

City of Coquitlam

Request for Proposals  
RFP No. 17-02-05

# Cemetery Services Plan

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[PROPOSAL SUBMISSION FORM](#), including [APPENDIX A – SCHEDULE OF EFFORT AND FEES](#)

## DEFINITIONS

The following words and terms, unless the context otherwise requires, in the Request for Proposal document shall have the meaning set out below.

**“Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“City”** means City of Coquitlam.

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

**“Contract Administrator”** means the Consultant’s representative who will act on its behalf with respect to duties and authorities, who will liaise with the City for the duration of the project as outlined in this RFP.

**“Project Manager”** means the City staff member appointed by the City who will act on its behalf with respect to duties and authorities as outlined in this RFP.

**“Proponent”** means responder to this Request for Proposals.

**“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 Proposals.

**“Services”** means and includes the provision by the successful Proponent of all services, duties, deliverables and expectations as further described in this RFP.

**“Work”** shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant.

## 1.0 INTRODUCTION

### 1.1 Request for Proposals

The City of Coquitlam ('City') requests proposals from professional, qualified and experienced firms to select a Consultant to develop a **Cemetery Services Plan (CSP)**.

### 1.2 Obtaining RFP Documents

RFP documents are available for downloading from the City's website:

[City of Coquitlam - Current Bid Opportunities](#)

### 1.3 Project Description

The City operates one cemetery, the Robinson Memorial Park Cemetery (the "Cemetery") which has been in operation since 1935. The Cemetery, which serves current and past residents of Coquitlam, operates on a direct cost recovery basis, with interment and other service pricing being generally set on average with other municipally run cemeteries in the Lower Mainland. The Cemetery has limited remaining inventory and land base, particularly as it relates to full burials. Even with further development of the cemetery within the current footprint, based on projection of annual burials, the inventory of full burial sites is anticipated to be depleted within the next 10-15 years.

Consultant services are required to research, study, analyze, and develop a Cemetery Services Plan, which will assess the state of current services and recommend options for the City to meet the future community needs in this service area. The successful Consultant will lead and otherwise be responsible for all elements of the project, including reporting at key milestones, timely communications with the City's Project Team on emerging project issues, and maintaining complete documentation (i.e. notes, minutes, presentations) from internal and external meetings.

The Consultant will be required to work with Coquitlam Parks, Recreation and Culture Services staff and to meet regularly with a staff working group as well as consult with City Council, external organizations, and the public as appropriate.

### 1.4 Project Budget

The City has allocated \$75,000 for the Cemetery Services Plan. However, the City will select a proposal that provides best value based on the Evaluation Criteria outlined in Section 8.

All components of the project should be provided within the budget allocated. If your firm is unable to provide the full scope of services within the allocated budget then your proposal must indicate which components/requirements can be completed and delivered within the budget and a breakdown of the individual component cost, as well as the total cost to deliver all of the remaining components/requirements.

### 1.5 Community Context

The City of Coquitlam is currently home to approximately 140,000 people and is expected to reach over 220,000 by 2041. Coquitlam is experiencing tremendous change, not only in population growth but also in demographics, culture, and in specific neighbourhoods.

Coquitlam is situated 10 to 15 km east of Vancouver, where the Coquitlam River connects with the Fraser River and extends northeast along the Pitt River toward the Coquitlam and Pitt lakes. Coquitlam borders Burnaby and Port Moody to the west, New Westminister to the southwest, and Port Coquitlam to the southeast. Burke Mountain, Eagle Ridge, and Coquitlam Mountain form the northern boundary of the city. Coquitlam's area, 152.5 square kilometres, it is about six times larger than either Port Moody or Port Coquitlam.

### 1.6 Current Site Description and Context

#### **Robinson Memorial Park Cemetery**

The Parks, Recreation & Culture Service Department (the “PRC”) operates Robinson Memorial Park Cemetery. The Cemetery was donated to the City of Coquitlam by the Robinson family and began offering burials to Coquitlam families in 1935. . The entire Cemetery site is approximately 8.5 acres in size, but only about 7 acres are usable for burial services as approximately 1.5 acres of the site at the north end of the property was designated as a Memorial Forest through Bylaw in 1997, which prohibits burials or cremated remains interments in this area. The City completed a Business Plan for the Cemetery in 1997 that eventually led to the redevelopment of the site from a traditional lawn cemetery to a Cemetery that now offers a broader range of interment offerings in a more diverse landscape setting. Today the Cemetery provides interment options including:

- Full burial in traditional lawn plot;
- Full burial in the Cedar or Oak Gardens;
- Cremated remains interments in ground;
- Cremated remains interments in columbarium walls;
- Boulder memorial interment of cremated remains; and
- Scattering of cremated remains.

Each year the City sells 40-50 full burial plots and 120-180 cremated remains plots at the Cemetery. This is a direct delivery model of cemetery services for Coquitlam residents and some limited services for the general public. The financial model approved by Council in the past for the Cemetery is generally a cost recovery model designed so that the fees collected for services cover the annual operating costs and infrastructure debt repayment.

## Robinson Memorial Park Cemetery Site Location and Context



Local Context

Robinson Memorial Park Cemetery is the only cemetery in Coquitlam that provides interment options for the general public. Riverview Cemetery is the only other cemetery in Coquitlam, but it is not available for interments following closure of the Provincial facilities at Riverview decades ago. Within Metro Vancouver there are 15 municipally operated cemeteries, four privately operated cemeteries and six faith-based cemeteries. When a Coquitlam family seeks to inter a deceased family member, they can choose to utilize the services provided at Robinson Memorial Park Cemetery or find these services at a private cemetery, an alternate municipal cemetery or a faith-based cemetery. Typically, interment fees at Robinson Memorial Park Cemetery are comparable to other municipal cemeteries and considerably lower than private cemeteries.

