



**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 16-02-02**

Consulting Services for

**Needs Assessment and Conceptual Design: Satellite Works Yard**

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

**Thursday, March 3, 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)

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](http://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: February 11, 2016

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### Appendix A - Potential Satellite Works Yard Services and Amenities

## 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 Team”** means City staff members that are responsible to conduct the study and report on the findings.

**“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.

**“SWY”** means Satellite Works Yard.

## 1.0 Project Description

The City of Coquitlam (“City”) requests proposals from professional qualified, experienced consulting firms to provide a **Needs Assessment and Conceptual Design for a Satellite Works Yard (SWY)**, in the North-East area of Coquitlam, BC.

The City has determined that there is a need for a SWY to service the North-East sector of the City. The intent of this study is to provide a cost/benefit analysis of activities, a conceptual design and capital cost estimates to address the immediate and future needs of the of a SWY including site configuration, vehicle and equipment storage, traffic circulation, fuel dispensing, materials storage, etc. The consultant will be required to:

- Finalize the services to be provided from a SWY
- Identify the requirements necessary to deliver those services (staffing, equipment, storage, etc.)
- Identify potential other site uses
- Complete a cost/benefit analysis of the services
- Develop a Conceptual design of the Facility
- Identify property requirements and suitable locations
- Develop detailed cost estimates
- Identify zoning requirements
- Identify the requirements for a LEED certified facility and the associated costs

## 2.0 Introduction

The City of Coquitlam is experiencing rapid growth in the North-East and South-West areas of the City. In addition, the existing Austin Service Centre is nearing capacity, in terms of space, and is in need of some significant expenditure for repairs and maintenance in the upcoming years. A Satellite Works Yard (SWY) is one alternative to maintain current levels of service and accommodate the growing needs for operating and maintenance of the new infrastructure, as well as the existing ageing infrastructure. In addition, it can relieve some of the pressures currently being experienced at the Austin Service Centre.

The population of the City of Coquitlam is anticipated to grow to approximately 236,900 (approximately a 40% increase) by the year 2046. To sustain this growth, new infrastructure will be required in the North-East (Burke Mountain) growth area and new/replacement infrastructure in the South-West. In addition to the new infrastructure being added, the existing infrastructure will be ageing. Both of these factors will contribute to the need for increased maintenance resources.

The Service Centre located at 500 Mariner Way currently provides the following City services: Engineering and Public Works Operations and Maintenance (Water, Sewer, Roads), Traffic Operations, Parks Operations and Maintenance, Fleet and Equipment, Purchasing/Stores and Engineering Survey.

Resources located at the Service Centre include staff, equipment and materials. Additional Parks Operations resources are located at a Parks Service Centre located on Pipeline Road; however, Parks Operations' long range plan is to decommission this site.

### **3.0 Reference Materials**

There have been some studies and reports completed in the past few years related to the needs and requirements for a Satellite Works Yard.

The following four (4) documents will be made available to the successful Proponent at the time of award:

1. Long-Term Service Centre Strategies for the City of Coquitlam, KW Consulting Ltd., February 2011

This review identified the growth in population and infrastructure within the City to the year 2041 (build out). It identified that almost 18% of the City's growth in infrastructure will occur in the North-East, with moderate increases in South-West Coquitlam to accommodate densification.

This review was high level and identified a number of qualitative benefits which can be achieved with a Satellite Yard. This study did not address such things as:

- a) The types of services which could be delivered through a Satellite Yard.
- b) An in depth review of the facility requirements staff amenities, storage etc.
- c) Potential savings, efficiencies or changes to levels of service.

A number of planning factors for a future yard were identified including:

- a) Quantity and complexity of infrastructure systems (including boulevards and plantings)
- b) Increased demand from a growing and demographically changing population
- c) Technological change, including more complex systems and more stringent regulations
- d) Aging of infrastructure systems leading to reduced performance and higher risk
- e) Travel distance and travel time, exacerbated by road congestion and accidents
- f) Environmental risk factors and increased standards
- g) Extreme weather probability.
- h) Disaster response and recovery accountability

The study provided some general information or criteria regarding potential sites including:

- a) It should be approximately 5 acres in size.
- b) Preferably located on a major road away from residential land uses.

2. City Service Centre Development Strategy Study and Report, PBK Architects, May 2011

This study was to address the immediate and future expansion needs of the City's Service Centre including site configuration, vehicle and equipment storage, traffic circulation, fuel dispensing, materials storage, etc. The objectives of the plan were to identify the present suitability and future needs for a Service Centre that will effectively and efficiently deliver multi-departmental services not located at City Hall, meeting both existing and future conditions. The plan provided alternative site configurations to accommodate future needs of Public Works on the existing site. The plan is being used to assess any interim changes/modification to the site to ensure they do not hamper future improvements.

3. Report to Council, February 2012

This report asked Council to confirm the provision of a Satellite Works Yard in the North-East sector. It also provided an overview of the criteria to be used in selecting a suitable site.

4. Minutes from the Workshop to identify potential services to be provided.

#### 4.0 Scope of Services

Provided below is an overview of the Services to be provided. This list is by no means complete. The Consultant is to identify clearly in their proposal any additional services to be provided.

##### 4.1 Potential Services/Work Shop

The City currently provides many services and activities out of the Austin Service Centre. City staff conducted a workshop to review the list of activities and prioritized those activities identified below which could be provided from a Satellite Works Yard:

1	Material Storage
2	Fueling Station
3	Shrub & Horticulture Bed Maintenance
	Roads Vegetation Control (Flail-Mower)
4	Turf & Sports-Field Mowing
	Parks Tree Maintenance
	Parks Infrastructure Maintenance
	Snow & Ice Control (Roads & Parks)
	Sports-Field Grooming & Maintenance
5	Street Sweeping

A list of all the potential services and amenities identified by the Departments in preparation for the Workshop is included as Appendix A.

