

City of Coquitlam

Request for Proposals

RFP No. 26-002

Commissioning Authority Consulting  
Services

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### Appendix A – Sustainability Plan

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

**1 KEY DATES**

<b>RFP Issue Date</b>	<b>Wednesday, January 14, 2026</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)</b> <b>Friday, January 30, 2026</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Wednesday, February 4, 2026</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

**Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for 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 Consultant performing Work within the City or if their office is located within the City, excluding delivery-only services

### 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 hə́hə́míhə́h (HUN-kuh-MEE-num) word kʷíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the ǵíćə́y (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The purpose of this project is to deliver a new, purpose-built, three-storey multi-use community facility that will function as a central civic anchor for the rapidly growing Burke Mountain neighbourhood. As one of Coquitlam’s fastest developing communities, Burke Mountain requires expanded public amenities that support recreation, cultural participation, learning, social gathering, and year-round community programming. The new facility is intended to meet these needs by providing a comprehensive range of recreational, cultural, and civic spaces that serve residents of all ages, abilities, and interests.

The building program includes significant aquatic infrastructure, indoor sport and fitness facilities, flexible community and cultural spaces, and a new branch of the Coquitlam Public Library. These indoor amenities are complemented by structured parking, public gathering areas, and the development of Burke Village Park & Promenade, creating an integrated civic hub that connects indoor facilities with vibrant outdoor spaces and strengthens neighbourhood cohesion.

As a fully electric, digitally integrated, multi-program facility, the project incorporates advanced building technologies, high-performance mechanical and electrical systems, aquatics environmental controls, and City-managed remote monitoring capabilities. These systems must operate safely, efficiently, and in accordance with the City’s long-term sustainability and energy performance objectives (see **Appendix A – Sustainability Plan**).

The purpose of this Request for Proposals (RFP) is to engage a qualified Commissioning Authority (CxA) to support the City in delivering this complex, multi-disciplinary project to a high standard of performance, accessibility, safety, and community value. The CxA will play a critical role in verifying that all building systems are designed, installed, tested, integrated, and documented to support long-term reliability and operational excellence. This commissioning effort will help ensure the facility accommodates long-term growth, enhances the quality of life for residents, and establishes a durable and adaptable civic asset that will serve the Burke Mountain community.

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 of Commissioning Authority Consulting Services

#### 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

###### 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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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="#">Corporate</a>	30
<a href="#">Sustainable Benefits and Social Responsibility</a>	10
<a href="#">Technical</a>	30
<a href="#">Financial</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 Overview of the Opportunity

Overview of the Opportunity: The Commissioning Authority (CxA) is the City's independent technical representative responsible for planning, coordinating, and executing the commissioning process for all applicable building systems. For the Burke Mountain Community Centre, the commissioning scope includes mechanical, electrical, plumbing, aquatics, life-safety, building controls, low-voltage/IT, and all specialized systems associated with the recreation centre, library, and community program areas.

The CxA serves as a third-party validator of design intent and system performance. Core responsibilities include developing commissioning plans and procedures; reviewing design documents and equipment/controls submittals for compliance with the Owner's Project Requirements (OPR); and coordinating commissioning activities with the contractor, consultants, and City staff. The CxA verifies that system installation, testing, and documentation meet the OPR, construction documents, and operational requirements of a complex civic facility.

Given the project's all-electric design, centralized Building Automation System (BAS), heat-pump-driven HVAC plant, and integration with City energy-management and remote-monitoring platforms, the CxA is responsible for confirming end-to-end interoperability of all building systems. This includes verification of control sequences, communication protocols, safety interlocks, and system responses across HVAC equipment, hydronic and heat-recovery systems, lighting controls, aquatics systems, electrical distribution and metering, access control and security, audiovisual systems, and all networked/IT components.

During construction, the CxA performs periodic site reviews to confirm equipment installation, system readiness, and adherence to contract documents. The CxA witnesses' equipment start-up, tests point-to-point controls functionality, and leads Functional Performance Testing (FPT), including cross-system integration testing. A formal Issues Log is maintained to document deficiencies, required corrective actions, retesting, and impacts to schedule or performance. Technical memoranda and commissioning progress reports are issued to the City at defined intervals.

