

City of Coquitlam

Request for Proposals

RFP No. 25-089

Consulting Services for Parks Service  
Hub at Town Centre Park Tenant  
Improvement

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**[PROPOSAL SUBMISSION FORM](#)**

**1 KEY DATES**

<b>RFP Issue Date</b>	<b>Tuesday, August 12, 2025</b>
<b>Mandatory Site Visit: Date Time and Location</b>	<b>Wednesday, August 20, 2025 10:00 AM LOCATION: Town Centre Park – Percy Perry Ticket Office, 1290 Pipeline Road, Coquitlam, BC</b>
<b>Deadline for Questions</b> Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.	<b>2:00 PM (local time) Thursday, August 28, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Wednesday, September 3, 2025</b>

**2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS**

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Consulting and Professional Services
- c) Commercial General Liability (CGL) insurance with \$5M coverage on the City's Certificate of Insurance - Consultant Form
- d) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- e) 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 hə́ŋqəmiḥə́h (HUN-kuh-MEE-num) word kʷikwə́lə̌m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə̌m traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The purpose of this RFP is to select professional, qualified and experienced firms to provide **Consulting Services for Park Services Hub Tenant Improvement.**

### 4.3 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.

### 4.4 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

### 4.5 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:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#"><u>Corporate</u></a>	35
<a href="#"><u>Sustainable Benefits and Social Responsibility</u></a>	10
<a href="#"><u>Technical</u></a>	25
<a href="#"><u>Financial</u></a>	30
<b>Total</b>	<b>100</b>

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 TERMS AND 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 Project Background**

In 2018, Council adopted the Town Centre Park Master Plan (the “Master Plan”) setting a 20-year vision to guide Park improvements. The Master Plan identified several short-term implementation priorities to create a diverse mix of public amenities to support the growing community. In alignment with the Master Plan, the relocated and expanded tennis facility will displace the existing East Works Yard and the operational functions specific to Town Centre Park will be relocated to an existing fieldhouse north of Percy Perry Stadium. The existing fieldhouse gross areas is estimated at approximately 42m<sup>2</sup>.

### **6.2 Scope of Work**

The City is seeking Proposals from qualified, experienced, and professional firms to provide Consulting Services for the tenant improvement of the Parks Service Hub at Town Centre Park (the “Services”). By modernizing the existing fieldhouse, the design will improve accessibility and service efficiency and provide a facility that will align with current standards and best practices. The new facility will include new workspaces, shared computer touchdown stations, lockers and lunchroom area that will meet the needs of users.

The Prime Consultant shall be a Coordinating Architect and their Consultant team should include the following Sub Consultants:

- Structural Engineer
- Mechanical Engineer
- Electrical Engineer
- Quantity Surveyor

The Consultant will support the City in the planning and design to meet current and future operational requirements. The Consultant will analyze the existing space (see Appendix A for existing floor plan), engage with key staff to understand workflows and functional needs, and develop a design concept that improves operational efficiency, space utilization, accessibility, and alignment with modern workplace standards.

The Services shall include, but not limited to the following:

- a) Project initiation, Site Planning and Analysis:



The Consultant to lead a kick-off meeting to align expectations for the project. The meeting shall include a review of the City's vision, objectives, roles and responsibilities, communications, scope of work, timeline and milestones, and reference specifications. The City intends to use a CCDC 2 - 2020 construction contract. The designs and specifications shall match the agreed upon construction contract format.

The Consultant to coordinate operational requirements from the City's Project Manager, based on input from other business units within the City such as Parks Operations, Facility Management, ICT and Corporate Services. The Consultant shall verify and analyze all City-provided information, which may include as-built record drawings, service logs, background reports and strategies, plans, reference standards, photos, and other publicly available records and data.

b) Feasibility Study and Layout Selection

The purpose of the Feasibility Study and Layout Selection is to ensure that the design incorporates core elements while optimizing square footage within project constraints. The Consultant shall develop layout options for City review and selection. The submission shall include:

- Feasibility Study Report
- 2-3 layout options

c) Preliminary Design and Costing (30%)

The purpose of the Preliminary Design and Costing submission is to ensure that the design has captured core programmatic elements and is on track to meet the project objectives and budget. The Consultant shall develop a schematic, preliminary design and costing submission for City review that defines building layout, key project components, materials, and limits of work. The preliminary design and costing submission shall include:

- Preliminary Architectural Drawings
- Preliminary Electrical Drawings
- Preliminary Mechanical Drawings

d) Detailed Design, Costing and Building Permit Submission (60%)

The purpose of the Detailed Design, Specifications and Building Permit submission is to ensure that the City's objectives are met by the design drawings, including materiality, aesthetic, operational user needs and equipment, and expected budgetary impact. The Consultant shall submit a package inclusive of the following:

- Detailed Architectural Drawings
- Detailed Electrical Drawings
- Detailed Mechanical Drawings
- Supplementary Specifications
- Class C Cost Estimate with detailed unit quantities
- Building Permit Submission package

e) Detailed Design, Specifications and Detailed Quantity-Take Off (90%)

The purpose of the Detailed Design, Specifications and Detailed Quantity - Take Off submission is to ensure continued alignment with City objectives; resolve all prior City comments; confirm remaining details and engineered designs; review for constructability and logistics; define project specifications; move the project to RFP-ready state. The submission shall include:

- Detailed Architectural Drawings
- Detailed Electrical Drawings
- Detailed Mechanical Drawings
- Supplementary Specifications
- Class B Cost Estimate with detailed unit quantities

f) Issued for Request for Proposal (RFP) and RFP Services

The Consultant shall prepare 100% designs (issued for RFP) consisting of all related records, drawings, and specifications. The Consultant shall also provide procurement support, including, but may not limited to: providing advice on contractual language and specifications; preparing forms, templates and project management plans; attending an on-site meeting and responding to Q&A's; assisting the City in responding to written Q&A's; and performing value-engineering adjustments to the design if required to meet the budget. Class A Cost Estimate with detailed unit quantities are to submitted prior to RFP procurement.

g) Issued for Construction (IFC) and Construction Administration Services

The Consultant to incorporate all addenda issued through the RFP process, and issue signed and sealed drawings and specifications to IFC level.

Construction contract administration services to be provided including, but may not be limited to:

- Attending site meetings at key milestones and on an ongoing basis and preparing agendas and minutes accordingly;
- Providing design clarifications and responses to requests for information;
- Reviewing submittals, test reports, and shop drawings for general conformity to the contract documents;
- Certifying general contractor progress claims and invoices;
- Preparing site instructions, change orders, field reviews, deficiency lists, and other procedural construction documentation tasks; and,
- Award of substantial performance and total performance milestones

h) Construction Close-Out

Whereas the Contractor shall be responsible for issuance of as-built drawings, the Consultant will be responsible for updating the schedule of quantities throughout the construction contract administration process. Upon project completion, the Consultant shall issue to the City a final schedule of quantities entitled "Asset

Inventory” generally consistent with Asset Inventory Form, minor changes are to be expected depending on the range of assets relevant to the project.

The purpose of the Asset Inventory is to establish a record of data regarding quantity of infrastructure, install date, and install value for the purposes of maintenance operations. The Asset Inventory format is generally expected to be consistent with the format of the RFP schedule of quantities.

At Total Performance of the project, the Consultant to issue a file package to the City containing all project records documented by the Consultant, including all agendas, minutes, drawings and deliverables, project construction submittals, invoices, key communications, Record drawings (PDF and CAD format), etc.

### 6.3 Regulatory and Compliance Requirements

The Contractor shall perform all services in accordance with the latest editions of applicable codes, standards, and regulations, including all provincial amendments and local by-laws. Where multiple requirements apply, the most stringent shall govern. The Contractor shall ensure all design documentation, specifications, and coordination activities comply with the following:

#### a) General Requirements

- British Columbia Building Code
- Local municipal codes, permitting, and inspection requirements
- British Columbia Fire Code

#### b) Safety Requirements

- WorkSafeBC Occupational Health and Safety Regulation
- Worker’s Compensation Act (British Columbia)

### 6.4 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.

### 6.5 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person and/or virtual update meetings. 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.

#### 6.6 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.

#### 6.7 Proposed Work Schedule and Milestone Dates

September 22, 2025	Letter of Intent
October 6, 2025	Project Initiation, Site Planning and Analysis
October 29, 2025	Feasibility Study and Layout Selection
November 19, 2025	Preliminary Design and Costing (30%)
December 10, 2025	Detailed Design, Costing and Building Permit Submission (60%)
January 7, 2026	Detailed Design, Specifications and Quantity Take Off (90%)
January 28, 2026	Issued for RFP and RFP Services
January 29, 2026	RFP for Construction Issuance
March 12, 2026	Award Construction Contract
March 23, 2026	Construction Documents: IFC
May 29, 2026	Construction Services: Total Performance, as-built drawings and close out documents



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-089

### Consulting Services for Parks Service Hub at Town Centre Park Tenant Improvement

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](http://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.

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

**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:

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- 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

<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number and Email:

#### Reference No. 2

<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number and Email:

#### Reference No. 3

<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	

<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	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

<b>Sub-Consultants No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Qualifications</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:
<b>Sub-Consultants No. 2</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Qualifications</b>	
<b>Contact Information</b>	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.

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



### 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

<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</b>	Proponent is to state how their organization will approach the Project and engage with the City to deliver the Services:
<b>II. Methodology</b>	State the methodology the Proponent will utilize to deliver the Services:

<b>III. Work Plan</b> – 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:
<b>IV. Challenges</b> – Describe the challenges anticipated and how the Proponent intends to mitigate these.
<b>V. Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

<b>b) Proposed Work Schedule and Milestone Dates</b>	
<p>The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:</p> <p>The Proponent is able to meet Proposed Work Schedule:</p>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>I. If NO,</b> please provide explanation and alternate schedule for consideration:	

## 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	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM)
a)	Project Initiation, Site Planning and Analysis				\$
b)	Feasibility Study and Layout Selection				\$
c)	Preliminary design and Costing (30%)				\$
d)	Detailed Design, Costing and Building Permit Submission (60%)				\$
e)	Detailed Design, Specifications and Detailed Quantity Take Off (90%)				\$
f)	Issued for RFP and RFP Services				\$
g)	IFC and Construction Administration Services				\$
h)	Construction Close-Out				\$
i)	Disbursements				\$
j)	Other (clarify)				\$
<b>Total</b>					<b>\$</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** (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.**

<b>Legal Name of Company</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.