



City of Coquitlam

Request for Proposals

RFP No. 26-052

Streetscape Enhancement Program

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Appendix A – Artist Agreement

PROPOSAL SUBMISSION FORM

1. KEY DATES

RFP Issue Date	Wednesday, January 28, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, February 23, 2026
Submission Deadline	2:00 PM (local time) Wednesday, February 25, 2026

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, RFIs, and RFQs 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

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- b) Enter into a Contract with the City using the Artist Agreement attached as Appendix A
- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) 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

3. DEFINITIONS

“Agreement” “Contract” means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“Artist(s)” mean those people or companies that the City has selected to provide professional services relating to the mural design and/or implementation identified in this RFP.

“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.

“Installation” means a 2 or 3-dimensional sculpture that is visible to the general public.

“Mural” means a painting on a wall surface that is visible to the general public.

“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.

4. INSTRUCTIONS TO PROPONENTS

4.1. Acknowledgement

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

4.2. Purpose

The purpose of this RFP is to select professional, qualified and experienced Artists to provide services related to Coquitlam’s **Streetscape Enhancement Program** on an as, if and when required.

The City intends to create a short list of professional Artists for a term of two years or until the City releases a new RFP. The Streetscape Enhancement Program is intended to beautify the City and enliven commercial areas to increase the appeal of Coquitlam for residents, businesses, and visitors.

The murals and installations need to be visually appealing, not promote any goods and services of any businesses, and shall not violate any federal, provincial, or local laws.

The artwork shall not convey partisan politics, negative imagery, religious, and/or sexual content.

The City makes no commitment to assign Work to any Artist selected through this RFP and does not guarantee any minimum volume, value, or duration of Work.

4.3. Award to Multiple Proponents

The City reserves the right, at its sole discretion, to award Work to one or more Proponents, including awarding separate projects, sites, or portions of the Work to different Proponents, where the City determines that doing so represents best overall value.

4.4. Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission.

4.5. Prices

No pricing is required to be submitted as part of this RFP. Proposals will be evaluated solely on non-financial criteria.

The City may request pricing from one or more shortlisted Artists for each project. Multiple prices received for a project will be evaluated on a per-project basis, taking into account scope, schedule, artistic fit, and overall value to the City. Submission of pricing does not obligate the City to proceed with any assignment.

When requested by the City, prices shall be all-inclusive and stated in Canadian funds. Prices shall remain **FIRM** for the completion of the Services associated with the applicable site-specific assignment.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, supplies, access equipment, lift rental, traffic control (if required), services, Canadian Customs import and export duties, freight, handling, insurance, and all other associated or related charges necessary for the commencement, performance, and completion of the Services as described in the site-specific request.

Pricing requested at the project level may be subject to budget limits established by the City for each assignment.

4.6. 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.

4.7. Evaluation Criteria

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal 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 Proposal 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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive content may receive a lower score.

- Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Criteria	Points
Demonstrated experience in mural or streetscape installation work, including technical lift experience	20
Ability to produce murals and installations that reflect community identity	20
Capacity to work with City staff, the community, and the hosting businesses	20
Demonstrated ability to complete assignments on time and within budget	20
Value added Benefits; Innovative and Creative solutions	10
References – success on previous, relevant, projects. (References may be contacted for shortlisted Proponents, at the City's discretion)	10

d) Proposal Comparison

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.

e) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

f) 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 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.

g) **Proposal Compliance and Rejection**

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

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.

h) **Disclosure of Information**

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

4.8. Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

5. SCOPE OF SERVICES

5.1. Scope of Work

The City is seeking qualified and experienced Artists to provide mural and streetscape enhancement services on an as, if, and when required basis as part of the Streetscape Enhancement Program.

