

City of Coquitlam

Request for Proposals

RFP No. 21-073

## Economic Development Strategy

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## [PROPOSAL SUBMISSION FORM](#)

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<p align="center"><b>RFP No. 21-073</b></p> <p align="center"><b>Economic Development Strategy</b></p>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced qualified firms to provide an <b>Economic Development Strategy</b>
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Wednesday, January 05, 2022</b></p>
<b>Instructions for Proposal Submission</b>	<p>Proposals 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><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><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> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number by <b>December 21, 2021</b> to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	The City's <a href="#">Standard Terms and Conditions - Consulting and Professional Services</a> 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 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.

**“City” “Owner”** means City of Coquitlam;

**“EDS”** Economic Development Strategy

**“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 INSTRUCTIONS TO PROPONENTS**

### **1.1 Request for Proposals**

The City requests proposals from professional, qualified, and experienced firms with proven team expertise in economic development, research, community engagement and consultation, data collection, data analysis, as well as effective strategic planning and information presentation, to deliver a clear, comprehensive and aspirational Economic Development Strategy (“EDS”) for the City of Coquitlam. The EDS will tell our story of community economic development success and will include a review and analysis of all relevant City policies, plans and processes, a review of best practices and emerging trends, opportunities, demands and future anticipated needs, as well as key engagement processes.

### **1.2 Project Description**

The City is seeking to establish a five-year Economic Development Strategy (EDS), that will serve as a unifying and guiding vision, and spur a clear action plan for the City to support a sustainable economy and the ongoing establishment of a complete community in the City of Coquitlam. The EDS should be structured to identify a compelling vision of the future, and build out as a guide to achieving that vision.

The name of the strategy itself (Economic Development Strategy or EDS) is intended as an interim project name, to be further reviewed during the planning process to make sure that it reflects local needs and effectively communicates Coquitlam’s story and brand.

The City is in a period of rapid growth, being one of the fastest growing municipalities in the province. The City aims to become a fully integrated platform of choice for residents, businesses, and visitors by emphasizing our high quality of life. The City’s vibrant public spaces and commercial areas are at the core of the community, including the regional city centre. The City’s diverse and creative labour talent is why many businesses choose to call Coquitlam home. The City is a welcoming community that is focused on providing sustainable infrastructure, community amenities, as well as the necessary policies and practices to enable innovations of tomorrow.

The Economic Development Strategy will:

- Support enhanced livability;
- Articulate the City’s value proposition;
- Promote desired change;
- Support local economic competitiveness and vitality;
- Focus on assets and developing community capacity for economic development;
- Create corporate focus and support alignment with municipal policy documents;
- Help refine the City’s brand and tell the City’s success story;
- Ensure strategic coordination of the Coquitlam Economic Development program with the Regional Economic Prosperity Services of the Metro Vancouver Regional District;
- Develop excitement and a compelling vision for Coquitlam.

The development of the Economic Development Strategy will follow four key planning principles:

- **Meaningful Community Engagement:** Stakeholder engagement and community participation is important in confirming the values, and in developing the strategic vision, mission, and goals for economic development.
- **Data Focused:** Land economic review and data analysis that includes office, retail, commercial, and industrial uses within the city and provides economic positioning review with critical benchmarking, demand forecasting, and future trend analysis citywide.
- **Outline Tangible Action:** The EDS is to include a clear 5-year Implementation Plan with key performance indicators to track performance towards the desired vision and to monitor success and return on investment.
- **To be Aspirational:** We are seeking an overall EDS that develops bold actions based on clear values, vision and mission, and focused on the development of key community assets.

### 1.3 Community Context

The City of Coquitlam is the largest municipality in the Tri-Cities with approximately 150,000 residents, and serving a much larger catchment area north of the Fraser River in Metro Vancouver. The Tri-Cities (Coquitlam, Port Coquitlam and Port Moody) cover approximately 208 square kilometers and contain a population of about 260,000 people. The Tri-Cities are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. The area is experiencing tremendous change, not only in population growth but also in demographics, culture, and neighbourhood redevelopment. Coquitlam is designated as a Regional City Centre within the Metro Vancouver Regional Growth Strategy, which places it as the key urban centre north of Fraser River from growth and economic development perspective.

The City's current economic development program provides a key municipal function focused on attracting, retaining, and supporting businesses and investment. As well, the program fosters economic growth and tourism by identifying and prioritizing opportunities in tandem with internal and external partners to leverage mutual investments and support the City's corporate brand as a place for businesses and residents to thrive.

