

City of Coquitlam

Request for Proposals
RFP No. 22-040

Consulting Services

Climate Action Plan

Issue Date: August 19, 2022

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[Appendix A - Consulting and Professional Services Agreement](#)

[Proposal Submission Form](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-040 Climate Action Plan
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified and experienced firms to support the development of a Climate Action Plan for the City of Coquitlam.
Closing Date and Time	2:00 pm local time Friday, September 09, 2022
Instructions for Proposal Submission	<p>Proposals 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"> In the "Subject Field" enter: RFP Number and Name 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>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: http://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required 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/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	The City's Consulting and Professional Services Agreement attached as Appendix A will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

The following words and terms, unless the context otherwise requires, in the Request for Proposal document shall have the meaning set out below:

“Agreement” “Contract” means City Consulting and Professional Services Agreement (attached as [Appendix A](#) to this RFP) incorporating the information contained in this RFP, Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“CAP” “Plan” means Climate Action Plan and refers to the final, public facing document.

“City” 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.

“Low Carbon Resilience (LCR)” refers to a lens created by Simon Fraser University’s Action on Climate Team (SFU ACT). The LCR framework coordinates adaptation and mitigation strategies in planning, policy, and implementation processes and emphasizes community co-benefits.

“Price” means the amount that will be paid by the City to the Consultant for delivery and acceptance of goods and Services.

“Project Lead” means the City staff member appointed by the City who will act on its behalf with respect to duties and authorities as outlined in this RFP.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings 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, deliverables and expectations as further described in this RFP, unless the context otherwise requires, the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant.

1 INTRODUCTION

1.1 Request for Proposals

The City requests Proposals from qualified, and experienced consulting firms with proven team expertise in climate action planning, greenhouse gas (GHG) emissions modelling and analysis, municipal financing, scenario analysis, implementation planning, and internal, community and stakeholder engagement, to deliver a Climate Action Plan (CAP) for the City of Coquitlam. Proponents are encouraged to submit Proposals with other organizations where necessary (naming lead and sub-consultants) to achieve the desired deliverables and outcomes for the Climate Action Plan.

1.2 Project Introduction

The City of Coquitlam is seeking a Climate Action Plan that will provide a flexible, achievable, and balanced approach for the City to achieve its 2030 Climate Targets, with a planning horizon up to 2050, with specific goals, clear strategies and prioritized actions.

Development of the Climate Action Plan is an [Environmental Sustainability Plan](#) (ESP) Top 10 priority action for 2022, as well as an 'A' Priority project in the City's [2022 Business Plan](#). The CAP will help achieve the strategic goals of sustainable services, environment, and infrastructure, and will advance the City's vision of sustaining a high quality of life for current and future generations, where people choose to live, learn, work, and play.

1.3 Community Context

The City of Coquitlam is a demographically and environmentally-diverse community and one of the fastest-growing cities in the country. Coquitlam is the largest municipality of the Tri-Cities area of Metro Vancouver, with over 154,000 residents. Projections by Metro Vancouver estimate that the City will be home to over 255,000 residents by 2050. The City is experiencing tremendous change, not only in population growth but also in demographics, culture, and in evolution of various neighbourhoods.

Through the [Citywide Official Community Plan](#) (CWOCP), the City is managing growth in a way so new development is livable, attractive, and contributes to the community, while making sure that infrastructure and amenities keep pace with growth. New growth in the City is focused in three areas:

- In transit-oriented areas near rapid transit (SkyTrain) stations, such as City Centre, Burquitlam, and Lougheed (50% of growth).
- On Burke Mountain (21% of growth).
- In existing neighborhoods, such as Austin Heights, Maillardville (29% of growth).

Coquitlam has steadily worked towards achieving its climate action goals, both corporately and community wide, with progress seen through its existing commitments, plans and policies. These include:

- [BC Climate Action Charter signatory \(2007\)](#)
- [Community Greenhouse Gas Emissions Reduction Strategy \(2012\)](#)
- [Climate Adaptation Strategic Plan \(CASP\) \(2020\)](#)

- [Environmental Sustainability Plan \(ESP\) \(2022\)](#)
- *Strategic Energy Management Plan (SEMP) (2022-2024)*: Supported by BC Hydro through a history of agreements and energy management staffing support, this plan sets short term objectives and targets for energy efficiency and GHG reductions, and is updated regularly.

1.4 Completion Date

The Consultant is to have substantially completed the deliverables and services listed in this RFP by **Nov 15th, 2023**, for review by City staff. All deliverables and materials must be submitted to the City on or before **Dec 15th 2023**, and the Consultant will be expected to support City staff as needed in communicating the final plan to Council in early 2024.

1.5 Project Budget

The City has a project budget of approximately \$125,000.00 - \$150,000.00 for the successful completion of the Services, including disbursements, exclusive of GST. The budget may change depending on Proposals received and any value-added or optional pieces included in the Proposals.

1.6 Prerequisites and Desired Team Experience

Proponents must substantially complete the attached Proposals Submission Form so that all requirements of this RFP are clearly addressed and documented.

Proponents must clearly indicate whether they are able to meet the budget requirements outlined in **Section 1.5**. Proposals which need to alter the scope of work to meet the project budget limitation must clearly state any scope removed or reduced to be considered.

The Consultant team should be led by a professional with relevant experience in sustainability, climate policy, and municipal planning supported by a multi-disciplinary team with the following skills, knowledge, and experience. Where applicable, the City's desired team experience are listed below as sub-bullets, but the desired experience are not considered prerequisites:

Project Management

- Climate change planning (mitigation and adaptation):
 - *Desired experience*: knowledge and experience in climate equity, and the ability to develop plans through equity and affordability lenses.
- Climate policy knowledge and experience
 - *Desired experience*: understanding of policies, initiatives, and/or technologies, that are in the realm of municipalities in Metro Vancouver to support, that significantly reduce, sequester, and/or offset GHGs, which include solutions in the areas of transportation, buildings (new and existing), solid waste, corporate, and contract emissions.
- Greenhouse gas emissions reduction analysis (corporate and community)

- *Desired experience:* ability to analyze and visualize climate and GHG-related data in a way that is easily understood by staff, City Council, and the public.
- Budgeting, finance and/or economic analysis
 - *Desired experience:* experience with municipal climate project costing, financing options and analysis.
- Implementation planning
- Written communications for a variety of audiences with the ability to adjust writing styles as needed based on the target audience.
- Plan monitoring and evaluation
- Community and stakeholder engagement and facilitation (to International Association of Public Participation (IAP2) standards and best practices)
 - *Desired experience:* experience with engaging Indigenous Peoples including First Nations Council and staff, and engagement with hard to reach or equity-deserving groups (e.g., youth).

Proponents must provide details of at least three previous projects demonstrating the experience of the consultant team with projects of similar size, scope, and complexity undertaken in the past five years with references and contact information. Proponents must clearly identify the key members of the proposed team including sub-consultants, if any, and highlight the relevant qualifications and experience by providing resumes of proposed team members.

1.7 Instructions for Participation

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the bid process will be conducted.

The City's preference is for the Proposal to be submitted on the form provided with additional information attached as an attachment to the Proposal, referencing the Proposal Form, where required.

1.8 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Proposal and realize 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.

1.9 Evaluation Criteria

Proposals will be evaluated to determine the Proposal that is most advantageous to the City, using the following criteria. This list is not intended to be exhaustive and is not ranked in order of preference or priority.

Corporate (35 points)

- 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; provide resumes or detailed corporate bio which clearly show the experience and qualifications of team members;
- Qualifications, Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team member's role in each project. In particular, clearly demonstrate relevant knowledge and experience with climate action in the Metro Vancouver region.
- Community and Stakeholder Engagement – provide examples of relevant successfully-delivered community and stakeholder engagement activities. In particular, proponent should demonstrate examples that engaged diverse groups of stakeholders and involved traditionally harder-to-reach groups, and/or equity-deserving groups. This could include First Nations and Urban Indigenous groups, youth or people who are new to Canada.

