in 2024.

To support strategic asset renewal of PSLC’s key mechanical systems as they approach end-of-life, feasibility studies were completed to identify opportunities to enhance operational performance, resiliency, and energy efficiency. The most recent study was completed in 2024.

The prioritized opportunities, outlined in Section 6.2, presents an opportunity to make progress towards the City’s corporate GHG emission reduction targets of 45% below 2007 levels by 2030, and carbon neutrality by 2050, outlined in the City’s Environmental Sustainability Plan and recently approved Climate Action Plan.

## 6.2 Scope of Work

The Consultant will provide full professional services for design, procurement support, and construction phase services, including support to the City through the 2027 construction RFP process, evaluation, and implementation. This includes review of previously completed energy and feasibility studies, engineering assessments, detailed design, design reviews with Facilities staff to confirm alignment with operational needs, and preparation of procurement documentation, addenda support, and evaluation support.

- a) Building Automation System (BAS) Upgrades
  - Review the existing BAS and identify modernization requirements
  - Develop drawings and technical specifications for system upgrades
  - Prepare input for inclusion in the City’s RFP
  - Assist with RFP technical review, scoring criteria, and evaluation of Proposals
- b) Snow Melt Pit Heat Exchanger Retrofit
  - Assess the existing heat exchanger and snow melt system performance
  - Prepare engineered design and construction documentation for the retrofit
  - Develop technical content for the City’s procurement package
  - Support RFP issuance through clarification responses, addenda, and evaluation scoring
  - Conduct construction review and site coordination
- c) Hydronic System Modifications and Heat Pump Replacement
  - Evaluate existing hydronic and heat pump systems
  - Design modifications to optimize system performance and reliability
  - Provide procurement-ready drawings and specifications
  - Assist the City with RFP documentation, review of Proposals, and vendor interviews
  - Oversee equipment submittals and installation review
- d) High Temperature Heat Pump Retrofit
  - Perform system analysis to determine integration requirements
  - Design a retrofit solution including piping modifications, controls, and auxiliary systems
  - Provide technical sections for inclusion in RFPs and assist with vendor Q&A

- Participate in evaluation of submissions including compliance review and scoring
  - Support site implementation, including milestone inspections, and installation review
- e) Pool Heat Exchanger Upgrades
- Review current pool heating systems and heat exchanger sizing
  - Provide engineering design and upgrade recommendations
  - Prepare procurement documents and participate in development of RFP criteria
  - Assist in review and evaluation of submissions, including technical interviews if required
  - Provide construction oversight as needed
- f) Commissioning
- Develop a Commissioning Plan outlining roles and responsibilities, commissioning checklists, test procedures, acceptance criteria, documentation templates, and commissioning schedule
  - Coordinate and review shop drawings and submittals relevant to commissioning
  - Conduct site verification and functional performance testing of installed systems
  - Confirm equipment configuration and performance against design intent
  - Identify deficiencies and monitor corrective actions through resolution
  - Review and validate performance results
  - Verify completeness and accuracy of O&M manuals and training materials
  - Coordinate with Facilities and Maintenance staff to ensure system integration and operational alignment prior to final acceptance
- g) Energy Modelling
- Prepare and update energy modelling at key project milestones to quantify projected operational savings (electricity and natural gas) and GHG emission reductions
  - Support grant and incentive applications and provide required modelling documentation for applicable capital incentive programs
- h) Measurement and Verification
- Develop and implement a measurement and verification approach to assess energy, carbon, and performance outcomes for each upgrade while the building remains operational
- i) General RFP and Evaluation Support
- Draft technical specifications, scope documentation, and drawings for inclusion in City-issued RFPs or tenders
  - Assist in developing evaluation criteria and scoring matrices
  - Respond to Proponent inquiries during the procurement process

- Participate in evaluation of technical Proposals and/or quotations
- Provide technical recommendations for award based on lifecycle performance, compatibility, and operational considerations
- Support post-award coordination, including shop drawing review and construction phase technical support
- Support the City during the RFP period through construction award, including review of Proponents' technical compliance and providing written recommendations

j) Cost Estimating

- Prepare a minimum Class B cost estimate at completion of detailed design
- Where design development permits, provide a Class A estimate
- Provide breakdown by system component
- Identify assumptions, exclusions, contingencies, and escalation
- Reflect anticipated 2027 construction market conditions
- Provide estimate suitable for capital budgeting and tender validation
- Provide reconciliation commentary if tender results vary materially from the Consultant's estimate

### 6.3 Construction Phasing and Shutdown Coordination

The Consultant shall design and sequence the Work such that the majority of construction activities are completed during the scheduled Poirier Sport and Leisure Complex shutdown in June 2027.

