

City of Coquitlam

Request for Proposals

RFP No. 24-058

Parks Lighting Study and Lighting  
Condition Assessments

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[Appendix A Electrical Inventory \(Spreadsheets\) & Appendix B Electrical Inventory \(Maps\)](#)

[PROPOSAL SUBMISSION FORM](#)

**KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, June 11, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Wednesday, June 26, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Thursday, June 27, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Tuesday, July 2, 2024</b>

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 24-058 Parks Lighting Study and Lighting Condition Assessments</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of <b>Parks Lighting Study and Lighting Condition Assessments</b> .
<b>Instructions for Proposal Submission</b>	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: <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> RFP 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 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<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>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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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>	City of Coquitlam <a href="#">Standard Terms and Conditions – Consulting and Professional Services</a> are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“Consultant”** 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 “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.

**“Drawings”** means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

**“Manufacturer”** means the company that manufactures the components and equipment backed by a warranty against defects. Also providing recommendations on the proper application and installation methodology of their products;

**“Price”** means the amount that will be paid by the City to the Consultant for delivery and acceptance of consulting and professional services;

**“Project Manager”** means the City staff member appointed to coordinate the work;

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

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also 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;

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

**“Site”** means the place or places where the Services are to be performed

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

## 1 INSTRUCTIONS TO PROPONENTS

### 1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmi̓n̓ə́m̓ 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 s̓q̓əciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

### 1.2 Purpose

The City requests Proposals from qualified, experienced companies to **Parks Lighting Study and Lighting Condition Assessments** (the ‘Services’) as outlined in [Section 3 – Scope of Services](#).

### 1.3 Objectives

The objective of this RFP is to retain a qualified professional for a detailed lighting study and condition assessment of parks lighting infrastructure.

### 1.4 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

### 1.5 Site Visit

Proponents are encouraged to become familiarized with the various locations on their own.

**Location:** City of Coquitlam, British Columbia

**Address:** Various locations – outdoor lighting and electrical infrastructure.

### 1.6 Instructions to Proponents

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

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

### 1.7 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

### 1.8 Schedule

**Completion Date** - The Services shall be completed not later than **February 28, 2025**.

### 1.9 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

### 1.10 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	40
<a href="#">Technical</a>	25
<a href="#">Financial</a>	25
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<b>Total</b>	<b>100</b>

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

#### **Corporate Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience with projects of similar scope, budget and complexity; financial stability; capacity and resources
- References
- Sub-contractors

#### **Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

#### **Technical**

- Methodology, set-up and execution of the Services
- Completion date and milestone-based schedule
- Quality Assurance, risk management, and safety plan and policies

#### **Financial**

- Total cost to the City, including total price, unit price, and City effort required
- Value Added / Sustainable benefits

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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

- References may be contacted
- Interviews may be conducted

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 Proponents.

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 Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

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

### 1.11 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) Be registered in the BC Hydro Alliance of Energy Professionals, and should be familiar with incentive program requirements for BC Hydro. Proponents should structure their proposal and work plan to align with all eligible incentive programs, which can include, but is not limited to, BC Hydro's Integrated Energy Study.
- d) Accept the [City's standard Terms and Conditions for Consulting and Professional Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

## **2 GENERAL CONDITIONS OF CONTRACT**

### **2.1 Terms and Conditions of Contract**

The City's [Standard Terms and Conditions - Consulting and Professional Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.



### **3 SCOPE OF SERVICES**

#### **3.1 Background**

The City's parks and open space system includes over 80 parks across 2,200 acres. A wide range of amenities are provided including programmed and flexible festival areas, sports fields, playgrounds, lakes, trails, and passive gathering spaces. Lighting is a key feature in animating, programming and improving sense of safety in the public realm.

Generally, the majority of electrical infrastructure is provided for lighting to illuminate pathways, plazas, parking lots, sports fields and courts, and to provide for landscape accents and art features. Some additional capacity is available for irrigation controllers, special event power outlets, fountain aerators, and other minor uses.

#### **3.2 Objectives**

The City is seeking to develop a Parks Lighting Study and Condition Assessment to assist the City with its electrical asset management planning and energy savings initiatives. The findings of the condition assessments will be utilized for financial and risk planning, replacement prioritization and other asset management initiatives.

The lighting study builds on asset management functions especially through improved project prioritization and understanding energy demand/usage and service levels.

