

City of Coquitlam

Request for Proposals

RFP No. 23-037

Consulting Services
Fuel Management Prescriptions

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-037 Fuel Management Prescriptions
Overview of the Opportunity	The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to Fuel Management Prescriptions .
Closing Date and Time	2:00 pm local time Friday, February 24, 2023
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	<p>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</p> <p>Questions received after that time may not receive a response.</p>
Addenda	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Consulting and Professional Services are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” 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” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Evaluation Team” means the team appointed by the City;

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

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

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

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

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

1 INTRODUCTION

1.1 Request for Proposals

The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to **Fuel Management Prescriptions**.

1.2 Introduction

This RFP is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services.

The selection process will generally conform to the InfraGuide® - [Infraguide Selecting a Professional Consultant](#)

1.3 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.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

1.4 Completion Date

The Consultant is to provide the final document on or before December 31st, 2023.

1.5 Sub-Consultants

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

1.6 Requested Departures

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

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.

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	30
Technical	30
Financial and Value Added	40
Total	100

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

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members;
- Corporate Experience and References – provide local or regional examples of similar successful projects, project dates, client names and contact information, description of team members role in each project
- Member of The Association of BC Forest Professionals (ABCFP)

Technical

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

Financial and Value Added Benefits

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

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

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or

more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

1.8 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Insurance Form - Consultant](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 Intellectual Property Rights

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

3 SCOPE OF SERVICES

3.1 Background

Coquitlam is the largest of the Tri-Cities with approximately 150,000 residents. The Tri-Cities cover approximately 208 square kilometers and are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. This part of the region is expected to grow to approximately 359,000 by 2041. The Tri-Cities are experiencing tremendous change, not only in population growth but also in demographics, culture, and in specific neighborhoods. [Learn more](#) about the City of Coquitlam.

3.2 Scope of Work

The successful Proponent (the “Consultant”) will prepare **Fuel Management Prescriptions** for the City. All recommendations shall use the latest Wildfire Service Fuel Management Prescription Guidance document and/or provincial requirements in their plan. The City of Coquitlam Community Wildfire Resiliency Plan is available on the city website for a full description of the areas of interest. [Coquitlam CWRP](#).

The Consultant will be required to consult with external stakeholders for the various prescription areas including, but not limited to BC Parks, Provincial Crown land managers, Metro (Minnekhada Park Managers), BC Hydro, Fortis BC, and ƵʷɪƵʷəʷɬəm First Nation. Consideration of each stakeholder’s interests shall be included in the fuel prescription plans.

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

- a) Assessed Area:
 - Local Government Land: 23.3 ha
 - Provincial Crown Land within administrative boundary: 71.30 ha
- b) Description of Areas
 - I. EAGLE-1 (28.5 ha) is located in the northwest of the City of Coquitlam municipal area. It buffers 100 meters along each side of Eagle Mountain Road for approximately 1.5 kilometers. It is positioned perpendicular to prevailing winds, and situated between continuous forested stands in the Coquitlam Watershed, which provides drinking water for Metro Vancouver, and values at risk in the Westwood Plateau neighborhoods, including the BC Hydro Meridian and Fortis BC substations. Eagle Mountain Road is a popular off-road vehicle trail, is a trailhead for mountain biking trails that extend north of the road towards the Coquitlam Watershed, and may be used by first responders in the event of a wildfire incident. Dense, suppressed understory sapling growth is present at the substation fence perimeter, with high vertical and horizontal fuel continuity. Parts of this PTU include stands continuous with EAGLE-1 and are characterized by similar mature, hemlock-dominated stands with forest health issues present.
 - II. EAGLE-2 (16 ha) is located adjacent to and partially abutting EAGLE-1. EAGLE-2 buffers 100 meters around a FortisBC gas substation, as well as 100 meters on each side of the access road to the site. Trail systems used by hikers, dog-walkers, and mountain bikers overlap with this treatment unit. Dense, suppressed understory sapling growth is present at the substation fence perimeter, with high vertical and

horizontal fuel continuity. Parts of this PTU include stands continuous with EAGLE-1 and are characterized by similar mature, hemlock-dominated stands with forest health issues present.

