

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 21-054

Archaeological Consulting Services

Issue Date: July 15, 2021

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SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 21-054 Archaeological Consulting Services
Overview of the Opportunity	The purpose of this RFIQ is to select professional, qualified and experienced consulting firms to provide registered professional Archaeological and Associated Consulting Services related to the City of Coquitlam's Planning, Design, Operations, Infrastructure, and Construction Projects .
Questions	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: bid@coquitlam.ca
Addenda	Respondents are to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: http://www.coquitlam.ca/BidOpportunities
Closing Date and Time	2:00 pm local time Thursday August 5, 2021
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the "Subject Field" enter: RFIQ Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p>
Participation	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/BidOpportunities

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“City” means the City of Coquitlam.

“Contract” means a formal written contract between the City and a Consulting firm selected to undertake Services.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services relating to planning & design of projects and/or project categories identified in this RFIQ.

“Preferred Respondent” means a Respondent selected by the Evaluation Committee to participate in a subsequent RFIQ process or enter into negotiations for a Contract.

“Respondent” means an entity that submits a response to this RFIQ.

“RFIQ” means this Request for Information and Qualifications.

“Services” means and includes anything and everything required to be done by the Consultant for the fulfillment and completion of the Contract as described in this RFIQ.

“Submission” means a response submitted for evaluation in response to this RFIQ.

1. REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1. Introduction

The City of Coquitlam is issuing this Request for Information and Qualifications to select professional, qualified and experienced consulting firms to provide archaeological consulting and associated sub consulting services related to **the City of Coquitlam's Planning, Design, Operations, Infrastructure, and Construction Projects**.

The City is seeking locally experienced archaeology teams with established working relationships with Lower Mainland First Nations and specialization in one or more of the categories outlined below. Additionally, we are looking for teams that include specialists that can be brought on as and when needed such as ethno-historians and geologists. Multiple teams are needed for a number of current and anticipated projects.

These projects typically have a budget (for consulting services) of between \$1,000 and \$200,000.

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

The selection process will generally conform to the InfraGuide® - [InfraGuide Selecting a Professional Consultant](#)

1.2. Purpose

The City intends to create a short list of professional consulting firms or teams for each category listed below, for a term of five (5) years or until the City releases a new RFIQ.

To be considered for a shortlist, respondents shall have specialization in one or more of the following categories:

- **Category 1** – Archaeological Planning Studies, Impact Assessments and Management.
- **Category 2** – Archaeology Policy Development and Management Support.

1.3. Category Descriptions

The Category Descriptions are outlined in **Appendix A – Category Descriptions**.

1.4. Eligibility

For eligibility, as a condition of award, the successful companies would be required to meet or provide the following:

- .1 Enter into a City standard Consulting Agreement (for awarded projects).
- .2 Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- .3 Be a registered member of an association with a professional discipline relating directly to the Service being provided, for example, the Register of Professional Archaeologists (RPA).

- .4 Accept the City's [Standard Terms and Conditions - Consulting and Professional Services](#)
- .5 Obtain a City of Coquitlam or Tri Cities Intermunicipal Business License. More information can be found on the City's website at: [Business License](#)

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

1.5. Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2. RFIQ EVALUATION CRITERIA

Each Respondent shall only provide the City with one submission, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category. The evaluation criteria are as follows:

- Compliance with the requirements of this RFIQ (including proving a complete and concise Submission). - **10 points**
- Experience and qualifications of the project team, including sub-consultants, who will carry out the projects – **15 points**
- Demonstrated success of the project team with previous projects in the categories (showing proactive and accurate archaeological work, with preference given to intergovernmental experience and successful relationship building with local Lower Mainland First Nations as core affected Nations will have a strong voice) as described in **Appendix A – Category Descriptions**. – **40 points**
- Demonstrated ability of the project team to complete assignments on time and within budget. – **10 points**
- Sustainability – Social, economic, and environmental initiatives. – **5 points**
- Value added Benefits; Proactive and Diligent solutions– **5 points**
- References – success on previous, relevant, municipal projects. This will include past performance working on City of Coquitlam projects, if that has happened in recent years. (References will only be contacted when the respondent has scored well in the preceding criteria) – **15 points**

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References

may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

3. SELECTION PROCESS

The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare submissions to other submissions and consider other criteria that may become evident during the evaluation process, to obtain best value.

The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

Based on the evaluation results, the City will create a shortlist of highest ranked Consultants for each of the listed categories. The selection process will generally conform to the InfraGuide® - Selecting a Professional Consultant: [InfraGuide Selecting a Professional Consultant](#)

The City makes no representation of any kind as to the volume of projects and reserves the right to implement a separate pre-qualification process when more specialized services or projects are involved.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

4. SHORTLIST FOR FUTURE PROJECTS

The City intends to refer to the shortlist for each Category for a period of three (3) years or until such a time as the City releases a new RFIQ. The City may request proposals from those companies on the shortlist at any time. Typically, as assignments arise, one of the Consultants on the shortlist will be asked to provide a proposal for consulting services for that assignment, and the City will evaluate the strength and cost effectiveness of the proposal.

The City will monitor and evaluate the performance of the Consultants. In the event that that one or more of the shortlisted companies in a category have either:

1. not performed well, and as a result have been removed from the shortlist, or
2. do not have resources available that are suited to an assignment,

The City reserves the right to add one or more of the next, highest ranked companies to the shortlist.

The City reserves the right to issue a bid process, at its discretion, to select Consultants for any project, including those deemed to require other specialized skills, knowledge or experience, as well as add new companies on to shortlist on an on-going basis as deemed appropriate by the City in its sole discretion. The City makes no representation of any kind as to whether it will invite proposals for or carry out future projects, or as to the volume of projects that would be available to any Consultant.

