

City of Coquitlam

Request for Proposals

RFP No. 23-024

Consulting Services

Riverview Hospital Artifacts: Policy,  
Database and Loan Project

Issue Date: September 28, 2023

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

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<p align="center"><b>RFP No. 23-024</b></p> <p align="center"><b>Riverview Hospital Artifacts: Policy, Database and Loan Project</b></p>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to <b>Riverview Hospital Artifacts: Policy, Database and Loan Project</b> .
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Tuesday, October 24, 2023</b></p>
<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>	The City's <a href="#">Standard Terms and Conditions - Consulting and Professional Services</a> are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

## DEFINITIONS

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

**“City” “Owner”** means City of Coquitlam.

**“Consultant”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

**“Evaluation Team”** means the team appointed by the City;

**“Museum Registrar”** means the City employee who will support project implementation.

**“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 Consultant;

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

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

**1 INTRODUCTION**

**1.1 Acknowledgement**

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

**1.2 Purpose**

The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to **Riverview Hospital Artifacts: Policy, Database and Loan Project**.

**1.3 Instructions for Participation**

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City’s website: [Instructions to Proponents](#)

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

**1.4 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.

**1.5 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

**1.6 Evaluation Criteria**

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

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

Proposal Evaluation Summary	Maximum Points to be Awarded
<a href="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</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 and Value Added Benefits**

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST)

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

#### 1.7 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Insurance Form - Consultant](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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

#### 1.8 Term

The initial term of the Contract is one (1) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

#### 1.9 Consultant Fees

The City has a budget range of between \$8,000-\$10,000, inclusive of PST and exclusive of GST, to complete the Services as requested within this RFP. The Proponent may suggest changes to the Scope of Services in order to deliver the Services within the stated budget.

### 2 **GENERAL CONDITIONS**

#### 2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

#### **PROJECT SPECIFIC CONDITIONS**

#### 2.2 Intellectual Property Rights

The Contract establishes the City as the owner of the "Instruments of Service" in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

### 3 **SCOPE OF SERVICES**

#### 3.1 Project Context

In 2012, the City of Coquitlam became stewards of the Riverview Hospital Artifact Collection through a transfer from the Riverview Historical Society and Provincial Health Services Authority. The collection of approximately 2,500 objects consists of unique and rare medical equipment, artifacts, furnishings and clothing that document the history of psychiatric care at the Riverview

Hospital in Coquitlam, and provides insight into the evolution of mental healthcare between 1913 and 2012. The City of Coquitlam is implementing a project to advance its stewardship of the collection by developing policies and procedures to guide care and management of the collection, implementing a searchable online collections database that will provide access to the collection, and piloting a targeted lending program.

The project is also intended to provide access to the collection for a broad range of community members through the online searchable database and to provide opportunities for former staff, patients, and patient families to have their voices included in the documentation and interpretation of the artifacts in the collection in future years.

The City is looking for a Consultant to support the project. The Consultant will prepare collections policies and collections management procedures to support ongoing management of the collection, support migration of existing data into a new database software product, support a pilot project to identify and loan objects from the collection to up to three borrowers (e.g. museums) and develop a work program for a temporary part-time Museum Registrar that will support the project.

### 3.2 General Requirements

The City requires a qualified, experienced Consultant to provide collections management services to support the City's management of the Riverview Hospital Artifact Collection by preparing a collection policy and a collections management procedures manual, supporting migration of collections data into a database software program, implementing a pilot project to loan objects from the collection to up to three borrowers and developing a work program for a temporary part-time Museum Registrar who will support the project.

The City is in the process of hiring a collections database software vendor. Collections data has been captured in ten fields based on the Dublin Core metadata schema. The application profile describing each field and its descriptive standards is attached as **Appendix A – Application Profile Descriptive Standards** and **Appendix B – Application Profile for Cataloguing**.

The project is expected to last from November 2023 to December 2024. It is expected that the City will hire a part-time Museum Registrar in February 2024, who will be employed to support the remainder of the project.

### 3.3 Scope of Work

The Services to include but not limited to:

#### (a) Collections Policy and Collections Management Procedures Manual

- Develop a collections policy for City approval. The policy should include policies for collections management functions including: acquisitions/accessioning, deaccessioning, loans (incoming and outgoing), collections care, documentation, and access and use.
- Develop a collections procedures manual for City approval. The manual should include clear and brief descriptions of procedures to support the functions outlined in the collections policy, with associated forms and checklists.
- Incorporate consideration of balancing access to the collection with conservation and care into the policy and procedures. The City's management of the collection should

provide opportunities for community-based organizations to access and borrow select items from the collection, while ensuring loans of the most fragile and historically significant items are only made to lenders who can meet robust security and environmental control requirements.

