

City of Coquitlam

Request for Proposals

RFP No. 23-058

Traffic Data Collection

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## [PROPOSAL SUBMISSION FORM](#)

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 23-058</b> <b>Traffic Data Collection</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from qualified, experienced companies for “as and when required” for <b>Traffic Data Collection</b> as stated within this RFP.
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday, June 20, 2023</b>
<b>Instructions for Proposal Submission</b>	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: <a href="https://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a></p> <p>Questions received after that time may not receive a response.</p>
<b>Addenda</b>	<p>Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the 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;

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

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

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

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

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

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

## **1 INSTRUCTIONS TO PROPONENTS**

### **1.1 Acknowledgement**

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm' word kʷikwə́lə̓m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə̓m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

### **1.2 Purpose**

The purpose of this RFP is to invite Proposals from qualified, experienced companies for “as and when required” **Traffic Data Collection** as stated within this RFP.

### **1.3 Proposal Submission**

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

### **1.4 Instructions to Proponents**

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

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

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

### **1.5 Prices**

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

### **1.6 Requested Departures**

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to

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

### 1.7 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
<u>Corporate</u>	20
<u>Sustainable Benefits and Social Responsibility</u>	10
<u>Technical</u>	40
<u>Financial</u>	30
Total	100

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

#### **Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Staff qualifications and experience
- Sample Report
- Health and Safety

#### **Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

#### **Technical**

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Guarantee and Data Validation

#### **Financial**

- Price

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.

**And, upon selection of one or more lead Proponent(s):**

- References may be contacted
- Interviews may be conducted

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.

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.

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

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.

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.

#### 1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

#### 1.9 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

## **2 GENERAL CONDITIONS OF CONTRACT**

### **2.1 Terms and Conditions of Contract**

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

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

### **2.2 On-Site Hazards**

The Contractor is to make themselves aware of any and all hazards in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If a hazard exists that is causing or may cause injury to any person(s), the Proponent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.



### 3 SCOPE OF SERVICES

#### 3.1 Purpose

The City conducts a traffic data collection program every calendar year to monitor general traffic growth. The purpose of the City's Traffic Data Collection Program is to gather accurate and comprehensive traffic volume information to facilitate data-driven decision-making, improve transportation planning, and enhance the overall efficiency and safety of the City's transportation system. Locations have been selected based on current gaps in our traffic count database and supplementary data sources.

Traffic counts have been made accessible to the general public through our web-based interface hosted by Midwestern Software Solutions ([ms2](#)). The new counts will be uploaded to the ms2 application.

#### 3.2 Scope

##### a) Traffic Data Collection - Core Services

The City requires a qualified, experienced firm for the 2024 – 2025 Traffic Data Collection Program (the 'Services') at various locations in Coquitlam.

Coquitlam's traffic data collection program will include data collection, data validation, and uploading of data to the Coquitlam Traffic Count Website. The data collection includes:

- i. 7 hr Turning Movement Counts (TMC) - 1 person count
- ii. 7 hr Turning Movement Counts (TMC) - 2 person count
- iii. 8 Hr Turning Movement Counts (TMC) - 1 person count with Pedestrian Classification
- iv. Automatic Vehicle Count with Speed and Classification(AVCC) – 1 person count
- v. Automatic Vehicle Count with Speed and Classification(AVCC) – 2 person count

The data validation and the uploading of data are described in the sections below.

**\*\*\*Locations will be provided to the successful Proponent\*\*\***

##### b) Turning Movement Counts (TMC)

The City annually collects an average of 65 Turning Movement Counts per year with a breakdown shown in Table below. The City has also typically done an additional 20 TMC's as optional work. The numbers provided below are to give Proponent's an idea of the typical amount of services required, but are not guaranteed. Actual amounts are determined by the budget available each year.

