



City of Coquitlam

REQUEST FOR INFORMATION AND QUALIFICATIONS RFIQ No. 15-08-03

Consulting Services for Engineering Infrastructure and Environmental Studies

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

Thursday, November 5, 2015
("Closing date and time")

Obtaining RFIQ Documents

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

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

Addenda

Respondents are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

Enquiries

All enquiries regarding this RFIQ should be submitted in writing 3 business days prior to the Closing date and sent to email: bid@coquitlam.ca

Submissions

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

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

D. Trudeau
Purchasing Manager

Issue Date: October 14, 2015

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SUBMISSION FORM

DEFINITIONS

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

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake Services.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFIQ.

“Preferred Proponent” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“Proponent” means an entity that submits a subsequent proposal.

“Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Services” means and includes anything and everything required to be done by the Professional Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

“Submission” means a response submitted for evaluation in response to this RFIQ.

1. REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1. Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications to select professional qualified experienced consulting firms to provide **Engineering Infrastructure and Environmental - Consulting Services.**

The City is seeking dynamic and creative engineering teams with specialization in one or more of the categories outlined below.

This RFIQ is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services for a variety of consulting assignments.

1.2. Purpose

The City intends to create a short list of professional consulting firms for each category for a term of three or more years or until the City releases a new RFIQ.

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

To be considered for a shortlist, respondents shall have specialization in one or more of the following categories:

- **Category 1 – Utility Infrastructure** Preliminary and Detailed Design
- **Category 2 – Road Improvements and Rehabilitation** - Preliminary and Detailed Design
- **Category 3 – Utility** - Studies and Modelling
- **Category 4 – Environmental** – watercourse and terrestrial/wildlife studies, slope stability studies, contaminated sites studies, and environmental monitoring.

1.3. Category Descriptions

The Category Descriptions are outlined in **Appendix A.**

1.4. Eligibility

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

- .1 Enter into a standard MMCD Client Consultant Agreement (for awarded projects).
- .2 Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- .3 Be a registered member of an association with a professional discipline relating directly to the *Service* being provided, for example, the Association of Consulting Engineering Companies (ACEC).
- .4 Accept the City's standard Terms and Conditions posted on the City's website.
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: www.coquitlam.ca/city-services/licenses-and-permits/business.aspx

These items are not required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for Services.

2. INSTRUCTIONS TO RESPONDENTS

2.1 RFIQ Schedule

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

RFIQ Closing	Thursday, November 5, 2015 2:00 pm (local time)
Evaluation	November 2015
Selection	December 2015

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

2.2 Closing Date and Time

Request for Information and Qualifications Submissions will be received on or before 2:00 pm local time, **Thursday, November 5, 2015.**

2.3 Instructions for Submission

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

1. **In the "Subject Field" enter:** RFIQ Number and Name
2. **Add files in .pdf format and Send**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)

Submissions shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

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

Submissions will not be opened in public.

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

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

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

2.4 Enquiries

All enquiries regarding this RFIQ should be submitted in writing 3 business days prior to the Closing date and sent to email: bid@coquitlam.ca

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

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

2.5 Addenda

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

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

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

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

2.6 Freedom of Information and Protection of Privacy Act

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

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

2.7 Acceptance of Submissions

The City reserves the right to reject any or all Submissions or to accept any Submission received in response to this RFIQ, should the City judge it be in the best interests of the City to do so. The City reserves the right to waive any irregularities in any Submission. The City is under no obligation to select Preferred Proponent(s), or to proceed to negotiations for a Contract, or to award any Contract, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFIQ process. If the City decides to terminate this RFIQ process, it may at any time invite further Submissions for the provision of Services or enter into any discussion or negotiations with any party for the provision of Services.