Technical (50 points)

- Proposed outcomes, methodology, work plan and approach, including breakdown of tasks necessary to complete the project;
- Availability and time schedule;

Financial and Value Added Benefits (15 points)

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee, including a list of budgeted disbursements (exclude GST);
- 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 Procurement - Describe all initiatives, policies, and/or programs that illustrate your firm's efforts towards sustainable practices, environmental responsibility, and equity, diversity and inclusion.

The evaluation team will review the Proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. Proposals will be evaluated in comparison to others.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarifications or additional information in evaluating a Proposal. The City may at its discretion, interview one or more Proponents or request demonstrations, clarifications or additional information from a Proponent with respect to any Proposal. The City may use that information to score the evaluation.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The evaluation will be confidential and no prices or scores will be released to any of the Proponents.

By submission of a Proposal, Proponents agree the City may disclose the name of the Proponent and value of the awarded Contract, as well as share proposals with other municipalities as requested.

1.10 Eligibility

For eligibility, as a condition of award, the successful Proponent company would be required to meet or provide the equivalent:

- Professional and Commercial General Liability (CGL) insurance coverage as outlined on the City's [Certificate of Insurance - Consultant Form](#)
- Be registered and provide WorkSafeBC clearance
- Enter into Contract with the City as provided in [Appendix A – Consulting and Professional Services Agreement](#)
- May be required to obtain a City of Coquitlam or Tri Cities Intermunicipal Business License: [Business License](#)

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

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The City's [Appendix A – Consulting and Professional Services Agreement](#), the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 Intellectual Property Rights

The Contract establishes the City as the owner of the “Instruments of Service” in connection with this Project.

The Consultant will remain owner of all Instruments of Service but the City will become the owner of the immediate plans, concepts, calculations, etc. and other materials requested and provided as defined as deliverables under this RFP.

3 SCOPE OF SERVICES

3.1 Scope of Work

The successful Proponent (the “Consultant”) will deliver research, analysis, community and stakeholder engagement services, data visualization and report writing services leading to the creation of a CAP for the City of Coquitlam, which will act as a detailed pathway for future City plans and strategies to draw on for holistic, citywide climate action moving forward.

The Consultant will support the City’s CAP project team through reporting at key milestones, timely communications, and development and maintenance of all documentation (i.e. notes, minutes, presentations) from internal and external meetings.

The work to be performed will consist of four phases, and the minimum requirements for the suggested scope of work are outlined in the sub-sections below.

Recognizing that there may be alternative methodologies to achieve the intended outcomes, Proponents are invited to present Proposals based on their recommended methodologies. Proponents will be best served if they outline the advantages and disadvantages of their proposed methodologies and both identify and justify any additional activities or deliverables that exceed the scope of work below.

3.2 Project Purpose and Objectives

The purpose of the project is to identify and produce a flexible, achievable, and balanced Plan for the City to achieve its community and corporate emissions and energy reduction targets, quantifying the GHG reduction potential and identifying indicators and targets for key focus areas. The Plan will be focused primarily on meeting the 2030 targets, with a planning horizon to 2050.

The objectives of the project are to:

- Integrate and build on efforts and policies existing and currently underway in the City of Coquitlam and other levels of government.
- Enhance Coquitlam’s existing climate-related data, modelling scenarios, and analysis to support decision making.
- Share Coquitlam’s climate action journey in a positive way, highlighting progress to date, successes, and future opportunities.
- Collaborate across departments to generate clear and measureable actions to achieve climate goals, with a focus on equity and affordability
- Ensure early and ongoing engagement with kwikwəłəm (Kwikwetlem) First Nation.
- Engage key community stakeholders to receive support and feedback.
- Describe the financial and resource requirements needed for implementation, and identify potential funding sources and mechanisms to finance the CAP at the required pace and scale to meet 2030 targets.
- Create a document (Plan) that is supported by Mayor and Council in that it reflects the community’s evolving interests and aspirations, is fiscally responsible, and considers the City’s rapid growth.

3.3 High-level gap analysis of existing plans and strategies

To understand the City's progress to date, the Consultant will need to consider the City's existing plans and strategies, identify the goals, strategies, and actions that are supportive of community and corporate emissions reductions, and conduct a high level gap analysis. The Consultant will also need to consider existing and draft plans and policies of regional, provincial, and federal governments, and understand how these will impact the City's emissions.

The high-level jurisdictional scan and gap analysis will build on work previously completed through the development of the ESP, and a summary of foundational research and suggested resources will be shared with the Consultant. The City expects that the Consultant will present their findings in a brief, concise written format, such as a memo, and that the findings highlight feasible opportunities to enhance and advance the City's climate mitigation work.

Note that an in-depth, detailed review of all relevant and aligning City plans and strategies is not required, unless the Proponent deems it necessary, and rationale for this, as well as the time and resources required, should be outlined in the proposal.

3.3.1 *City plans and strategies in development*

The City will be concurrently working on other plans and strategies that will complement this project, and the Consultant team will be required to collaborate with these plan's project teams to ensure that the goals and desired outcomes of these plans are aligned. In addition, the Consultant team will work with City staff to ensure that any relevant information (such as emissions and energy reductions, community engagement data, and supportive actions) is coordinated to ensure work is accurate and consistent between projects.

These plans include, but are not limited to:

- [Strategic Transportation Plan \(STP\)](#) (estimated completion in 2024).
- [Economic Development Strategy](#) (estimated completion in 2023).
- [Hazel-Coy Neighbourhood Plan](#) (estimated completion TBD).
- [E-Mobility Strategy](#) (estimated completion in 2024).
- **Tri-Cities Zero Emission Mobility Plan** (estimated completion in 2023): This plan will analyze and outline policy actions and infrastructure priorities that will support the reduction of GHG emissions from transportation in the Tri-Cities Region.
- **Urban Forestry Management Plan** (estimated completion TBD): This plan, in alignment with park specific forest management plans and tree related bylaws, policies and requirements will provide a new framework for ongoing city-led actions that will provide a new framework for ongoing city-led actions that protect, enhance, and manage the health of the City's trees while considering future climate change impacts.

- **Green Fleet Strategy** (estimated completion in 2023): This strategy will explore opportunities to reduce GHG emissions in the City’s fleet vehicles, equipment and infrastructure.
- **Hazards, Risk and Vulnerability Analysis (HRVA)** (estimated completion in 2023): Using a risk based analysis (which will include climate-related risks), the updated HRVA will act as the City’s master planning tool for determining emergency response activity scopes, establishing emergency plan development priorities, and identifying critical City tools and resources to support personal preparedness and community resiliency.

3.4 Community and Corporate Emissions Analysis

The Consultant is to conduct analysis to better understand the feasible pathways the City could take, prioritizing actions to specifically reach its 2030 target and lay the groundwork to eventually achieve its 2050 carbon neutral target.

The Consultant should present their findings in a GHG Emissions Analysis Summary, as a written memo or short report, with supporting visualizations as required. The following sub-sections describe the tasks the Consultant will be expected to conduct and report on as part of this analysis:

3.4.1 *Review of existing City datasets*

The City has access to several datasets that may help inform community and corporate GHG emissions¹. Not all datasets listed will be necessary to meet the requirements of this project and proponents should be clear about the data they will use and/or need in order to ensure any analysis accurately represents Coquitlam’s context. The Consultant should review these datasets, identify any data gaps, and propose methods to obtain relevant and current data to enable accurate analysis.

3.4.2 *Review and update of existing GHG models and inventories*

The City has existing community and corporate energy and emissions inventories and models,² which helped inform the updated GHG emission reduction targets in the ESP. The Consultant should review these models, identify any gaps in functionality, and if needed, propose updates or new tools, methodologies, and/or software platforms to support the Consultant’s ability to model scenarios and analyze realistic and achievable emission reduction pathways of proposed policy bundles and/or actions.

Any updates to the existing models, or creation of new models, must consider all emissions in scope for local government GHG inventories in British Columbia (per the Province), which includes:

- *Community Emissions:*

¹ Refer to Section 3.14 – Reference Documents and Data

² Community and corporate emissions models were developed in 2021 by Pinna Sustainability, in Excel format.

