

City of Coquitlam

Request for Proposals

RFP No. 24-108

Investment Attraction Microsite

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## [PROPOSAL SUBMISSION FORM](#)

### KEY DATES

<b>RFP Issue Date</b>	<b>Friday, November 29, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Tuesday, December 17, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Thursday, December 12, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Friday, December 20, 2024</b>

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 24-108</b> <b>Investment Attraction Microsite</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to select professional, qualified and experienced firms to provide <b>Investment Attraction Microsite</b> Services.
<b>Instructions for Proposal Submission</b>	<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: <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files and "Send Files"</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.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP 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></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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 hə́hǵəmínə́h (HUN-kuh-MEE-num) word kwikwə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

### **1.2. Purpose**

The City of Coquitlam (‘City’) is requesting Proposals from professional, experienced and qualified firms to develop and implement a new Economic Development microsite that includes a visually appealing design that aligns with Coquitlam’s competitive identity and incorporates aspects of the City’s corporate brand.

The City is seeking a firm with a strong background and proven track record in microsite development, economic development and Foreign Direct Investment (FDI) that is able to develop a strategic approach across the microsite that will educate, attract and drive action. The new brand and microsite should make Coquitlam stand out as a unique destination of choice for investment among other Canadian cities doing similar work in the Investment Attraction space.

The successful Proponent will be responsible for research, design, development, deployment and post-deployment updates of the new site. Work will be done in collaboration with the City’s Information Technology Division and Communications and Civic Engagement Division.

The Proposal should deliver a microsite concept that incorporates strong visual elements that reflect the City’s existing brand while also integrating new elements that position Coquitlam’s as an investment destination.

### **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".

#### **Mandatory Requirements (Pass/Fail)**

- Proponent must agree to the City's **APPENDIX A – PRIVACY PROTECTION SCHEDULE**
- Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (**APPENDIX B – PRIVACY IMPACT ASSESSMENT TEMPLATE**), or cooperate with the development of one with the City.
- Proponent must provide security information necessary for the City to conduct a Security Threat and Risk Assessment (STRA) of the software.

Proponents who pass the Mandatory Criteria will then be evaluated as follows:

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30

Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
<b>Total</b>	<b>100</b>

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

**Corporate**

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members;
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

**Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

**Technical**

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Availability and time schedule;

**Financial**

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST);

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.

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

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 Insurance Form - Consultant](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

**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. Qualifications:

Preference will be given to Proponents that have:

- I. Created a comparable microsite with the purpose of driving FDI to a municipality
- II. Created award-winning microsites



- III. Conceptualized an overall theme for the microsite in terms of branding invest into Coquitlam.

#### 1.10. Schedule

Proponent is responsible for their availability and ability to meet the schedule and completion date with a written acknowledgement given the Consultant's existing workload and future commitments. If the Proponent cannot meet the completion dates for the work this should be clearly identified on the work plan schedule in the Proposal submission

MILESTONES	DATE
Project Initiation Meeting	January 2025
Draft design of microsite with functionality demonstration	January 2025
Draft 2 design of microsite with functionality demonstration	February 2025
Economic Development Microsite Migration	March 2025
Delivery of Microsite	March 31, 2025

#### 1.11. Budget

The City has allocated \$70,000 for the successful completion of the Services, excluding GST. This budget is subject to change based on the received Proposals and any potential value-added or optional components they may include. With a grant of \$35,00.00 from Canexport the City will be matching that contribution

## 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. Introduction

The City of Coquitlam is the 2<sup>nd</sup> fastest growing City in the Greater Vancouver Region attracting world class talent and businesses alike to its diverse and growing business community. Flanked by its extraordinary natural features on one side and an emerging commercial hub on the other, Coquitlam is the perfect intersection for where people want to live, play and do business. As the city emerges to become a regional

metropolitan centre north of the Fraser River, more businesses from across Canada and around the world will look to Coquitlam as a destination to set up a North American presence.