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

2.8 Respondent's Expenses

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

2.9 No Claim

The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent as a result of or related to the RFIQ, the preparation of a Submission, the evaluation of Submissions, the acceptance or rejection of any compliant or non-compliant Submission, breach of any obligations arising under the RFIQ, negotiations for a Contract or the cancellation, suspension or

termination of the RFIQ, and by submitting a response to this RFIQ, each Respondent will be conclusively deemed to waive and release the City and its employees, contractors, consultants and agents, from and against any and all such claims.

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

2.10 Conflict of Interest

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

2.11 Solicitation of Council Members and Staff

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

2.12 Not a Tender or Request for Proposals

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

2.13 No Obligation

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

3. RFIQ EVALUATION CRITERIA

Each Respondent shall only provide the City with one submission, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category. For example, a Respondent may be rated high for one category and low for a separate category. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ.
- Experience and qualifications of personnel who will carry out the assignments.
- Strength of listed sub-consultants
- Demonstrated success with projects in the categories listed in this RFIQ.
- Demonstrated ability to complete assignments on time and within budget.
- Sustainability – Social, economic, and environmental initiatives.
- Value added Benefits
- References – success on previous, relevant projects. This will include past performance working on City of Coquitlam projects, where applicable.

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria, for each category. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

4. SELECTION PROCESS

The evaluation team will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value.

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

Based on the evaluation results, the City will create a short list of highest ranked Consultants for each of the listed categories. The City may then negotiate directly with the highest ranked Consultant(s) or request proposals from one or more of the selected Consultants for engineering services for any of the assignments.

The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant. To obtain a copy of this document, please email a request to bid@coquitlam.ca

The City makes no representation of any kind as to the volume of projects and reserves the right to implement a separate pre-qualification process where more specialized services or projects are involved.

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

5. SHORTLIST FOR FUTURE PROJECTS

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

The shortlisted Consultants will be kept on file for a period of three or more years and the City may request proposals from those companies at any time.

The City will monitor and evaluate the performance of the Consultants and may adjust the ranking based on the performance of the Consultant during the completion of an assignment. In the event that that the shortlisted companies in a category have either:

1. not performed well, and as a result have been removed from the shortlist, or
2. do not have resources available that are suited to an assignment,

the City reserves the right to solicit a proposal from the next highest ranked Respondent that is qualified to perform the assignment.

The City reserves the right to issue a bid process, at its discretion, to select Consultants for any project including those deemed to require other specialized skills, knowledge or experience.

The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.

6. REQUEST FOR DEBRIEF

Upon request, unsuccessful companies may request a de-brief with City staff regarding their submission sent to email: bid@coquitlam.ca

The City will not provide information regarding other company's submissions.

APPENDIX A - CATEGORY DESCRIPTIONS

Category 1 – Utility infrastructure – preliminary and detailed design

- Conceptual, preliminary and detailed design of water, sanitary, and drainage replacement and upgrade projects.
- In addition to the above, these assignments may also include the design of:
 - Water quality ponds
 - Sediment control ponds
 - Pressure reducing valve chambers
 - Sanitary force mains
 - Culverts
 - Trenchless strategies
 - Pipe bridges
 - Pump station designs
 - Erosion protection works
 - Slope stability designs
 - Other utility related infrastructure

Category 2 - Road improvements and rehabilitation

- Detailed design of transportation projects such as:
 - New or widened arterial roads
 - Bike routes and multi-use pathways
 - Traffic signal and street lighting installations
 - Sidewalks, corner bulges, and curb and gutter.
 - Landscaped design
 - Retaining walls and miscellaneous structural elements
 - Other road related infrastructure
- Utility relocations and adjustments needed as part of the road work.
- Environmental mitigation and monitoring.
- Pavement design – rehabilitation and new pavement, including geotechnical analysis.

Category 3 – Utility studies and modelling

- Hydraulic assessment of water, sanitary, and drainage systems. Build and calibrate water, sewer, and drainage computer models, and watershed management plans.
- Asset management and feasibility studies related to water, sanitary, and drainage infrastructure.
- Pavement analysis, modelling and asset management strategies.
- Utility planning studies and conceptual designs.