- III. RIDGE-1 (6.4 ha) is located on a slope within Ridge Park, a large municipal park, with private residences above (50-100 m). Homes adjacent to the treatment unit were offered FireSmart Home Ignition Zone Assessments in 2021/ 2022 by the City. This unit overlaps with a previously treated area, but maintenance treatment is required. Forest stands are characterized by dense numbers of juvenile to mature western red cedar and western hemlock trees. This PTU is located on municipal land.
- IV. WEST-1 (2.9 ha) is located adjacent to (<50 m) residences, close to a large municipal park (Ridge Park). This is a linear green space, (part of Hoy Creek Ravine & Natural Areas) with local walking trails throughout the unit. It overlaps with a previously treated area, but maintenance treatment is required. Low crown base heights, and high surface fuel loading are present. High mortality rates in western hemlock, potentially resulting from impacts of hemlock looper, and poor stand health overall, is contributing to fuel loading. Dumping is also contributing to surface fuel loading. Homes adjacent to this PTU were offered FireSmart Home Ignition Zone Assessments in 2021/2022 by the City. This PTU is located on municipal land.
- V. WEST-2 (1.0 ha) buffers critical infrastructure (water reservoir) in an interface neighborhood. WEST-2 is surrounded by private land, with residences upslope from the TU. Homes adjacent to this PTU were offered FireSmart Home Ignition Zone Assessments in 2021/2022 by the City. Hazardous C-3 fuel types were identified around the reservoir, with stands characterized by patches of dense understory stems with low crown base heights, and hazardous accumulations of surface fuels. This PTU is located on municipal land.
- VI. MINNIE-1 (13 ha) is located within Minnekhada Regional Park, a high-traffic regional park within the municipality. It buffers a heritage structure on the south side of the park. Drought affected western red cedar is present in this treatment unit. Standing dead stems, elevated quantities of existing surface fuel loading have produced increased wildfire hazard risk in an otherwise moderate hazard stand (fuel type C-5). High mortality rates are likely to increase surface fuel loading over time. This PTU is located on municipal land, within Coquitlam's municipal boundaries, but on land administered by Metro Vancouver Regional Parks.
- VII. PINE1 (23.4 ha) buffers the Port Coquitlam & District Hunting and Fishing Club (gun range), a hazardous value at risk within the municipality, and the hazardous fuel types behind the range. This PTU is strategically positioned to buffer between Pinecone Burke Provincial Park and the private property slated for development in the next 10 years (part of the Northwest Burke neighborhood plan). This PTU is overlaps Crown Provincial land and Pinecone Burke Provincial Park.
- VIII. PINE-2 (3.4 ha) buffers 20 meters on either side of the main access road into Pinecone Burke Provincial Park. The route is used mainly by vehicles, mountain

bikers, and may be used by first responders in the event of a wildfire incident. After a prescription is written, fuel treatment is recommended as a demonstration. In the implementation phase, engagement with the local mountain bike association is recommended to share information about and demonstrate trail management practices that can prevent increased wildfire hazard.