The Consultant will finalize a list of activities to be included in a Cost/Benefit analysis with the Project Team at the start of the project. Information from the Workshop will be made available to the successful Consultant.

##### 4.2 Identify Resource and Space Needs

For all activities identified for the Satellite Yard, the consultant shall determine all staffing and resource requirements.

##### 4.3 Cost/Benefit Analysis

The Consultant will complete a Cost/Benefit analysis of the services proposed to be provided. This information will be used by the Project Team in determining the services to be provided for in the conceptual design.

#### 4.4 Potential Services/Site Uses

During the course of confirming services and the Cost/Benefit analysis there may be opportunities to incorporate additional services and/or identify synergies between services. The Consultant should identify these situations for further discussion with the Project Team. This would include, for example:

- i. Other site uses which could be integrated with what is planned. One example would be a future Recycling Facility for household and/or construction waste. Another may be the storage of seasonal equipment.
- ii. Potential to share space for other activities on a seasonal basis between work groups

#### 4.5 Meetings

The Consultant shall identify all meetings proposed in their work plan. As a minimum the following are proposed:

- i. Meet with the Project Team at strategic milestone dates
- ii. The Consultant should allow for meetings with key staff to identify the requirements for each activity being planned

#### 4.6 Deliverables

- i. Cost/Benefit Analysis of Proposed Services
- ii. Conceptual Building Layout and Cost Estimates including all plumbing, electrical, security and communications
- iii. Conceptual Site Layout and Cost Estimates including all utility requirements
- iv. Property Requirements/Location
- v. A Report summarizing the key findings of the Study
- vi. Provide estimated budget and proposed costs for any recommended solutions
- vii. Identify sustainable advantages

#### 4.7 Work Plan and Schedule

Proponents must provide a work plan in the proposal. The work plan is to include a schedule of project tasks, milestones, the sequence of task occurrence and details concerning implementation and completion dates for each task. The following includes desirable task milestone dates:

##### **Summary Report**

- Draft Report with Cost Estimates – May 30, 2016
- Final Report with Cost Estimates – June 30, 2016

A project schedule is to be submitted with the proposal detailing how the Consultant intends to reach the targeted milestones and deadlines.

4.8 Cost Estimate/ Schedule of Effort

The Consultant shall provide a detailed cost estimate identifying the level of effort and cost associated with the proposed Work Plan.

**5.0 Budget**

The City has a budget of \$25,000 for this Needs Assessment and Conceptual Design project.

**6.0 Instructions to Proponents**

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 Closing Date

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

**Thursday, March 3, 2016**  
(Closing date and time)

6.6 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](http://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](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

6.7 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.

6.8 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.

6.9 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](mailto: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](http://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.

**7.0 General Conditions**

The following general conditions will apply to this contract.

7.1 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.

7.2 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.

### 7.3 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, reports and other materials requested and provided as defined as deliverables under this RFP.

### 7.4 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.

## 8.0 **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 References**; 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) Proposed methodology, work plan and approach;
- b) Comprehensive understanding of the project objectives, outcomes and vision: major issues and opportunities presented in the proposal; and
- c) Availability and time schedule

### Financial and Value Added Benefits

- a) **Fee Summary** - 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;

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 selected companies to submit proposals or, may issue a new Request for Proposals.

**9.0 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.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST No:</b>	
<b>Name and Title of Contact</b> <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
<b>Signature of Authorized Person:</b>	
<b>Date:</b>	

**Appendix A**  
**Potential Satellite Works Yard Services and Amenities**

Site Specific	Department
Traffic Operations Storage	Engineering & Public Works
Staff Rest Facility, Washroom & Lunchroom	Engineering & Public Works, Parks, Recreation & Culture
Fueling Station	Engineering & Public Works, Parks, Recreation & Culture
Dump Site	Engineering & Public Works, Parks, Recreation & Culture
Aggregate Storage	Engineering & Public Works, Parks, Recreation & Culture
Wash Rack	Engineering & Public Works, Parks, Recreation & Culture
Nursery Area	Parks, Recreation & Culture
Green Waste	Parks, Recreation & Culture
Materials & Supply Storage (cratex space)	Strategic Initiatives
Activity Specific	Department
Snow & Ice Control	Engineering & Public Works
Street Sweeping	Engineering & Public Works
Litter Pick-Up	Engineering & Public Works
Walkway Maintenance	Engineering & Public Works
Gravel Road Grading/Dust Control	Engineering & Public Works
Vegetation Control	Engineering & Public Works
Pavement Marking	Engineering & Public Works
Valve Exercising	Engineering & Public Works
Scheduled Hydrant Servicing	Engineering & Public Works
Quality Pond Maintenance	Engineering & Public Works
Repeat Main Flushing	Engineering & Public Works
Repeat Root Cutting	Engineering & Public Works
Catch Basin Cleaning	Engineering & Public Works
Mowing & Turf Care	Parks, Recreation & Culture
Shrub Bed & Horticulture Bed Maintenance	Parks, Recreation & Culture
Tree Maintenance	Parks, Recreation & Culture
Trail Resurfacing (natural areas)	Parks, Recreation & Culture
Sports Field Mowing	Parks, Recreation & Culture
Irrigation	Parks, Recreation & Culture
Sports Field Maintenance (equipment)	Parks, Recreation & Culture
Litter Pick-Up	Parks, Recreation & Culture
Furnishings & Infrastructure Maintenance	Parks, Recreation & Culture
Field Grooming	Parks, Recreation & Culture