

City of Coquitlam

Request for Proposals

RFP No. 21-032

Field Monitoring of Instream Works

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[Proposal Submission Form](#)

[Appendix A – 2020 Work History](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-032 Field Monitoring of Instream Works
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Field Monitoring of Instream Works
Closing Date and Time	2:00 pm local time Thursday, April 08, 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.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities 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: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	City of Coquitlam Standard Terms and Conditions - Consulting and Professional Services are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “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” “Owner” 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 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 Consultant;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

1. INTRODUCTION

1.1. Request for Proposals

The City is seeking Proposals from professional, qualified and experienced firms to select a Consultant for **Field Monitoring of Instream Works** for “as and when required”.

1.2. Project Description

The City requires qualified environmental consulting services to facilitate construction work in and about watercourses. This includes providing environmental protection work plans prior to construction, completing environmental duties during construction, and completing post-construction monitoring activities. 2020 projects are provided as **Appendix A – 2020 Work History** below to indicate the type of services anticipated for 2021. Historical quantities provided are based on actual usage and are provided as an estimated guideline of the City’s future requirements. The City does not guarantee any volume or quantities of Work as changes to work programs are to be expected. The successful Proponent will be expected to remain flexible and adaptable to changing schedules, proposed works and emergency works.

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 sub-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.

2. PROJECT REQUIREMENTS

2.1. Consultant Prerequisites

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

- Qualified Environmental Professional
- Environmental protection

- Culvert Rehabilitation/Repair and Replacements
- Fish salvages
- Debris Hazard Mitigation Works
- Creek Bank Protection Works
- Erosion and Sediment Control best practices

3. SCOPE OF SERVICES

The scope of Services will include the following but not limited to:

3.1. Site Visits and attendance to meetings

Site visits and attendance at meetings with City staff to review proposed work plans.

3.2. Review Designs and Provide Recommendations for Mitigation

Design drawings and specifications, basic scope of works and construction methodology documents will be provided to the Consultant for review. The Consultant will be required to provide recommendations for environmental mitigation and refer to appropriate Best Management Practices. For larger works, preparation of a project specific Environmental Management Plan may be deemed appropriate. This also includes identification of any invasive plant species and requirements for bird nest surveys and/or tree removal.

3.3. Preparation and Submission of Application Packages

The Consultant will be required to provide advice and input on the appropriate applications/notifications and whether the work can be considered emergent.

Application packages to be prepared and submitted by the Consultant to the Provincial Ministry of Forests, Lands and Natural Resource Operations and Rural Development (MFLNRORD) for notification or approval of work. Applications to the Department of Fisheries and Oceans (DFO) will also be required where necessary.

The application packages will be developed and submitted to the appropriate regulatory agencies for review such that construction can proceed at the start of the Fisheries Construction Window or earlier if emergent works.

3.4. Environmental Monitoring of Construction Activities

The Consultant will provide environmental technician(s) to conduct fish salvages (as required), make recommendations relating to in-stream flow control and diversion, and perform environmental monitoring duties during construction activity that may be full-time during start-up and sensitive activities and part-time to completion of the project.

Additional duties include:

- Provide a detailed outline of all environmental protection measures to be employed during the construction, operation and decommissioning phases of the project;
- Complete bird nest surveys;
- Management of invasive species;
- Maintain a field log to address project activities and environmental effects;
- Identify mitigation measures, guidelines/regulations and safeguards/contingency plans;

- Coordinate communication between the contractor and City representative as required for environmental items; and
- Ensure contractors and all site personnel are in compliance with environmental guidelines.

3.5. Preparation and Submission of Post-Construction Monitoring Reports

The Consultant to provide one (1) draft hard copy for review and three (3) final hard copies of the Final Post-Construction Monitoring Report for all in-stream projects completed within a calendar year for submission to MFLNRORD. All photographs should be appropriately labelled with the project site/name, and date of inspection. A brief description of the work area photographed shall be written below each photograph. The report shall be designed such that each in-stream project site is a stand-alone report. The Consultant report will include, at a minimum, the following:

- Project name, location, timing and affected watercourse
- Project overview and description of completed activities
- Contractor details
- Chronological sequence of events
- Environmental protection measures implemented during construction
- MFLNRORD/DFO notification/approval tracking number
- Site photographs
- Fish salvage results (if applicable)

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 Project. 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

The Consultant is responsible for their availability and ability to meet time schedules as they arise. 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 Consultants existing workload and future commitments.

