

City of Coquitlam

Request for Proposals

RFP No. 25-026

Consulting Services

Field Monitoring of Instream Works

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1 KEY DATES

RFP Issue Date	Friday, February 28, 2025
Deadline for Questions	2:00 PM (local time) Tuesday, March 18, 2025
Deadline for Issuing Addenda	Wednesday, March 19, 2025
Submission Deadline	2:00 PM (local time) Friday, March 21, 2025

2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City’s website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Consulting and Professional Services
- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

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

3 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 (as per Section 2), 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.

4 INTRODUCTION

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hǵəmińəh (HUN-kuh-MEE-num) word kʷikʷə́łəm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́łəm traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2 Community Context

Coquitlam is the largest of the Tri-Cities with approximately 150,000 residents. The Tri-Cities cover approximately 208 square kilometers and are situated east of Burnaby, 10km to the east of Vancouver, stretching all the way to the Fraser and Pitt Rivers to the east. This part of the region is expected to grow to approximately 359,000 by 2041. The Tri-Cities are experiencing tremendous change, not only in population growth but also in demographics, culture, and in specific neighborhoods.

4.3 Project Description

The City requires qualified environmental consulting services to facilitate construction work in and about watercourses. This includes providing environmental protection work plans prior to construction, completing environmental duties during construction, and completing post-construction monitoring activities. Historical quantities provided are based on actual usage and are provided as an estimated guideline of the City's future requirements. The City does not guarantee any volume or quantities of Work as changes to work programs are to be expected. The successful Proponent will be expected to remain flexible and adaptable to changing schedules, proposed works and emergency works.

4.4 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.

4.5 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

4.6 Evaluation Criteria

- a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. 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.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
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;
- 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;
- 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

Technical

- Proposed methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Availability and time schedule;

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);

d) Proposal Comparison

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.

e) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

f) Additional Evaluation Considerations

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.

g) Proposal Compliance and Rejection

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

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.

h) Disclosure of Information

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.

5 PROJECT SPECIFIC CONDITIONS

5.1 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.

6 SCOPE OF SERVICES

6.1 Consultant Prerequisites

The Consultant team to have demonstrated skills, knowledge and expertise in the following fields:

- Qualified Environmental Professional
- Environmental protection
- Culvert Rehabilitation/Repair and Replacements
- Fish salvages
- Debris Hazard Mitigation Works
- Creek Bank Protection Works
- Erosion and Sediment Control best practices

6.2 Scope of Work

The Scope of Work will include the following but not limited to:

- a) Site Visits and attendance to meetings
Site visits and attendance at meetings with City staff to review proposed work plans.
- b) Review Designs and Provide Recommendations for Mitigation
Design drawings and specifications, basic scope of works and construction methodology documents will be provided to the Consultant for review. The Consultant will be required to provide recommendations for environmental mitigation and refer to appropriate Best Management Practices. For larger works, preparation of a project specific Environmental Management Plan may be deemed appropriate. This also includes identification of any invasive plant species and requirements for bird nest surveys and/or tree removal.
- c) Preparation and Submission of Application Packages
The Consultant will be required to provide advice and input on the appropriate applications/notifications and whether the work can be considered emergent.

Application packages to be prepared and submitted by the Consultant to the Provincial Ministry of Forests, Lands and Natural Resource Operations and Rural Development (MFLNRORD) for notification or approval of work. Applications to the Department of Fisheries and Oceans (DFO) will also be required where necessary.

The application packages will be developed and submitted to the appropriate regulatory agencies for review such that construction can proceed at the start of the Fisheries Construction Window or earlier if emergent works.
- d) Environmental Monitoring of Construction Activities
The Consultant will provide environmental technician(s) to conduct fish salvages (as required), make recommendations relating to in-stream flow control and diversion, and perform environmental monitoring duties during construction activity that may be full-time during start-up and sensitive activities and part-time to completion of the project. Additional duties include:
 - Provide a detailed outline of all environmental protection measures to be employed during the construction, operation and decommissioning phases of the project;
 - Complete bird nest surveys;
 - Management of invasive species;
 - Maintain a field log to address project activities and environmental effects;
 - Identify mitigation measures, guidelines/regulations and safeguards/contingency plans;
 - Coordinate communication between the contractor and City representative as required for environmental items; and
 - Ensure contractors and all site personnel are in compliance with environmental guidelines

- Field staff must have a vehicle for transportation
- e) Preparation and Submission of Post-Construction Monitoring Reports
- The Consultant to provide one (1) draft hard copy for review and three (3) final hard copies of the Final Post-Construction Monitoring Report for all in-stream projects completed within a calendar year for submission to MFLNRORD. All photographs should be appropriately labelled with the project site/name, and date of inspection. A brief description of the work area photographed shall be written below each photograph. The report shall be designed such that each in-stream project site is a stand-alone report. The Consultant report will include, at a minimum, the following:
- Project name, location, timing and affected watercourse
 - Project overview and description of completed activities
 - Contractor details
 - Chronological sequence of events
 - Environmental protection measures implemented during construction
 - MFLNRORD/DFO notification/approval tracking number
 - Site photographs
 - Fish salvage results (if applicable)

6.3 Project Organization and Management

The Consultant will work with staff from the City, including possible in-person update meetings as required.

The City will determine a Project Manager for the Project. The Project Manager will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant work collaboratively with the Project Manager 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 Manager on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

6.4 Project Schedule

The Consultant is responsible for their availability and ability to meet time schedules as they arise. Proponents are to confirm they will meet the City's expectations with a written acknowledgement of the ability to deliver the required Services to the City given the Consultants existing workload and future commitments.

6.5 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.

6.6 Fee Schedule and Cost of Services

The Proposal Submission should include hourly rates for the roles identified below. The rates will be inclusive of all company overhead and internal costs.

- a) Project Manager / Coordinator;
- b) Qualified Environmental Professional;
- c) Environmental Monitor;
- d) Administrative Assistant;

Any mark-up to be applied to disbursements shall be clearly identified in the proposal.

Disbursements for which the Consultant shall not be reimbursed and shall be included as the hourly fee total for professional services include:

- Clerical support;
- Computer Use;
- Courier and freight charges;
- Telecommunications;
- Travel (transportation, parking, vehicle, taxi, accommodation, meals);
- Copying and Reprographics (Consultant's in-house drawings reproduction, review drawings and specifications, reports for sub-consultants' review);

6.7 Level of Effort

Identify anticipated levels of effort (hours) for the following tasks:

- Review designs/scope & methodology & provide recommendations and appropriate BMP's.
- Preparation of MFLNRORD application packages
- Preparation of Post-Construction Reports

Simple projects could include sediment and debris removals and minor culvert rehabilitation projects (i.e. invert grouting). Complex projects could include full culvert replacements (i.e. lining or open cut excavation), bank protection and construction of new sediment basins. Effort should be broken down for the different roles as applicable.

This information will be used to assess the Proponent's understanding of the effort required, senior staff involvement and review, and efficiency to complete these tasks. Consultants will not be held to be within these hours for the named tasks, for most of the projects, tasks should be completed within the hours identified in their proposal.

Appendix A

Work History

Quantities provided in this RFP are provided as an estimated guideline of the City's requirements. The City does not guarantee any volume or quantities.

1. **Booth Creek at Schoolhouse Street** – clean under bridge and around Flap gate.
Disturbed area = 200 sq/m approx.
2. **Booth Creek at Myrnam Street** – clean/ inspect box culvert.
Disturbed area = 20 sq/m approx.
3. **Como Creek at Lougheed Highway** – Clean and inspect three culverts, sediment removal.
Disturbed area = 1200 sq/m approx.
4. **Como Creek at Casey Street** – clean and inspect outfall pipe and pond.
Disturbed area = 4 sq/m approx.
5. **Como Creek at Seguin Dr.** – Clean and inspect twin culverts.
Disturbed area = 50 sq/m approx.
6. **Como Creek at Lucille Starr Drive** – Clean and inspect twin culverts
Disturbed area = 40 sq/m approx.
7. **Como Creek at Rochester Street** – Clean sediment box.
Disturbed area = 20 sq/m approx.
8. **Mill Creek at Seguin Drive** – Clean and inspect twin culverts, sediment removal
Disturbed area = 250 sq/m approx.
9. **Nelson Creek at Lougheed Highway** – Clean and inspect twin culverts.
Disturbed area = 400 sq/m approx.
10. **Nelson Creek at Woolridge** – Clean and inspect twin culverts.
Disturbed area = 400 sq/m approx.
11. **Nelson Creek at United Blvd.** – Clean inspect twin box culverts
Disturbed area = 30 sq/m approx.
12. **Nelson Creek Tributary at Mackin Park.** – remove sediment.
Disturbed area = 180 sq/m approx.
13. **Popeye Creek at Cayer Street** - clean creek overflow channel.
Disturbed area = 150 sq/m approx.
14. **Hoy Creek at Johnson Street** - remove sand bar
Disturbed area = 70 sq/m approx.
15. **Hoy Creek at Town Centre Firehall** – clean inlet pond
Disturbed area = 70 sq/m approx.

