

City of Coquitlam

Request for Proposals
RFP No. 22-074

Consulting Services for
Running Track and Synthetic Turf Sports
Field Removal and Replacement - Percy
Perry Stadium

Issue Date: August 17, 2022

Table of Contents

SUMMARY OF KEY INFORMATION.....	2
DEFINITIONS	3
1 INTRODUCTION.....	4
1.1 Request for Proposals.....	4
1.2 Background	4
1.3 Project Description.....	4
1.4 Prime Consultant.....	5
1.5 Instructions for Participation	5
1.6 Sub-Consultants	5
1.7 Evaluation Criteria.....	5
1.8 Evaluation Committee	6
2 TERMS AND CONDITIONS.....	7
2.1 Notification of Award.....	7
2.2 Negotiation	7
2.3 Eligibility	7
2.4 Intellectual Property Rights	7
2.5 Cancellation	7
3 SCOPE OF SERVICES.....	9
3.1 Scope of Services	9
3.2 Reporting Structure	11
3.3 Meeting Process.....	11
3.4 Meeting Agendas & Minutes	12
3.5 Project Deliverables	12
3.6 Contract Drawings	15
3.7 Contract Procurement.....	15
3.8 Contract Administration.....	16
3.9 Survey, Field and Construction Reviews.....	17
3.10 Record Drawings.....	17
3.11 Asset Inventory	17
3.12 Consultant Service Continuity Requirements.....	18
4 PROJECT ACKNOWLEDGMENT, MILESTONES AND FEE SCHEDULE.....	19
4.1 Consultant’s Acknowledgement	19
4.2 Authorization to Proceed	19
4.3 Schedule Overview.....	19
4.4 Fee Schedule and Cost of Services	19

[APPENDIX A – CONSULTING AND PROFESSIONAL SERVICES AGREEMENT](#)

[APPENDIX B – ASSET INVENTORY FORM](#)

[APPENDIX C – RECORD DRAWINGS](#)

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-074 Running Track and Synthetic Turf Sports Field Removal and Replacement - Percy Perry Stadium
Overview of the Opportunity	The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to Running Track and Synthetic Turf Sports Field Removal and Replacement - Percy Perry Stadium .
Closing Date and Time	2:00 pm local time Friday, September 16, 2022
Instructions for Proposal Submission	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 <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.) Phone 604-927-3037 should assistance be required.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
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: http://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	Appendix A – Consulting and Professional Services Agreement will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the City Consulting and Professional Services Agreement (refer to [Appendix A – Consulting and Professional Services Agreement](#)) incorporating the information contained in this RFP published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” means City of Coquitlam.

“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”, “Proponent” and “Respondent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the professional and technical consulting services and works as identified in this RFP.

“Price” means the amount that will be paid by the City to the Consultant for delivery and acceptance of goods and Services.

“Project Manager” means the City staff member appointed by the City who will act on its behalf with respect to duties and authorities as outlined in this Request for Proposals.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Respondent” means an entity that submits a Proposal in response to this Request for Proposals.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings and addenda incorporated herein, and included in this Request for Proposals.

“Services” “Work” “Works” means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this Request for Proposals.

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

“Supply” “Provide” shall mean supply and pay for, and provide and pay for, by the successful Respondent.

1 INTRODUCTION

1.1 Request for Proposals

The City is seeking Proposals from professional, qualified and experienced firms to provide professional Planning, Design, Contract Bid Review, Contract Administration, Survey, Construction and Field Reviews for the removal and replacement of the Percy Perry Running Track and Synthetic Turf Field. The successful Proponent shall coordinate and develop detailed design and an RFP ready documentation packages for the removal and replacement of the Percy Perry Running Track, and the Synthetic Turf Sports Field, including but not limited to surfaces, bases and drainage improvements if warranted.

1.2 Background

Once the location of a gravel pit, the lands containing Town Centre Park Stadium were part of a historic industrial site that was reclaimed for public recreational use, and now features picturesque Lafarge Lake and a first-rate recreation area that serves the fast-growing City Centre. The innovative public/private partnership to repurpose the historical industrial space was the catalyst for development in the City Centre and led to the development and opening of the City's premier park in 1989.

Town Centre Park comprises 99 acres of parkland, of which 92 acres was developed to serve both the local City Centre neighbourhood and act as a City-wide destination park. Against the backdrop of Lafarge Lake and the rolling grass hills in the park, the City of Coquitlam has developed premier sport, cultural, and recreational amenities, programmed outdoor uses and services, and natural and passive offerings for residents of all ages.

1.3 Project Description

The City is seeking the Services of a qualified consultant to facilitate the removal and replacement of both the existing 11-year-old running track, and the existing 10-year-old synthetic turf sports field at Percy Perry Stadium. The existing synthetic field and running track are an important provincial-level competition and recreation facility, and is shared with many community stakeholders, including the Coquitlam Cheetahs Track and Field Club (the 'Cheetahs'), the Coquitlam Field Sports Association (the "CFSA"), other Community Groups, and thousands of informal recreation users. Since 2017, the track assembly had begun to show signs of deterioration resulting in uneven surfacing. Staff have resorted to patching affected areas, until a recent review by BC Athletics declared the track unsuitable for competition.

The successful Consultant will review and assess the existing site inventory, site conditions and information as a starting point for further program and design refinement, especially if Geotechnical or Civil issues are present and need to be addressed or if additional site information needs to be gathered by the Consultant, prior to the design team commencing their design work. The work is located within Town Centre Park ('TCP') on property under the jurisdiction of the City of Coquitlam.

Legal Description:	Lot 1 District Lot 386, Township 39 Section 11 and 14 and Group 1 New Westminster District Plan BCP45042.
Parcel Identifier:	028-243-480
Local Address:	1299 Pinetree Way

Refer to [Appendix C](#) for the Record Drawings of the Running Track and Synthetic Turf Field.

1.4 Prime Consultant

The Consultant will be responsible for providing and coordinating the qualified professional services as required through the various phases of the project to successful completion, including but not limited to the following:

- Landscape Architecture
- Civil Engineering
- Land Surveying
- Geotechnical Engineer
- Track and Field Specialist
- Synthetic Turf Specialist
- Others

The Consultant will assist and coordinate with the City the conducting a Geotechnical investigation and assessment.

1.5 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.

1.6 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.

1.7 Evaluation Criteria

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority:

Corporate (45 points)

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal.
- Project Team - Description and Role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members.
- Qualifications, Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team member's role in each project.

Technical (35 points)

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

Financial (Price) and Value Added Benefits (20 points)

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST).
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

1.8 Evaluation Committee

The Evaluation Committee will review the Proposals and rank them based on the evaluation criteria outlined above. The Evaluation Committee reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. All 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 Evaluation Committee 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 Evaluation Committee may use that information to score the evaluation.

The Evaluation Committee 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.

2 TERMS AND CONDITIONS

2.1 Notification of Award

Award will be confirmed by Notice of Intent incorporating, [Appendix A – Consulting and Professional Services Agreement](#), the Request for Proposals Documents, Appendices, along with the accepted Proposal, Addenda and any subsequent clarifications, deviations, correspondence, and a City Purchase Order that will be issued to formalize with the successful Proponent, through a negotiated process with the City, the totality of which will constitute the Contract.

2.2 Negotiation

The City reserves the right to, prior to award, negotiate changes to the Scope of Services, including price and sub-consultants 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.

The City reserves the right to release the names of Proponents and the total lump sum value proposed by Proponents. No unit rates or scores will be provided.

2.3 Eligibility

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

- a) Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City’s [Certificate of Insurance - Consultant Form](#)
- b) Enter into Contract with the City as provided in [Appendix A – Consulting and Professional Services Agreement](#), the City’s Consulting and Professional Services Agreement.
- c) Accept the City’s standard Terms and Conditions posted on the City’s website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- d) Be registered and provide WorkSafeBC clearance
- e) 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.

2.4 Intellectual Property Rights

The Contract establishes the City as the owner of the “Instruments of Service” in connection with this Project.

The Consultant will remain owner of all Instruments of Service but the City will become the owner of the immediate plans, concepts, calculations, etc. and other materials requested and provided as defined as deliverables under this RFP.

