



**CITY OF COQUITLAM
REQUEST FOR PROPOSALS
RFP No. 15-04-02**

Consulting Services for
Burquitlam-Lougheed Neighbourhood Plan (BLNP)

SketchUp Modelling Services
to Support Public Input

Proposals will be received on or before 2:00 pm local time
Wednesday, May 6, 2015
("Closing Date and Time")

Obtaining RFP Documents

RFP Documents are available for downloading from the City of Coquitlam's website:
www.coquitlam.ca/BidOpportunities

ADDENDA

Updated information and addenda will be sent by email directly to Proponents.

ENQUIRIES

Inquiries are to be submitted in writing within 3 days prior to the closing date quoting the RFP name and number sent to email: bid@coquitlam.ca

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

D. Trudeau
Purchasing Manager

Date of Issue: April 17, 2015

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DEFINITIONS

The following words and terms, unless the context otherwise requires, in the *RFP* shall have the meaning set out below.

“Contract” means the contract for services or *City* purchase order that will be issued to formalize with the successful Proponent through negotiation process with the *City* based on the Proposal submitted and will incorporate by reference the RFP, 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 *RFP* 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 *RFP* stage, through evaluation process, execution and performance of the *Services* and *Works*.

“Project Administrator” means the *Consultant* staff member appointed by the *Consultant* who will act on its behalf with respect to duties and authorities as outlined in this *RFP*.

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

“Proponent” means responder to this *RFP*.

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

“RFP” (Requests for Proposals) shall mean and include specifications, drawings, any additional subsequent information, any addenda issued, the *Proponent’s* response and acceptance by the *City* and included in this *RFP*.

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

“Work” shall unless the context otherwise requires, 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*.

The City of Coquitlam (“City”) requests Proposals from professional experienced qualified Consultants to provide **SketchUp Modelling Services** (“Services”) to support public input on the Burquitlam-Lougheed Neighbourhood Plan (BLNP) process.

1.0 INTRODUCTION AND PURPOSE

1.1 Burquitlam-Lougheed Neighbourhood Plan & Local Context

The Evergreen SkyTrain Line is a significant long-term (100-year+) transportation investment for Coquitlam that will improve transportation choice for residents and help shape new growth over the long term. Originally adopted in 2002, the existing Burquitlam and Lougheed Neighbourhood Plans guide change along a key segment of the long planned rapid transit line, which is now under construction.

Significant new development pressures and changing housing market conditions, triggered by the Evergreen Line, make it a good time to revisit the Burquitlam and Lougheed Neighbourhood Plans through a combined Plan update. Once complete, the updated Burquitlam-Lougheed Plan will guide growth over the next 25 years and will aim to ensure that new growth in Burquitlam and Lougheed integrates with existing neighbourhoods and recognizes the long-term potential of this corridor, while at the same time identifying the infrastructure, services and facilities necessary to support this planned growth. A combined planning process provides an opportunity to strategically update land uses around stations in both neighbourhoods, prior to the 2016 Evergreen Line opening.

Coquitlam is currently the fastest growing municipality in Metro Vancouver and has an existing population of 138,000. The City’s population is projected to increase by over 87,000 people in the next 30 years, potentially reaching a population of over 225,000 by 2046. Forty-five (45%) of this growth is targeted for the Evergreen SkyTrain Corridor, with the majority focused in the City Centre, and a smaller portion in the Burquitlam and Lougheed neighbourhoods. The BLNP area is approximately 560 hectares (1,400 acres) and has a current population of 20,000 (2011).

Updating the Burquitlam and Lougheed Neighbourhood Plans are key actions identified in the City’s Transit-Oriented Development Strategy (adopted 2012) and an “A” Priority in Council’s 2015 Business Plan.

1.2 Communications and Engagement Context

Community planning projects incorporate input from a wide variety of community members. Those providing input are asked to comment on technical and policy heavy topics, often with an abstract and long-term focus. The City increasingly brings a strong visual communications element to its community planning work to:

- improve the quality of public consultation;
- help community members better understand the implications of different land use approaches and decisions;
- raise awareness about ongoing planning processes and input opportunities, and;
- help the community visualize what change may look like in their neighbourhood.

The BLNP process includes several opportunities for public input over the course of three phases:

- Phase 1 - Background, Ideas, and Opportunities (completed)
- Phase 2 – Land Use and Policy Options (spring/summer 2015)
- Phase 3 – Servicing Assessment & Draft Plan (fall/winter 2015/2016)

As the project progresses through each phase, the material requiring comment becomes more technical and focuses on specific development scenarios and policy decisions. Ensuring stakeholders have a clear understanding of these different scenarios and their associated level of neighbourhood change is essential to bringing the BLNP process to a successful conclusion.