While a few individual related strategies (Technology, Tourism, Filming, etc.) were completed in recent years, there is a need for a cohesive overarching blueprint to connect all individual strategies under a common banner to focus limited resources and ensure a common understanding on activities, outcomes and accountability year to year.

The City of Coquitlam Economic Development program is delivered by an internal staff team. This governance model differs from an external not-for-profit corporation governance model used by some local governments. As such, the EDS has to align with the existing service delivery model in an efficient and effective way.

Identifying and supporting efforts of existing, but under-recognized assets, in the community is seen as one of the focus areas for long-term economic development success. A focus on asset-based community development can help to bring together existing individuals, businesses, civic partners, business improvement associations, and community associations to

jointly service local economic needs in a coordinated way. The EDS should provide that necessary strategic alignment to support a compelling economic vision for both the community and the corporation, with ultimate focus and direction on corporate tools to effectively, efficiently, and transparently provide value to our business community.

Recent work by the Economic Development Division has identified some key emerging themes for the EDS, including but not limited to: **vibrant place development, attraction of talent, delivery of sustainable infrastructure, development of community economic development capacity, and creation of local jobs**. This work has also established early values that are intended to be further refined as the EDS planning process establishes direction and vision for the strategy.

#### 1.4 Instructions for Participation

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

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

#### 1.5 Sub-Consultants

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

#### 1.6 Intellectual Property Rights

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

## 2 **PROJECT REQUIREMENTS**

#### 2.1 Consultant Prerequisites

Identify the key members of the proposed team including sub-consultants, if any, and highlight the relevant qualifications and experience. Specifically identify the level of experience in providing multidisciplinary services associated with economic development strategies, public engagement, and planning. Please note the person who will be leading the project for the consulting team. Provide details of three previous projects demonstrating the experience of the consultant with projects of similar size, scope, and complexity undertaken in the past five years with references and contact information. Experience with utilizing the Backcasting Planning Model in the development of strategies is preferred.

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

- Land Economics;
- Community Engagement to International Association of Public Participation (IAP2) standards and best practices;

- Strategic Planning;
- Market Analysis;
- Land-use Planning;
- Graphic design and data visualization.

### 3 SCOPE OF SERVICES

The successful Proponent (the “Consultant”) will develop the five-year Economic Development Strategy (“EDS”). The Services shall include, but will not be limited to:

- Community and stakeholder engagement;
- Environmental scan;
- Data collection and research;
- Review of relevant historic studies and reports;
- Employment land and economy review;
- Situational analysis;
- Market analysis and trends;
- Strengths, weaknesses, opportunities and threats (SWOT) analysis;
- Strategic considerations and rationale review;
- Risk assessment;
- Financial and cost benefit analysis;
- Identification of the approach and strategic framework, and directions required to address the economic challenges and opportunities;
- Implementation planning;
- Graphic design, data visualization, and information packaging.

#### 3.1 Engagement with Businesses, Industry, Stakeholders and Community

The EDS will be largely guided by community values and stakeholder input, as such the development of the EDS will include a broad range of community-wide engagement facilitated by the Consultant, such as public open houses/information sessions, surveys, online and traditional media outreach, workshops, focus groups, pop-up events, and engagement with First Nations communities, as well as presentations to Council, business and industry associations, and community groups. The City is looking to consultants who can deliver innovative techniques and approaches in line with International Association of Public Participation (IAP2) standards and best practices that successfully achieve effective, equitable and inclusive engagement.

The Proponent is requested to provide details on their methodology and strategies to ensure successful engagement and input, based on the following suggested concepts:

- a) **Council:** A professionally-facilitated workshop-style session to build on previous Council directions and support the development of a compelling vision. Regular check-ins during the planning process (anticipating at least four meetings in total).
- b) **Staff Project Advisory Group:** Interdisciplinary internal City staff team that will support, review, and guide the project (anticipating at least six meetings).
- c) **Economic Development Advisory Committee:** Municipal advisory committee of citizen representatives that will support, review, and help guide the project (anticipating at least four meetings).