APPENDIX A - CATEGORY DESCRIPTIONS

Category 1 – Archaeological Planning Studies, Impact Assessments and Management

Consultants should demonstrate that they can provide proactive and accurate approaches to predicting or evaluating overall resource sensitivity or potential within study areas.

Respondents must have the ability to direct field work within this region and be a Provincial permit holder.

- Municipality-wide mapping of known or modeled cultural heritage sensitivity (working from the onset in collaboration with affected First Nations)
- Preliminary assessments conducted ahead of for various types of civic projects and operational activities entailing ground disturbance, such as but not limited to:
 - Archaeological Overview Assessments (AOA) as outlined by the Archaeology Branch of the B.C. Provincial Government
 - Direct contact with individuals and organizations with knowledge of archaeological resources in the study area where appropriate
 - Preliminary Field Reconnaissance studies (PFR) including appropriate survey methods or techniques to be used in an intensive field survey should such a survey be necessary
 - Remote Access to Archaeological Data (RAAD) GIS mapping and analysis
 - Establish working groups and incorporate best practices for intergovernmental engagement and associated permitting with local First Nations
 - Preparation of reports detailing findings
- Extensive assessments and archaeological resource management for various types of civic projects and operational activities, such as but not limited to:
 - Archaeological Impact Assessments (AIA) as outlined by the Archaeology Branch
 - Archaeological Impact Management Studies (AIM)
 - Archaeological site protection
 - Preparation of heritage alteration permits
 - Archaeological mitigation studies
 - Preparation of heritage investigation permits
 - Emergency impact management
 - Preparation of Chance Find Procedures (CFP)
 - Best practices for intergovernmental engagement and associated permitting with First Nations
 - Field services and site monitoring, but not limited to:
 - Arranging and supporting field monitor representatives from each of the permitting First Nations where applicable
 - Site inspection, investigations, and testing
 - Site surveillance of sensitive areas during construction work

- Site archaeological excavation
- Reporting

Category 2 – Archaeology Policy Development and Management Support

- Identify and assess needs for city wide and/or departmental archaeological policy and procedures
- Advise strategies and best practices for departmental archaeological policy, and policy development for topics such as, but not limited to:
 - First Nations engagement and collaboration
 - Archaeological resource management
 - Site protection strategies
 - Archaeological procedure documents
- Assist City Staff in Archaeological best practices education and training to include, but not limited to:
 - Resources Information Standards Committee (RISC)
 - Chance Find Procedures (CFP)
 - Culturally Modified Tree (CMT) Inventory
 - Cultural heritage education
- Preparation of reports and presentations for any of the above



**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 21-054**

Archaeological Consulting Services

Submissions will be received on or before 2:00 pm local time

Thursday, August 5, 2021

("Closing Date and Time")

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ Number and Name
- 2. Add files in .pdf format and "Send"**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

SUBMISSION FORM

Complete and return this section **including Resumes**

Submitted by: _____
(Company Name)

1. CATEGORIES OF WORK – TABLE 1

Please indicate below in Table 1 the categories which your firm is applying for shortlist consideration.

Applying for Shortlist?		Yes	No
	Category		
1.	Archaeological Planning Studies, Impact Assessments and Management		
2.	Archaeology Policy Development and Management Support		

2. KEY PERSONNEL

List the person who would most likely be the team lead for the assignment in the particular category, and some of the key staff who would be on that team. (Add rows as needed, with a maximum of six rows per category). Please include resumes as an Attachment to this Submission at a maximum of 2 pages per resume and a maximum of 6 resumes per Category.

Resumes should indicate the category(s) that the staff person has expertise in.

Name	Title/Position	Category #	Brief Description of Role (see examples below)
		1	Team lead and Permit Holder
		1	Engagement Specialist
		1	Etc. (maximum of 6 staff per category)
		1	Field Archaeologist
		1	Geologist
		2	Training lead
		2	Ethnohistorian

3. EXAMPLES OF SUCCESSFUL PROJECTS

Provide examples* relevant work for each category being applied for

Note that it is not necessary to demonstrate expertise in all aspects of a category to be selected for the shortlist for that category.

CATEGORY (Refer to Appendix A – e.g. “Category 1, Archaeological Planning Studies, Impact Assessments and Management”)	
Project Title and Year	
Project budget	
Project owner/client	
Original Consulting services budget	
Final Consulting Services Costs	
Provide a brief description of the Project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm.	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person (client)	
Telephone and email of reference person	
Provide a brief description of involvement with local First Nations, if any.	

*The Maximum number of examples to be provided for each category is 4.

4. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET

1.	Briefly describe how your company will complete assignments on time and within budget?
2.	In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed in Section 3?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	If there was a delay, what were the reasons for the delay?
4.	If there was a delay, how did your firm make attempts to mitigate the delay?
5.	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 3?
	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	If yes, what were the reasons for increasing the budget?
7.	If yes, how did your firm attempt to mitigate the increase?

5. SUB-CONSULTANTS

Sub-consultant	Category (1 or 2)	Brief reason as to why the sub-consultant is on your team.

6. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

6.1 Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

6.2 Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

7. VALUE ADDED BENEFITS

Provide information on what makes your firm proactive and how diligence will be incorporated in providing options, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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8. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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9. ADDENDA

We acknowledge receipt of the following Addenda related to this RFIQ and have incorporated the information received in preparing this Submission:

Addendum No.	Date Issued

10. RESUMES

- **Attach Personnel Resumes**
 - Maximum 2 pages each and a maximum of 6 resumes per category; indicate the category or categories of work (as described in Appendix A) that the person would work on.

11. AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Contact Person: Name and Title of Individual <i>for communication related to this RFIQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFIQ, electronic signatures will be accepted.

- End of Submission Form -