

City of Coquitlam

Request for Proposals

RFP No. 22-061

Food and Beverage Service at New Community
Centre in Town Centre Park

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[Appendix A – List of Events at Town Centre Park in 2022](#)**[PROPOSAL SUBMISSION FORM](#)**

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 22-061</p> <p align="center">Food and Beverage Service at New Community Centre in Town Centre Park</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified and experienced Proponents who are interested in licensing the Food Service Space from the City for Food and Beverage Service at New Community Centre in Town Centre Park .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Monday, August 15, 2022</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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 intends to negotiate an Agreement between the City and Contractor prior to award.

DEFINITIONS

“Agreement” “Contract” means the Form of License 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, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

“Food Service Space” means the approximately 208 square feet of food preparation space (subject to small adjustments that may be presented by proponents as a departure from the RFP terms) in the Innovation Centre (soon to be a Community Centre in Town Centre Park), as generally illustrated in the conceptual drawings (Diagram “d” in section 3.10) and described in this RFP package;

“Contractor” 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;

“City” means the City in its capacity as the property owner of the Innovation Centre.

“Fixturing” means the period commencing on the possession date and ending on opening date. During the Fixturing period the Contractor shall not be obliged to pay Rent but shall be responsible for utilities consumed;

“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;

“Rent” means the base rent for each lease year, and shall be payable in monthly installments, due on the first day of each calendar month, in advance, in legal tender of Canada, without abatement, demand, deduction or offset whatsoever and/or percentage rent shall be determined and payable monthly on or before the tenth (10th) day following the close of each and every full calendar month of the Term.

“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; and

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this RFP is to invite Proposals from qualified local Companies who are interested in working collaboratively with the City, to License the Food Service Space at Innovation Centre in Town Centre Park.

1.2 Opportunity

The City is looking for a food and beverage companies who can animate and enhance our new community centre at Town Centre Park with unique food and beverage offerings that inspire the community and help to enhance the cultural vibrancy of the Facility.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

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

1.5 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them

1.6 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Technical and Vision	50
Financial and Value Added	30
Total	100

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

Corporate Experience, Capacity and Resources

- Business reputation and/or capabilities; experience, financial stability and strength, capacity and resources
- References

- Key Personnel on project team, qualifications and experience
- Staffing and recruitment plans
- Health and Safety

Technical and Vision

- Vision for services that fit the City's ambitions for the Facility
- Approach and Methodology to food service delivery in response to the RFP
- Plan for use of space (required food prep/service space)
- Proposed Menu (Diversity/Quality of food and beverage options)
- Plan for high level of customer service, philosophy and approach to quality
- Demonstrated understanding of City's requirements and objectives for this Facility, as described in this RFP
- Plan for site, staff and customer safety

Financial and Value Added

- Length of term
- Tenant Improvement Budget
- Rent
- Menu pricing
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

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.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the Work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

1.7 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Accept and sign a Form of License
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Fraser Health Food Permit.

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.8 Project Timelines

The Facility renewal plan is heading into the detailed design phase. As such, we are seeking to develop a relationship with an operator to inform the final design of the space to meet the needs of the proposed operation (we want to be sure we have connections and services in place to support your operation). As such, this is an early RFP in support of delivering a Facility that is anticipated to open to the public in April of 2024. Approximate occupancy of the food service space for fixturing would be around the end of March 2024 with a goal of having the food service operation running by summer 2024.

If you have an idea for initiating your service vision near the site before the building is completed (i.e. a food truck or portable operation), please include that information in your Proposal.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City intends to negotiate an Agreement between the City and Contractor prior to award.

2.2 Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public.

2.3 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and shall clean out all debris and leave the site in a clean and tidy condition.

Contractor to secure the City's patio tables and chairs outside of its business hours by bringing them inside the Facility.

2.4 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfers any subsequent Contract or any part thereof.

3 SCOPE OF SERVICES

3.1 Location & Area Context

The City of Coquitlam is a vibrant, growing and energetic community that celebrates cultural diversity and the people that make our community great. The City aims to be a leader in the provision of parks, recreation, and cultural programs and spaces to meet the needs of the entire community. A commitment to fostering a climate of collaboration with commercial partners is intended as a way to add vibrancy, uniqueness and personality to our public spaces; while ensuring a sustainable and resilient future for generations to come.