- d) **Municipal Advisory Committees:** Organization of a series of presentations and facilitate roundtable discussions to identify economic priorities for the City in the short and longer term (anticipating at least six meetings).
- e) **Stakeholder Interviews:** An opportunity for business leaders, local businesses, community organizations and residents to communicate their vision for the future economic growth of the region and the actions required to achieve that vision.
- f) **Sector-Based Focus Group Discussions:** While the City's desire is to focus on economic development broadly, the EDS should also give particular consideration to key sectors of the local economy. Distinct processes should target technology, innovation, and creative industry space. Focus group discussions in sectors such as manufacturing, development, tourism, film, arts and culture, post-secondary education, and small business are also desirable.
- g) **Youth Engagement and Education:** The long-term success of Coquitlam's EDS will depend on the future education and employment of our community's youth and young adults (under 35 years) – typically a demographic that is challenging to engage on civic matters. Outline the specific tools and tactics you feel would effectively engage groups such as the City's Youth Council, School District 43, local post-secondary institutions, private training institutions, and workforce development organizations.

### 3.2 Deliverables

The successful Proponent will be responsible for the following deliverables:

- **Economic Development Strategy (under 20 pages, excluding Appendices):** The EDS is to clearly, succinctly and, in a visually attractive way, summarize and outline economic development:
  - values, vision, mission;
  - strengths, opportunities and the value proposition;
  - strategic framework;
  - strategic focus areas/goals;
  - key industry focus;
  - implementation, resources, and timelines.The strategy should also serve as a compelling summary findings document. This information needs to be integrated as cohesive appendices and presented in a user-friendly format.
- **Vision Document – Appendix A:** The public engagement process and outcomes are to be outlined in detail in the "Vision Document– Appendix A" section of the EDS with all findings, recommendations and methodologies associated with the strengths, weaknesses, opportunities and threats (SWOT) analysis. This section needs to be synchronized with the finding and outcomes of the "Employment Land and Economy Review - Appendix B". Community and stakeholder engagement is critical in confirming the values and clearly outlining and communicating the strategic vision, mission, and goals for economic development in the city. Through public engagement the EDS is to create a compelling vision with a clear value proposition for community economic development investments.

- **Employment Lands and Economy Review – Appendix B:** This section of the EDS is to include all quantitative findings and accompanying mapping, recommendations, and methodologies, and to include analysis of the characteristics of Coquitlam’s economy and employment lands options including commercial (office, retail, entertainment) and industrial uses. We are also looking to understand where local employment talent lives, and how we can continue to attract talent and business. This analysis is to provide critical benchmarking, demand forecasting, and future trend analysis citywide to help understand how existing policies, practices, zoning, and infrastructure can best support our economic vision. Where do employees of Burnaby-based businesses live?
- **Implementation Plan – Appendix C:** This section is to outline actions required in the next five years starting in 2023, including tangible outcomes and a costed work plan (probable cost range) and noting service delivery responsibilities as well as resource capacities. The Implementation Plan needs to outline the prioritization methodology, should be easy to follow, and include key performance indicators to track performance towards the desired vision and to monitor return on investment.
- **Foreign Direct Investment Plan – Appendix D:** This section is to outline and highlight all foreign direct investment specific opportunities, including a community profile summary. This section is to include all relevant data collection and summary of current economic, employment and sector compositions with clear linkages to other sections of the EDS for vision and content. This section needs to closely align with the strategic economic development priorities, and strategic foreign direct investment industry clusters, identified by the Regional Economic Prosperity Services of the Metro Vancouver Regional District. Recommendations should support future growth and focus, including sectors to target and appropriate areas within the city to locate each identified sector, as well as a review of service delivery governance models for efficiency and community capacity development. Staff are also actively exploring grant funding opportunities to reduce the financial burden on the EDS, with grant funding predominantly anticipated to support the Foreign Direct Investment Plan (FDIP) within the overall strategy. Although the FDIP can complement the overall EDS, it is not considered to be fundamental to the strategy and will be subject to grant funding availability.

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

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying ‘action by’ parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will

transmit the meeting minutes to meeting participants including those who were not in attendance.

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

## 5 PROJECT SCHEDULE

### 5.1 Project Schedule

- a) The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm they will meet the City's expectations with a written acknowledgement of the ability to deliver the required Services to the City given the Proponents' existing workload and future commitments.
- b) Schedule Acknowledgements
  - i. Proponents should note that the Target Dates outlined in the **Proposed Work Schedule and Milestone Dates** table below are there as a guide for the seamless progression of the project through the Planning and Development phases, **but the Target Date set for Total Completion of this project is not a guide and must be adhered to and met.**
  - ii. The Proponents must meet the completion date for the 'Economic Development Strategy' of **October 25, 2022.**