- Land use, transportation, new buildings, existing buildings, industry, carbon sequestration from natural assets, and solid waste
- *Corporate Emissions:*
 - Corporately owned buildings, City owned vehicles and fleets, and the City's contracted services (e.g., emissions from waste management services, forest management services, etc.)

Any updates to existing models, or creation of new models, should clearly indicate the datasets and methodologies used to estimate and project GHG emissions, be designed in a way that it can be easily understood, used and updated by City staff, and be compatible with the City's existing Information and Communications Technology (ICT) infrastructure.

3.4.3 *Scenario modelling*

The Consultant is expected to accurately account for the energy and emissions impacts of various policy bundles, and categorize impactful initiatives into key focus areas, or 'Big Moves', and clearly demonstrate through scenario modelling how the successful implementation of these will help the City its climate targets, with an emphasis on 2030. Financial implications of each scenario should also be considered.

Scenarios must consider the implications of existing and anticipated plans and policies of regional, provincial, and federal governments, as they relate to the potential of impacting the City's emissions. Consultants must clearly outline major uncertainties from these policy documents that could significantly impact the City's ability to achieve its targets. Examples of uncertainties could include, but not limited to:

- a) Readiness of emerging technologies that enable deep emissions reductions
- b) Uncertainties in policy direction or timing from regional, provincial, or federal governments
- c) Short and medium term economic impacts (e.g., COVID-19, supply chain disruptions, etc.)

3.5 Identify indicators, targets, and actions

Based on analysis, and through working with City staff, the Consultant should identify and prioritize realistic, measurable, and achievable sub-sector indicators, targets, and actions, which are complementary to the City's overall emissions reduction targets.

Actions proposed should address the gaps identified through the Consultants analysis and staff engagements, and improve actions already established through other City plans (e.g., by clarifying previous actions, recommending updates based on new targets, incorporating emerging advancements in policy or technology, etc.). The actions should consider co-benefits (including adaptation, resilience, and equity considerations), and initiatives from other levels of government. Priority should be given to initiatives that will help the City reach its 2030 target.

Actions in the Plan should indicate a lead responsible for implementation, resourcing requirements to support implementation, and a recommended timeline for completion.

The Consultant should summarize the indicators, targets, and actions in a written memo, table, or list.

3.6 Financial, resourcing, and economic analysis

The Consultant should conduct analysis so that the City understands the financial and resource implications of the Plan's implementation, demonstrated through scenario modelling. This analysis should identify costs associated with each action, and provide recommendations on any ordering of actions needed to meet the pace and scale of reductions required. For corporately-focused actions, the City's budget cycle should be considered, and include return on investments from revenues and cost savings.

The analysis should be framed in a way that compares the financial impacts of actions with their emissions reductions potential, should be accessible to a variety of audiences, and should be clearly visualized (e.g., marginal abatement cost curve or other tool).

The Consultant should also consider the economic implications of the Plan's community actions, and include details on how CAP implementation can influence and support the local economy (e.g., job creation, affordability and equity considerations, etc.).

The City would anticipate that the Consultant presents this work in a Financial Analysis memo or short report, with supporting visualizations as required.

3.6.1 *Funding opportunities*

To help the City understand how it can access external funding opportunities, the Consultant should produce a funding roadmap, as a written memo or short brief, strategically tying CAP priorities to specific grants, rebates, incentives and other funding sources or programs at the regional, provincial and federal government level, with consideration of non-governmental funding sources (e.g., foundations or charities).

Consultants are to provide a high-level account of additional funding mechanisms available to municipalities to finance the CAP. Consultants must provide rationale on the advantages and disadvantages of proposed mechanisms and examples of jurisdictions where these have been implemented, with a preference for Canadian jurisdictions.

3.7 Emissions Planning Tool (Optional)

The City may request the Consultant to perform this segment of Optional Work. This work is to support the ongoing monitoring and evaluation of the Plan, and the City is interested in an emissions planning tool which enables flexible forecasting of annual emissions reduction and budget impacts annually based on the implementation of proposed actions. Inputs into the tool should include Plan actions, GHG impacts and costs of actions. The tool should be compatible with the City's existing ICT infrastructure and should be easily understood, used, and updated by City staff. Proponents should include this scope of work as a separate item in their Proposal, so that the City can understand the scope, schedule, and cost implications of developing this tool.

3.8 Plan Monitoring and Evaluation

Consultants should provide a monitoring and evaluation (M&E) approach that will allow City staff to assess the City's progress in the implementation of the CAP, and regularly

report results to inform Council and the public. The M&E approach should be delivered as a written brief or memo.

The M&E approach should consider, at minimum, the following:

- Recommended Key Performance Indicators (KPIs)
- Data sources needed to evaluate CAP implementation
- Frequency of reporting

With consultant support, City staff will identify additional elements of the M&E approach, including:

- Who will be responsible for data collection, maintenance and updates
- Who will be responsible for data evaluation
- How M&E data is reported, in what form, and to what audiences

3.9 Indigenous Engagement

Engagement with kwikwəłəḿ (Kwikwetlem) First Nation is a critical part of the CAP, and they will be engaged throughout the project. Engagement efforts with Kwikwetlem on the CAP are underway and the Consultant will work with City staff to support the continued delivery, facilitation of and/or participation in ongoing engagement activities in alignment with the City's reconciliation efforts.

3.10 Community and Stakeholder Engagement

Effective community and stakeholder engagement is a critical aspect of the CAP. The Consultant will be responsible for working collaboratively with City staff to deliver a meaningful and inclusive community and stakeholder engagement process.

City staff will develop a Communication and Engagement (C&E) Strategy to guide engagement with the community and key internal and external stakeholders. The Consultant will review, provide input on, and support the delivery of the C&E Strategy. The C&E Strategy will include measures to reach a broad public audience in Coquitlam as well as traditionally under-served and harder-to-reach groups, including youth. It is anticipated that the C&E Strategy will leverage engagement recently done in support of the ESP.

The City has recently adopted a [Community Engagement Framework](#), which formalizes and provides clarity about how Coquitlam informs and involves the community and interested parties in the City's decision-making process, and the C&E Strategy will be aligned with this framework.

Key stakeholders include, but may not be limited to:

- City Council
- City staff
- City Advisory Committees
- Urban Development Institute
- Inter-governmental partners, including:
 - Metro Vancouver

- Province of BC
- Government of Canada
- Neighboring municipalities, including the City of Port Moody and the City of Port Coquitlam
- School District 43
- Tri-Cities Chamber of Commerce
- Fraser Health Authority

City staff will direct and guide the activities outlined in the C&E Strategy, including any communications/awareness tactics. It is anticipated that the Consultant will provide tactical support to specific components of the C&E Strategy as outlined in each phase in **Section 3.12**. This may include, but not be limited to:

- Supporting internal stakeholder engagement in Phase I and throughout the project, as needed
- Supporting the community engagement campaign in Phase III
- Contributing to the development of communications content and materials to be hosted on the City's online engagement platforms (e.g., Let's Talk Coquitlam, Bang the Table, etc.)
- Contributing to the accurate documentation of the engagement process
- Demonstrating ongoing commitment to the application of best practices for community and stakeholder engagement

3.10.1 Engagement summary report

The results of engagement activities will be thoroughly captured in an engagement summary report, led by City staff. The Consultant will be responsible for the submission of a brief memo for each project phase (e.g., Phase 1 engagement memo) that will be incorporated into the engagement summary report. Each memo should summarize, at a minimum:

- all engagement activities conducted by the Consultant (as both lead or support);
- who was engaged, and how; and
- what was learned through the engagement process.

3.11 CAP Report Components

The Consultant will prepare the content for the draft and final reports of the CAP, incorporating the deliverables previously mentioned throughout **Section 3**. The City of Coquitlam's design team will use the report, and any data visualizations prepared by the Consultant, to design the final public facing Climate Action Plan.

The CAP report should include, at a minimum, the following components, which will be incorporated in the City's public facing plan, unless otherwise noted:

- Overview of Coquitlam's community and corporate context, which can include a breakdown of key inventory data by sub-sector (e.g., building types, energy consumption by fuel type, emissions by fuel type, etc.).

- CAP key focus areas, themes, or ‘Big Moves’.
- Sharing of the City’s progress to date on climate action, which may include success stories from the community and key City initiatives that have supported the reduction of energy and emissions in Coquitlam.
- Sub-sector indicators and targets.
- A suite of actions that enables the City to achieve its climate targets, in addition to actions already established through other City plans.
- Careful quantification and analysis to provide the City with relevant data on the GHG emission reduction potential of the recommended policies, actions, and approach (Note: summary details and key visualizations are expected to be included in the public-facing CAP).
- Analysis that includes economic and financial implications of community actions, and financial implications of corporate actions.
- Analysis of available funding sources and financing mechanisms to support the financing of the CAP (Note: This component will not appear in the final public facing CAP).
- Summary of community and stakeholder engagement activities conducted through the CAP’s development.
- Monitoring and evaluation strategy to support the successful implementation of the CAP (Note: **Section 3.8** details elements of M&E included in public-facing CAP).

In order to meet the deadlines outlined in **Section 3.13**, consultants should recommend an approach to provide the write-up for components that will be included in the public facing CAP to the City as corresponding tasks are substantially completed, to allow time for iterative staff review and phased graphic design of the CAP. The Consultant will ensure that the CAP is accessible to the Coquitlam community through the use of easy-to-understand graphics, visualizations, at a reading level that is accessible to a general public audience, etc.

The CAP should be clear, concise, and inspiring, while ensuring that the plan is meaningful, relevant, and can be well utilized internally by staff across departments.

3.12 Project Phases

Phase I: Building a Foundation

This phase will identify the City’s progress to date, developing a detailed understanding of the challenges and opportunities in meeting Coquitlam’s GHG targets.

Specific activities and deliverables of this phase should include, but are not limited to:

- *Technical*
 - Hold a project kick-off meeting with consultants, sub-consultants (as applicable), and City project team.

- Analysis of the City’s existing plans, strategies, and community and corporate GHG inventories.
 - **Deliverable:** Gap analysis memo.
- *Engagement*
 - Review the Communication & Engagement Strategy and provide input on strategies and activities to support staff, stakeholder and community engagement.
 - **Participate** in an audience/stakeholder mapping exercise
 - Support staff workshops (e.g., prepare materials, facilitate discussion, present findings, etc.). The City anticipates **two three-hour workshops** during Phase I, one focused on corporate emissions and one focused on community emissions.
 - Support engagement with Kwikwetlem First Nation (e.g., contribute to content development for engagement activities, participate in meetings, and incorporate feedback).
 - Support the delivery of a workshop to Council’s Strategic Priorities Standing Committee (e.g., contribute to workshop development, facilitation, and summary of feedback).
 - **Deliverable:** Phase I engagement memo.

Phase II: Shaping the Plan

This phase will focus on developing the overall approach for the CAP.

Specific activities and deliverables of this phase should include, but not limited to:

- *Technical*
 - Develop sub-sector indicators and targets for both corporate and community emissions.
 - Assess and confirm what is needed to achieve the targets above, through sector modelling, financial analysis, and/or scenario mapping.
 - Propose key focus areas for the CAP.
 - Develop a suite of recommended actions.
 - **Deliverable:** GHG Emissions Reduction Analysis Summary.
 - **Deliverable:** Summary of Indicators, Targets and Actions.
 - **Deliverable:** Financial Analysis Summary.
- *Engagement*
 - Support ongoing staff engagement, as needed.
 - Support ongoing engagement with Kwikwetlem, as needed.

- Support City staff in preparing Phase I and Phase II updates (e.g., briefs, presentation materials, etc.) to Executive Team and Council, as needed.
- **Deliverable:** Phase II engagement memo.

Phase III: Drafting the Plan

This phase will focus on engaging the community and key stakeholders on the draft indicators, targets, and actions of the plan, as well as drafting the CAP.

Specific activities and deliverables of this phase should include, but not limited to:

- *Technical*
 - **Deliverable:** Draft Emissions planning tool (Optional)
 - Identification of funding sources and/or mechanisms
 - **Deliverable:** Funding Opportunities memo
 - **Deliverable:** Draft CAP report
- *Engagement*
 - **Support the preparation of a community engagement survey** (to be hosted through the City's online engagement platform, Let's Talk Coquitlam).
 - Support public engagement campaign, contributing to the development and facilitation of online (via Bang the Table) and/or in-person community and stakeholder engagement activities (e.g., open house (**x1**), pop-up events).
 - Support ongoing engagement with Kwikwetlem.
 - Support City staff in preparing updates on the Draft CAP (e.g., briefs, presentation materials, etc.) to Executive Team and Council, as needed.
 - **Deliverable:** Phase III engagement memo.

Phase IV: Finalizing the Plan

This phase will focus on incorporating outstanding comments from Council, staff, stakeholders, and the public, into a final CAP.

Specific activities and deliverables of this phase should include, but not limited to:

- *Technical*
 - Refine Monitoring and Evaluation approach
 - **Deliverable:** M&E Approach memo
 - **Deliverable:** final CAP report.
 - **Deliverable:** Emissions planning tool (Optional)
- *Engagement*

- Support City staff in preparing communications on the final CAP report to Council (e.g., presentation materials, FAQ document, etc.).
- Support ongoing engagement with Kwikwetlem.

3.13 Project Schedule

The Consultant is responsible for their availability and ability to meet time schedule and completion date. Proponents are to confirm they will meet the City's expectations with a written acknowledgement of the ability to deliver the required Services to the City given the Proponents' existing workload and future commitments.

Proponents should note that the Target Dates outlined in the **Proposed Work Schedule and Milestone Dates** table below are there as a guide for the seamless progression of the project through the project phases, **but the Target Date set for Total Completion of this project is not a guide and must be adhered to and met.** Target Timelines in Schedule are subject to adjustments at the sole discretion of the City.

Drafts of all deliverables must be submitted for review by City Staff before final submission, and review periods must be considered in the timelines below. Staff will strive to review draft materials prepared by the consultant within five to ten working days, and Consultants should anticipate revisions of draft deliverables before final approval.

PROPOSED WORK SCHEDULE AND MILESTONE DATES – CLIMATE ACTION PLAN		
<u>ITEM NO.</u>	<u>KEY MILESTONES AND DELIVERABLES</u>	<u>ESTIMATED TIMELINE</u>
PHASE I	BUILDING THE FOUNDATION	SEPTEMBER – NOVEMBER 2022
1.1	Project kick-off meeting	September 2022
1.2	Internal Engagement – Staff workshops	October – November 2022
1.3	Deliverable: Gap Analysis Memo (see Section 3.3)	November 2022
1.4	Presentation at Strategic Priorities Standing Committee	November 2022 (TBD)
1.5	Deliverable: Phase I engagement memo (see Section 3.10.1)	November 2022
PHASE II	SHAPING THE PLAN	DECEMBER 2022– MAY 2023
2.1	Deliverable: GHG Emissions Reduction Analysis Summary (see Section 3.4)	December 2022
2.2	Deliverable: Summary of Indicators, Targets and Actions (see Section 3.5)	March 2023

2.3	Deliverable: Financial Analysis Summary (see Section 3.6)	March 2023
2.4	Deliverable: Phase II engagement memo (see Section 3.10.1)	May 2023
2.5	Council Check-in by City staff ^	May 2023
PHASE III	DRAFTING THE PLAN	MAY – OCTOBER 2023
3.1	Community Engagement – seeking broad feedback on draft CAP targets and prioritizing actions; communicating trade-offs	May – June 2023
3.2	Deliverable: Funding Opportunities memo (see Section 3.6.1)	June 2023
3.3	Deliverable: Phase III engagement memo (see Section 3.10.1)	July 2023
3.4	Deliverable: Draft CAP Report (see Section 3.11)	August 2023
3.5	Council Check-in by City staff ^	October 2023
PHASE IV	FINALIZING THE PLAN	NOVEMBER 2023 – JANUARY 2024
4.1	Deliverable: M&E Approach memo (see Section 3.8)	November 2023
4.2	Deliverable: Final CAP Report (substantially complete), including any models, or projections used for analysis	November 15 th 2023
4.3	Deliverable: Final CAP Report, including any models or projections used for analysis	December 15 th 2023
4.4	OPTIONAL Deliverable: Emissions planning tool (see Section 3.7)	December 2023
4.5	Present final CAP to Council	January 2024

^ In advance of Council check-ins, there will be staff presentations to the City's Executive Team to gather feedback on the Council reports and/or presentations.