#### **3.3 Estimated Work**

The total hours anticipated to complete the Work is expected to range from approximately 150 to 250 hours based on the volume of records and data available, approximate size of electrical assets, and geographic distribution of such inventory of assets.

#### **3.4 Scope**

##### **a. Project Kick-Off**

Key project personnel to attend a kick-off meeting to review the project objectives, establish expectations and schedule, communications, proposed methods and deliverables, inventory attributes, sample inspection plans, and next steps.

##### **b. Inventory Validation and Background Information Review**

The Consultant to perform a desktop review of available records and data regarding electrical and lighting infrastructure. The data shall be provided in a single cloud link and may include record drawings, as-builts, shop drawings, diagrams, service logs, BC Hydro statements and internal working spreadsheets that will assist the Consultant in characterizing and developing the inventory of electrical and lighting infrastructure.

The electrical inventory format must be approved by the City prior to the Consultant proceeding with populating the inventory based on the desktop study.

The inventory should include the following attributes, including other data as may be recommended by the Consultant:

- Asset ID, Location, Original Design Year, Construction Years, Asset Type, System Properties (such as lamp type, voltage, wattage, colour/CRI, etc...), Condition Rating (5 point), Remaining Service Life, Install Cost, and Replacement Value.

c. Inspection Plan

Following completion of the desktop study, the Consultant to prepare an inspection plan to ground truth the completed inventory and assign condition ratings based on site observations.

The inspection plan must be approved by the City prior to the Consultant proceeding with on-site inspections and assessments. The inspection plan should outline key methods and build upon the desktop study, validating information such as:

- Physical condition of all key assets such as poles, kiosks, lamps; any deficiencies, defects and urgent repair concerns, along with approximate costs to resolve such issues; and general functional assessments (system is working or not, expected to meet intended illumination or not).

d. Condition Assessments

The Consultant shall execute the inspection plan and provide a signed and sealed report (in .PDF format) entitled Parks Lighting Condition Assessment along with associated files (.xlsx format) that satisfies the project objectives.

In addition, the report shall provide recommended operational activities to optimize the expected service life of each asset type based on best practices and observations. These activities may include re-lamping, inspecting pole bases, inspecting ballasts and drivers, routine maintenance activities and replacement schedules, etc.

The final report shall include references to photo logs detailing the physical condition of each asset and any deficiencies. The City will provide personnel or keys to access electrical rooms, equipment, cabinets and kiosks as necessary.

e. Lighting Study

i. Study Overview

The Consultant shall deliver an energy study consistent with BC Hydro Guidelines. Typical contents of a report describe and discuss the following:

- Executive Summary, Background Information, Facility Description, Energy Supply, Systems Description, Baseline Energy Measure, Calculations, Cost Estimates, Non-Electrical Benefits and Impacts, and Recommendations.

The Consultant may be required to participate with BC Hydro meetings to confirm scope and eligibility for incentive funding.

ii. Assessments

The Consultant to review the available information, which may include above-noted City provided data as well as any previously completed deliverables (such as the completed inventory, condition assessments, and other City reports) and the Consultant's expert judgement and opinion, to:

- provide a review of control systems across the parks electrical system; and,
- assess demand and energy consumption across the parks electrical system.

iii. Implementation Planning

Based on the findings of the energy study assessments, the Consultant shall determine potential energy savings and prepare recommendations in accordance with BC Hydro guidelines.

iv. Energy Study Report

- The Consultant shall prepare an Energy Study Report, which should include: Operational and Demand analysis of existing lighting infrastructure, including control systems where relevant;
- Recommendations to reduce energy use from lighting while maintaining, or improving, service levels. Consultants should identify whether lighting systems are to be re-designed or can be relamped, identifying additional infrastructure changes as required.
- Project list, with estimated energy savings, GHG reductions, annual utility cost savings, estimated project payback timelines, and proposed implementation timeline, prioritized based on condition assessment and asset renewal schedule.
- Proposed design and construction schedule of each lighting project. Include temporary provisions if replacement of existing equipment could result in loss of function or service levels.
- Class C itemized cost estimates for the proposed options including cost breakdowns for equipment.
- All other report requirements and deliverables as per applicable BC Hydro incentive programs.

v. City Provided

For further details please see:

- i. [Appendix A Electrical Inventory \(Spreadsheets\) & Appendix B Electrical Inventory \(Maps\)](#)

### 3.5 Qualifications

The Consultant shall provide personnel that is qualified and capable of delivering all Services and is responsible for ensuring their availability to perform the Services for the duration of the Contract Term. The qualifications and background expertise that is required includes, but is not limited to, the following:

Registered Professional Engineer in British Columbia (P.Eng) with demonstrated experience and knowledge in applicable disciplines, such as electrical, civil, and structural engineering, especially in the context of parks and recreation amenities; and,

Registered with the BC Hydro Alliance of Energy Professionals, with demonstrated experience and knowledge in BC Hydro guidelines for energy studies.