Category 4 – Environmental Studies and Assessments – watercourses, wildlife, slope stability, contaminated sites.

- Analysis of impacts related to new development (roads, utilities, land development, etc.) on watercourses and terrestrial/wildlife habitats.
- Planning and design of mitigation and enhancement measures related to creeks, riparian areas, fish and wildlife habitat, and species at risk.
- Environmental monitoring during and after construction.
- Evaluation and monitoring related to contaminated sites, and erosion and sediment control.



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RFIQ No. 15-08-03

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Engineering Infrastructure and Environmental Studies

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("Closing date and time")

INSTRUCTIONS FOR SUBMISSION

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Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3060.

SUBMISSION FORM

Complete and return this section including Resumes

Submitted By: _____
(Company Name)

1. CATEGORIES OF WORK – TABLE 1

Please indicate below in Table 1 the categories or sub-categories which your firm is applying for shortlist consideration.

TABLE 1			Applying for Shortlist?	
	Category	Sub-Category	Yes	No
1.	Utility Infrastructure Preliminary and Detailed Design			
2.	Road Improvements and Rehabilitation			
3.	Utility Studies and Modelling			
4.	Environmental Studies	Creeks, Riparian areas, and Fish and Wildlife		
		Contaminated sites, and Erosion and Sediment Control		
		Slope Stability and Urban Forestry		

2. KEY PERSONNEL

List your firm’s principal(s), managers, and key personnel who would be working on the assignments. (Add rows as needed). Please include personnel resumes and attach as an Attachment to this Submission at a maximum of 2 pages per resume.

Resumes should indicate the category(s) that the staff person has expertise in.

Name	Title/Position	Years with Firm	Category(s) of Experience (relate to Table 1)

3. EXAMPLES OF SUCCESSFUL PROJECTS

Provide 2 examples per category/sub-category of relevant work being applied for
 (local examples are preferred).

CATEGORY (Refer to Appendix A)	
PROJECT 1	
Project Title and Year	
Project budget	
Project owner/client	
Consulting services budget	
Provide a brief description of the Project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person (client)	
Telephone and email of reference person	

CATEGORY (Refer to Appendix A)	
PROJECT 2	
Project Title and Year	
Project budget	
Project owner/client	
Consulting services budget	
Provide a brief description of the Project including methodology and/or steps involved in the consulting services, and the deliverables provided by your firm.	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person (client)	
Telephone and email of reference person.	

4. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET

1.	Briefly describe how your company will complete assignments on time and within budget?
2.	In the past 5 years, has your firm been late in delivering an assignment to the City, or for a client listed in Section 3? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, for what categories?
3.	What were the reasons for the delay?
4.	Did your firm make attempts to mitigate the issue?
5.	In the past 5 years, has your firm been over budget in delivering an assignment to the City, or a client listed in section 3? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, for what category of work?
6.	What were the reasons for being over budget?
7.	Did your firm attempt to mitigate the issue?

5. LIST OF SUB-CONSULTANTS

Sub-consultant	Category	Brief reason as to why the sub-consultant is on your team.

6. SUSTAINABLE BENEFITS

Briefly describe your firm’s social, economic and environmental initiatives, innovations, and practices and how those would benefit the City.

7. VALUE ADDED BENEFITS

What other information is not requested here but which you think the City should consider in evaluating your firm?

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

8. CONFLICT OF INTEREST DECLARATION

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

9. ADDENDA

We acknowledge receipt of the following Addenda related to this RFIQ and have incorporated the information received in preparing this submission:

Addendum No.	Date Issued

10. RESUMES

- **Attach Personnel Resumes**
 - Maximum 2 pages each; include categories of expertise.

11. AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST No.:	
Contact Name and Title: <i>(for all communications related to this RFIQ --- please print)</i>	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFIQ, electronic signatures will be accepted.

- End of Submission Form -