3.14 Project Organization and Management

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

The City will determine a Project Lead. The Project Lead will solicit feedback from key staff at each phase of project development and may involve a small group of additional staff in meetings with the Consultant. It is intended that the Consultant 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.

3.15 Reference Documents and Data

The Consultant will be required to review relevant documents and available climate, energy, and emissions data from the City and from external sources, identify data gaps, and develop a strategy to collect any outstanding data the Consultant deems to be required for the Plan. The Consultant must provide recommendations for ongoing evaluation and validation of any external data sources used to estimate corporate and community GHG emissions.

Information that will be made available to the Consultant includes:

- **City Plans, Policies, and Strategies**

- [Citywide Official Community Plan](#)
- [Annual Report \(2021\)](#)
- [Business Plan \(2022\)](#)
- [Strategic Plan \(2020-2023\)](#)
- [Community Engagement Framework \(2022\)](#)
- [Technology Strategy \(2019-2024\)](#)
- [Environmental Sustainability Plan \(2022\)](#)
- [Climate Adaptation Strategic Plan \(2020\)](#)
- [Community Greenhouse Gas Reduction Strategy \(2012\)](#)
- Strategic Energy Management Plan (2022-2023)
- [Financial Plan \(2021-2025\)](#)
- [Tourism Strategy \(2015-2020\)](#)
- [Parks, Recreation and Culture Master Plan \(2017\)](#)
- [Transit Oriented Development Strategy \(2012\)](#)
- [Transportation Demand Management Guidelines for New Developments \(2021\)](#)
- [Master Trail Plan \(2013\)](#)
- [Economic Action Plan \(2009\)](#)
- [Strategic Transportation Plan](#) (update in progress)
- E-Mobility Strategy (in progress)
- Tri-Cities Zero Emissions Mobility Plan (in progress)
- [Economic Development Strategy](#) (in progress)

- Urban Forestry Management Plan (to be developed in 2023)
- Green Fleet Strategy (TBD)
- Hazards, Risk and Vulnerability Analysis (HRVA)
- **Emissions Related Data and Reports**
 - Corporate Energy and Emissions Modelling tool (2021)
 - Community Energy and Emissions Modelling tool (2021)
 - [BC Provincial Greenhouse Gas Emissions Inventory](#) including:
 - BC utilities energy data (community level)
 - BC landfill waste data (community level)
 - [BC Community Energy and Emission Inventory](#)
 - [Metro Vancouver Air Emissions Inventory and Forecast](#)
 - Transportation-related data gathered through the ongoing Strategic Transportation Plan and Tri-Cities Zero Emission Mobility Plan (e.g. mode shares from transportation surveys, electric vehicle registrations)
 - Corporate Utility Data
 - Corporate Fleet inventory and fuel consumption data
 - VFA database
 - Previous Climate Action Revenue Incentive Program (CARIP) Reports
 - Local Government Climate Action Program Report (2022)
 - [Emissions by Sector in Canada](#) – Data Visualization by Climate Data Insights for Net Zero Cities and Commitments
- **Other Data**
 - [Coquitlam Open Data Portal](#)
 - [Metro Vancouver Social Equity and Regional Growth – Final Report and Inequity Baseline Data Indicator Maps \(2021\)](#)
 - [Community Health and Climate Change Maps](#) – by Fraser Health
 - [Coquitlam-specific info](#)
 - [Energy Poverty and Equity Explorer tool](#) – by the Canadian Urban Sustainability Practitioners (CUSP)
- **Example Climate Action Plans**
 - City of Port Moody
 - [Climate Action Plan \(2020\)](#) - example of plan using Low Carbon Resilience framework
 - [Phase One Climate Action Implementation Strategy \(2021\)](#) – example of cost, budget, and resource requirements of Plan implementation.

- Township of Langley
 - [Climate Action Strategy \(2021\)](#)
 - [Climate Action Strategy report, prepared by Integral Group](#)
- [District of Saanich Climate Plan: 100% Renewable & Resilient Saanich \(2020\)](#)
- [Regional Municipality of Halifax HalifACT: Acting on Climate Together \(2020\)](#)
 - [Low-Carbon Technical Report \(example of Financial Analysis, refer to page 31\):](#)

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

3.16 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, and other file formats as needed and requested by the City. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

3.17 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a **Schedule of Fees and Effort**, 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.

Appendix A

Contract No. 22-040

Climate Action Plan

Consulting and Professional Services Agreement

Section 0100	Pages 2 – 4
Section 01200	Page 5
Section 01400	Pages 6 - 15

**AND: XXXX
XXXXXX Street (the "Consultant")
Vancouver, BC
V6B 2W9**

exceed **“Insert Contract Value: (\$XX,XXX.XX)”** excluding GST, including expenses, for the Services to be provided as outlined in Section 01200 Schedule of Fees, Rates and Charges.

- 3.2 Where progress payments are required the Consultant shall be paid on the basis of monthly progress billings for services performed and invoices approved by the City, all in accordance with Clause 18 of Section 01400.
- 3.3 The Agreement amount stated in Clause 3.1 does not include any applicable taxes, which are to be shown separately on all invoices submitted by the Consultant.

4.0 Time of The Essence:

- 4.1 Time shall be of the essence in the performance of the Services.

5.0 Entire Agreement:

- 5.1 When duly executed by authorized officers of both parties, this Agreement constitutes the entire Consulting and Professional Services Agreement between the parties with respect to the subject matter hereof.

6.0 Amendment:

- 6.1 The Contract Documents shall not be amended except as specifically agreed to in writing by both the City and the Consultant.

7.0 Contract Administrator:

- 7.1 For the purposes of this Agreement, the City designates as its Contract Administrator:

Name
Title
City of Coquitlam
3000 Guildford Way, Coquitlam, BC V3B 7N2
T: 604-927-XXXX E: email@coquitlam.ca

- 7.2 For the purposes of this Agreement, the Consultant designates as its Contract Administrator:

Contract Administrator Contact
Title
Company name
Addresst
T: E:

8.0 Inurement:

- 8.1 This Agreement shall inure to the benefit of and be binding upon the City and the Consultant and their respective heirs, executors, legal representatives, administrators, successors and permitted assigns.

AGREED:

SIGNED on behalf of the City:

Authorized Signatory

Name & Title

Date

Authorized Signatory

Name & Title

Date

SIGNED on behalf of the Consultant:

Authorized Signatory

Name & Title

Date

Authorized Signatory

Name & Title

Date

1.0 Scope of Services:

Refer to RFP 22-040 Consulting Services - Climate Action Plan issued XX, XX, XXXX

2.0 Deliverables, Tasks, Milestones, Timelines:

Refer to RFP 22-040 Consulting Services – Climate Action Plan issued XX, XX, XXXX and
“Proponent’s Name” Proposal dated XX, XX, XXXX

3.0 Consultant Project Team:

Refer to “Proponent’s Name” Proposal dated XX, XX, XXXX.

4.0 Consulting Fee & Rates:

Refer to “Proponent’s Name” Proposal dated XX, XX, XXXX.

1.0 DEFINITIONS:

In this Agreement

- 1.1 “Agreement” means the agreement set out in Section 01000.
- 1.2 “Contract Administrator” has the meaning in Section 01000 Clause 7.0.
- 1.3 “Services” has the meaning set out in Section 01000 Clause 2.1, and
- 1.4 “Subcontractors” means the independent consultants, associates and subcontractors retained by the Consultant to assist in the performance of the Services.

