

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 24-051

Consulting Services for
Engineering Infrastructure
Design and Studies

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KEY DATES

RFIQ Issue Date	Tuesday, May 14, 2024
Deadline for Questions	2:00 PM (local time) Monday, May 27, 2024
Deadline for Issuing Addenda	Wednesday, May 29, 2024
Submission Deadline	2:00 PM (local time) Tuesday, June 4, 2024

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 24-051 Consulting Services for Engineering Infrastructure Design and Studies
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide consulting services related to Engineering Infrastructure Design and Studies .
Instructions for Proposal Submission	<p>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</p> <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.) <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>
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/BidOpportunities
Questions	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: bid@coquitlam.ca
Instructions to Proponents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

"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. Acknowledgement

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

1.2. 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 **Engineering Infrastructure Design and Studies**.

The City is seeking dynamic and creative engineering 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 Services as described in this RFIQ. The selected consulting firms will assist the City in achieving various initiatives such as our Environmental Sustainability Plan, utility infrastructure planning, and the updated Strategic Transportation Plan.

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

1.3. Purpose

The City intends to create a short list of professional consulting firms for each category listed below, for a term of three 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** – Transportation Design (conceptual, preliminary, functional, and detailed design).
- **Category 2** – Transportation Studies and Modelling (e.g. parking, TDM, and traffic modelling).
- **Category 3** – Utility Design, Studies, and Modelling.
- **Category 4** – Environmental
- **Category 5** – Road Safety

1.4. Category Descriptions

The Category Descriptions are outlined in [Appendix A – Category Descriptions](#).

1.5. Eligibility

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

- .1 Enter into a standard [MMCD Client Consultant Agreement](#) (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, for example, the Association of Consulting Engineering Companies British Columbia (ACEC-BC).
- .4 Accept the City's [Standard Terms and Conditions - Consulting and Professional Services](#)
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License. More information is 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.

1.6. 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. 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 (including proving a complete and concise submission). - **10 points**
- Demonstrated presence of local team, knowledge of the local context, experience and qualifications of the project team, including sub-consultants, who will carry out the projects – **15 points**
- Demonstrated success of the project team with projects in the categories (showing innovative and cost effective engineering designs), as described in [Appendix A – Category Descriptions](#). – **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– **5 points**
- References – success on previous, relevant, and recent (finished in the last three years) municipal projects. This should include past performance working on City of Coquitlam projects, if that has happened in recent years. (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. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

3. 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](#)

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 when 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.

4. SHORTLIST FOR PROJECTS

The City intends to refer to the shortlist for each Category for a period of three (3) years or until such a time as the City releases a new RFIQ. The City may request proposals from those companies on the shortlist at any time. Typically, as assignments arise, one of the Consultants on the shortlist will be asked to provide a proposal for engineering 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 that one or more of the shortlisted companies in a category have either:

1. not performed well, and as a result have been removed from the shortlist, or
2. do not have resources available that are suited to an assignment,
The City reserves the right to add one or more of the next, 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. The City may add or remove companies from the shortlist 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.

APPENDIX A - CATEGORY DESCRIPTIONS

Category 1 – Transportation Design (conceptual, preliminary, functional, and detailed design).

- Design of transportation projects with elements such as:
 - Geometric street design (new or retrofit).
 - Active transportation accommodation (accessibility, sidewalks, micromobility lanes (protected bike lanes), multi-use pathways, and neighbourhood bikeways).
 - Traffic signals, pedestrian flashing beacons and street lighting installations.
 - Streetscape and curbside design including enhanced pedestrian realm, parking, electrification of parking, street trees, micromobility parking and corner bulges.
 - Boulevard and median landscaping.
 - Structural elements (inspections and retrofits of existing bridges, retaining walls, etc. and design of new structures).
 - Other street related infrastructure.
- Utility relocations and upgrades (storm, sanitary, and water) needed as part of roadwork.
- Environmental mitigation plans and monitoring related to the road project.
- Geotechnical analysis and design (including slope stability).
- Pavement design – rehabilitation and new pavement, including geotechnical design.
- Public engagement capabilities including sub-consulting team.

These projects typically have a budget (for consulting services) of between \$50,000 and \$200,000.

Category 2 - Transportation Studies & Modelling (e.g. parking, TDM, and traffic modelling)

- Multimodal Transportation Planning/Engineering (for citywide, neighbourhood and corridor planning).
- Development and assessment of infrastructure options (e.g. multiple account evaluations).
- Development of engagement materials (e.g. renderings, visualizations, roll-plots).
- Transportation demand management studies or strategies.
- Transit studies or strategies.
- E-Mobility studies or strategies.
- Parking and curbside management surveys and studies.
- Travel demand forecasting.
- Traffic micro-simulation modeling.
- Business case development.
- Input into grant/funding applications.
- Data Collection and Analytics.
- Wayfinding.

These projects typically have a budget (for consulting services) of between \$50,000 and \$200,000.

Category 3 – Utility Design, Studies, and Modelling.