### **1997 Cemetery Business Plan**

In 1997 the City commissioned Eikos Planning to develop a Business Plan for the Cemetery, which formed the basis for City staff recommendations as follows:

- Expenditure of \$1.5 million for development and improvement of the Cemetery;
- Fees and charges adjustments to cemetery service fees to ensure the repayment of these new developments;
- Improvements in administration procedures to improve the level of service to cemetery patrons;
- An expansion in the range of products and services available to the public; and
- An increase in the overall awareness of the cemetery and its services to the community.

### **1997 Memorial Forest Bylaw # 3102, 1997**

As a response to public feedback following the adoption of the Cemetery Business Plan (CBP), Council approved a Bylaw to Designate a Memorial Forest within Robinson Memorial Park which restricted the use of the northern 1.5 acres of the site. The bylaw prohibits the use of this area for any cemetery purposes. This change was not reflected in the 1997 CBP, although the plan did not include any more intensive use of this segment of the property.

### **Fees and Charges**

The Cemetery currently generates annual revenue to cover both the operating costs and to make a repayment on the internal borrowing used for previous expansions. Cemetery Bylaw No. 3909, 2008 sets out the fees and charges in Schedule “A” of the Bylaw. This Bylaw also allows for an annual increase in fees to reflect changes in the Consumer Price Index (CPI).

### **Cost Comparison**

The Cemetery offers a wide variety of interment options as per Schedule "A" of Cemetery Bylaw No. 3909, 2008. When prices for these products and services are compared to other local municipal cemeteries the City of Coquitlam's fees are generally average. The City of Coquitlam's cemetery fees are considerably lower when compared with the private industry and in the case of some products the private industry charges more than double the City's fees.

### **Perpetual Care**

As per provincial regulations, the City collects a Perpetual Maintenance Care Fund fee with each interment. These fees are deposited into a reserve fund to ensure that once the Cemetery has reached capacity, the interest from this fund can be utilized to maintain the Cemetery in perpetuity.

### **Future Need**

The Cemetery, which has been in operation for 81 years, now has limited remaining inventory and land base, particularly as it relates to full burials. Even with further development of the cemetery within the current footprint, the inventory of full burial sites is anticipated to be depleted in 10-15 years. As well, the current financial model and internal planning for the remaining inventory indicates that after 2020 the cemetery is unlikely to operate on a cost-recovery basis without increasing sales of cremated remains options, expanding available inventory, reducing operating costs, increasing interment fees, or some combination of these measures. As such, a new plan for the future of the Cemetery is required.

## **1.7 Project Objective**

The City of Coquitlam has an opportunity to build on existing cemetery assets to continue to serve the residents of Coquitlam. A comprehensive long-term plan is vital to ensure the effective delivery of Cemetery Services over the next 20-30 years.

The objective of the RFP is to seek proposals from a team of qualified Consultants to assist in the development and delivery of a Cemetery Services Plan (CSP). The objective of the consultancy is to build on Parks, Recreations and Cultural (PRC) Services vision, and create a comprehensive plan that will guide the long-term future Cemetery Services delivery to the Community.

Several considerations and opportunities should be explored individually or in combination as part of a long-term plan for Cemetery Services in Coquitlam:

### **.1 Optimize available space at Robinson Cemetery**

Staff review of existing site indicates some options which may create expanded inventory to serve the next 10 to 30 years.

### **.2 Explore opportunities potentially available at Riverview**

The City could initiate discussions with the Province for the acquisition of the Riverview Lands Cemetery. The Riverview Cemetery is located on the northeastern portion of the Riverview Lands and historically provided interment options for patients of the Riverview Hospital and in some cases their families, as well as for staff of the hospital. The cemetery opened in 1958, and was originally known as the “Essondale Cemetery.” It is currently believed that there are 1085 burials which were completed at Riverview, and staff believe that there is sufficient capacity within the existing Riverview Lands Cemetery to accommodate interments over the next 20 – 40 years.

**.3 Explore opportunities to acquire a new cemetery property**

The Smiling Creek Neighbourhood Plan identifies the potential of incorporating the development of a Cemetery into the future Harper Park. However, geotechnical assessment of the site deemed it unsuitable for full burials due to lack of soil depth and the presence of an impermeable layer

**.4 Opportunity to explore a variety of service delivery, financial and operating models**

Cemetery services could be operated under a variety of models. The development of a Cemetery Services Plan should explore the feasibility of a range of financial model, service scope and operational options, as noted below:

i. Financial Model

The City currently operates on a “direct cost recovery” model. The potential exists for the City to increase cemetery fees to be more in line with those of private cemetery operators, or find a balance between the public and private rates.

ii. Service Scope

The City is currently not providing the full range of cemetery related services. Families are required to discuss funeral service plans, interment preparation options and services, and selection of desirable interment vessels through the services of one of the local funeral homes. Funeral homes then refer families to a variety of local cemeteries for interment options, including Robinson Memorial Park. The City may choose to expand the scope of the onsite services by providing these services that are typically provided by funeral homes through one visit to the Cemetery. This could be done through City direct provision or the City could explore entering into an agreement with a P3 operator to provide these services on behalf of the City at a future Cemetery site. Limited space at the Robinson site would likely preclude this service expansion within the existing property.

iii. Operational Options

The existing cemetery is operated directly by City staff who provide direct customer services, administer the business transactions, care for the grounds and conduct the interments. Some or all of these functions could be provided through partners or contractors. The CSP should consider the opportunities and challenges involved in partnering with a 3<sup>rd</sup> party operator for current and/or future cemetery operations.