2.0 ASSIGNMENT:

- 2.1 The Consultant shall not assign the Agreement, in whole or in part, or any payments due or to become due under the Agreement, without the express written consent of the City.

3.0 STANDARD OF CARE AND QUALIFICATIONS:

- 3.1 The Consultant shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily possessed and exercised by consultants experienced in providing such Services. The Consultant acknowledges that its qualifications and experience were a major factor in the selection of the Consultant for the work set out in this Agreement.
- 3.2 Without limiting any other remedy which the City may have, the Consultant at its sole cost upon written request of the City shall rectify any of the Services which have not been performed in accordance with the care, skill and diligence set out in Clause 3.1 or which have otherwise not been performed in accordance with the terms of this Agreement and in addition the Consultant shall do all such things that may be reasonably required by the City to satisfy the City that the Services have been duly rectified or performed in accordance with the terms of this Agreement.
- 3.3 The Consultant shall be responsible for the degree of care, skill and diligence exercised by any Subcontractors and for selecting Subcontractors having the appropriate qualifications and experience to provide that portion of Services to be provided by such Subcontractors.

4.0 CONFIDENTIALITY:

- 4.1 **Definition of Confidential Information.** In this Agreement, “Confidential Information” means all information and data disclosed orally, in writing or electronically, by one party to the other party on a confidential basis including, without limitation, all such information and data relating to the structure, personnel, and operations of the disclosing party, including financial, planning, marketing, advertising and commercial information and strategies; employee, supplier and customer information and data; contractual agreements, records and correspondence; computer programs, computer-related data and databases; trade secrets, inventions, designs, methods, processes and know-how; and items provided or disclosed to a party by third parties under an obligation of confidentiality.
- 4.2 **Obligation of Confidentiality.** It is contemplated that in the course of the performance of this Agreement each party may, from time to time, disclose its Confidential Information to the other

party. During the term of this Agreement and for a period of five (5) years thereafter, subject to Clause 4.3 and 4.4, each party agrees:

- (a) to keep and use in strict confidence all Confidential Information of the other party that it acquires, sees, or is informed of, as a direct or indirect consequence of this Agreement and to not, without the prior written consent of the other party, disclose any such Confidential Information; and
- (b) not to use, copy, duplicate or reproduce, either directly or indirectly, any of the Confidential Information of the other party or any recollections thereof for any purpose other than for the performance of its obligations under this Agreement, without the other party's prior written approval.

4.3 **Freedom of Information and Protection of Privacy Act.** The Consultant acknowledges and agrees that any Confidential Information disclosed by it to the City under this Agreement may be subject to disclosure under *the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165*, as amended from time to time (in this Clause, the "Act").

4.4 **Designation of Confidential Information.** The Consultant acknowledges that the Act provides an exemption from disclosure for information as specified in Section 21 of the Act. Accordingly, if any information supplied to the City fits within Section 21 of the Act, the Consultant must specifically advise the City and request the City not to disclose that information.

4.5 **Return of Confidential Information.** Upon expiration or earlier termination of this Agreement, each party shall promptly cease all use of the Confidential Information of the other party and upon written request will return all Confidential Information. This obligation shall not apply to any Confidential Information of the Consultant required by the City to make use of any work product under this Agreement.

5.0 CITY'S RESPONSIBILITIES:

5.1 The City shall provide timely support, guidance, direction, instruction, acceptances, decisions and information as the Contract Administrators agree necessary or appropriate under this Agreement.

6.0 INDEMNITY:

6.1 Notwithstanding the provision of insurance coverage by the City, the Consultant hereby agrees to indemnify and save harmless the City and its successor(s), assign(s) and authorized representative(s) (the "Indemnified Parties") and each of them from and against losses, claims, damages, actions, and causes of action, (collectively referred to as "Claims") that the City may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this Agreement, that arise out of errors, omissions or negligent acts of the Consultant or its Sub-consultant(s), servant(s), agent(s) or employees(s) under this Agreement, excepting always that this indemnity does not apply to the extent, if any, to which the Claims are caused by errors, omissions or the negligent acts of the City, its other consultant(s), assign(s) and authorized representative(s) or any other persons.

- 6.2 The terms and conditions of Clause 6.1 shall survive notwithstanding the completion of all Services and the obligations and duties under this Agreement and the termination for any reason whatsoever of this Agreement.
- 6.3 The indemnity provided in Clause 6.1 by the Consultant to the Indemnified Parties shall not in any way be limited or restricted by the insurance set out in Clause 11 or by limitations on the amount or type of damages, compensation or benefits payable under the Workers' Compensation Act or any other similar statute.

7.0 NO WAIVER:

- 7.1 No action or failure to act by the City shall constitute a waiver of any right or duty under the Agreement, or constitute an approval or acquiescence in any breach there under, except as may be specifically agreed in writing by the City.

8.0 CONSULTANT STATUS:

- 8.1 This is an agreement for the performance of Services and the Consultant is engaged under the Agreement as an independent Consultant for the sole purpose of providing the Services. Neither the Consultant nor any of the Consultant's personnel is engaged by the Agreement as an employee, servant or agent of the City.
- 8.2 It is understood and agreed that the Consultant will act as an independent consultant and that it is entitled to no other benefits or payments whatsoever other than those specified in the Agreement and Section 01200 Schedule of Fees, Rates and Charges.

9.0 DOCUMENTATION, PATENT AND COPYRIGHT:

- 9.1 **Title.** The title, property rights and ownership in and to all present and future materials and information produced or prepared by the Consultant pursuant to this Agreement including but not limited to plans, drawings, specifications, computer discs, listings, computer software and any other material or physical item on which information is stored shall vest in the City without any payment by the City therefor.
- 9.2 **Patent and Copyright.** The title, property rights and ownership in and to all copyright in all present and future literary or artistic works including, but not limited to, computer programs and software, plans, drawings and specifications and the title, property rights and ownership in and to all patent rights in any invention developed during the course of or out of providing the Services shall vest in the City without any payment by the City therefor.
- 9.3 **Further Assurances.** The Consultant shall upon request by the City, do all such things and execute and deliver to the City all such documents and instruments as the City shall reasonably require in order to vest title, property rights and ownership in the City as provided in Clause 9.1 and 9.2 and the Consultant shall execute and deliver all such assignments, documents and instruments as may, in the City's opinion, be necessary or desirable for the application or the issuance of any patents, designs or the registration of any copyright.
- 9.4 The City will not sell or transfer those rights without Consultant permission

10. NOTICES:

- 10.1 Where in the Agreement any notice, request, direction, or other communication is required to be given or made by either party, it shall be in writing and is effective if delivered in person, sent by registered mail, or by facsimile addressed to the party for whom it is intended at the address specified in Clause 7 of the Form of Agreement. Any notice, request, direction or other communication shall be deemed to have been given if by registered mail, when the postal receipt is acknowledged by the other party; by facsimile when transmitted. The address of either party may be changed by notice in the manner set out in this provision.

11.0 WORKERS' COMPENSATION, INSURANCE AND BUSINESS LICENCE:

11.1 Workers' Compensation Board (WCB) Requirements

- 11.1.1 The Consultant agrees that it shall at its own expense procure and carry or cause to be procured and carried and paid for, full Workers' Compensation Board coverage for itself and all workers, employees, servants and others engaged in or upon any work or service which is the subject of this Agreement. The Consultant agrees that the City has the unfettered right to set off the amount of the unpaid premiums and assessments for such Workers' Compensation Board coverage against any monies owing by the City to the Consultant. The City shall have the right to withhold payment under this Agreement until the Workers' Compensation Board premiums, assessments or penalties in respect of work done or service performed in fulfilling this Agreement had been paid in full.
- 11.1.2 The Consultant shall provide the City with their Workers' Compensation Board registration number and a "Clearance Letter" from WorkSafeBC confirming that they are registered and in good standing with the Workers' Compensation Board and that all assessments have been paid to the date.
- 11.1.3 The Consultant shall indemnify the City and hold them harmless from all manner of claims, demands, costs, losses, penalties and proceedings arising out of or in any way related to unpaid Workers' Compensation Board assessments owing from any person or corporation engaged in the performance of this Agreement or arising out of or in any way related to the failure to observe safety rules, regulations and practices of the Workers' Compensation Board, including penalties levied by the Workers' Compensation Board.

