

## City of Coquitlam

Request for Information and Qualifications  
RFIQ No. 19-08-03

## Consulting Services for Robinson Memorial Park Cemetery

Issue Date: September 16, 2019

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## **SUBMISSION FORM**

### SUMMARY OF KEY INFORMATION

<b>RFIQ Reference</b>	RFIQ No. 19-08-03 Consulting Services to develop improvements and expansion to Robinson Memorial Park Cemetery
<b>Overview of the Opportunity</b>	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide consulting services related to <b>develop improvements and expansion to Robinson Memorial Park Cemetery.</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Tuesday, October 15th, 2019</b>
<b>Instructions for Submission</b>	Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li>1. <b>In the "Subject Field" enter:</b> RFIQ Number and Name</li> <li>2. <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> Phone 604-927-3060 should assistance be required.
<b>Obtaining RFIQ Documents</b>	RFIQ Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Instructions to Respondents</b>	The guidelines for participation that will apply to this RFIQ are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> 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 (RFIQ) to select professional, qualified and licensed consulting firms to provide consulting services to develop detailed design for improvements and expansion of Robinson Memorial Park Cemetery.

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.

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

### 1.2. Purpose

The City of Coquitlam operates one cemetery, Robinson Memorial Park Cemetery. The entire cemetery is 3.4 hectares (8.5 acres), with 2.8 hectares (7 acres) developed for interment services and the remaining 0.6 hectares (1.5 acres) is undeveloped. Based on the current footprint of the cemetery, the inventory of full burial sites will be depleted in the next 10-15 years.

On March 4, 2019 Council repealed the Robinson Memorial Forest Bylaw 3102 and also approved the Cemetery Services Plan to expand the green burials to the north end of the cemetery. A vegetated buffer will remain along the north and west edge of the site to allow for a visual screen.

This expansion will occur in three (3) phases; the first phase is to be completed in 2020, the second phase is to be completed in 2023, and the third phase in 2030.

This RFIQ will establish a Consultant for Phase I of the expansion to Robinson Memorial Park Cemetery.

### 1.3. Eligibility

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

- .1 Enter into the Cities 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 The consultant shall be a member in good standing with a professional discipline relating directly to the *Service* being provided, for example: British Columbia Society of Landscape Architects (BCSLA).
- .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.

## **2. CATEGORIES OF WORK**

### **2.1. Cemetery Review and Enhancement Strategies**

The primary task of the Consultant is to develop detailed design for the Phase 1 expansion of Robinson Memorial Cemetery. The successful consultant will lead and otherwise be responsible for all elements of the project, including project report, reporting at key milestones, timely communications with the City's Project Team on emerging project issues, and maintaining complete documentation (i.e. notes, minutes, presentations) from internal and external meetings. The consultant will provide expert analysis and recommendations that will be used by the City to improve the layout and operation of the Cemetery over the first phase, and support all recommendations with analysis, research, benchmarks, best practices information, budget costs and implementation advice, as well as oversee construction.

The Consultant will be required to work with Cities appointed Project Manager and to meet regularly with a staff working group as well as consult with external organizations and the public as appropriate.

### 3. EVALUATION AND SELECTION

#### 3.1. RFIQ Evaluation Criteria

**Each Respondent shall only provide the City with one submission.** 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**
- 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 (notwithstanding 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) – **15 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](mailto:bid@coquitlam.ca).

The City makes no representation of any kind as to the size of the 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 a period of up to 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. 19-08-03**

**Consulting Services for Robinson Memorial Park Cemetery**

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

**Tuesday, October 15th, 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](http://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. 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).

Name	Title/Position	Category(s) of Experience

**2. 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 ☐

### 3. EXAMPLES OF SUCCESSFUL PROJECTS

**Provide examples of relevant work:**

Examples of Work	
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	

**\*Maximum four (4) examples to be provided.**

**4. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET**

<b>1.</b>	Briefly describe how your company will complete assignments on time and within budget?
<b>2.</b>	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"/>
<b>2a.</b>	What were the reasons for the delay? 
<b>2b.</b>	How did your firm make attempts to mitigate the issue? 
<b>3.</b>	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 3 of the Submission Form? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>4.</b>	What were the reasons for increasing the budget? 
<b>5.</b>	How did your firm attempt to mitigate the issue? 

**5. 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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**6. 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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**7. 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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**8. 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

## 9. 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.

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

- End of Submission Form -