



City of Coquitlam

REQUEST FOR INFORMATION AND QUALIFICATIONS RFIQ No. 16-06-02

Consulting Services for **Electronic Message Signs**

Submissions will be received on or before 2:00 pm local time
Thursday, August 4, 2016
("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: July 14, 2016

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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 plan, design, fabrication and installation of electronic message signs.

“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 and experienced firms to plan, design, supply and install **Electronic Message Signs** at select locations in the City of Coquitlam.

1.2 Purpose

This RFIQ is intended to invite qualified firms who are interested in, and who have the expertise, experience, resources and knowledge to perform the design, manufacture, supply and installation of electronic message signs.

The signs may include a range of sizes and options available including LED, high definition and video capabilities, with different control capabilities. The signs are also expected to be located at the corners of “high volume arterial intersections” and therefore both vehicular and pedestrian issues will need to be considered as part of the design.

The design of each electronic message sign should be elegant with clean lines and preferably without excessive post pillars, screen framing, supporting and decking elements. The design needs to be in harmony with the overall streetscape theme of the adjacent corridor and the area Neighbourhood Design Guidelines. All units should be site specific in scale, dimension and design. The signs need to be placed and oriented in a manner to serve its users and the public, as opposed to simply providing a medium for advertising.

The signs are subject to harsh conditions, including extreme weather conditions, physical challenges from maintenance, vehicles, snow ploughs, construction, etc. and wilful abuse like graffiti, scratching, posturing and other forms of vandalism. Therefore, the final product needs to be delivered with graffiti resistant anti-corrosive materials. Professionally engineered drawings for each site will be required from the successful proponent. Also, it is vital for the proponents to have a designer as part of their team.

All structural elements must meet B.C. Building Code standards and other tolerances, utility roadway right-of-way and other specific building property requirements. Parts and appendences must be properly secured to protect public safety in all types of weather conditions, as well as accidental vehicular or other contacts.

The successful proponent will be responsible of all aspect of the works required to have the signs in place; however, the City will provide power to each sign.

1.3 Eligibility

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

- a) Professional and Commercial General Liability (CGL) insurance coverage outlined on the City's [Certificate of Insurance - Consultant Form](#)
- b) WorkSafeBC Clearance Letter in good standing.
- c) Accept the City's standard Terms and Conditions posted on the City's website.
- d) Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License:
[City of Coquitlam Business Licenses](#)

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 2:00 pm local time, Thursday, August 4, 2016
Evaluation..... August 2016
Selection..... August 2016

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, August 4, 2016.**

2.3 Instructions for Submission

Submissions are to be consolidated into one (1) .pdf file and 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 Fax: 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.

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.

2.5 Addenda

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.

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

The evaluation criteria are as follows:

- Corporate experience and qualifications of personnel who will carry out the assignments including sub-consultants.
- Demonstrated success with similar projects (i.e. design and delivery of electronic message signs).
- Demonstrated ability to complete assignments on time and within budget.
- Sustainability – Social, economic, and environmental initiatives.
- Value Added Benefits (e.g. warranty, full service, training)
- References – success on previous, relevant projects.

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. 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 any Respondents.

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 firms. The City may then negotiate directly with the highest ranked firm or request proposals from one or more of the selected firms for the design, manufacture, supply and installation of signs.

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. REQUEST FOR DEBRIEF

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

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



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RFIQ No. 16-06-02

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INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one (1) .pdf file and uploaded electronically through QFile, the City's file transfer service accessed at website: 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 upload is complete.)

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

Submitted By: _____
(Company Name)

1. KEY PERSONNEL

List your firm’s principal(s), managers, and key personnel who would be working on the assignments and their professional qualifications. (Add rows as needed).

Name	Title/Position	Years with Firm	Qualifications and Experience

2. SUB-CONSULTANTS

Name of Sub-consultant	Role and Responsibility	Brief reason as to why the sub-consultant is on your team.

3. EXAMPLES OF SUCCESSFUL PROJECTS

Provide minimum 3 examples of relevant work being applied for
 (local examples are preferred).

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	

3. EXAMPLES OF SUCCESSFUL PROJECTS (cont'd)

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.	

3. EXAMPLES OF SUCCESSFUL PROJECTS (cont'd)

PROJECT 3	
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	

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 for a client listed in Section 3? Yes <input type="checkbox"/> No <input type="checkbox"/>
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 a client listed in section 3? Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	What were the reasons for being over budget?
7.	Did your firm attempt to mitigate the issue?

5. SUSTAINABLE BENEFITS

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

6. 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:

7. 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:

8. 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

9. AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFIQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
	Signature:
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.