11.2 Insurance to be provided by the Consultant

- 11.2.1 The Consultant shall provide, maintain and pay for the following insurance:

(a) Commercial General Liability Insurance

Commercial General Liability Insurance providing third party bodily injury and property damage coverage in an amount of not less than **\$2,000,000**. per occurrence, indicating that the City is an additional insured and containing a cross liability and/or severability of interest clause protecting each insured to the same extent as if they were separately insured.

The Policy shall contain a clause providing that the City will receive 30 days' notice of cancellation or of any material change in coverage that will reduce the extent of coverage provided to the City. The certificate will also indicate that the policy contains non-owned automobile liability and contractual liability coverage. The insurance policy will be in a form and with a company that is, in all respects, acceptable to the City.

(b) **Automobile Liability Insurance**

Automobile liability insurance with respect to owned and leased automobiles used directly or indirectly in the performance of the Services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000, inclusive for each and every loss.

(c) **Professional Liability Insurance**

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than **\$500,000**, per claim and **\$1,000,000**. Aggregate for each loss. Such coverage shall be maintained for a period of two years subsequent to conclusion of services provided under this Agreement.

(d) **Consultant Equipment Insurance**

"All risks" equipment insurance covering owned and non-owned machinery and equipment used by the Consultant for the performance of the Services to its full replacement value.

11.2.2 Prior to commencing any work the Consultant shall provide to the City certificates of insurance that shall include a provision that such insurance shall not be cancelled or modified without at least 30 days' written notice to the City.

11.3 City of Coquitlam Business Licence

11.3.1 Where the head office of the Consultant is located within the City of Coquitlam and/or where the Consultant is required to perform any work at a site within the City of Coquitlam, the Consultant shall have a valid City of Coquitlam business license throughout the duration of the Agreement.

12.0 DELAY IN PERFORMANCE:

12.1 Neither the City nor the Consultant shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, epidemic, war, riot and other civil disturbance, strike, lockout, and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or services required to be provided by either the City or the Consultant under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

13.0 SEVERABILITY:

- 13.1 The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void portion or provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if this Agreement did not contain the particular portion or provision held to be void.

14.0 CONFLICT OF INTEREST:

- 14.1 The Consultant declares that the Consultant has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the Services. Should such an interest be acquired during the term of the Agreement, the Consultant shall declare it immediately in writing to the City. If the Consultant does declare a conflict of interest the City may direct the Consultant to resolve the conflict of interest to the City's satisfaction and the Consultant shall do so.

15.0 GOVERNING LAW:

- 15.1 The Agreement shall be construed under and according to the laws of the Province of British Columbia and subject to an agreement to refer a dispute to arbitration under Clause 16, the parties agree to irrevocably attorn to the jurisdiction of the Courts of the Province of British Columbia.

16.0 DISPUTE RESOLUTION:

- 16.1 All claims, disputes or issues in dispute between the City and the Consultant shall be decided by arbitration if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.
- 16.2 In the event that the parties agree to arbitration, pursuant to Clause 16.1, the arbitration shall be governed by the rules of the British Columbia International Commercial Arbitration Centre, except that the arbitrator or arbitrators shall be agreed upon by the parties, and failing agreement by the parties, shall be appointed by a Court of competent jurisdiction within the Province of British Columbia.
- 16.3 In the event that the parties agree to arbitration, the arbitration shall take place in Vancouver, British Columbia and be governed by the laws of British Columbia.
- 16.4 The procedure set out in this Clause 16 is not meant to preclude or discourage informal resolution of disagreements between the City and the Consultant.

17.0 TERMINATION:

Termination for Default

- 17.1 The City may terminate the Agreement if the Consultant at any time becomes bankrupt, makes an assignment of his property for the benefit of his creditors, or if a receiver or liquidator should be appointed. Such termination shall be effective upon the City giving written notice thereof.
- 17.2 The City may terminate the Agreement in whole or in part in writing if the Consultant defaults in the fulfilment of any or all of its obligations under this Agreement provided that, except in the case where the City acting reasonably deems it impractical, the Consultant shall be entitled to cure the default within 10 days of receipt of written notice from the City. Failure to cure the default within the 10-day period or as mutually extended by agreement between the City and the Consultant, shall entitle the City to terminate this Agreement immediately.
- 17.3 If the City terminates the Agreement under Clause 17.1 or 17.2, upon receipt of written notice of termination, the Consultant shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.

Termination without Default

- 17.4 Notwithstanding the provision of Clause 17.1 or 17.2, the City shall be entitled at any time during the Agreement to terminate this Agreement upon thirty (30) days written notice to the Consultant. Upon receipt of written notice of termination, the consultant shall discontinue providing the Services in accordance with the notice and within the period of time set out in the notice deliver to the City all drafts, reports, drawings, plans, specifications, computer discs, software and all other information and materials relating to the Services.
- 17.5 Upon termination under Clause 17.4, the City shall pay to the Consultant in accordance with Section 01200 for the Services provided to the date of termination together with the actual and reasonable out-of-pocket expenses directly and necessarily incurred by the Consultant as a result of the termination. The Consultant may not claim loss of profit on the balance of the Services not fulfilled because of the termination.

18.0 PAYMENT:

- 18.1 Consultant is required to forward to the City's Project Manager a draft copy of the invoice for review **five (5) business days prior** to formal submission to the City.
- 18.2 The Consultant shall submit invoices to the City sent by email to: apinvoices@coquitlam.ca for Services performed monthly (the "billing period") during which the Services are performed under this Agreement; such invoices to be submitted as soon as practicable after each billing period. GST is to be shown as a separate item.
- 18.3 All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown showing information regarding percentage complete and percentage invoiced, all with associated costs. Invoices not containing the summary cost status will not be processed until the information is provided.

- 18.4 The invoice submitted for each billing period shall be clearly itemized to show the PO number, amount of work performed, the billing rates, the reimbursable expenses and the costs incurred to employ any Subcontractors. The Consultant shall also provide to the City upon written request such receipts, bills, invoices or other evidence in support of each invoice for a billing period as the City shall request.
- 18.5 Payments will be made in portions of the fixed lump sum amounts quoted based upon satisfactory completion of a portion of each of the project deliverables as determined by the Project Manager outlined above and in accordance with the fee schedule.
- 18.6 Except for the amounts which the City in good faith is disputing and except for any set off which the City may claim and except for invoices (or portions of invoices) in respect of which the City has requested and not received supporting evidence under Clause 18.2, the City shall pay invoices submitted to it for the Services within 30 days of receipt thereof.
- 18.7 The Consultant shall keep and shall cause any Subcontractors to keep books, records, documents and other evidence relevant to the provision of the Services in accordance with generally accepted accounting principles and practices consistently applied. The City or any of its duly authorized representatives shall for the purpose of audit and examination have access to and be permitted to inspect such books, records, documents and any other evidence for inspection, copying and audit for a period of three years after the termination, for any reason, of this Agreement.
- 18.8 The Consultant will not be able to claim any additional cost as a result any delays caused by the consultants. The consultant shall be entitled to extra fees as result of changes to the scope by the owner or an extension to the schedule caused by owner or contractor.
- 18.9 Payments made to the Consultant shall not be construed as an unconditional acceptance of the work accomplished up to the time of payment.
- 19.0 SUBCONTRACTORS:**
- 19.1 The Consultant may retain Subcontractors to assist in the performance of the Services provided that, where appropriate, the terms of this Agreement shall apply to the Subcontractors and provided that the Consultant shall be wholly responsible for the professional standards, performance and all actions of the Subcontractors. The City may request a copy of Terms and Conditions entered into by the Consultant with any subcontractor and the Consultant shall comply. The Consultant shall only employ Subcontractors having the appropriate standards, qualifications and experience in their respective areas of expertise.
- 19.2 Disbursements for which the Consultant shall not be reimbursed and shall be included as the design fee total for professional services include:
- .1 Drafting (AutoCAD, manual, supplies);
 - .2 Clerical support
 - .3 Computer Use;
 - .4 Courier and freight charges
 - .5 Telecommunications
 - .6 Travel (mileage, transportation, parking, vehicle, taxi, accommodation, meals);

- .7 Copying and Reprographics (Consultant's in-house drawings reproduction, review drawings and specifications, reports for sub-consultants' review);

20.0 EXTRA WORK:

- 20.1 Extra Work means the furnishing of services not directly or by implication called for in the Agreement. If the City requires extra work it may do so by itself or by the employment of others or it may direct the Consultant to do the extra work by issuance of a written direction. The Consultant shall perform any extra work at the rates provided for in Section 01200.

