

City of Coquitlam

Request for Proposals  
RFP No. 19-01-01

Tri-City Orthophoto &  
LiDAR Acquisition

Issue Date: January 14, 2019

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### [APPENDIX A – Orthophoto & LiDAR Acquisition Areas](#)

### [PROPOSAL SUBMISSION FORM](#)

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 19-01-01 Tri-City Orthophoto &amp; LiDAR Acquisition</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to request proposals from professional qualified experienced companies to provide Tri-City Wide colour <b>Orthophoto &amp; LiDAR Acquisition</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time Tuesday, February 5, 2019</b>
<b>Instructions for Proposal Submission</b>	<p>Proposals 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></p> <ol style="list-style-type: none"> <li>1. <b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li>2. <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> <p>Phone 604-927-3060 should assistance be required. The City reserves the right to accept proposals received after the closing date and time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam’s website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required 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>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the closing date and time.
<b>Terms and Conditions of Contract</b>	<a href="#">City of Coquitlam Terms and Conditions of Purchase</a> are posted on the City’s website and will apply to the contract awarded as a result of this RFP.

## DEFINITIONS

**“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.

**“Cities” and “Tri-City”** means City of Coquitlam, City of Port Moody and City of Port Coquitlam.

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” 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.

**“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 and expectations as further described in this RFP.

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met.

**“Work” “Works”** 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 Contractor.

## 1. INTRODUCTION

### 1.1 Project Description

The City of Coquitlam (“City”) on behalf of **City of Coquitlam, City of Port Moody and City of Port Coquitlam** (“Cities”) requests proposals from professional qualified experienced companies for the provision for City-wide colour **Orthophoto & LiDAR Acquisition** (“Services”).

For details refer to:

#### **APPENDIX A - Colour Orthophoto & LiDAR Acquisition Areas**

At the Cities sole discretion, this RFP may be used to establish a preferred Contractor should there be additional similar projects over the next 5 years.

### 1.2 Timelines

Colour orthophoto and LiDAR deliverables are to be completed by **August 31, 2019** or earlier.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

### 2.2 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 provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide evidence of WorkSafeBC clearance
- c) Accept the City of Coquitlam's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

### 3. EVALUATION AND SELECTION

#### 3.1 Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

##### **Contractor Experience, Capacity and Resources – 30 points**

- Qualifications, experience, references, and demonstrated performance working on projects of similar size, scope and complexity and successfully completed recent projects in Canada
- Demonstrates a clear understanding of project requirements.
- Clarity of the submission (concise, consistent, comprehensible format)
- Ability to dedicate appropriate resources to this project in a timely manner.
- Company owned equipment and resources

##### **Methodology – 30 points**

- Approach and methodology
- Level of effort to adequately deliver the project deliverables.
- Schedule and timelines
- Hardware/Software
- Quality Assurance

##### **Price – 30 points**

- Unit Prices
- Total Price

##### **Sustainability and Value Added Benefits – 10 points**

- Sustainability value, i.e.: environmental, social, financial
- Value added benefits

And, upon selection of one or more lead proponent(s):

- References may be contacted to verify successful completion of relevant projects including those in the Cities
- Verify insurance requirements

Proponents agree the City may disclose names of proponents and total contract amount once award has been made. Unevaluated results, unit prices, rates or scores will not be provided to any Proponents. Proposals will be evaluated according to the criteria stated in the RFP and award made to the highest ranked proponent which may not necessarily be the lowest price (subject to award conditions and available funding).

### 3.2 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any 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 to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract

### 3.3 Acceptance of Proposals

The Cities reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the Cities.

The Cities reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the Cities.

The Cities reserves the right to cancel this RFP at any time without recourse by the Proponent. The Cities have the right to not award this work for any reason including choosing to complete the work with the Cities own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Cities.

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

#### 4. GENERAL CONDITIONS OF CONTRACT

##### 4.1 Terms and Conditions of Contract

Award will be confirmed by issue of a City Purchase Order (PO) incorporating the information contained in this RFP.

The City of Coquitlam [Terms and Conditions of Purchase](#) will apply to this contract and are published on the City's website. The City's Terms and Conditions of Purchase, the accepted proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

##### 4.2 Payments – Invoicing

The City will pay Contractors for successful completion or work performed or services provided.

- a) All invoices should be submitted in .pdf format sent to City of Coquitlam email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca)
- b) Invoices shall include the Purchase Order number as provided by the City and will be submitted monthly or upon substantial completion.
- c) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show PST and GST separately.