At substantial completion, the CxA prepares a Final Commissioning Report summarizing commissioning procedures, test results, deficiency resolution, and verification of training, O&M manuals, controls documentation, and as-built information. The CxA supports seasonal testing and warranty-period review to confirm operational performance under varying climatic and occupancy conditions. Where required, the CxA may also provide Monitoring-Based Commissioning (MBCx) during the first year of operation to evaluate trend data, identify optimization opportunities, and confirm continued compliance with design intent and energy-performance targets.

The CxA's mandate is to ensure that the City receives a complete, functional, and properly integrated facility that meets performance requirements at occupancy and throughout early operations.

## 6.2 Background

The Burke Mountain Community Centre is envisioned as a purpose-built, three-storey multi-use civic facility supported by new park and public realm improvements. The building is designed to accommodate a broad mix of recreational, cultural, educational, and community services, offering flexible spaces that respond to varied user needs and program demands. Key program elements include:

Aquatics Centre with a six-lane lap pool, warm-water leisure pool with warm-up lanes, whirlpool, sauna, and steam room.

Double Gymnasium designed for court sports, drop-in recreation, community programs, and early childhood uses.

Fitness Centre featuring a weight room and multi-purpose studio for fitness and wellness programs.

Community and Cultural Spaces including multi-purpose rooms, a community kitchen, makerspace, and a large atrium for events, workshops, and informal community use.

Coquitlam Public Library Branch providing digital resources, program rooms, learning spaces, and community services.

Parking Facilities planned to accommodate approximately 200 stalls, integrated with adjacent public realm improvements.

Public Art incorporated as part of the City's placemaking and cultural expression objectives.

Burke Village Park & Promenade, which will add outdoor recreation space, cultural programming areas, and enhanced pedestrian connections.

The facility relies on a sophisticated suite of building systems, including aquatics water treatment and environmental controls, a fully electric mechanical plant, air-source heat pumps, hydronic heating and cooling networks, specialized ventilation and dehumidification systems, extensive electrical distribution and metering, and a highly integrated Building Automation System (BAS). Additional technology systems support library operations, community spaces, safety infrastructure, and building-wide digital connectivity.

Given this complexity, the project requires a comprehensive commissioning approach to verify that all systems are correctly installed, coordinated, interconnected, tested, and optimized for safe, efficient, and reliable long-term operation.

## 6.3 Project Context

Burke Mountain is experiencing rapid population growth as it transitions from largely undeveloped terrain into a complete and vibrant urban neighbourhood. As residential

development expands, there is a corresponding need for accessible public facilities that support recreation, learning, cultural engagement, and community cohesion. The Burke Mountain Community Centre is intended to serve as the primary civic anchor for the area, providing year-round indoor and outdoor amenities that support residents of all ages.

The facility brings together a diverse mix of program functions—recreation, aquatics, fitness, cultural programming, community services, and a library branch—within a single integrated building. The design enables daily use across a wide range of activities, from competitive and leisure aquatics to group fitness, preschool programs, community workshops, public events, and passive recreation. Outdoor amenities provided through Burke Village Park & Promenade further strengthen the connection between the building and the surrounding neighbourhood by offering accessible green space, programmed gathering areas, and pedestrian-oriented public realm enhancements.

To support this level of program diversity, the facility incorporates a fully electric mechanical plant, heat pumps and heat-recovery systems, specialized aquatics environmental controls, hydronic heating and cooling networks, advanced BAS integration, electrical metering and distribution infrastructure, and extensive digital and low-voltage systems. These systems must operate cohesively to ensure safety, comfort, energy efficiency, and long-term operational resilience.

Commissioning Authority (CxA) services are therefore essential to confirm proper installation, integration, and performance across mechanical, electrical, controls, aquatics, life-safety, and specialty systems. A rigorous commissioning process will help reduce operational risk, ensure smooth transition into occupancy, and support the City's long-term objective of delivering a reliable, energy-efficient, high-performing civic asset for the Burke Mountain community.

#### 6.4 Scope of Work

The successful Proponent (the "Consultant") shall provide comprehensive Commissioning Authority (CxA) services for the Project. Proponents must describe, in technical detail, their commissioning methodology, organizational structure and staffing, commissioning schedule, software platforms/tools, documentation workflow, and final deliverables.

Given the Project's complexity—fully electric building systems, extensive controls integration, advanced aquatics infrastructure, sophisticated energy-management systems, and remote monitoring requirements—the commissioning scope shall encompass all systems required to verify correct installation, operational readiness, functional performance, controls integration, and documentation completeness. The commissioning process shall reduce operational risk, support turnover readiness, and verify that the facility meets the City's long-term performance and reliability requirements.

