



City of Coquitlam

REQUEST FOR PROPOSALS RFP No. 15-05-03

Consulting Services for **Wayfinding Plan**

Proposals will be received on or before 2:00 pm local time
Wednesday, July 22, 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

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

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

Proposals 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 response.

D. Trudeau
Purchasing Manager
Issue Date: July 2, 2015

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ATTACHMENT 1 – CITY OF COQUITLAM WAYFINDING PRINCIPLES

ATTACHMENT 2 – WAYFINDING DESTINATION CATEGORIES

DEFINITIONS

“City” “Owner” means City of Coquitlam.

“Agreement” “Contract” means the contract for services or Purchase Order (PO) issued to formalize the accepted Proposal.

“Consultant” means the person(s), firm(s), or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to the submission of a Proposal. Both “Consultant” and “Proponent” are complementary in terms of duties, obligations and responsibilities at the Request for Proposal stage, through evaluation process, execution and delivery of the services.

“Project Manager” means City staff member responsible for coordination of the Services with the City being provided by the Consultant.

“Proponent” means responder to this Request for Proposal.

“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 Proposal.

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

Request for Proposals Wayfinding Plan

The City of Coquitlam (“City”) requests Proposals from professional qualified experienced Consultants to provide a **City Wayfinding Plan (CWP)**.

1.0 Project Purpose and Objectives

The City is seeking professional services to assist in completing the City Wayfinding Plan (CWP) and to assess equipment and signage options and costs for pedestrian level wayfinding on public streets. Aspects such as branding, visual attractiveness, user-friendliness, unique identity, consistency, ease of maintenance and repair, as well as cost considerations will need to be considered as part of the work. A phasing and implementation plan will also need to be developed to identify the priority areas for implementing multi-modal wayfinding messaging system, including high-level capital and maintenance cost estimates.

Although the primary focus of this work is on developing pedestrian wayfinding on public streets, the final report will need to provide guidance about how pedestrian wayfinding can be fully integrated with cycling and public parking wayfinding, as well as TransLink’s station information. The final report will form the CWP.

2.0 Background

The CWP is intended to define wayfinding measures to support multi-modal travel. The measures will help pedestrians, cyclists and drivers to find their end destinations including public parking lots. Wayfinding is an issue that involves most City Departments. In order to achieve the best possible outcome from this Corporate initiative, an interdepartmental team of staff with representatives from Engineering and Public Works, Strategic Initiatives, Parks, Recreation and Culture, Corporate Communications, Economic Development, and Planning and Development has been formed to provide input into the continued development and implementation of the CWP.

The CWP will be formulated around a set of core principles relevant to Coquitlam as summarized in Attachment 1. These core principles will establish the basis for ensuring a fundamentally consistent approach to every wayfinding solution. For bicycle wayfinding, the City will follow TransLink’s *Wayfinding Guidelines for Utility Cycling in Metro Vancouver* and incorporate the TransLink guidelines into Coquitlam theme. Also, the City’s Roads and Traffic Operations Division is currently developing signage for public parking facilities. In addition, TransLink is responsible for

implementing pedestrian level wayfinding within each of the SkyTrain station locations currently being built as part of the Evergreen Line Rapid Transit project.

Therefore, the focus of this work is on developing pedestrian wayfinding on public streets so that it can be fully integrated with aforementioned cycling and public parking wayfinding as well as TransLink's station information. The City's Strategic Transportation Plan (STP) envisioned that pedestrian level wayfinding would be provided in key commercial/pedestrian areas such as the City's regional town centre as well as neighbourhood centres along the Evergreen Line as well as along City-Wide Greenways (STP Maps 2 & 3 respectively). While most of the high level principles apply to all three types of wayfinding, the specific needs for each type vary. The key factors that differentiate between these three modes are the speed, distance, and eye level of the user. Walkers, cyclists and motorists have very different characteristics when considering wayfinding. A cyclist can travel much further and faster than a walker for the same effort. This produces large differences in how far away a destination might be reasonably signed from. Walkers are also more willing to stop and study information, whereas maps, detailed directions and smaller text are difficult to use while cycling and driving. The CWP will also need to recognize the regionally significant destinations and associated Freeway confirmatory signs, and outline a high-level strategy for the City to complement these signs on City streets to help people better find their destinations. The implementation plan and costing details of these complementary highway signs are beyond the scope of this project.

The City has also created destination categories with a four-level hierarchy with the aim of guiding pedestrians, cyclists and drivers along the City's transportation network to the places they want to go.