## 5. SCOPE OF SERVICES & REQUIREMENTS

### 5.1 General

The successful Proponent (“Contractor”) shall provide colour **Orthophoto & LiDAR Acquisition** (“Services”) for the Cities of Coquitlam, Port Coquitlam and Port Moody. The Services will include but are not limited to:

### 5.2 Colour Orthophoto

- a) Colour orthoimagery for the land identified as “Coverage Area - Orthophoto Mapping” is outlined in **Appendix A**, and includes project limit boundaries (approx. 280 sq. km.) A digital copy (shapefile format) of the project limit boundaries can be downloaded using the following link to [Appendix A](#).
- b) Additional flight lines are required over Coquitlam City Centre, Burquitam, Evergreen Line Corridor (Coquitlam and Port Moody), Port Moody Civic Centre (including Newport Village, Suter Brook Village & the Klahanie area), Port Moody St. Johns Corridor, and in Port Coquitlam over Coast Meridian Overpass and high rise tower at Shaughnessy/St. Lions Way to reduce building/structure lean. A digital copy (shapefile format) of areas requiring additional flight lines can be downloaded using the following link [Additional Flight Lines](#)
- c) Aerial photography should be flown when foliage is at a minimum and sun angle is greater than 35 degrees and acquired between mid-March to the late-April 2019.
- d) Imagery should be free of cloud shadow, dust, fog and smoke conditions. Photography should minimize tree and building lean and be free of edge-matching issues.
- e) Imagery should be devoid of any areas that produce unsightly reflections (pools, buildings with metallic roof etc.)
- f) Provide targeting, horizontal and vertical survey control.
- g) All rights to sell or share data (digital or hardcopy) or products to public. All data must be free of any licensing restrictions.
- h) Use “best practice industry standards” for providing colour orthophoto mapping. Provide sample orthophoto products for similar projects completed for evaluation.
- i) Standards for the acquisition, triangulation, rectification and scanning of the aerial imagery are those specified by the current **Provincial Specifications for Aerial Imagery**.

- j) The Cities will not be providing existing DEM and require the contractor to compile a DEM suitable for the requirements of this project.

5.3 LiDAR

- a) The City requires the use of industry “best practices” at all times.
- b) Standards and methodology for acquisition, quality assurance, data processing and formatting and deliverables for LiDAR are those specified by the current **Specifications for LiDAR for the Province of British Columbia, Ministry of Forest, Lands and Natural Resources Operations GeoBC, Version 3.0 March 2017.**
- c) Raw and classified LiDAR for lands identified as “Coverage Area – LiDAR Acquisition Area” as outlined in **Appendix A**. Refer to **Appendix A** for project limit boundaries. A digital copy (shapefile format) of the project limit boundaries for LiDAR acquisition can be downloaded using the following link [LiDAR Acquisition Areas](#)
- d) For lands identified within “Area A - Coquitlam Acquisition Area” (approx. 105 sq. km.) and “Area B – Port Moody Acquisition Area” (approx. 24 sq. km) a raw LiDAR point cloud, ground classified LiDAR (bare earth) point cloud, and classified LiDAR point cloud (see table below) are required. Classified values will conform to values listed in the table below.

Classification Value	Abbr.	Meaning
0	RAW	Never Classified (raw data)
1	DEF	Default un-defined (unclassified)
2	GRD	Ground *
3	VEG	Vegetation (> 3 metres) <b>OPTIONAL</b>
4	BLD	Building
5	WHD	Withheld Point/ Noise
6	WTR	Waterbody
7	MKP	Model Key Point
8	BDG	Bridge Deck

*\* Ground (considered bare earth) includes all ground surface(s) including natural terrain, parking lots, roads etc. with the exception of bridge decks which will be classified as value 8 (identified in the table above).*

- e) For lands identified within “Area C - Port Moody Secondary Acquisition Area” (approx. 30 sq. km) and Port Coquitlam OPTIONAL Acquisition Area” (approx. 35 sq. km.) a raw LiDAR Point Cloud and ground classified LiDAR point cloud is required.

- f) LiDAR raw acquisition point density minimum of 15ppm with vertical accuracy of less than or equal to 10cm or better.
- g) LiDAR shall be acquired using a fixed wing aircraft; and at a suitable flying height in order to achieve the desired vertical accuracy classes specified for each target area. The swath overlap shall not be less than 50%. Voids are not permitted unless caused by water bodies, object shadowing or surface areas with little to no near infrared reflectivity such as asphalt.
- h) LiDAR data must be acquired under ‘Leaf Off’ conditions when foliage is at a minimum. Acquisition must occur under rain free, fog free, smoke free or other aerosol or particulate free atmospheric conditions only. The valley ground must be free of snow in the “Developed Area” during acquisition. Snow is permitted in the higher elevations.
- i) The independent source of higher accuracy for checkpoints shall be at least three times more accurate than the required accuracy of the LiDAR dataset being tested.