The Services shall include, but not be limited to:

- a) General Commissioning Process

- Development and ongoing maintenance of the Commissioning Plan, including commissioning checklists, test procedures, acceptance criteria, documentation templates, and a commissioning schedule aligned with construction sequencing
  - Technical review of design drawings, specifications, schedules, and control sequences to confirm commissioning requirements are clearly defined and to identify discrepancies, omissions, and coordination issues
  - Participation in commissioning meetings including kick-off, design reviews, construction progress meetings, and pre-functional and functional testing coordination meetings
  - Technical review of the Contractor's commissioning schedule, system start-up procedures, deficiency clearing plans, and readiness documentation
  - Management of a centralized Issues Log, including classification of deficiencies, assignment of corrective actions, verification of resolution, and issuance of regular status reports to the City
  - Verification that all commissioning tasks comply with applicable codes, standards (ASHRAE, CSA, NECB, NETA, etc.), and industry best practices
- b) Site Verification & Functional Testing
- Routine site inspections to verify installation, accessibility, equipment configuration, labeling, and system readiness for start-up and testing
  - Witnessing and documenting start-up procedures for all commissioned systems to ensure compliance with design intent and manufacturer requirements
  - Development of system-specific Functional Performance Test (FPT) procedures, including step-by-step sequences, instrumentation requirements, and pass/fail criteria
  - Execution, witnessing, and documentation of FPTs, including verification of performance under all required operating modes: normal, part-load, full-load, failure, life-safety override, and emergency conditions
  - Verification of completeness and accuracy of O&M manuals, training materials, TAB reports, and other turnover documentation
  - Oversight of contractor-led training sessions to ensure operational staff receive system-specific instruction that reflects actual installed configurations and control sequences
- c) Advanced Controls & Integration Commissioning
- Validation of BAS programming, including point-to-point verification, graphics review, alarm configuration, I/O mapping, and trend log set-up
  - Detailed functional testing of sequence-of-operations for all equipment and subsystems
  - Verification of integration between HVAC, lighting controls, aquatics systems, heat pumps, hydronic systems, metering, access control, fire alarm interfaces, and other interdependent systems
  - Validation of cross-platform interoperability among proprietary vendor systems (e.g., BMS TO THE OTHER SYSTEMS)

- Verification of remote monitoring readiness, including dashboard accuracy, alarm routing, trend data sampling rates, analytics integration, and communication protocols
- d) All-Electric Building & Electrical System Commissioning
- Commissioning of electrical infrastructure including service entrance equipment, switchboards, panel boards, distribution feeders, protective devices, emergency power systems, and equipment requiring electrical interlocks
  - Verification of load-management and demand-response strategies, including controls logic, staging, and interaction with BAS
  - Testing of resiliency and redundancy features such as automatic transfer functions, emergency shutdown sequences, and fail-safe modes for critical loads
  - Verification of the accuracy, calibration, and BAS integration of meters, submeters, and electrical monitoring devices
- e) Energy & Performance Verification
- Development of an Energy Verification Plan consistent with the City's performance objectives and applicable sustainability frameworks
  - Use of trend logs, load profiles, and BAS data to identify operational anomalies, sequencing errors, equipment short-cycling, improper staging, and deviations from expected performance
  - Post-occupancy verification of system performance under real operating conditions, including recommendations for tuning, reprogramming, or corrective action
  - Documentation of identified performance gaps with required remedial measures to achieve target energy performance
- f) Aquatics System Commissioning
- Commissioning of pool mechanical systems including filtration, UV disinfection, circulation pumps, chemical dosing systems, HVAC dehumidification, heat recovery, and associated controls
  - Verification of natatorium environmental control parameters including temperature, humidity, dew point, ventilation, and air distribution
  - Verification of safety and interlock systems including emergency stops, chemical monitoring alarms, ventilation override modes, and integration with building life-safety systems
  - Validation of BAS integration for aquatics systems including alarm escalation, trend configuration, and performance across all operating states
- g) Technology, Security & Specialty Systems Commissioning

