

City of Coquitlam

Request for Information and Qualifications  
RFIQ No. 18-04-08

Consulting Services for  
Engineering Infrastructure  
Design and Studies

## **TABLE OF CONTENTS**

	<u>PAGE</u>
<b>SUMMARY OF KEY INFORMATION.....</b>	<b>3</b>
<b>DEFINITIONS .....</b>	<b>4</b>
<b>1. REQUEST FOR INFORMATION AND QUALIFICATIONS.....</b>	<b>5</b>
1.1. Introduction .....	5
1.2. Purpose.....	5
1.3. Category Descriptions.....	5
1.4. Eligibility.....	6
1.5. Litigation .....	6
<b>2. RFIQ EVALUATION CRITERIA .....</b>	<b>7</b>
<b>3. SELECTION PROCESS.....</b>	<b>7</b>
<b>4. SHORTLIST FOR FUTURE PROJECTS.....</b>	<b>8</b>

### **[APPENDIX A – CATEGORY DESCRIPTIONS](#)**

### **[SUBMISSION FORM](#)**

**SUMMARY OF KEY INFORMATION**

<b>RFIQ Reference</b>	RFIQ No. 18-04-08 Consulting Services for Engineering Infrastructure Design and Studies
<b>Overview of the Opportunity</b>	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide consulting services related to <b>Engineering Infrastructure Design and Studies</b> .
<b>Questions</b>	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Thursday, June 21, 2018</b>
<b>Instructions for Submission</b>	Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFIQ Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> Phone 604-927-3060 should assistance be required.
<b>Participation</b>	The guidelines for participation that will apply to this RFIQ are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Obtaining RFIQ Documents</b>	RFIQ Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>

## DEFINITIONS

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

**“City”** means the City of Coquitlam.

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

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

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

**“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 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 consulting firms to provide consulting services related to **Engineering Infrastructure Design and Studies**.

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

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

The selection process will generally conform to the InfraGuide® - [Infraguide Selecting a Professional Consultant](#)

### 1.2. Purpose

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

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

- **Category 1** – Roads and Transportation, conceptual, preliminary, functional, and detailed design
- **Category 2** - Transportation Studies and Traffic Modelling.
- **Category 3** – Utility Planning and Design.
- **Category 4** – Environmental Assessments and Studies

### 1.3. Category Descriptions

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

#### 1.4. Eligibility

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

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

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.

#### 1.5. Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

## 2. RFIQ EVALUATION CRITERIA

**Each Respondent shall only provide the City with one submission**, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ.\* - **10 points**
- Experience and qualifications of the project team who will carry out the projects – **10 points**
- Strength of sub-consultants – **10 points**
- Demonstrated success of the project team with projects in the categories and scope listed in this RFIQ. – **40 points**
- Demonstrated ability of the project team to complete assignments on time and within budget. – **10 points**
- Sustainability – Social, economic, and environmental initiatives. – **5 points**
- Value added Benefits; Innovative and Creative solutions (not withstanding that innovation will also be valuable in many of the other categories). – **5 points**
- References – success on previous, relevant, municipal projects. This will include past performance working on City of Coquitlam projects, where applicable. (References will only be contacted when the respondent has scored well in the preceding criteria) – **10 points**

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

## 3. SELECTION PROCESS

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare submissions to other submissions and 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 shortlist of highest ranked Consultants for each of the listed categories. The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant: [Infraguide Selecting a Professional Consultant](#)

To obtain a copy of this document, please email a request to [bid@coquitlam.ca](mailto:bid@coquitlam.ca)

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

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

#### **4. SHORTLIST FOR FUTURE PROJECTS**

The City intends to create a shortlist of professional consulting firms, for each Category for a period of three (3) years or until such a time as the City releases a new RFIQ. The City may request proposals from those companies at any time. Typically, as assignments arise, one of the Consultants on the shortlist will be asked to provide a proposal for engineering services for that assignment, and the City will evaluate the strength and cost effectiveness of the proposal.

The City will monitor and evaluate the performance of the Consultants. In the event that that one or more of the shortlisted companies in a category have either:

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

The City reserves the right to add one or more of the highest ranked companies to the shortlist.

The City reserves the right to issue a bid process, at its discretion, to select Consultants for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.

## **APPENDIX A - CATEGORY DESCRIPTIONS**

### **Category 1 – Road and Transportation (conceptual, preliminary, functional, and detailed design).**

- Design of transportation projects with elements such as:
  - New or widened roads
  - Bike routes, multi-use pathways, and greenways
  - Traffic signal and street lighting installations
  - Sidewalks and corner bulges
  - Landscaping
  - Retaining walls and other structural elements
  - Other road related infrastructure
- Utility relocations and upgrades (storm, sanitary, and water) needed as part of road work.
- Environmental mitigation and monitoring related to the road project.
- Geotechnical analysis and design
- Pavement design – rehabilitation and new pavement, including geotechnical design

These projects typically have a budget (for consulting services) of between \$50,000 and \$500,000.

### **Category 2 - Transportation Planning and Traffic Modelling**

- Transportation Planning/Engineering (for neighbourhood and area planning)
- Parking surveys and studies
- Travel demand forecasting
- Traffic micro-simulation modeling
- Traffic Engineering and safety studies.
- Business case development
- Input into grant/funding applications
- Data Analytics
- Wayfinding

These projects typically have a budget (for consulting services) of between \$50,000 and \$200,000.