- Identify all systems requiring operational shutdown coordination
- Develop detailed construction phasing and sequencing plans
- Align procurement and tender timelines to ensure readiness for June 2027 construction
- Identify long-lead items and procurement risks
- Clearly identify any Work that must occur outside of the shutdown period and provide mitigation strategies
- Identify risks associated with compressed construction timelines and provide risk mitigation strategies

### 6.4 Regulatory and Compliance Requirements

The Consultant shall perform all services in accordance with the latest editions of applicable codes, standards, and regulations, including all provincial amendments and local by-laws. Where multiple requirements apply, the most stringent shall govern. The Consultant shall ensure all design documentation, specifications, and coordination activities comply with the following:

a) General Requirements

- British Columbia Building Code
- Local municipal codes, permitting, and inspection requirements
- British Columbia Fire Code

b) Mechanical and Electrical Standards

- Canadian Electrical Code
- Canadian Standards Association (CSA) standards
- National Plumbing Code of Canada
- ASHRAE Standards (including but not limited to 90.1 – Energy Efficiency, 62.1 – Ventilation, 55 – Thermal Comfort)
- Technical Safety BC requirements for regulated systems (e.g. boilers, pressure vessels, heat pumps)

c) Safety Requirements

- WorkSafeBC Occupational Health and Safety Regulation
- Worker’s Compensation Act (British Columbia)

The Consultant is responsible for identifying and applying all applicable codes and standards relevant to the scope of Work and for coordinating with the Authority Having Jurisdiction where required.

6.5 Documents

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

6.6 Project Organization and Management

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

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

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

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

6.7 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a **Schedule of Effort and Fees**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to 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, sequencing, or order of works. This condition shall be in effect for the duration of the project. This includes adjustments required to align the Work with the June 2027 shutdown window.

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.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-047

# Poirier Sport and Leisure Complex Building Component Replacement

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. MANDATORY REQUIREMENTS**

Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

<p><b>a) FortisBC AND BC Hydro REGISTRATION</b> - The Proponent, and/or any proposed Sub-Consultant responsible for energy modelling services, MUST:</p> <ul style="list-style-type: none"> <li>• Be a FortisBC-approved consultant</li> <li>• Be registered with the BC Hydro Alliance of Energy Professionals</li> </ul>
<p><input type="checkbox"/> Confirmation of FortisBC approval and BC Hydro Alliance registration attached.</p>

**2. DEPARTURES**

<p><b>a) CONTRACT</b> - I/We have reviewed the AIBC Standard Form of Contract 6C and would be prepared to enter into in an agreement that incorporates the AIBC Standard Form of Contract 6C, amended by the following departures (list, if any):</p>	
Section	Requested Departure(s) / Alternative(s)

<p><b>b) SERVICES</b> - 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):</p>
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

**3. CORPORATE**

<p><b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following. (use the spaces provided and/or attach additional pages, if necessary)</p>
<p>i. Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business:</p>
<p>ii. Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:</p>

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

<b>Reference No. 3</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	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). 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.				

#### 4. 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:

--

5.

**TECHNICAL**

**a) APPROACH and METHODOLOGY** - Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

I. **Approach** - Proponent is to state how their organization will approach the Project and engage with the City to deliver the Services:

--

II. **Methodology** - State the methodology the Proponent will utilize to deliver the Services:

--

III. **Work Plan** - Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City’s suggested Scope of Services:

--

IV. **Challenges** - Describe the challenges anticipated and how the Proponent intends to mitigate these:

--

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

--

**b) Proposed Work Schedule and Milestone Dates**  
 The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:

The Proponent is able to meet Proposed Work Schedule:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
-------------------------------------	------------------------------------

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

--

**6.**

**FINANCIAL**

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

ITEM NO.	TASK/DELIVERABLE	INDICATE ASSIGNED STAFF, NUMBER OF HOURS, AND RATE/HOUR			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
<b>Total</b>					<b>\$</b>

**Attention Purchasing Manager:**

7. **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.
8. **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 AIBC Standard Form of Contract 6C and will accept the City’s Contract as defined within this RFP document.
9. **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.