

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 19-10-01

Architectural Services
for Expedited Development Plans
- Triplex & Fourplex Projects

Issue Date: October 15, 2019

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[SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 19-10-01 Architectural Services for Expedited Development Plans - Triplex and Fourplex Projects
Overview of the Opportunity	The purpose of this RFIQ is to receive submissions that identify interested and qualified professionals to undertake Standard Plans for Triplex and Fourplex Projects that would be owned by the City and made available to prospective applicants in the City of Coquitlam’s Housing Choices areas.
Closing Date and Time	2:00 pm local time Thursday, November 7, 2019
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 qfile.coquitlam.ca/bid <ol style="list-style-type: none"> In the “Subject Field” enter: RFIQ Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) Phone 604-927-3060 should assistance be required.
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities Printing of RFIQ documents is the sole responsibility of the Respondents.
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City’s website: Instructions to Respondents
Questions	Questions are to be submitted in writing quoting the RFIQ number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Respondents are required 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Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 Request for Information and Qualifications, the following terms will have the meaning set out below:

“City” means the 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 Information and Qualifications and all associated documentation, which also includes mutually agreed revisions and submission of a subsequent Proposal. Both “Consultant” and “Respondent” are complementary in terms of duties, obligations and responsibilities contemplated at the RFIQ stage, through evaluation process, execution and performance of the services and works.

“Contract” means City Purchase Contract or Purchase Order (PO) incorporating the information contained in this RFIQ, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the response, addenda, subsequent negotiations, submission accepted, clarifications, correspondence, the totality of which will constitute the Contract.

“Preferred Respondent” means the Respondent selected by the Evaluation Committee to enter into negotiations for a Contract.

“RFIQ” “Request for Information and Qualifications” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Information and Qualifications.

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

“Services” means and includes anything and everything required to be done by the Respondent described in this RFIQ.

“Submission” means information and qualifications submitted for evaluation in response to this RFIQ.

1 **INSTRUCTIONS TO RESPONDENTS**

1.1 Purpose

The City of Coquitlam (“City”) requests submissions from professional, qualified and experienced firms to support the selection of *one or more* Consultants to provide **Architectural Services for Expedited Development Plans - Triplex and Fourplex Projects**. The standard plans would be prepared for the City’s ownership and distribution to prospective applicants in areas of Southwest Coquitlam that are designated for “Neighbourhood Attached Residential” in the Official Community Plan (see [Attachment 1](#)). The standard plans would have the level of detail to be considered a complete Infill Residential Development Permit submission with added documentation to demonstrate how the plans are able to meet BC Building Code requirements.

1.2 Background Information

In July 2019 the City of Coquitlam implemented changes to the existing Housing Choices Program, which provides for small-scale, ground-oriented infill housing options in several neighbourhoods of Southwest Coquitlam. These Housing Choices areas represent approximately 1,700 parcels with the land use designation “Neighbourhood Attached Residential” in the Official Community Plan. The housing options permitted under the Housing Choices Program include carriage houses, garden cottages, narrow-lot single family subdivisions, duplexes, triplexes, fourplexes, and multiplexes (see [Attachment 2](#)). The goal of these updates was to ‘level the playing field’ between the construction of larger detached single-family and smaller attached infill projects, by increasing and diversifying the types of Housing Choices applications while also streamlining their approvals process and continuing to ensure neighbourhood fit.

Eight options were developed to improve the Housing Choices Program (see Table 1), and seven of these were adopted into bylaw in July 2019 (see [Attachment 3](#)). Option 8, the development of standard site and building plans for triplex and fourplex projects, was left as an implementation action. This RFIQ seeks consultant assistance in the development of these plans.

Table 1: Potential Options to Improve the Housing Choices Program

GOAL	POTENTIAL OPTIONS
Increase & Diversify Housing Choices Applications	1. Reduce minimum lot dimensions
	2. Limit single-family house size
	3. Encourage attached units
	4. ‘Rightsize’ parking requirements
Streamline Approvals & Ensure Neighbourhood Fit	5. Introduce ‘flexible’ zoning (revised RT-1)
	6. Develop new ‘multiplex’ zone (revised RT-3)
	7. ‘Prezone’ (RS Zone to revised RT-1 Zone)
	8. Develop expedited ‘standard’ plans

1.3 Objective

Triplex and fourplex development applications present more site and design complexities than single family and duplex development. The majority of past triplex and fourplex applicants under the Housing Choices Program have been single-family developers, builders, and designers. Given their lack of experience with this relatively-higher density infill housing type, they have typically required additional staff direction and support to successfully complete these projects.

