

City of Coquitlam

Request for Proposals

RFP No. 23-033

Consulting Services

Road Safety Strategy

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-033 Road Safety Strategy
Overview of the Opportunity	The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to Road Safety Strategy .
Closing Date and Time	2:00 pm local time Thursday, March 09, 2023
Instructions for Proposal Submission	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 <ol style="list-style-type: none"> 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 receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
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: https://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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 Standard Terms and Conditions - Consulting and Professional Services are posted on the City’s website and will apply to any Contract awarded resulting from this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through the negotiation process with the City incorporating the information contained in this RFP, the City’s [Standard Terms and Conditions - Consulting and Professional Services](#) published on the City’s website, the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

“City” “Owner” means City of Coquitlam;

“Consultant” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Evaluation Team” means the team appointed by the City;

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

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“Request for Proposals” “RFP” shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

“Services” “Work” “Works” means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Consultant;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INTRODUCTION

1.1 Request for Proposals

The purpose of this RFP is to select professional, qualified and experienced firms to provide consulting services related to **Road Safety Strategy**.

1.2 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 will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

1.3 Budget

The budget to complete this project is \$100,000.00 excluding GST

1.4 Sub-Consultants

The use of sub-Consultants is acceptable providing they are fully identified in the Proposal and understand the conditions of this document will apply to all Consultants named. Joint submissions must identify a prime Proponent who assumes responsibility for the Proposal as well as for the professional standards, actions and performance for all Proponents, if awarded the work.

1.5 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent's Proposal Submission

1.6 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.

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	40
Technical	40
Financial and Value Added	20
Total	100

The criteria for evaluation of the Proposals may include, but is not limited to:

Corporate

- Project Understanding - Comprehensive understanding of the project objectives, outcomes and vision; major issues and opportunities presented in the Proposal;
- Project Team - description and role of Consultant team members and any sub-Consultants; Experience and Qualifications of team members;
- Corporate Experience and References - provide examples of similar successful projects, project dates, client names and contact information, description of team members role in each project

Technical

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

Financial and Value Added Benefits

- Price Schedule - Fee matrix with hourly rates and charges by level of effort (hours) associated to task and total lump sum fee including disbursements (exclude GST);
- Value Added Benefits to the City - Describe your competitive advantage, value added services and benefits that would be provided to the City.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

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.

1.7 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Insurance Form - Consultant](#)
- b) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#)
- c) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.8 Completion Dates

The Consultant is to provide the final Plan on or before December 22, 2023.

2 GENERAL CONDITIONS

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#), the Conditions listed in this RFP, 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 specifically the immediate plans, data sets, models, graphics, spreadsheets, etc. and other materials requested and provided as defined as deliverables under this RFP.

2.3 Extra Work

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.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

3 SCOPE OF SERVICES

3.1 Background

How people and goods are moved through and around Coquitlam is changing. In 2022, the City of Coquitlam initiated an update to its [Strategic Transportation Plan \(“STP”\)](#) to respond to these changes and guide transportation improvements over the coming years. The City’s transportation mission is to advance a safe, reliable, and sustainable transportation system.

The City recently undertook a Road Safety Network Screening Study in order to identify collision-prone (high-risk) intersections and corridors throughout the City based on a review of Insurance Corporation of British Columbia (“ICBC”) claims data for a five-year period between 2015 and 2019. While the total number of collisions decreased from 2016 to 2019, the casualty percentages increased through the five-year study period. Based on the Police-reported Traffic Accident System (“TAS”) data, 16 fatal collisions occurred between 2015 and 2019; 50% of the fatalities occurred at intersections, 25% involved pedestrians, 19% occurred in dark conditions with no or minimal illumination and 19% occurred when the road surface was wet.

An aim of the STP and other policies is to shift a greater proportion of trips to sustainable modes including micro-mobility devices on a variety of facilities including sidewalks, multi-use paths, protected bike lanes, neighborhood bikeways/greenways, and shared lanes. The City also is participating in the [Province’s Electric Kick Scooter Pilot Project](#) and has recently [legalized e-scooters](#) to operate on most streets and pathways. As the demand for safer and sustainable transportation increases, the City recognizes that there is a need to develop a Road Safety Strategy (“RSS”) as well as road safety policies, implementation mechanisms, and monitoring systems to be embedded as part of the STP update.