16. **Hoy Creek at Glen Drive** – clean and inspect box culverts Bank repair.
Disturbed area = 70 sq/m approx.
17. **Hoy Creek at 2834 McCoomb Plc.** - remove sediment blocking storm outfall
Disturbed area = 8 sq/m approx.
18. **Hoy Creek at 2905 Glen Drive** – Erosion repair
Disturbed area = 20 sq/m approx.
19. **Hoy Creek at Aberdeen Ave** – Clean /inspect triple box culverts
Disturbed area = 60 sq/m approx.
20. **Coquitlam River at Oxbow, River Springs** – gravel removal from outlet pipes.
Disturbed area = 10 sq/m approx.
21. **Coquitlam River at Hockaday Park** – clean two outfalls.
Disturbed area = 6 sq/m approx. 1.
22. **Scott Creek at 2739 Barnet Hwy.** – outfall maintenance.
Disturbed area = 5 sq/m approx.
23. **Scott Creek at Runnel Drive** – clean and inspect box culvert.
Disturbed area = 20 sq/m approx.
24. **Scott Creek at Eagleridge Dr.** – clean and inspect box culvert.
Disturbed area = 20 sq/m approx.
25. **Scott Creek at Dewdney Trunk Road** – flap gate maintenance.
Disturbed area = 10 sq/m approx.
26. **Scott Creek at Lansdowne Drive** – clean and inspect box culvert.
Disturbed area = 40 sq/m approx.
27. **Maple Creek** at Westwood St.- ditch to improve conveyance.
Disturbed area = 40 sq/m approx.
28. **Maple Creek** at Ozada Dr. – Clean intake area for culvert.
Disturbed area = 30 sq/m approx.
29. **Pinnacle Creek at Buoy Drive** – clean inlet.
Disturbed area = 10 sq/m approx.
30. **Pinnacle Creek at Aberdeen Ave.** – Clean and inspect sediment chamber.
Disturbed area = 10 sq/m approx.
31. **Lincoln Avenue east and west of Devon Street** – clean and inspect culverts, clean ditches
Disturbed area = 400 sq/m approx. 1.
32. **Mundy Creek at Lougheed Hwy.** – Sediment removal.
Disturbed area = 160 sq/m approx.

33. **Scott Creek at 2689 Guildford Way**– Sediment removal.
Disturbed area = 60 sq/m approx.
34. **Como Creek at 1390 Rochester Avenue** - sediment removal.
Disturbed area = 180 sq/m approx.
35. **Quarry Road from Calgary St. to the Pitt River** – Culvert repair/replacement
Disturbed area = unknown at this time.



PROPOSAL SUBMISSION FORM

RFP No. 25-026

Field Monitoring of Instream Works

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

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 Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES

a) CONTRACT - I/We have reviewed the City's **Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) 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)

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. Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:

--

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. Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

--

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 and Email:
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 and Email:
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 and Email:

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

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 with the City to deliver the Services:

II. Methodology – State the methodology the Proponent will utilize to deliver the Services:
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:
IV. Challenges – Describe the challenges anticipated and how the Proponent intends to mitigate these.

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
1.	Review designs/scope &				\$
2.	Preparation of MFLNRORD				\$
3.	Preparation of Post - Construction Reports				\$

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Proposal Submission Form

4.	Project Manager / Coordinator a. Qualified Environmental Professional b. Environmental Monitor c. Administrative Assistant				\$
5.	Qualified Environmental Professional				\$
6.	Environmental Monitor				\$
7.	Other Not Listed				\$
8.	Other Not Listed				\$

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** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Standard Terms and Conditions - Consulting and Professional Services** (per Section 2 of RFP) 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.