

City of Coquitlam

Request for Information and Qualifications

RFIQ No. 25-100

Consulting Services

Disaster Risk Reduction Program - Stage 1

## TABLE OF CONTENTS

<b>1</b>	<b>KEY DATES.....</b>	<b>3</b>
<b>2</b>	<b>PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS &amp; CONDITIONS.....</b>	<b>3</b>
<b>3</b>	<b>DEFINITIONS .....</b>	<b>3</b>
<b>4</b>	<b>INTRODUCTION .....</b>	<b>4</b>
4.1	Acknowledgement .....	4
4.2	Purpose.....	4
4.3	Evaluation Criteria .....	5

## [SUBMISSION FORM](#)

**1 KEY DATES**

<b>RFIQ Issue Date</b>	<b>Tuesday, September 23, 2025</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFIQ name and number.	<b>2:00 PM (local time)</b> <b>Wednesday, October 15, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Monday, October 20, 2025</b>

**2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents

**3 DEFINITIONS**

**"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 Proponent"** means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

**"Proponent"** means responder to this Request for Information and Qualifications.

**"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.

## 4 INTRODUCTION

### 4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmínə́h (HUN-kuh-MEE-num) word kwíkʷə́lə̣m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə̣m traditional and ancestral lands, including those parts that were historically shared with the qíćə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The City is undertaking a two-stage process to identify Consultants capable of performing the services described in Stage 1 below. Proponents shortlisted from Stage 1 will be invited to participate in Stage 2, a Request for Proposals (RFP) process, where detailed Proposals will be requested for the services described therein.

#### Stage 1

The City is seeking Submissions from qualified firms to support the advancement of its **Disaster Risk Reduction Program – Stage 2**. The City recently completed a Hazard, Risk and Vulnerability Assessment which considered and ranked the 57 hazards as identified in the Provincial HRVA toolkit. The City is seeking a consultant to perform the service of analyzing one or more hazard(s) as part of the City's Disaster Risk Reduction Program. The Program focuses on reviewing existing measures to address the City's top hazards, identifying gaps, and recommending strategies to strengthen the City's resilience to the top hazards. This Program will act as a road map for short-, medium-, and long-term disaster risk reduction activities and emergency management planning, aligning with existing City initiatives and supporting a coordinated approach to reducing risk and community impacts.

The purpose of this RFIQ is to confirm the legitimacy, technical expertise, and qualifications of each Proponent to ensure alignment with the City's requirements and standards. This stage is designed to uphold the integrity of the procurement process and protect access to sensitive information.

Proponents who fail to submit **Stage 1 Submission Form** or do not meet the verification requirements outlined in this RFIQ Submission Form may be deemed ineligible to advance to stage 2.

Details pertaining to the RFP, including the hazard list, will be emailed directly to qualified Proponents approximately 4-5 weeks after the deadline for the submission of this **Submission Form** as stated in the Key Dates section of this RFIQ.

#### Stage 2

The preferred Proponents shortlisted in Stage 1 may be invited to participate in Stage 2, an invite-only Request for Proposals (RFP), where detailed information and financial pricing will be requested. As a condition to receiving the RFP documents, each shortlisted

Proponent shall be required to duly execute and return a **Non-Disclosure Agreement (NDA)** on the form provided by the City. The NDA will be issued directly to shortlisted Proponents, and the RFP documents will be released only upon receipt of the executed NDA.

All interested parties should recognize that participation in this RFIQ does not guarantee an invitation to Stage 2 or that an RFP will be issued. The City reserves the right to directly negotiate with one or more Proponents within two (2) years of Stage 1 completion. Evaluations will be confidential, and no totals or scores will be released. The City also reserves the right, at its sole discretion, to cancel this process at any time and for any reason.

#### 4.3 Evaluation Criteria

##### a) Instructions for Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

##### b) Submission Format and Content Authenticity

Lower scores may be assigned if Submission Forms:

###### I. Non-conforming

- Are not submitted in Microsoft Word format.
- Rely solely on references such as "see section X in the attached document" without providing summaries.

###### II. Authenticity and AI Generated Content

- The City preference is for Submissions to be original and directly aligned with the requirements outlined in this RFIQ. Submissions containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Submissions lacking sufficient detail and originality may result in a lower evaluation score.

##### c) Evaluation Criteria and Points Allocation

Each submission will be evaluated based on the following criteria:

<b>Submission Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Project Understanding</a>	15
<a href="#">Technical Expertise</a>	35
<a href="#">Project Team and Key Personnel</a>	20
<a href="#">Corporate Experience and References</a>	20
<a href="#">Value Add</a>	10

The criteria for evaluation of the Submissions 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 Submission;
- Technical Expertise - Demonstrated technical expertise of key personnel including bios or resumes for each team member or sub-Consultant. Submissions demonstrating extensive in-house technical expertise to address a wide range of hazards will be scored more highly, while sub-Consultant expertise will also be considered where effectively integrated into the team. Areas of technical expertise of interest include, but are not limited to: engineering, mapping/GIS, geoscience, environmental science, information technology, and data science/information management;
- Project Team and Key Personnel - Demonstrated experience of key personnel in municipal or broader public sector emergency management and disaster risk reduction, including clear roles and responsibilities and bios or resumes for each team member or sub-Consultant;
- Corporate Experience and References - Relevant experience with clients of similar size and complexity (e.g. cities, public sector). 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, any value added services and benefits that would be provided to the City.

#### **d) Submission Comparison**

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

#### **e) Additional Evaluation Considerations**

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 Submission and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Submission.

f) Submission Compliance and Rejection

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 Submission is received, the City may reject such and re-issue the RFIQ on a selected basis.

g) Disclosure of Information

Proponents agree the City may disclose names of Proponents, however, unevaluated results or scores will not be provided to any Proponents.



City of Coquitlam

## SUBMISSION FORM

RFIQ No. 25-100

### Disaster Risk Reduction Program - Stage 1

Submissions will be received as per the date and time specified in the [Key Dates Section](#) of the RFIQ

#### **INSTRUCTIONS FOR SUBMISSION**

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 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 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. 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. <b>Project Understanding</b> - Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
ii. <b>Technical Expertise</b> - Describe the Proponent's current capabilities, in-house technical expertise, and capacity to perform the Services, including clear roles and responsibilities and bios or resumes for each team member:
iii. <b>Project Team and Key Personnel</b> – Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure (organizational chart or reporting structure), emergency management and disaster risk reduction experience, and years in business:
iv. <b>Corporate Experience and References</b> - Provide a list of projects completed in the past five years or presently being performed with sufficient detail to allow the City to determine if the scope of such projects was similar to the Services:
v. <b>Value Added</b> Benefits to the City: Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

<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):	
<b>Reference No. 1</b>	
<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 and Email:
<b>Reference No. 2</b>	
<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 and Email:
<b>Reference No. 3</b>	
<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 and Email:

**c) KEY PERSONNEL** – Proponent 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. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

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

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

Sub-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Consultants No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

**Attention Purchasing Manager:**

2. **I/We, the undersigned duly authorized representative of the Proponent**, 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 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 Submission in response to the RFIQ.
3. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFIQ)
4. **I/We, acknowledge** receipt of the following Addenda related to this Request for Submissions 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 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.