

City of Coquitlam

Request for Proposals
RFP No. 21-023

Housing Needs Assessment

Issue Date: February 17, 2021

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-023 Housing Needs Assessment
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified and experienced firms to select a Consultant to complete a Housing Needs Assessment for the City of Coquitlam.
Closing Date and Time	2:00 pm local time Tuesday March 9, 2021
Instructions for Proposal Submission	Proposals 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 <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFP 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.) Phone 604-927-3037 should assistance be required.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: bid@coquitlam.ca
Addenda	Proponents are required 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Consulting and Professional Services (PDF) are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

The following words and terms, unless the context otherwise requires, in the Request for Proposal document shall have the meaning set out below.

“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” means City of Coquitlam.

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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 Consultant for delivery and acceptance of goods and Services.

“Project Manager” means the City staff member appointed by the City who will act on its behalf with respect to duties and authorities as outlined in this RFP.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings 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, deliverables and expectations as further described in this RFP, unless the context otherwise requires, the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant.

1 INTRODUCTION

1.1 Request for Proposals

The City is seeking Proposals from professional, qualified and experienced firms to select a Consultant to complete an assessment of Housing Needs for the City of Coquitlam.

1.2 Project Description

The City of Coquitlam intends to complete a Housing Needs Assessment in line with the parameters set out by the [Province of British Columbia](#). The Report will be key in helping to create a consistent data infrastructure to assist the City in determining current and projected housing needs and priorities. Moreover, the completed report will allow staff to update over time the Housing Affordability Strategy, current policies and projects, and inform future initiatives.

The Housing Needs Report will consist of both a quantitative analysis of the current housing situation in the City, as well as consulting with the local health authority, non-profits, developers, and the public to get a better understanding of the needs of residents, and to ensure equitable access to housing in the City.

City staff intend to report back to City Council with the Housing Needs Assessment and its findings in early 2022.

1.3 Community Context

Coquitlam is the largest of the Tri-Cities with approximately 150,000 residents. The Tri-Cities cover approximately 208 square kilometers and are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. This part of the region is expected to grow to approximately 359,000 by 2041. The Tri-Cities are experiencing tremendous change, not only in population growth but also in demographics, culture, and in specific neighborhoods.

1.4 Instructions for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.5 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Proposal and realize the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

1.6 Intellectual Property Rights

The Contract establishes the City as the owner of the "Instruments of Service" in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

2 PROJECT REQUIREMENTS

2.1 Consultant Prerequisites

The Consultant team to have demonstrated skills, knowledge and expertise in the following fields to complete this assignment:

- Data analysis,
- Community consultation and engagement with a variety of stakeholders, including vulnerable populations,
- Synthesis and report writing, and
- Training and capacity building.

3 SCOPE OF SERVICES

The successful Proponent (the “Consultant”) will complete a Housing Needs assessment and report to the City. The scope of Services will include the following:

3.1 Quantitative Research

Utilizing data provided by Metro Vancouver, the City of Coquitlam, and other sources if required, the Consultant is to provide an analysis of the City’s current and historical trends and needs across the housing spectrum.

3.2 Engagement

a) Plan and deliver a public engagement strategy to gather information on housing needs involving the following groups:

- public
- non-profits and service providers
- local Indigenous organizations
- Fraser Health
- the development industry
- vulnerable populations

The public engagement strategy should include, at minimum, the approach the successful Proponent will use to engage with public and housing stakeholders, along with the schedule and objectives of the consultation process for the Housing Needs Assessment;

- b) Meet with the City’s Community Planning Department to discuss findings and housing needs from a staff perspective; and,
- c) Provide opportunities to discuss the draft report with key, interested stakeholders.

3.3 Report – Housing Needs

- a) Utilize the information collected during the research and engagement stages to develop a Housing Needs Report that focuses on creating equitable access to housing in the community.
- b) Develop targets for the City including:
- i. number of units needed, by type (number of bedrooms), in 2025 and 2030:

- ii. number of units needed, by price, in 2025 and 2030;
 - iii. number of units needed, delineated by the housing spectrum, in 2025 and 2030;
 - iv. the number and percentage of households in core housing need; and,
 - v. statements about key areas of local need, including affordable housing, rental housing, special needs housing, seniors housing, family housing, and shelters and housing for people at risk of homelessness.
- c) Create a staff training module for City staff for capacity building and to use to make future updates to Housing Needs Reports as easy as possible. This shall include delivery of associated documentation, spreadsheets and data tools required for the City to update the data in five (5) year increments.

3.4 Deliverables and Responsibilities – Overview

The table below outlines the deliverables and responsibilities that will be expected of the various groups involved in development of the Housing Needs Report. Final deliverables and responsibilities will be agreed upon between the City and the Consultant.

Deliverable/Responsibility	City Staff	Consultant
Compile and Review Data	X	X
Develop Community Profile	X	X
Public Engagement Strategy	X	X
Public Engagement	X	X
City of Coquitlam Staff Engagement	X	X
Drafting Report		X
Review of Draft Report	X	
Draft Power Point Presentation	X	X
Finalize Housing Needs Report	X	X
Staff Training Module and Capacity Building		X

4 PROJECT ORGANIZATION AND MANAGEMENT

The Consultant will work with staff from the City, including possible in-person update meetings as required.