The RSS will be in alignment with a data-driven, evidence-led [Safe Systems Approach](#) that demands a holistic view of the transportation system and the interactions among roads and roadsides, travel speeds, vehicles and road users. Coquitlam’s RSS will focus on the four pillars of the Safe Systems Approach:

- Safer roads
- Safer vehicles
- Safer speeds
- Safer users

The RSS will also require careful consideration of diverse populations and their experiences with Coquitlam’s transportation system. Vulnerable road users (e.g. those who walk, roll, cycle, use public transit, ride motorcycles) and crash types prone to serious and fatal injuries will be prioritized within the plan as guided by existing crash data and research.

The City has already collected data with the on-going STP update which will be provided to the successful Proponent.

3.2 Objective/Purpose

The specific objectives of the Road Safety Strategy are to:

- Articulate a vision for road safety for Coquitlam;
- Develop guiding principles for safety improvements to the City’s transportation network; and

- Create a roadmap and plan for implementing both short and long-term actions over the next 10 years in a coordinated and focused manner.

3.3 Scope of Work

The Scope of Work for the Road Safety Strategy should include, but is not limited to the following:

- Create and adopt a strategy using the data available and that is consistent with national and provincial standards and best practices;
- Provide clear guidance and direction on road safety and demonstrate alignment with the principles of the Safe Systems approach;
- Identify the importance of data analysis to set priorities and lay out any data gaps that will help facilitate the development of strategies and activities to collect and analyze the needed data;
- Define key issues and identify plan of action and programs for implementation for each of the four pillars of the Safe Systems Approach;
- Prioritize crash types involving vulnerable road users and other crash types that are prone to serious and fatal injuries for road safety improvements;
- Utilize a variety of methods and engagement strategies to communicate and engage with a number of key stakeholders (including but not limited to Council, ICBC, RCMP, Fraser Health, Public);
- Review provincial and regional road safety plans and draw on the best practices from other municipalities as well as input gathered through engagement with stakeholders and the public;
- Explore innovative methods to make use of Intelligent Transportation Systems (“ITS”) technologies and consider policies to manage behaviours such as speeding and distracted driving.
- Provide recommendations to guide how best to implement the RSS over the next 10 years. Recommendations should include achievable targets, cost estimates and priorities that reflect the City’s resource availability over short, medium and long term;
- Recommend a monitoring plan for effectiveness of the plan and ensure accountability.
- Summarize comments received during the development of the RSS and incorporate into formal documentations and presentations.
- Document all work in memorandums and interim reports as required.
- Produce final Road Safety Strategy Report.

The detailed work plan with the key activities and deliverables for the RSS is as follows. RFP proponents are encouraged to review and provide additional recommendations to the approach indicated below.

3.4 Road Safety Strategy Outline

The anticipated outline including example elements for the Road Safety Strategy should include, but is not limited to, the following:

Need for Road Safety Strategy

- a) Introduction and Context
 - I. Vision Zero and Safe Systems Approach

- II. Trends and best practices in Canada, provinces and municipalities including, but not necessarily limited to:
 - Parachute national road safety survey
 - Canada’s Road Safety Strategy 2025
 - BC Road Safety Strategy Provincial Health officer’s Annual Report - Reducing the impact of motor vehicle crashes on health and well-being in BC.
- b) Policy framework (including the Transportation Division mission statement, STP and e-mobility program)
- c) Benefits and need for a Road Safety Strategy

Current state of Road Safety in Coquitlam

- a) Need for data-driven decision making
- b) Limitations and opportunities from a data perspective
- c) Crash Analysis findings - crash trends, crash types, road user groups and geographic distribution of crashes
- d) Resident Service Request and STP Public Engagement Findings Summary

Strategic Approach

- a) Vision and Goals
- b) Strategy Elements
 - I. Focus areas (based on crash data)
 - II. Safer Roads
 - Evidence based countermeasure development
 - Target crash types and prioritizing high-severity crashes at intersection for safety improvements
 - Proactive safety reviews
 - Integrate safety into existing guidance, policies, and standards
 - III. Safer Speeds
 - Setting Citywide speed limits
 - Enforcement
 - Speed studies and speed feedback signs
 - Self-enforcing roadways
 - Variable Speed Limits
 - IV. Safer Road Users
 - Education and outreach to curb dangerous road behaviors (and proactively target conflict management)
 - Vision zero website for information and tracking progress
 - Safe routes to school program
 - Enforcement – distracted driving, aggressive driving, seatbelts, unauthorized drivers
 - V. Safe Vehicles – Technology and Roadworthiness

