

City of Coquitlam

Request for Proposals

RFP No. 26-004

Traffic Management Services

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1. KEY DATES

RFP Issue Date	Tuesday, March 3, 2026
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Monday, March 30, 2026
Submission Deadline	2:00 PM (local time) Friday, April 3, 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, 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
- b) City Standard Terms and Conditions - Purchase of Goods and Services

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.

- 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) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) 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.
- g) Contact List of all staff that will be working with the City (Name/Safety Network Number/Expiry Date/Emergency contact)

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

“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

“Site” means the place or places where the Services are to be performed

“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 hən̓q̓əmi̓n̓əm (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 ʔíćə́y (kat-zee), and other Coast Salish Peoples.

4.2. Purpose

The City is seeking Proposals from qualified and experienced companies to provide **Flagging and Traffic Control Services** on an “as and when-required basis”.

4.3. Proposal Submission

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

4.4. Prices

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

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.

4.5. 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.

4.6. 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:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	15
Sustainable Benefits and Social Responsibility	10
Technical	45
Financial	30
Total	100

d) 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
- Organizational structure, staffing levels, and supervisory capacity
- Qualifications and experience of key personnel
- Ability to support City Work with adequate resources and administrative controls
- Value added benefits

- References
- Sub-contractors
- Equipment and inventory
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social responsibility practices, including workforce development and community impact

Technical

- Technical approach, methodology, and execution of the Work
- Training, onboarding, and supervision practices
- Availability and deployment readiness of personnel, vehicles, and equipment
- Ability to meet response times and service level requirements
- Quality assurance and safety procedures
- Continuous improvement and proactive adaptation to evolving safety and traffic control regulatory requirements
- Compliance with the stated specifications and requirements

Financial

- Price

e) 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.

f) 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.

g) 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.

h) Proposal Compliance and Rejection

The City reserves the right to reject Proposals submitted by Proponents that are related companies or under common ownership or control where the City determines that the Proposals do not represent independent competitive submissions.

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.

i) Disclosure of Information

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.

4.7. 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 Services

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for **Traffic Management Services**. The Contractor shall take full responsibility to ensure that all traffic and pedestrian control is carried out in accordance with the most recent edition of the Ministry of Transportation and Highways Traffic Control Manual for Work on Roadways and Part 18 of the Occupational Health and Safety Regulations for services performed on City roads and sidewalks.

The Contractor will provide “as, and when required,” Services for **Traffic Management Services** as stated within this RFP. Services include but not limited to:

- Job Site flagging and traffic zone setup
- Traffic Control Supervisors and Vehicles
- Lane closures and detours for vehicles, cyclists, and pedestrians
- Traffic management planning
- Emergency and after-hours response

- Special events and planned road closures
- Maintain a comprehensive training and on-boarding program for all staff
- Provide active supervision of staff in the field
 - Proponents must demonstrate adequate supervisory staffing, experience, and monitoring processes
- Maintain a structured process for staff progression, including:
 - Advancement to Traffic Control Person with Traffic Control Vehicle
 - Advancement to Supervisory roles
- Have access to modern traffic control equipment, including:
 - Automated flagging devices
 - Message boards
 - Speed reader boards
 - Traffic control vehicles
- Dispatch timelines for emergent and non-emergent work must be demonstrated
- Maintain clear communication with the City regarding staffing, safety updates, and administrative matters

5.2. Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on Site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur.

5.3. Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job Site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

5.4. Extra Work

The Contractor must receive written approval from the City prior to commencing any additional Works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional Services.

Any invoice encompassing extra Work or additional Work not previously approved in writing will not be accepted by the City.

5.5. 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. 26-004

Traffic Management Services

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 **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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)

1. 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. Provide an overview of the Proponent’s organizational background, including history, mission, vision, corporate structure, and years in business:
ii. Training and on-boarding requirements - The Contractor must maintain a comprehensive training and on-boarding program for all staff. Proponents must describe training programs, eligibility, delivery method, and mandatory requirements:
iii. The Proponent must demonstrate its ability to provide active supervision of staff in the field, including adequate supervisory staffing levels, relevant experience, and effective monitoring processes. Identify the number of Supervisors currently employed, their years of relevant supervisory experience, applicable certifications and training, and the processes used for field oversight and performance monitoring:
iv. Staff progression - The Proponent must demonstrate that it maintains a structured staff progression framework, including advancement to Traffic Control Person with Traffic Control Vehicle and supervisory roles. Describe the formal progression pathway, required qualifications, training and experience for advancement, the performance evaluation process, and typical progression timelines.
v. Equipment and technology - The Contractor must have access to modern traffic control equipment, including automated flagging devices, message boards, speed reader boards, and traffic control vehicles. Dispatch timelines for emergent and non-emergent work must be clearly defined:

vi. Communication and administration - The Contractor must maintain clear communication protocols with the City regarding staffing, pricing, safety updates, and administrative matters, including payroll and invoicing accuracy. Describe the process to support the requirements:

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

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

c) POST-AWARD REQUIREMENTS - Upon award, the Contractor will be required to provide a current staff contact and certification list and update the City within 24 hours of any staffing changes. Confirm you will comply:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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d) POST-AWARD REQUIREMENTS - Upon award, the Contractor will be required to provide each Truck's Inventory list to the City within 24 hours. Inventory is to include all signs and devices that will be utilized to provide services. Confirm you will comply:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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e) 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 and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:
Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

f) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes

No

II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

Yes

No

g) EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used at the Work Site must be clearly identified. Please list Proponent’s vehicles and equipment which is owned or leased and would be used in providing the Services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

Equipment (including power tools to be used)	Make / Model	Year

2. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

c) 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:

d) What policies does your organization have to support reconciliation with indigenous peoples:

e) In support of the City's Climate Adaptation Strategic Plan, describe how your firm's environmental policies will reduce risk and improve resilience in delivering Services:

3. TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and outline the Technical Approach to be used. Provide a brief description of the components required for the successful completion of the Work.

I. Delivery, Set-Up and Execution - Proposals should outline the plan for the delivery, set-up, and execution of the Work, including:

- The minimum notice required for any staff, devices, and other equipment to attend a City Work Site
- The process for managing emergency response, including after-hours and utility-related emergencies
- Procedures for shift duration management during emergency response situations
- Measures to monitor staff well-being and safety, particularly where personnel have been On-Site for extended periods (e.g., 12+ hours)

II. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed, including documentation standards, supervision structure, and performance monitoring processes:

Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate them. This should include:

- Emergency response risk management protocols
- Contingency planning for staffing shortages, equipment failure, and service disruptions
- Samples of existing paperwork, protocols, and management systems currently in use

Safety - State how safety will be addressed on the Work Site. Include:

- Safe Work Procedures
- Safety programs and protocols followed
- Fatigue management procedures for extended shifts

4. 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)
i.	Traffic Control Person – REG (8 hours)	Hour	\$
ii.	Traffic Control Person – OT (9 – 11 hours)	Hour	\$
iii.	Traffic Control Person – DT (12+ hours)	Hour	\$
iv.	Traffic Control Person – Night Shift	Hour	\$
v.	Traffic Control Person w/ TC vehicle – REG (8 hours)	Hour	\$
vi.	Traffic Control Person w/ TC vehicle – OT (9 – 11 hours)	Hour	\$
vii.	Traffic Control Person w/ TC vehicle – DT (12+ hours)	Hour	\$
viii.	Traffic Control Person w/TC vehicle – Night Shift	Hour	\$
ix.	Traffic Control Supervisor – REG (8 hours)	Hour	\$
x.	Traffic Control Supervisor – OT (9 – 11 hours)	Hour	\$
xi.	Traffic Control Supervisor – DT (12+ hours)	Hour	\$
xii.	Traffic Control Supervisor – Night Shift	Hour	\$
xiii.	Highway Traffic Control Vehicle w/TCP – REG (8 hours)	Hour	\$
xiv.	Highway Traffic Control vehicle w/TCP – OT	Hour	\$
xv.	Highway Traffic Control vehicle w/TCP – DT	Hour	\$
xvi.	Highway Traffic Control vehicle w/TCP – Night Shift	Hour	\$
xvii.	Automated Flagging Assistance Device (AFAD) w/ TCP	Day	\$
xviii.	Automated Flagging Assistance Device w/ TCP	Week	\$
xix.	Automated Flagging Assistance Device w/TCP	Month	\$
xx.	Dynamic Message Board (DMS)	Day	\$
xxi.	Dynamic Message Board	Week	\$
xxii.	Dynamic Message Board	Month	\$
xxiii.	Speed Reader Board	Day	\$
xxiv.	Speed Reader Board	Week	\$
xxv.	Speed Reader Board	Month	\$
xxvi.	Flashing Arrow Board Trailer	Day	\$
xxvii.	Flashing Arrow Board Trailer	Week	\$
xxviii.	Flashing Arrow Board Trailer	Month	\$
xxix.	Others not listed:		
xxx.			\$

Attention Purchasing Manager:

5. **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.
6. **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 **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of RFP) and will accept the City’s Contract as defined within this RFP document.
7. **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.
8. **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.