

City of Coquitlam

Request for Proposals

RFP No. 25-009

Consulting Services for QNet Assessment

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[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Wednesday, February 5, 2025
Deadline for Questions	2:00 PM (local time) Monday, February 24, 2025
Deadline for Issuing Addenda	Tuesday, February 25, 2025
Submission Deadline	2:00 PM (local time) Thursday, February 27, 2025

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 25-009 Consulting Services for QNet Assessment
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Consulting Services for QNet Assessment
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Standard Terms and Conditions - Consulting and Professional Services are posted on the City's website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquitlam;

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

“Evaluation Team” means the team appointed by the City;

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

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

1 INTRODUCTION

1.1 Acknowledgement

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

1.2 Purpose

The City requests Proposals from experienced qualified firms to provide **Consulting Services for QNet Assessment**

This RFP is intended to invite qualified Consultants who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services.

1.3 Instructions for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City’s website: [Instructions to Proponents](#)

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

1.4 Sub-Consultants

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

1.5 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

1.6 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents 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:

- Over 50 pages
- Not in Microsoft Word

- Only answering questions with "see section x in attached document".

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	5
Methodology and Approach	40
Financial	25
Total	100

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

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members for demonstrated expertise;
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project;
- Examples of past work, including at least one report of plan demonstrating the direct experience of the project lead in a similar assessment
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Methodology and Approach

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project with hour allocations for each work activity to

provide a sense of the effort required to deliver on engagements outputs and milestones;;

- Availability and time schedule;
- Innovative approach or value-added service to enhance process and/or end product.
- Meets or exceeds requirements.
- Expected outcomes from the delivery of service.
- Describe the time, resource commitments and key documentation required from the City of Coquitlam.
- Ability to meet timeline of approximately 3 months.

Financial

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST);

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.

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City 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 City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract.

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

1.7 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 Insurance Form - Consultant](#)
- b) Enter into Contract with the Cities as provided in [Appendix A – QNet Assessment](#), the City's QNet Assessment .
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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.

1.8 Authenticity and AI Generated Content

The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.

Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

2 **GENERAL CONDITIONS**

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), 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.

PROJECT SPECIFIC CONDITIONS

2.2 Intellectual Property Rights

The Contract establishes the City as the owner of the "Instruments of Service" in connection with this Project specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

3 SCOPE OF SERVICES

3.1 Background

Launched in 2008, QNet was Canada's first open access municipal fibre optic leasing utility. The current network spans 100km throughout the community, connecting businesses, schools, government building, shopping centres, industrial building and residential high-rises. Supporting the goal of economic development, the QNet infrastructure offers both competitive fibre optic leases, local data centre rack space leasing and wave length leaving to VANIX. QNet has operated since inception with the same business model.

In 2018 - 2022 the City's Technology Roadmap completed, since then the City has embarked on the development of a five-year Technology Modernization Strategy (TMS). The strategy looks to modernize the City's core infrastructure and systems to meet the organization and community needs while ensuring adequate space for innovation.

As part of the TMS development the City is seeking a consultant to assist in refreshing QNet's business model. This is an opportunity for a consultant experienced in the assessment and leading practices of fibre optic network infrastructure, and data centre rack space leasing. The consultant will work with the City throughout the development of the updated business model, roadmap, updated capabilities, and enablement requirements needed to support the new model. This report will inform the development of the TMS.

Proponents are encouraged to familiarize themselves with [QNet](#), the City's [Council priorities](#) and the City's [Business Plan](#).

3.2 Objectives for Request for Proposal

This Request for Proposal (RFP), is the development of an QNet business model, business model, roadmap, updated capabilities, and enablement requirements needed to support the new model, plan and roadmap through an assessment of the City's QNet. The outcome of the engagement is to:

- Identify key components to City's current QNet business model, breaking down model into fundamental components.
- Identify how QNet can support Council priorities, and the City's business plan.
- Engage with key staff, and external stakeholders such as customers and municipal partners.
- Determine how QNet can have an impact in our business and operating context.
- Perform scan of municipal and leading industry fibre optic business models.
- Conduct a gap analysis of QNet capabilities, value proposition, operating model, systems, infrastructure and requirements.
- Identify options for how QNet can contribute to the City's success.
- Identify areas of priority investment and organizational development and change focus.
- Timelines to achieve updated business model

3.3 Scope of Work

The scope of work for this RFP includes and is not limited to:

- a) Develop a Project Plan for Approval
 - Outline of deliverables that will be produced, as well as quality and delivery process
 - Work breakdown structure with assigned resources and client resource requirements
 - Detailed timeline including target start and end dates, key milestones, along with resource assignments
 - Budget allocations, costs and effort associated with key deliverables
 - Risk management and escalation plan
 - Stakeholder and engagement plan
 - Communications plan
 - Timeline of approximately 3 months
- b) Document current understanding of QNet Business Model and Current State
 - Assess documented QNet model, municipal fibre practices and industry leading fibre practices against stakeholder insight.
 - Review of the QNet plans, infrastructure investments, projects, resourcing and services
 - Analysis of customer segments, relationships and key partnerships
 - Evaluation of cost structure, revenue streams and value propositions
 - Current state business capability model assessment
 - Review of the City's Council priorities, strategies and plans, ICT infrastructure, projects, and services
- c) Organizational Discovery and Market / Industry Scan
 - Survey of other fibre optic services, and local internet and telecom business models and roadmaps
 - Discovery of leading practices
 - Identify and articulate emerging digital trends and technologies aligned to the City's priorities
- d) Perform Stakeholder Interviews and workshops.
 - Interview of staff, key customers, and municipal partners
 - Gain an understanding of opportunities, operational requirements, organizational strategies, and/or overall satisfaction
 - At minimum engagement includes the following key organizational departments, divisions, and customers:
 - CIO and General Manager Corporate Services
 - Manager Information, Communication and Technology (ICT) and Manager Telecom (QNet)
 - Finance
 - Engineering and Public Works