In response, and as part of the implementation of recent updates to the Housing Choices Program, the City is moving forward with a process to secure and implement a system for standard development permit ready site and building plans for triplex and fourplex projects on typical lots in Housing Choices areas. The level of detail for these plans must meet the submission requirements for a complete Infill Residential Development Permit application. This package would include but not be limited to a coloured 3d rendering, site plan, parking plan, landscaping plan, garbage and recycling plan, project statistics, floor plans, coloured building elevations and exterior material options.

The standard plans would also include BC Building Code guidance and plan notations to support future applicants in the preparation of complete building permit drawings. Future applicants would be responsible to hire a professional to finalize the building permit package based on the standard plans, including any added information or clarifications to address unique site specific conditions.

1.4 Policy and Regulatory Context

The two keys documents to inform the design of the standard plans are the Infill Residential Development Permit Guidelines, the RT-1: Infill Residential zone, and the RT-3 Multiplex zone. (see [Attachment 4](#), [Attachment 5](#), and [Attachment 6](#)).

In July 2019 there was a comprehensive update to the Housing Choices Infill Residential Development Permit Guidelines and the RT-1 zone to regulate new triplex and fourplex development. The updated guidelines cover various topics such as good neighbour design, vehicle access and parking, garbage and recycling, building design, and landscaping. The standard plans should demonstrate consistency with these guidelines; however, the Consultant may recommend amendments or additions to the guidelines as needed to rationalize various components of the standard plans.

The RT-1 zone provides the development regulations related to triplex and fourplex development. To build a triplex, a minimum lot area of 740 m² (7965 ft²) and a minimum lot width of 20 m (66 ft) is required. To build a fourplex, a minimum lot area of 650 m² (6996 ft²) and a minimum lot width of 18.5 m (61 ft) is required. For both housing types, the maximum density is 0.75 FAR and 2 parking spaces per unit are required, with the option for 100% of the parking to be tandem stalls.

The typical lot characteristics for triplex and fourplex development under the RT-1 zone are further summarized below.

Table 2: Potential Options to Improve the Housing Choices Program

Min. Lot Area	Min. Lot Width	Housing Option	Max. Density (FAR)	Zone	Rezoning Required	Subdivision Required*	Development Permit (DP) Required
650 m ² (6997 ft ²)	18.5 m (61 ft)	Triplex	0.75	RT-1	✗	✗	✓
740 m ² (7966 ft ²)	20 m (67 ft)	Fourplex	0.75	RT-1	✗	✗	✓

*A subdivision could be required depending on the specific site

1.5 Objectives for Standard Plans

The objectives for the standard triplex and fourplex plans are as follows:

- Support an expedited approvals process for triplex and fourplex applications utilizing standard plans;
- Lower the initial design costs for triplex and fourplex applicants;
- Improve the overall urban design and architecture of these projects;
- Require these housing types be provided in an attached forms;
- Provide quality site designs that consider both site and building design;
- Improved livability of unit layouts; and,
- Clarify key building and fire code requirements.

1.6 Key Documents:

Respondents can access the following attachments to this RFIQ online using the hyperlinks below:

- [Attachment 1 - Housing Choices Areas Map](#)
- [Attachment 2 - Housing Choices Summary Guide](#)
- [Attachment 3 - June 17, 2019 Report To Council “Proposed Bylaw Amendments to Implement the Housing Choices Review”](#)
- [Attachment 4 - Residential Infill Development Permit Area Guidelines](#)
- [Attachment 5 - New RT-1: Infill Residential Zone](#)
- [Attachment 6 – New RT-3: Multiplex Zone](#)

1.7 Respondent’s Experience and Qualifications

The Respondent’s team is to have demonstrated skills, knowledge and expertise in the following fields to complete this assignment:

- Architectural, building, landscaping and site planning;
- Infill project design and development;
- Rezoning and development permit requirements; and,
- BC Building Code requirements.

The Respondent's lead consultant should have architectural work as a core component of their business, and be able to provide leadership to and management of the Consultant team through experience, local knowledge, innovation in design and a philosophy that is compatible with the City's vision for the delivery of standard building plans for triplex and fourplex projects.