#### 5.4 Referencing System

The Universal Transverse Mercator Projection and Grid System will be used for referencing all data.

#### 5.5 Datum

The horizontal datum for mapping is NAD83 (CRS). The vertical datum for this project is the Canadian Vertical Datum of 1928 (CGVD28). All projected coordinate values must be referenced to Universal Transverse Mercator Zone 10 North (UTM Zone 10).

#### 5.6 Accuracy

The accuracy of the coordinates contained in the delivery files are a function of:

- The method of data collection
- The equipment used
- The scale of photography
- The density and accuracy of the available ground control
- Results of aerial triangulation adjustment

When taking these factors into consideration the following table represents the accuracies, which can normally be expected of photogrammetrically compiled data.

Nominal Scale of Photography	Absolute Positional Accuracy	Absolute Vertical Accuracy	Contour Interval
1 : 10000	0.8 metre	0.4 metre	2.0 metres
1 : 8000	0.6 metre	0.3 metre	1.0 metre
1 : 6000	0.4 metre	0.2 metre	0.5 metre
1 : 4000	0.3 metre	0.15 metre	0.5 metre
1 : 3000	0.2 metre	0.15 metre	0.5 metre

Ninety per cent of all well-defined features must fall within the positional accuracies as stated for the different nominal scales of photography. Ninety per cent of all spot heights must fall within the spot height vertical accuracies.

Accuracies indicated are in relation to bare ground, or to ground not obscured by vegetation cover such as to cause alike errors. In checking elevations taken from the map, any vertical error may be decreased by assuming a horizontal displacement within the permissible tolerance at the item.

#### 5.7 Map Sheet Coverage and Identification

The term “Map Sheet” used in this document refers to an area of 1,000 metres north-south and 1,600 metres east-west. A reference map is provided in Appendix A of this document. The sheet numbering system has been developed by the City of Coquitlam. See **Appendix A** of this document. A copy of the map sheet grid can be downloaded from the following link (shapefile format) [Map Sheets](#)

#### 5.8 Deliverables

- a) Provide colour digital orthophoto (orthorectified) at 10 cm pixel resolution compatible with ARCGIS 10.2.1 developed by Environmental Systems Research Institute Inc. (ESRI). Data must meet National Map Accuracy Standards. Data must be tone-balanced with no obvious tonal variations across the imagery. Data must be seamlessly mosaicked together with no seams running through buildings.
- b) Provide individual geo-referenced TIFF images based on a 1,600 m x 1,000 m map sheet grid system (e.g. map sheet B04, B05, C04 etc.) and one overall project extent MrSID format image.
- c) The Contractor may be asked to provide all related information/materials at end of project or final submissions such as contact prints, flight plan, aerotriangulation, etc.

- d) Provide raw and classified LiDAR point cloud(s) LAS version 1.2 or newer - minimum of 15ppm for each of the four LiDAR acquisition areas identified in Appendix A:
- A. Coquitlam LiDAR Acquisition Area
  - B. Port Moody LiDAR Acquisition Area
  - C. Port Moody Secondary LiDAR Acquisition Area
  - D. Port Coquitlam LiDAR Acquisition Area (Optional)

Data shall be delivered on one or more portable hard drives.



## City of Coquitlam

### REQUEST FOR PROPOSALS RFP No. 19-01-01

### Tri-City Orthophoto & LiDAR Acquisition

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

**Tuesday, February 5, 2019**  
(Closing date and time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal 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: RFP Number and Name
2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive two 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.

### Proposal Submission Form

Complete and return this Proposal Submission Form

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

**1. PRICE**

All service provided is to be in accordance with all governing regulatory authorities applicable to the services and within the City of Coquitlam.

Pricing is to be stated in Canadian funds and held firm for the completion of the work. Prices provided are inclusive of the specific labour, materials, tools, equipment, transportation, fuel, supervision, disposal fees, incidentals and any other items required for completion.

