**APPENDIX C**

**PROPOSAL SUBMISSION REQUIREMENTS**

**RFP No. 24-028**

**Northeast Community Centre Architect and Design Consultant Services**

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

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in PDF 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 in .pdf format and “Send”**

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

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

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

1. **DEPARTURES AND AWARD**

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| **CONTRACT –** I/We have reviewed the Form of Contract Document 6 – 2022 as published by the Royal Architectural Institute of Canada (RAIC), as available through the association’s website, [www.raic.org](http://www.raic.org), along with the Supplementary General Conditions Attached as Appendix A.  In addition I/We have provided all necessary information for Contract Schedules in accordance with Appendix B, related to the Form of Contract and expectations of Services thereby included.   * Schedule A – Services * Schedule B – Reimburseable Expenses * Schedule C – Time Based Rates (Inclusive of Arhictectural and all Design Consultant Services) * Schedule D – Pricing   Further, I/We acknoledge 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 and would be prepared to enter into in an Agreement, amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES –** I/We have reviewed the Scope of Services as described herein and included in Appendix B – Schedule A – Services and by the Contract as descibed in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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| 1. **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.** | |
| 1. **Insurance -** Professional Errors and Omissions Liability and Commercial General Liability as outlined on the [City’s Certificate of Insurance – Consultant Form](https://www.coquitlam.ca/DocumentCenter/View/1454/Certificate-of-Insurance---Consultant-Form-PDF?bidId=) |  |
| 1. **Vendor Info** – Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application. |  |
| **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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**Proposal Submission Requirements**

This section outlines information the Proponent should provide in its Proposal. Failure to provide all the information may result in the City deciding to exclude the Proposal from the evaluation process. Only information requested by the City will be considered.

Proponents should provide responses to the information requests contained in Appendices, noting as much detail as necessary so that the City can understand and evaluate the Proponent’s capabilities, experience, and methodology as it relates to the delivery of required Services for the Northeast Community Centre (NECC) .

The following format and sequence should be followed in order to provide consistency in Proponent response and ensure each Proposal receives full consideration. Provide a Table of Contents aligned with the noted sections below.

Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets orexceeds the City’s expectations with respect to a particular response guideline.

Proposals should not contain links to information that is not set down directly in the Proponent’s Proposal. Should this occur, the City may disregard any referred to source of information that is not contained in the Proposal being evaluated.

The City assumes Proponents have familiarized themselves with Section 1.6 – Proponents Statement of Qualifications contained in this RFP and believes they demonstrate the necessary expertise, resources, experience, and approach to undertake a response to the RFP.

* Proponents should provide the information required under each heading clearly and concisely
* Note any page number restrictions for each question, where applicable
* Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal submission
* Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP

**Proposal Minimum Requirements**

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| **1.0** | | **Company Profile & Ambition** | |
| **1.1** | | Introduce your firm and team, providing your ambition and rationale for your interest in the Northeast Community Centre (NECC) project | |
| **1.2** | | Provide name, address, telephone, and web site of your firm; | |
| **1.3** | | Provide details of your firm, including organizational leadership, size, years in service, and other relevant information. | |
| **2.0** | | **Capability and Experience** | |
| **2.1** | | Provide an overview of your firms experience with municipal community facilities and projects, identifying unique attributes to your approach, experience, and philosophy which differentiate your team and will benefit the City of Coquitlam and the NECC project. | |
| **2.2** | | Demonstrate your understanding of the City’s approach to land use planning specific to Burke Mountain Village, as well the City’s entitlement processes and permit applications that will be relevant for the NECC. | |
| **2.3** | | Provide three (3) examples of projects that you and your staff have completed in the past ten (10) years that is similar in scope to this project (Maximum of 4 pages per example). Preference may be given, though not necessarily, to those projects completed within the past five (5) years.  Where possible, demonstrate experience with all programmatic elements of the planned NECC facility. Preference will be considered towards projects which reflect a local context and understanding of requirements, as well as those which most closely align with the unique characteristics of the NECC facility and site.  For each example provide the following:   * An overview of the project, including the year completed, project budget and schedule. Indicate any variance in final project budget and schedule with supporting reasons why. * Outline your organization’s and staff members’ roles in the project. * Provide a summary of the project Consultant team and any alignment with the team named in your response. * Describe similar attributes of the example project to the NECC and how your experience will translate to improved outcomes for Coquitlam. * Identify any awards and the year they were received, if applicable.   Examples which demonstrate familiarity and past success amongst all team members will be considered an asset. Where the example projects don’t clearly demonstrate the Work of all Sub-consultant team members provide supporting information to demonstrate their expertise and relevancy to the NECC project. | |
| **2.4** | | Provide an overview of your corporate sustainability principles and experience implementing sustainably responsible design solutions. Indicate also, your company’s internal environmental programs, policies, procedures, and relevant accreditations.  Detail both your firm’s examples of successfully implemented design strategies and examples of past Work, as well as identify team members roles in past project examples and detail how their experience will translate to the Work on the NECC. | |
| **2.5** | | Provide an overview of your corporate principles and polices, as well design approach to socially responsible and inclusive design.  Describe what strategies and methodologies you employ to ensure that your projects are accessible and welcoming to individuals of all backgrounds, abilities, and ages. Details of an inclusive design philosophy, user-centered design processes, experience exceeding universal design standards, as well as equitable design opportunities would support this discussion.  Provide demonstrated examples of past projects where your firm has implemented a commitment to social responsibility and community engagement. Describe how you measure and evaluate the social impact for your firm and of your projects beyond the built environment. | |
| **2.6** | | Provide an organizational chart of the proposed team during the entire project lifecycle, identifying project leadership and the team complement during all phases of the project. Provide sufficient detail for the City to assess anticipated Work-effort by team member at each design phase for the project.  Clearly identify where sub-consultants will be providing Services and provide appropriate corresponding details for each sub-consultant named as requested above. | |
| **2.7** | | Provide an overview of your firm and team capacity, including current projects, and how you will be able to comply with the requirements and schedule of this RFP.  Where Sub-consultants and/or specific team members are not local, indicate where Work will be completed. | |
| **2.8** | | Provide a one (1) page biography for each of your key employees and each Sub-consultant team member who will be directly Working on the project.   * Outline their relevant experience Working on similar projects to the NECC   Two (2) pages are permitted for key personnel such as dedicated Principal in Charge or named Project Architect/ Project Manager. | |
| **2.9** | | Describe the project team (Sub-consultants) in terms of responsibilities, decision-making, and the role each member of the team will play. | |