Type of Count	Average Yearly Number of Counts
7 hr Turning Movement Counts (TMC) - 1 person count	25
7 hr Turning Movement Counts (TMC) – 2 person count	35
8 hr Turning Movement Counts (TMC) - 1 person count	5

c) Collection Guidelines

- Unless otherwise stated, all TMC's are to be conducted during the morning peak from 7:00AM – 9:00 AM, the midday peak from 11:00AM – 1:00PM and the afternoon peak from 3:00PM – 6:00PM on a Tuesday, Wednesday or Thursday.
- Counts must not be conducted on school holidays.
- When required, Saturday counts are to be conducted during the midday period from 11:00AM - 6:00PM.
- Saturday counts must not be conducted on school holiday weekends.
- Counts must be conducted using fifteen minute intervals.
- At a minimum data for cars, trucks, bicycles, and pedestrians will be collected

d) TMC Collection Schedule

The collection of the TMC counts is divided as follows:

- Between April 1 to June 15<sup>th</sup> and September 5<sup>th</sup> to November 15<sup>th</sup>.
- There may be some counts that are required during Summer – June 15<sup>th</sup> to September 5<sup>th</sup>

The proposed schedule must be submitted to City staff for approval prior to data collection.

The City reserves the right to defer counts which may be directly impacted by prolonged road construction. Except for flooding, snow and or icy road surface conditions, the Contractor must ensure that all programmed traffic count studies are conducted as scheduled throughout the Term. While Service is suspended due to inclement weather conditions, the Contractor should maintain readiness to resume all programmed traffic count studies when conditions again become favorable enough to proceed. If the Contractor deems Services cannot be completed as per the specified schedule due to inclement weather, the Contractor must contact the City within 24 (twenty-four) hours and provide an alternative schedule for approval.

e) Automatic Vehicle Counts (AVC)

The City annually collects an average of 90 Automatic Vehicle Counts per year with a breakdown shown in Table below . The City has also typically has done an additional 20 AVC's as optional work. The numbers provided below are to give Proponent's an idea of the typical amount of services required, but are not guaranteed. Actual amounts are determined by the budget available each year.

Type of Count	Average Yearly Number of Counts
Automatic Vehicle Count with Speed and Classification(AVCC) – 1 person count	60
Automatic Vehicle Count with Speed and Classification(AVCC) – 2 person count	30

AVC class should be using the Federal Highway Administration Vehicle Classification scheme.

f) AVC Collection Guidelines

- The automatic vehicle counts will be collected continuously for a three-day period for weekday (Tuesday, Wednesday and Thursday).
- There might be locations which require automatic vehicle counts for a two-day period during weekend (Saturday and Sunday).
- Directional vehicle volume with vehicle class information will be collected at all locations.
- Speed information is required where practicable.
- The data shall be collected in 15 minute intervals and summarized in hourly intervals for each direction.
- Data shall not be collected on days or weekends that involve a holiday and the data collection program shall consider other events that would affect travel demand and volumes
- Data for both directions should be collected the same day

g) AVC Collection Schedule

The collection of the AVC counts is divided as follows:

- Between April 1 to June 15<sup>th</sup> and September 5<sup>th</sup> to November 15<sup>th</sup>.
- There may be some counts that are required during Summer – June 15<sup>th</sup> to September 5<sup>th</sup>

The proposed schedule must be submitted to City staff for approval prior to data collection.

The City reserves the right to defer counts which may be directly impacted by prolonged road construction. Except for flooding, snow and or icy road surface conditions, the Contractor must ensure that all programmed traffic count studies are conducted as scheduled throughout the Term. While Service is suspended due to inclement weather conditions, the Contractor should maintain readiness to resume all programmed traffic count studies when conditions again become favorable enough to proceed. If the Contractor deems Services cannot be completed as per the specified schedule due to inclement weather, the Contractor must contact the City within 24 (twenty-four) hours and provide an alternative schedule for approval.

h) Collection Technology

The Contractor's methodology utilized for each count station is to be approved by the City prior to the work and shall be documented in all reporting.

If asked to go to a location that the Contractor has done for other agencies (example - BC Ministry of Transportation and Infrastructure), Contractor to advise the City beforehand.

i) Data Validation

At a minimum, count data must be checked against historic Coquitlam count data and counts with significant changes in volumes or travel pattern must be flagged for review by City staff in a timely manner. It is the responsibility of the Contractor to re-collect

data if data inconsistencies are caused by equipment failure, errors in equipment setup, poor methodology, or procedural failures.