## **2.0 PROJECT REQUIREMENTS**

### **2.1 Consultancy Prerequisites**

The Consultant team should have demonstrated skills, knowledge and expertise in the following fields to complete this assignment:

- Cemetery planning and design;
- Landscape Architecture;
- Master and site planning; and
- Capital and operating cost estimating.

The lead Consultant should have master planning work as a core component of their business, and be able to provide leadership to and management of the Consultant team through experience, local knowledge, innovation in design and a philosophy that is compatible with the City's vision for the delivery of Parks, Recreation and Culture Services.

### 3.0 SCOPE OF SERVICES

The successful Proponent (the “Consultant”) will deliver to the City a **Cemetery Services Plan (CSP)**.

The development of the Cemetery Services Plan includes three (3) phases. The Consultant will be required to lead all aspects of the project, including reporting at key milestones, timely communications with City staff, and development and maintenance of all documentation (i.e. notes, minutes, presentations) from internal and external meetings. In addition to the process of listed in Section 3.0 Methodology and Approach of the Proposal Submission Form, the deliverables will include, at a minimum, the following:

#### 3.1 Phase 1 – Key Findings Report

- .1 Create a written Key Findings report that provides Staff with an understanding of the outcome of research on best practices and industry trends in consideration of the Coquitlam context, as well as the results of public and stakeholder consultation.

Specifically, the Consultant will complete the Cemetery Services Plan research process, including but not limited to:

#### **Investigate Trends, Issues and Best Practices**

- An analysis of the current and projected future cemetery needs of the residents of Coquitlam and where appropriate the surrounding communities. This will include consideration of emerging cemetery issues and trends, historical and projected interment preferences, and consideration of the projected future demographic make-up of the community.

#### **Assessment of Need and Land Options**

##### ***Assessment of Need***

- An analysis of the current and projected future cemetery needs of the residents of Coquitlam and where appropriate the surrounding communities;

##### ***Assessment of Robinson Memorial Park Cemetery***

- An analysis of existing operations, capacity, and options for optimum space planning at the Robinson Memorial Park Cemetery, including the feasibility of expansion into the Memorial Forest;

##### ***Assessment of Potential Options at Riverview***

- A summary of the feasibility and options to consider if the City were to enter into discussions with the Province to assume the operation of the Riverview Lands Cemetery; and

### ***Assessment of New Cemetery Options***

- If the outcome of the research and recommendations from the Cemetery Service Plan suggest a need for an additional cemetery site, a recommendation of potentially suitable sites in the Northeast or other areas of Coquitlam should be provided as a part of the Cemetery Services Plan to provide for this future service.
- A high level review of any potential parcels of land within Coquitlam, which may be suitable to develop a new cemetery site. This will not include a geo-technical review. The review will also include recommendations for the City to consider if it should decide to embark on this action.

### **Business Model Assessment**

- An assessment of the feasibility of partnering with neighbouring communities on the delivery of cemetery services to the region;
- An updated comparison of public and private cemetery pricing in Metro Vancouver with a recommended administrative model and fee structure for the City to consider; and
- An analysis of potential operating models which the City could consider in order to proceed with the delivery of cemetery services. This may include the completion of a long-term business plan and reviewing fees, offering a different or more comprehensive mix of funeral and interment services, and the opportunities and potential challenges involved in partnering with a private operator for some or all of these services

### **Development of a Vision and Guiding Principles**

- The development of a comprehensive and coordinated vision, and associated guiding principles that will embody the community's values and desires for the long-term delivery of Cemetery Services over the next 20-30 years.
- The *PRC Master Plan*, and the key findings of the CSP will be considered in the development of high level recommendations, as well as associated short (0 – 5 years), medium (6 – 10 years) and long (11 – 20 years) term action items which the City could implement in order to respond to the anticipated future cemetery service needs of the community.

### **Develop a Cemetery Services Plan**

- The Consultant will develop a Cemetery Services Plan articulating key findings of the study in a document suitable for presentation by staff to senior management and City Council. The CSP will include the analysis within a concise, cohesive, and graphically rich document that includes conceptual landscape design drawings that incorporate proposed development, changes or additions to the various sites in the context of the existing landscape.

Phase 1 Process

The tasks and responsibilities listed below are a guideline. Proponents are to identify any additional tasks and associated responsibilities that may be required to complete this Phase.

Responsibility	Task
Staff	Compile all background materials including all existing site documentation including site plans and all relevant City policies, guidelines and regulations.
Staff/Consultant	Conduct a site review with City Staff.
Consultant	Review all relevant reports and studies.
Consultant	Undertake research of local, national and international Cemetery Service models and compile report on findings with lessons for Coquitlam.
Consultant	Complete a detailed review of current site conditions.
Consultant	Prepare a graphic summarizing current site opportunities and constraints at an appropriate scale for Robinson Memorial Park Cemetery, Riverview Cemetery, and any proposed future cemetery locations. This Graphic summary may use both existing and prepared maps, surveys, GIS maps and other available information
Consultant	Communicate regularly with the City Project Manager to report progress, discuss initial findings and seek direction.
Consultant	Attend regular meetings with City Staff as requested by the City.
Staff	Coordinate consultation materials.
Consultant	Prepare a written Key Findings report and present to City Staff for comment and refinement in preparation for the development of the Draft Plan.

### 3.2 Phase 2 - Draft Cemetery Services Plan Development

Phase 2 will include:

- .1 A written Draft Cemetery Services Plan that articulates the analysis and consultant recommendations on the key finding of the study in a document suitable for presentation by staff to senior management and City Council. The DRAFT CSP will be a concise, cohesive, and graphically rich document that includes conceptual landscape design drawings that incorporate proposed development, changes or additions to the various sites in the context of the existing landscape.
- .2 The Draft CSP will also contain Consultant recommendations on the associated actions to consider in the future delivery of cemetery services to the community. This should include a phased implementation strategy including short, medium and long-term actions with updated, order of magnitude cost estimates and funding strategies that address capital investment and reinvestment over the next 20 years based on priorities identified by the public and stakeholder consultation process.
- .3 A workshop/presentation to City Council by Staff to review the draft plan, and obtain Council feedback on any significant opportunities, challenges, issues, and long-term asset and facility priorities and funding.
- .4 Following feedback from Council, support staff in developing an online presentation of Draft Cemetery Services Plan to the general public including a brief online survey.
- .5 Staff will present the Draft Cemetery Services Plan to appropriate City Advisory Committees and findings reported back to the Consultant.

Phase 2 Process

Subject to the completion of Phase 1 to the satisfaction of City Staff, the Consultant will undertake the following tasks assigned to them. The tasks and responsibilities listed below are a guideline. Proponents are to identify any additional tasks and associated responsibilities that may be required to complete this Phase.

Responsibility	Task
Consultant	Based on feedback from staff on the Key Findings Report, develop options for the ongoing delivery of Cemetery Services for the City to consider. Identify issues which may require further study at subsequent stages of project development.
Consultant	Develop a phasing plan for capital improvements and necessary land acquisitions based on the proposed options.
Consultant	Communicate regularly with the City Project Manager to report progress, discuss initial findings and seek direction.
Consultant	Attend regular meetings with City Staff as requested by the City.
Consultant	Prepare a Draft Master Plan for City Staff to present to Council.
Consultant	Prepare Council Workshop boards & support staff in developing an online public consultation process.
Staff	Present Draft Cemetery Services Plan report to Council.
Staff	Conduct stakeholder consultation process and report findings to Consultant.
Staff	Coordinate consultation materials.

3.3 Phase 3 - Final Master Plan Development

- .1 A Final Cemetery Services Plan document that will incorporate feedback from the Council workshop , public and stakeholders that will be suitable for Council presentation, comprising a concise, cohesive, and graphically rich Cemetery Services Plan for Coquitlam.

Phase 3 Process

Subject to the completion of Phase 2 to the satisfaction of City Staff, the Consultant team will undertake the following tasks assigned to them. The tasks and responsibilities listed below are a guideline. Proponents are to identify any additional tasks and associated responsibilities that may be required to complete this Phase.

Responsibility	Task
Consultant	Communicate regularly with the City Project Manager to report progress, discuss initial findings and seek direction.
Consultant	Attend regular meetings with City Staff as requested by the City.
Consultant	Incorporate revisions into a Final Cemetery Services Plan for City Staff to present to Council.
Staff	Present Final Cemetery Services Plan to Council.

#### **4.0 PROJECT ORGANIZATION AND MANAGEMENT**

The Consultant will work with PRC staff and with other City Departments, including possible in-person update meetings as required.

PRC will determine a Project Manager for the Cemetery Services Plan. The Project Manager will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant work collaboratively with the Project Manager and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying ‘action by’ parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City’s Project Manager on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

## 5.0 PROJECT SCHEDULE

### 5.1 Project Schedule

- .1 The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm they will meet the City's expectations with a written acknowledgement of the ability to deliver the required Services to the City given the Proponents' existing workload and future commitments.
- .2 Schedule Acknowledgements
  - .1 Proponents should note that the Target Dates outlined in the Work Schedule are there as a guide for the seamless progression of the project through the Planning and Development phases, **but the Target Date set for Total Completion of this project is not a guide and must be adhered to and met.**
  - .2 If Proponents cannot meet completion dates for the 'Adoption of Final Master Plan' of **June 11, 2018** then this should be **clearly identified on the Work Plan Schedule in the Proposal submission.**
- .3 **Failure to meet and maintain Design/Consultation Schedules**
  - .1 Failure to meet the work schedules may result in the Consultant not being asked to quote on City design/consultation works for a period of one year. Documentation for meeting the design/consultation schedule project deliverables will be tracked. During design/consultation if scope changes occur, the Consultant is to advise the City if the set schedule cannot be met.
- .4 **Authorization to Proceed**
  - .1 Authorization to Proceed with the work would be granted on or after: **May 19, 2017.**

**PROPOSED WORK SCHEDULE AND MILESTONE DATES – CEMETERY SERVICES PLAN**

<u>ITEM NO.</u>	<u>KEY MILESTONES</u>	<u>TARGET DATES*</u>
<b>Phase 1</b>	<b>Key Findings Report</b>	
1.0	Research and Analysis	May 19 – August 7, 2017
2.0	Meetings with Staff	
3.0	Key Findings Report Development	
4.0	Deliverable: Key Findings Report to Staff	August 7, 2017
5.0	Key Findings Feedback from Staff	October 6, 2017
<b>Phase 2</b>	<b>Draft Cemetery Services Plan Development</b>	
7.0	Draft Master Plan Development	October 6 – January 8, 2018
8.0	Deliverable: Draft Master Plan	January 8, 2018
9.0	Council Workshop on Draft Plan with Staff	February 5, 2018
6.0	Public Feedback Period	March 2 – 25, 2018
<b>Phase 3</b>	<b>Final Cemetery Services Plan Development</b>	
10.0	Final Cemetery Services Plan Development	April 6 – May 7, 2018
11.0	Deliverable: Final Cemetery Services Plan	May 7, 2018
12.0	Adoption of Final Cemetery Services Plan	<b>June 11, 2018</b>

\*Target Dates in Schedule are subject to adjustments at the sole discretion of the City but the **Adoption of Final Cemetery Services Plan Date is fixed.**

5.2 Documents and Drawings

- .1 The Consultant will provide original documents and drawings, and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of AutoCAD, Creative Suite, MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

5.3 Fee Schedule and Cost of Services

- .1 Proponents shall submit with their proposal, a **Schedule of Effort and Fees – Appendix A**, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum fee. The hourly rates will be used to value additional services if required. The fee schedule should show the maximum upset limits that the Consulting Team will not exceed unless the City's Project Manager requests additional services which are beyond the Scope of Work as outlined in this RFP.
- .2 The Proponent shall include in the fee schedule all sub Consultant fees and all Consulting Team disbursements.
- .3 The Proponent shall indicate any additional 'Optional Services' or costs not accounted for in the fee schedule as part of the proposal submission.
- .4 The successful Consultant will not be able to claim any additional cost as a result of changes to the Schedule or order of works. This condition shall be in effect for the duration of the project.
- .5 **Disbursements**

Disbursements for which the Consultant or Sub-Consultant shall be entitled to reimbursement by the City shall be restricted to those identified below.

Those requiring specific authorization by the City's Project Manager include:

- .1 Actual fees and authorized disbursements for specialized other Consultants when retained upon request by the City Project Manager;
- .2 Actual costs for obtaining information from external agencies such as BC Hydro, Telus, Terasen, Cablevision, etc;
- .3 Actual costs for applications or permits for work obtained by the Consultant on behalf of the City;
- .4 Actual costs or expenses to provide and/or operate specialized equipment;
- .5 Testing agency vehicles and equipment;
- .6 Permits.

The Consultant will **NOT** be reimbursed and shall include in the total fees the following:

- .1 Drafting (AutoCAD, manual, supplies);
- .2 Clerical (typing, word processing, correspondence, photocopying, mail - local and long distance);
- .3 Computer use;
- .4 Courier and freight charges;
- .5 Telephone (local, cellular, local faxes);
- .6 Travel (parking, mileage, vehicle, auto & taxi expenses, accommodation & meals);
- .7 Copying (i.e. correspondence, Consultants in-house copying & draft of reports);
- .8 Reprographics (Consultants in-house drawings reproduction, review drawings and specifications, reports for sub-Consultants review);
- .9 Expenses for non-local Sub Consultants;
- .10 Professional Insurance.

The 'Consulting Services Fee Total' will form the budget for the full scope of work, including all details and deliverables specified in this RFP.

The Fee total includes business administration services, disbursements, costs, charges, expenses, of any sort (excluding GST) for the Consultant to complete the Project to the City's standards in accordance with the work schedule provided in this RFP.

## 6.0 REFERENCE MATERIALS

Proponents should identify any 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.

Information that will be made available to the Consultant includes:

- Coquitlam Parks, Recreation and Culture Final Draft Master Plan;
- The City Wide Official Community Plan and associated neighbourhood plans;
- *1997 Cemetery Business Plan*;
- *The City's Cemetery Bylaw No. 3909, 2008*;
- *Cemetery Research* conducted by Lees and Associates (2012);
- *Renewing Riverview (2015)* - Province of BC Report;
- *A Heritage Conservation Plan for the Riverview Lands (2012)* - Province of BC Report;
- Any other information that the working group deems relevant.

The Consultant will work with the City to gather any additional information required to complete the Plan.

## 7.0 INSTRUCTIONS TO PROPONENTS

### 7.1 All Proposals Public

The City is bound by the provisions of the Freedom of Information and Protection of Privacy Legislation of British Columbia. Proponents are advised that proposals will 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.

### 7.2 Closing Date & Time

Proposals will be received on or before **2:00 p.m. (local time)**

**Wednesday, April 5, 2017**

### 7.3 Instructions for Proposal Submission

Proposal 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](http://qfile.coquitlam.ca/bid)

1. **In the "Subject Field" enter:** RFP 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.)

Proposals submitted shall be deemed to be successfully received when displayed as new email at the City's email address. The City will not be responsible for any delay or for any Proposals not received 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.

### 7.4 Enquiries

Questions are to be submitted in writing within 3 business days of the RFP closing date sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) quoting the RFP title and number.

It is the Proponent's responsibility to ensure that it seeks clarification on any matter relating to this RFP.

If Proponents find any discrepancies, omissions, ambiguities, or conflicts contained in this RFP, Proponents should immediately notify the City. The City will review such notice and, if the City determines that an amendment is required to this RFP, the City will issue an addendum.

