

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 21-019

Consulting Services
for Diversity, Equity and Inclusion
Initiatives

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SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 21-019 Consulting Services for Diversity, Equity and Inclusion Initiatives
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified and experienced consulting firm(s) to provide consulting services in relation to Diversity, Equity and Inclusion at the City .
Closing Date and Time	2:00 pm local time Tuesday March 2, 2021
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFIQ Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p>
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: bid@coquitlam.ca
Addenda	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“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 identified in this RFIQ.

“Preferred Respondent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Proponent” “Respondent” means an entity that submits a response to this RFIQ.

“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.

1 REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1 Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications (RFIQ) to select professional, qualified and experienced consulting firm(s) to provide consulting services to partner with the City in developing and implementing initiatives that support **Diversity, Equity and Inclusion**. The objective will be to advance equity and inclusion across the organization and in our community by developing and implementing a variety of equity-related strategies, policies, programs and initiatives.

This RFIQ is intended to invite qualified consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a submission.

1.2 Purpose

The City of Coquitlam values diversity, equity and inclusion throughout the organization. The City is committed to proactively identifying and addressing any systemic barriers in our business policies, practices, procedures, programs and services so that we can provide a supportive work environment, capitalize on the strengths and talents of our workforce, and represent the diverse community we serve.

1.3 Eligibility

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

1. Enter into the City's Contract for awarded projects
2. Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
3. Accept the City's [Standard Terms and Conditions – Consulting and Professional Services](#) which is posted on the City's website

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

Unevaluated results, unit prices, rates or scores will not be provided to any Respondents. Submissions will be evaluated according to the criteria stated and award made to the highest ranked respondent.

2 EVALUATION AND SELECTION

2.1 RFIQ Evaluation Criteria

Each Respondent shall only provide the City with one (1) Submission. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ. - **5 points**
- Experience and qualifications of the consultant team proposed – **20 points**
- Strength of sub-consultants – **10 points**
- Completion of similar, relevant assignments with other municipal clients on time and within budget. – **20 points**
- Sustainability – Social, economic, and environmental initiatives. – **5 points**
- Value added Benefits; Innovative and Creative solutions – **5 points**
- References – successful completion of similar, relevant assignments with other municipal clients. (References will only be contacted when the respondent has scored well in the preceding criteria) – **15 points**
- Interviews will be conducted with the highest ranked Respondent(s) – **20 points**

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria.

Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

2.2 Selection Process

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare Submissions to other Submissions and consider other criteria that may become evident during the evaluation process to obtain best value.

The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant: [Infraguide Selecting a Professional Consultant](#) .

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

2.3 Negotiation

The City will prior to award will negotiate the final detailed Scope of Services, including price and sub-consultants (if applicable) with one or more of the Respondents, proposing the “best value” without having any duty to advise any other Respondent or to allow them to vary their Submission as a result of changes.

The City will finalize the detailed scope of services and price with the successful Respondent and may enter into a changed or different scope of services with the Respondent proposing “best value”, without liability to Respondents that are not awarded the contract.



**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 21-019**

**Consulting Services for Diversity, Equity and Inclusion
Initiatives**

Submissions will be received on or before 2:00 pm local time

Tuesday, March 2, 2021
("Closing date and time")

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ Number and Name
- 2. Add files in .pdf format and "Send"**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

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

SUBMISSION FORM

Complete and return this section including Resumes

Submitted By: _____
(Company Name)

1. PROJECT TEAM / EXPERIENCE

List your firm's key personnel who would make up the team that would be working on the assignment along with their qualifications, experience and role in the project. (Add rows as required). **Please include resumes**

Name	Qualifications / Experience / Role

2. RESUMES

Respondent is to **provide Personnel Resumes** for each Key Personnel and include as an Attachment to this Submission

- Maximum 2 pages each resume

Resumes attached: Yes ☐

3. REFERENCES OF SIMILAR SUCCESSFUL PROJECTS

Provide two (2) references including organization, contact name and phone number for similar assignments that were successful.

Client	Assignment Details / Description

4. SUB-CONSULTANTS

The Respondent proposes to use the following sub-consultant(s) to supplement their team:

Sub-consultant	Brief reason as to why the sub-consultant is on your team.

5. SUSTAINABLE BENEFITS

Briefly describe your firm's social, economic and environmental initiatives, innovations, and practices and how those would benefit the City:

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6. SUSTAINABLE AND VALUE ADDED BENEFITS

Provide information on what makes your firm innovative and how creativity will be incorporated in providing options, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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7. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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8. ADDENDA

We acknowledge receipt of the following Addenda related to this RFIQ and have incorporated the information received in preparing this Submission:

Addendum No.	Date Issued

9. AUTHORIZATION

The Respondent states that the signature below is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFIQ, electronic signatures will be accepted.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFIQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	

- End of Submission Form -