21.0 WORK AND SERVICES OMITTED:

- 21.1 Extra Work means the furnishing of services not directly or by implication called for in the Agreement. If the City requires extra work it may do so by itself or by the employment of others or it may direct the Consultant to do the extra work by issuance of a written direction. The Consultant shall perform any extra work at the rates provided for in Section 01200.
- 21.2 The Consultant must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Consultant fees exceed the original proposed purchase order amount. In this situation the Consultant will be requested to submit scope of work change alternatives to meet the budget.
- 21.3 A separate schedule of values is required as supporting documentation to the invoice for all additional services.
- 21.4 Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

22.0 WORK AND SERVICES OMITTED:

- 22.1 Upon receipt of written direction from the City, the Consultant shall omit Services to be performed under the Agreement. The Consultant shall have no claim against the City for loss associated with any omitted Services.

23.0 WITHHOLDING OF PAYMENTS

- 23.1 The City may withhold payment to the Consultant as necessary to protect the City relating to unsatisfactory performance or quality of work;
- 23.2 No interest shall accrue on payments withheld by the City. Interest payments will only be considered where it is agreed that the City erred in its information causing the withholding of payment.
- 23.3 The withholding of any payment shall not affect the Consultant's obligation to continue performance of work.

24.0 THIRD PARTY RIGHTS:

- 24.1 Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

25.0 LIMITATION OF LIABILITY:

- 25.1 In no event will the City be liable to the Consultant for any incidental, indirect, special or consequential damages arising out of, or in connection with this Contract.

26.0 CHANGES TO SCOPE OF SERVICES:

- 26.1 The City may at any time vary the scope of work to be provided by the Consultant as part of the Services. In that case and where this Agreement contains a limit or limits in Clause 3.0 (Agreement Amount) of Section 01000 (FORM OF AGREEMENT) as to the maximum fees and disbursements to be paid to the Consultant for all or any part of the Services, such limit or limits shall be adjusted as agreed to by both parties in writing and failing agreement, as reasonably determined by the City. Should the Consultant consider that any request or instruction from the City constitutes a change in the scope of the work, the Consultant shall so advise the City within ten (10) days in writing. Without said written advice within the time period specified, the City shall not be obligated to make any payments of additional fees to the Consultant.

27.0 NON-RESIDENT WITHHOLDING TAX:

- 27.1 If the Consultant is, at any time, a non-resident of Canada, within the meaning of the Income Tax Act of Canada as amended, then, and the Consultant hereby so agrees, the City may deduct from all monies payable under this Agreement and remit to the Receiver-General of Canada, the Government of Canada or Canada Revenue Agency, Taxation sums not greater than the greater of:
- 27.1.1 Fifteen percent (15%) of all monies payable under this Agreement; and
 - 27.1.2 sums required to be withheld and remitted by the *Income Tax Act* of Canada as amended.
- 27.2 The City will receive full credit under this Agreement for monies withheld as of and from the date of the withholding (regardless of when or whether remitted) and no interest will be payable by the City on sums withheld, not remitted as aforesaid, and later paid directly to the Contractor.
- 27.3 Exemption from this withholding tax is available in some circumstances, but the Consultant must apply directly to the Canada Revenue Agency (CRA) at least thirty (30) days prior to commencing services for a "Certificate of Exemption".

28.0 ADVERTISEMENT:

- 28.1 The Consultant will not advertise its relationship with the City without prior written authorization from the City.



PROPOSALS SUBMISSION FORM

RFP No. 22-040

Climate Action Plan

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

Friday, September 09, 2022
(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**

a) CONTRACT - I/We have reviewed the City's 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):	
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)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.	
i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Insurance – Provide Insurance coverage as per the Certificate of Insurance – Consultant Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
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):	

d) 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.

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. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv. Proponent is to 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) 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:

--

c) 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. *(please attach resumes as an attachment to the Proposal Submission)*

LINE ITEM	NAME	TITLE/POSITION	RELEVANT EXPERIENCE	QUALIFICATIONS
i.				
ii.				
iii.				
iv.				
v.				

(use the spaces provided and/or attach additional pages, if necessary)

d) SUB-CONSULTANTS – Proponent proposes the following sub-consultants that would be utilized for the Services stated in the RFP.

LINE ITEM	NAME	TASKS	RELEVANT EXPERIENCE	QUALIFICATIONS
vi.				
vii.				
viii.				
ix.				
x.				

(use the spaces provided and/or attach additional pages, if necessary)

e) RECENT EXPERIENCE AND REFERENCES - Contacts referenced should identify recent projects similar in size, scope and complexity.	
REFERENCE NO. 1	
Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Key Personnel Involved on this Project	
Relevance to the Services	
REFERENCE NO. 2	
Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Project	
Relevance to the Services	
REFERENCE NO. 3	
Year Started	
Year Completed	
Description of Contract	
Company	
Contact Person	
Telephone and Email	
Contract Value	
Proponent Team Members Involved on this Project	
Relevance to the Services	

3.

TECHNICAL

a) APPROACH and METHODOLOGY - 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.	
I. Approach - Proponent is to state how their organization will approach the Project and engage withn the Cities to deliver the Services:	
II. Methodology – 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. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:	
Can Meet the Completion Date	Yes <input type="checkbox"/> No <input type="checkbox"/> if No, please provide alternate schedule
Cannot meet the Schedule and proposes an alternate Schedule	

4. FINANCIAL AND VALUE ADDED BENEFITS

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.

PHASE I					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					
2.					
3.					
4.					
5.					
6.					
Phase I Technical - Total					
ENGAGEMENT					
7.					
8.					
9.					
10.					
Phase I Engagement - Total					
Phase I - Price					\$

PHASE II					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					
2.					
3.					
4.					
5.					
6.					
Phase II Technical – Price					
ENGAGEMENT					
7.					
8.					
9.					
10.					
Phase II Engagement - Price					
Phase II - Price					\$

PHASE III					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					
2.					
3.					
4.					
5.					
6.					
Phase III Technical - Price					
ENGAGEMENT					
7.					
8.					
9.					
10.					
Phase III Engagement - Price					
Phase III - Price					\$

PHASE IV					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					
2.					
3.					
4.					
5.					
6.					
Phase IV Technical - Price					
ENGAGEMENT					
7.					
8.					
9.					
10.					
Phase IV Engagement - Price					
Phase IV - Price					\$

FINAL REPORT					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
TECHNICAL					
1.					
2.					
3.					
4.					
5.					
6.					
Final Report - Technical - Price					
ENGAGEMENT					
7.					

8.					
9.					
10.					
Final Report - Engagement - Price					
Final Report - Price					\$

b) OPTIONAL WORK – EMISSIONS PLANNING TOOL					
ITEM NO.	COMPONENT	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					
2.					
3.					
4.					
5.					
6.					
Optional Work –Emissions Planning Tool - Total Price					\$

<p>c) 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</p>

d) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

- a) 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:

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

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

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 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 Consulting and Professional Services Agreement](#) 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.