### 3.6 Applicable Standards

The Consultant is expected to perform the Services in accordance to professional standards. This may include providing recommendations, observations, services and/or best practices consistent with the Canadian Electrical Code, Technical Safety BC, BC Hydro, and Engineers & Geoscientists BC, and other authorities of jurisdiction.

### 3.7 General Conduct

Good public relations must be maintained at all times by the Consultant, the Consultant's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and business-like manner and be acted upon within a 48-hour period.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 24-058

### Parks Lighting Study and Lighting Condition Assessments

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

#### 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](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 responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 1. DEPARTURES AND AWARD

**a) CONTRACT** - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services](#) and would be prepared to enter into in an agreement that incorporates the City's StandardTerms 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 descibed in this RFP 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 Proponent to complete and have the following in place before providing Consulting and Professional Services.

i. <b>WCB</b> - 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. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iii. <b>Vendor Info</b> - Complete and return the City's_Vendor Profile and Electronic Funds Transfer Application.	
iv. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	
v. <b>Contract</b> – Acceptance of the City's Terms and Conditions: <a href="#">Standard Terms and Conditions - Consulting and Professional Services</a>	

**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):**

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**2. CORPORATE**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

<b>b) REFERENCES</b> – Proponent 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	
<b>Organization</b>	
<b>Project Title</b>	
<b>Services Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget (yes/no with description)</b>	
<b>Project completed on schedule (yes/no with description)</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
<b>Organization</b>	
<b>Project Title</b>	
<b>Services Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget (yes/no with description)</b>	
<b>Project completed on schedule (yes/no with description)</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:



Reference No. 3	
<b>Organization</b>	
<b>Project Title</b>	
<b>Services Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget (yes/no with description)</b>	
<b>Project completed on schedule (yes/no with description)</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

**c) KEY PERSONNEL** – Proponent proposes the following key personnel for the Services stated in the RFP. 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.				
v.				

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

**d) SUB-CONTRACTORS** - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written

Sub-Contractor No. 1	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	

<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>Sub-Contractor No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

<b>Sub-Contractor No. 3</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

<b>I.</b> 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>II.</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:
<b>III.</b> 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:
<b>IV.</b> What policies does your organization have to support reconciliation with indigenous peoples:

**4. TECHNICAL**

<b>a) APPROACH and METHODOLOGY</b>	
Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.	
<b>i. Approach to the Work</b>	- Proposals should address the plan for the execution of Services.
<b>ii. Quality Assurance</b>	- Provide the measures the Proponent will use to maintain quality control for the Services being performed.
<b>iii. Risk Factors</b>	- Describe the risk factors anticipated and how the Proponent intends to mitigate these.
<b>iv. Safety</b>	- Proponent is to state how they will address safety.

<b>e) Completion Date</b>	
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before <b>February 28, 2025</b> . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

<b>d) STANDARDS AND SAFETY</b>
Proponent is to state all applicable standards applicable to the work:

**5. FINANCIAL**

<b>a) PRICE</b> – items are representative lump sums required for provision of the services (exclude GST).			
ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Parks Lighting Study and Condition Assessment	Lump sum	\$
	Attach Schedule of Fees to describe effort per activity and hourly rate of all proposed resources, see (b) below.		
	<b>TOTAL</b>		<b>\$</b>

<b>b) SCHEDULE OF FEES</b> – Proponent is to submit a detailed fee schedule that outlines all resources proposed to execute the Services, each resources’ hourly rate, and effort proposed based on the project milestones described in the RFP. The fee schedule should match the Financial Table submitted in Section 5 a) as above. Has the Proponent attached the fee schedule?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**Attention Purchasing Manager:**

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities) (or having received directly), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

<b>Name of Proponent</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.