



Addendum No. 2

City of Coquitlam
RFP No. 22-046

Strategic Transportation Plan

Issue Date: July 5, 2022

Total Page Count: 13 - including Revised Proposal Submission – Rev No. 1

Proponents shall note the following amendments to the RFP documents:

REVISIONS

R1. REPLACE: In the Summary of Key Information, Closing Date and Time where it states:

2:00pm local time Wednesday July 13, 2022

is replaced with:

2:00pm local time Monday July 18, 2022

R2. REPLACE:

Proposal Submission Form

is replaced with:

Revised Proposal Submission Form – Rev No. 1.

QUESTIONS AND CLARIFICATIONS

Q1: Will the Consultant for this study be expected to update the travel demand model?

A1: The City will be providing the current version of the Coquitlam Sub-Area Model that has been calibrated using the 2017 Regional Trip Diary Survey. The Consultant will need to update the model based on 2021 Census transportation data to enable assessment of multimodal transportation options to be developed in Phase 4.

Q2: Is the City able to share your budget for this project?

A2: The STP consultant budget is in the range of approximately \$150,000 to \$200,000. The budget may change depending on Proposals received and any value-added pieces included in the Proposals.

Q3: We note that Addendum No. 1 states that you will not be extending the Closing Date and Time at this point. However, given the complexity of this project and staff leave on our side around the Canada Day long weekend, an extension would be very helpful in giving our

team sufficient time to prepare a high quality response. Are you able to reconsider whether you're able to provide an extension?

A3: The City has extended the Closing Date and Time. Please refer to Revisions No. 1 and No. 2 above.

Q4: We note that the 'Financial and Value Added' component of the evaluation makes up 25 points.

- a. Could you please advise on how many points are assigned to the 'Price Schedule', and how many points are assigned to 'Value Added Benefits to the City'?
- b. For the 'Price Schedule', is there a quantitative formula that you will use to conduct this element of the evaluation?

A4: The City scores the category as a whole and does not provide a breakdown amongst categories.

Q5: Can the City clarify their expectations on responsibility for engagement? Is the Consultant expected to lead or support engagement activities or a mix between lead and support? For example, the RFP identifies the City is responsible for designing the Communications and Engagement Strategy—will the consultant be expected to provide input towards this deliverable?

A5: City staff is currently developing the Communications and Engagement Strategy, which should be ready by the time the Consultant is selected. The Strategy may be further refined based on suggestions/input from the Consultant.

A mix between lead and support is expected from the Consultant. In Phase 1, a community survey has already been developed by City staff and is in progress; analysis of this survey will be done by City staff and provided to the Consultant. In Phases 3 and 4, public engagement is expected to be primarily led by the Consultant who will also be required to develop an Engagement Summary and/or What We Heard Report. During the course of this project, they may also be required to design and deliver engagement to under-served and harder-to-reach groups (e.g. people with disabilities, youth, recent immigrants)

The Consultant is expected to provide support and facilitate the internal Council workshop(s). All other presentations to Council and existing Committees of Council, meetings with internal stakeholders and meetings with government agencies/neighbouring municipalities will be spearheaded by City staff, though the Consultant may be requested to provide support in preparing materials for these presentations and meetings.

Proponents take into account the content of this Addendum in the preparation and submission of the Proposal which will form part of the Contract and should be acknowledged on the Proposal Submission Form.

Upon submitting a Proposal, Proponents are deemed to have received all addenda that are issued and posted on the City's website and considered the information for inclusion in the Proposal submission.

Issued by:

M. Pain
Purchasing Manager

bid@coquitlam.ca



REVISED PROPOSAL SUBMISSION FORM – Rev No. 1

RFP No. 22-046

Strategic Transportation Plan

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

Monday, July 18, 2022

(Revised Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the “Subject Field” enter:** RFP Number and Name
- 2. Add files 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 responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

<p>a) CONTRACT - I/We have reviewed the City's Appendix A – Consulting and Professional Services Agreement 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):</p>	
Section	Requested Departure(s) / Alternative(s)

<p>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):</p>	
Requirements – Requested Departure(s) / Alternate(s) / Addition(s)	

<p>c) AWARD - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.</p>	
<p>i. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form</p>	
<p>ii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)</p>	
<p>iii. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License</p>	
<p>iv. Contract – Acceptance of the City's Terms and Conditions: Appendix A – Consulting and Professional Services Agreement</p>	
<p>**ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM**</p>	
<p>As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):</p>	

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.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:
iii.	Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

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 pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
	Company

Reference Information	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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 subcontractors without the City’s written approval:

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

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

Sub-Consultants No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

d) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.

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

3. TECHNICAL

a) APPROACH and METHODOLOGY

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.

I. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

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:

Yes

No

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

4. FINANCIAL

a) SCHEDULE OF EFFORT AND FEES					
ITEM NO.	COMPONENT	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL FEE (LUMP SUM)
PHASE 1	PREPARING				
1.1	Project kick-off meeting				\$
1.2	Site visit with City staff on City’s transportation system				\$
1.3	Draft Background Review and Data Gaps Analysis Report				\$
1.4	Deliverable: Background Review and Data Gaps Analysis Report				\$
	Sub-total				\$
PHASE 2	DISCOVERING				
2.1	Summarize best practices and emerging trends				\$
2.2	Conduct existing conditions inventory and assessment				\$
2.3	Review City’s financial planning framework				\$
2.4	Identify issues, opportunities and priorities				\$
2.5	Additional data collection (if required)				\$
2.6	Update Travel Demand Model				\$
2.7	City Transportation Profile				\$
2.8	Draft Phase 2 Summary Report				\$
2.9	Deliverable: Phase 2 Summary Report				\$
	Sub-total				\$
PHASE 3	VISIONING				
3.1	Develop shared vision, goals, objectives and targets				\$
3.3	Deliverable: Round 1 Public Engagement				\$
3.4	Draft Phase 3 Summary Report				\$
3.5	Deliverable: Phase 3 Summary Report				\$
	Sub-total				\$

PHASE 4	PLANNING				
4.1	Identify gaps for each transportation mode				\$
4.2	Conduct assessment of travel demands and market potential for each mode of transportation considering expected growth scenario, and conduct sensitivity testing for higher than expected growth				\$
4.3	Develop preferred long-term transportation network plan using Multiple Account Evaluation framework				\$
4.4	Identify projects, support programs and policies				\$
4.5	Council Workshop				
4.6	Deliverable: Round 2 Public Engagement				\$
4.7	Draft Phase 4 Summary Report				\$
4.8	Deliverable: Phase 4 Summary Report				\$
	Sub-total				\$
PHASE 5	MOVING FORWARD				
5.1	Develop cost estimates				\$
5.2	Identify funding sources				\$
5.3	Develop phasing strategy				\$
5.4	Develop monitoring plan				\$
5.5	Draft Phase 5 Summary Report (Implementation Plan)				\$
5.6	Deliverable: Phase 5 Summary Report (Implementation Plan)				\$
5.8	Draft Strategic Transportation Plan Document				\$
5.9	Deliverable: Strategic Transportation Plan Document				\$
	Total Lump Sum Fee (exclude GST)				\$

b) VALUE ADD

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

c) 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

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ii. 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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iii. 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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Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
7. **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.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.