- c) Foundation for the necessity of the proposed assessment (e.g. improved suppression opportunities along main access corridor, linkages to larger fuel breaks):
- I. EAGLE-1 and PINE-1 are proposed interface fuel breaks located in the community and landscape zone. Both areas are locations within the municipality where accidental human caused ignitions are at an elevated risk, as a result of several factors: Coquitlam Fire & Rescue reports some human-caused ignitions in EAGLE-1; Metro Vancouver reports frequent trespass into the Coquitlam Watershed from EAGLE-1; and very high recreational traffic is present both in PINE-1 and EAGLE-1.
 - II. Assessment of these units would identify treatment techniques to mitigate the hazardous characteristics of these stands to create strategically placed interface fuel breaks. EAGLE-1 is strategically positioned perpendicular to prevailing winds and between Westwood Plateau neighborhoods and Coquitlam Watershed forests. PINE-1 is strategically positioned between forests of Pinecone Burke Provincial Park and areas slated for development over the next 10 years in Northwest Burke.
 - III. EAGLE-2 and WEST-2 both buffer privately operated critical infrastructure. EAGLE-2 buffers the FortisBC gas substation (also a hazardous value at risk) and WEST-2 buffers a City of Coquitlam water reservoir. These units should be assessed to identify treatment techniques to mitigate hazardous forest fuels and reduce potential wildfire behaviour close to this critical infrastructure.
 - IV. RIDGE-1, WEST-1, and MINNE-1 are fuel treatments located in the community zone, adjacent to interface neighborhoods. RIDGE-1 and WEST-1 are located in areas that have been the focus of engagement and outreach by Coquitlam Fire & Rescue, by offering FireSmart Home Ignition Zone Assessments. These PTUs are anchored to values at risk in these interface neighborhoods, and should be assessed to reduce potential wildfire behaviour close to residences. These PTU's are an opportunity to demonstrate to residents' vegetation management techniques to mitigate hazardous forest fuels and increase community uptake of FireSmart principles.
 - V. PINE-2 is a trailside fuel treatment unit. It is recommended that this unit be prescribed and then treated as a FireSmart demonstration, to share information about trail management practices that can prevent increased wildfire hazard. Trail management activities, where fallen trees are bucked and moved to the side of trails to allow hikers and mountain bikers to pass, can result in hazardous accumulations of surface fuels along the highest traffic areas in green spaces and parks. Sharing information with recreation groups about FireSmart trail management is recommended to avoid this in Coquitlam's high traffic parks.

3.3 Documents

The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

3.4 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person and/or virtual update meetings. It is intended that the Consultant will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

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

The Consultant lead must receive written approval from the Project Lead for any task or personnel reassignments on the Consultant team.

3.5 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a **Schedule of Effort and Fees**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required. The fee schedule should show the maximum upset limits that the Consulting Team will not exceed unless the City's Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP.
- b) The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.
- c) The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- d) The successful Consultant will not be able to claim any additional cost as a result of changes to the Schedule or order of works. This condition shall be in effect for the duration of the project.

The Consulting Services Price Total will form the budget for the full scope of the Services, including all details and deliverables specified in this RFP.

The Price total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.



PROPOSAL SUBMISSION FORM

RFP No. 23-037

Fuel Management Prescriptions

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

Friday, February 24, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Quotation submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid.

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

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

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

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

1.

DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) and would be prepared to enter into an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) 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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. Insurance – Provide Insurance coverage as per the City's Standard Insurance 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	

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):

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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) 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:

Reference No. 3	
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:

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

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

d) 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. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

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

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

e) Proponent is to state if it is a member in good standing of the Association of BC Forest Professionals (ABCFP) association of British Columbia:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3. TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.
I. Approach - Proponent is to state how their organization will approach the Project and engage withn the Cities to deliver the Services:
II. Methodology – State the methodology the Proponent will utilize to deliver the Services:
III. Work Plan – Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City’s suggested Scope of Services:
IV. Challenges – Describe the challenges anticipated and how the Proponent intends to mitigate these.
V. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

b) COMPLETION DATE

I. The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before **December 31, 2023**. This date will be an important consideration in the evaluation.

☐ **Yes**

☐ **No**

II. If Proponent has stated NO, please state date and explanation as to proposed completion date:

4. FINANCIAL

a) SCHEDULE OF FEES AND EFFORT - The 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.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.	Cost per hectare	94.6 Total Hectares			\$
2.	Reports				\$
3.	Other professional services required: (e.g. Geotechnical, archaeology etc.)				\$
4.	Engagement				\$
5.	Other not listed				\$
6.	Other not listed				\$
Total					\$

b) 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

c) 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

<p>ii. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:</p>
<p>iii. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:</p>

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.

Or

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 [Appendix A – Consulting and Professional Services Agreement](#) 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.