

City of Coquitlam

Request for Proposals

RFP No. 21-047

Consulting Services for Arena Refrigeration
Retrofit

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[PROPOSAL SUBMISSION FORM](#)

Appendix A - Equipment List

Appendix B - Ammonia Exposure Control Plan

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-047</p> <p align="center">Consulting Services for Arena Refrigeration Retrofit</p>
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified and experienced firms to provide consulting services related to Consulting Services for Arena Refrigeration Retrofit .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Friday, May 28, 2021</p>
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name 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	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	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

“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.

“Consultant” 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.

“City” “Owner” means City of Coquitlam;

“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;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INTRODUCTION

1.1 Request for Proposals

The City is seeking Proposals from professional, qualified and experienced firms to select as a Prime Consultant for consulting, design, RFP writing and contract administration services (“the Services”).

1.2 Project Description

The City is looking to engage a qualified consultant to provide design and construction administration services for the replacement of the current refrigeration plant including considerations for energy efficiency while incorporating into our existing facility Energy Recovery System (Thermenex). The City will also be looking for a feasibility study on technology for comparative refrigeration systems as well as operating requirements or hazards associated with the technology. This in turn may dictate the type of technology the City may look to for the design. An important part of this work will be to see how the work can be phased to limit ice out programming.

1.3 Background

The City offers recreational ice at Poirier Sport & Leisure Complex (PSLC) which has three ice-sheets. PSLC also provides dry floor use during the non-ice season for dry floor indoor sport.

The ammonia refrigeration system was originally installed in 1963 and over the year’s various components of the system have been replaced but the system is at an age where the City is looking to replace with a like or newer technology

Additionally, a replacement of the system will result in significant savings in energy consumption with improvements in the operating efficiency.

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 accept 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.

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 purpose of the Consultant is to act as the primary design consultant to the City in replacing the existing ammonia system.

The City requires a design team to perform a complete evaluation of the existing services and make recommendations on replacement complete with engineering and design to meet or exceed all code compliancy issues.

3 SCOPE OF SERVICES

The Consultant in collaboration with the City shall provide all the Services necessary for the **Consulting Services for Arena Refrigeration Retrofit**. The Consultant will provide design services to replace the current system with options for replacement of the refrigeration unit and to include options for various types of coolants to be utilized, including Freon, CO2 and ammonia, or other suitable types of coolant. The recommendations to include a system with a more efficient zero net energy solution. The Consultant will engage Thermenex as a sub consultant to ensure current building energy recovery is maximized or enhanced.

The Services shall include, but will not be limited to:

- Review the site
- Make a final presentation/recommendation
- Waste heat recovery system for space heating, snowmelt, and the water to be used for ice resurfacing
- Review and make recommendations of alternate refrigeration types and Include a rationale for each option recommended
- Detailed design for all systems and works (Structural, Electrical, Mechanical, Civil)
- All equipment with highest and best energy efficiency ratings
- Ensure that all solutions are in compliance with applicable codes and regulation
- Prepare construction documents and specifications for RFP
- RFP review/meetings
- Contract administration and close out
- Participate in meetings
- Arrange for, or carry out, all necessary field-testing and inspection of materials and equipment installed, including providing and updated tagged equipment list (refer to Appendix A)
- Investigate, report, and advise on unusual circumstances, which come to the Consultant's attention
- The taking of minutes of all meetings and the distribution of the same to all parties within two days of the meeting
- Provide written updated Safe Operating Procedures to meet Technical Safety BC 2021 regulations (refer to Appendix B)
- provide written operating sequence for training purposes

3.1 Reporting Structure

- I. The City will appoint a Project Manager for both the project to act on its behalf with respect to all powers, duties and authorities as outlined in this RFP

- II. The Consultant will appoint a single point of contact, which is agreeable to the City Project Manager, who will ensure day-to-day liaison between the 'Consulting Team' and the City's Project Manager for the entire length of the project;
- III. The Consultant will be responsible to provide, as requested by the Project Manager, all drawings, sketches, sections, elevations, renderings, cost estimates, etc. as needed to inform project related decision making during the length of the project.
- IV. The Consultant will be responsible for the production and refinement of the design drawings, as instructed, to meet the project requirements.

3.2 Meetings

- I. Pre Award/Interview meeting
- II. Project Orientation
- III. A project orientation meeting between the Consultant and City staff will be required to review scope of work, receive background information, data, specifics, budget information, outstanding issues, confirm schedule and coordinate the proposed methodology.
- IV. The Consultant will meet with designated City staff and attend meetings as required
- V. RFP specifications, evaluation and On-site Meeting
- VI. The Consultant will attend a Pre-RFP On-site meeting to answer questions from Contractors relating to the project.

3.3 Meeting Minutes & Agendas

The Consultant will be responsible for issuing the Agenda prior to the meeting, and recording all minutes for the meetings noted above, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) business days after each meeting and transmit to meeting participants, affected parties not in attendance, Consultants and the City.