The City will determine a Project Manager for the Housing Needs Assessment. The Project Manager will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant work collaboratively with the Project Manager and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Manager on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

5 PROJECT SCHEDULE

5.1 Project Schedule

- a) The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm they will meet the City's expectations with a written acknowledgement of the ability to deliver the required Services to the City given the Proponents' existing workload and future commitments.
- b) Schedule Acknowledgements
 - i. Proponents should note that the Target Dates outlined in the **Proposed Work Schedule and Milestone Dates** table below are there as a guide for the seamless progression of the project through the Planning and Development phases, **but the Target Date set for Total Completion of this project is not a guide and must be adhered to and met.**
 - ii. The Proponents must meet the completion date for the 'Housing Needs Assessment Final Report of **February, 2022.**

PROPOSED WORK SCHEDULE AND MILESTONE DATES - HOSUING NEEDS ASSESSMENT		
<u>ITEM NO.</u>	<u>KEY MILESTONES</u>	<u>TARGET DATES*</u>
a)	Background Research	April 30, 2021
b)	Public Engagement Strategy	March 31, 2021
c)	Public Engagement	December, 2021
d)	Report Outlining Consultation and Engagement	December, 2021
e)	Final Report	February, 2022
f)	Staff Training Module and Capacity Building for Future Housing Needs Reports and Presentation	March/April, 2022

*Target Dates in Schedule are subject to adjustments at the sole discretion of the City.

5.2 Documents

- a) The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

5.3 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 upset limits that the Consulting 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 Consultant fees and all Consulting 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 Consultant 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 'Consulting 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 Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.

6 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.

Information that will be made available to the Consultant includes:

- Metro Vancouver Data Sets
- Official Community Plan - <https://www.coquitlam.ca/Citywide-Official-Community-Plan>
- City of Coquitlam Affordable Housing Strategy – <https://www.coquitlam.ca/Housing-Affordability>
- UBCM Housing Needs Report Program Guide
<https://www.ubcm.ca/assets/Funding~Programs/LGPS/HNR/housing-needs-report-nov2019-program-guide.pdf>
- Guide to Requirements for Housing Needs Reports
https://www2.gov.bc.ca/assets/gov/housing-and-tenancy/tools-for-government/uploads/summaryhnrrequirements_apr17_2019.pdf

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

7 EVALUATION CRITERIA

7.1 Evaluation Criteria

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

Corporate (35 points)

- 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

Technical (35 points)

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

Financial and Value Added Benefits (30 points)

- 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);
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

7.2 Evaluation and Selection Process

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.

7.3 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to negotiate changes to the Scope of Services, including pricing with one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

The City may enter into a changed or different scope of services with the Proponent proposing “Best value”, without liability to Proponents that are not awarded the Contract.

7.4 Acceptance of Proposals

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 City reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City have the right to not award this work for any reason including choosing to complete the work with the City own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Cities.

Should a Proposal be accepted, a purchase order will be placed for the provision of the Services. Contract documents may be utilized to document the agreement fully and completely.

8 TERMS AND CONDITIONS OF CONTRACT

The City will notify the successful Proponent (the “Consultant”) in writing of its decision to award the project by issue of a City Purchase Order (PO) that will incorporate the City’s [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), this RFP documentation including all addenda issued, and the accepted Proposal.

9 ELIGIBILITY

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

- Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City’s [Certificate of Insurance - Consultant Form](#)
- Accept the City’s standard Terms and Conditions posted on the City’s website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- May be required to obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: [Business License](#)

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



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 21-023

Housing Needs Assessment

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

Tuesday, March 9, 2021
(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal 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:** RFP 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.)

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

Proposal Submission Form

Complete and return this section

Submitted by: _____
(company name)

1. Project Understanding

Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:

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2. Capacity and Capabilities

Provide a narrative on the capabilities with respect to the subject matter and capacity to take on this project, and ability to deliver with respect to the timelines for the Services requested:

--

3. Key Personnel

Provide information on the project team including that would be utilized on the project.

Key Personnel	Tasks	Relevant Experience	Qualifications

4. Sub –Consultants

Provide information on the sub-consultants that would be utilized on the project.

Sub-Consultant	Tasks	Relevant Experience	Qualifications

5. Methodology and Approach

Provide details as to how your organization would approach this project and engage with the City including methodology, work plan and approach. Include a breakdown of tasks necessary to complete the project. Identify any challenges you anticipate in this project and how you propose to mitigate them.

6. Fee Schedule and Price of Services

6.1 Price – Lump Sum Fees –Consulting Services

- a) Provide a detailed fee schedule noted above. 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 Work as outlined in this RFP.
- b) A completed Schedule of Effort and Fees showing an appropriate level of hours/effort for each of the project components, broken down by consultant team member assigned to each component. Format to match the **Schedule of Effort and Fees** in the table below.
- c) Include 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 or for project delays. This condition shall be in effect for the duration of the project.

SCHEDULE OF EFFORT AND FEES					
ITEM NO.	COMPONENT	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
a)	Background Research				
b)	Public Engagement Strategy				
c)	Public Engagement				
d)	Draft Report				
e)	Staff Training Module and Capacity Building - Future Housing Needs				
f)	Final Report and Presentation				
TOTAL LUMP SUM PRICE (exclude GST)					\$

7. Staff Training Module and Capacity Building

Proponent is to state what will be provided to the City:

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8. Proposed Work Schedule and Milestone Dates

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 YES ☐ NO ☐

If NO, please provide explanation and alternate schedule for consideration.

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9. Recent Experience and References

Contacts referenced should identify recent projects similar in size, scope and complexity. By submitting a Proposal, Proponents authorize the City to verify information provided and success on these projects.

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Project	

Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Project	

10. Value Added

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

11. Sustainable Benefits and Social Responsibility

11.1 Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

11.2 Social Responsibility

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

b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

12. Conflict of Interest Declaration

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

13. Non-Compliance

Fully describe any deviations outlined in Section 8 –Terms and Conditions of Contract that your company is unable to comply with:

14. Addenda

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

15. Authorization

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

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

The signature is an authorized person of the organization and declares the statements made in their Proposal submission are true and accurate. For the purpose of this RFP, electronic signatures will be accepted.