

# City of Coquitlam

Request for Information and Qualifications  
RFIQ No. 21-030

## Consulting Services for Planning and Development Projects

Issue Date: February 19, 2021

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### **APPENDIX A – CATEGORY DESCRIPTIONS**

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**SUMMARY OF KEY INFORMATION**

<b>RFIQ Reference</b>	<b>RFIQ No. 21-030</b> <b>Consulting Services for Planning and Development Projects</b>
<b>Overview of the Opportunity</b>	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide consulting services related to <b>Consulting Services for Planning and Development Projects</b> .
<b>Questions</b>	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday, March 12, 2021</b>
<b>Instructions for Submission</b>	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li>1. <b>In the "Subject Field" enter:</b> RFIQ Number and Name</li> <li>2. <b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p>
<b>Participation</b>	The guidelines for participation that will apply to this RFIQ are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Obtaining RFIQ Documents</b>	RFIQ Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>

## 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 relating to planning & design of projects and/or project categories 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.

**“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 to select professional, qualified and experienced consulting firms to provide consulting services related to **Consulting Services for Planning and Development Projects**.

The City is seeking dynamic and creative consulting teams with specialization in one or more of the categories outlined below.

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 for a variety of consulting assignments.

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

### 1.2. Purpose

The City intends to create a short list of professional consulting firms for each category for a term of three years or until the City releases a new RFIQ.

To be considered for a shortlist, respondents shall have specialization in one or more of the following categories:

- **Category 1** – Development Finance
- **Category 2** – Bylaw, Policy, Procedure, and Process Review and Development
- **Category 3** – External Engagement Materials and Activities
- **Category 4** – Technical Reviews and Inspections
- **Category 5**- Land Use Planning and Policy
- **Category 6**- General Administration and Data Management Services

### 1.3. Category Descriptions

The Category Descriptions are outlined in [Appendix A – Category Descriptions](#).

### 1.4. Eligibility

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

- .1 Enter into a City Standard Consulting and Professional Services Agreement (for awarded projects).

- .2 Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- .3 Be a registered member of an association with a professional discipline relating directly to the *Service* being provided, for example, the Association of Consulting Engineering Companies (ACEC), Architectural Institute of British Columbia (AIBC) or British Columbia Society of Landscape Architects (BCSLA)
- .4 Accept the [City of Coquitlam Standard Terms and Conditions - Consulting and Professional Services](#) posted on the City's website:
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License. More information can be found on the City's website at: [Business License](#)

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 Services.

#### 1.5. Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

## 2. EVALUATION CRITERIA

**Each Respondent shall only provide the City with one submission**, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ. - **10 points**
- Experience and qualifications of the project team who will carry out the projects – **15 points**
- Strength of sub-consultants – **15 points**
- Demonstrated success of the project team with projects in the categories and scope listed in this RFIQ. – **40 points**
- Demonstrated ability of the project team to complete assignments on time and within budget. – **10 points**
- Sustainability – Social, economic, and environmental initiatives. – **5 points**
- Value added Benefits; Innovative and Creative solutions (not withstanding that innovation will also be valuable in many of the other categories). – **10 points**
- References – success on previous, relevant, municipal projects. This will include past performance working on City of Coquitlam projects, where applicable. (References will only be contacted when the respondent has scored well in the preceding criteria) – **10 points**

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

### **3. 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 City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

Based on the evaluation results, the City will create a shortlist of highest ranked Consultants for each of the listed categories. The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant: [Infraguide Selecting a Professional Consultant](#)

The City makes no representation of any kind as to the volume of projects and reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

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



#### **4. SHORTLIST FOR FUTURE PROJECTS**

The City intends to create a shortlist of professional consulting firms, for each Category for a period of three (3) years or until such a time as the City releases a new RFIQ. The City may request proposals from those companies at any time. Typically, as assignments arise, one or more of the Consultants on the shortlist will be asked to provide a proposal for professional services for that assignment, and the City will evaluate the strength and cost effectiveness of the proposal.