- Commissioning of operational technology systems supporting BAS, remote monitoring platforms, and building operations
  - Verification of networked lighting controls, digital signage, and technology systems for the library and community centre. (e.g., People counters)
  - Commissioning of specialty equipment for programmable spaces (e.g., gymnasium, multipurpose rooms, A.V. systems)
  - Validation of system functionality under various occupancy levels, schedules, and program configurations
- h) Operational Readiness & Turnover
- Support to City operations personnel regarding system function, seasonal operation requirements, preventative maintenance needs, and troubleshooting procedures
  - Execution of pre-occupancy readiness testing, operational simulations, and guided walkthroughs for operations staff
  - Preparation of the Final Commissioning Report including testing records, outstanding issues, recommended corrective work, and confirmation of system performance
  - Seasonal testing and warranty-period review to validate system operation under variable climate and occupancy conditions and refine control strategies as required
- i) Optional Service: Monitoring-Based Commissioning (MBCx)
- If requested:
- Monthly review of BAS trend data and operational analytics
  - Identification of degradation in system performance, control drift, or maintenance issues
  - Implementation of optimization strategies to maintain compliance with energy, comfort, and performance targets during the first year of operation

## 6.5 Reports

The Consultant shall provide clear, comprehensive, and timely reporting throughout all phases of the commissioning process. Reporting is essential to ensure transparency, document progress, support informed decision-making, and maintain alignment with the City's expectations for system performance, operational readiness, and quality assurance. At a minimum, the Consultant shall provide the following reports:

- a) Commissioning Plan
- Initial and updated versions outlining commissioning strategy, scope, procedures, schedules, documentation formats, and coordination requirements

- b) Design Review Reports
  - Identification of commissioning-related design issues, system integration concerns, missing information, or points requiring clarification from the design team
- c) Commissioning Meeting Minutes
  - Documentation for all commissioning-related meetings chaired or attended by the Consultant, including decisions, action items, and follow-up responsibilities
  - Commissioning Status Reports
  - Regular updates summarizing commissioning progress, system readiness, completed activities, deficiencies, outstanding actions, and any risks to schedule or performance
- d) Issues Log Updates
  - A continuously updated log identifying deficiencies, responsible parties, target resolution dates, verification status, and potential impacts to operations or testing
  - Functional Performance Test (FPT) Reports
  - Detailed test results for all systems, including pass/fail outcomes, data trends, retesting requirements, corrective actions, and verification notes
- e) Trend Log and Energy Performance Analysis Reports
  - Analysis of BAS trend logs, energy use, equipment performance, and system sequencing, with commentary on anomalies, inefficiencies, and optimization opportunities
  - This requirement is especially important given the project's fully electric design and reliance on advanced controls and heat pump systems
- f) Seasonal Testing Reports
  - Documentation of performance during seasonally dependent testing (e.g., heating, cooling, humidity control, aquatics environmental control), including required adjustments and retesting summaries
- g) Warranty Period Review Report
  - Assessment during the warranty period identifying unresolved issues, operational concerns, performance deviations, or recommendations for fine-tuning system operation
- h) Final Commissioning Report
  - A complete and indexed record of all commissioning activities, documentation, test results, issue logs, training verifications, system manuals reviewed, performance analysis, and recommendations for ongoing operation and maintenance
  - The Final Report shall serve as the authoritative record of system functionality and compliance at the time of occupancy

i) Additional Reporting

- Additional reporting formats, content, or frequencies may be requested by the City to support project delivery, risk management, or operational readiness
- The Consultant shall propose their preferred reporting structure, templates, and submission frequency as part of their Proposal

6.6 Deliverables

The Consultant shall provide all deliverables necessary to support a complete, coordinated, and fully documented commissioning process. Deliverables must align with industry best practices and reflect the complexity of this multi-program, fully electric, and remotely monitored facility. All deliverables shall be submitted in a clear, organized, and reproducible digital format suitable for long-term City record retention.

The Consultant to provide the following:

a) Commissioning Planning Deliverables

- Commissioning Plan and all subsequent revisions, outlining processes, schedules, roles, testing procedures, and documentation requirements
- Design Review Comments and Recommendations, identifying issues, gaps, or coordination needs relevant to commissioning

b) Commissioning Tools, Forms & Procedures

- Commissioning Checklists, including pre-functional and functional checklists for all commissioned systems
- Functional Performance Test (FPT) Procedures, developed for each system and reviewed with the project team before testing

c) Testing Documentation

- Completed FPT Documentation, including results, observations, required corrective actions, verification notes, and retesting confirmations
- Commissioning Issues Log, maintained and updated throughout design, construction, and turnover
- Site Observation Reports, summarizing findings from site visits, equipment inspections, system readiness evaluations, and observed deviations from design intent

d) Training & Turnover Verification

- Verification of Training Documentation, including contractor-provided training agendas, materials, attendance records, and assessment of training completeness and quality
- Review Comments on Turnover Documentation, including O&M manuals, Testing Adjusting and Balancing (TAB) reports, as-built controls documentation, and any system-specific manuals or guides
- Energy Performance & Controls Deliverables