2.5 Cancellation

The Contract or Purchase Order issued may be cancelled by either party for any reason without cause or penalty upon 30 days' written notice. Payment will be made to the Consultant for services and deliverables provided at time of notice.

3 SCOPE OF SERVICES

3.1 Scope of Services

The Consultant, in collaboration with its Sub-Consultants and City staff, shall provide all the Services necessary for the removal and replacement of the existing running track and the existing synthetic turf sports field at the Percy Perry Stadium, in Town Centre Park, located at 1299 Pinetree Way, Coquitlam, BC.

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

a) Track Replacement

The Design Standards for the Track and Field elements are to be developed with input from the Consultant in collaboration with City Staff.

Regarding the existing running track profile, it is expected that it will require replacement, and that there are underlying track drainage issues. Therefore, the Consultant will provide the Services for all the required testing, review, and recommendations for the assurance of existing subbase, base and track drainage system performance.

- I. Planning: including information gathering, site analysis and program development.
- II. Meetings with the City staff working group (the “SWG”).
- III. Preparation and/or reviewing of existing plans provided by the City.
- IV. Coordination with Sub-Consultants, Authorities and City.
- V. Existing subbase testing services (coordinate, review and make recommendations).
- VI. Testing and analysis of the existing asphalt underlay to assess its current state and whether its replacement is recommended.
- VII. Detailed Design Drawings and Specifications.
- VIII. All required running track testing, in coordination with the General Contractor.
- IX. Preparation of Permit/Tender/RFP/Construction Contract Documentation: Drawings, Specifications, and Cost Estimates.
- X. The Consultant will retain the services of a running track specialist that will be involved in the design and throughout the duration of the project. The Consultant will submit the credentials of the running track specialist and/or demonstrate significant experience in the design, and implementation of running tracks in the proposal submission.
- XI. Consultant to propose, review, assess and recommend on the selection of the running track surface system.
- XII. The Proponent is to provide an approximate ‘Class D’ cost estimate at 50% completed drawings and ‘Class B’ cost estimate at 95% completed drawings. Do not include construction contingency, escalation or City staff resources.
- XIII. The Consultant shall complete a running track line package at the 25% completion for User Groups to review.
- XIV. Contract Administration and field reviews during construction. There should be a minimum of 1 weekly site field review and 1 biweekly construction progress review meeting.

XV. Project Commissioning and Close-out.

b) Synthetic Turf Sports Field Replacement

Regarding the Design Standards which are relevant for this project, the synthetic turf system shall be designed to meet the performance testing requirements for a monofilament synthetic turf with tufted fibres and a coated backing allowing for vertical drainage. A section of the performance specifications shall also include the synthetic turf minimum testing requirements and other criteria to be developed in collaboration with the Consultant and City Staff.

Regarding the existing synthetic turf sport field, it is expected that the existing shock pad system, subbase and drainage system will be retained. Therefore, the Consultant will provide the services for all the required testing, review, and recommendations for the assurance of shock pad quality condition and field drainage system performance.

- I. Planning: including information gathering, site analysis and program development.
- II. Meetings with the City staff working group (the “SWG”).
- III. Preparation and/or reviewing of existing plans provided by the City.
- IV. Coordination with Sub-Consultants, Authorities and City.
- V. Existing field drainage testing services (coordinate, review, and recommendations).
- VI. Testing and analysis of the existing turf underlay pad to assess its current state and whether its replacement is recommended.
- VII. Infiltration Testing.
- VIII. Gmax Testing.
- IX. Detailed Design Drawings and Specifications.
- X. All required synthetic turf testing, in coordination with the General Contractor.
- XI. Preparation of Permit/Tender/RFP/Construction Contract Documentation: Drawings, Specifications, and Cost Estimates.
- XII. The Consultant will retain the services of a synthetic turf specialist that will be involved in the design and throughout the duration of the project. The Consultant will submit the credentials of the turf specialist and/or demonstrate significant experience in the design, and implementation of synthetic turf systems in the proposal submission.
- XIII. The Consultant to propose, review, assess and recommend on the selection of the synthetic turf system.
- XIV. The Proponent is to provide an approximate ‘Class D’ cost estimate at 50% completed drawings, and ‘Class B’ cost estimate at 95% completed drawings as part of this RFP including consultant fees. Do not include construction contingency, escalation or City staff resources.
- XV. The Consultant shall complete a line package at the 25% completion for User Groups to review. Package to include game lines, as requested by the Project Manager, and may include: Football, Soccer, Field Lacrosse, and Field Hockey (including circle marks).
- XVI. Contract Administration and Field Reviews during construction. There shall be a minimum of 1 weekly site field review and 1 biweekly construction progress review meeting. The Consultant is to identify key milestones, at which more

than 1 weekly site field review may be required, or as determined in consultation with the Project Manager.

- i. **Please Note: The bi-weekly construction progress review shall not be included as a field review. If two (2) or more field reviews are required in a given week, they shall be separate and individual reviews and shall be documented in a Field Report, and forwarded to the Project Team, the following week.**

XVII. Project Commissioning and Close-out.

3.2 Reporting Structure

The City will appoint ‘separate’ Project Managers for the Design Phase and the Construction Phase’ to act on its behalf with respect to all powers, duties and authorities as outlined in this RFP and under the Agreement.

The Consultant will appoint a ‘single’ Contract Administrator, which is agreeable to the City’s Project Manager, who will ensure day-to-day liaison between the ‘Consulting Team’ and the City’s Project Manager for the entire length of the project.

The Project Manager, working with City Staff, will play the ‘lead role’ in decision making regarding any stakeholder meetings, and the planning and development of this project. The Consulting Team will play a ‘supporting role’ and will be expected to collaborate with City Staff and Project Manager on all decision making processes.

The Consultant will be responsible to provide, as requested by the Project Manager, all drawings, sketches, sections, elevations, renderings, cost estimates, etc. as needed to make informed project related decisions during the length of the project.

The Consultant will be responsible to attend, support, and provide all drawings, sketches, sections, elevations, renderings, cost estimates, etc. as needed for any meetings with Stakeholders, Community Groups, the Public and Council, as requested by the Project Manager.

The Consultant will be responsible to revise the drawings and specifications, to meet the project requirements of the Stakeholders, Community Groups, the Public and Council, as instructed by the Project Manager.

3.3 Meeting Process

Pre Award/Interview meetings:

a) Project Orientation

A project orientation meeting between the Consultant and City staff will be required to review scope of work, receive background information, data, specifics, budget information, and outstanding issues, confirm schedule and coordinate the proposed methodology.

b) Stakeholder Meetings

The Consultant will be responsible to provide all drawings, sketches, sections, elevations, renderings, cost estimates, etc. as needed for any meetings with Stakeholders, Community Groups, the Public and Council, as requested by the Project Manager. The Consultant may be responsible to attend and support meetings as requested by the Project Manager.

c) Design Review Meetings

The Consultant will meet with designated City staff during all the detail design phases. The Consultant shall attend a meeting at each project milestone review at 25%, 50% and 95% detailed design submission.

d) Product Evaluation Meetings

The Consultant will attend the Synthetic Turf Sports Field System options review/evaluation meetings, as well as, attending the Running Track Systems options review/evaluation meeting.

e) Pre-Tender/RFP On-Site Meeting

The Consultant will attend a Pre-Tender/RFP On-site meeting to answer questions from Contractors relating to the project.

3.4 Meeting Agendas & Minutes

The Consultant will be responsible for issuing the Agenda prior to the meeting, and recording all minutes for the meetings noted above, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within three (3) business days after each meeting and transmit to meeting participants, affected parties not in attendance, Consultants and the City.

The Consultant will be responsible to conduct bi-weekly site meetings during the construction phase of the work including all participating sub-consultants, contractors and tradespersons, recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within three (3) business days after each meeting and transmit to meeting participant, affected parties not in attendance, Consultants and the City.