5.2. Documents

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

The proposal submission should include hourly rates for the roles identified below. The rates will be inclusive of all company overhead and internal costs.

- a) Project Manager / Coordinator;
- b) Qualified Environmental Professional;
- c) Environmental Monitor;
- d) Administrative Assistant;

Any mark-up to be applied to disbursements shall be clearly identified in the proposal.

Disbursements for which the Consultant shall not be reimbursed and shall be included as the hourly fee total for professional services include:

- Drafting (AutoCAD, manual, supplies);
- Clerical support;
- Computer Use;
- Courier and freight charges;
- Telecommunications;
- Travel (transportation, parking, vehicle, taxi, accommodation, meals);
- Copying and Reprographics (Consultant's in-house drawings reproduction, review drawings and specifications, reports for sub-consultants' review);

6. **LEVEL OF EFFORT**

Identify anticipated levels of effort (hours) for the following tasks:

- Review designs/scope & methodology & provide recommendations and appropriate BMP's.
- Preparation of MFLNRORD application packages
- Preparation of Post-Construction Reports

Simple projects could include sediment and debris removals and minor culvert rehabilitation projects (i.e. invert grouting). Complex projects could include full culvert replacements (i.e. lining or open cut excavation), bank protection and construction of new sediment basins. Effort should be broken down for the different roles as applicable.

This information will be used to assess the Proponent's understanding of the effort required, senior staff involvement and review, and efficiency to complete these tasks. Consultants will not be held to be within these hours for the named tasks, for most of the projects, tasks should be completed within the hours identified in their proposal.

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 (40 points)

- Project Understanding - Comprehensive understanding of the 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, Capacity and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project

Technical (20 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 (40 points)

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task.
- 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](#).
- [Standard Terms and Conditions - Consulting and Professional Services](#)
- 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 [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. 21-032

Field Monitoring of Instream Works

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

Thursday, April 08, 2021

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

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

PROPOSAL SUBMISSION FORM

Submitted By: _____

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

1. PROJECT TEAM

List your firm's key personnel who would make up the team that would be working on the assignments. 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. Provide information on sub-consultants that would be utilized on the project.

2. METHODOLOGY AND APPROACH

Provide details as to how your organization would approach projects and engage with the City including methodology, work plan and approach.

3. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their capacity to take on the Work in this RFP with respect to manpower, other contracts and future commitments that may affect their ability in delivering the goods and Services within the timeline expectations of the City.:

- b) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

4. PRICE OF SERVICES

- 4.1 The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating.

The labour rates below are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM NO.	COMPONENT	Hourly Rate (exclude GST)
a)	Project Manager / Coordinator	
b)	Qualified Environmental Professional	
c)	Environmental Monitor	

d)	Administrative Assistant	
e)	Other not listed	
f)	Other not listed	

4.2 Disbursement Markup Rates

Mark-up rate on disbursement = _____%.

5. LEVEL OF EFFORT

Identify anticipated levels of effort (hours) for the following tasks.

Activity	Simple	Complex
Review designs/scope & methodology & provide recommendations and appropriate BMP's.		
Preparation of MFLNRORD application packages		
Preparation of Post-construction Reports		

6. 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. The City will not discuss reference information provided from these companies with any Proponents.

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	

7. 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:

8. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

8.1 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:

8.2 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:

9. 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.

10. NON-COMPLIANCE

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

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11. 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

12. 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.