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| **3.0** | **Business Processes & Methodology** |
| **3.1** | Outline your approach to the undertaking of the project reflecting a clear understanding of the Scope of Work. Reference noted details contained within the RFP, the Contract, and Appendix A & B containing pertinent related to the RAIC Document 6 – 2022 - Schedule A Services.  Describe in detail key issues, challenges, potential resolutions, and opportunities for the NECC as assessed by your team, and detail how your project specific approach will seek to address them. |
| **3.2** | Provide a detailed schedule and Workplan for all design phases of the project. Address all phases as described in Appendix B for RAIC Document 6 – 2022 Schedule A – Services, with reference to noted City expectations of schedule as detailed in the RFP.  Clearly demonstrate your approach to the Work through sufficient Workplan detail and related activities. Provide the corresponding schedule with activity durations, dependencies, related tasks and stage-gates required of other parties.  Examples might include Updated Construction Cost Estimates at appropriate intervals or City sign-off on design stage reports. |
| **3.3** | Outline your teams’ abilities through systems and past experience to use creative solutions, innovations, methodology, or other traits that will allow your approach to successfully complete this project. Consider context of specialty sub-consultants, risks, opportunities, and unique strategies.  Illustration through past examples is preferred. |
| **3.4** | Describe your approach to risk management including identification, mitigation, and opportunity recognition in your experience delivering similar facilities.  Detail your teams experience and implementation approach to anticipate, assess, monitor, communicate, and proactively address risks. Consider Ownership, approach to investigate and analyze challenging issues, while ensuring successful project outcomes. |
| **3.5** | Describe the methodology and approach to sustainable and socially responsible design.  Provide an overview of opportunities and potential strategies you anticipate exploring for the NECC aligned with the City’s plans and project goals. |
| **3.6** | In consideration to the significance of the land on which the planned NECC is located, and the City’s Work towards Indigenous Reconciliation describe both your firms’ philosophies and approach to this important Work.  How does your firm ensure cultural sensitivity and representation in its approach to design, and how do you approach the integration of cultural heritage, traditions, and values into the built environment to create spaces that resonate with diverse communities? |

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| **4.0** | **Value Add** |
| **4.1** | Describe any unique contributions your organization and team can deliver on this project to the City beyond the requirements as specifically called for by this RFP. You may wish to discuss one or more of the following:   * Your proposed value-add not captured elsewhere in the response * Proposed additional functionality to meet the City’s business requirements * Unique expertise and approach to the Work which will cause additional benefits to be delivered through the provision of Services * Other considerations that are not covered in the RFP |
| **5.0** | **Pricing** |
| **5.1** | Provide a detailed Price in Canadian dollars for all elements of the project, including all phases of design and construction; include a breakdown of the Work to be performed and by whom.  The preferred format is an Excel spreadsheet, including a detailed breakdown, by Sub-consultant discipline and by phase, explaining the total costs for this project as detailed in alignment with the Scope as described in Appendix B, Schedule A - Services and separated into nine phases:   1. pre-design 2. schematic design 3. design development 4. construction documentation 5. bidding/negotiation 6. construction 7. commissioning (building and pool systems) and collaborating with the commissioning agents. 8. post-construction and regulatory reviews (federal, provincial, regional, municipal) 9. transition from design to operation to ensure knowledge has been transferred to the City staff. 10. Provide 6-month & 12-month post completion review which includes but not limited to a facility review and report of operating parameters measured against design parameters   Fees should be broken down by Architect and their Consultants |
| **5.2** | Complete and submit Pricing details as requested through forms included in Appendix B - Schedules B, C, D, E and F. |

**Attention Purchasing Manager:**

1. **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/140/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.

**I/We**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, The City’s Appendix A – The Canadian Standard Form of Contract for Architectural Services Document Six, Appendix B - Supplementary General Conditions to the Canadian Standard Form of Contract for Architectural 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 and will accept the City’s Contract as defined within this RFP document.

1. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

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| **Addendum No.** | **Date Issued** |
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**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.**

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