



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 14-05-06**

Consulting Services for  
**Pinetree Way Accent Lighting Plan**

Proposals will be received on or before 2:00 pm local time on  
**Tuesday, June 10, 2014**  
(Closing date and time)

**OBTAINING RFP DOCUMENTS**

RFP documents are available for downloading from the City's website:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Printing of RFP documents and drawings is the sole responsibility of the Proponents.

**ENQUIRIES**

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: [bid@coquitlam.ca](mailto: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 address:  
[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

The City reserves the right to accept or reject any or all Proposals and will not be responsible for any costs incurred by the Proponents in preparing a response.

D. Trudeau  
Purchasing Manager

Date of Issue: May, 16, 2014

## DEFINITIONS

**“Contract”** means the contract for services or City Purchase Order that will be issued to formalize the contract with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“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” 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.

**“Proponent”** means responder to this Request for Proposals.

**“Proposal”** means the submission by the Proponent.

**“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”** means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

**1. INSTRUCTIONS TO PROPONENTS**

1.1. Project Description

The City of Coquitlam (“City”) requests proposals from professional qualified, experienced consulting firms to develop a **Pinetree Way Accent Lighting Plan** (the “Plan”).

This Plan is to be developed to beautify, highlight and enhance night time visibility of the Evergreen Line sky train guideway and corridor along Pinetree Way from Barnet/Lougheed Hwy intersection to the Lafarge/Douglas skytrain station (north of Guildford Way).

1.2. Closing Date & Time

Proposals will be received by the City of Coquitlam on or before 2:00 pm (local time):

**Tuesday, June 10, 2014**

1.3. Instructions for Proposal Submission

Proposal submissions are to be uploaded through QFile, the City’s file transfer service accessed at [website: http://qfile.coquitlam.ca/bid](http://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)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City’s email address. The City will not be responsible for any delay or for any Proposals 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 Proposals not received.

The City at its sole discretion, reserves the right to accept Proposals received after the Closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

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

#### 1.4. Inquiries

Questions are to be submitted within 3 business days prior to the closing date quoting the RFP number and name.

If a change or additional information is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date.

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

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

#### 1.5. 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 address:**

<http://www.coquitlam.ca/BidOpportunities>

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

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

#### 1.6. Cost of Proposal Preparation

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

#### 1.7. Privacy Act

Proponents are advised that submissions are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.8. Fees

All monetary references in a Proposal must be in Canadian currency. Proposal fees shall be structured in a fee matrix showing tasks and the level of effort by each team member, anticipated hours, fee rates and a total Lump Sum Fee that includes all disbursements and overhead.

All information contained in this RFP and any resulting addenda will be incorporated into any agreement between the City and the successful Proponent, and therefore, must be considered by the Proponent in preparing their Proposal.

Upon final agreement of the fee proposal accepted by the City, there will be no opportunity to make any additional claim for compensation for additional charges that were not considered and included in the Proposal lump sum fee submitted, unless the City, at their sole discretion, deems that it would be unreasonable to do so, or there is additional services added to the Scope of the Services.

1.9. Evaluation Criteria

Proposals received before the closing date and time will be evaluated by the City according to the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority:

- **Proposed methodology, work plan and approach;**
- **Comprehensive understanding of the project objectives outcomes and vision, including major issues, risk factors and opportunities;**
- **Professional qualifications, proposed project team – experience and qualifications of staff to be assigned;**
- **Corporate and team members experience on similar projects;**
- **Availability and time schedule;**
- **Total cost implications, including schedule of effort for various tasks;**
- **Innovative procedures, methods, or materials presented.**

No totals, weights, prices or scores will be provided to any Proponent.

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.

If the City selects a Preferred Proponent, then it will enter into discussions with the Preferred Proponent to clarify any outstanding issues and attempt to finalize the terms of a Contract, including negotiation of scope of services to meet with budget including financial terms.