3.5 Project Deliverables

The Consultant will submit *Draft* Contract Packages consisting of Detailed Drawings, Specifications, Estimates and Construction Schedules as the project progresses. The contract format (e.g. CCDC 2 or MMCD Contract) will be determined with input from the Consultant. At each defined stage (25%, 50% and 95%), the Consultant will meet with the designated City staff working group (SWG) to review progress and receive comments prior to submitting Fee (Lump Sum) invoices for payment. The design review stages will form the basis for the percentage of the Fee (Lump Sum) payment to the Consultant, as submitted by the Consultant in their 'Schedule of Payment' table and associated responsibilities as outlined in this RFP and below.

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

a) Project Orientation and Initiation

- i. Attend one (1) project orientation meeting with the City Staff working group: Clarification of project objectives, scope of work, information transfer, schedules and process steps.
- ii. Information Assembly and Review: The City will make available, to the Consultant, any relevant existing site information it may have on file. This may include site surveys, geotechnical reports, previous concepts or designs, project history, photos and aerial documentation, environmental assessments, tree inventories, record drawings, project goals and visions.

- iii. Verify and Analyze: All the existing information related to the sites and identify opportunities, constraints and issues that require clarification or assessment work before start of concept and detailed design.
 - iv. The Consultant is to complete all the required testing on the existing field.
 - v. Obtain as-recorded information from outside agencies (BC Hydro, TELUS, Fortis BC, etc.) and identify conflicts and process for site construction approvals etc.; as required.
- b) Design Review Drawings

To be submitted at each stage with the *Draft* Contract Package consisting of the Detailed Specifications, Estimates and Construction Schedule, in coordination with the CCDC 2 Contract (or alternative contract as determined with input from the Consultant) as the project progresses.

The Consultant shall provide, in the latest version of AutoCAD, electronic drawings in .dwg format and PDF copies using the City of Coquitlam's Standard Title Block, for view and comments by the City.

- i. **25% Design Review**, consists of, but is not limited to:
 - Attend one (1) meeting with the City staff working group to review design options and collect project related feedback.
 - Attend additional meeting(s) with the City Staff, (to be reimbursed hourly), as directed by Project Manager.
 - Provide weekly updates to the Project Manager as directed to review progress, discuss findings and seek direction.
 - Reference assembled background information, data, photographs and specifics.
 - Confirm existing site conditions and site servicing needs.
 - Coordinate all Civil, Geotechnical and other relevant sub-consultants' drawings, as required.
 - Coordinate site investigation(s) as deemed necessary by the Consultant team and the Project Manager.
 - Develop design package, including running track and synthetic sports field line package for user group review.
 - Investigate and explore detail options, materials, preparing preliminary detailed design plans
- ii. **50% Design Review**, consists of, but is not limited to:
 - Attend one (1) meeting with the City Staff working group to review design options and collect project related feedback.
 - Attend additional meeting(s) with the City Staff, (to be reimbursed hourly), as directed by Project manager.
 - Provide weekly updates to the Project Manager as directed to review progress, discuss findings and seek direction.
 - Provide 50% detailed drawings and specifications for review, based upon 25% detailed designs feedback and guidance received from Project Manager.
 - Coordinate all civil, geotechnical and other relevant sub-consultant's drawings, as required.

- Prepare contract documents: detailed drawings and specifications for Tender/RFP.
 - If required, make all necessary applications and obtain permits from all Outside Agencies Permits, as a reimbursable expense (e.g. BC Hydro, Fortis BC, Telus, etc.) and include on the drawings as required prior to Tender/RFP release.
 - Preparation for 95% design drawing review with earthwork & grading plans and sections, site servicing works; infrastructure works (hard) infrastructure works (soft), sediment control plan, construction details plan, contract specifications, schedule of quantities and construction estimate, as required.
 - Building Permit application submission, if necessary.
 - Prepare draft of complete project specifications package to suit the CCDC 2 format (or other Contract as to be determined) for City review.
 - Prepare a Class D cost estimate.
- iii. **95% Design Review** consists of, but is not limited to:
- Attend one (1) meeting with the City Staff working group to review final preparation of the layout plan, earthwork & grading plans & sections and site servicing works, infrastructure works(hard) infrastructure works(soft), erosion & sediment control plan, construction details, detailed contract specifications, detailed construction estimate at a Contract Document level where only review and comments will be necessary from the City and forwarded to the Consultant for revisions and completion of the RFP Package.
 - Attend additional meeting(s) with the City Staff, (to be reimbursed hourly), as directed by Project Manager.
 - Provide all detailed drawings and specifications package for City review.
 - Provide drawings, submit application, and apply for the required permits as required. All permit fees to be paid by the City.
 - Coordinate all civil, geotechnical and other relevant sub-consultant's drawings; as required.
 - Prepare contract documents: detailed drawings and specifications for Tender/RFP.
 - Make all necessary applications and obtain permits from all Outside Agencies Permits, as a reimbursable expense (e.g. BC Hydro, Fortis BC, Telus, etc.) and include on the Tender/RFP Drawings as required prior to Tender/RFP release.
 - Prepare refined "Class B" cost estimate.
- .2 **100% (Final) Issued for Tender/RFP Document Packages** – Consists of, but is not limited to:
- Preparation of final signed and sealed technical drawings and specifications for the Tender/RFP packages.
 - Assist City staff with the preparation of the Tender/RFP packages: one for the Track; and one for the Field.
 - Transfer final digital files into the latest version of AutoCAD .dwg format on a USB Flash Drive for the City. Also, the Consultant will submit, in printed and digital format, the Detailed Specifications. The Format of the digital files will

be compatible with the City's versions of MS Word and MS Excel. Digital file transfer is to be electronically through email to City staff.

- Preparation and submission of Construction Drawings, as required, for any building, plumbing or environmental reviews.
- The Consultant will be responsible to revise the drawings, as instructed, to meet with the specific codes.
- The Consultant will be responsible for obtaining any and all building, plumbing or environmental permits, etc., and the cost of all Permits shall be a reimbursable expense to the Consultant from the City; if required.
- Prepare RFI responses and addenda as required during Tender/RFP period.
- Attend one (1) meeting with the City Staff to review and evaluate Tender/RFP submissions and pricing.

3.6 Contract Drawings

The following is a list of drawings the Consultant will be expected to produce for review by the City. The final list of Contract Drawings will not be determined until the Final Plan has been approved. Additional drawings may be required, or drawings noted below may be eliminated based on the approved program elements as determined in the Final Plan, and as requested by the Project Manager.

Drawings shall be produced on **separate drawing pages** and multiple titles (e.g. Existing Conditions Plan and Tree Protection Plan) **shall not** be combined onto one drawing page.

- a) Cover/General Information/Drawing Index Page.
- b) Existing Conditions Plan.
- c) Demolition/Removals Plan/Construction laydown areas/Site access route.
- d) Layout/Geomatics Plan.
- e) Materials Plan.
- f) Earthworks/Grading Plans and Sections, as required.
- g) Civil/Site Servicing Works (i.e. storm, sanitary, water, gas)
- h) Building Site & Services Plans, as required.
- i) Infrastructure Works – Hard (i.e. asphalt/concrete pathways, chain link/custom fencing, site furnishings), as required.
- j) Erosion and Sediment Control Plan
- k) Construction Details.
- l) Specifications.
- m) Schedule of Quantities & Price Estimate.
- n) Project Record Drawings.

The Consultant will prepare drawings and specifications at the 25%, 50%, 95% and 100% Design Review drawing stages, along with specifications and construction estimates as noted in Section 3.5.2.

3.7 Contract Procurement

The City of Coquitlam's Purchasing Department will be responsible for the administration of the construction Tender/RFP process, including its release, closing and selection of the successful Tender/RFP. The Consultant will be available and provide assistance to the Project Manager throughout the entire Tender/RFP process.

The City and Consultant will review the submitted Tender/RFPs and Tender/RFP selection will be based on the Consultant's Tender/RFP Evaluation Form.

The City and Consultant will meet to determine target dates for the pre-award and pre-construction meetings. The pre-construction meeting date will be selected based upon the City's decision for the project to proceed.

