



**City of Coquitlam  
REQUEST FOR INFORMATION AND QUALIFICATIONS  
RFI No. 14-05-02**

Pre-qualification of Consultants for  
**PARK DESIGN SERVICES**

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**Proposal Submissions will be received on or before 2:00 pm local time  
Wednesday, July 23, 2014  
(“Closing date and time”)**

**Obtaining RFI Documents**

RFI Documents are available for downloading from the City of Coquitlam’s website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of RFI documents is the sole responsibility of the Respondents.

**Addenda**

Respondents are required to check the City’s website for any updated information and addenda before the closing date at the City website: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

**Submissions**

The City reserves the right to accept or reject any or all Submissions or accept a response deemed to be in the best interest of the City.

The City will not be responsible for any costs incurred by Respondents in preparing a response.

D. Trudeau  
Purchasing Manager  
City of Coquitlam

Issue Date: June 26, 2014

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**APPENDIX A** - City of Coquitlam Certificate of Insurance Consultant Form

## 1.0 DEFINITIONS

In this RFI the following terms will have the meaning set out below:

- 1.1 “**City**” means the City of Coquitlam
- 1.2 “**Contract**” means a formal written contract between the City and a Consulting firm selected to undertake the Services
- 1.3 “**Consultant(s)**” mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFI
- 1.4 “**Preferred Proponent**” means the Proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract
- 1.5 “**Proponent**” means an entity that submits a subsequent Proposal
- 1.6 “**Respondent**” means an entity that submits a response to this RFI
- 1.7 “**RFI**” means this Request for Information
- 1.8 “**Services**” means and includes anything and everything required to be done by the Professional Consultant for the fulfillment and completion of the Contract as described in this RFI
- 1.9 “**Submission**” means a response submitted for evaluation in response to this RFI

## 2.0 REQUEST FOR INFORMATION AND QUALIFICATIONS

### 2.1 Introduction

The City of Coquitlam (“City”) is issuing a Request for Information and Qualifications (“RFI”) to select professional qualified experienced consulting firms to provide **Park Design Services** (“Services”).

The City is seeking dynamic and creative design teams with specialization in park planning, landscape architecture, architecture, urban design and public facilitation, and invites Consultants to submit their qualifications.

This RFI is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services on small and medium sized park projects.

### 2.2 Purpose

The City intends to create a short list of professional consulting firms from which it will select one or more Consultant(s) to provide the Services for a period of three (3) or more years, or until such a time as the City may release a new RFI.

The City reserves the right to issue a new process to select Consultants for those projects deemed to require specialized skills, knowledge or experience.

To be considered for the Services, design firms shall have specialization in park planning, landscape architecture, architecture, urban design and public facilitation in one or more of the following categories:

- Category 1 - Feasibility Studies and Conceptual Planning.
- Category 2 - Civic and Open Spaces; Linear Parks and Water Fronts; Natural and Conservation Areas
- Category 3 - Sports Fields and Running Tracks
- Category 4 - Skate, Spray and Water Parks
- Category 5 - Infrastructure and Washroom Facilities
- Category 6 - Trail, Mountain and BMX Bike Parks

### 2.3 Scope of Services

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

- Park Planning including; information gathering, site analysis, program development
- Public engagement and stakeholder consultation meetings
- Preparation and/or reviewing existing conceptual drawings provided by the City
- Coordination of Sub consultants and authorities having jurisdiction
- Design Development Graphics for Meetings, Reports and Approvals
- Detailed Design; Letters of Assurance; and Issued for Permit drawings
- Contract Documentation; Construction Drawings; and Cost Estimates

- Issued for Tender Documents; Recommendations; Record; Construction and As-built drawings
- Project Close-out

All, or a portion of these *Services* will be required for various park projects. Expanded *Services* such as building design and/or amenity design may also be required.

Based on the finalization of the detailed designs, the successful Consultants may also be engaged to provide *Contract Administration* and *Construction Review/Field Services*. This will be determined by the financial feasibility and strategic priorities at the completion of the design(s).