The Innovation Centre (the “Facility”) is located in a high-traffic area, on the corner of Pinetree Way and Guildford Way in Town Centre Park, and adjacent to the Evergreen Cultural Centre (ECC), Lafarge-Douglas SkyTrain Station, Lafarge Lake, City Hall, City Centre Aquatic Complex and several nearby medium and high-density residential developments. The facility is within close proximity to a large population, and this clientele is growing as more developments are completed each year.

The City is in the process of renovating this facility and converting it to a vibrant community centre located in Coquitlam’s 42 hectare, award-winning Town Centre Park. The facility will contain several spaces out of which community programs will be run, as well as a large casual gathering and seating area for visitors to the park and the facility. The facility is expecting to see upwards of 50,000 visits per year for programs and activities taking place in the program spaces; the adjacent Lafarge Lake perimeter trail, which passes outside the facility, sees over 1 million pedestrian trips around the lake annually with peak numbers of visitors during park events. Town Centre Park is host to dozens of community events and festivals each year (see Appendix A – List of Events at Town Centre Park in 2022) which attract thousands of participants each, and is home to Coquitlam’s very popular Lafarge Lake Winter Lights Display.

There are two existing food service operations located in Town Centre Park (Stadium and at the TD Performance Plaza event site), as well as a licensed concession at the ECC (serving snacks and alcoholic beverages during ECC events only). On occasion, the City may request that the Contractor work cooperatively with ECC or other event organizers to meet the needs of community events and programming as well as potentially providing food and beverage services to group rentals in the renovated facility.

3.2 Innovation Centre & the Food Service Space Background

The City is looking for a Contractor who has a passion and a plan to infuse flavour, fun and flair to create a treasured destination experience for the benefit of our community. The City has ambitions for this facility to further enhance the vibrancy of Town Centre Park, and the City Centre area. As such, the City is seeking someone to help staff animate the space to enhance that cultural vibrancy. Someone that shares our vision for unique and welcoming culinary place-making. The cozy nature of the space will require close collaboration between the Contractor and the City, creative design, an openness for the Contractor to support programming and entertainment in the Facility, and above all a focus on excellent guest experiences.

The facility is located at 1207 Pinetree Way in Town Centre Park. The renovated facility will be comprised of the Food Service Space as well as an adjacent a large casual gathering and seating area, six multi-purpose rooms of various sizes, a lobby, public waiting areas and staff spaces. Current building occupant load is expected to be ~257 people (for the entire building). In addition to the interior spaces, the facility will boast an approximately 1,900sf furnished outdoor patio area with a spectacular view overlooking Lafarge Lake and up to Burke Mountain. The intent of the facility is to be the gathering place for residents while enjoying the park, community recreation and culture programs, or those engaging with nearby amenities in the City Centre.

The Facility is intended to be open for use between the hours of 10:00 a.m. and 9:00 p.m. Tuesday to Saturday and 10:00 a.m. and 6:00 p.m. Sunday and Monday. An opportunity for a take-out window for service to park users outside of Facility operating hours may be considered if suggested by Proponents. Proponents may review [Staff's report to Council](#) about the Facility for additional Facility planning information.

The Facility will be comprised of a two-story building having a total area of approximately +/- 11,250 ft² inclusive of the following:

- The Food Service Space of +/- 208 ft²;
- Casual Gathering and seating area (Dining area) of +/- 1,664 ft²;
- Outdoor patio space of +/- 1,900 ft²;
- Multi-purpose space of +/- 2,078 ft²;
- Maker space of +/- 903 ft²; and
- Common area (including shared washrooms) of +/- 2,964 ft².

With the exception of the Food Service Space, the remainder of the area in the Facility is intended to be operated by the City for providing the public with community programs and amenity space. The City is looking for a partner who understands the importance of shared use of the common spaces in this Facility (i.e. casual gathering area, outdoor patio, and common areas), and that these spaces can serve their customers, but also the general public.

