



**CITY OF COQUITLAM  
Request for Proposals**

**RFP No. 16-01-07**

**Recreation Program Opportunities 2016**

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

**Tuesday, February 23, 2016**

(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)**

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**1. RECREATION PROGRAM OPPORTUNITIES**

The City of Coquitlam (the "City") requests proposals from enthusiastic and qualified providers to deliver a variety of **Recreation Programs** at City facilities. While the majority of programs and services are developed and led by City staff, working with third party providers assists the City in providing a wide range of quality programming to the community and meet the strategic goal to "Increase Active Participation and Creativity." The programs offered should provide recreation for the diverse residents of Coquitlam at a reasonable price.

**2. PROGRAM TYPES**

The City is looking for a variety of recreation programs including:

- Cooking
- *Learn to* Creative Arts & Cultural Programs
- *Learn to* Traditional & Ethnic Dance Programs
- *Learn to* Conversational Language Programs
- Fitness
- Non-traditional Sports
- Outdoor/adventure Recreation programs
- Specialized Day Camp Programming for Children and Youth

### 3. LOCATIONS

The City is seeking programs at locations inclusive of, but not limited to, the following:

**Site 1:** Pinetree Community Centre – 1260 Pinetree Way

**Site 2:** Poirier Community Centre – 630 Poirier Street

**Site 3:** Dogwood Pavilion – 624 Poirier Street

**Site 4:** Glen Pine Pavilion – 1200 Glen Pine Court

**Site 5:** Victoria Hall – 3435 Victoria Drive

**Site 6:** City Parks (Various)

### 4. TERM

The City intends to enter into one (1) year agreements. The term may be extended based on mutual agreement.

### 5. PURPOSE

The City is seeking to:

- Create a balanced offering of programs and services accessible to all ages, abilities, genders, interests, income levels and cultures;
- Support a learning community where residents have access to lifelong learning through formal and informal opportunities;
- Develop new programs to address changing demographics including expanding the reach of older adult programs and growing the active participation of citizens;
- Promote a healthy and active lifestyle through participation in recreational activities;
- Provide a reliable and consistent level of programs to City residents and visitors;
- Provide a variety of quality programs at reasonable prices and increase the variety of low cost opportunities.

### 6. ELIGIBILITY

The City will select recreation programs and enter into “**Recreation Provider Agreements**”.

Selected providers will be expected to maintain and provide verification of the following requirements for the duration of the agreement:

- City of Coquitlam Business License or Tri Cities Intermunicipal Business License;
- Commercial General Liability (CGL) insurance coverage in the amount of no less than Five Million (\$5,000,000.) naming the City as additional insured;
- WorkSafeBC Clearance;
- Criminal record security clearance performed by RCMP via City of Coquitlam for any instructional staff prior to their working in programs;

- First aid and CPR certification for any instructional staff prior to their working in programs;
- Any additional certifications or registrations required as accepted professional practice in a given field (eg. Fitness – BCRPA fitness registration)

## 7. PROPOSAL SUBMISSION REQUIREMENTS

To be considered, please submit the following information:

- 1) Consolidate all files into one (1) pdf document saved as the Recreation Provider or Recreation Provider company name;
- 2) Cover letter with company/personal profile, and resume outlining your interest and experience in similar or other successful programs including full contact information including address, email and phone number;
- 3) Description of program(s) and intended learning outcomes and brief statement on the vision and operating principles for the program;
- 4) Identification of target audience and/or demographic of participants;
- 5) Room Type required;
- 6) Optimal day, time and session length;
- 7) Compensation Expectations;
- 8) Marketing – provide a plan of how the program(s) will be marketed and communicated to seek participants;
- 9) References: List at least two (2) references who have direct knowledge of your work and working methods. Include complete contact information; names, email address, business addresses and telephone numbers.

## 8. SELECTION PROCESS AND CRITERIA

The selection of the Recreation Provider(s) will be based on the following criteria:

- 1) **Qualifications and Experience**
- 2) **Community Needs** – diversity of services offered to Coquitlam residents;
- 3) **Compliance** – consistency with City of Coquitlam Parks Recreation & Culture (PRC) strategic goals, policies and standards for program delivery;
- 4) **Marketing** – a clear plan to promote the program(s) in the community to ensure growth and participation;
- 5) **Comparison** – to similar proposals and programs to ensure best value to the community.

The City will review the proposals and rank them based on the evaluation criteria outlined above and reserves the right to consider other criteria that may become evident during the evaluation process to provide best value and meet community objectives.

The City will conduct interviews with the providers of interest and then select programs. The successful Recreation Provider will be required to enter into a “**Recreation Provider Agreement**” with the City.

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

We thank all candidates for their interest; however only selected Recreation Providers will be contacted.

## 9. RFP CLOSING DATE AND TIME

Proposals will be received on or before 2:00 pm, (local time)  
**Tuesday, February 23, 2016**

## 10. HOW TO APPLY

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

1. **In the “Subject Field” enter:** RFP Number and Name
2. **Consolidate files into one (1) .pdf file and Send:**  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is completed.)

Proponents are to allow ample time to complete the electronic submission process. For assistance, phone 604-927-3060 or Fax 604-927-3035.

Proposals shall be deemed to be successfully received when displayed as new email in the inbox 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.

## 11. ENQUIRIES

Enquiries are to be submitted in writing only and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) referencing the RFP number and name up to 3 business days prior to the Closing date. The City at its sole discretion will determine which enquiries require response which will be provided to all interested parties by issue of written addenda and posted on the City’s website before the Closing date.

**12. ADDENDA**

Interested parties are required to check the City's website before the Closing date for any updated information and addenda issued at:

[www.coquitlam.ca/BidOpportunities](http://www.coquitlam.ca/BidOpportunities)

Upon submitting a proposal, proponents will be deemed to have received notice of all addenda that are posted on the City website and deemed to have considered the information for inclusion in the proposal submitted.

**13. NON SOLICITATION**

Proponents shall 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 completion 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 inappropriate contact.

**14. CONFLICT OF INTEREST**

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

**15. NO CLAIM**

No proponent shall have any claim for any compensation of any kind whatsoever, as a result of submitting a response to this RFP, and by submitting their information, each proponent shall agree that it has no claim.

**16. NO CONTRACT**

This RFP is not intended to create a contractual relationship between the City and the Proponent. By issue of this RFP document, the City reserves the right to invite, consider and analyze proposals and select Recreation Providers as the City considers desirable.

**17. 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 if required to do so, pursuant to the Act.

**18. ACCEPTANCE OF PROPOSALS**

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

**19. COST OF PROPOSALS**

The City will not be responsible for any costs incurred by the proponents in the preparation of a proposal.

D. Trudeau, Purchasing Manager  
Issue Date: January 5, 2016