1.3 Purpose

The Consultant will update existing SketchUp modelling for the BLNP project team to incorporate into the BLNP Phase 2 and Phase 3 public consultation processes. The primary intent of these products is to communicate scenarios to the public vs. inspiring to create the vision for the area.

2.0 SCOPE OF SERVICE

The Scope of Services includes, but is not limited to, the following:

2.1 **BLNP Project Phase 2 : Development Scenarios - SketchUp Models**

- a) **Existing Development Context:** Update and combine the existing SketchUp data for the Lougheed and Burquitlam neighbourhoods to create models for current development and development build-out under the existing approved plan.
- b) **Development Options:** Develop models for each of the three proposed future development options that are being created during Phase 2 of the BLNP process.

2.2 **BLNP Project Phase 3: Preferred Scenario - SketchUp Model**

- a) **Preferred Scenario:** Refine the existing development options to model the Preferred Scenario. The proposed phasing plan and land use categories should be incorporated into the model design.

2.3 **Process**

The study process will include:

1. 'Start up' meeting with the BLNP staff team, including the project manager and division manager;
2. Ongoing liaison with the project manager regarding progress, direction, input and additional information requests;
3. Meetings with project manager and division manager upon completion of the draft BLNP Phase 2 and Phase 3 deliverables;
4. Delivery of Final Deliverables for BLNP Phase 2 and Phase 3.

3.0 PROJECT DELIVERABLES

In addition to the process of acquiring input and presenting findings at key milestones in this process, the deliverables will include, at a minimum, the following:

1. **Preparation, coordination and facilitation of the project process**, including the elements identified in above in Section 2.0, any presentation materials, and coordination with City's project manager.
2. **SketchUp Models**, including all data files and inputs/outputs
 - a. Existing Development Conditions (BLNP Phase 2)
 - b. Three Development Scenarios (BLNP Phase 2)
 - c. Preferred Scenario, including phasing and land use categories (BLNP Phase 3)

All digital deliverables shall be provided both as an electronic pdf format and a native (editable) format. All inputs and data layers for SketchUp models shall be provided to the City.

4.0 PROJECT ORGANIZATION AND MANAGEMENT

The City's key staff contact will be Andrew Merrill, the Project Manager for the Burquitlam-Lougheed Neighbourhood Plan. The Project Manager will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant work collaboratively with the Project Manager and other City staff, as required, throughout the process.

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 manager on emerging project issues, and maintaining complete documentation (i.e., minutes, presentations) from internal and external meetings. City staff will be responsible for organizing meetings between the Consultant and City staff.

City staff will be responsible for and undertake the logistics of organizing all public consultation and stakeholder engagement events. City staff also will be responsible for producing all public consultation materials for those events. The Consultant's materials will be used as inputs for these materials.

5.0 SCHEDULE

The preliminary schedule, milestones of the project, and associated deliverables are as follows:

Potential Date	Task
April 17, 2015	Issue RFP
May 6, 2015	Closing Date for Proposals
May 15, 2015	Consultant Selection
May 20, 2015	Start-Up Meeting
July 10, 2015	Phase 2 – Draft Deliverables
August 14, 2015	Phase 2 – Final Deliverables
Nov 30, 2015	Phase 3 – Draft Deliverables
Jan 15, 2016	Phase 3 – Final Deliverables

6.0 BUDGET

Budget information will not be provided.

7.0 INSTRUCTIONS TO PROPONENTS

The Proponent is required to create a project team with the appropriate skill sets and expertise to carry out the work as identified in this RFP. Changes to the project team must be approved by the Project Manager.

7.1 Cost of Proposal

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

7.2 No Claim

Except as expressly and specifically permitted in this RFP, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP including accepting a non-compliant bid, 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.

7.3 Acceptance of Proposal

The City reserves the right to waive formalities in, accept or reject any or all Proposals, or accept the proposal deemed most favourable in the interests of the City. The City is under no obligation to proceed with the RFP and, should it decide to abandon the same, it may, at any time, invite further proposals or such other submissions for the provision of the services, or enter into any discussions or negotiations with any party for the provision of such services.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City. The City, at its sole discretion, reserves the right to cancel this RFP at any time.

7.4 All Proposals Public

All Proposals submitted to the City will be received and held in confidence and will become the property of the City.

The City is bound by the provisions of the Freedom of Information and Protection of Privacy Act. Proponents submitting proposals are advised that such proposals may be treated as public documents, and the contents of the same may be disclosed upon written request, if required to do so pursuant to the Act.

7.5 Closing Date

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

Wednesday, May 6, 2015
(Closing date and time)

7.6 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>

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 to allow ample time to complete the submission process. For assistance Ph: 604-927-3060 or Fax: 604-927-3035.

Proposals submitted 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 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 upon request by an authorized representative of the Proponent, sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

7.7 Acceptance Period for Proposals

The City requests that Proposals received as a result of the RFP be open for acceptance for a period of 60 days from the Closing Date. Proponents are requested to confirm the period for acceptance.