1.8 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Submission and realize the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Respondent who assumes responsibility for the Submission as well as for the professional standards, actions and performance for all Respondents, if awarded the work.

1.9 Submission

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

1.10 Evaluation Committee

The evaluation of Submissions will be undertaken on behalf of the City by an 'Evaluation Committee' appointed by the City.

1.11 Evaluation Criteria

Submissions will be evaluated to determine the Respondent which is most qualified and advantageous to the City, using the following criteria:

Project Team, Qualifications, Experience and References – 50 Points

- Project Team and Roles - description and role of Consultant team members and sub-Consultants; Experience and Qualifications of the team members relevant to this project;
- Demonstrated Experience and References - examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;
- References and Experience - demonstrated performance on similar projects including successfully working with the City, if applicable.

Technical - Methodology, Schedule and Project Understanding – 30 points

- Methodology – Project delivery, workplan, budget control, quality assurance and control measures;
- Schedule and Milestones - Availability and time schedule, including breakdown of tasks necessary to complete the project;
- Project Understanding - Project objectives, outcomes and vision: major issues and opportunities presented.

Value Added Benefits – 20 points

- Value Added Benefits – Innovation, competitive advantage, and what other services your firm provides.
- Sustainable Benefits – Environmental, social, economic, financial, ethical and community initiatives, innovations, and practices and how those would benefit the City.

1.12 Selection Process

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Respondent with respect to any Submission, and the Evaluation Committee may make such requests to only selected Respondents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Submission. Submissions will be compared to select one that is most advantageous.

The Evaluation Committee, may, at its sole discretion, request interviews with the highest ranked Respondent(s) to present their Submission. Information obtained from interviews will be scored to complete the evaluation if meeting with more than one Respondent.

The City reserves the right to accept or reject any or all Submissions or cancel the RFIQ. Submissions will be analyzed to determine best overall value to the City.

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

1.13 Notification of Award

The City will notify the successful Respondent (the “Consultant”) in writing of its decision to award the project by issue of a City Purchase Order (PO) that will incorporate this RFIQ documentation including all addenda issued, and the accepted Submission.

1.14 Eligibility

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

- a) Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's Certificate of Insurance - [Certificate of Insurance – Consultant Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept the City's Standard Terms and Conditions – Consulting and Professional Services posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) **Transfer ownership and rights of use** for all materials and intellectual property the Consultant creates to the City that was created as a result of the Services provided by the Consultant.

1.15 Negotiation

The City may issue a subsequent Request for Proposals (RFP) to the highest ranked Respondent(s) to submit a fee proposal based on the terms of reference provided.

The City will, prior to award, negotiate the final detailed Scope of Services, including price and sub-consultants with one or more Respondents, proposing the “best value” without having any duty to advise any other Respondent or to allow them to vary their Submission as a result of changes.

The City will finalize the detailed scope of services and price with the successful Respondent(s) and may enter into a changed or different scope of services with the Respondent(s) proposing “Best value”, without liability to Respondents that are not awarded a contract.

1.16 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 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions

Work awarded as a result of this RFIQ process will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFIQ.

The City's [Standard Terms and Conditions - Consulting and Professional Services](#) will apply to this Contract as a result of this RFIQ and are published on the City's website.

The City's [Standard Terms and Conditions - Consulting and Professional Services](#), the accepted Submission, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3 SCOPE OF SERVICES

The Services consist of the provision of **Architectural Services for Expedited Development Plans - Triplex and Fourplex Projects** and include, but not limited to the following:

3.1 Number of Standard Plans

A primary reason to release an RFIQ first is to garner further information from interested professionals regarding the budget to complete between 4 and 8 standards plans, with the final number determined based on resourcing and Council support. A key benefit of increasing the number of standard plans is to provide the applicants with more housing options, which will also result in a more interesting and diversified urban design and streetscape in these neighbourhoods.

The number of standard triplex plans versus fourplex plans should be proportionate to the percentage of lots that qualify for each housing type in Housing Choices area. Of the approximately 1,700 lots in Housing Choices areas, approximately 41% of lots meet the minimum dimensions to be eligible for a fourplex and an additional 26% would qualify for a triplex.