Instream Works Qualified Environmental Professional – 2020 Work History, 2021 may be similar but not limited to the following:

1. **Booth Creek at Schoolhouse Street** – clean under bridge and around Flap gate.
Disturbed area = 200 sq/m approx.
2. **Booth Creek at Myrnam Street** – clean/ inspect box culvert.
Disturbed area = 20 sq/m approx.
3. **Como Creek at Lougheed Highway** – Clean and inspect three culverts, sediment removal.
Disturbed area = 1200 sq/m approx.
4. **Como Creek at Casey Street** – clean and inspect outfall pipe and pond.
Disturbed area = 4 sq/m approx.
5. **Como Creek at Seguin Dr.** – Clean and inspect twin culverts.
Disturbed area = 50 sq/m approx.
6. **Como Creek at Lucille Starr Drive** – Clean and inspect twin culverts
Disturbed area = 40 sq/m approx.
7. **Como Creek at Rochester Street** – Clean sediment box.
Disturbed area = 20 sq/m approx.
8. **Mill Creek at Seguin Drive** – Clean and inspect twin culverts, sediment removal
Disturbed area = 250 sq/m approx.
9. **Nelson Creek at Lougheed Highway** – Clean and inspect twin culverts.
Disturbed area = 400 sq/m approx.
10. **Nelson Creek at Woolridge** – Clean and inspect twin culverts.
Disturbed area = 400 sq/m approx.
11. **Nelson Creek at United Blvd.** – Clean inspect twin box culverts
Disturbed area = 30 sq/m approx.
12. **Nelson Creek Tributary at Mackin Park.** – remove sediment.
Disturbed area = 180 sq/m approx.
13. **Popeye Creek at Cayer Street** - clean creek overflow channel.
Disturbed area = 150 sq/m approx.
14. **Hoy Creek at Johnson Street** - remove sand bar
Disturbed area = 70 sq/m approx.
15. **Hoy Creek at Town Centre Firehall** – clean inlet pond
Disturbed area = 70 sq/m approx.
16. **Hoy Creek at Glen Drive** – clean and inspect box culverts Bank repair.
Disturbed area = 70 sq/m approx.
17. **Hoy Creek at 2834 McCoomb Plc.** - remove sediment blocking storm outfall
Disturbed area = 8 sq/m approx.

18. **Hoy Creek at 2905 Glen Drive** – Erosion repair
Disturbed area = 20 sq/m approx.
19. **Hoy Creek at Aberdeen Ave** – Clean /inspect triple box culverts
Disturbed area = 60 sq/m approx.
20. **Coquitlam River at Oxbow, River Springs** – gravel removal from outlet pipes.
Disturbed area = 10 sq/m approx.
21. **Coquitlam River at Hockaday Park** – clean two outfalls.
Disturbed area = 6 sq/m approx. 1.
22. **Scott Creek at 2739 Barnet Hwy.** – outfall maintenance.
Disturbed area = 5 sq/m approx.
23. **Scott Creek at Runnel Drive** – clean and inspect box culvert.
Disturbed area = 20 sq/m approx.
24. **Scott Creek at Eagleridge Dr.** – clean and inspect box culvert.
Disturbed area = 20 sq/m approx.
25. **Scott Creek at Dewdney Trunk Road** – flap gate maintenance.
Disturbed area = 10 sq/m approx.
26. **Scott Creek at Lansdowne Drive** – clean and inspect box culvert.
Disturbed area = 40 sq/m approx.
27. **Maple Creek** at Westwood St.- ditch to improve conveyance.
Disturbed area = 40 sq/m approx.
28. **Maple Creek** at Ozada Dr. – Clean intake area for culvert.
Disturbed area = 30 sq/m approx.
29. **Pinnacle Creek at Buoy Drive** – clean inlet.
Disturbed area = 10 sq/m approx.
30. **Pinnacle Creek at Aberdeen Ave.** – Clean and inspect sediment chamber.
Disturbed area = 10 sq/m approx.
31. **Lincoln Avenue east and west of Devon Street** – clean and inspect culverts, clean ditches
Disturbed area = 400 sq/m approx. 1.
32. **Mundy Creek at Lougheed Hwy.** – Sediment removal.
Disturbed area = 160 sq/m approx.
33. **Scott Creek at 2689 Guildford Way**– Sediment removal.
Disturbed area = 60 sq/m approx.
34. **Como Creek at 1390 Rochester Avenue** - sediment removal.
Disturbed area = 180 sq/m approx.
35. **Quarry Road from Calgary St. to the Pitt River** – Culvert repair/replacement
Disturbed area = unknown at this time.