## 2.4 Eligibility

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

- .1 Enter into a standard Contract Agreement with the City as amended by the City of Coquitlam *Supplementary General Conditions*.
- .2 Professional and Commercial General Liability (CGL) insurance coverage as outlined in **Appendix “A”**.
- .3 Be a registered member, with a professional discipline relating directly to the *Service* being provided, in either the British Columbia Society of Landscape Architects (BCSLA); Planning Institute of British Columbia (PIBC); Architectural Institute of British Columbia (AIBC); or Professional Engineers and Geoscientists of British Columbia (APEGBC).
- .4 Accept the City’s standard Terms and Conditions posted on the City’s website.
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: <http://www.coquitlam.ca/city-services/licenses-and-permits/business.aspx>
- .6 Use acceptable electronic software to produce a clear and concise Schedule of Effort and Fees table.

These documents are not required as part of the RFI Submission but shall be provided to the City prior to award.

### 3.0 INSTRUCTIONS TO RESPONDENTS

#### 3.1 RFI Schedule

The following are the estimated schedule dates for the stages of this RFI:

RFI Closing	Wednesday, July 23, 2014 @2:00 pm (local time)
Evaluation and Interviews	July 24 to July 30, 2014
Selection and Award	August 2014

The proposed schedule is an estimated timeline and may change at the discretion of the City.

#### 3.2 Closing Date and Time

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

**Wednesday, July 23, 2014**

(Closing date and time)

#### 3.3 Instructions for Submission

Submissions are to be uploaded through QFile, the City's file transfer service accessed at <http://qfile.coquitlam.ca/bid>

1. **In the "Subject Field" enter:** RFI 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 receipt)

Submissions shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay 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.

The City at their sole discretion reserves the right to accept Submissions that are received after the Closing date and time but is under no obligation to evaluate.

Submissions will not be opened in public.

Submissions may be withdrawn upon request by an authorized representative of the Respondent sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Submissions.

Respondents are required to allow ample time for completion of the Submission process.

Should assistance be required Ph: 604-927-3060 or Fx: 604-927-3035.

### **3.4 Enquiries**

All enquiries regarding this RFI should be submitted in writing 3 business days prior to the Closing date and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Respondents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFI.

No oral conversation will affect or modify the terms of this RFI or may be relied upon by the Respondent.

### **3.5 Addenda**

If the City determines that an amendment is required to this RFI, the City will issue a written addendum that will be incorporated into and become part of the RFI. Respondents should acknowledge receipt of addenda in their Submission.

Respondents are required to check the City's website for any updated information and Addenda issued before the Closing Date at the following website address: [www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Upon submitting a response to this RFI, Respondents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in their Submission.

Should there be any discrepancy in the RFI documentation provided, the City's original file copy shall prevail.

### **3.6 Freedom of Information and Protection of Privacy Act**

Information received by the City will be held in confidence and will become the property of the City. The City is, however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that Submissions will be treated as public documents and their contents may be disclosed, pursuant to the Act.

Respondents agree that by submitting a response to this RFI, the City may disclose the name of their company(s).

### **3.7 Acceptance of Submissions**

The City reserves the right to reject any or all Submissions or to accept any Submission received in response to this RFI, should the City judge it be in the best interests of the City to do so. The City reserves the right to waive any irregularities in any Submission. The City is under no obligation to select Preferred Proponent(s), or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Submissions, and to terminate

this RFI process. If the City decides to terminate this RFI process, it may at any time invite further Submissions for the provision of the *Services* or enter into any discussion or negotiations with any party for the provision of the *Services*.

The City shall not be obligated in any manner to any Respondent whatsoever until a written agreement has been duly executed relating to an accepted Proposal.

**3.8 Respondent's Expenses**

Respondents are solely responsible for their own expenses in preparing Submissions, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to, or arising from this RFI.

**3.9 No Claim**

The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent as a result of or related to the RFI, the preparation of a Submission, the evaluation of Submissions, the acceptance or rejection of any compliant or non-compliant Submission, breach of any obligations arising under the RFI, negotiations for a Contract or the cancellation, suspension or termination of the RFI, and by submitting a response to this RFI, each Respondent will be conclusively deemed to waive and release the City and its employees, contractors, consultants and agents, from and against any and all such claims.

