

City of Coquitlam

Request for Information and Qualifications

RFIQ No. 24-054

Diking & Flood Protection Analysis, Design,
and Contract Administration (Coquitlam and
k^wik^wə^ʔləm)

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KEY DATES

RFQ Issue Date	Thursday, May 16, 2024
Deadline for Questions	2:00 PM (local time) Wednesday, May 29, 2024
Deadline for Issuing Addenda	Friday, May 31, 2024
Submission Deadline	2:00 PM (local time) Wednesday, June 5, 2024

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 24-054 Diking & Flood Protection Analysis, Design, and Contract Administration (Coquitlam and kwikwəłəm)
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified, and experienced consulting firm(s) to provide Diking and Flood Protection Analysis, Design, and Contract administration.
Instructions for Proposal Submission	Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid 1. In the "Subject Field" enter: RFIQ Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFIQ documents is the sole responsibility of the Respondents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFIQ name and number.
Instructions to Respondents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.

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 Respondent 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 INSTRUCTIONS TO RESPONDENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ńqə́mihə́ń word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḳə́ciyaʔ tə́məxʷ (Katzie), and other Coast Salish Peoples.

1.2 Introduction

The City is seeking Submissions from qualified Respondents for **Diking & Flood Protection Analysis, Design, and Contract Administration (Coquitlam and kʷikwə́ləm)**.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a submission.

1.3 Purpose

The City intends to create a short list of professional Respondents for a multi-year and potentially phased flood mitigation program that will be developed and implemented through the cooperation of the City of Coquitlam, kʷikwə́ləm, and Metro Vancouver. The successful respondent(s) will be invited to a formal RFP process for three or more related future work packages. A joint working group with representatives from Coquitlam, kʷikwə́ləm, and Metro Vancouver has been established for this project, and will be responsible for reviewing and accepting the work of the successful consultant(s).



Figure 1 – Joint Working Group

The area around the kʷikwə́ləm community of slakəyánc (IR1), léxətəm (Colony Farm Regional Park), and the Mayfair Industrial Park have been identified as a flood risk in a 2017 Coquitlam floodplain mapping report, a Mayfair Flood Risk Assessment, and through the Lower Mainland Flood Management Strategy. Current flood protection infrastructure consists of linear dikes managed by Metro Vancouver and the City of Coquitlam alongside the Coquitlam River and the Fraser River, high ground adjacent the Mary Hill Bypass,

several flood boxes, and the Port Mann Pump Station managed by the City of Coquitlam (see [Appendix A](#)). IR1 has some areas of higher ground, but is not currently protected by a formal dike and would experience significant access and egress challenges in a flood event. Current land ownership is mixed between IR1, City of Coquitlam, Crown Provincial, Metro Vancouver, CP Rail, and several private entities.

At a high level, the final scope of work will involve complete coordinated and shared flood protection improvements along the confluence of the lower Coquitlam River and the Fraser River, which involves upgrading and integrating an existing dike network. The dike upgrades would be phased as necessary, and will also consider the following:

- Access and egress into ʔéxətəm Regional Park and kwikwəłəm lands
- Fish habitat improvements
- Protection of the kwikwəłəm setlamékmən cemetery
- Protection of the kwikwəłəm transformer stone
- Consideration of a proposed new dock/boom at the Fraser River and Coquitlam River confluence
- Archaeological investigation
- Existing and anticipated siltation within the Coquitlam River; and
- Coordination as appropriate with Port Coquitlam, Metro Vancouver, BC Hydro, and CP Railway (considering that the dikes on the east side of the Coquitlam River will not be upgraded as part of this grant application).

The physical works could include the following:

- Upgraded linear dikes, including armouring adjacent IR#1 where necessary
- New linear dikes (if necessary), including consideration of access and egress into Colony Farm Regional Park and kwikwəłəm lands
- Fish habitat improvements
- Upgraded flood box(es) (if necessary)
- Any additional works to support flood protection will be identified as necessary by the successful consultant.

Consulting assignments could be released as follows:

- **2024-Mid 20225 – Options Analysis with Conceptual design and cost estimates for the preferred option** (supported by geotechnical, environmental, and hydrotechnical sub-consultants as necessary). NOTE: Archaeology to be performed by kwikwəłəm team.
- **Mid 2025-2027 – Preliminary and detailed design**
- **2027-2030 – Contract Administration** (throughout the construction phase(s))

The City may request quotes from shortlisted respondents at any time. Typically, as assignments arise, Respondents on the shortlist will be asked to provide a quote for Services for a project, and the City will evaluate the cost effectiveness of the Quotes.

