

City of Coquitlam

Request for Proposals

RFP No. 24-072

Streetscape Enhancement Design and
Build Services

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APPENDIX A – Project Sites

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Wednesday, August 7, 2024
Deadline for Questions	2:00 PM (local time) Friday, August 16, 2024
Deadline for Issuing Addenda	Monday, August 19, 2024
Submission Deadline	2:00 PM (local time) Wednesday, August 28, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-072 Streetscape Enhancement Design and Build Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Streetscape Enhancement Design and Build Services .
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files and "Send Files" (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 RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City of Coquitlam;

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and Works.

“Price” means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

“Project Manager” means the City staff member appointed to coordinate the Work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the Work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1. INSTRUCTIONS TO PROPONENTS

1.1. Acknowledgement

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

1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of **Streetscape Enhancement Design and Build Services**.

1.3. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4. Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.6. Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically

consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission.

1.7. 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".

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Sustainable Benefits and Social Responsibility	10
Technical	45
Financial	25
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References and previous work examples
- Staff qualifications and experience
- Sub-contractors
- Project plan and completion date
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Concept conveys artful, creative streetscape elements
- Ability of proposal to meet project objectives
- Methodology, set-up and execution of the Work

- Quality Assurance and Safety
- Risk factors
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date

Financial

- Price

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

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 Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

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

1.8. Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations

- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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

1.9. Project Plan and Completion Date

The City intends for the Services to be substantially completed by **April 15, 2025**.

Proponents must submit a project plan detailing their approach to completing the Work on time or ahead of completion date. Specify the anticipated completion date and describe measures to ensure adherence to this schedule.

2. GENERAL CONDITIONS OF CONTRACT

2.1. Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

3. SCOPE OF SERVICES

3.1. Background

The City Of Coquitlam is requesting proposals for fees related to designing, fabricating, and installing artistic street furnishings at **two locations** as detailed by **Appendix A – Project Sites**. Although design concepts are outlined, the City encourages innovative solutions and welcomes potentially more appropriate concepts and ideas suitable for their intended use.

3.2. Project Objectives

The objective of the Services is to enhance the public realm with artful, vibrant, and creative elements that promote place-making and activate the built environment. The Services shall provide one or more streetscape elements, which may include benches, tables, patios, shades and shelters, planters, murals, paving patterns and markings.

3.3. Design Intent

The street furnishing elements should reflect an interesting concept or idea, ideally drawing inspiration from neighbourhood character and other thoughtful urban design considerations. Additionally, the street furnishing elements should be practical in serving their inherent purpose (e.g. a bench should appeal to the general public as seating).

3.4. Budget

The City Of Coquitlam has received funding to deliver a wide range of public open space improvements. The approximate pool of funding available for each site is:

Project Site	Budget Upset Limit
Hobbis and Clarke	\$175,000
The High Street	\$75,000

The provided budget is based on a high level estimated level of investment required to meet the project objectives. However, recognizing that unique ideas and creative solutions require varying levels of resources, the specific budget including allocation for each site is open for discussion.

3.5. Scope

The Services shall include, but not be limited to:

- Design Work required to deliver drawings and specifications, including but not limited to concept development, site visits to verify conditions and measurements, computer-aided design (CAD) and related modelling, quantity take-offs, budget preparations, and any engineering services if required;
- Supply, fabrication, delivery and installation of all related elements and,
- Submission of project close-out submittals, including a maintenance manual that provides information required for the City to operate and maintain the completed deliverables (design drawings, specifications, product sheets, etc.).

The street furnishing elements should aim for high performance in areas such as:

- Material selection: Use of durable, weather-resistant materials that enhance aesthetic appeal and long term asset performance;
- Functionality: Design appeals to its intended use, incorporating considerations like economics and comfort;
- Design and Creativity: Use of form, patterns, textures and other design elements to create visual interest and to communicate a story;
- Integration: complementary to the built environment and immediate context; and,
- Sustainability: environmentally conscious materials and methods.