- ITS Technology to combat distracted driving
 - Infrastructure to vehicle (I2V) communication for traffic signals
 - Vehicle size and weight
 - Transit signal priority
 - Fleet maintenance
- c) Implementing Safe Systems
- I. Evidence based approach to road safety
 - II. Partnerships and collaboration
 - III. Education and Engagement
- d) Monitoring Progress
- I. Crash data analysis – fatal and serious injuries, vulnerable road user crashes, crash distribution
 - II. Community outcomes – Speed limit compliance, automated enforcement violations, mode shift, safety perception

3.5 Phases

The anticipated work plan with the key activities and deliverables for the RSS should include, but is not limited to, the following:

Phase	Deadline	Deliverable
<p>1. PROJECT INITIATION</p> <p>The purpose of Phase 1 is to ensure that the RSS begins on the right track. This includes reviewing relevant background information and data. This phase will include analysis of resident complaints to have a detailed understanding of the challenges brought forward by residents through the City’s service request. The phase will also involve analyzing the public engagement work conducted through the STP development and scanning them for safety related items. This phase will include a Lunch n-Learn with Staff (after Council check-in). This phase will include developing additional safety related questions for the STP key stakeholder group meeting</p>	<p>April - May 2023 (2 months)</p>	<p>Data:</p> <ul style="list-style-type: none"> • Review background data and analysis in the road safety network screening phase 1 and phase 2. • Conduct a data gap analysis to identify improvements to the existing data and any additional data collection requirements. • Memo outlining data gaps and improvements needed for existing data. <p>Service Request Information & Public Consultation:</p> <ul style="list-style-type: none"> • Analyze resident complaints and service requests. • Review initial documents and engagement materials related to the current STP. • Memo outlining key findings for the RSS. • Lunch-n-Learn for Staff regarding the Safe Systems Approach to Road Safety (May / June) • Developing safety related questions and presentation at speaker panel for STP Round 1 public engagement (June).

(tentatively scheduled for May/June 2023) and STP public consultation (tentatively scheduled for June 2023).		
<p>2. DRAFT RSS DEVELOPMENT</p> <p>The purpose of Phase 2 is to develop the draft report for the Road Safety Strategy that is aligned with the Safe Systems Approach.</p>	May / June – Aug 2023 (3 months)	<p>Draft RSS:</p> <ul style="list-style-type: none"> Summarize best practices and Safe systems approach in Road Safety. Workshop with STP team to understand resource availability. Determine targets, actions and programs for implementation. These should include high-level cost estimates and priorities that reflect the City’s available resources over short, medium- and long-term. Plan for monitoring the effectiveness of the action items. Draft report addressing section headers mentioned in the Scope of Work Section.
<p>3. REVIEW OF DRAFT RSS – INTERNAL AND EXTERNAL STAKEHOLDERS</p> <p>The purpose of Phase 3 is to seek feedback and assess the support for the draft RSS from senior management, council committees, council, other internal stakeholders internal and external stakeholders through online or in-person meetings, presentation and/or displays.</p>	Sept – October 2023 (2 months)	<ul style="list-style-type: none"> Prepare presentation to Safety Advisory Committee (Sept). Prepare RSS highlights and 1-2 safety specific questions to be included with STP presentation to Universal Accessibility Committee (Nov) and Multi-cultural Advisory Committee (Oct/Nov). Prepare presentation and report to the strategic priority committee (Sept) Prepare presentation to Key Stakeholder group meeting (October). Input on the Draft RSS to inform the final report.
<p>4. FINALIZE RSS REPORT</p> <p>Phase 4 will include finalizing the draft RSS and council adoption of the RSS.</p>	Nov – December 2023 (2 months)	<ul style="list-style-type: none"> Final Road Safety Strategy Document. Provide a RSS highlights document to be included in the contents for STP. Prepare council report for RSS adoption.