The City will monitor and evaluate the performance of the respondents. In the event that one or more of the shortlisted companies have either not performed well or do not have

resources available that are suited to an assignment, the companies may be removed from the shortlist.

The City reserves the right to request quotes, at its discretion, to select Respondents 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 send our Request for Quotation or carry out future projects, or as to the volume of projects that would be available to any Respondent.

The City will provide detailed existing reference information to the successful consultant(s) upon award of the future consulting assignments. Reference information could include:

- [Coquitlam/Fraser/Pitt Rivers Floodplain Mapping – Final Report August 2017](#)
- *2018 Mayfair Flood Risk Assessment*
- *2023 Bathymetric LIDAR and Citywide LIDAR*
- *Coquitlam River Hydraulic Model (2D HECRAS model, in progress – updated in 2024)*
- *Access to the BC Dike Information Portal*
- *GIS Shape files of the existing drainage system*
- *Various reports and documents from [Lower Mainland Flood Management Strategy](#)*
- *Maps detailed current land ownership (IR1, Crown Provincial, Metro Vancouver, City of Coquitlam, CP Rail, and several private entities).*
- *Existing archaeological and environmental information (to provided by kwikwəłəm, and will be subject to a non-disclosure agreement (NDA))*

1.4 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located: [Instructions to Respondents](#).

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

By submission of a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

1.5 Eligibility

For eligibility, and as a condition for award, the successful Respondent(s) would be required to meet or provide the equivalent:

- a) Accept the City's [Standard Terms and Conditions – Consulting and Professional Services](#) which is posted on the City's website
- b) Professional Errors and Omissions Liability and Commercial General Liability as outline on the [City's Certificate of Insurance - Consultant Form](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [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.

1.6 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 SELECTION PROCESS

2.1 Process

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. 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. The evaluation of the Submissions will be based solely on the contents of the Submissions, reference checks, Respondent presentations, the City’s past experience with the Respondent, and any clarifications provided in writing in response to the questions asked by the City.

The City will create a shortlist of Respondents that the City identifies to have the expertise, capabilities, and resources to successfully provision Diking & Flood Protection Analysis, Design, and Contract Administration (Coquitlam and kʷikwə́ləm) that meets the needs and requirements of the City. The evaluations will be confidential and no totals or scores will be released to any of the Respondents.

2.2 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Respondents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in the attached document".

The evaluation criteria are as follows:

Criteria	Points
Compliance with the requirements of this RFIQ.	10
Experience and qualifications of the project team and sub-consultants (if applicable) who will carry out the projects	25
Demonstrated success of the project team with other similar relevant assignments completed on time and within budget	40
Sustainability & Social Responsibility: economic, and environmental initiatives.	5
Value added Benefits: Innovative and Creative solutions (not withstanding that innovation will also be valuable in many of the other categories).	10
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
Total	100

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

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Respondents.

The City reserves the right to request certain individual consultant team members or sub consultants for some assignments. The City may confirm their availability prior to awarding sections of work.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

Where only one Proposal is received, the City may reject such and re-issue the RFIQ on a selected basis.



City of Coquitlam

SUBMISSION FORM

RFIQ No. 24-054

Diking & Flood Protection Analysis, Design, and Contract Administration (Coquitlam and kwikwəłəm)

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ Number and Name
- 2. Add files in .pdf format and "Send"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

Legal Name of Respondent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFIQ and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Respondent to complete and have the following in place before providing the Goods and Services. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):	

2. CORPORATE

a) Provide a detailed narrative as to the Respondent’s understanding of the project objectives, outcomes and vision, identifying major issues and opportunities presented in this RFIQ:

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b) CAPABILITIES, CAPACITY AND RESOURCES - Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Structure of the Respondent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

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ii. Respondent is to state relevant experience and qualifications as to the Services requested in the RFIQ:

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iii. Respondent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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iv. Respondent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFIQ: This includes their capacity to take on this project in regards to other work the Respondent may have ongoing:

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c) REFERENCES – Respondent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional

Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	

Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

d) KEY PERSONNEL – Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

(use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume)

e) KEY SUBCONSULTANTS (if applicable) – Respondent proposes the following key subconsultants for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Subconsultants without the City’s written approval.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS
v.			
vi.			
vii.			
viii.			

(use the spaces provided and/or attach additional pages/resumes, if necessary)

f) Respondent to describe their process for screening and hiring their staff and sub-consultants if applicable, including required certifications:

g) A brief narrative explaining why and how the Respondent’s team is best suited for the Project.