(b) Collections Data Migration to Collections Database

- Complete a review of comparable online collections databases to identify best practices for providing trauma-informed access to objects that can be disturbing for some audience members, and for incorporating multiple voices and viewpoints of objects in the collection. Based on the review, provide recommendations for how the City could implement similar features within the capability of the software product selected for this project.
- Become familiar with the collections data and data standards created by the previous contractor in order to provide direction to the selected vendor during migration of the data, and to review the vendor's work.
- Provide advice to the City during planning for the migration of the data as required, both on the internal collections database functions and the online access functions.
- Review the exported data to ensure data is correctly exported and displayed, and alert the City and/or vendor of any issues.
- Create a data enhancement plan that can be implemented by the City of Coquitlam's Museum Registrar. Examples of data enhancement that could be considered include re-photographing some objects, creating individual descriptions for items that were bulk catalogued, additional research, and/or enhanced physical descriptions.

(c) Pilot Loans Program

- Identify three to five organizations that have the interest and capacity to borrow artifacts from the collection between November 1, 2023 and June 30, 2024. The organizations should represent a range of large and small organizations, and include at least one community organization that is not a museum or heritage organization.
- Coordinate with the Project Manager/Museum Registrar to arrange loans to at least two organizations as a pilot loan project.
- Develop a recommended flow chart for each loan and outline how staff roles will interface with the Consultant to assist the Registrar and Conservator who work with the collection to implement the loan.
- Be available to answer questions about the loan procedures for the Registrar and Conservator as needed.
- At the end of the loan periods, evaluate the loan process (including forms and workflows) with the lenders, Registrar, Conservator, and Project Manager. Make adjustments to the policy, procedures manual, and forms based on feedback, with approval of the Project Manager.

### 3.4 Meetings

The Consultant shall attend biweekly one-hour meetings with the Project Manager and Museum Registrar between November 2023 and December 2024, to guide implementation of the pilot loan program and of a data enhancement plan developed by the Consultant or at such intervals as may

be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

The Consultant will be responsible for issuing the Agenda prior to the meeting, and recording all minutes for the meetings noted above, 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 participants, affected parties not in attendance, Consultants and City employees

### 3.5 Qualifications

The Consultant is to have been regularly engaged in providing Museum Collections Management services as described above in this RFP for a minimum period of five (5) years. Their experience should include developing collections policies and collections procedures manuals for museum collections, implementing searchable online database projects, and administering loans programs to a range of borrowing institutions, preferably including experience administering loans that travel out of province or out of country. The proponent should demonstrate awareness of best practices for providing trauma-informed access to collections that may be triggering for some members of the public.

### 3.6 Reports

Evaluation report of loan process at end of loan period

### 3.7 Deliverables

- Collection Policy
- Collections Procedures Manual (including forms and work flow chart for loan process)
- Museum Registrar work program
- Data enhancement plan

### 3.8 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 or email to City staff.

### 3.9 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.

### 3.10 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 or order of works. This condition shall be in effect for the duration of the project.

The Consulting Services Price Total will form the budget for the full scope of the Services, including all details and deliverables specified in this RFP.

The Price total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.

### 3.11 Project Target Dates

Task	Component	*Target Dates
<b>Part</b>	<b>Proposal Evaluation &amp; Award</b>	
1.	City staff completes evaluation of all proposals.	October 27, 2023
2.	Notify Contractor with highest ranked proposal.	October 30, 2023
<b>Part</b>	<b>Initiation/Implementation</b>	
3.	Development of: Collection Policy & Procedures, database enhancement plan, Registrar work plan; identify potential borrowers and support of online database transition.	November 13, 2023 – March 31, 2024
4.	Provide guidance to Museum Registrar on database enhancement work.  Provide guidance to Museum Registrar & Conservator on pilot loan process.	March 31, 2024 – July 31, 2024

Part	Project Completion	
5.	Submit final report evaluating pilot loan program.	December 31, 2024

*\*These timelines have been established due to grant funding requirements. There may be some flexibility, subject to discussions between the City and the successful proponent.*



## PROPOSAL SUBMISSION FORM

RFP No. 23-024

### Riverview Hospital Artifacts: Policy, Database and Loan Project

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

**Tuesday, October 24, 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](https://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 - Consulting and Professional Services \(PDF\)](#) and would be prepared to enter into an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

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

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

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

i. – <b>Insurance</b> - Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
ii. <b>Insurance</b> - Professional Errors and Omissions Liability and Commercial General Liability as outlined on the <a href="#">City's Certificate of Insurance - Consultant Form</a>	
iii. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
iv. <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):**

--

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.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:
<b>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:

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

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

**c) SUB-CONSULTANTS** - The following Sub-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-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Consultants No. 2	
Legal Name	

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

### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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

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

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

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

4.

## TECHNICAL

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

5.

**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)
TECHNICAL					
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					
8.					
Total					\$

**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 - Consulting and Professional Services \(PDF\)](#) and will accept the City's Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<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.