Additionally, it is the responsibility of the Contractor to validate data using context sensitivity. For example at intersections near a school or community centre, there would be an expectation of some pedestrian activity. If there is a variation from the expected activity, the count will need to be flagged noting probable causes of the unexpected activity. All questionable data must be immediately highlighted and submitted for review to City staff and depending on circumstances; counts may need to be redone at no extra charge.

j) Data Upload to Coquitlam Traffic Count Webpage

The Contractor will be required to upload Turning Movement Count (TMC) data and Automatic Vehicle Count (AVC) data to the Coquitlam Traffic Count web page.

<https://coquitlam.public.ms2soft.com/tcds/tsearch.asp?loc=Coquitlam&mod=>

The uploaded data must be consistent with the data provided in the electronic reports. Data Instructions how to upload data will be provided to the successful Contractor following award.

### 3.3 Deliverables

Key deliverables include:

- Complete and accurate data sets for all conducted TMCs and AVCs, including counts, classifications and pedestrian data
- Turning Movement Count data and Automatic Vehicle Count data uploaded on the Coquitlam Count Website within two weeks of counts being completed.
- Identification and flagging of counts with significant changes in volumes or travel patterns for review by City Staff. Regular communication and coordination with City staff to ensure smooth execution of traffic data collection program

### 3.4 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

### 3.5 Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

### 3.6 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent

copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

### 3.7 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the Work in a clean and tidy condition.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 23-058

### Traffic Data Collection

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

**Tuesday, June 20, 2023**

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](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.

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

## 1. DEPARTURES AND AWARD

**a) CONTRACT** - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

**b) SERVICES** - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

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

i. <b>WCB</b> - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. <b>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Qualified Coordinator: Contact Number:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
v. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	

**As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):**

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## 2. CORPORATE

<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):		
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):		
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:		
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:		
iv. Proponent is describe their capabilities, resources as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:		
v. Capacity and Resources - Provide information about how many AVC and TMC that you can conduct concurrently.		
	<b>1 Counter</b>	<b>2 Counter</b>
<b>AVC</b>		
<b>TMC</b>		

<b>b) REFERENCES</b> – 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):	
<b>Reference No. 1</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:
	Email Address:

<b>Reference No. 2</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:
	Email Address:

<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:
	Email Address:

**c) 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. (use the spaces provided and/or attach additional pages, if necessary)

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

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

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

**e) FIELD REPORT**

I. Include an example of Proponents Field Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

**f) HEALTH AND SAFETY**

I. Proponent to attach current <a href="#">Work Safe BC Employer Report</a>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

**3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

I. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

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

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

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

**4. TECHNICAL**

**a) APPROACH and METHODOLOGY**

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.

- I. **Methodology for data collection** - Describe the criteria used to classify the AVC locations into AVC 1 automatic counter or AVC 2 automatic counter and the TMC locations into TMC 1 person count or TMC 2 person count.

- II. **Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

- III. **Safety** - Proponent is to state how they will address safety on the Work site.

**b) GUARANTEE and DATA VALIDATION**

The Contractor must provide a three (3) month guarantee to maintain the data integrity against any defects arising from inconsistent or missing data may be discovered within one (3) months from the date of acceptance of the Work by the City.

Faulty data discovered during the guarantee period must be rectified to the satisfaction of the City within 1 week of notification. This shall be at no cost to the City.

Confirm guarantee period and describe how validation of data and Quality Assurance will be achieved.

## 5. FINANCIAL

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	TMC (1 person count)	Hourly	\$
ii.	TMC(2 person count)	Hourly	\$
iii.	8 hr TMC with Pedestrian Classification (1 person count)	Hourly	\$
iv.	AVC ( <b>1 automatic counter</b> )	Hourly	\$
v.	AVC ( <b>2 automatic counters</b> )	Hourly	\$
vi.	Other not Listed:		\$
vii.	Other not Listed:		\$

**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), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) 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>Name of Proponent</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.