- Parks, Recreation, Culture and Facilities (includes Capital Projects and Construction)
 - One municipal partner
 - One school district
 - Two Lease Customers
- e) Conduct a Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis
- Evaluate attributes, advantages and opportunities, as well as disadvantages, drivers and threats in the following domain areas:
 - Alignment with organizational strategies, goals, plans, technology assets, technology projects and planned technology investments
 - customer segments, customer relationships and key partnerships
 - value propositions, key resources and key activities
 - revenue streams, investments and cost structure
 - Recommendations to evolve strengths and leverage opportunities, mitigation strategies to address weakness and threats
 - Develop a transition plan, prioritizing findings based on risk and impact analysis, providing context for a QNet roadmap
- f) Interim Work Products at a minimum will provide:
- Regular reporting to the project sponsor
 - Bi-weekly project status report summarizing performance on budget, scope and timeline; accomplishments; upcoming work; resource reallocations; issues, risks and mitigating actions.
 - Draft reports, presentations, executive summaries for review to facilitate the iterative natures of the development of an updated business model
 - Obtain feedback on analysis, findings and assumptions
- g) Develop an QNet Business Model Assessment document (No more than 50 pages in length (not including appendices and reference material))
- Proposed vision, principles, business model, goals and success criteria
 - Summary of assessment process, discovery learnings and analysis findings
 - Recommendations to evolve strengths and leverage opportunities, mitigation strategies to address weakness and threats
 - Develop a transition plan, prioritizing findings based on risk and impact evaluation, providing context for a QNet 5 year roadmap
 - high level articulation of the capabilities required to meet the business needs of the future
 - A list of core enablement initiatives needed to close gaps between current state and future state
 - Proposal of high level target business model incorporating all recommendations

3.4 Supplementary Scope of Work

a) Software Analysis

- Review applications and management tools in use, including Data centre security and equipment rack monitoring
- Identify any outdated or inefficient software.
- Evaluate their effectiveness in meeting organizational goals.

b) Network and Cabling Assessment

- Examine the physical network infrastructure, including cabling, connectors, and data centers.
- Identify bottlenecks, security vulnerabilities, and areas for improvement.
- Consider scalability and redundancy.
- Review fibre optic network testing equipment and tools.

3.5 Reports

Bi-weekly project status report summarizing performance on budget, scope and timeline; accomplishments; upcoming work; resource reallocations; issues, risks and mitigating actions.

3.6 Regulatory and Compliance Requirements

Consultant is to comply with the latest regulations, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

3.7 Documents

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

3.8 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person meetings and workshops and/or virtual update meetings through the platform preferred by the selected proponent. (Note: The City uses MS Teams). It is intended that the Consultant will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

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

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Lead

on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

The Consultant lead must receive written approval from the Project Lead for any task or personnel reassignments on the Consultant team.

3.9 Fee Schedule and Cost of Services

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

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

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



PROPOSAL SUBMISSION FORM

RFP No. 25-009

Consulting Services for QNet Assessment

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

1. In the "Subject Field" enter: RFP Number and Name

2. Add files and "Send Files"

(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.

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

1. DEPARTURES AND AWARD

a) CONTRACT CONTRACT - I/We have reviewed the City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) and would be prepared to enter into in an agreement that incorporates the City's Stand 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 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 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. Insurance - Professional Errors and Omissions Liability and Commercial General Liability as outlined on the City's Certificate of Insurance - Consultant Form	
ii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application.	
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):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - 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.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Proponent is 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) REFERENCES – 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	
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:

c) SUB-CONSULTANTS - The following Sub-Consultants 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 subConsultants without the City's written	
Sub-Consultants No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Consultants No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Qualifications	
Contact Information	Name:
	Phone Number:
	Email Address:

d) 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. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

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, if necessary)

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

i.	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
ii.	What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

iii. 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:

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iv. What policies does your organization have to support reconciliation with indigenous peoples:

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4. TECHNICAL

a) APPROACH and METHODOLOGY - 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.

I. Approach - Proponent is to state how their organization will approach the Project and engage withn the Cities to deliver the Services:

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II. Methodology - State the methodology the Proponent will utilize to deliver the Services:

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III. Work Plan - Provide a work plan that provides a breakout of the tasks necessary for each Phase of the Services along with proposed outcomes for each Phase. Clearly state any deviations from the City's suggested Scope of Services:

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IV. Challenges - Describe the challenges anticipated and how the Proponent intends to mitigate these.

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V. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

5. FINANCIAL

a) SCHEDULE OF FEES AND EFFORT - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent's team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the 'Consulting Team' will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional "Optional Services" or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
Total					\$

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, 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 \(PDF\)](#) 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.

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