

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-063**

**Services and Space Study – Coquitlam Public Library**

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

**Thursday, August 19, 2021**

(Closing Date and Time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal 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](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFP 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.)

Proponents are to allow ample time to complete the Proposal Submission process.

If assistance is required phone 604-927-3037.

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| **Proposal Submission Form**  Complete and return this section  **Submitted by:**  (company name) |

1. **PROJECT UNDERSTANDING**

Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision, identifying major issues and opportunities presented in this RFP:

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1. **CAPABILITIES AND CAPACITY**

Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

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1. **KEY PERSONNEL**

Provide information on the Key personnel that would be utilized on the project.

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| **Key Personnel** | **Tasks** | **Relevant Experience** | **Qualifications** |
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1. **SUB –CONSULTANTS**

Provide information on the sub-consultants that would be utilized on the project.

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| **Sub-Consultant** | **Tasks** | **Relevant Experience** | **Qualifications** |
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1. **RECENT EXPERIENCE AND REFERENCES**

Contacts referenced should identify recent projects similar in size, scope and complexity.

By submitting a Proposal, Proponents authorize the City to verify information provided and success on these projects.

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| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |
| **Proponent Team Members Involved on this Project** |  |

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |
| **Proponent Team Members Involved on this Project** |  |

1. **METHODOLOGY AND APPROACH**

Provide details as to how your organization would approach this project and engage with the City including methodology, work plan and approach. Include a breakdown of tasks necessary to complete the project. Identify any challenges you anticipate in this project and how you propose to mitigate them.

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1. **VALUE ADDED**

Provide information on what makes your firm innovative, 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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1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

8.1 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:

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8.2 Social Responsibility

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

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

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1. **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.

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| **ITEM NO.** | **COMPONENT** | **Indicate Assigned Staff,**  **Number of Hours, and Rate/Hour** | | | **TOTAL PRICE**  **(LUMP SUM)**  (exclude GST) |
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| **TOTAL LUMP SUM PRICE**  (exclude GST) | | | | | **$** |

1. **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 YES 🞎 NO 🞎

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

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1. **CONFLICT OF INTEREST DECLARATION**

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

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1. **ADDENDA**

We acknowledge the receipt of the following Addenda related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

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| **Addendum No.** | **Date Issued** |
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1. **AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

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| --- | --- |
| **Company Name:** |  |
| **Address:** |  |
| **Phone:** |  |
| **GST Registration No.:** |  |
| **Project Contact:**  Name and Title of Individual*for communication related to this RFP (*please print) |  |
| **Contact Email:** |  |
| **Name & Title of Authorized Signatory:**  (please print) |  |
| **Signature:** |  |
| **Date:** |  |

The signature is an authorized person of the organization and declares the statements made in their Proposal submission are true and accurate. For the purpose of this RFP, electronic signatures will be accepted.