<b>1.</b>	<b>Colour Orthophoto</b>	<b>Price (exclude GST)</b>
a)	Aerial photography	\$
b)	Targeting, horizontal and vertical survey control	\$
c)	Colour digital orthophoto (NAD83GVRD2005 – TIFFs)	\$
d)	Colour digital orthophoto (NAD83GVRD2005 – MrSID)	\$
e)	All rights to sell data or products to public	\$
f)	Final Submissions	\$
g)	Other (Specify)	\$
	<b>Total (exclude GST)</b>	<b>\$</b>
<b>2.</b>	<b>LiDAR Acquisition – Coquitlam Acquisition Area A</b>	
a)	Acquisition	\$
b)	Targeting, horizontal and vertical survey control	\$
c)	Classification: Processing & Formatting	\$
d)	Classification Vegetation <b>OPTIONAL</b>	\$
e)	All rights to sell data or products to public	\$
f)	Final Submissions	\$
g)	Other (Specify)	\$
	<b>Total (exclude GST)</b>	<b>\$</b>
<b>3.</b>	<b>LiDAR Acquisition – Port Moody Acquisition Area B</b>	
a)	Acquisition	\$
b)	Targeting, horizontal and vertical survey control	\$
c)	Classification: Processing & Formatting	\$
d)	Classification Vegetation <b>OPTIONAL</b>	\$
e)	All rights to sell data or products to public	\$
f)	Final Submissions	\$
g)	Other (Specify)	\$
	<b>Total (exclude GST)</b>	<b>\$</b>

**1. PRICE (con't)**

<b>4.</b>	<b>LiDAR Acquisition – Port Moody Secondary Acquisition Area C</b>	
a)	Acquisition	\$
b)	Targeting, horizontal and vertical survey control	\$
c)	Classification: Processing & Formatting	\$
d)	All rights to sell data or products to public	\$
e)	Final Submissions	\$
f)	Other (Specify)	\$
	<b>Total (exclude GST)</b>	<b>\$</b>
<b>5.</b>	<b>LiDAR Acquisition – Port Coquitlam Acquisition Area D (Optional)</b>	
a)	Acquisition	\$
b)	Targeting, horizontal and vertical survey control	\$
c)	Classification: Processing & Formatting	\$
d)	All rights to sell data or products to public	\$
e)	Final Submissions	\$
f)	Other (Specify)	\$
	<b>Total (exclude GST)</b>	<b>\$</b>

**The Cities reserves the right to split award by sections of work to multiple suppliers based on best overall value. A decision on Item 5 – LiDAR Acquisition – Port Coquitlam Acquisition Area D is dependent on available budget and will be determined at the time of award. Items 2D & 3D (vegetation classification) are considered optional and are dependent on available budget and will be determined at the time of award.**

**2. COMPANY PERSONNEL**

List management and technical personnel, and their roles for each work component. The Proponent shall utilize professional qualified technical personnel to perform the services.

Name	Role	Qualifications and Experience
	Project Lead	

**3. SUB-CONTRACTORS and SUPPLIERS**

List any sub-contractors and suppliers that may be utilized and their roles for each work component. The Proponent confirms that sub-contractors utilized in the services will comply with all the Cities standard Terms and Conditions.

Company Name	Type of Service and Supply Provided	Contact Name, Phone and Email

**4. METHODOLOGY**

Summarize the key features of your Proposal and the Technical Approach to be used. Describe the various components required for successful completion of the work.

- 1) Delivery, set-up and execution of the work** - Proposals should address the plan for the delivery, set up and execution of the work.

- 2) Quality Assurance and Quality Control** - Provide the measures the Proponent will use to maintain quality control to achieve successful completion of the project.

- 3) Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

- 4) Warranty of work and materials** – Confirm minimum of one year warranty of materials and workmanship for repair or full replacement of any defects.

**5. DELIVERABLES**

List and describe all related information/materials that will be provided to the City upon project completion or final submissions such as contact prints, flight plan, aerotriangulation, etc. and in hard copy format.

**Attach samples of orthofile with proposal submission.**

	<b>Deliverable</b>	<b>Format</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

**6. HARDWARE AND SOFTWARE**

List and describe hardware and software systems and their functions that would be used for this project.

Proponents should submit with their Proposal any license agreements they would be expecting the City to execute.

Agreements must incorporate by reference the City’s RFP, City Purchase Order (PO) and the [City of Coquitlam Terms and Conditions of Purchase](#)

	<b>System</b>	<b>Function</b>
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		
<b>5.</b>		

**7. SCHEDULE**

Proposed schedule for delivery of services:

Activity	Start Date	Completion Date
Completion of Project		<b>August 31, 2019</b>

**8. VALUE ADDED BENEFITS**

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**:

**9. SUSTAINABLE BENEFITS**

Provide information on practises and programs that contribute to improving environmental, financial/economic, social/community value that would be of direct **benefit to the City**:

**10. CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with City staff or elected officials.

**11. EXPERIENCE AND REFERENCES**

Proponents shall be professionally qualified to perform the services requested and have successfully completed other projects of similar size, scope and complexity preferably in the last two years in other Canadian municipalities.

Upon submission of a proposal, proponents agree the City may contact references provided. Information obtained from references will not be disclosed or discussed with any proponents.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**12. ADDENDA**

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

<b>Addendum No.</b>	<b>Date Issued</b>

**13. 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. We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Terms and Conditions of Purchase](#)

<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.