3.8 Contract Administration

- a) The City will arrange a pre-construction meeting for which the Consultant shall attend. The pre-construction meeting date will be selected based upon the City's decision for the project to proceed in a timely manner.
- b) The Consultant's Contract Administrator shall ensure that all design and development for this project complies with all requirements of the City of Coquitlam's Zoning Bylaw and Building Bylaws as well as all other applicable Federal, Provincial and Municipal laws and bylaws.
- c) The Consultant's Contract Administrator will obtain all development and building permits, variances if required, and any other permits and approvals necessary by authorities having jurisdictions prior to the preconstruction meeting, in order for the project to proceed in a timely manner at that time; if required.
- d) The Consultant's Contract Administrator will have ongoing review submittals for the Contractor for approvals including, but not limited to: shop drawings, samples, mock-ups and test results.
- e) The Consultant's Contract Administrator will be responsible to attend all bi-weekly site meetings including all participating sub-consultants, and contractors
- f) The Consultant shall record all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) business days after each meeting and transmit to meeting participant, affected parties not in attendance, Consultants and the City.
- g) The Consultant's Contract Administrator will review the Contractor's construction schedule by obtaining updates from the Contractor of actual progress and compare progress with project schedule.
- h) The Consultant's Contract Administrator shall notify Contractor of construction delay issues and outline plan to get the Contractor back on schedule.
- i) The Consultant's Contract Administrator will negotiate time extensions due to Change Orders, Weather or other delays.
- j) The Consultant's Contract Administrator will assist the Project Manager in Change Order negotiations, preform quality and cost analysis as required, draft responses and track and claim status for Change Order, Site Instructions, and Requests for Information using Logs.
- k) The Consultant's Contract Administrator shall review, comment and facilitate responses to Requests for Information.
- l) The Consultant's Contract Administrator will review all monthly trade progress claims, provide payment certificates and forward to the Project Manager.

- m) The Consultant will inspect work in progress, prepare and issue progress and field review reports, certify substantial and total completion, and assist in rectifying deficiencies within one (1) year of total completion.

3.9 Survey, Field and Construction Reviews

- a) The Consultant's Contract Administrator will be responsible to conduct scheduled field reviews at least once (1) per week, **Please Note: The bi-weekly construction progress review shall not be included as a field review. If more than one (1) field review is required in a given week, each shall be separate, and individual reviews, and shall be documented in a Field Report.**
- b) The Consultant's Contract Administrator will be responsible for all construction review reports and coordination of the construction reviews by the appropriate members of the Consulting Team for the work. The Consultant's Contract Administrator will be responsible to take and maintain digital photographs, providing documentation of construction activities, and forward these reports to the Project Team within three (3) days of the review.
- c) The Consultant's Contract Administrator, in consultation with their Sub-Consultants, shall review and interpret the results of all reports and testing conducted on this project.
- d) The Contractor is responsible for their own Quality Control (QC), but the Consultant's Contract Administrator shall be responsible for Quality Assurance (QA) and will not allow any features, materials or components to be supplied or, installation work to proceed, until positive test results on the features, materials or components are received, reviewed and accepted by Consultant's Contract Administrator and the Project Manager.
- e) The Consultant's Contract Administrator shall perform construction surveying verification as needed.
- f) The Consultant, in consultation with their Sub-Consultants, shall review and interpret the results of any and all reports and testing carried out on this project and report that interpretation to the Project Manager.
- g) The Consultant's Contract Administrator shall maintain awareness of health and safety requirements and enforce regulations/contract provisions for the protection of the public and project personnel.
- h) The Contractor is responsible for following the City's good neighbours policy. The Consultant's Contract Administrator shall monitor the Contractor's practices while on site to ensure the Contractor is adhering to the policy. The Consultant's Contract Administrator is required to identify and report violations of the policy to the City.

3.10 Record Drawings

Upon completion of construction the Consultant shall be requested to supply Project Record Documents, based upon information accumulated in the field and received from Sub-Consultants, Contractors and City Inspectors.

Project Record Documentation submissions must be in accordance with the City's Specifications for Record Drawings. Upon receipt of marked-up check prints from Sub-Consultants, Contractors and City Inspectors, the Consultant is to amend the Contract Drawings and provide AutoCAD drawings in .dwg files and signed and sealed PDF copies on a USB flash drive for the City's records.

3.11 Asset Inventory

Upon completion of construction the Consultant shall complete, and submit to the Project Manager, [Appendix B – Asset Inventory Form](#). The proposed park assets shall be identified on the form so that they can be added to the City-wide inventory for the purpose of maintenance budgeting. The Consultant shall add any additional lines, for items in their design, but for which not identified on the Asset Form. Unit costs are not required on the Asset Form.

3.12 Consultant Service Continuity Requirements

a) Service Continuity

The City acknowledges that all plans, specifications, drawings and designs are provided by the Consultant to the City on the assumption that the Consultant will continue with the Services during construction and installation relating to such plans, specifications, drawings or designs. Accordingly, such plans, specifications, drawings and designs may not be sufficient or reliable on their own in the absence of such Continuity of Services. The City shall give due consideration to continuing with the Consultant's Services during construction and installation and shall consult with the Consultant prior to retaining any party other than the Consultant to continue the Services during construction and installation. If the Consultant is not retained to provide services during construction and installation then the Consultant shall not be liable in contract or in tort for any loss or damage incurred as a result of any defect or deficiency in any plans, specifications, drawings or designs provided by the Consultant to the City, except where such defect or deficiency would be obvious or apparent to an experienced professional performing services similar to the Services.

4 PROJECT ACKNOWLEDGMENT, MILESTONES AND FEE SCHEDULE

4.1 Consultant’s Acknowledgement

The Consultant is responsible for their availability and ability to meet time schedule and completion date with a written acknowledgement of the Consultant’s ability to deliver the required Services to the City given the Consultant’s existing workload and future commitments. If the Consultant cannot meet the completion date for the ‘Design Schedule’ or, the target completion date for the ‘Construction Schedule’, then this should be clearly identified on the work plan schedule in the Proposal submission.

4.2 Authorization to Proceed

The estimated date for the Authorization to Proceed with the work would be granted on or after: September 26, 2022.

4.3 Schedule Overview

The following milestones support the opening of the Percy Perry Track and Synthetic Turf Replacement project with overall substantial completion by: June 2023.

MILESTONES	DATE
Consulting Services RFP Award	September 2022
Project Initiation Meeting	October 2022
Final Concept Design & Detailed Design 25%	October 2022
Detail Design 50%	November 2022
Detailed Design 95%	January 2023
Council Report/Meeting	February 2023
Detail Design 100%	February 2023
Issue TENDER/RFP Documents	February 2023
Award Contract	March 2023
Construction Starts (requires dry weather)	March 2023
Substantial Completion	June 2023
Final Completion	August 2023

The Consultant to provide a detailed design schedule based on the key milestones dates noted above. The schedules to consist of the following but not limited to:

- a) 25%, 50%, 95% and 100% Drawing Submissions (allow for 7 working days for review at each submission)
- b) Milestone Dates for the design and construction
- c) Major Schedule Risks
- d) Long delivery items

4.4 Fee Schedule and Cost of Services

The Proponent shall attach a Fee Schedule for all of the Services outlining each team member hourly rates and total lump sum fee. The hourly rates will be used to valuate additional services including, but not limited to, additional meetings and field reviews, if required. The final fee schedule will be negotiated with the successful Proponent.

The Proponent shall include in the fee schedule all Sub-Consultant fees and all disbursements.

The Proponent shall indicate any additional ‘Optional Services’ or costs not accounted for in the fee schedule as part of the proposal submission.

The Consultant will not be able to claim any additional cost as a result any delays caused by the Consultant or the Sub-Consultants. The Consultant shall be entitled to extra fees as result of changes to the scope by the owner or an extension to the schedule caused by Owner or Contractor.