The proposed destination categories are as follows:

- **Level 1 – Regional City Centre:** As described in Coquitlam OCP and the region (i.e. Coquitlam City Centre)
- **Level 2 - Neighbourhood Centres:** As per Coquitlam OCP (e.g. Burquitlam, Maillardville, etc.)
- **Level 3 - Major Attractions:** Major attractions and destinations which include tourism attractions (e.g. Provincial, regional and Citywide parks, visitor information centres, etc.), transit stations, hospitals, public post-secondary institutions (e.g. Lincoln Station, Town Centre Park, Park & Ride, Douglas College, etc.)
- **Level 4 - Local Destinations:** Local level attractions and destinations which include civic facilities, neighbourhood parks, recreational pathways, public parking lots, etc. (e.g. City Hall, Glen Pine Pavilion, etc.)

A detailed list of sub-categories to support Levels 1 to 4 attractions and destinations is provided in Attachment 2. The successful proponent will need to review and assess Category 4 as there are numerous destinations preliminarily identified, and organize them based on geography and best practices.

3.0 Reference Materials

The successful proponent is to consider and incorporate (where appropriate) the following reference materials:

- City Wayfinding Reports to Council dated September 23, 2013 and October 20, 2014
- The City's on-line GIS system "Q-the Map". This mapping system allows one to search, display information such as parks, roads, and schools within the City.
- TransLink Wayfinding Guidelines for Utility Cycling in Metro Vancouver.
- TransLink Wayfinding Standards Manual.
- City of Coquitlam Strategic Transportation Plan.
- City of Coquitlam Graphic Standards.

4.0 Process

The successful Consultant should budget for a minimum of four meetings and anticipate a number of conference calls throughout the project. The four meetings are as follows:

- Meeting #1 - Project start-up to confirm the purpose, scope of work, budget and major work components and process.
- Meeting #2 (33%) completion
- Meeting #3 (66 % completion)
- Meeting #4 (100% completion)

Each of the project meetings will require a presentation to staff using PowerPoint format. During these meetings the consultant will provide an update on progress and receive feedback to incorporate prior to the next meeting.

5.0 Project Schedule

This work is to be completed by the end of this November, so that a report to Council (for final endorsement, be submitted by mid-December). The successful Consultant shall prepare a project schedule identifying all steps in the process as part of the proposal. The project schedule shown below must be reflected in the Proponent's submission.

RFP Closing Date	July 22, 2015
Start-up Meeting	July 30, 2015
Submission of Technical Memorandum #1 (33% completion).....	September 4, 2015
Submission of Technical Memorandum #2 (66% completion).....	October 9, 2015
Submission of Technical Memorandum #3 (100% completion)	November 13, 2015
Submission of Final Report (i.e. City Wayfinding Plan).....	December 4, 2015

6.0 Project Deliverables

The Consultant will provide to the City the following deliverables:

- Decision criteria to help the City to choose what destinations require their own signs, as well as a refined list of Category Level 4 destinations.
- A recommended list of the most appropriate types of messaging delivery systems (i.e. kiosks, signs, etc.).
- A list of icons for consideration to represent the various destination types being served. The icons are to be intuitive enough that they can be understood by persons of various language, cognitive and visual abilities.
- A methodology for sign placement considering various parameters (e.g. proximity to cross-walks, pedestrian origin and destination desire lines, supporting tourism, minimizing clutter), as well as the Transportation Association of Canada (TAC)'s Manual of Uniform Traffic Control Devices for Canada (2014) (MUTCDC) guidelines and other appropriate guidelines.
- A recommended strategy for the implementation and priority of the signs.
- A GIS map indicating the locations and prioritizations of wayfinding corridors throughout the City in accordance with STP and Neighbourhood Plans. (The City's Evergreen Line corridors are the City's first priority for wayfinding implementation.)
- A list of opportunities and methods to partner with businesses (where appropriate).
- A catalogue detailing appropriate signage and future expansion for branding as well as opportunities to allow for local character and public art.
- Examples for each messaging delivery system type with images of what will appear on each sign or kiosk. A manual which provides technical specifications (i.e. font style, size, colours, sign sizes) to guide sign manufacturing.
- Unit cost estimate for supply, installation and maintenance of each proposed messaging delivery system. This needs to consider appropriate sourcing and specialty materials for the signs so that the source materials are available locally within the Province of British Columbia to ensure lower life-cycle costs. Discussions with the City's Sign Shop will be required to ensure the right sign materials and types are chosen.