- Conceptual, preliminary and detailed design of water, sanitary, and drainage replacement and upgrade projects.
- Hydraulic assessment of water, sanitary, and drainage systems.
- Pavement and traffic operations asset analysis, inspection, and modelling.
- Asset management strategies including replacement/rehabilitation modelling, levels of service, lifecycle costing, and risk modelling.
- Utility planning studies including watershed management plans.
- Creek and dike inspection, hydrological modelling, and conceptual design.
- In addition to the above, these assignments may also include the design of:
 - Water quality ponds.
 - Water reservoirs.
 - Creek improvements.
 - Flood protection including dikes.
 - Pressure reducing valve chambers.
 - Corrosion protection.
 - Sanitary force mains.
 - Culverts.
 - Trenchless design and construction.
 - Pipe bridges.
 - Pump station designs.
 - Erosion protection works.
 - Slope stability designs.
 - Other utility related infrastructure.
 - Environmental and geotechnical engineering as needed as part of the utility project.

These planning assignments typically have a budget (for consulting services) of between \$50,000 and \$200,000.

Category 4 –Environmental

- Environmental Studies, Monitoring and Reporting such as:
 - Environmental data (e.g. temperature, audio, light, and water quality).
 - Urban wildlife and biodiversity.
 - Residential, commercial, industrial and institutional water conservation and water use audits.
 - Erosion and sediment control.
 - Watercourses and riparian areas.
 - Solid waste, recycling and organics.
- Environmental Planning such as:

- Research and literature reviews.
 - Management planning and strategy development.
 - Program/policy review and development.
 - Sustainability planning.
- Climate Action and Greenhouse Gas (GHG) Emissions analysis and studies such as:
- Low carbon resilience planning.
 - Climate modelling.
 - Greenhouse gas (GHG) emissions mitigation.
 - Climate risk assessments.
 - Climate adaptation and resilience.
 - Corporate energy and emissions studies.
 - Detailed project design.
 - Feasibility studies.
 - Business case development.
 - Energy and water audits.
 - Pilot projects.

These projects typically have a budget (for consulting services) of between \$5,000 and \$200,000.

Category 5 – Road Safety

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- Road safety studies or strategies:
 - Road Safety Audits.
 - In-service road safety review.
 - Crash analysis and traffic safety studies.
 - Safe Routes to Schools Assessments

These projects typically have a budget (for consulting services) of between \$5,000 and \$200,000.



**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 24-051**

**Consulting Services for
Engineering Infrastructure Design and Studies**

Proposals will be received as per date and time in [Key Dates Section](#)

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 604-927-3037.

SUBMISSION FORM

Complete and return this section including Resumes

Submitted by: _____
(Company Name)

1. CATEGORIES OF WORK – TABLE 1

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

Applying for Shortlist:			
	Category	Yes	No
1.	Transportation Design		
2.	Transportation Studies and Modelling		
3.	Utility Design, Studies and Modelling		
4.	Environmental		
5.	Road Safety		

2. KEY PERSONNEL

In the table below, list the person who would most likely be the team lead for the assignment in the particular category and some of the key staff who would be on that team. (Add rows as needed, with a maximum of six rows per category). Indicate the location each staff member is typically based (city, province). Please include resumes as an Attachment to this Submission Form to a maximum of 3 pages per resume and a maximum of 6 resumes per Category. Resumes should indicate the category(s) that the staff person has expertise in.

Name	Title/Position	Location	Category #	Subject matter expert/roll (see examples below)
			1	Team lead/Project manager
			1	Lead design engineer
			1	Design engineer
			1	Etc. (maximum of 6 staff per category)
			2	Project manager
			2	Active Transportation / Transit Planner
			3	Team Lead (hydraulic assessment)

3. EXAMPLES OF RECENT SUCCESSFUL PROJECTS

Provide examples* 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 shortlisted.

Project Title and Year	
Category of work (see Appendix A – Category Descriptions)	
Project budget	
Project owner/client	
Original Consulting services budget	
Final Consulting Services Costs	
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 is as follows:**

Category 1, maximum of 4 examples.

Category 2, maximum of 4 examples.

Category 3, maximum of 4 examples.

Category 4, maximum of 4 examples.

Category 5, maximum of 4 examples.

4. 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.	<p>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?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
3.	If there was a delay, what were the reasons for the delay?
4.	If there was a delay, how did your firm make attempts to mitigate the delay?
5.	<p>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?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
6.	If yes, what were the reasons for increasing the budget?
7.	If yes, how did your firm attempt to mitigate the delay?

5. SUB-CONSULTANTS

Sub-consultant	Category (1, 2, 3, 4, or 5)	Brief reason as to why the sub-consultant is on your team.

6. 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:

7. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the standard [MMCD Client Consultant Agreement](#) and the City's [Standard Terms and Conditions - Consulting and Professional Services](#)

I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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:

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:

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. RESUMES

- **Attach Personnel Resumes**
 - Maximum 3 pages each and a maximum of 6 resumes per category; indicate the category or categories of work (as described in Appendix A) that the person would work on.

12. AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Contact Person: 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:	

The signature above 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.

- End of Submission Form -