Appendix A

RFP No. 22-074

Percy Perry Running Track and Synthetic Turf Sports Field Removal and Replacement

Consulting and Professional Services Agreement

<u>Section</u>	<u>Page</u>
01000	2 - 4
01200	5
01400	6 - 15

BETWEEN: City of Coquitlam (the “City”)
3000 Guildford Way
Coquitlam, BC
V3B 7N2

AND: XXXX (the “Consultant”)
XXXXXX Street
Vancouver, BC
V6B 2W9

THIS AGREEMENT WITNESSES that the City agrees to retain the Consultant to furnish certain Consulting Services, and the Consultant agrees to furnish the Consulting Services under the Terms and Conditions as follows:

1.0 “Contract Documents” means the following documents:

- 1.1 The Agreement shall govern and take precedence over all other Contract Documents in the following order:
 1. Agreement: Section 01000
 2. Schedule of Services, Fees, Rates and Charges: Section 01200
 3. General Conditions: Section 01400
 4. RFP 22-074
 5. Addenda – if any
 6. **Proponent’s Name Proposal Submission dated XX, XX, 2022**
- 1.2 The Contract Documents shall form part of this Agreement as though recited in full.
- 1.3 In the event of discrepancies, inconsistencies or ambiguities in provisions of the Contract Documents, the provisions of the document that first appears on the list in Clause 1.1 shall take precedence and govern over the provisions of a document subsequently appearing on the list.

2.0 Services to be Performed and Period of Service:

- 2.1 The services to be provided by the Consultant are a “**Project Title**” as per **RFP 22-074** (The “Services”).
- 2.2 The Consultant shall perform and complete the Services with care, skill, due diligence and efficiency.
- 2.3 The Term of this Agreement will commence on **date** and will expire on **date**, unless otherwise extended or terminated by the parties.

3.0 Agreement Amount:

- 3.1 Subject to the terms and conditions of this Agreement and in consideration for the satisfactory performance of the Services, the City shall pay to the Consultant a fee not to exceed “**Insert Contract Value: (\$XX,XXX.XX)**” excluding GST, including expenses, for the Services to be provided as outlined in Section 01200 Schedule of Fees, Rates and Charges.

3.2 Where progress payments are required the Consultant shall be paid on the basis of monthly progress billings for services performed and invoices approved by the City, all in accordance with Clause 18 of Section 01400.

3.3 The Agreement amount stated in Clause 3.1 does not include any applicable taxes, which are to be shown separately on all invoices submitted by the Consultant.

4.0 Time of The Essence:

4.1 Time shall be of the essence in the performance of the Services.

5.0 Entire Agreement:

5.1 When duly executed by authorized officers of both parties, this Agreement constitutes the entire Consulting and Professional Services Agreement between the parties with respect to the subject matter hereof.

6.0 Amendment:

6.1 The Contract Documents shall not be amended except as specifically agreed to in writing by both the City and the Consultant.

7.0 Contract Administrator:

7.1 For the purposes of this Agreement, the City designates as its Contract Administrator:

Name

Title

City of Coquitlam

3000 Guildford Way, Coquitlam, BC V3B 7N2

T: 604-927-XXXX E: email@coquitlam.ca

7.2 For the purposes of this Agreement, the Consultant designates as its Contract Administrator:

Contract Administrator Contact

Title

Company name

Address

T: E:

8.0 Inurement:

8.1 This Agreement shall inure to the benefit of and be binding upon the City and the Consultant and their respective heirs, executors, legal representatives, administrators, successors and permitted assigns.

AGREED:

SIGNED on behalf of the City:

Authorized Signatory

Authorized Signatory

Name & Title

Name & Title

Date

Date

SIGNED on behalf of the Consultant:

Authorized Signatory

Authorized Signatory

Name & Title

Name & Title

Date

Date

1.0 Scope of Services:

Refer RFP No. 22-074 – Consulting Services – Running Track and Synthetic Turf Sports Field Removal and Replacement - Percy Perry Stadium

2.0 Deliverables, Tasks, Milestones, Timelines:

RFP No. 22-074 – Consulting Services –Running Track and Synthetic Turf Sports Field Removal and Replacement - Percy Perry Stadium **issued August 17, 2022 and “Proponent’s Name” Proposal dated XX, XX, XXXX.**

3.0 Consultant Project Team:

Refer to **“Proponent’s Name” Proposal dated XX, XX, XXXX.**

4.0 Consulting Fee & Rates:

Refer to **“Proponent’s Name” Proposal dated XX, XX, XXXX.**

1.0 DEFINITIONS:

In this Agreement

- 1.1 “Agreement” means the agreement set out in Section 01000.
- 1.2 “Contract Administrator” has the meaning in Section 01000 Clause 7.0.
- 1.3 “Services” has the meaning set out in Section 01000 Clause 2.1, and
- 1.4 “Subcontractors” means the independent consultants, associates and subcontractors retained by the Consultant to assist in the performance of the Services.

2.0 ASSIGNMENT:

- 2.1 The Consultant shall not assign the Agreement, in whole or in part, or any payments due or to become due under the Agreement, without the express written consent of the City.

3.0 STANDARD OF CARE AND QUALIFICATIONS:

- 3.1 The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily possessed and exercised by consultants experienced in providing such Services. The Consultant acknowledges that its qualifications and experience were a major factor in the selection of the Consultant for the work set out in this Agreement.
- 3.2 Without limiting any other remedy which the City may have, the Consultant at its sole cost upon written request of the City shall rectify any of the Services which have not been performed in accordance with the care, skill and diligence set out in Clause 3.1 or which have otherwise not been performed in accordance with the terms of this Agreement and in addition the Consultant shall do all such things that may be reasonably required by the City to satisfy the City that the Services have been duly rectified or performed in accordance with the terms of this Agreement.
- 3.3 The Consultant shall be responsible for the degree of care, skill and diligence exercised by any Subcontractors and for selecting Subcontractors having the appropriate qualifications and experience to provide that portion of Services to be provided by such Subcontractors.

4.0 CONFIDENTIALITY:

- 4.1 **Definition of Confidential Information.** In this Agreement, “Confidential Information” means all information and data disclosed orally, in writing or electronically, by one party to the other party on a confidential basis including, without limitation, all such information and data relating to the structure, personnel, and operations of the disclosing party, including financial, planning, marketing, advertising and commercial information and strategies; employee, supplier and customer information and data; contractual agreements, records and correspondence; computer programs, computer-related data and databases; trade secrets, inventions, designs, methods, processes and know-how; and items provided or disclosed to a party by third parties under an obligation of confidentiality.
- 4.2 **Obligation of Confidentiality.** It is contemplated that in the course of the performance of this Agreement each party may, from time to time, disclose its Confidential Information to the other

party. During the term of this Agreement and for a period of five (5) years thereafter, subject to Clause 4.3 and 4.4, each party agrees:

- (a) to keep and use in strict confidence all Confidential Information of the other party that it acquires, sees, or is informed of, as a direct or indirect consequence of this Agreement and to not, without the prior written consent of the other party, disclose any such Confidential Information; and
- (b) not to use, copy, duplicate or reproduce, either directly or indirectly, any of the Confidential Information of the other party or any recollections thereof for any purpose other than for the performance of its obligations under this Agreement, without the other party's prior written approval.

4.3 **Freedom of Information and Protection of Privacy Act.** The Consultant acknowledges and agrees that any Confidential Information disclosed by it to the City under this Agreement may be subject to disclosure under *the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165*, as amended from time to time (in this Clause, the "Act").

4.4 **Designation of Confidential Information.** The Consultant acknowledges that the Act provides an exemption from disclosure for information as specified in Section 21 of the Act. Accordingly, if any information supplied to the City fits within Section 21 of the Act, the Consultant must specifically advise the City and request the City not to disclose that information.

4.5 **Return of Confidential Information.** Upon expiration or earlier termination of this Agreement, each party shall promptly cease all use of the Confidential Information of the other party and upon written request will return all Confidential Information. This obligation shall not apply to any Confidential Information of the Consultant required by the City to make use of any work product under this Agreement.

5.0 CITY'S RESPONSIBILITIES:

5.1 The City shall provide timely support, guidance, direction, instruction, acceptances, decisions and information as the Contract Administrators agree necessary or appropriate under this Agreement.

6.0 INDEMNITY:

6.1 Notwithstanding the provision of insurance coverage by the City, the Consultant hereby agrees to indemnify and save harmless the City and its successor(s), assign(s) and authorized representative(s) (the "Indemnified Parties") and each of them from and against losses, claims, damages, actions, and causes of action, (collectively referred to as "Claims") that the City may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Consultant or its Sub-consultant(s), servant(s), agent(s) or employees(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the City, its other consultant(s), assign(s) and authorized representative(s) or any other persons.