3.3 Scope of Opportunity

The purpose of this RFP is to invite Proposals from qualified and experienced Proponents who are interested in licensing the Food Service Space from the City to provide a mix of high quality, healthy, locally sourced food and beverage options; including hot and cold beverages, snacks and light meals, as well as potentially liquor services, and that have the necessary resources, experience, skills and ability to effectively and continuously operate a food service related business; from and within the Food Service Space.

3.4 Shared Outdoor Patio and Casual Gathering/Seating Area

The building will connect to a shared outdoor patio courtyard of approximately +/- 1,900 ft², which will include portable patio tables and chairs for shared use. Should the Contractor choose to apply for a liquor license, take away meals and beverages may be consumed on the patio.

Adjacent to the Concession will be a Casual Gathering and Seating Area of approximately 1,664 ft², which will include a variety of seating options available. This will serve as a shared use dining area.

The Contractor will have a non-exclusive license to use this shared patio and community living room/gallery space, together with the City provided tables and chairs. For greater clarity, the City reserves the right to use the patio and community living room/gallery space for community gathering, programming and events. While these spaces can be used by customers of the Contractor, they can also equally be used by members of the community.

3.5 Code of Conduct

The Contractor and its employees, volunteers, agents, and contractors agree to comply with a professional code of conduct:

- Carry out their responsibilities in a professional and competent manner.
- Be aware of and abide by the British Columbia Human Rights Code.
- Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location.
- Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services.
- Not make any public comments that denigrate, disparage, or are disrespectful of the City, employees, and elected officials, and refrain from making negative comments about the credibility of the City, employees, and elected officials.
- Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.
- Refrain from engaging in any other practice that could unfavorably reflect upon the City as identified solely by the City.
- Abide by and enforce the [City's Code of Conduct](#) for Parks, Recreation and Culture Facilities.

3.6 Fixturing and Operational Expectations

- The Contractor will be responsible for all tenant improvements and equipment.
- The Contractor is responsible for securing their equipment in the concession daily
- The Contractor to pick up garbage and debris left by its patrons. Including wiping down tables and chairs
- The City expects that each Proponent has and will comply with internationally recognized labour conventions and recommendations of the International Labour Organization (ILO), of which Canada is a member, and any applicable legislation pertaining to the work place safety, employment and human rights. In Canada these include: the Corruption of Foreign Public Officials Act (Canada), Human Rights Act (BC), the Employment Standards Act (BC) and the Workers' Compensation Act (BC).

3.7 Parking, Loading & Garbage/Recycling

A shared surface parking lot provides 101 parking spaces (94 standard-sized spaces, four EV charging spaces, and three accessible spaces). The Facility also contains a separate loading

area. A garbage and recycling area is located at the north edge of the Facility. The parking lot is available for up to 4 hours of pay parking between 8 a.m. to 6 p.m. weekdays and on Saturdays and is shared with park users and the Evergreen Cultural Centre. The Contractor will be granted access to one (1) dedicated, free parking space.

3.8 General

Prior to the start of the Fixturing Period, the successful Contractor will enter into a license agreement with the City which will include, but will not be limited to, the following terms:

- a) **City's Work/Contractor's Work:** The Food Service Space is intended to be provided by the City in a warm shell condition with significant improvements completed to ensure efficient turnaround for fixturing and occupancy. As of the time of this RFP, the City has not designed the Food Service Space, and hopes to include the Contractor in the final placement of utilities to facilitate the ideal design of the space. There will be a 100a dedicated electrical panel for use by the Food Service Space, and the City has included a budget for a sink and modest countertops in the space. There are currently no plans for ventilation of the cooking space. The Contractor will otherwise be responsible for constructing improvements and fixturing the Food Service Space.
- b) **Fixturing Period:** For the purposes of completing the Contractor's Work, the Contractor will be granted a Fixturing Period that is intended to be for a period of up to 90 days. At this time, it is expected that the Fixturing Period will commence around April, 2024. However, the City shall provide the Contractor with a least 20 days' prior written notice of the actual commencement of the Fixturing Period which may differ from the anticipated date indicated above.
- c) **Commencement Date:** The License's Term is intended to commence on the day following the expiry of the Fixturing Period.
- d) **Initial Term:** Within their Proposal, Proponents are to propose the length of the initial Term which should not be for less than 5 years or more than 10 years.
- e) **Extended Term (Optional):** Within their Proposal, Proponents may indicate an Extended Term length (in years) they propose that the City include within the Option to Extend Term provision of the Form of License.
- f) **Annual Basic Rent:** Within their Proposal, Proponents are to propose the Annual Basic Rent per square foot they are prepared to pay during the Term.
- g) **Percentage Rent (Optional):** Within their Proposal, Proponents may select and complete one of two Percentage Rent formula options.
- h) **Utilities & Garbage:** In addition to Annual Basic Rent and any Percentage Rent, the Contractor will pay a quarterly fee of at least \$540 plus applicable taxes for utilities used or consumed in the Food Service Space as well as to cover costs for garbage and recycling services provided to the Facility. The final utility fee will be established based on anticipated electrical consumption of equipment to be installed by the Contractor.
- i) **Taxes:** The Contractor will pay any Taxes attributable to the Food Service Space all in accordance with the Form of License

- j) Permitted Use: *“A Concession serving a variety of food items and hot and cold beverages including coffee and espresso based beverages it being understood and agreed that the Contractor shall only be permitted to sell alcoholic beverages to the extent it obtains and maintains a food primary liquor license from the Province of British Columbia.”*

Proponents are to fully describe the specific business concept they are proposing to operate from the Food Service Space within their Proposal and any modifications to the Permitted Use that they are proposing.

- k) Liquor Licensing: Should the Contractor apply for a liquor license for the Facility, it is understood that said liquor license will include services to the meeting rooms on the upper floor, but will not include the lower floor. Any liquor license attained by the contractor will be transferred to the City or a future operator upon wind-up or termination of the License Agreement.
- l) Minimum Hours of Operation: The Contractor is expected to operate its business 7 days per week (excluding statutory holidays) for at least 8 consecutive hours each day provided that the Contractor is not anticipated to operate its business outside of Facility operating hours (10:00 a.m. and 9:00 p.m. Tuesday to Saturday and 10:00 a.m. and 6:00 p.m. Sunday and Monday) unless proposed as a departure from the RFP and accepted by the City.

Proponents are to propose their intended hours of operation within their Proposal.

- m) Contractor Improvement Allowance (Optional): Given that the Food Service Space is intended to be provided by the City in a warm shell condition with significant improvements completed to ensure efficient turnaround for fixturing and occupancy, the City prefers not to provide a Contractor Improvement Allowance. Despite this, the Form of License includes an optional Contractor Improvement Allowance provision and Proponents are to stipulate within their Proposal whether or not they are requesting a Contractor Improvement Allowance and, if so, the amount of the Contractor Improvement Allowance they are requesting.

3.9 Interviews

The Evaluation Team, at its discretion, may invite some or all of the Proponents to appear before the Evaluation Team to provide clarifications of their Proposals. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Proposals.

3.10 Diagrams

- a) Location: Parking lot facing Southeast towards Facility.