7.8 No Binding Contract

The City may, after reviewing the Proposals received, enter into discussions with one or more of the Proponents, without any such discussions in any way creating a binding contract between the City and any Proponent. There will be no binding agreement with the City until a formal, written agreement has been negotiated with a Proponent and/or a City purchase order has been issued.

7.9 Communication with Proponents and Addenda

Questions are to be submitted 3 business days prior to the closing date quoting the RFP name and number sent to email: bid@coquitlam.ca

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

Proponents are required to check the City's website before the closing date for addenda and updated information at www.coquitlam.ca/bidopportunities

Upon submitting a Proposal, Proponents are deemed to have received all Addenda 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.

7.10 Fees

All monetary references in a Proposal must be in Canadian currency. Proposal fees shall be structured in a fee matrix showing 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.

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 Services.

8.0 GENERAL CONDITIONS

The following general conditions will apply to this contract.

8.1 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 City Purchase Order (PO) is contingent upon sufficient funds being available in the City's budget.

8.2 Terms and Conditions of Purchase

A City Purchase Order (PO) would be issued and the [City's Terms and Conditions](#) of Purchase would apply to this contract.

8.3 Intellectual Property Rights

The Contract establishes the owner of the "Instruments of Service" in connection with this Project.

The Consultant will remain owner of all Instruments of Service but the City will become the owner of the design and other materials requested and provided as defined as deliverables under this RFP.

8.4 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 and deliverables provided at the date of notice.

9.0 PAYMENTS - INVOICING

Upon award, a City Purchase Order (PO) will be issued to the Consultant based on the proposal submitted, and as finally negotiated to complete the Services. Invoice amounts in excess of the PO will not be accepted. In case of extenuating circumstances, the City may approve additional costs for additional Services which will require written City approval before any additional Services are provided.

Invoices are to be sent in .pdf format to email: apinvoices@coquitlam.ca, the City's Finance Division, Attention: Accounts Payable, and must indicate the Project Name, the PO Number and the City's Project Manager's name.

Payment for Services provided will be in accordance with the City PO 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. Travel and mileage charges within Metro Vancouver area will not be accepted. The hourly rate amounts charged always reflect the cost of doing business and, therefore, payment for these types of disbursements will not be considered.

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 confirmed and approved 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.

10.0 PROPOSAL SUBMISSION AND EVALUATION CRITERIA

Proposals will be evaluated by City staff according to the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

The proposal submission should be clear, concise, complete and provide details on:

- a) Project team, description and role of Consultant team members and sub-Consultants;
- b) Experience and Qualifications of team members;
- c) Demonstrated Experience and Success , please provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;
- d) Work plan and methodology; breakdown of tasks necessary to complete the Scope of Services as described in this RFP;
- e) 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, (exclude GST);
- f) Value Added Services – Describe your competitive advantage, value added services and benefits that would be provided to the City;
- g) Timelines, completion date and confirm availability of project team;

This RFP is in association with RFP No.15-04-01. Proponents may submit a joint proposal for both RFPs and are invited to itemize any direct cost savings as a result of a joint proposal. 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 and financial terms to meet with budget.

The City reserves the right to accept or reject any or all proposals or cancel this RFP at any time at the City's sole discretion.

Proponents agree that by submission of their proposal, they agree the City may disclose the name of their company. However, no totals, weights, prices or scores will be provided to any Proponent.

Should the City proceed with additional services in future phases, the City reserves the right to sole source with the successful Proponent, or invite select companies to submit proposals or, may issue a new Request for Proposals.

11.0 REFERENCE MATERIALS

Copies of the existing SketchUp models are available at the links below:

- [Lougheed Model Final](#)
- [Burquitlam Model Final](#)

Proponents should identify other relevant documents or data that would contribute to achieving the objectives. If such data requires any original research, the Proponent should identify any costs as a separate item for consideration by the City.

Information available on the City's website includes:

- BLNP Project Illustrated Videos
- How Development Happens Handout
- About the Neighbourhood Plan Handout
- BLNP Community Information Session Display Panels – Phase 1 Consultations
- Southwest Coquitlam Area Plan
- Transit-Oriented Development Strategy (2012)
- Burquitlam Neighbourhood Plan (2002) and Lougheed Neighbourhood Plan (2002)

Additional Information available to the Consultant upon award of the contract includes:

- Development scenario data and concept plans for the development options (BLNP Phase 2) and preferred scenario (BLNP Phase 3)
- Other information and data as identified and agreed upon by both City staff and the Consultant.

12.0 AUTHORIZATION

Company Name:	
Address:	
Phone:	
Fax:	
Name and Title of Contact <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

Please complete and return with your submission.

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.