PROPOSED WORK SCHEDULE AND MILESTONE DATES – ECONOMIC DEVELOPMENT STRATEGY		
<u>ITEM NO.</u>	<u>KEY MILESTONES</u>	<u>TARGET DATES*</u>
a)	Public Engagement and Project Implementation Outline	February 9, 2022
b)	Public Engagement Period (Council Check-in)	March – May 2022
c)	Draft Employment Lands and Economy Review – Appendix B for internal review and feedback	May 18, 2022
d)	Draft Vision – Appendix A for internal review and feedback	May 18, 2022
e)	Vision – Appendix A (Council Check-in with Appendix A and B)	June 21, 2022
f)	Employment Lands and Economy Review – Appendix B	June 21, 2022
g)	Draft Foreign Direct Investment Plan – Appendix D for review and feedback	July 20, 2022
h)	Draft Implementation Plan – Appendix C for review and feedback	July 20, 2022

i)	Proposed Economic Development Strategy with all Appendices (Council Check-in)	August 23, 2022
j)	Final Economic Development Strategy with all Appendices and revisions (Council Approval)	November 9, 2022

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

## 5.2 Documents

- a) The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and Adobe (creative, PDFs, etc). 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:

- Annual Report
- Business Plan
- Citywide Official Community Plan
- Community Engagement Strategy (to be approved early 2022)
- Community Plans
- Film Strategy

- Tourism Strategy
- Technology Strategy
- Economic Action Plan
- Environmental Sustainability Plan
- Financial Plan
- Major Recreation and Cultural Facilities Road Map
- Strategic Transportation Plan
- Transit-Oriented Development Strategy
- Economic Development and other relevant reports to Council

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.

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
<a href="#"><u>Corporate Experience, Reputation, Capacity and Resources</u></a>	30
<a href="#"><u>Technical</u></a>	30
<a href="#"><u>Financial and Value Added</u></a>	40
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

#### **Corporate**

- 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
- Availability and time schedule

#### **Technical**

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

### **Financial and Value Added Benefits**

- 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.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

### **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](#), 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](#)
- 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. 21-073

### Economic Development Strategy

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

Wednesday, January 05, 2022

(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](http://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.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

1.

## DEPARTURES AND AWARD

<b>a) CONTRACT</b> - I/We have reviewed the City's <a href="#">Standard Terms and Conditions - Consulting and Professional Services (PDF)</a> and would be prepared to enter into an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):	
Section	Requested Departure(s) / Alternative(s)

<b>b) SERVICES</b> - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):	
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)	

<b>c) AWARD</b> - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.	
i. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
ii. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
iii. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	
iv. <b>Contract</b> – Acceptance of the City's Terms and Conditions: <a href="#">Standard Terms and Conditions - Consulting and Professional Services (PDF)</a>	
<b>As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):</b>	

## 2. Corporate

<b>a) Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):</b>
Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

<b>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review.	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	

<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company

	Name:
	Phone Number:
	Email Address:

**c) KEY PERSONNEL** – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
.1				
.2				
.3				
.4				
.5				

– (use the spaces provided and/or attach additional pages, if necessary)

**d) SUB-CONTRACTORS** - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:

	Phone Number:
	Email Address:

Sub-Contractor No. 3	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

### 3. TECHNICAL

**a) METHODOLOGY, QUALITY ASSURANCE, RISK FACTORS & SAFETY**

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

**Delivery, Set-Up and Execution** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

**Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

**Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

**b) Pre-Construction Service and Design Assist**

The Proponent is to describe how they intend to carry out the pre-construction service and design assist role in a way that will result in tangible benefits to the city upon conversion to lump sum fixed contract (use the spaces provided and/or attach additional pages, if necessary):

#### 4. FINANCIAL

<b>a) PRICE</b> - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):			
<b>ITEM</b>	<b>SCOPE OF WORK</b>	<b>Unit of Measure</b>	<b>PRICE</b> (exclude GST)
i.	Economic Development Strategy including: Vision Document – Appendix A Employment Lands and Economy Review – Appendix B Implementation Plan – Appendix C		\$
ii.	Foreign Direct Investment Plan – Appendix D		\$
iii.	Other not Listed:		\$
iv.	Other not Listed:		\$
v.	<b>GST</b>		\$
vi.	<b>TOTAL</b>		\$

<b>b) VALUE ADD</b> 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

<b>c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY</b> i. Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
ii. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:
iii. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

**Attention Purchasing Manager:**

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<b>Name of Proponent</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.