Using the rationale outlined above, we ask that the submission provide a budget and resourcing breakdown of the project under two scenarios:

1. 4 standard plans (3 fourplex designs and 1 triplex design)
2. 8 standard plans (5 fourplex designs and 3 triplex designs)

3.2 Lot Types Analysis

Each standard set of plans may include several technical variations to address the most common site conditions in the Housing Choices area. For example, standard plan #1 would be designed for a typical lot size and slope profile. Ideally, the standard designs could be designed to have some flexibility or adaptability to slight variations in slope. A review and analysis of typical lot types and slopes in Housing Choices areas will be required as part of this scope of work (e.g., most common lot sizes, lot widths, lot depths, slopes, lane or street access, etc.).

3.3 Standard Plans Package

Each set of standard plans would include a series of architectural and landscape drawings that would form a complete Infill Residential Development Permit submission. This package would include but not be limited to a coloured 3d rendering, site plan, parking plan, landscaping plan, garbage and recycling plan, project statistics, floor plans, coloured building elevations and exterior material options. The Consultant may add further insight into options to provide flexibility in the final design and finish; for example, rather than prescribing the specific exterior materials for each building elevation, there could be a list of supportable materials that applicants can select from (e.g. wood, stone, hardie-board etc). There may also be the ability to use the same floor

plan, building footprint, and general building massing but with variations in the exterior character and architectural style (e.g. Craftsmen, West Coast Modern, Contemporary). The architectural drawings would closely follow the Residential Infill Development Permit Area Guidelines and comply with the Zoning Bylaw (in particular the RT-1: Infill Residential Zone).

3.4 BC Building Code Guidance

The standard plans would also include BC Building Code guidance and plan notations to support future applicants in the preparation of complete building permit drawings. Future applicants would be responsible to hire a professional to finalize the building permit package based on the standard plans, including any added information or clarifications to address unique site specific conditions.

3.5 Proposed Application Process

The development review of standard plans is intended to follow one of two streams:

Stream #1 – Standard Plan without any changes

For plans that use standard plans, the submission could be expedited with a combined review of Development Permit and Building Permit applications. Subject to ensuring full BC Building Code compliance, Development Services and the Building Division would release permits in a timely manner based on the design meeting a standard development permit design review.

Stream #2 – Standard Plan with interior changes

Standard plans with customization to the interior floor plans (but not the building footprint issues impacting building code such as fire walls) could still be eligible for an expedited Development Permit; however, the interior changes would trigger a full review by the Building Division. It is the expectation that these building permits be issued quicker than custom homes, but not as quickly as a standards plans without significant changes.

The Consultant team would be expected to review and propose application processes to incorporate standard plans, based on the initial streams outlined above. For example, the Consultant's input on the level of detail that standard plans should reach, including up to a level of building permit ready drawings, would be valuable in determining the final scope.

3.6 Recommendations and Strategic Directions

The Consultant team may make additional recommendations regarding new or amended policy and regulations to encourage higher-quality architecture, more affordable housing project, improved livability, or a wider take-up of the standard triplex and fourplex applications. This could include additional or amended Residential

Infill Development Permit Area Guidelines and Zoning Bylaw provisions. One example of a potential amendment to facilitate standard plans would be the allowance for some basement storage space that is exempt from the allowable gross floor area of the project.

3.7 Illustrative sketches for the Infill Residential Development Permit Guidelines

The Consultant would be expected to prepare 5-10 graphics or sketches to help illustrate key principles for inclusion in the Residential Infill Development Permit Area Guidelines. These graphics would help demonstrate some of the more important guidelines from an urban design and site planning perspective, which would also be reflected in the standards plans (see [Attachment 4](#)).

3.8 Consultant's Personnel

The Respondent's team is to have demonstrated skills, knowledge and expertise in the following fields to complete this assignment:

- Architectural, building, landscaping and site planning;
- Infill project design and development;
- Rezoning and development permit requirements; and,
- BC Building Code requirements.

The Respondent's lead consultant should have architectural work as a core component of their business, and be able to provide leadership to and management of the Consultant team through experience, local knowledge, innovation in design and a philosophy that is compatible with the City's vision for the delivery of standard standard building plans for triplex and fourplex projects.

3.9 Project Organization and Management

The Consultant will work with City Planning and Development staff and with other City Departments, including possible in-person update meetings as required.

Planning and Development will determine a lead contact for the standard triplex and fourplex plans. The lead contact will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant work collaboratively with the Project Manager 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

Manager on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

3.10 Documents and Drawings

The Consultant will provide original documents and drawings, and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of AutoCAD, Creative Suite, MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

3.11 Reference Materials

Respondents should identify any relevant documents or data that would contribute to achieving the objectives. If such data requires any original research, the Respondent should identify any costs as a separate item for consideration by the City.