3. SUSTAINABILITY AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
d) What policies does your organization have to support reconciliation with indigenous peoples:

Attention Purchasing Manager:

- 4. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission in response to the RFIQ.
- 5. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#) and should our Submission be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFIQ document.
- 6. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

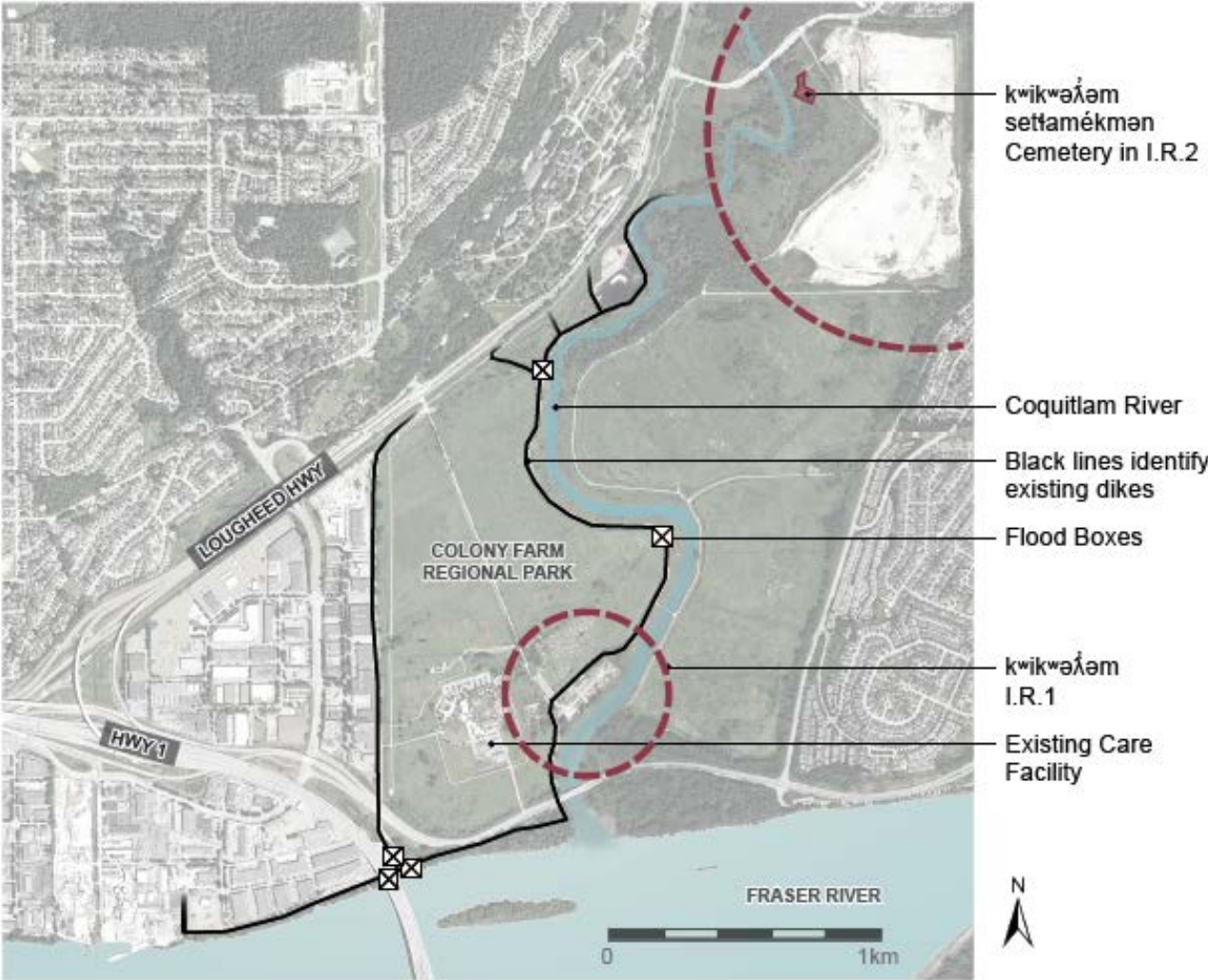
This Submission is submitted this ___day of _____, 20_____.

I/We have the authority to sign on behalf of the Respondent and have duly read all documents.

Name of Respondent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.

Appendix A

Current Dike Infrastructure Location Plan



kwikwə́ləm
Kwikwetlem First Nation

Coquitlam

Joint Flood Mitigation Program