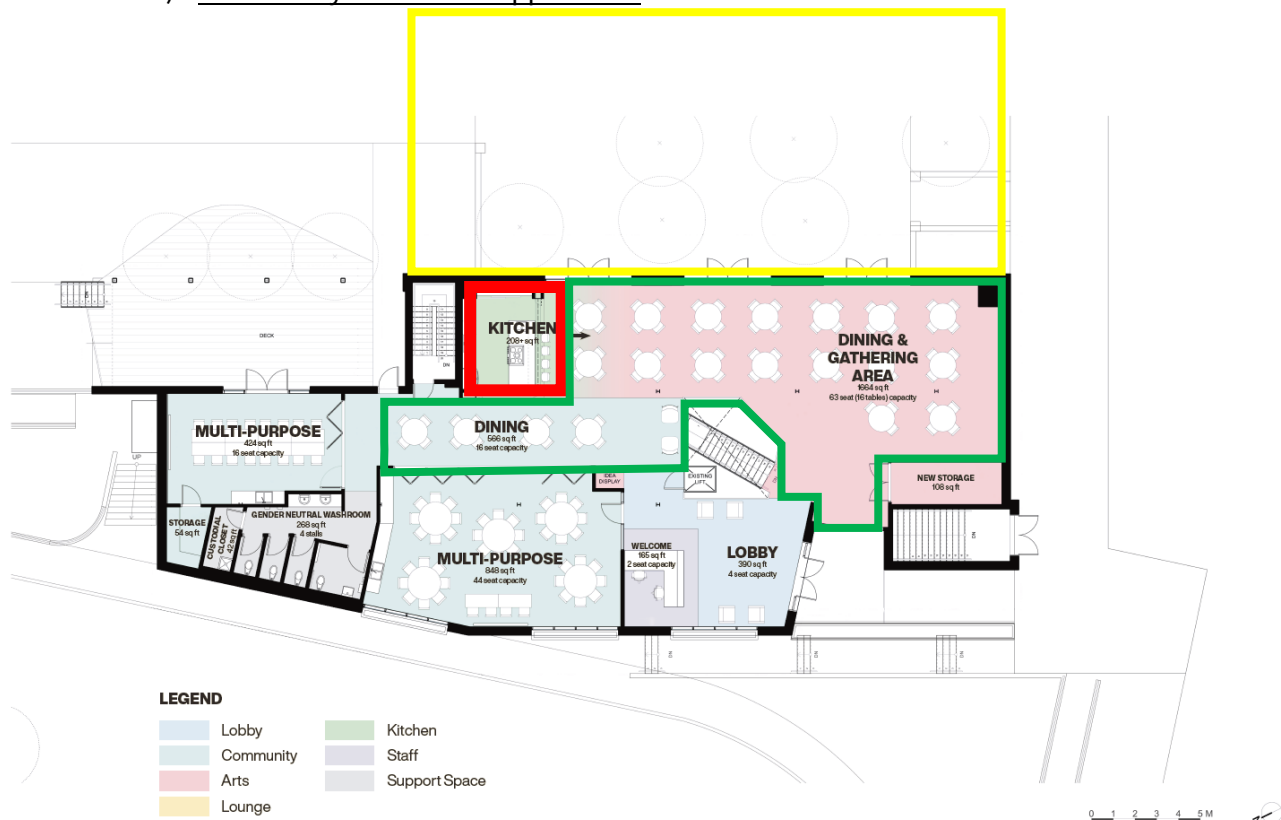
- b) North-Facing interior view: Shared Community Living Room/Gallery and Food Service Space (Far area with Green surround)



c) North-Facing View: Shared Patio Space



d) Preliminary Floor Plan: Upper Floor



■ Red line indicates approximate area of intended Food Service Space.

■ Green line indicates approximate shared use indoor spaces.

■ Yellow line indicates approximate shared use outdoor spaces.