Information that will be made available to the Consultant includes:

- Map of Housing Choices areas (i.e., designated "Neighbourhood-Attached Residential" in the Official Community Plan)
- Southwest Coquitlam Area Plan
- Austin Heights Neighbourhood Plan
- Burquitlam-Lougheed Neighbourhood Plan
- Maillardville Neighbourhood Plan
- Zoning Bylaw
- Residential Infill Development Permit Guidelines
- GIS data and materials
- Road design and servicing requirements

The Consultant will work with the City to gather any additional information required to complete the Plan.

3.12 Hours of Effort - Assigned Personnel

Respondents are to include in the Submission Form the Hours of Effort for two different scenarios:

1. Preparation of four unique standard plans; and
2. Preparation of eight unique standard plans.

The two different scenarios (4 or 8 standard plans) will be reviewed by staff, and potentially Council, prior to determining which option is preferred. These numbers are for budgetary purposes.

Submissions should include the level of effort by each team member, including hourly rates and total lump sum fee. 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 Work as outlined in this RFIQ.

The Respondent is to include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.

The Respondent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the Submission.

The 'Consulting Services Fee Total' will form the budget for the full scope of work, including all details and deliverables specified in this RFIQ.



City of Coquitlam
REQUEST FOR INFORMATION AND QUALIFICATIONS
RFIQ No. 19-10-01

**Architectural Services for Expedited Development Plans - Triplex
and Fourplex Projects**

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

Thursday, November 7, 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 to allow ample time to complete the Submission process. If assistance is required phone 604-927-3060.

Submission Form

Complete and return this Submission Form:

Submitted by: _____
(company name)

SUBMISSION

- **Attach pages as needed referencing the numbering format listed and organized as below.**
-

1.0 Budget

Respondents should provide a high-level cost estimate and resourcing breakdown of the project under two scenarios:

Scenario 1 - 4 standard plans (3 fourplex designs and 1 triplex design)

Scenario 2 - 8 standard plans (5 fourplex designs and 3 triplex designs)

Scenario	Cost Estimate	Resource Breakdown
1		
2		

2.0 Respondents Understanding of the Requirements

2.1 Provide a brief description outlining a comprehensive understanding of the project:

- .1 objectives, scope, and outcome
- .2 issues and opportunities
- .3 level of involvement required, and
- .4 intended deliverables

3.0 Project Team

- 3.1 Identify Prime Consultant and sub-consultant key personnel directly assigned to the Project including roles and responsibilities.
- 3.2 The personnel assigned to this project, as outlined in the submission, shall remain in-place for the duration of the contract, unless prior written notification is provided.
- 3.3 Attach resumes including qualifications no longer than two pages.

4.0 Methodology

- 4.1 Describe the framework of how to deliver the most efficient, effective and thorough work plan based upon own proven performance and time tested practices.
- 4.2 Describe ability to complete projects within approved budget.
- 4.3 Describe quality assurance and quality control methods for design and construction phases.

5.0 Sustainable Benefits

Respondents shall propose sustainability incentives that produce cost effective solutions. Describe how the design services would be of direct benefit to the City (environmental, economic, financial, ethical, community).

6.0 Value Added Benefits

Respondents shall propose innovative and creative solutions, and describe what other services your firm provides that would be of direct benefit to this project.

7.0 Conflict of Interest

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

8.0 Corporate Experience and References

Contracts indicated below should demonstrate proven track record on recent projects performed by the Prime Respondent and sub-consultants, with references similar in size, scope and complexity.

Upon submitting a response, Respondents authorize the City to verify information provided. Information obtained from references will not be disclosed or discussed with any Respondents.

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Team Members Involved on this Project	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Team Members Involved on this Project	

Corporate Experience and References (con't)

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Team Members Involved on this Project	

9.0 Addenda

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

Addendum No.	Date Issued

10.0 Authorization

We hereby submit our Qualifications for the services described in this RFIQ and confirm that information contained in this submission is accurate, and that the signature(s) below are those of duly authorized officer(s) of the prime respondent having the authority necessary to bind their company to statements made.

If the Respondent is a partnership or joint venture, then the person signing should represent the **Prime Respondent** leading the partnership and have authority to sign on behalf of the partnership.

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:	

For the purpose of this RFIQ, electronic signatures will be accepted.