

City of Coquitlam

Request for Expressions of Interest
RFEI No. 21-048

Outdoor Holiday Lights and Lighting Features

RFEI Reference	RFEI No. 21-048 Outdoor Holiday Lights and Light Features
Overview of the Opportunity	The purpose of this RFP is to invite Submissions from professional, qualified, experienced companies for the provision of Outdoor Holiday Lights and Lighting Features .
RFEI Closing Date	2:00 PM local time local time Monday July 19, 2021
Obtaining RFEI Documents	The RFEI Document is available for downloading from the City of Coquitlam’s website: www.coquitlam.ca/Bid-Opportunities
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFEI Number and Name 2. Add file in PDF format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to the correct email: bid@coquitlam.ca) <p>Or sent by email to: bid@coquitlam.ca referencing the RFEI number and name.</p> <p>Phone 604-927-3037 should assistance be required.</p>
Questions	Questions are to be submitted in writing quoting the RFEI number and name sent to email: bid@coquitlam.ca
Addenda	Respondents should check the City’s website for any updated information and addenda issued at the following website: www.coquitlam.ca/Bid-Opportunities
Instructions to Respondents	The guidelines for participation that will apply to this RFEI are posted on the City’s website: Instructions to Proponent

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SUBMISSION FORM

APPENDIX A –CUSTOM DESIGN EXAMPLES

DEFINITIONS

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

“City” means the City of Coquitlam.

“Contract” means a contract between the City and a firm selected to undertake the Services as described in this RFEI.

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

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

“RFEI” means this Request for Expression of Interest.

“Services” means and includes anything and everything required to be done by the successful Respondent for the fulfillment and completion of the Contract as described in this RFEI.

“Submission” means a response submitted for evaluation in response to this RFEI.

1 REQUEST FOR EXPRESSIONS OF INTEREST

1.1 Purpose

The purpose of this RFEI is to:

- a) invite Submissions from Respondents that describe the desire, relevant expertise, capability and resources of the Respondent for:
 - Custom design and manufacturing of light features/fixtures
 - Supply (for purchase and/or rental) of equipment/features/fixtures
 - Installation & removal of equipment on City property
 - Planning & design services (as needed)
 - Repairs of equipment (as needed)
- b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, if the City elects to continue to a RFP stage.

1.2 Process

This RFEI is the first stage of a potential two stage process.

Stage 1: - Respondent Identification and Prequalification

It is the intent of the City to utilize this RFEI to generate information on potential solutions and indications of interest in the project. From those who have expressed an interest and rank high on the Stage 1 Evaluation Criteria, the City will create a shortlist of Respondents that the City identifies to have the expertise, capabilities, and resources to provide Outdoor Holiday Lights and Lighting Features.

Stage 2: - Request for Proposal or Direct Negotiations

Respondents shortlisted as per Stage 1 may be invited to participate in Stage 2, Request for Proposals – Outdoor Holiday Lights and Lighting Features.

All interested parties should recognize that this RFEI does not guarantee that a Request for Proposal will be issued following this RFEI.

The City reserves the right to directly negotiate with one or more Respondents during the two (2) year period from the completion date of Stage 1.

The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety.

1.3 Obtaining RFEI Documents

RFEI Documents are available for downloading from the City of Coquitlam's website:
www.coquitlam.ca/BidOpportunities

Printing of RFEI documents is the sole responsibility of the Respondents.

1.4 Evaluation Criteria

The evaluation of Submissions will be undertaken on behalf of the City by an evaluation team. The evaluation team may consult with others including City staff members, third party consultants and references, as the evaluation team may in its discretion decide is required. The evaluation team will compare and evaluate all Submissions to determine the Respondent's strength and ability to provide the Services in order to determine the Submission which is most advantageous to the City using the following criteria:

Corporate – 70 points

- Recent demonstrated successful municipal (or similar type organization) experience with Outdoor Holiday Lights and Lighting Features of similar size, scope, and complexity. Photographs of previous City projects (showing size, scope and complexity)
- Corporate Profile
- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References (on-time completion, performance, within budget, etc.)
- Key Personnel on project, qualifications and experience
- Sub-contractors
- Wide selection of lights and fixture sales

Technical – 30 points

- Methodology, set-up and execution of the work
- Understanding of City's requirements and objectives
- Facility size and location for fabrication and repairs
- Variety and size of lights and fixture rentals
- Equipment
- Meeting completion date

The evaluation team will not be limited to the criteria referred to above, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. All criteria considered will be applied evenly and fairly to all Submissions.

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

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

1.5 Negotiation

The City may negotiate directly with the highest ranked Respondent or request further revised price Submissions from one or more of the selected Respondents to provide the Services, at time of confirming all defined options that will meet the City's needs.

2 SCOPE OF SERVICES

2.1 Project Background

Launched in 2011, the light display at Coquitlam's Town Centre Park has grown over the years to become one of Metro Vancouver's largest free holiday light displays, featuring lights and festive installations along the 1.2-kilometre route around Lafarge Lake. In past years, hundreds of thousands of people from across the region strolled the route from late November to late January, with as many as 8,000 to 10,000 in attendance on peak days.

In 2020 Coquitlam officially cancelled the 2020 Lights at Lafarge display to comply with provincial COVID-19 health orders and help ensure the safety of the community. As of now, the City will be planning ahead to proceed for the 2021 year.

2.2 Scope of Services

Preferred Respondent to provide the type and quality of service that best meets the needs of the City. Outdoor Holiday Lights and Lighting Features to be new equipment and material.