6.2 The terms and conditions of Clause 6.1 shall survive notwithstanding the completion of all Services and the obligations and duties under this Agreement and the termination for any reason whatsoever of this Agreement.

6.3 The indemnity provided in Clause 6.1 by the Consultant to the Indemnified Parties shall not in any way be limited or restricted by the insurance set out in Clause 11 or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

7.0 NO WAIVER:

7.1 No action or failure to act by the City shall constitute a waiver of any right or duty under the Agreement, or constitute an approval or acquiescence in any breach there under, except as may be specifically agreed in writing by the City.

8.0 CONSULTANT STATUS:

8.1 This is an agreement for the performance of Services and the Consultant is engaged under the Agreement as an independent Consultant for the sole purpose of providing the Services. Neither the Consultant nor any of the Consultant's personnel is engaged by the Agreement as an employee, servant or agent of the City.

8.2 It is understood and agreed that the Consultant will act as an independent consultant and that it is entitled to no other benefits or payments whatsoever other than those specified in the Agreement and Section 01200 Schedule of Fees, Rates and Charges.

9.0 DOCUMENTATION, PATENT AND COPYRIGHT:

9.1 **Title.** The title, property rights and ownership in and to all present and future materials and information produced or prepared by the Consultant pursuant to this Agreement including but not limited to plans, drawings, specifications, computer discs, listings, computer software and any other material or physical item on which information is stored shall vest in the City without any payment by the City therefor.

9.2 **Patent and Copyright.** The title, property rights and ownership in and to all copyright in all present and future literary or artistic works including, but not limited to, computer programs and software, plans, drawings and specifications and the title, property rights and ownership in and to all patent rights in any invention developed during the course of or out of providing the Services shall vest in the City without any payment by the City therefor.

9.3 **Further Assurances.** The Consultant shall upon request by the City, do all such things and execute and deliver to the City all such documents and instruments as the City shall reasonably require in order to vest title, property rights and ownership in the City as provided in Clause 9.1 and 9.2 and the Consultant shall execute and deliver all such assignments, documents and instruments as may, in the City's opinion, be necessary or desirable for the application or the issuance of any patents, designs or the registration of any copyright.

9.4 The City will not sell or transfer those rights without Consultant permission

10. NOTICES:

10.1 Where in the Agreement any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, or by facsimile addressed to the party for whom it is intended at the address specified in Clause 7 of the Form of Agreement. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; by facsimile when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

11.0 WORKERS' COMPENSATION, INSURANCE AND BUSINESS LICENCE:

11.1 Workers' Compensation Board (WCB) Requirements

11.1.1 The Consultant agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Consultant agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Consultant. The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this Agreement had been paid in full.

11.1.2 The Consultant shall provide the City with their Workers' Compensation Board registration number and a "Clearance Letter" from WorkSafeBC confirming that they are registered and in good standing with the Workers' Compensation Board and that all assessments have been paid to the date.

11.1.3 The Consultant shall indemnify the City and hold them harmless from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

11.2 Insurance to be provided by the Consultant

11.2.1 The Consultant shall provide, maintain and pay for the following insurance:

(a) Commercial General Liability Insurance

Commercial General Liability Insurance providing third party bodily injury and property damage coverage in an amount of not less than **\$2,000,000**. per occurrence, indicating that the City is an additional insured and containing a cross liability and/or severability of interest clause protecting each insured to the same extent as if they were separately insured.

The Policy shall contain a clause providing that the City will receive 30 days' notice of cancellation or of any material change in coverage that will reduce the extent of coverage provided to the City. The certificate will also indicate that the policy contains non-owned automobile liability and contractual liability coverage. The insurance policy will be in a form and with a company that is, in all respects, acceptable to the City.

(b) Automobile Liability Insurance

Automobile liability insurance with respect to owned and leased automobiles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000. inclusive for each and every loss.

(c) Professional Liability Insurance

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than **\$500,000.** per claim and **\$1,000,000.** Aggregate for each loss. Such coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

(d) Consultant Equipment Insurance

"All risks" equipment insurance covering owned and non-owned machinery and equipment used by the Consultant for the performance of the Services to its full replacement value.

11.2.2 Prior to commencing any work the Consultant shall provide to the City certificates of insurance that shall include a provision that such insurance shall not be cancelled or modified without at least 30 days' written notice to the City.

11.3 City of Coquitlam Business Licence

11.3.1 Where the head office of the Consultant is located within the City of Coquitlam and/or where the Consultant is required to perform any work at a site within the City of Coquitlam, the Consultant shall have a valid City of Coquitlam business license throughout the duration of the Agreement.

12.0 DELAY IN PERFORMANCE:

12.1 Neither the City nor the Consultant shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, epidemic, war, riot and other civil disturbance, strike, lockout, and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or services required to be provided by either the City or the Consultant under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

13.0 SEVERABILITY:

13.1 The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

14.0 CONFLICT OF INTEREST:

14.1 The Consultant declares that the Consultant has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the Services. Should such an interest be acquired during the term of the Agreement, the Consultant shall declare it immediately in writing to the City. If the Consultant does declare a conflict of interest the City may direct the Consultant to resolve the conflict of interest to the City's satisfaction and the Consultant shall do so.

15.0 GOVERNING LAW:

15.1 The Agreement shall be construed under and according to the laws of the Province of British Columbia and subject to an agreement to refer a dispute to arbitration under Clause 16, the parties agree to irrevocably attorn to the jurisdiction of the Courts of the Province of British Columbia.

16.0 DISPUTE RESOLUTION:

16.1 All claims, disputes or issues in dispute between the City and the Consultant shall be decided by arbitration if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

16.2 In the event that the parties agree to arbitration, pursuant to Clause 16.1, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a Court of competent jurisdiction within the Province of British Columbia.

16.3 In the event that the parties agree to arbitration, the arbitration shall take place in Vancouver, British Columbia and be governed by the laws of British Columbia.

16.4 The procedure set out in this Clause 16 is not meant to preclude or discourage informal resolution of disagreements between the City and the Consultant.

17.0 TERMINATION:

Termination for Default

- 17.1 The City may terminate the Agreement if the Consultant at any time becomes bankrupt, makes an assignment of his property for the benefit of his creditors, or if a receiver or liquidator should be appointed. Such termination shall be effective upon the City giving written notice thereof.
- 17.2 The City may terminate the Agreement in whole or in part in writing if the Consultant defaults in the fulfilment of any or all of its obligations under this Agreement provided that, except in the case where the City acting reasonably deems it impractical, the Consultant shall be entitled to cure the default within 10 days of receipt of written notice from the City. Failure to cure the default within the 10-day period or as mutually extended by agreement between the City and the Consultant, shall entitle the City to terminate this Agreement immediately.
- 17.3 If the City terminates the Agreement under Clause 17.1 or 17.2, upon receipt of written notice of termination, the Consultant shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.

Termination without Default

- 17.4 Notwithstanding the provision of Clause 17.1 or 17.2, the City shall be entitled at any time during the Agreement to terminate this Agreement upon thirty (30) days written notice to the Consultant. Upon receipt of written notice of termination, the consultant shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.
- 17.5 Upon termination under Clause 17.4, the City shall pay to the Consultant in accordance with Section 01200 for the Services provided to the date of termination together with the actual and reasonable out-of-pocket expenses directly and necessarily incurred by the Consultant as a result of the termination. The Consultant may not claim loss of profit on the balance of the Services not fulfilled because of the termination.

18.0 PAYMENT:

- 18.1 Consultant is required to forward to the City's Project Manager a draft copy of the invoice for review **five (5) business days prior** to formal submission to the City.
- 18.2 The Consultant shall submit invoices to the City sent by email to: apinvoices@coquitlam.ca for Services performed monthly (the "billing period") during which the Services are performed under this Agreement; such invoices to be submitted as soon as practicable after each billing period. GST is to be shown as a separate item.
- 18.3 All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown showing information regarding percentage complete and percentage invoiced, all with associated costs. Invoices not containing the summary cost status will not be processed until the information is provided.