By submitting a response to this RFI, each Respondent shall be deemed to have agreed that it has no claim.

**3.10 Conflict of Interest**

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

**3.11 Solicitation of Council Members and Staff**

Respondents will not contact any member of the City Council or staff with respect to this RFI at any time prior to the award of a contract or the termination of this RFI other than as permitted as an enquiry identified in this RFI. The City may reject the Submission of any Respondent that makes any such contact.

**3.12 Not a Tender or Request for Proposals**

This RFI is not a tender process nor is it an Invitation to Tender or Request for Proposals and is not intended to create a contractual relationship between the City and the Respondent. By issue of this RFI document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze Submissions, select Preferred Proponent(s) and negotiate with or issue a Request for Proposals to the Preferred Proponent(s) or cancel this RFI process as the City considers desirable.

**3.13 No Obligation**

The City reserves the right to accept or reject any or all Submissions or cancel this RFI at any time.



#### 4.0 RFI Submission and Evaluation Criteria

Clearly identify which one, or more, of the 6 categories the Respondent would like to be evaluated on, by the City, from the list below.

Submissions should outline the expertise, experience, resources and knowledge to perform the *Services* for the category(s) the Respondent has identified they would like to be evaluated on, by the City, from the list below.

Generalized, generic or broad brush Submissions will score significantly lower than Submissions which clearly **identify and are responsive to** the specific category(s) the Respondent would like to be evaluated on, by the City, from the list below.

#### CATEGORY LIST

Category Number	Description
Category 1	Feasibility Studies and Conceptual Planning
Category 2	Civic and Open Spaces; Linear Parks and Water Fronts; Natural and Conservation Areas
Category 3	Sports Fields and Running Tracks
Category 4	Skate, Spray and Water Parks
Category 5	Infrastructure and Washroom Facilities
Category 6	Trail, Mountain and BMX Bike Parks

Responses to this RFI should be brief, clear, concise, and address the following criteria listed in no order of precedence.

- .1 Company(s) and proposed team
  - Experience with planning, design, contract administration and construction review in projects of comparable size, scope and complexity;
- .2 Prime Consultant/Sub Consultants Relationship
  - If the Consultant submitting the RFI is working with sub-consultants or partners, identify the company that would be the prime consultant and list any sub-consultants indicating the team relationship, type of projects, and length of time working together as a team;
- .3 Qualifications of key team members
  - Key personnel qualifications, including sub-consultants, their roles and availability, include a demonstration of effective multi-disciplinary project management skills/structure;

- .4 Methodology
  - Project approach, design methodology and quality assurance, understanding of success factors, potential challenges and issues, and understanding of local context.
  - Describe the software and formats that will be used to produce clear and concise Schedule of Effort and Fees table.
  - Describe the format used for plan review and distribution.
- .5 Resources
  - Company and staff availability, demonstrated performance on previous projects including proven ability to work within allocated budgets and meet prescribed timelines;
- .6 Value Added Services
  - What is exceptional about the team and the company; what other benefits does the team bring to the City.
- .7 Sustainability
  - Describe corporate and design experience in balancing social, economic and environmental considerations, innovation, and practices.
- .8 References
  - Three (3) references from recent clients indicating project, duration and client contact details.

Upon submitting a response to this RFI, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

**5. Evaluation and Selection Process**

The evaluation team will review the Submissions 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. The City may at its discretion, interview one or more Respondents or request clarifications or additional information from a Respondent with respect to any Submission.

Upon completion of the evaluation, the City may:

- a) select one or more Preferred Proponents to negotiate a contract for provision of the Services; or
- b) Select a shortlist of companies to participate in a subsequent request for proposals (RFP) process for provision of the Services.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

We thank all Respondents for their interest however only selected or short listed Respondents will be contacted.

**6. Shortlist for Future Projects**

The City intends to create a short list of professional consulting firms from which it will then select one or more Consultant(s) to provide the *Services* for a period of three (3) or more years, or until such a time as the City may release a new RFI.