1.10. Irrevocability

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

1.11. Acceptance of Proposals

The City will be under no obligation to proceed further with any submitted Proposal and should it decide to abandon same, it may, at any time, invite further Proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel the RFP, or accept the Proposal deemed most favourable in the interest of the City. The lowest proposal may not necessarily be accepted, rather will be analysed to determine best overall value to the City.

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

1.12. Negotiation

The City reserves the right, prior to contract award to negotiate changes to the scope of work or to the contract documents (including pricing) with the Proponent or any one or more Proponents, proposing the “best value” without having the duty to advise any other Proponent or to allow them to vary their proposal as a result of changes to the scope of the work or to the contract documents; and the City may enter into a changed or different contract with the Proponent(s), proposing the “best value”, without liability to Proponents that are not awarded the contract.

1.13. No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant proposal, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.14. Conflict of Interest

Proponents should disclose in the Proposal any potential conflicts of interest and existing business relations they may have with the City.

1.15. Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

**2. GENERAL CONDITIONS**

2.1. Notification of Award

The City will notify the successful Proponent (“Consultant”) in writing of its decision to award the services. Award and issue of a Purchase Order is contingent upon sufficient funds being available in the City’s budget. The following general conditions will apply to this contract.

2.2. Indemnity

The Consultant shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Consultant, its agents, Sub-Consultants or employees in the execution of the work.

2.3. Insurance

The Consultant shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force:

- a) The City of Coquitlam is named as “additional insured”;

- b) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City's written approval of the cancellation, transfer, assignment or alteration;
- c) Such certificate to be as shown in Appendix A.

2.4. Independent Consultant

The Consultant is an independent Consultant and this contract does not render the Consultant an agent or employee of the City.

2.5. Business Licence

The Consultant shall maintain a valid City of Coquitlam Business License. For information, contact the City's License Department (Tel: 604-927-3085).

2.6. WorkSafeBC Coverage

The Consultant shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

2.7. Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Consultant, if the successful Consultant:

- Fails to make delivery of the services;
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- Fails to meet the City's standard of expected and agreed level of service and performance;
- Be adjudged bankrupt or makes general assignment for the benefit of creditors.

2.8. Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice and the Consultant would be compensated for services provided to that point in time.



## 2.9. Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.
- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation.

## 2.10. Confidentiality

The Consultant agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

## 2.11. Advertisement

The Consultant shall not advertise its relationship with the City without prior written consent from the City.

## 2.12. Subletting

The Consultant will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

## 2.13. Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.14. Payments – Invoicing

Invoices are to be submitted in .pdf format sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)

Invoices must identify the Project Name, the Purchase Order Number and the City's Project Manager's name. Adequate supporting documentation must be provided with each invoice for the City to process payment.

Payment for Services provided will be in accordance with the City Purchase Order and made at the agreed hourly rates for personnel and the monthly costs for approved disbursements. Disbursements such as photocopying, computers, faxes etc. should not be invoiced and will not be paid. The hourly rate amounts charged always reflect the cost of doing business and, therefore, payment for these types of disbursements will not be considered.

Upon submission and approval of deliverables, invoices submitted are to be accompanied by a summary cost status sheet of information regarding hours budgeted, hours spent to date, and projected total hours, all with associated costs. If the work indicated on the summary sheet and on the invoice is recommended by the Project Manager. Payment is made to the Consultant net 30 days after the invoice is received by the City.

Please be advised that, at any time, the City may request justification and supporting documentation for the hours of work or level of effort in the provision of the Services shown on an invoice.

2.15. City of Coquitlam Standard Terms and Conditions

Should your proposal be accepted, a purchase order will be issued. The City of Coquitlam's standard "Terms and Conditions of Purchase" shall be incorporated in the purchase order and form the contract for the provision of the described services. These are located on the City's website: [www.coquitlam.ca](http://www.coquitlam.ca)

### 3. **SCOPE OF SERVICES**

The City of Coquitlam (“City”) requests proposals from professional qualified, experienced consulting firms to develop a **Pinetree Way Accent Lighting Plan** (the “Plan”) to beautify, highlight, and enhance the Evergreen Line guideway and corridor along **Pinetree Way**, Coquitlam, BC.