#### 7.5 Addenda

**Proponents are responsible to check the City’s website for any updates and addenda issued at website: [www.coquitlam.ca/bid opportunities](http://www.coquitlam.ca/bid_opportunities)**

If a change or additional information is warranted, the City’s response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City’s website:

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website 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.

#### 7.6 Acceptance Period for Proposals

The City requests that proposals received as a result of this RFP be open for acceptance for a minimum period of 60 days from the Closing Date.

The City of Coquitlam reserves the right to waive formalities in, accept or reject any or all Proposals or accept the Proposal deemed most favourable in the interest of the City.

The City will be under no obligation to proceed further with any submitted proposal and should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a City purchase order will be issued for the provision of these services.

#### 7.7 No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant proposal, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

7.8 No Contract

This is not a tender process. 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.

7.9 No Binding Contract

The City may, after reviewing the proposal received, enter into discussions with any Proponent, without such discussions in any way creating a binding contract between the City and any such Proponent. There will be no binding agreement with the City until a formal, written agreement has been negotiated with a Proponent and the City has approved that agreement at which time, a City Purchase Order will be issued.

7.10 No Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

7.11 Conflict of Interest

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

7.12 No Assignment

No Proponent may assign its proposal or any rights in respect of the same to any other party. Such an assignment or purported assignment will immediately invalidate the proposal.

7.13 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the proposal and realize the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

7.14 Withdrawal of Proposals

Proponents may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the time set as Closing Date and time for receiving Proposals.

7.15 Proponent's Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

7.16 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

7.17 Price

All Prices shall be in Canadian Funds and shall remain **FIRM** for the duration of the Cemetery Services Plan development process outlined.

## **8.0 EVALUATION CRITERIA**

### **8.1 Evaluation Committee**

The evaluation of Proposals will be undertaken on behalf of the City by an Evaluation Committee appointed by the City.

### **8.2 Evaluation Criteria**

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria:

#### **Corporate**

- 1) R Requirements
- 2) Project Understanding
- 3) Project Team Experience
- 4) Corporate Experience and References

#### **Technical**

- 1) Methodology and Approach
- 2) Work Plan Schedule

#### **Financial and Value Added Benefits**

- 1) Level of Effort
- 2) Fee Schedule
- 3) Value Added Benefits to the City

No prices, totals, weights or scores will be provided to any Proponents.

The lowest price Proposal may not necessarily be accepted, rather all proposals will be analyzed to determine best overall value to the City.

The City may request additional information from one or more proponents which would also be considered in the evaluation.

### 8.3 Negotiation

The City reserves the right to accept or reject any or all Proposals or, prior to award, to negotiate changes to the Scope of Services, including pricing with one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes.

The City may enter into a changed or different scope of services with the Proponent proposing “Best value”, without liability to Proponents that are not awarded the contract.

### 8.4 Contract

Award will be made by issue of a City Purchase Order (PO) incorporating the information contained in this RFP including addenda and any subsequent information.

## 9.0 TERMS AND CONDITIONS OF CONTRACT

### 9.1 Notification of Award

The City will notify the successful Proponent (the “Consultant”) in writing of its decision to award the project by issue of a City Purchase Order (PO) that will incorporate this RFP documentation including all addenda issued, and the accepted Proposal.

The City’s [Terms and Conditions of Purchase](#) are located on the City’s website: [www.coquitlam.ca](http://www.coquitlam.ca) and will apply to this Contract including the items that are detailed in this section.

Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions.

### 9.2 Insurance

The Consultant shall submit, upon award by the City of Coquitlam, a Certificate of Insurance signed by the Insurance Company certifying that the required insurance policies are in force and that:

- .1 The City of Coquitlam is to be named as “additional insured”;
- .2 The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City’s written approval of the cancellation, transfer, assignment or alteration;
- .3 Such certificate shall be in the form of [Certificate of Insurance - Consultant Form](#)
- .4 The Consultant shall carry Commercial General Liability Insurance satisfactory to the City in the amount of TWO MILLION DOLLARS (\$2,000,000.) inclusive per occurrence;
- .5 The Professional Liability Insurance policy shall insure the Consultant’s legal liability for errors, omissions and negligent acts, to the extent of not less than \$500,000 per claim and \$1,000,000 Aggregate.

### 9.3 Indemnity

The Consultant will indemnify and save harmless the City, its employees and agents from and against all claims, demands, losses, damages, costs and expenses made against or incurred, suffered or sustained by the City at any time or times, (either before or after the expiration or sooner termination of this agreement) where the same or any of them are based upon or arise out of or from anything done or omitted to be done by the Consultant or by any servant, employee, officer, director or sub-Consultant of the Consultant pursuant to the Contract.

9.4 WorkSafeBC

The Consultant shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

9.5 Business License Requirement

The Consultant will be required to provide evidence of a valid Coquitlam Business License or Tri Cities Intermunicipal Business License prior to commencement of the services.

For information contact the City Business Licenses Division (phone 604-927-3085) or apply on-line at website:

[City of Coquitlam Business License](#)

9.6 Permits

The Consultant will provide and pay for all licenses and permits required to carry out the work for which, the City will reimburse the Consultant the cost of the permit.

9.7 Subletting

The Consultant will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

9.8 Confidentiality of Information

The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the *Freedom of Information and Protection of Privacy Act of British Columbia*.

9.9 Advertisement

The Contractor will not advertise its relationship with the City without prior written authorization from the City.