3.4 Project Deliverables

The design review stages will form the basis for the percentage of the Fee (Lump Sum) payment to the Consultant, as submitted by the Consultant in their 'Schedule of Payment' table and associated responsibilities as outlined in this RFP and below.

The following is a list of specific project deliverables expected for each stage of the project including, but not limited to:

- a. Project Orientation and Initiation
 - i. Clarification of project objectives, scope of work, information transfer, schedules and process steps
 - i. Information assembly and review: The City will make available, to the Consultant, any relevant existing site information it may have on file. This may include site surveys, reports, designs, photos, environmental assessments, project goals and visions
 - ii. Verify and analyze all existing information related to the rinks and identify opportunities, constraints and issues that require clarification or assessment work before start of concept and detailed design

- iii. Examine and appraise existing site conditions and assess in refining the conceptual plan
- iv. Confirm existing site conditions and site servicing needs
- v. Coordinate site investigation(s) as deemed necessary by the Consultant team and the Project Manager
- vi. Investigate, explore detail options, preparing preliminary detailed design plans
- vii. Revise detailed designs based on feedback and guidance received from Project Manager.
- viii. Assist City staff with preparation of RFP as required.
- ix. Prepare contract documents: detailed drawings and specifications for RFP.

3.5 Contract Procurement

- a) The City of Coquitlam's Purchasing Department will be responsible for the administration of the construction RFP process, including its release, closing and selection of the successful RFP. The Consultant will be available and provide assistance to the Project Manager throughout the entire RFP process.
- b) The City and consultant will review the submitted RFPs and RFP selection will be based on the Consultant's RFP Evaluation Form.
- c) The City and Consultant will meet to determine target dates for the pre-award and pre-construction meetings. The pre-construction meeting date will be selected based upon the City's decision for the project to proceed.

3.6 Contract Administration

- a) The City will arrange a pre-construction meeting for which the Consultant shall attend. The pre-construction meeting date will be selected based upon the City's decision for the project to proceed in a timely manner.
- b) The Consultant shall ensure that all design and development for this project complies with all requirements of the City of Coquitlam's Zoning Bylaw and Building Bylaws as well as all other applicable Federal, Provincial and Municipal laws and bylaws.
- c) The Consultant will have ongoing review submittals for the Contractor for approvals including, but not limited to: shop drawings, samples, mock-ups and test results.
- d) The Consultant will be responsible to attend all site meetings including all participating sub consultants, and contractors
- e) The Consultant shall record all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) business days after each meeting and transmit to meeting participant, affected parties not in attendance, Consultants and the City.

3.7 Appendices

The following Appendices are applicable to this RFP:

- Appendix A - Equipment List
- Appendix B - Ammonia Exposure Control Plan

4 PROJECT ORGANIZATION AND MANAGEMENT

The Consultant will work with staff from the City, including in-person and/or Zoom meetings as required.

The City will determine a Project Manager for the Consulting Services for Arena Refrigeration Retrofit. 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) The Proponents must meet the completion date for the project. Final Report due **October 15, 2021**.

PROPOSED WORK SCHEDULE AND MILESTONE DATES -		
<u>ITEM NO.</u>	<u>KEY MILESTONES</u>	<u>TARGET DATES*</u>
a)	Background Research/Feasibility review	June 30, 2021
b)	Design	September 3, 2021
c)	Specifications	September 30, 2021
d)	RFP Documents Prepared	October 15, 2021
e)	RFP Posting	October 21, 2021
f)	Construction start	Spring/Summer 2022
g)	Construction Completion	August 31, 2022

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

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

- 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:

- Drawings such as: pipes, layout, location of equipment
- Type of pumps, capacity, flowrate
- Ammonia evaporation temperature
- Exhaust system in place
- Heat exchangers (list details)
- Compressor details

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 (40 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 (25 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. 21-047

Consulting Services for Arena Refrigeration Retrofit

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

Friday, May 28, 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 Understanding

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

--

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.

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6. HOURLY RATES

The Proponent is to provide hourly rates and estimated level of effort for such things as but not limited to: background research, design, RFP documentation, contract administration, construction oversight etc.

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.

6.1 Background Research/Feasibility review

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	
			\$	

6.2 Design

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	
			\$	

6.3 Specifications

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	

6.4 RFP Documentation and Evaluation

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	
			\$	

6.5 Construction Consultation

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	
			\$	

6.6 Other Not Listed

Position	Discipline	Estimated Level of Effort (Hours)	Hourly Rate	Total Price
			\$	
			\$	
			\$	

7. 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.

--

8. 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	

9. 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:

10. Sustainable Benefits and Social Responsibility

10.1 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:

10.2 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:

11. 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.

12. 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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13. 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

14. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, will accept the City's Contract: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)

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 RFP submission, 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 RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	