MAKER SPACE
903 sq ft
18 person person occupant load

MULTI-PURPOSE
541 sq ft
28 person occupant load

LOWER LOBBY
769 sq ft
30 person occupant load

STAFF ROOM
211 sq ft
4 person occupant load

MEETING ROOM
137 sq ft
4 person occupant load

MEETING ROOM
138 sq ft
6 person occupant load

OFFICE
122 sq ft
2 person occupant load

OFFICE
117 sq ft
2 person occupant load

STORAGE
121 sq ft

STORAGE
121 sq ft

STORAGE
31 sq ft

PRINT ROOM
75 sq ft
2 person occupant load

STORAGE
67 sq ft

STORAGE
67 sq ft

COMM. CLOSET
20 sq ft

CUSTODIAL CLOSET
23 sq ft

WASHROOMS
57 sq ft
4 stalls

CORRIDOR
150 sq ft

OPEN TO ABOVE

UP

DOWN

MAKER COURT
656 sq ft

LEGEND

- Lobby
- Community
- Arts
- Lounge
- Kitchen
- Staff
- Support Space

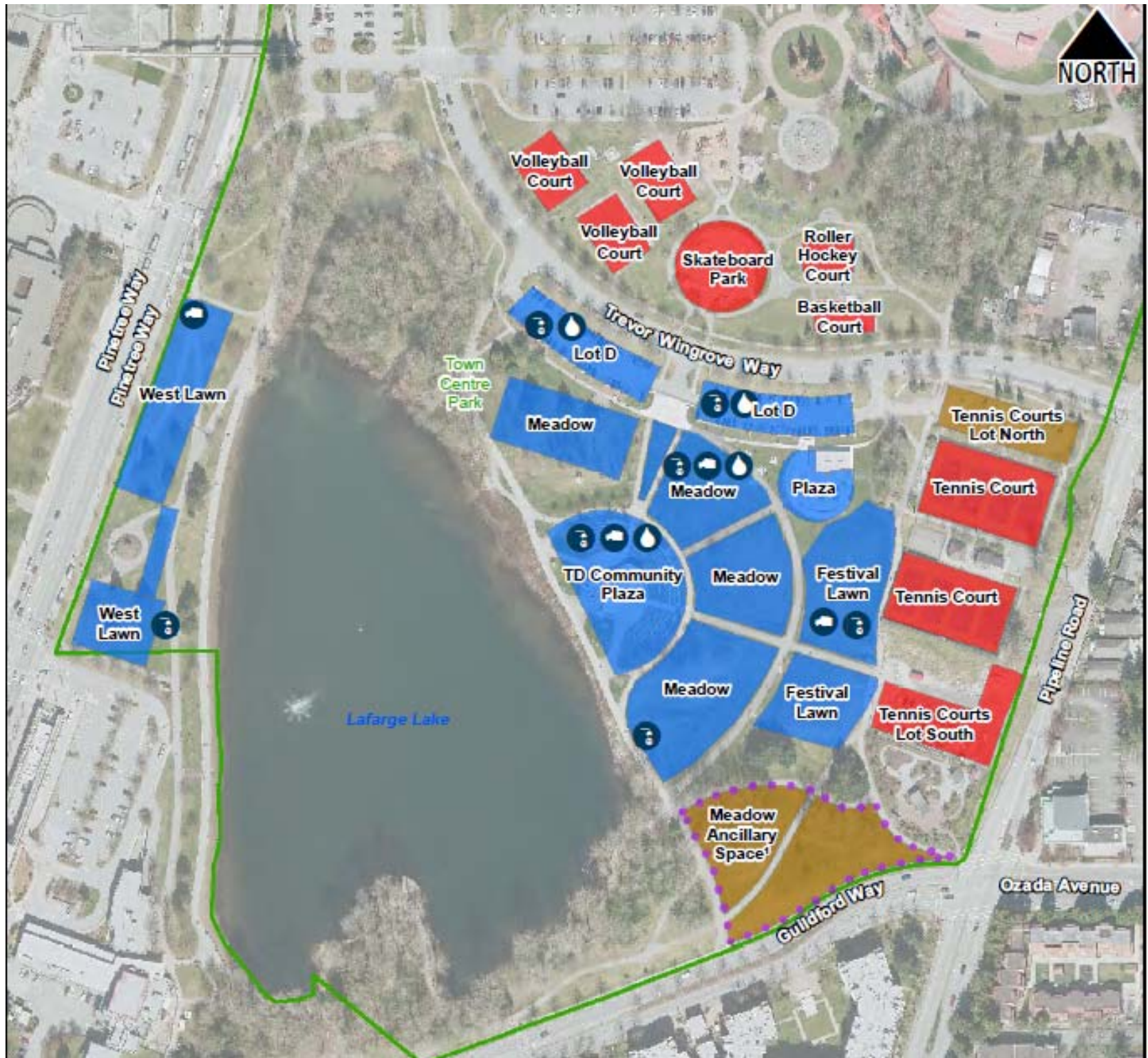
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The site plan illustrates the layout of the Coquitlam Innovation Centre. A yellow boundary outlines the main outdoor area, which includes a large patio and a covered deck. The patio is labeled "PATIO" and specifies "25 temporary seat capacity" and "10 Rapid Refresh seat capacity". It features several circular tables and a central square table. The covered deck is labeled "COVERED DECK" and specifies "16 seat capacity". The plan also shows existing concrete pathways and walls, as well as various elevation points (e.g., EL 35.64, EL 35.72, EL 35.63, EL 35.91, EL 35.39, EL 35.40, EL 35.42, EL 35.46, EL 35.47, EL 35.00, EL 35.00, EL 35.00, EL 35.47, EL 35.47). The plan is titled "COQUITLAM INNOVATION CENTRE" at the bottom.