To that end, the City is seeking to create a stand-alone economic development microsite that will assist companies and investors researching or planning to conduct businesses in Coquitlam, as well as inform businesses already operating within the City seeking to expand their presence. The new microsite will enhance the online experience for investors by providing a more dynamic, intuitive, functional and responsive interface. Emphasis should be on engaging, interactive components that highlight Coquitlam's opportunity areas and business advantages and should incorporate:

- **Responsive and Intuitive Design:** Ensure the microsite offers a dynamic, intuitive, and user-friendly experience with responsive design across all devices.
- **Clear and Concise Value Proposition:** Provide an engaging, interactive platform that educates regional and international investors about Coquitlam's geographical strengths, business advantages, and unique attributes within the Greater Vancouver area.
- **Intuitive Engagement Functions:** Allows prospective investors an easy way to engage directly with Economic Development staff, ecosystem partners and business ambassadors.

The microsite development and implementation project will also include a refreshed Invest Coquitlam brand that communicates Coquitlam's competitive strengths for investment attraction.

### 3.2. Background

The Coquitlam Economic Development Strategy (EDS) alongside a Strategic Investment Plan identifies the need for updated promotional materials and a microsite as a tool to attract Foreign Direct Investment. In January 2024, the City was awarded matching funds through the CanExport Community Investments Program from Global Affairs Canada to develop a microsite to drive FDI into Coquitlam. In order to draw the right type of investments suited for Coquitlam's business climate, the microsite will need to:

- I. Creating an (accessible), informative and intuitive investor engagement experience – Coquitlam operates in a competitive global landscape and therefore aspires to set a new benchmark in Municipal FDI attraction tools and materials developed. The focus for this microsite is on providing investors with relevant information for investment into the community.
- II. Microsite will focus on educating investor's on Coquitlam's geographical strength in Canada, Provincial and Federal incentives as well as highlighting the competitive advantage in the Greater Vancouver region: Coquitlam's identity, advantages, information and facilitation gap that currently marks its investment attraction capabilities.

- III. Serving as a platform that connects – Coquitlam’s unique approach is to focus on its priority sectors, but also on the interconnections across those sectors that enable value chain optimization and strategic collaboration opportunities. This microsite will actively attract and connect various stakeholders and investors across these sectors, developing greater cross linkages
- IV. Utilize local business successes through case studies as a beacon to attract value and supply chain partners within key industries as well as encouraging cluster formation

### 3.3. Scope of Services

#### a) Functional Requirements

##### I. Microsite Design and User Experience

- Visual and Brand Identity: Develop a visually appealing design that aligns with Coquitlam’s competitive identity and incorporates aspects of the City’s corporate brand.
- Investor-Centric Navigation: Design a layout that guides users to critical investment information, featuring Canada’s strong business presence as a G7 nation, geographical strengths, and business advantages.
- Interactive Components: Integrate interactive elements that improve user engagement, such as sector-specific information, interactive maps, data visualizations, and tools for exploring Coquitlam’s investment opportunities where applicable.

##### II. Functional Capabilities

- Content Management: Build on a externally-hosted platform, providing a secure and easy-to-maintain system for City staff to manage and update content.
- Responsive Design: Ensure full mobile responsiveness to accommodate all user devices, including desktops, tablets, and smartphones.
- Multimedia Integration: Include multimedia features like video, image galleries, and embedded social media to create a richer online experience.
- Analytics and Tracking: Implement analytics tools to track user interactions, demographics, and engagement patterns for future data-driven improvements.
- Search Tool: to search by topic for relevant topics
- Subscriptions: The ability for microsite users to subscribe to content through e-mail

##### III. Investor-Focused Content Development

- Sector Highlights and Competitive Advantage: Develop content that emphasizes Coquitlam’s strategic advantages within the

Greater Vancouver region, supported by economic data and relevant case studies.

- Local Success Stories: Showcase local business successes to illustrate the city's supportive environment for investment, highlighting opportunities for partnerships within key industries.
- Investment Facilitation Information: Provide essential resources to guide investors through municipal, provincial, and federal processes, with an emphasis on Coquitlam's specific investment incentives and facilitation support.

IV. Compliance and Standards

- Privacy and Security: Adhere to municipal requirements for Information and Communications Technology (ICT), communications, privacy, and security standards to protect user data and ensure compliance with relevant regulations.
- Accessibility: Design the microsite to meet accessibility standards, ensuring inclusive access for all users.

V. Project Management and Reporting

- Timeline and Milestones: Develop a project timeline with specific milestones, including design reviews, content development stages, beta testing, and final launch.
- Deliverables: Provide regular updates to the City's Economic Development team, including reports on project progress, design prototypes, and final deliverables.
- Ongoing Annual Operating Cost Breakdown: For hosting, supporting, subscription and/or maintenance fees.
- Internal Engagements: As part of the project timeline, establish internal engagement sessions with ICT, communications, privacy, legal and any other relevant departments for feedback and a plan for feedback implementation.
- Post-Launch Support: Offer training for City staff on microsite management and post-launch support for troubleshooting and updates.

VI. Additional Value-Added Services

- Search Engine Optimization (SEO): Implement SEO best practices to improve the microsite's visibility in search engine rankings, attracting a global audience.
- Data-Driven Insights: Develop a plan for leveraging data collected from website analytics to refine and enhance the microsite's content and design based on user feedback and engagement patterns.

b) Duties and Deliverables

Include but not limited to:

- I. Meet with the Project Steering Committee and selected staff.
- II. Design an intuitive, easy to navigate Invest Coquitlam website
- III. Build the site around a concept or theme that can be used to promote Coquitlam's competitive advantage to attract FDI
- IV. Supply all required components and licenses
- V. Migration of data from existing websites
- VI. Test and implement the new site, workflow and security
- VII. Configuration and staff training
- VIII. Subsequent support and maintenance
- IX. Work with Coquitlam's ICT team where applicable, to ensure the City's technical standards are met.
- X. Adhere to the City's visual identity and graphic standards.

### 3.4. Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia.

### 3.5. Security and Confidentiality

The Contractor will be required to complete and submit the City's Non-Disclosure Agreement.

### 3.6. Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a **Schedule of Effort and Fees**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required. The fee schedule should show the maximum limits that the Team will not exceed unless the City's Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP.
- b) The Proponent shall include in the fee schedule all sub-contractor fees and all Team disbursements.
- c) The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The successful Proponent will not be able to claim any additional cost as a result of changes to the Schedule or order of works. This condition shall be in effect for the duration of the project.

The Services Price Total will form the budget for the full scope of the Services, including all details and deliverables specified in this RFP.

The Price total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Proponent to complete the

Project to the City's standards in accordance with the work schedule provided in this RFP.

3.7. Reference Materials

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

The Proponent will work with the City to gather any additional information required to complete the Services.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 24-108

### Investment Attraction Microsite

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP.

#### **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](http://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.

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

## 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)

**a) 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.  
**These items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

**I. WCB.** Upon Request will you be able to provide WCB - WorkSafeBC coverage in good standing and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

**II. Insurance.** Upon Request will you be able to provide **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](#):

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	

**III. Business License.** Upon Request will you be able to provide A City of Coquitlam or Tri Cities Intermunicipal [Business License](#) for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
If Proponent has stated NO, explain.	



## 2. **MANDATORY REQUIREMENTS**

a) Proponents MUST provide the following Mandatory Requirements for their Proposals to be evaluated:

I. Privacy Protection Schedule (PPS)

Proponent MUST agree to the City's PPS.

☐ Yes

☐ No.

II. Privacy Impact Assessment (PIA)

Proponent must either provide a completed Privacy Impact Assessment (PIA) based on the Ministry Standard (Appendix B), or cooperate with the development of one with the City..

☐ Privacy Impact Assessment attached

☐ Agree to have one completed

### 3. CORPORATE

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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 to describe their capabilities, resources and capacities, related 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:

<b>b) REFERENCES</b> – 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	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 2	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

Reference No. 3	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**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/or attach additional pages, if necessary)

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

#### **4. 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:

## 5. TECHNICAL

<b>a) APPROACH and METHODOLOGY</b> - 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.
<b>I. Approach</b> - Proponent is to state how their organization will approach the Project and engage with the City to deliver the Services:
<b>II. Methodology</b> - State the methodology the Proponent will utilize to deliver the Services:
<b>III. Work Plan</b> - Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City's suggested Scope of Services:
<b>IV. Challenges</b> - Describe the challenges anticipated and how the Proponent intends to mitigate these.
<b>V. Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

<b>b) Proposed Work Schedule and Milestone Dates</b>	
The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:	
The Proponent is able to meet Proposed Work Schedule:	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>I. If NO</b> , please provide explanation and alternate schedule for consideration:	

## 6. FINANCIAL

**a) SCHEDULE OF FEES AND EFFORT** - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent's team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the 'Consulting Team' will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional "Optional Services" or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
Total					\$

**Attention Purchasing Manager:**

7. **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](http://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.
8. **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.
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.**

<b>Legal Name of Company</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.