9.10 Intellectual Property Rights

The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, designs developed, and other materials requested and provided as defined as deliverables under this RFP, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement without any payment by the City therefor.

#### 9.11 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Consultant, if the successful Consultant:

- .1 Fails to make delivery of the services;
- .2 Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City;
- .3 Fails to meet the City's standard of expected and agreed level of service and performance;
- .4 Be adjudged bankrupt or makes general assignment for the benefit of creditors.

Time is of the essence.

#### 9.12 Cancellation

The Contract or Purchase Order issued may be cancelled by either party for any reason without cause or penalty upon 30 days written notice. Payment will be made to the Consultant for services and deliverables provided at time of notice.

The Consultant would immediately provide the City with all materials developed relating to the services and deliverables provided.

#### 9.13 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

1. Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.
2. Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Vancouver, British Columbia. Each party will bear its own costs of participating in the mediation.
3. Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation. The place of litigation shall be in Metro Vancouver, British Columbia area.

#### 9.14 Schedule of Payments

- .1 A City Purchase Order (“PO”) for the consulting services will be issued to the successful Proponent based on the proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be provided in advance of additional work being undertaken and submitted as a written proposal for additional services and subsequently approved by the City’s Project Manager.

##### **Invoicing**

Consultant is required to forward to the City’s Project Manager a draft copy of the invoice for review five (5) business days **prior to** formal submission to the City.

Invoices must be prepared on a monthly basis and are to be sent in .pdf format sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca) Attention: Accounts Payable, and must indicate the PO number, the project name and the City’s Project Manager. The City’s Project Manager is to be copied on the email distribution.

##### **Payments**

Payments will be made in portions of the fixed lump sum amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Project Manager outlined above and in accordance with the fee schedule. The Proponent shall submit a similar fee matrix in their proposal with the ‘Fee (lump sum)’ amounts completed that match the level of effort table.

- .2 **Summary Cost Status**

All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown showing information regarding hours budgeted, hours spent to date, and projected total hours, all with associated costs. Invoices not containing the summary cost status will not be processed until the information is provided.

- .3 **Payment of Invoices**

Payment for work covered by the Purchase Order will be made at the Fee (Lump Sum) rates for personnel and for approved disbursements as outlined in the RFP.

GST is to be shown as a separate item. Invoice amounts for disbursements which are not identified under the RFP, or not subsequently approved, will not be considered. If the work indicated on the summary cost status and invoice is approved by the Project Manager, payment is scheduled for 30 days after receipt of invoice.

Payments made to the Consultant shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.

**.4 Withholding of Payments**

- .1 The City may withhold payment to the Consultant as necessary to protect the City relating to unsatisfactory performance or quality of work;
- .2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- .3 The withholding of any payment shall not affect the Consultant's obligation to continue performance of work.
- .4 No additional design costs will be paid to the Consultant or their sub-Consultants as a result of changes to the design schedule or order of work throughout the duration of the Contract (e.g. if the project must be phased).

**.5 Extra Work**

The Consultant must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Consultant fees exceed the original proposed purchase order amount. In this situation the Consultant will be requested to submit scope of work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 17-02-05**

**Cemetery Services Plan**

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

**Wednesday, April 5, 2017**  
(Closing date and time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal 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](http://qfile.coquitlam.ca/bid)

- 1. In the “Subject Field” enter:** RFP 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.)

Proponents are to allow ample time to complete the Proposal Submission process.  
If assistance is required phone 604-927-3060 or fax 604-927-3035.

**Proposal Submission Form**  
Complete and return this section and include:  
**Appendix A – Schedule of Effort and Fees**

**Submitted by:** \_\_\_\_\_  
(company name)

## **PROPOSAL SUBMISSION**

### ***\*\*Please Note\*\****

- **In addressing each criterion all proposals must be submitted using the numbering format below.**
  - **Failure to follow this parameter may result in the rejection of the proposal.**
  - **Attach pages as needed referencing the numbering format listed below.**
- 

### **1.0 Mandatory Requirements of RFP**

The City has identified key mandatory requirements which require compliance by the Proponent to meet the service requirements of this RFP. The Proponent is required to complete the information for the respective items listed within the following table. Non-compliance with these Mandatory Requirements may or may not result in the Proposal being set aside and given no further consideration.

<b>Requirement</b>	<b>Complies (YES/NO) Comments</b>
Demonstrated understanding of the workings of a major municipal government, including the limitations imposed on this project.	
Demonstrated understanding of the role of feedback from Council, staff, public and stakeholders in developing final Cemetery Services Plan.	
Demonstrated understanding and ability to meet project work schedule and milestone dates.	
Demonstrated ability of the staff and sub-consultants proposed to be assigned to this project.	

## 2.0 Identification of Project Team

2.1 The Consultant team should have demonstrated skills, knowledge and expertise in the following fields to complete this assignment:

- Cemetery planning and design;
- Landscape Architecture;
- Master and site planning; and
- Capital and operating cost estimating.

The lead Consultant should have master planning work as a core component of their business, and be able to provide leadership to and management of the Consultant team through experience, local knowledge, innovation in design and a philosophy that is compatible with the City's vision for the delivery of Parks, Recreation and Culture Services.

2.2 Identified on the Level of Effort/Fee Matrix (**Refer to Appendix A**) all Prime Consultant personnel directly assigned to the Project.