3.6. Hours of Work

Unless otherwise advised the Contractor shall carry out the Work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for Work outside of normal Working hours. The Contractor shall be responsible for obtaining any such permits.

3.7. Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.

3.8. Protection of Public and Property

The Contractor shall take adequate measures to protect the public and property from injury, damage, or other loss resulting from the performance of the Services. The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

3.9. Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services if required for the Services. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

3.10. Cleaning

The Contractor shall remove all excess materials, staining and debris from the site at the end of each day and after completion of the Services. Prior to acceptance, the Work shall be left in a like-new condition ready for use by the City.

3.11. Holdbacks

Payments will be subject to 10% Holdbacks. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Project Manager.

3.12. Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-072

Streetscape Enhancement Design and Build Services

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

INSTRUCTIONS FOR PROPOSAL 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

1. In the "Subject Field" enter: RFP Number and Name

2. Add files and "Send Files"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Standard 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 RFP 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 Proponent 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. WCB - 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. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):	
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:	
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:	
iv. Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:	
v. Previous Works: Submit digital images of prior projects that are similar in scope or complexity to the proposed services. You may provide up to five (5) images; no additional works will be accepted. The maximum file size for each image is 2 MB. Attached:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

b) REFERENCES – Proponent 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 pages, if necessary):

Reference No. 1	
Project Title	
Description of Work	
Start and End Date	
Contract Value at Award	
Contract Value at Completion	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Project Title	
Description of Work	
Start and End Date	
Contract Value at Award	
Contract Value at Completion	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Project Title	
Description of Work	
Start and End Date	
Contract Value at Award	
Contract Value at Completion	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City's written approval. (use the spaces provided and attach additional pages if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

Sub-Contractor No. 1

Legal Name	
Trade/Services Performed	
Background & Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2

Legal Name	
Trade/Services Performed	
Background & Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3

Legal Name	
Trade/Services Performed	
Background & Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) PROJECT PLAN and COMPLETION DATE

Proponent is to provide a narrative that illustrates how the Proponent will complete the scope of Services & Work, manage the Services & Work, and accomplish required objectives within the City's schedule. Proponent's plan should identify proposed resources and anticipated deliverables for each of the following project phases. Plan should briefly describe the project management procedure, methods and any technology based tools used to document, monitor and control scope, schedule, budget and quality of work and include a brief narrative approach to the following: project objectives, design intent, artistic elements, character and aesthetic, communication, cost control, scheduling (use the spaces provided and/or attach additional pages, if necessary):

Hobbis and Clarke	
Phase	Plan
Concept and Design	
Fabrication	
Installation	
Date completed	
The High Street	
Phase	Plan
Concept and Design	
Fabrication	
Installation	
Date completed	

f) HEALTH AND SAFETY

I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

3. **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:

4. TECHNICAL

a) APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.	
I. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the Services; as well as the staging, access, and disposal. Include safety and pedestrian control measures if expected.	
II. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.	
III. Safety - Proponent is to state how they will address safety on the Work site.	
IV. Concept Design – Provide a concept proposal for each site using digital images, renderings, models or digital diagrams to describe the intended use of the available space and street furnishing elements to be included. Attached:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
Site 1. Hobbis and Clarke			
i.	Concept and Design Development	Lump Sum	\$
ii.	Fabrication	Lump Sum	\$
iii.	Installation	Lump Sum	\$
iv.	Other not Listed:	Lump Sum	\$
v.	Other not Listed:	Lump Sum	\$
Site 2. The High Street			
vi.	Concept and Design Development	Lump Sum	\$
vii.	Fabrication	Lump Sum	\$
viii.	Installation	Lump Sum	\$
ix.	Other not Listed:	Lump Sum	\$
x.	Other not Listed:	Lump Sum	\$
Grand Total			\$

Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#), and will accept the City's Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

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

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.