

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 19-07-03

Consulting Services for Lands Development and Density Review

Issue Date: September 4, 2019

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SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 19-07-03 Consulting Services for Lands Development and Density Review
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide consulting services related to Lands Development and Density Review.
Closing Date and Time	2:00 pm local time Thursday September 26, 2019
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFIQ 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 receipt.) <p>Phone 604-927-3060 should assistance be required.</p>
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: bid@coquitlam.ca
Addenda	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake Services.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFIQ.

“Preferred Respondent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Proponent” “Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Services” means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

“Submission” means a response submitted for evaluation in response to this RFIQ.

1 REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1 Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications to select professional, qualified and experienced consulting firms to provide consulting services related to Lands Development and Density Reviews.

The City is seeking dynamic and creative lands use and development consulting teams with specialization in one or more of the categories outlined below.

This RFIQ is intended to invite qualified consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services for a variety of consulting assignments.

The selection process will generally conform to the InfraGuide® [Infraguide Selecting a Professional Consultant](#)

1.2 Purpose

The City intends to create a short list of professional consulting firms for each category for a term of five years or until the City releases a new RFIQ.

To be considered for a shortlist, Respondents shall have specialization in one or more of the following categories:

- **Category 1** – Land Use and Density Review
- **Category 2** – Architectural and Economic Feasibility
- **Category 3** – Comprehensive Master Planning

1.3 Category Descriptions

The Category Descriptions are outlined in **Section 2**.

1.4 Eligibility

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

- .1 Enter into the City's Contract for awarded projects
- .2 Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- .3 Be a registered member of an association with a professional discipline relating directly to the *Service* being provided (i.e. the Architectural Institute of British Columbia (AIBC))
- .4 Accept the [City of Coquitlam Terms and Conditions of Purchase](#) posted on the City's website:
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License. More information can be found on the City's website at: [Business License](#)

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

1.5 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2 CATEGORIES OF WORK

2.1 Category 1 – Land Use and Density Review

Focused on a defined area of City-owned development lands, the consultant will provide strategic advice and recommendations on potential land use changes and the associated density implications. This may include, but not limited to:

- Economic Feasibility
- Environmental and Topographic Analysis
- Land Use and Housing Type Opportunities
- Connectivity and Open Space
- Optimal Site Configuration and subdivision planning
- Servicing and Parking
- Rezoning and Official Community Plan Amendment's

These projects typically have a budget (for consulting services) of **up to \$250,000.**

2.2 Category 2 - Architectural and Economic Feasibility

With a site specific focus, the consultant will provide architectural and economic feasibility for City-owned development lands based on current zoning or land use designation. This will include, but not limited to:

- Zoning Compliance/Development Audit
- Conceptual Designs
- Impacts to Adjacent Block and Neighbourhood
- Economic Feasibility and Practicality

These projects typically have a budget (for consulting services) of **up to \$250,000.**

2.3 Category 3 - Comprehensive Master Planning

The consultant will work on complex development projects on larger scale City-owned sites that are of significant and strategic importance to the City. The objective is to leverage the existing policy direction of the associated OCP/NCP, and provide a finer level of detail about how the site will be developed by establishing a master plan that addresses, land uses and densities, street, lane, and pathway networks, servicing, parks and open spaces. The Master Plan will take into account the site's relationship to adjacent lands in terms of land use compatibility, site access, transportation networks and infrastructure needs.

These projects typically have a budget (for consulting services) of **up to \$250,000.**

3 EVALUATION AND SELECTION

3.1 RFIQ Evaluation Criteria

Each Respondent shall only provide the City with one Submission, which should indicate all the categories being applied for. The strength of the Submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ. - **5 points**
- Experience and qualifications of the project team who will carry out the projects – **20 points**
- Strength of sub-consultants – **5 points**
- Demonstrated success of the project team with projects in the categories and scope listed in this RFIQ. – **30 points**
- Demonstrated ability of the project team to complete assignments on time and within budget. – **20 points**
- Sustainability – Social, economic, and environmental initiatives. – **5 points**
- Value added Benefits; Innovative and Creative solutions (not withstanding that innovation will also be valuable in many of the other categories). – **5 points**
- References – success on previous, relevant, municipal projects. This will include past performance working on City of Coquitlam projects, where applicable. (References will only be contacted when the respondent has scored well in the preceding criteria) – **10 points**

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria, for each category.

Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

3.2 Selection Process

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare Submissions to other Submissions and consider other criteria that may become evident during the evaluation process to obtain best value.

The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

Based on the evaluation results, the City will create a shortlist of highest ranked Consultants for each of the listed categories. The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant: [Infraguide Selecting a Professional Consultant](#) . To obtain a copy of this document, please email a request to bid@coquitlam.ca .

The City makes no representation of any kind as to the volume of projects and reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

3.3 Shortlist for Future Projects

The City intends to create a shortlist of professional consulting firms, for each Category for a period of five (5) years or until such a time as the City releases a new RFIQ. The City may request proposals from those companies at any time. Typically, as assignments arise, one of the Consultants on the shortlist will be asked to provide a proposal for consulting services for that assignment, and the City will evaluate the strength and cost effectiveness of the proposal.

The City will monitor and evaluate the performance of the Consultants. In the event that one or more of the shortlisted companies in a category have either:

- a) not performed well, and as a result have been removed from the shortlist, or
- b) do not have resources available that are suited to an assignment,

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to issue a bid process, at its discretion, to select Consultants for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.



**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 19-07-03**

**Consulting Services for
Lands Development and Density Review**

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

Thursday, September 26, 2019

("Closing date and time")

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ 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.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3060.

SUBMISSION FORM

Complete and return this section including Resumes

Submitted By: _____
(Company Name)

1. CATEGORIES OF WORK – TABLE 1

Respondent is to indicate below in Table 1 the categories which your firm is applying for shortlist consideration.

Applying for Shortlist?			
Category		Yes	No
1.			
2.			
3.			

2. KEY PERSONNEL

List your firm's key personnel who would make up the team that would be working on the assignments. (Add rows as needed). Please include resumes

Resumes should indicate the category(s) that the staff person has expertise in.

Name	Title/Position	Category(s) of Experience (relate to Table 1)

3. RESUMES

Respondent is to **provide Personnel Resumes** for each Key Personnel and include as an Attachment to this Submission

- Maximum 2 pages each resume
- Maximum of 6 resumes per category; include categories of expertise and potential roles they may play such as project manager, designer, etc.

Resumes attached: Yes ☐

4. EXAMPLES OF SUCCESSFUL PROJECTS

Provide examples of relevant work for each category being applied for:

(Note that it is not necessary to demonstrate expertise in all aspects of a category to be selected for the shortlist for that category.)

CATEGORY (Refer to Section 2 – Categories of Work – e.g. “Category 1, Land Use and Density Review, Category 2, Architectural and Economic Feasibility, etc.)	
Project Title and Year	
Project budget	
Project owner/client	
Consulting services budget	
Provide a brief description of the Project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person (client)	
Telephone and email of reference person	

***The Maximum number of examples to be provided is as follows:**

Category 1, maximum of 4 examples.

Category 2, maximum of 4 examples.

Category 3, maximum of 4 examples.

5. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET

1.	Briefly describe how your company will complete assignments on time and within budget?
2.	In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed in Section 3? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	What were the reasons for the delay?
4.	How did your firm make attempts to mitigate the issue?
5.	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 4 of the Submission Form? Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	What were the reasons for increasing the budget?
7.	How did your firm attempt to mitigate the issue?

6. SUB-CONSULTANTS

The Respondent proposes to use the following sub-consultant(s) within the categories stated:

Sub-consultant	Category	Brief reason as to why the sub-consultant is on your team.

7. SUSTAINABLE BENEFITS

Briefly describe how your firm will incorporate sustainability into design that produce cost effective solutions and the firm's social, economic and environmental initiatives, innovations, and practices and how those would benefit the City:

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8. VALUE ADDED BENEFITS

Provide information on what makes your firm innovative and how creativity will be incorporated in providing options, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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9. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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10. ADDENDA

We acknowledge receipt of the following Addenda related to this RFIQ and have incorporated the information received in preparing this Submission:

Addendum No.	Date Issued

11. AUTHORIZATION

The Respondent states that the signature below is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFIQ, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFIQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	

- End of Submission Form -