- Energy Verification Plan, outlining measurement points, monitoring requirements, evaluation criteria, and expected performance indicators aligned with the City’s energy objectives
  - Trend Log Analysis Summary, where applicable, identifying operational anomalies, optimization opportunities, and recommendations for refining system performance
- e) Final Commissioning Deliverable
- Final Commissioning Report, containing a complete and authoritative record of all commissioning activities
- The Final Report shall include, at minimum:
- Executive summary of commissioning outcomes
  - Complete Issues Log with final resolution status
  - All FPT results and supporting documentation
  - Verification of system training and O&M documentation
  - Seasonal testing results and required adjustments
  - Recommendations for system optimization, monitoring, and long-term performance
- f) Optional Monitoring-Based Commissioning (MBCx) Deliverables
- If MBCx is included in the scope, the Consultant shall also provide:
    - Monthly System Performance Summaries identifying trends, deficiencies, and performance gaps
    - Optimization Recommendations, including proposed adjustments to sequences, setpoints, or scheduling
    - Updated Trend Log Analyses, capturing seasonal and operational variations
    - Documented corrective actions taken or recommended during the monitoring period

## 6.7 Project Objectives

The commissioning process for this Project is intended to ensure that all building systems are designed, installed, tested, and operating as intended to support a safe, efficient, and reliable community facility. Given the integrated nature of the aquatics centre, library branch, fitness and community spaces, technology infrastructure, and outdoor park interfaces, the commissioning process must prioritize performance, reliability, and long-term operational sustainability (see **Appendix A – Sustainability Plan**).

The objectives of the commissioning process include, but are not limited to, the following:  
System Performance & Design Compliance.

Ensuring that all building systems—including mechanical, electrical, controls, aquatics, life-safety, plumbing, low-voltage, IT, and specialty systems—perform in full accordance with the Owner’s Project Requirements (OPR), design intent, and manufacturer recommendations.

Verifying that systems are correctly installed, calibrated, interlocked, and tested to ensure stable and reliable operation under all operating modes.

- a) Systems Integration & Interoperability
  - Confirming seamless integration among major systems, including BAS, lighting controls, aquatics systems, heat pumps, hydronic networks, electrical distribution and metering, remote monitoring platforms, and operational technology (OT) networks
  - Ensuring communication pathways, alarms, cybersecurity requirements, and coordinated control sequences operate reliably across vendor platforms
- b) Energy & Sustainability Performance (see **Appendix A – Sustainability Plan**)
  - Supporting the City in achieving operational efficiency, energy performance targets, and greenhouse gas reduction goals—particularly critical in the context of the fully electric mechanical design
  - Using trend logs and performance reviews to verify energy-efficient equipment staging, optimized sequences, proper setpoint control, and effective heat recovery strategies
- c) Operational Risk Reduction & Lifecycle Confidence
  - Reducing the risk of deficiencies that could affect occupancy, comfort, safety, or user experience by identifying and resolving issues early in construction
  - Ensuring long-term lifecycle performance by validating maintainability, accessibility, and performance stability of key equipment and systems
- d) Operational Readiness & Training
  - Ensuring that City operations staff have the knowledge, documentation, and hands-on experience required to manage and maintain all building systems at occupancy
  - Verifying that training provided by contractors is complete, accurate, and tailored to City requirements
- e) Smooth Transition to Occupancy
  - Supporting a seamless transition from construction to operational use by confirming system readiness, addressing outstanding issues, and ensuring systems perform reliably under real-world conditions
  - Documenting all findings and providing recommendations for adjustments or optimization before and after occupancy
- f) Documentation & Long-Term Asset Management
  - Establishing a complete and organized documentation trail, including commissioning records, test results, O&M verification, and system performance data, to support long-term maintenance, asset management, and future upgrades
  - Providing clear technical references for troubleshooting, performance benchmarking, and lifecycle planning

- g) Monitoring-Based Commissioning (MBCx), if applicable
  - Where MBCx is implemented, supporting the City in verifying system performance during the first year of operation through monthly trend log reviews, performance summaries, and targeted optimization measures
  - Refining system behaviour based on real-world occupancy patterns, equipment loading, seasonal changes, and operational needs