- a) Custom manufacturing of light features.
 - As and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)
- b) Supply for purchase of lights and equipment/fixtures
 - Various lights and features as and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)
- c) Supply for rental of lights and equipment/fixtures
 - Various lights and features as and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)
- d) Installation & removal of lights and equipment/fixtures on City property.
 - Location – various location within the City of Coquitlam
 - Contractor will be responsible for working with the City to install and maintain the light features during the display period.
 - As and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)
- e) Planning & design services
 - As and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)
- f) Repairs of lights and equipment/fixtures
 - As and when required and requested by the City. For examples, see [Appendix A – Custom Design Examples](#)

2.3 Light Specifications

- Outdoor lights (weather resistant) minimum specifications:
 - type C6, C7, C9, G20
 - CSA and UL Listed approved for outdoor safe
 - no heat and fire hazard
 - Energy star
- LED only
- Bulb spacing and bulb shape to be based on location needs
- The City will specify amperage and electrical requirements.
- The City will provide outlets and pay for electricity.

2.4 Equipment

Preferred Respondent to supply all lifts, ladders and other materials necessary to safely and successfully install, maintain and remove lights and lighting features.

2.5 Timelines

Respondents will be required to meet all the timelines given by the City, and the respective overall Completion date. Respondent confirms it will meet the timelines given by the City for each project and failure to comply with the schedules may result in termination of the Agreement.

2.6 Site Control and Organization

The Preferred Respondent shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Preferred Respondent shall at all times keep the site secure, safe, clean and orderly as the Work allows.

The Prime Contractor will be responsible for developing a safety plan

2.7 Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.

Appendix A –Custom Design Examples







City of Coquitlam

REQUEST FOR EXPRESSIONS OF INTEREST

RFEI No. 21-048

Outdoor Holiday Lights and Lighting Features

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

Monday, July 19, 2021
("Closing Date and Time")

INSTRUCTIONS FOR SUBMISSION

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

1. **In the "Subject Field"** enter: RFEI 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

Submitted by: _____
(company name)

1. CORPORATE PROFILE

Respondent is to provide the following information.

Corporate		
a)	Registered Business Name	
b)	Operating Business Name	
c)	Location and address of Head Office	
d)	Number of Years in Business	
e)	Number of Employees	

2. SERVICES

The City's preference is to have one respondent for all or most of the services. Please indicate which services your firm can provide:

- a) Custom manufacturing of light features ☐ Yes ☐ No
- b) Supply for purchase of lights, equipment/fixtures ☐ Yes ☐ No
- c) Supply for rental of lights, equipment/fixtures ☐ Yes ☐ No
- d) Installation & removal of Outdoor Holiday Lights and Lighting Features on City property ☐ Yes ☐ No
- e) Planning & design services ☐ Yes ☐ No
- f) Repairs of equipment ☐ Yes ☐ No

3. EXPERIENCE, CAPABILITIES AND CAPACITY

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

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- 3.2 Respondent is to provide a narrative as to their capacity to take on this Contract with respect to manpower and other Contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

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- 3.3 Respondent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.)

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4. KEY PERSONNEL

The following are the Respondent's key personnel proposed for use on this project:

Name	Position	Experience and Qualifications	Years with your organization

5. SUB –CONTRACTORS

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

	Type of Service	Company Name

6. EXAMPLES OF SUCCESSFUL PROJECTS – RECENT EXPERIENCE AND REFERENCES

Experience should include recent contracts similar in size, scope and complexity to the City of Coquitlam.

By submitting a response, Respondents authorize the City to verify information provided to confirm client satisfaction and demonstrated success. The City will not discuss or disclose information provided with any Respondent.

CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	

CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	

CLIENT	
Project Start and End Date	
Approximate Value	
Reference Contact	
Telephone / Email	

7. PICTURES

Attach Photographs of previous City projects (showing size, scope and complexity).

Custom features photographs attached.

☐ Yes ☐ No

Decorated buildings/trees photographs attached.

☐ Yes ☐ No

8. LIGHTS AND FIXTURE SALES

Provide a list or catalogue of lighting fixtures available for purchase. Lighting fixtures sales list or catalogue. ☐ Yes ☐ No

9. LIGHTS AND FIXTURE RENTALS

I. Provide a list or catalogue of lighting fixtures available for rent. Lighting fixtures rental list or catalogue attached. ☐ Yes ☐ No

II. State value of rental inventory. \$ _____

10. FACILITY

State facility size and location for custom assemblies and repairs.

11. METHODOLOGY

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The methodology should include:

- Approach to the work Contractor should outline how he/she plans to achieve the results desired with regards to the services described in the Scope of Services. Include items such as staffing and equipment used including lifts, ladders, and other necessary items.

12. PROJECT UNDERSTANDING

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

13. COMPLETION DATE

The Respondent states that they are available and ready to start this Work and confirms the Work shall be completed on or before October 29, 2021 .This date will be an important consideration in the evaluation.

☐ Yes ☐ No

If Respondent has stated NO, please state date and explanation as to proposed completion date:

14. SUSTAINABLE BENEFITS

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

15. VALUE ADDED BENEFITS

What other information is not requested here but which you think the City should consider in evaluating your company?

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

16. CONFLICT OF INTEREST DECLARATION

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

17. ADDENDA

We acknowledge receipt of the following addenda related to this RFEI and have incorporated the information received in preparing this submission:

Addendum No.	Date Issued

18. AUTHORIZATION

We hereby submit our Submission in response to this RFEI and agree to the rules of participation as outlined in the RFEI and the Instructions to Respondents.

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