The Services on the project include but is not limited to the creation of a lighting design Plan. The Plan is to be developed to beautify, highlight and enhance night time visibility of the Evergreen Line sky train guideway and corridor along Pinetree Way from Barnet/Lougheed Hwy to Lafarge/Douglas skytrain station (north of Guildford Way). The work will include associated details and cost estimates. The accent lighting Plan must also address fundamental requirements for safety and security.

The study area for this project includes the guide way structures, public shared use boulevards, sidewalk and the surrounding lands.

The objectives of the Plan are to creating sense of identity, entry, arrival and ceremony at main vantage points along the corridor.

The creative options are generated that explore and consider:

- Accentuating unique features of the guide way, columns and the stations;
- Accentuate and highlight elements;
- Maintenance and long term functionality;
- Not to alienate associated business or residential properties;
- CPTED principles;
- Lighting both on and off the surfaces within of the guide way, columns and sidewalk;
- Use of innovative and energy efficient lighting methods and materials.

This Plan must also outline immediate and future implementation phases.

The Plan includes but is not limited to up lighting, projected light imagery, use of colour and texture to enhance and complement the themes of the corridor streetscape design aesthetics.

The City has retained an electrical engineer who will be responsible for the design of the electrical supply and control of the new lighting. The selected Consultant is required to work in collaboration with the electrical engineer to ensure all the design components are coordinated.

### 3.1 Project Tasks

#### **1. Project Orientation and Initiation**

- a) Project orientation and initiation meeting (1) with City staff and the project's civil and landscape design team – clarification of project objectives, scope of work, information transfer, schedules and process steps.
- b) Information assembly and review: site surveys, conditions, previous plans designs, project history, photo and aerial documentation, project goals and vision.
- c) Verify and analyze all existing information related to the Pinetree Way Corridor and identify opportunities, constraints and issues that require clarification or assessment work before start of concept and detailed design.

#### **2. Program, Conceptual Design, Consultation**

- a) Develop lighting options appropriate for the service level and site parameters.
- b) Prepare conceptual drawings and report for the Pinetree Way corridor ensuring specific features are consistent with achieving project objectives.
- c) Prepare preliminary cost estimate and materials list for conceptual designs.
- d) Revise conceptual designs and generate preliminary cost estimates based on feedback and guidance received from the City's design team.
- e) Meet with the project design team to review feedback received on conceptual designs.
- f) Adjust and update conceptual designs as required.
- g) Meet to update City's design team on refined conceptual designs, materials lists and construction cost estimates.

#### **3. Detailed Design and Contract Documents**

- a) Provide construction methodology, materials list, timeline, and cost estimate.
- b) Meet with design team to develop design details, specifications and standards.
- c) Prepare phasing strategy (if necessary).
- d) Prepare contract documents: specifications for tender specifically for the accent lighting components in the projects.
- e) Prepare refined cost estimate for the final design.

#### **4. Tender and Commissioning**

- a) Assist city staff in the review of tender packages as required.
- b) Provide field services (inspection) and construction review and adjustments.
- c) Provide a detailed maintenance program for on-going maintenance.
- d) Provide as-built and record drawings.

### 3.2 Work Plan and Schedule

Proponents must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task. The following includes desirable task milestone dates:

- Draft Conceptual Designs/Lighting Options ..... July 2014
- Final Concepts, Material List and Report ..... August 2014
- Detailed Design/Specifications ..... September 2014

A project schedule is to be submitted with the proposal detailing how the Consultant intends to reach the targeted milestones and deadlines. If you cannot reach the targeted milestones and deadlines, please provide a revised schedule.

## 4. **PROPOSAL SUBMISSION FORMAT**

### 4.1 General

Evaluations of Proposals are more effective when Proponents respond in a similar manner. The main portion of the Proposal, excluding title page, transmittal letter and table of contents, should not exceed 15 pages. Binders, tabs, excessive graphics and unnecessary pages are discouraged.

Background corporate and personnel information, previous project descriptions and other information supporting the main Proposal, should be included in an appendix.

The following format and sequence is recommended in order to provide consistency in Proponent responses and ensure each proposal receives full and due consideration. For ease of reference, all pages should be sequentially numbered.

- a. Title Page should identify:
  - Request for Proposal Title and Reference Number;
  - Location of head office, and principal office for responding to this Proposal;
  - Proponent's contact information and representative for the purpose of communication with respect to evaluation of the RFP, and any subsequent negotiations.
- b. The Proponent and/or associated sub-consultants, including the electronic signature of the person or persons authorized to sign on behalf of, and/or bind the Proponent to statements made in the proposal.
- c. Disclose any potential conflicts of interest and existing business relationships with the City.

- d. Table of Contents
- e. Summary of Proposal and Methodology; include proposed work schedule and deliverables.
- f. Schedule of work tasks, professionals assigned and fee proposal including total Lump Sum Fee for all of the Services with fee matrix relative to tasks, deliverables and milestones.
- g. Additional supporting information in the form of Appendices.

#### 4.2 Project Team

##### **a. Corporate Experience**

Proponents shall state its professional knowledge and experience, and that of any sub-consultants named in the Proposal including:

- Summary of relevant projects including overall project costs and assignment dates (photographs);
- Description of Proponent's role in each project;
- Key client personnel from these projects available for the City to contact;
- Names of previous clients to whom the City can obtain references.

##### **b. Key Project Team Personnel and Sub-consultants:**

- Qualifications, including role in previous related projects;
- Level of commitment and availability for this Plan;
- Organization chart, including the commercial relationship with the proposed sub-consultants .

##### **c. Project Methodology**

Proponents shall provide a detailed breakdown of the tasks necessary to complete the Scope of Services as described in this RFP and state the methods that will be used to perform and co-ordinate the necessary project work.

Describe what methods will be used to control the scope, quality, schedule and cost of the Plan. A description of the understanding of the project objectives/outcomes and vision, and how these will be achieved. Include the process that will be followed to meet the objectives of this project, the approach to be taken, feasibility and market study, etc.

##### **d. Work Plan and Schedule**

Provide a proposed work plan and schedule for the Services to be provided in the form of a time-scaled bar chart, showing the Plan activities. The schedule shall include the estimated time (person-days) for each of the activities on the bar chart, for each project team member proposed in the Proponent's submission. The milestones listed in this RFP shall be indicated in the time scale. Schedule

shall include all activities, project meetings, interim reports, progress reports and final report.

Proponents shall clearly state any proposed modifications from the Scope of Services specified in this RFP, and the advantages for the City for accepting these changes.

**e. Deliverables**

Proponents shall provide a detailed proposal of what will be delivered, including the final report complete with options, costs, feasibility and the expected outcome and benefits to the City.

**f. Lump Sum Fee**

Proposal fees shall be structured in a fee matrix with hourly rates and charges, showing the level of effort by each team member relative to provision of the deliverables and the scope of the services, anticipated hours, fee rates that includes all disbursements and overhead, and a total Lump Sum Fee, excluding GST.

**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> RFP No. 14-05-06	<b>Project Name &amp; Description:</b> Pinetree Way Accent Lighting Plan
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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> <input checked="" type="checkbox"/> Occurrence Form		From:	Bodily Injury, Death & Property Damage
		To:	\$ _____ Per Occurrence
			\$ _____ Aggregate
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Deductible
		To:	\$ _____ 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:	<b>Minimum</b>
		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.

<b>Broker Authorization (Signature &amp; Stamp)</b> _____	Date _____
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**INTERNAL USE ONLY**  
 Certificate  Approved  Not Approved

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