Artists selected through this RFP may be invited to undertake individual assignments during the term, subject to site-specific requirements, funding availability, and program priorities.

a) **General Services**

When engaged by the City, the Artist may be required to provide some or all of the following services:

- Development of original mural or streetscape artwork suitable for public spaces
- Design concepts that reflect community identity, local context, and site-specific conditions
- Coordination with City staff, property owners, and hosting businesses
- Participation in community engagement or consultation activities, where required
- Preparation of final artwork designs for City approval prior to installation

- Installation of murals or artwork, including work at height and use of lifts or access equipment
- Compliance with all applicable safety requirements and site protocols
- Completion of Work within agreed timelines and approved budgets

b) Site Preparation and Installation

Depending on the location and scope of the assignment, the Artist may be required to:

- Assess site conditions and constraints
- Coordinate access requirements with property owners and the City
- Prepare surfaces for installation, including cleaning, priming, and sealing
- Supply all materials, equipment, and labour necessary to complete the Work
- Apply protective or anti-graffiti coatings, where required
- Restore the site to a clean and safe condition upon completion

c) Project-Specific Work Plans

For each assignment, the Artist will be required to develop a project-specific work plan in consultation with City staff and the property owner, which may include:

- Proposed artwork concept and approach
- Schedule and key milestones
- Installation methodology and access requirements
- Community engagement activities, if applicable
- Risk management and safety considerations

Work plans are subject to City review and approval prior to commencement of the Work.

d) Budget and Inclusions

Project budgets will be established on a site-specific basis by the City and may vary depending on size, materials, complexity, public engagement requirements, and site conditions.

Unless otherwise agreed in writing, the Artist's lump-sum price for an assignment is expected to include, but is not limited to:

- Artist fees
- Materials, paint, coatings, and consumables
- Lift or equipment rental
- Labour and assistants
- Permitting, where required
- Insurance
- Travel and mobilization
- Documentation or photography, if requested
- All applicable taxes, excluding GST

e) Roster and Call-Up Structure

The City intends to establish a shortlist of qualified Artists for a period of up to two (2) years, or until a new RFP is issued.

For individual projects, the City may:

- Invite one or more shortlisted Artists to submit a site-specific, lump-sum price
- Select an Artist based on best fit, availability, and project requirements
- Decide not to proceed with any assignment

Selection to the roster does not guarantee any volume, value, or continuity of Work.

f) Performance and Program Flexibility

The City will monitor Artist performance throughout the term.

The City reserves the right to:

- Remove an Artist from the roster due to unsatisfactory performance
- Add additional qualified Artists to the roster, as required
- Conduct a separate procurement process for projects requiring specialized skills or experience



City of Coquitlam

PROPOSAL SUBMISSION FORM

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Streetscape Enhancement Program

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

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 Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1.

DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Artist Agreement** (Attached as Appendix A) and would be prepared to enter into an agreement 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) STATEMENT OF INTENT – In 300 words or less, highlight your skillset, conceptual approach to the Work, and describe your interest in this opportunity:

(Large empty box for writing)

d) COMMUNITY – Proponent is to provide with a narrative on their connection to Coquitlam and how that would be reflected in any proposed artwork:

(Large empty box for writing)

e) EXPERIENCE - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Past Experience:

(Large empty box for writing)

ii. Capacity to work with City staff, the community, and hosting businesses:

(Large empty box for writing)

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iii. Briefly describe how you will complete assignments on time and within budget:	
iv. Value-added benefits, innovative and creative solutions that the Proponent can provide to the project:	
v. Proponent is to provide up to 10 digital images of relevant experience with murals or streetscape installations that reflect community identity on similar projects. Digital Images attached:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please explain	
vi. Proponent is to include a CV of all proposed artists, highlighting relevant experience on projects similar to or directly related to this project and propsoed theme. Resume/CV attached:	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please explain	

f) Examples OF SUCCESSFUL PROJECTS – Relevant projects as to what is being requested through this RFP completed by the Proponent in the past ten years.

a. Project Title and Year	
Project Value \$	
Project Schedule:	
Reference person (client)	
Telephone and email of reference person	

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b. Project Title and Year	
Project Value \$	
Project Schedule:	
Reference person (client)	
Telephone and email of reference person	

c. Project Title and Year	
Project Value \$	
Project Schedule:	
Reference person (client)	
Telephone and email of reference person	

Attention Purchasing Manager:

2. **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 requirements, 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.
3. **I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Artist agreement** attached as Appendix A and will accept the City's Contract as defined within this RFP document.
4. **I/We confirm** that, if I/we am/are selected as a roster 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.
5. **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.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1. _____
	2. _____
Print Name(s) and Position(s) of Authorized Signatory(ies)	1. _____
	2. _____