- PowerPoint graphics for staff meetings, as well as for meetings with Senior Staff and Council meetings.
- A phasing and implementation plan that defines the priority areas for implementing wayfinding signage, as well as high-level capital and maintenance cost estimates.
- Three technical memoranda which will form part of the final report, and the final report. These documents will be subject to review and revision prior to finalizing. The final report, the City Wayfinding Plan (CWP) will need to outline the process followed, presenting the rationale for the proposed designs and wayfinding strategy and messaging system to support multi-modal travel, as well as a phasing and implementation plan.

7.0 Budget

Budget information will not be provided.

Proponents should describe in their proposed schedule of fees and expenses how the efforts of the Proponent team shall be employed and also describe the time allocation of various professionals to the work tasks proposed. Neither the lowest price nor any proposal may be selected.

8.0 Instructions to Proponents

8.1 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.

8.2 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.

8.3 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.

8.4 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.

8.5 Closing Date

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

Wednesday, July 22, 2015
(Closing date and time)

8.6 Instructions for Proposal Submission

Proposal submissions are to be uploaded through Qfile, the City's file transfer service accessed at website:

qfile.coquitlam.ca/bid

1. in the "Subject" field enter: RFP Number and Name
2. Add files in .pdf format and Send (ensure 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 sent to email: bid@coquitlam.ca prior to time set as closing time for receiving Proposals.

8.7 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.

8.8 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.

8.9 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.

8.10 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.

9.0 General Conditions

The following general conditions will apply to this contract.

9.1 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.

9.2 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.

9.3 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.

9.4 Project Team

The 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.

9.5 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.

10.0 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 submitted in .pdf format and sent 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. 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.

11.0 Proposal Submission and Evaluation Criteria

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.

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:

Corporate - Project team, Qualifications, Experience and References

- a) **Project Team**, description and role of Consultant team members and sub-Consultants; Experience and Qualifications of team members;
- b) **Experience and Success**; provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;

Technical - Methodology, Schedule and Project Understanding

- a) **Work plan and methodology**; risks and opportunities, breakdown of tasks necessary to complete the Scope of Services as described in this RFP;
- b) **Schedule and Timelines**, completion date and confirm availability of project team;
- c) **Quality Control Management** – confirm the Proponent’s Senior Project Manager will be responsible to confirm that the work is complete, meets all input requirements, and is suited for its intended use or purpose.

Financial and Value Added Benefits

- a) **Fee Summaries for both Phase 1 and Phase 2** - Scope of Services and Deliverables; fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements, (exclude GST);

- b) **Value Added Benefits** – Describe your competitive advantage, value added services and benefits that would be provided to the City;
- c) List of all documents or data that would be required of the 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 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.

12.0 Reference Materials

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.

13.0 Authorization

Please complete and return this authorization with your submission.

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate. The organization authorizes they will be the lead on the project if they are selected responsible for delivering the project as proposed.

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

Company Name:	
Address:	
Phone:	
GST #:	
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:	

ATTACHMENT 1

CITY OF COQUITLAM WAYFINDING PRINCIPLES

1. Define a Sense of Place

- 1.1. Design wayfinding to reflect 'local' identity as well as 'official' branding for the city
- 1.2. Identify key destinations and then design the wayfinding network to connect the destinations

2. Be Predictable and Keep Information Simple

- 2.1. Use symbols where practical to convey the message
- 2.2. Use the appropriate tone of voice - seek to guide and inspire, not just instruct
- 2.3. Ensure information is relevant, intuitive, and easy to use. (i.e., use consistent names, incorporate symbols/ features to aid memory retention, utilize standard format etc.)

3. Maintain Movement

- 3.1. Treat complex journeys as a series of stages and progressively disclose information –provide the right amount of information, when and where it's needed
- 3.2. Maintain movement through appropriately scaled signage and level of information
- 3.3. Improve accessibility (vision impaired, colour blindness, language difficulties)

4. Minimize Clutter

- 4.1. Place signs only at strategic points – avoid too many or oversized signs
- 4.2. Make wayfinding distinct from other types of signage for better readability, and to distinguish these 'wayfinding' signs from third-party commercial advertising
- 4.3. Integrate design and placement of wayfinding information with other streetscape elements (i.e. lighting and material)

5. Follow Best Practices

- 5.1. Utilize recognized guidelines
- 5.2. Do not include third-party advertising

6. Partner

- 6.1. Partner with agencies
- 6.2. Where possible, pursue opportunities to partner with Local Business Associations

ATTACHMENT 2

WAYFINDING DESTINATION CATEGORIES

CATEGORY LEVEL 1 - URBAN CENTRES

SUB-CATEGORIES	DESTINATION
Urban Centre	Coquitlam City Centre

CATEGORY LEVEL 2 - NEIGHBOURHOOD CENTRES

SUB-CATEGORIES	DESTINATIONS
Neighbourhood Centres	Burquitlam
	Lougheed
	Austin Heights
	Poirier
	Como Lake Village
	Maillardville
	Fraser Mills
	Westwood Plateau
Partington Creek Village	