- 18.4 The invoice submitted for each billing period shall be clearly itemized to show the PO number, amount of work performed, the billing rates, the reimbursable expenses and the costs incurred to employ any Subcontractors. The Consultant shall also provide to the City upon written request such receipts, bills, invoices or other evidence in support of each invoice for a billing period as the City shall request.
- 18.5 Payments will be made in portions of the fixed lump sum amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Project Manager outlined above and in accordance with the fee schedule.
- 18.6 Except for the amounts which the City in good faith is disputing and except for any set off which the City may claim and except for invoices (or portions of invoices) in respect of which the City has requested and not received supporting evidence under Clause 18.2, the City shall pay invoices submitted to it for the Services within 30 days of receipt thereof.
- 18.7 The Consultant shall keep and shall cause any Subcontractors to keep books, records, documents and other evidence relevant to the provision of the Services in accordance with generally accepted accounting principles and practices consistently applied. The City or any of its duly authorized representatives shall for the purpose of audit and examination have access to and be permitted to inspect such books, records, documents and any other evidence for inspection, copying and audit for a period of three years after the termination, for any reason, of this Agreement.
- 18.8 The Consultant will not be able to claim any additional cost as a result any delays caused by the consultants. The consultant shall be entitled to extra fees as result of changes to the scope by the owner or an extension to the schedule caused by owner or contractor.
- 18.9 Payments made to the Consultant shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.
- 19.0 SUBCONTRACTORS:**
- 19.1 The Consultant may retain Subcontractors to assist in the performance of the Services provided that, where appropriate, the terms of this Agreement shall apply to the Subcontractors and provided that the Consultant shall be wholly responsible for the professional standards, performance and all actions of the Subcontractors. The City may request a copy of Terms and Conditions entered into by the Consultant with any subcontractor and the Consultant shall comply. The Consultant shall only employ Subcontractors having the appropriate standards, qualifications and experience in their respective areas of expertise.
- 19.2 Disbursements for which the Consultant shall not be reimbursed and shall be included as the design fee total for professional services include:
- .1 Drafting (AutoCAD, manual, supplies);
 - .2 Clerical support
 - .3 Computer Use;
 - .4 Courier and freight charges
 - .5 Telecommunications
 - .6 Travel (mileage, transportation, parking, vehicle, taxi, accommodation, meals);

- .7 Copying and Reprographics (Consultant's in-house drawings reproduction, review drawings and specifications, reports for sub-consultants' review);

20.0 EXTRA WORK:

- 20.1 Extra Work means the furnishing of services not directly or by implication called for in the Agreement. If the City requires extra work it may do so by itself or by the employment of others or it may direct the Consultant to do the extra work by issuance of a written direction. The Consultant shall perform any extra work at the rates provided for in Section 01200.

21.0 WORK AND SERVICES OMITTED:

- 21.1 Extra Work means the furnishing of services not directly or by implication called for in the Agreement. If the City requires extra work it may do so by itself or by the employment of others or it may direct the Consultant to do the extra work by issuance of a written direction. The Consultant shall perform any extra work at the rates provided for in Section 01200.
- 21.2 The Consultant must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Consultant fees exceed the original proposed purchase order amount. In this situation the Consultant will be requested to submit scope of work change alternatives to meet the budget.
- 21.3 A separate schedule of values is required as supporting documentation to the invoice for all additional services.
- 21.4 Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

22.0 WORK AND SERVICES OMITTED:

- 22.1 Upon receipt of written direction from the City, the Consultant shall omit Services to be performed under the Agreement. The Consultant shall have no claim against the City for loss associated with any omitted Services.

23.0 WITHHOLDING OF PAYMENTS

- 23.1 The City may withhold payment to the Consultant as necessary to protect the City relating to unsatisfactory performance or quality of work;
- 23.2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- 23.3 The withholding of any payment shall not affect the Consultant's obligation to continue performance of work.

24.0 THIRD PARTY RIGHTS:

24.1 Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

25.0 LIMITATION OF LIABILITY:

25.1 In no event will the City be liable to the Consultant for any incidental, indirect, special or consequential damages arising out of, or in connection with this Contract.

26.0 CHANGES TO SCOPE OF SERVICES:

26.1 The City may at any time vary the scope of work to be provided by the Consultant as part of the Services. In that case and where this Agreement contains a limit or limits in Clause 3.0 (Agreement Amount) of Section 01000 (FORM OF AGREEMENT) as to the maximum fees and disbursements to be paid to the Consultant for all or any part of the Services, such limit or limits shall be adjusted as agreed to by both parties in writing and failing agreement, as reasonably determined by the City. Should the Consultant consider that any request or instruction from the City constitutes a change in the scope of the work, the Consultant shall so advise the City within ten (10) days in writing. Without said written advice within the time period specified, the City shall not be obligated to make any payments of additional fees to the Consultant.

27.0 NON-RESIDENT WITHHOLDING TAX:

27.1 If the Consultant is, at any time, a non-resident of Canada, within the meaning of the Income Tax Act of Canada as amended, then, and the Consultant hereby so agrees, the City may deduct from all monies payable under this Agreement and remit to the Receiver-General of Canada, the Government of Canada or Canada Revenue Agency, Taxation sums not greater than the greater of:

27.1.1 Fifteen percent (15%) of all monies payable under this Agreement; and

27.1.2 sums required to be withheld and remitted by the *Income Tax Act* of Canada as amended.

27.2 The City will receive full credit under this Agreement for monies withheld as of and from the date of the withholding (regardless of when or whether remitted) and no interest will be payable by the City on sums withheld, not remitted as aforesaid, and later paid directly to the Contractor.

27.3 Exemption from this withholding tax is available in some circumstances, but the Consultant must apply directly to the Canada Revenue Agency (CRA) at least thirty (30) days prior to commencing services for a "Certificate of Exemption".

28.0 ADVERTISEMENT:

28.1 The Consultant will not advertise its relationship with the City without prior written authorization from the City.

Appendix B

RFP No. 22-074

Percy Perry Running Track and Synthetic Turf Sports Field Removal and Replacement

Asset Inventory Form

Asset Inventory - TCP Running Track and Field							Maintenance Budget
Phase: Detailed Design & Construction Drawings							
Date: July 27, 2022							
Completed by:							
Reviewed by:							

TCA Asset Category	Type	Asset #	Units	Quantity	Cost / Unit	Cost	Maintain /Unit	Budget
Overall Park Footprint Size			m2			0.00		0.00
Backstops			each			0.00		0.00
Benches			each			0.00		0.00
Bleachers			each			0.00		0.00
Bridges			each			0.00		0.00
Drinking Fountains			each			0.00		0.00
Entry Structure			each			0.00		0.00
Fencing			lm			0.00		0.00
Fencing			lm			0.00		0.00
Fencing			lm			0.00		0.00
Forested Natural Areas			hect			0.00		0.00
Garbage Receptacles			each			0.00		0.00
Gates			each			0.00		0.00
Goals			each			0.00		0.00
Habitat Compensation Areas			hect			0.00		0.00
Hazard Tree Location			each			0.00		0.00
Horticulture Beds			m2			0.00		0.00
Horticulture Shrubs			each			0.00		0.00
Identifier Signage			each			0.00		0.00
Indoor Fitness Equipment			each			0.00		0.00
Interpretive Signage			each			0.00		0.00
Irrigation Systems			heads			0.00		0.00
Kiosks			each			0.00		0.00
Maintained Tree Pits			each			0.00		0.00
Maintained Trees			each			0.00		0.00
Major Garbage Recepticles			each			0.00		0.00
Other PRC Assets and Equipment?			each			0.00		0.00
Outdoor Fitness Equipment			each			0.00		0.00
Park Lighting Systems			each			0.00		0.00
Parking Lots and Roadways			m2			0.00		0.00
Passive Maintained Turf			m2			0.00		0.00
Passive Maint'd Turf Perimeter			lm			0.00		0.00
Picnic Shelters			each			0.00		0.00
Picnic Tables			each			0.00		0.00
Playgrounds			each			0.00		0.00
Retaining Walls			surf m2			0.00		0.00
Running Tracks			m2			0.00		0.00
Sport Courts			each			0.00		0.00
Sportsfield Maintained Turf			m2			0.00		0.00
Sportsfield Maint'd Turf Perimeter			lm			0.00		0.00
Stairs			/step			0.00		0.00
Stairs			/step			0.00		0.00
Trails / MUPs			m2			0.00		0.00
Trails / MUPs			lm			0.00		0.00
Trails / MUPs			m2			0.00		0.00
Trails / MUPs			lm			0.00		0.00
Trails / MUPs			m2			0.00		0.00
Trails / MUPs			lm			0.00		0.00
Drain Pipes			lm			0.00		0.00
Drain Pipes			lm			0.00		0.00
Culverts			lm			0.00		0.00
Catchbasins			each			0.00		0.00
Manholes			each			0.00		0.00
						0.00		0.00
						0.00		0.00
						0.00		0.00
Total Cost						0.00		0.00