## 6.8 Regulatory and Compliance Requirements

The Consultant shall comply with all applicable codes, standards, regulations, and municipal bylaws in the performance of the Services. Where multiple codes or regulations apply, the Consultant shall follow the most stringent requirement. Compliance includes, but is not limited to:

- Building, Electrical, Mechanical, and Life-Safety Codes
- British Columbia Building Code (latest edition)
- Canadian Electrical Code (CEC)
- Applicable Canadian Standards Association (CSA) standards
- WorkSafeBC Occupational Health and Safety Regulations
- All relevant municipal bylaws and permitting requirements
- Commissioning and System Testing Standards
- ASHRAE commissioning guidelines and applicable ASHRAE standards
- CAN/ULC-S1001 Integrated Systems Testing of Fire Protection and Life Safety Systems
- CAN/ULC-S524 Fire Alarm Installation
- Other ULC, NFPA, or industry standards applicable to system testing and verification
- Privacy, Data Security, and IT Compliance
- Where the commissioning process involves digital systems, BAS access, remote monitoring, trend logging, networked equipment, or cloud-based tools, the Consultant shall comply with:
  - BC Personal Information Protection Act (PIPA), SBC 2003 c.36
  - Federal Personal Information Protection and Electronic Documents Act (PIPEDA), SC 2000 c.5
  - Freedom of Information and Protection of Privacy Act (FIPPA), RSBC 1996 c.165
  - Payment Card Industry Data Security Standard (PCI DSS), **if IT systems handling payment data are involved**
  - City of Coquitlam IT security and cybersecurity requirements, where applicable

## 6.9 Schedule

The Consultant is responsible for their availability and ability to meet time schedule and Completion Date as stated below:

Target Date	Milestone
January 30th, 2026	Official 75% CD Submission/BP Submission*** Civil, Struct, Mech, Fire Protection, Elec, LS, Arch.
February 13th, 2026	ED Constructability Review 75% 2 weeks
April 3rd, 2026	Official 95% CD Submission/BP Submission*** Civil, Struct, Mech, Fire Protection, Elec, LS, Arch.
May 15th, 2026	Official 100%CD/IFT Submission *** Civil, Struct, Mech, Fire Protection, Elec, LS, Arch.

6.10 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.

6.11 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.

6.12 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.

**6.13 Reference Materials**

Proponents should identify any relevant documents or data that would contribute to achieving the objectives. If such data requires any original research, the Proponent should identify any costs as a separate item for consideration by the City.

Information that will be made available to the Consultant includes:

Drawing No.	Title	Consultant
24-007 BVP	BMCC Irrigation Drawings – Issued for 50-CD	Landscaping
24-007 BVP	BMCC Landscape Details – Issued for 50-CD	Landscaping
24-007 BVP	BMCC Landscape Plans – Issued for 50-CD	Landscaping
24-007 WSA	Landscape Drawings – Issued for 50-CD	Landscaping
BMCC_00_ARCH	50% CD Set	Architecture
BMCC_ARCH	50% CD Set	Architecture
BMCC_CIVIL	50% CD Set	Civil
BMCC_ELEC	50% CD Set	Electrical
BMCC_FIRE	50% CD Set	Fire Protection
BMCC_MECH	50% CD Set	Mechanical
BMCC_STRUC	50% CD Set	Structural
Thurber_ESC_REVO	BMCC BVP – ESC	ESC
Thurber_ESC_Assurance	Erosion & Sediment Control Assurance Statement	ESC
Thurber_MesaBlock	Mesa Block Retaining Wall Drawings – DRAFT	ESC

The Consultant will work with the City to gather any additional information required to complete the Services.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 26-002

### Commissioning Authority Consulting Services

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 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>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
<b>Reference No. 1</b>	
<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:
<b>Reference No. 2</b>	
<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:
<b>Reference No. 3</b>	
<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 approval:

<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.				
v.				

### 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:

**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:

--

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

--

**b) Proposed Work Schedule and Milestone Dates**  
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:

The Proponent is able to meet Proposed Work Schedule:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
-------------------------------------	------------------------------------

I. **If NO**, please provide explanation and alternate schedule for consideration:

--

**c) Attachment** - Consultant to attach its proposed reporting structure, templates, and submission frequency:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**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.

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