CATEGORY LEVEL 3 - MAJOR ATTRACTIONS

SUB-CATEGORIES	DESTINATIONS
Transit Station/Exchange	Evergreen Line Stations Burquitlam Station, Coquitlam Central Station, Lafarge Lake-Douglas Station, Lincoln Station, Lougheed Town Centre Station
	West coast Express Stations Coquitlam Central Station
	Bus Exchange Coquitlam Central Bus Exchange, Burquitlam Bus Loop, Winslow Loop
Regional parks	Provincial Park Pinecone-Burke
	Regional Park Colony Farm, Minnekhada
	City-wide Park Town Centre Park, Mundy Park
Public Post-secondary Institutions	Douglas College
Hospitals	Eagle Ridge Hospital
Visitor Information Center	Chamber of Commerce, Mackin House Visitor Centre

ATTACHMENT 2 - WAYFINDING DESTINATION CATEGORIES (cont'd)

CATEGORY LEVEL 4 - LOCAL DESTINATIONS

SUB-CATEGORIES		DESTINATIONS
Civic Facilities	Senior Centres	Glen Pine Pavilion, Dogwood Pavilion
	Community Centres	Centennial Activity Centre, Coquitlam Sports Centre, Pinetree Community Centre, Poirier Community Centre, Summit Community Centre, Victoria Hall
	Libraries	Coquitlam Public Library City Centre, Coquitlam Public Library Poirier
	City Hall	Coquitlam City Hall
	Emergency Response	Fire and Rescue, RCMP
	Cultural Centres	Evergreen Cultural Centre, Place des Arts, Heritage Square, Place Maillardville
	Museums	Fraser Mills Station Museum, Mackin House
Parks and Recreation	Neighborhood Parks and Community Parks (58)	Alouette Park, Blue Jay Tot Lot, Blue Mountain Park, Bramble Park, Brookmere Park, Burns Park, Burquitlam Community Garden Park, Burquitlam Park, Cape Horn Tot Lot, Como Lake Park, Coquitlam River Park, Cottonwood Park, Crane Park, Crestwood Park, Dacre Park, Dawes Hill Park, DeBoville Slough Trail, Don Roberts Park, Durant Linear Park, Eagle Mountain Park, Eagle Ridge Park & Harrier Tot Lot, Eagle Ridge Pool Grounds & Park, Galette Park, Glen Park, Good Neighbour Park, Guilby Park, Hampton Park, Hickey Street Reservoir Park, Hoy Creek Linear Park, Lower Loughheed Park, Mackin Park, Maquabeak Park, Mariner Park, Meadowbrook Park, Miller Park, Mountain View Park, Nestor Park, Noons Creek Park, Norm Staff Park, North Hoy Creek Park, Oakdale Park, Ozada Tot Lot, Panorama Park, Ranch Park, Ridge Park, Riverview Forest, Riverview Park, Scott Creek Linear Park, Selkirk Park, Sheffield Park, Shiloh Park, Tanglewood Tot Lot, Turnberry Tot Lot, Upper Coquitlam River Park, Victoria Park, Walton Forest Park, Westwood Summit Tot Lot.
	Memorial Park Cemetery	Robinson Memorial Park Cemetery
	Trails	Hoy Creek Park Trail & Hatchery, Coquitlam Crunch, DeBoville Slough Trail, Mundy Park Trails
	Community Gardens	Burquitlam Community Garden, Inspiration Garden
	Aquatic Complex	City Centre Aquatic Complex, Poirier Sport & Leisure Complex
	Outdoor Pools	Blue Mountain Wading Pool, Eagle Ridge, Spani Pool,
	Arenas	Poirier Sport & Leisure Complex, Percy Perry Stadium
	Boat Launches	Maquabeak Park
Places of Interest	Shopping Centres*	Coquitlam Centre Mall, Henderson Centre, Westwood
	High Schools	Centennial Secondary, Gleneagle Secondary, Pinetree Secondary, Dr Charles's Best Secondary
	Places of Worship	Church, mosque, temple
	Private Healthcare Facilities *	Walk-in Clinics
	Private Arenas *	Planet Ice
Public Parking Facilities	Public Pay Parking	3045 Lincoln Ave, Street Pay Parking, Public Parking on Private Lots, Parking associated with Civic Facilities
	Public Bike Parking	TBD

* General signs (i.e. shopping, medical clinic, etc.) will be provided.