

City of Coquitlam

Request for Information and  
Qualification

RFIQ No. 24-052

Consulting Services for  
Annual Cycling/Micromobility  
Education and Promotion

## TABLE OF CONTENTS

<b>KEY DATES.....</b>	<b>3</b>
<b>SUMMARY OF KEY INFORMATION .....</b>	<b>3</b>
<b>1 INSTRUCTIONS TO RESPONDENTS .....</b>	<b>5</b>
1.1 Acknowledgement .....	5
1.2 Introduction .....	5
1.3 Purpose .....	5
1.4 Instructions to Respondents.....	5
1.5 Eligibility .....	6
1.6 Litigation.....	6
<b>2 SELECTION PROCESS .....</b>	<b>6</b>
2.1 Process.....	6
2.2 Evaluation Criteria .....	6

## [SUBMISSION FORM](#)

**KEY DATES**

<b>RFIQ Issue Date</b>	<b>Monday, June 3, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Thursday, June 20, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Friday, June 21, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Tuesday, June 25, 2024</b>

**SUMMARY OF KEY INFORMATION**

<b>RFIQ Reference</b>	<b>RFIQ No. 24-052 Annual Cycling/Micromobility Education and Promotion</b>
<b>Overview of the Opportunity</b>	The purpose of this RFIQ is to select professional, qualified and experienced consulting firm(s) to provide <b>Annual Cycling/Micromobility Education and Promotion</b> .
<b>Instructions for Proposal Submission</b>	<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: <a href="https://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>1. In the "Subject Field" enter:</b> RFIQ Number and Name</li> <li><b>2. 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. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFIQ Documents</b>	RFIQ 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> Printing of RFIQ documents is the sole responsibility of the Proponents.
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFIQ name and number.
<b>Instructions to Proponents</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>Withdrawal of Submission</b>	Submissions 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 at next stage</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**

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 INSTRUCTIONS TO RESPONDENTS

### 1.1 Acknowledgement

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

### 1.2 Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications (“RFIQ”) to select professional, qualified and experienced consulting firms to provide consulting services related to **Annual Cycling/Micromobility Education and Promotion**. The objective is to increase the uptake of cycling/micromobility in our community and improve cycling/micromobility safety through initiatives related to education, outreach and encouragement.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a submission.

### 1.3 Purpose

The City of Coquitlam has identified a goal for 50% sustainable mode share (walking, cycling/micromobility and transit) by 2050 through its Strategic Transportation Plan process that is currently underway. This goal requires overall private vehicle trips to remain at roughly the same level as today, i.e. new additional trips from future growth will need to mostly come from sustainable transportation, especially in transit-oriented areas.

The City of Coquitlam requires a Consultant with Education and Encouragement qualifications to provide initiatives that promote uptake of cycling/micromobility within the community to help build a culture of sustainable transportation to advance the City towards this goal. Example of activities include:

- youth education
- adult education
- safety skills education
- encouragement events
- bike and micromobility parking consultation

### 1.4 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located at the following link: [Instructions to Respondents](#).

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.

By submitting a response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

### 1.5 Eligibility

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

- a) Accept the City's [Standard Terms and Conditions – Consulting and Professional Services](#) which is posted on the City's website
- b) Professional Errors and Omissions Liability and Commercial General Liability as outline on the [City's Certificate of Insurance - Consultant Form](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [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 the 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 SELECTION PROCESS**

### 2.1 Process

The City will review the Submissions and rank them based on the evaluation criteria stated in this RFIQ. 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 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 City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

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

### 2.2 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

**Lower scores** may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Each Respondent shall only provide the City with one submission. The strength of the submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

The evaluation criteria are as follows:

Criteria	Points
Compliance with the requirements of this RFIQ.	10
Experience and qualifications of the project team who will carry out the projects	30
Completion of similar, relevant assignments with other municipal clients on time and within budget	30
Sustainability – Social, economic, reconciliation and environmental initiatives.	5
Value added Benefits: Innovative and Creative solutions (not withstanding that innovation will also be valuable in many of the other categories).	5
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)	20
<b>TOTAL</b>	<b>100</b>

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.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

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





City of Coquitlam

## SUBMISSION FORM

**RFIQ No. 24-052**

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

### **INSTRUCTIONS FOR 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](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 604-927-3037.

<b>Legal Name of Respondent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## DEPARTURES AND AWARD

**a) CONTRACT** (applicable at next stage) - 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 RFIQ 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 Respondent 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>WCB</b> - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iii. <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):**

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**d) CORPORATE** - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, etc.):

ii. Respondent is to describe the firm including the size, range of activities, etc. Particular emphasis should be given as to how the firm-wide experience and expertise is to be brought to bear on the proposed work.

iii. Respondent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFIQ :

iv. Respondent is to state if the Respondent has a national, local or regional presence. Please include the office address of where the work will be performed:

**e) KEY PERSONNEL** – Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval.

	<b>Name</b>	<b>Title/Position</b>	<b>Experience And Qualifications</b>	<b>Years With Your Co. And Location Of Employee</b>
i.				
ii.				
iii.				
iv.				
v.				

(use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume)

**f) REFERENCES** – Respondent 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

**Reference No. 1**

<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**

<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. 3**

<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:

<b>g)</b> 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
<b>h)</b> What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
<b>i)</b> 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:
<b>j)</b> What policies does your organization have to support reconciliation with indigenous peoples:

**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission in response to the RFIQ.
2. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City’s **Appendix A Consulting and Professional Services Agreement** and will accept the City’s Contract as defined within this RFIQ document.
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

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

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

<b>Name of Respondent</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.