### **Category 3 – Utility Planning and Design**

- Hydraulic assessment of water, sanitary, and drainage systems
- Asset management and related studies, modelling and technology integration (water, sewer, drainage and road infrastructure).
- Pavement analysis, modelling and asset management strategies.
- Utility planning studies including watershed management plans.
- Conceptual, preliminary and detailed design of water, sanitary, and drainage replacement and upgrade projects.
- In addition to the above, these assignments may also include the design of:
  - Water quality ponds
  - Sand traps in creeks
  - Pressure reducing valve chambers
  - Sanitary force mains
  - Culverts
  - Trenchless design and construction
  - Pipe bridges
  - Pump station designs
  - Erosion protection works
  - Slope stability designs
  - Other utility related infrastructure
  - Environmental and geotechnical engineering as needed as part of the utility project.

These planning assignments typically have a budget (for consulting services) of between \$50,000 and \$500,000.

### **Category 4 – Environmental Assessments and Studies – watercourses, fish and wildlife, slope stability/urban forestry, contaminated sites, Greenhouse (GHG) gas emissions.**

- Creeks/Riparian Areas, Fish and Wildlife- Assessment and analysis of impacts related to new development (roads, utilities, crossings, land development, etc.) on watercourses, wetlands, fish and terrestrial wildlife habitat, species and ecosystems at risk.
- Environmental Assessment - Planning and design of mitigation and enhancement measures related to creeks, riparian areas, impacts on fish and wildlife habitat and corridors, environmental mapping, SPEA trees/windfirm edges, steep slope and urban forestry/tree assessment.
- Monitoring and Studies – Environmental monitoring during and after construction, including riparian areas, erosion and sediment control plans, water quality monitoring, data analysis, and bird nest monitoring.

- Contaminated Sites - Evaluation and monitoring related to contaminated sites, Stage 1 and Stage 2 Preliminary Site Investigations, contaminated site report reviews and advice.
- Environmental Planning – environmental research and management planning, environmental policy review and development.
- Greenhouse Gas (GHG) Emissions - Climate Change Risk Assessment and Adaptation Plan, corporate energy studies and detailed project design

These projects typically have a budget (for consulting services) of between \$5,000 and \$200,000.



**City of Coquitlam  
Request for Information and Qualifications  
RFIQ No. 18-04-08**

**Consulting Services for  
Engineering Infrastructure Design and Studies**

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Submissions will be received on or before 2:00 pm local time  
**Thursday, June 21, 2018**  
("Closing date and time")

**INSTRUCTIONS FOR SUBMISSION**

Submissions are to be consolidated into one 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:** 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 including Resumes

Submitted By: \_\_\_\_\_  
(Company Name)

**1. CATEGORIES OF WORK – TABLE 1**

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

<b>Applying for Shortlist?</b>		<b>Yes</b>	<b>No</b>
	<b>Category</b>		
1.	Road and Transportation Design		
2.	Transportation Planning and Traffic Modelling		
3.	Utility Planning and Design		
4.	Environmental Assessments and Studies		

**2. KEY PERSONNEL**

List your firm’s key personnel who would make up the team that would be working on the assignments. (Add rows as needed). Please include resumes and include as an Attachment to this Submission at a maximum of 2 pages per resume, with a maximum of 6 resumes per Category.

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

<b>Name</b>	<b>Title/Position</b>	<b>Category(s) of Experience (relate to Table 1)</b>

### 3. EXAMPLES OF SUCCESSFUL PROJECTS

**Provide examples\* relevant work for each category being applied for**

Note that it is not necessary to demonstrate expertise in all aspects of a category to be selected for the shortlist for that category.

<b>CATEGORY (Refer to Appendix A – e.g. “Category 3, Utility Planning and Design)</b>	
<b>Project Title and Year</b>	
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	

**\*The Maximum number of examples to be provided is as follows:**

**Category 1, maximum of 4 examples.**

**Category 2, maximum of 4 examples.**

**Category 3, maximum of 4 examples.**

**Category 4, maximum of 4 examples.**

**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 delayed in delivering an assignment to the City, or for a client listed in Section 3?  Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	What were the reasons for the delay?  
4.	How did your firm make attempts to mitigate the issue?  
5.	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 3?  Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	What were the reasons for increasing the budget?  
7.	How did your firm attempt to mitigate the issue?  

**5. SUB-CONSULTANTS**

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

**6. SUSTAINABLE BENEFITS**

Briefly describe how your firm will incorporate sustainability into design that produce cost effective solutions and the firm’s social, economic and environmental initiatives, innovations, and practices and how those would benefit the City.

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**7. VALUE ADDED BENEFITS**

Provide information on what makes your firm innovative and how creativity will be incorporated in providing options, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

**8. CONFLICT OF INTEREST DECLARATION**

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

**9. ADDENDA**

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

Addendum No.	Date Issued

**10. RESUMES**

- **Attach Personnel Resumes**
  - Maximum 2 pages each and a maximum of 6 resumes per category; include categories of expertise and potential roles they may play such as project manager, designer, etc.

**11. AUTHORIZATION**

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

- End of Submission Form -