2.3 Identified on the Level of Effort/Fee Matrix (**Refer to Appendix A**) all Sub Consultant personnel directly assigned to the Project, including written acknowledgement from the Proponent of their ability to effectively manage and coordinate the work of their Sub Consultant Team.

2.4 The personnel assigned to this project, as outlined in the proposal submission, shall remain in-place for the duration of the contract, unless prior written notification has been provided by the Consultant and approval granted for the personnel change from the City's Project Manager including but not limited to:

- 1) Prime/Lead Consultant personnel;
- 2) Sub Consultant(s); and
- 3) Any other Consultants who will provide specialized services that the Proponent believes will add value to the project.

Include with your proposal submission a brief CV for each team member including sub-consultants limited to 2 pages maximum.

### 3.0 Methodology and Approach

- 3.1 The Proponent is responsible to determine the framework for the most efficient, effective and thorough work plan based upon their own proven performance and time tested practices. The City is looking for dynamic, creative solutions. Deviations from the work program must be rationalized.
- 3.2 Provide an itemized work program grouped by items of work (tasks) envisioned by the Proponent, with a description of each task in accordance with the Scope of Services. Activities in this section shall be carried forward into the Level of Effort/Fee Matrix referenced in Section 2.0 above.
- 3.3 Indicate those activities the City is expected to undertake in the description of the task along with the level of support that the Proponent would provide;
- 3.4 The Proponent shall be responsible for clearly identifying, in their fee schedule, any items which the Proponent deems as ‘extra work’ which they feel is integral to and necessary for the successful completion of this project and/or work for which they will not be responsible.

The Proponent shall list these ‘Optional Services’ including the cost and any associated disbursements if they were tasked to complete this ‘extra work’.

- 3.5 Describe the methods to be employed to perform and coordinate the services and to control the scope, quality, schedule and cost of the project.

**4.0 Work Plan Schedule**

- 4.1 Written acknowledgement of the Proponent’s availability to meet the time schedule and completion date and ability to deliver the required Services to the City given the proponent’s existing workload and future commitments.
  
- 4.2 The Proponent shall provide a flow chart or Gantt chart depicting the sequence and duration of each of the activities or tasks described in the methodology and work program. The time allotments for each member of the Consultant team grouped with their respective companies for each activity shall be tabulated. The schedule should also show how the City milestone dates will be met and if or how the different task items can be reduced in time from the City's milestones. The commencement and completion dates of each task should be included. Along the bottom of the tabulation, the total hours for each person in the team shall be computed and along the right side the tabulation, the total hours for each task should be computed. The total hours for each Phase of the work should also be tabulated.

## 5.0 Level of Effort

- 5.1 A completed Schedule of Effort and Fees showing an appropriate level of hours/effort for each of the project components, broken down by consultant team member assigned to each component. Format to match **Schedule of Effort and Fees - Appendix A**.

## 6.0 Fee Schedule and Cost of Services

### 6.1 Price – Lump Sum Fees – Design/Consulting Services

- 1) Provide a detailed fee schedule noted above. The fee schedule shall show the maximum upset limits that the 'Consulting Team' will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Work as outlined in this RFP.
- 2) Include any additional "Optional Services" or costs not accounted for in the fee schedule as part of the proposal submission.
- 3) The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays. This condition shall be in effect for the duration of the project.

### Appendix A - SAMPLE SCHEDULE OF EFFORT AND FEES

ITEM NO.	COMPONENT	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL FEE (LUMP SUM) (exclude GST)
<b>Phase 1</b>	<b>Key Findings Report</b>				
1.0	Project Initiation, and Site Analysis				\$
2.0	Three (3) Meetings with City Staff				\$
3.0	Draft Key Findings Report				\$
4.0	Key Findings Report				\$
5.0	Disbursements				\$
	<b>Sub-total</b>				<b>\$</b>
<b>Phase 2</b>	<b>Draft Cemetery Services Plan Development</b>				
6.0	Prepare three conceptual design options for review				\$
7.0	Three (3) Meetings with City Staff				\$
8.0	Board Preparation for Council and Public Presentation				\$
9.0	Preliminary Draft Cemetery Services Plan				\$
10.0	Draft Cemetery Services Plan				\$
11.0	Disbursements				\$
	<b>Sub-total</b>				<b>\$</b>
<b>Phase 3</b>	<b>Final Cemetery Services Plan Development</b>				
12.0	Three (3) Meetings with City Staff				\$
13.0	Draft Final Cemetery Services Plan				\$
14.0	Final Cemetery Services Plan				\$
15.0	Disbursements				\$
	<b>Sub-total</b>				<b>\$</b>
	<b>Total Lump Sum Fee</b> (exclude GST)				<b>\$</b>

**7.0 Recent Experience and References**

Contacts referenced should identify recent projects similar in size, scope and complexity.

By submitting a proposal, Proponents authorize the City to verify information provided and success on these projects. The City will not discuss reference information provided from these companies with any proponents.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	
<b>Proponent Team Members Involved on this Project</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	
<b>Proponent Team Members Involved on this Project</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	
<b>Proponent Team Members Involved on this Project</b>	

**8.0 Conflict of Interest Declaration**

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

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**9.0 Period for Acceptance of Proposal**

The City of Coquitlam requests Proposals to remain open for acceptance for a minimum of 60 days.

Our Proposal will remain open for acceptance by the City for a period of \_\_\_\_\_ days from the Closing Date.

**10.0 Addenda**

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

**11.0 Authorization**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <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:</b>
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

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