The City reserves the right to issue a new process to select Consultants for those projects deemed to require specialized skills, knowledge or experience.

The City makes no representation of any kind as to the volume of projects that would be available to any successful Consultant.

**THIS FORM IS TO BE COMPLETED BY THE INSURANCE BROKER**

(A fillable form is also available for electronic completion on the City's website):

[http://www.coquitlam.ca/Libraries/Coquitlam\\_Forms/Certificate\\_of\\_Insurance\\_-\\_Consultant\\_Form.sflb.ashx](http://www.coquitlam.ca/Libraries/Coquitlam_Forms/Certificate_of_Insurance_-_Consultant_Form.sflb.ashx)

This certifies that policies of insurance as described below have been issued to the Insured named below and are in full force and effect at this time. It is understood and agreed that **thirty (30) days' notice of cancellation** or reduction in applicable limit of any of the policies listed below, with the exception of ICBC, will be given to the holder of this certificate.

**NOTE: INSURANCE COMPANIES MUST BE LICENSED TO OPERATE IN BRITISH COLUMBIA.**

This Certificate is issued to: **City of Coquitlam, 3000 Guildford Way, Coquitlam, BC V3B 7N2**

<b>Insured</b>	<b>Name:</b>		
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>
<b>Broker</b>	<b>Name:</b>		<b>Agent's Name:</b>
	<b>Address:</b>	<b>Email:</b>	<b>Phone:</b>

**Project to which this Certificate applies:**

<b>Contract No.:</b> 14-05-02	<b>Project Name &amp; Description:</b> Park Design Services
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**COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.

Type of Insurance	Insurer Name and Policy Number	Policy Term (dd/mm/yy)	Limits of Liability/Amounts
<b>Section 1: Commercial General Liability</b>		From:	Bodily Injury, Death & Property Damage
<input checked="" type="checkbox"/> Occurrence Form		To:	\$ _____ Per Occurrence
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
			\$ _____ Umbrella Limit
<input type="checkbox"/> Excess Liability		From:	\$ _____ Excess Limit
		To:	<input checked="" type="checkbox"/> <b>MINIMUM \$2,000,000</b>
<b>Section 2: Automobile Liability</b> (owned or leased vehicles)		From:	Bodily Injury & Property Damage
		To:	\$ _____ Limit
			<input checked="" type="checkbox"/> <b>MINIMUM \$2,000,000</b>
<b>Section 3: Professional Errors &amp; Omissions Liability</b>		From:	<u>Minimum</u>
		To:	\$ _____ Per Claim(\$500,000)
			\$ _____ Aggregate(\$1,000,000)

**Particulars of General Liability Insurance (Section 1):**  indicates that the coverage is included.

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> City of Coquitlam as Additional Insured    | <input checked="" type="checkbox"/> Blanket Contractual                       | <input checked="" type="checkbox"/> Occurrence Property Damage      |
| <input checked="" type="checkbox"/> Premises & Operations                      | <input checked="" type="checkbox"/> Cross Liability/Severability of Interests | <input checked="" type="checkbox"/> Contingent Employer's Liability |
| <input checked="" type="checkbox"/> Broad Form Products & Completed Operations | <input checked="" type="checkbox"/> Employees as Additional Insureds          | <input checked="" type="checkbox"/> Broad Form Loss of Use          |
| <input checked="" type="checkbox"/> Personal Injury                            | <input checked="" type="checkbox"/> Non-Owned Automobile                      |   |
| <input checked="" type="checkbox"/> Owners & Contractors Protective            | <input checked="" type="checkbox"/> Coverage is Primary and not contributory  |   |

It is understood and agreed any deductible or reimbursement clause contained in the policy shall be the sole responsibility of the Named Insured.

**Broker Authorization (Signature & Stamp)** \_\_\_\_\_

Date \_\_\_\_\_

**INTERNAL USE ONLY**

Certificate  Approved  Not Approved

**COMPLETE & SUBMIT TO: CITY OF COQUITLAM**  
Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)