

**SUBMISSION FORM**

**RFIQ No. 22-027**

**Consulting Services for Parks Projects**

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

**Wednesday, April 27, 2022**

(Closing Date and Time)

**INSTRUCTIONS FOR SUBMISSION**

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

**1. In the “Subject Field” enter:** RFIQ Number and Name

**2. Add files in .pdf format and “Send”**

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

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

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| --- | --- |
| **Legal Name of Respondent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **CONTRACT -** I/We have reviewed the [City’s Consulting and Professional Services Agreement](#AppendixA)  and would be prepared to enter into the agreement,amended by the following departures (list, if any): | |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **AWARD -** For eligibility of award, the City requires a pre-qualified Consultant to complete and have the following in place before providing the Goods and Services. | |
| 1. **WCB** - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided: | WCB Registration Number: |
| 1. **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](https://www.coquitlam.ca/DocumentCenter/View/1458/Certificate-of-Insurance---Contractor-Form-PDF) |  |
| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/331/Business-Services-Licensing) |  |
| **As of the date of this Submission, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):** | |
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1. **Mandatory Requirements**

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| 1. **Does Respondent have a company Vaccination Policy?** | |
| Yes | No |
| **If Yes, please attach a copy to your Submission** | |
| 1. **Proponent confirms only verified fully vaccinated employees will perform the Services resulting from this RFIQ:** | |
| Yes | No |
| 1. **All personal information collected will be held in confidence by the City. All information collected is under s. 26(c) of the Freedom of Information and Protection of Privacy Act.**   **Understood:** | |
| Yes | No |

1. **Key Personnel**

List your firm’s key personnel who would make up the team that would be working on the assignments. (Add rows as needed).

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| **Name** | **Title/Position** | **Brief Description of Role** |
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1. **Resumes**

Respondent is to attach personnel resumes for each Key Personnel listed in the Submission. Resumes are to be maximum 2 pages each and to include expertise as relative to the [Description of Services](#_Description_of_Services) and potential roles they may play such as project manager, project designer, contract administrator, etc.

**Attached** Yes

1. **Examples of Parks Planning; Design; and construction administration**

Respondent is to provide a minimum of three (3) examples of projects in the following areas:

**Parks and Open Space Planning:** Provide an example of a successfully completed project in the area of Parks and Open Space Planning per the *Description of Services.*

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| **Project Title and Year** |  |
| Project Client |  |
| Consultant Contract Value |  |
| Provide a brief description of the project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm. Include samples of graphic communications delivered through the project. |  |
| Key personnel involved with the consulting services. |  |
| Sub-consultants supporting the project. |  |
| Reference person ( client) |  |
| Telephone and email of reference person |  |

**Parks Design:** Provide an example of a successfully completed project in the area of Parks Design per the *Description of Services.*

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| --- | --- |
| **Project Title and Year** |  |
| Project Client |  |
| Consultant Contract Value |  |
| Provide a brief description of the project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm. Include samples of graphic communications delivered through the project. |  |
| Key personnel involved with the consulting services. |  |
| Sub-consultants supporting the project. |  |
| Reference person ( client) |  |
| Telephone and email of reference person |  |

**Construction Administration:** Provide an example of a successfully completed project in the area of Construction Administration per the *Description of Services.* Note this should be a different project than **Parks Design** though these projects overlap.

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| **Project Title and Year** |  |
| Project Client |  |
| Consultant Contract Value |  |
| Provide a brief description of the project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm. Include samples of meeting agendas, field reports and change order form utilized during the construction phase of the project. |  |
| Key personnel involved with the consulting services. |  |
| Sub-consultants supporting the project. |  |
| Reference person ( client) |  |
| Telephone and email of reference person |  |

1. **Demonstrated ability to complete assignments on time and within budget**

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| **1.** | Briefly describe how your company will complete assignments on time and within budget? |
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| **2.** | In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed in Section 3? |
| Yes  No |
| **3.** | What were the reasons for the delay? |
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| **4.** | How did your firm make attempts to mitigate the issue? |
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| **5.** | In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 3? |
| Yes  No |
| **6.** | What were the reasons for increasing the budget? |
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| **7.** | How did your firm attempt to mitigate the issue? |
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1. **PROFESSIONAL ASSOCIATIONS(S)**

State the association(s) the Respondent is a member of:

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1. **Sustainable Benefits**

Briefly describe how your firm incorporates sustainability into both the company’s operations as well as specific project based examples.

1. Environmental
2. Business Operations Initiatives

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1. Project Specific Initiatives

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1. Social
2. Business Operations Initiatives

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1. Project Specific Initiatives

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1. Economic
2. Business Operations Initiatives

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1. Project Specific Initiatives

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1. **Value Added Benefits**

Provide information on the following:

1. Creativity and Innovation

What makes your firm innovative and how will creativity be incorporated in providing options. Please provide specific examples of these creative and innovative solutions benefits from past projects:

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1. Competitive Advantage

Respondent is to provide a narrative of their competitive advantage and how this will benefit the City:

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1. Additional Services

What other services does your firm provide that would be of benefit to the City:

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1. **Conflict of Interest Declaration**

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

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**Attention Purchasing Manager:**

1. **I/we,** the undersigned duly authorized representative of the respondent, having received and carefully reviewed all of the submission documents, including the RFIQ and any issued addenda posted on the city’s website [https://www.coquitlam.ca/Bid-Opportunities](https://www.coquitlam.ca/140/Bid-Opportunities) , and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the services, submit this submission in response to the RFIQ.
2. **I/we**  agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Submission be selected, agree to the [City’s Consulting and Professional Services Agreement](#appendixA) and will accept the City’s Contract as defined within this RFP document.
3. **I/we** acknowledge receipt of the following addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

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| **Addendum No.** | **Date Issued** |
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**This Submission** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

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

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| **Name of Respondent** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |