



**City of Coquitlam  
REQUEST FOR PROPOSALS  
RFP No. 14-10-03**

Consulting Services for  
**AUDIO VISUAL DESIGN**

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**Proposals will be received on or before 2:00 pm local time  
Thursday, November 13, 2014  
(“Closing date and time”)**

**Obtaining RFP Documents**

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

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

**Non-Mandatory Site Visit**

A non-mandatory Site Visit is scheduled for **Tuesday, November 4, 2014 at 9:30 am.**  
Proponents are to meet at Coquitlam City Hall Main Floor Reception area, 3000 Guildford Way, Coquitlam, BC.

**Addenda**

Proponents 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)

**Proposal Submissions**

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

The City will not be responsible for any costs incurred by Proponents in preparing a proposal.

D. Trudeau  
Purchasing Manager

Issue Date: October 23, 2014

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

## DEFINITIONS

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

**“City”** means the City of Coquitlam;

**“Contract”** means a City Purchase Order or formal written contract between the City and a Consulting firm selected to undertake the Services;

**“Consultant”** mean the firm that the City has selected to provide professional and technical consulting services relating to planning & design identified in this RFP;

**“Preferred Proponent”** means the Proponent selected by the Evaluation Committee to participate in negotiations for a Contract;

**“Proponent”** means an entity that submits a subsequent Proposal;

**“RFP”** means this Request for Proposals;

**“Services”** means and includes anything and everything required to be done by the successful Consultant for the fulfillment and completion of the Contract as described in this RFP;

**“Proposal”** means the documentation submitted for evaluation in response to this *RFP*.

## 2.0 **REQUEST FOR PROPOSALS**

### 2.1 **Introduction**

The City of Coquitlam (“City”) requests Proposals (“RFP”) to select a professional qualified and experienced consulting firm to provide **Audio Visual Design Services** (“Services”) to assess, design and refresh the Audio Video systems for Council Chambers and the Council Committee room located at City Hall, 3000 Guildford Way, Coquitlam, BC.

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

### 2.2 **Purpose**

#### **Phase 1 – Design**

To be considered for the Services, design firms shall have specialization and recent relevant experience in Audio Visual Design.

The City acknowledges that Proponents submitting their proposal for this RFP may also have experience in supplying equipment and providing construction services at the next phase of this project. Therefore:

#### **Phase 2 – Construction**

The Consultant awarded the design for Phase 1 would also be invited to participate in a subsequent RFP process for the supply of equipment and construction work required for completion of Phase 2 if they have the relevant qualifications and experience. The City will be evaluating all Proposals received and select best value.

### 2.3 **Scope of Services**

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

- Audio Visual Planning including; information gathering, site analysis, program development;
- Stakeholder consultation meetings;
- Preparation of conceptual drawings to the City;
- Coordination of Sub consultants and authorities having jurisdiction;
- 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

Based on the finalization of the detailed designs, the successful Consultant 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 Liability and Commercial General Liability (CGL) insurance coverage as outlined in **Appendix "A"**;
3. Accept the City's standard Terms and Conditions posted on the City's website;
4. Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: <http://www.coquitlam.ca/city-services/licenses-and-permits/business.aspx> ;
5. Use acceptable electronic software to produce a clear and concise data in digital format.

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

## 3.0 **INSTRUCTIONS TO PROPONENTS**

### 3.1 RFP Schedule

The estimated schedule dates for the stages of this RFP:

Non-Mandatory Site Meeting	Tuesday, November 4, 2014 @ 9:30 am
RFP Closing Date and Time	Thursday, November 13, 2014 @2:00 pm (local time)
Evaluation and Interview(s)	Week of November 24, 2014
Selection and Award	December 1, 2014

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

### 3.2 Closing Date and Time

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

**Thursday, November 13, 2014**

(Closing date and time)

### 3.3 Instructions for Proposal Submission

Proposals 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:** 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)

Proposals 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 Proposals not received.

The City at their sole discretion reserves the right to accept Proposals that are 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 upon request by an authorized representative of the Proponent sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.  
Proponents are required to allow ample time for completion of the Submission process.

For Qfile upload assistance Phone: 604-927-3060 or Fax: 604-927-3035.

### 3.4 Enquiries

All enquiries regarding this RFP 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 a response and such response 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 Proponents.

### 3.5 Addenda

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

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)

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

Should there be any discrepancy in the RFP 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 Proposals will be treated as public documents and their contents may be disclosed, pursuant to the Act.

Proponents agree that by submitting a proposal in response to this RFP, the City may disclose the name of their company(s).

### 3.7 Acceptance of Proposals

The City reserves the right to reject any or all Proposals or to accept any Proposal received in response to this RFP, 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 Proposal. 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 Proposals, and to terminate this RFP process. If the City decides to terminate this RFP process, it may at any time invite further Proposals 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 Proponent whatsoever until a written agreement has been duly executed relating to an accepted Proposal.

### 3.8 Proponent's Expenses

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

### 3.9 No Claim

The City and its representatives, agents, consultants and advisors will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent as a result of or related to the RFP, the preparation of a Proposal, the evaluation of Proposals, the acceptance or rejection of any compliant or non-compliant Proposal, breach of any obligations arising under the RFP, negotiations for a Contract or the cancellation, suspension or termination of the RFP, and by submitting a proposal, each Proponent 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 proposal in response to this RFP, each Proponent shall be deemed to have agreed that it has no claim.

### 3.10 Conflict of Interest

Proponents shall disclose in their Proposal 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

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

### 3.12 Not a Tender

This RFP is not a tender process and is not intended to create a contractual relationship between the City and the Proponent. By issue of this RFP document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze Proposals, select Preferred Proponent(s) and negotiate with the Preferred Proponent(s) or cancel this RFP process as the City considers desirable.

### 3.13 No Obligation

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



#### **4.0 RFP SUBMISSION AND EVALUATION CRITERIA**

Proposals to this RFP 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 RFP 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 an example of Audio Video Design and effective multi-disciplinary project management skills/structure;
4. Methodology
  - Project approach, design methodology and quality assurance, understanding of success factors, potential challenges and issues;
5. Resources
  - Company and staff availability, demonstrated performance on previous projects including proven ability to work within allocated budgets and meet prescribed timelines;
6. Sustainability
  - Describe corporate and design experience in balancing social, economic and environmental considerations, innovation, and practices.
7. Value Added Services
  - What is exceptional about the team and the company; what other benefits does the team bring to the City.
8. Fees
  - Provide a Proposal Price for Scope of Services; fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements.
  - Fees for Optional project management that may be required during the construction phase to project close, are to be shown as an optional price; itemized by level of effort and hourly rates with a total lump sum price.
  - Fees are to exclude GST, which will be charged extra at 5% at time of invoicing.
  - Fees are to include all costs of doing the work, including travel, document production, etc. Provide firm prices rather than estimates.

9. References

- Three (3) references from recent clients indicating project, duration and client contact details.

**5.0 EVALUATION AND SELECTION PROCESS**

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. The City may at its discretion, interview one or more Proponents or request clarifications or additional information from a Proponent with respect to any 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 and financial terms to meet with budget.

Upon submitting a Proposal, Proponents consent that the City may check and verify the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with Proponents.

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

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

**6.0 SHORTLIST FOR FUTURE PROJECTS**

The City may create a short list of 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 RFP.

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.

**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. 14-10-03	<b>Project Name &amp; Description:</b> Audio Visual Design
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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
<input type="checkbox"/> Umbrella Liability		From:	\$ _____ Aggregate
		To:	\$ _____ Deductible
<input type="checkbox"/> Excess Liability		From:	\$ _____ Umbrella Limit
		To:	\$ _____ Excess Limit <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)