File #: 03-1220-20/22-061/1 Doc #: 4443218.v7

Appendix A – List of Events at Town Centre Park in 2022

Date		Event Name	Location	Tentative time (including set up and strike)	Estimated Attendance
3-May		Tri City Eid Prayer and Festival	Town Centre Park - TD Meadow	8AM - 3PM	300
7-May	8-May	Greater Vancouver Food Truck Festival	Town Centre Park - TD plaza, Lot D, Meadow, Festival Lawn	11AM - 5PM	4000
14-May		2022 Norwuz	Town Centre Park Meadow and TD plaza	12PM - 6PM	500
29-May		Alzheimer's Walk	Town Centre Park - West Lawn	8AM - 4PM	300
12-Jun		Teddy Bear Picnic	Town Center Park - TD plaza, Lot D, Meadow, Lot D	10AM - 4pm	5000
17-Jun	18-Jun	ScotFestBC: The British Columbia Highland Games	Town Center Park - Lot D, TD Plaza, Meadow, Festival Lawn, Gravel lot	5PM – 9PM; 8AM – 5PM	10 000
19-Jun		Lafarge Lake Fishing Days	Town Center Park - Lafarge Trails, West Lawn (WestLake)	9AM - 6PM	500
21-Jun		National Indigenous Peoples Day	Town Center Park - TD Plaza, Meadow, Lot D	TBD	500
22-Jun		Longest 5K	Town Centre Park - West Lawn and Trails	7PM - 9PM	110
25-Jun		Salsa Dance Zone	Town Centre Park - TD Plaza	7:30pm - 10:30pm	400
1-Jul		Coquitlam Celebrates Canada Day	Town Center Park - Lot D, TD Plaza, Meadow, Festival Lawn, Gravel lot, Trevor Wingrove Way	12PM - 10:30PM	
15-Jul		Summer Concert Series	Town Center Park - Lot D and TD Plaza	6PM - 9PM	1500
16-Jul		Multicultural Connections	Town Center Park - Lot D and TD Plaza	6-9PM	500
Jul 23	Jul 24	Caribbean Days	Town Center Park - Lot D, TD Plaza, Meadow, Festival Lawn, Gravel lot	All day; TBD	25000
25-Jul	30-Jul	Place des Arts Plays in the Park	Town Center Park - TD plaza	7PM - 9PM	500
5-Aug		Summer Concert Series	Town Center Park - Lot D and TD Plaza	6PM - 9PM	1500
7-Aug		Family Music and Art Festival	Town Center Park - Lot D, Meadow, TD Plaza	11AM - 9PM	500
13-Aug		The Dumpling Festival	Town Centre Park - Lot D, Meadow, Festival Lawn, Plaza	11AM - 9PM	8000
19-Aug		Kaleidoscope Arts Festival	Town Centre Park – TD Plaza	7pm – 9pm; 12pm-6pm	
27-Aug		Stand with Ukraine	Town Centre Park - West Lawn	11AM - 7PM	400
2-Sep		Summer Concert Series	Town Center Park - Lot D and TD Plaza	6PM – 9PM	1500
Sep 3	Sep 4	Autumn Lantern Festival	Town Centre Park – Meadow, TD Plaza, Lot D	12pm – 9pm	450
10-Sep	11-Sep	Greater Vancouver Food Truck Festival	Town Center Park - Lot D, Meadow, Festival Lawn	TBD	4000
17-Sep		OQ SAR 50th Anniversary Open House Application in Progress	Town Centre Park - Meadow and Lot D	8am - 2pm	120





City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 22-061

Food and Beverage Service at New Community Centre in Town Centre Park

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

Monday, August 15, 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

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.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1.