The City will monitor and evaluate the performance of the Consultants. In the event that that one or more of the shortlisted companies in a category have either:

1. not performed well, and as a result have been removed from the shortlist, or
2. do not have resources available that are suited to an assignment,

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to issue an independent bid process, at its discretion, to select Consultants for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.

## **APPENDIX A - CATEGORY DESCRIPTIONS**

### **Category 1 – Development Finance**

Work in this category may include research, review, analysis, calculations, and recommendations in the following areas:

- Internal fee structures, cost recovery rates and municipal comparisons
- Development finance, such as but not limited to Development Cost Charges, Community Amenity Contributions, Density Bonus, and Affordable Housing Reserve Fund.
- Urban land economics
- Market assessment
- Economic Impact Assessments

### **Category 2 – Bylaw, Policy, Procedure, and Process Review and Development**

Work in this category may include research, review, analysis, application and assessment of various procedures and processes, and recommendations in the following areas:

- Process review and procedure updates
- Application reviews
- Time in motion studies
- Cyclical reviews and division assessments

### **Category 3 – External Engagement Materials and Activities**

Work in this category may include:

- Public consultation and stakeholder engagement
- Workshop facilitation
- Graphic Design

### **Category 4 – Technical Reviews and Inspections**

Work in this category is technical in nature and covers professional assessments in the following areas:

- Landscape Architect for plans review, cost validation and inspection
- Architectural testing
- Urban design
- Mass Timber
- Energy efficiency
- Environmental analysis (geotechnical, topographic, vegetation, watercourses, etc.)
- Population modeling and forecasting

**Category 5 –Land Use Planning and Policy**

Land Use planning and policy can include, but is not limited to:

- Policy Review
- OCP updates
- Zoning Bylaw review and update
- Area and neighbourhood planning
- Community and social development policy and strategies
- Heritage
- Housing affordability
- Child care

**Category 6- Administration and Data Management Services**

Work in this category will include, but is not limited to:

- Documentation archiving and imaging
- Data Management reviews and analysis, and recommendations



**City of Coquitlam  
Request for Information and Qualifications  
RFIQ No. 21-030**

**Consulting Services for Planning and Development Projects**

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

**Friday, March 12, 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](http://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. CATEGORIES OF WORK – TABLE 1

Please indicate below in Table 1 the categories which your firm is applying for shortlist consideration.

	Category	Yes	No
1.			
2.			
3.			
4.			
5.			
6.			

## 2. KEY PERSONNEL

List your firm's key personnel who would make up the team that would be working on the assignments. (Add rows as needed). Please include resumes and include as an Attachment to this Submission at a maximum of 2 pages per resume, with a maximum of 6 resumes per Category.

Resumes should indicate the category(s) that the staff person has expertise in.

Name	Title/Position	Category(s) of Experience (relate to Table 1)

### 3. EXAMPLES OF SUCCESSFUL PROJECTS

**Provide examples\* relevant work for each category being applied for**

Note that it is not necessary to demonstrate expertise in all aspects of a category to be selected for the shortlist for that category.

<b>CATEGORY (Refer to Appendix A – e.g. “Category 2 – Quantity Surveyor”)</b>	
<b>Project Title and Year</b>	
Project budget	
Project owner/client	
Consulting services budget	
Provide a brief description of the Project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person ( client)	
Telephone and email of reference person	

**\*The Maximum number of examples to be provided for each category is 2.**

**4. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET**

<b>1.</b>	Briefly describe how your company will complete assignments on time and within budget?
<b>2.</b>	In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed in Section 3?  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>3.</b>	What were the reasons for the delay?
<b>4.</b>	How did your firm make attempts to mitigate the issue?
<b>5.</b>	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 3?  Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>6.</b>	What were the reasons for increasing the budget?
<b>7.</b>	How did your firm attempt to mitigate the issue?

## 5. SUB-CONSULTANTS

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

## 6. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

### 6.1 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:

### 6.2 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:

## 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:



## 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. RESUMES

- **Attach Personnel Resumes**
  - Maximum 2 pages each and a maximum of 6 resumes per category; include categories of expertise and potential roles they may play such as project manager, designer, etc.

## 10. 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 RFIQ:

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

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFIQ, electronic signatures will be accepted.

- End of Submission Form -