Appendix C

RFP No. 22-074

Percy Perry Running Track and Synthetic Turf Sports Field Removal and Replacement

Project Record Drawings

1. 22-074 RFP – CS for Track and Turf Replacement – [2012 Record Drawing](#) (PG0180 Percy Perry Stadium Sports Field Renovation As-Builds)
2. 22-074 RFP – CS for Track and Turf Replacement – [2010 Record Drawing – Link 1 for Civil](#)
22-074 RFP - CS for Track and Turf Replacement – [2010 Record Drawing – Link 2 for Electrical](#)
3. 22-074 RFP - CS for Track and Turf Replacement – [1988 Record Drawing – Link 1](#)
22-074 RFP - CS for Track and Turf Replacement – [1988 Record Drawing – Link 2](#)



PROPOSAL SUBMISSION FORM

RFP No. 22-074

Running Track and Synthetic Turf Sports Field Removal and Replacement - Percy Perry Stadium

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

Friday, September 16, 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

CONTRACT - I/We have reviewed Appendix A – Consulting and Professional Services Agreement and would be prepared to enter into in an agreement amended by the following departures (list, if any):	
Section	Requested Departure(s) / Alternative(s)

a) SERVICES - 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) AWARD - 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. Insurance – Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City’s Certificate of Insurance - Consultant Form	
ii. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
iii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
iv. 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:
v. Contract – Acceptance of the City’s Terms and Conditions: Standard Terms and Conditions - Consulting and Professional Services (PDF)	
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) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):				
i. 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.):				
ii. Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:				
iii. Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :				
iv. 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) 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.				
iv.				
v.				

c) SUB-CONSULTANTS - The following Sub-consultants 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-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Consultants No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

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

d) 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 Contract	
Size and Scope	
Work Performed	
Start Date	

End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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

3. TECHNICAL

<p>a) APPROACH and METHODOLOGY Provide details as to how your organization would approach this project and engage with the City including methodology, work plan and approach. Include a breakdown of tasks necessary to complete the project. Identify any challenges you anticipate in this project and how you propose to mitigate them.</p>
<p>I. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.</p>

<p>e) Completion Date</p>	
<p>I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before August 31, 2022. This date will be an important consideration in the evaluation.</p>	
<p><input type="checkbox"/> Yes</p>	<p><input checked="" type="checkbox"/> No</p>
<p>II. If Proponent has stated NO, please state date and explanation as to proposed completion date:</p>	

4. FINANCIAL

a) PRICE - 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).
 The Proponent’s fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent’s team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the ‘Consulting Team’ will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to Include any additional “Optional Services” or costs not accounted for in the fee schedule as part of the Proposal submission.
 The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule, or order of works, or for project delays.

Item No.	Component	Fee (Lump Sum)	Optional Pricing
Phase 1	Project Initiation, Existing Track & Field Analysis (Testing, Reviews & Recommendations)		
1.1	Landscape Architecture	\$	
1.2	Civil Engineering	\$	
1.3	Architect	\$	
1.4	Structural Engineer	\$	
1.5	Geotechnical Engineer	\$	
1.6	Surveyor	\$	
1.7	Others(Specify): _____	\$	
1.8	<i>Landscape Architecture</i>		\$
1.9	<i>Civil Engineering</i>		\$
1.10	<i>Architect</i>		\$
1.11	<i>Structural Engineer</i>		\$
1.12	<i>Geotechnical Engineer</i>		\$
1.13	<i>Surveyor</i>		\$
1.14	<i>Others(Specify): _____</i>		\$
	Subtotal for Planning, Existing Track & Field Analysis Services:	\$	\$
Phase 2	Detailed Design Drawings & Specifications		
2.1	Landscape Architecture	\$	
2.2	Civil Engineering	\$	
2.3	Architect	\$	
2.4	Structural Engineer	\$	

2.5	Geotechnical Engineer	\$	
2.6	Surveyor	\$	
2.7	Others(Specify):_____	\$	
2.8	<i>Landscape Architecture</i>		\$
2.9	<i>Civil Engineering</i>		\$
2.10	<i>Architect</i>		\$
2.11	<i>Structural Engineer</i>		\$
2.12	<i>Geotechnical Engineer</i>		\$
2.13	<i>Surveyor</i>		\$
2.14	<i>Others(Specify):_____</i>		\$
Subtotal for Detail Design Drawings & Specifications Services:		\$	\$
Phase 3	Tender Document Preparation & Bids Reviews		
3.1	Landscape Architecture	\$	
3.2	Civil Engineering	\$	
3.3	Architect	\$	
3.4	Structural Engineer	\$	
3.5	Geotechnical Engineer	\$	
3.6	Surveyor	\$	
3.7	Other(Specify):_____	\$	
3.8	<i>Landscape Architecture</i>		\$
3.9	<i>Civil Engineering</i>		\$
3.10	<i>Architect</i>		\$
3.11	<i>Structural Engineer</i>		\$
3.12	<i>Geotechnical Engineer</i>		\$
3.13	<i>Surveyor</i>		\$
3.14	<i>Others(Specify):_____</i>		\$
Subtotal for Tender Documents and Bid Reviews Services:		\$	\$
Phases 1, 2 & 3	Complete Planning, Design & Tender Services (excluding GST) TOTAL:		

b) PRICE (Lump Sum Fees) – ‘Contract Administration, Survey, Construction and Field Services’

Phase 4	Contract Administration
----------------	--------------------------------

4.1	Landscape Architecture	\$	
4.2	Civil Engineering	\$	
4.3	Architect	\$	
4.4	Structural Engineer	\$	
4.5	Geotechnical Engineer	\$	
4.6	Surveyor	\$	
4.7	Others(Specify):_____	\$	
4.8	<i>Landscape Architecture</i>		\$
4.9	<i>Civil Engineering</i>		\$
4.10	<i>Architect</i>		\$
4.11	<i>Structural Engineer</i>		\$
4.12	<i>Geotechnical Engineer</i>		\$
4.13	<i>Surveyor</i>		\$
4.14	<i>Others(Specify):_____</i>		\$
Subtotal for Contract Administration Services:		\$	\$
Phase 5	Survey, Construction and Field Services		
5.1	Landscape Architecture	\$	
5.2	Civil Engineering	\$	
5.3	Architect	\$	
5.4	Structural Engineer	\$	
5.5	Geotechnical Engineer	\$	
5.6	Surveyor	\$	
5.7	Others(Specify):_____	\$	
5.8	<i>Landscape Architecture</i>		\$
5.9	<i>Civil Engineering</i>		\$
5.10	<i>Architect</i>		\$
5.11	<i>Structural Engineer</i>		\$
5.12	<i>Geotechnical Engineer</i>		\$
5.13	<i>Surveyor</i>		\$
5.14	<i>Others(Specify):_____</i>		\$
Subtotal for Survey, Construction and Field Review Services:		\$	\$
Phase 6	Miscellaneous Costs		
6.1	Total Disbursements	\$	\$

6.2	Other (Specify)	\$	\$
	Subtotal for Miscellaneous Costs:	\$	\$
Phases 4, 5 & 6	Contract Administration, Survey, Construction, Field Review and Disbursement Services (excluding GST) TOTAL:	\$	\$
All Phases	Complete Project Consulting Fees (exclude GST) TOTAL	\$	\$

c) 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

d) 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 - 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.

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