DEPARTURES AND AWARD

a) The City intends to negotiate a License Agreement between the City and Contractor prior to award.

b) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. Not required with Proposal.

i. 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:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
v. Fraser Health Food Permit – Attain and provide before commencing operations from the site	
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):	

2. CORPORATE

a) EXPERIENCE, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Description of business reputation/capabilities, and capacity to successfully deliver this new operation:
ii. Structure of the Proponent (I.E. Corporation, LLP, Proprietorship), background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
iii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iv. Description of current operations along with background and operational stability:

b) REFERENCES – 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 (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Relationship	
Work Performed	
Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Relationship	
Work Performed	
Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Relationship	
Work Performed	
Start Date	
End Date	
Contract Value (if applicable)	
Reference Information	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. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				

d) Proponent to describe their process for screening and hiring their staff:

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e) Corporate Strength

- I. Financial Strength** - Evidence of Proponent's financial strength and capacity to make ongoing License payments and the payment of other expenses required to effectively and continuously operate a food and beverage related business as a going concern:

- II. Capital** - Provide recent evidence of your ability to raise capital:

- III. Sustainability of Finances** -Reference letters from your primary banker and other evidence should be provided that demonstrates your financial ability to sustain the business as proposed:

- IV. Indemnifier** - The Proponent should also provide full details of any Indemnifier that would be prepared to sign the Indemnity:

f) HEALTH AND SAFETY

- I.** Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

☐ **Yes**
☐ **No**

- II.** Does **Proponent** have a company Vaccination Policy?

☐ **Yes**
☐ **No**

If Yes, please attach a copy to your Proposal Submission

- III.** Proponent confirms only verified fully vaccinated employees will perform the Services as per this RFP:

☐ **Yes**
☐ **No**

- IV.** Proponent to state what methods will be used to ensure safety on the job site in respect to COVID-19?

- V.** 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**

3. TECHNICAL

a) APPROACH and METHODOLOGY

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.

I. Vision for services – Describe how your proposal will enhance the City's ambitions for the Facility**II. Set-Up and Operation** - Proposals should address the plan for the set up and operation of the Work. (How will you furnish and prepare the site/operation for food and beverage services)**III. Operation** - A description of approach and methodology for operating at this location including: proposed approach for reaching out to the community as a good corporate citizen; how staff will be presented, hours, identified and will interact with customers; proposed business hours; and how the Food Service Space will be displayed**IV. Menu** - A comprehensive sample menu plan showing the food and beverage items proposed for sale including the item description, size, and retail price. Please also describe whether products are produced from scratch and whether they are produced on or off site. Describe how long products are held before being deemed unsaleable and describe how these products are disposed of at that time. Provide any information with respect to "Fair Trade" or "Organic" products being proposed along with any "healthy choices" items being available for purchase. If applicable, please describe any other products proposed to be sold other than food and beverage items.**V. Quality Control** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.**VI. Customer Service** – How is customer service maintained, attach handbook if necessary

4. FINANCIAL

a) Proposed Length of Initial Term

Indicate the Proponent's proposed length of the initial Term expressed in years (minimum of 5 and maximum of 10 years):

b) Proposed Length of Extended Term (if being proposed)

Please note the City prefers that the length of the Extended Term does not result in the Term being extended more than 10 years from the original Commencement Date. For example, if the Proponent is proposing an initial Term of 7 years, then the City prefers the length of Extended Term to be no more than 3 years. Based on the foregoing, indicate the length in years (if any) of any Extended Term the Proponent proposes that the Landlord include within the Option to Extend Term provision of the Form of License.

c) Tenant Improvement Budget - Please note the City prefers not to provide any Tenant

Improvement Allowance. Despite this, if the Proponent still intends to propose that the Landlord provide a Tenant Improvement Allowance, please indicate the amount (if any). Amount of Tenant Improvement Allowance is:

d) State which Rent option is preferred:☐ Proposed Base Rent☐ Proposed Percentage Rent**e) If Proposed Base Rent**

Indicate the Proponent's proposed Base Rent:

f) If Proposed Percentage Rent

Indicate the Proponent's proposed Percentage Rent:

g) MENU – Provide or attach proposed menu with prices.☐ Yes

h) VALUE ADD - 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

i) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

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, 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 - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **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.

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