3.6 Road Safety Core Project Team

- **Project Sponsor:** Douglas McLeod, Director, Transportation
- **Project Manager:** Lawrence Dunks, Traffic and Street Use Manager
- **Project Lead:** Anagha Krishnan, Road Safety Engineer

Title/Role	Brief Description of Project Responsibilities
Project Sponsor	<ul style="list-style-type: none"> • Ensures ongoing project support from Council, Executive Team, and City Managers • Receives status reports from Project Manager • Approves key project milestones
Project Manager	<ul style="list-style-type: none"> • Addresses overall change management and risk management • Status reporting to Executive Team, and/or Council • Escalates issues or decisions to the appropriate people for resolution • As needed, supports general communications and project updates to the organization-at-large • Provides direction for internal and external engagement activities. • Reviews and approves key project deliverables • Reviews and approves project budget and expenditures
Project Lead	<ul style="list-style-type: none"> • Creates and manages all project control documents • Ensures all deliverables identified during each phase of the project have been completed • Reviews project deliverables and provides recommendations • Monitors and manages project resources, including budget, consultants, and project team • Delegates tasks to project team • Ensures up to date file management within internal file systems (CEDMS) • Delivers internal and external engagement activities with support from Communications staff and consultants • Leads research and data gathering activities • Identifies issues or risks to the project, and escalates as required to the Project Manager see Appendix B Project Issue Report • Drafting final highlights document in conjunction with communications

3.7 Internal Project Support Team

Project Support Team (PST) comprises inter-departmental staff to support the development of the Road Safety Strategy and will include the following people:

- Jamie Boan – General Manager, Engineering and Public Works
- Michelle Frilund – Civic Engagement Manager
- Angela Jarvis – E-Mobility Manager
- Thomas Thivener – Transportation Planning Manager
- Glen Chua – STP Project Lead
- Bernard Tung – Traffic Systems Specialist
- Maria Albitar – Transportation Infrastructure Specialist
- Tyler Kuny - Transportation Infrastructure Manager

The PST will:

- Ensure representation of key topics relevant to their business area within their departments
- Provide strategic feedback at key points over the course of the project

- Ensure the RSS aligns with other City plans and Strategies
- Review material relevant to their area of work
- Participate in meetings specific to that material
- Provide supporting data or resources as required

The following staff will be engaged at strategic moments through the project as needed:

Manisha Dutta – Manager Equity, Diversity and Inclusion

Shawn Davidson – Deputy Fire Chief

S/Sgt Mark McCutcheon – RCMP Traffic Unit

Kim Singh – Manager Police Services

3.8 External Partners and Stakeholders

Key external partners and stakeholders will be engaged at key points during the RSS process and may include, but not limited to, the following groups:

- kwikwəłəm (Kwikwetlem) First Nation
- Safety Advisory Committee
- Members of the community, including
 - Residents
 - Schools and post-secondary institutes
 - Community / non-profit organizations (e.g HUB)
- Intergovernmental partners, including:
 - ICBC
 - BC Ministry of Transportation and Infrastructure
 - TransLink
 - Metro Vancouver
 - Fraser Health Authority
 - School District 43
 - City of Port Moody
 - City of Port Coquitlam
 - City of Burnaby
 - City of New Westminster

3.9 High Level Project Tasks and Milestones Schedule

Milestone	Completion Date	By City Staff / Consultant / Both
PHASE 1		
Award Scope of Work to Consultant(s)	March 2023	City Staff
Project Kick-off meeting	April 2023	Both
Background review and data gap analysis	April 2023	Consultant
Data Analysis Memo	April 2023	Consultant
Review Service requests and public engagement summaries from STP	May 2023	Consultant
Service request and public engagement summary memo	May 2023	Consultant

Memo outlining key safety findings of Service Request Information and STP public engagement	May 2023	Consultant
Staff Lunch & Learn (STP)	May / June 2023	Both
Coordinate with STP for public engagement	June 2023	Both
RSS Presentation to Strategic Priorities Standing Committee on Vision, Goals & Targets	June 2023	City Staff
PHASE 2		
Workshop with STP team to understand resource availability	June 2023	Both
Identify targets, actions, programs and policies with high level cost estimates	June – Aug 2023	Consultant
Develop monitoring plan	June – Aug 2023	Consultant
PHASE 3		
STP Phase 4 – E-Team Presentation on projects, support programs and policies with high-level cost estimates (i.e. high, medium, low) and potential funding sources	July 2023	City Staff
Presentation to Safety Advisory Committee (Sept)	Sept 2023	Both
Presentation to Strategic Priorities Committee (Sept)	Sept 2023	Both
STP presentation to Universal Accessibility Committee and Multi-cultural Advisory Committee	October / November 2023	Both
Key stakeholder group (inter-governmental agencies, business groups) meeting #2	October 2023	Both
Council report for draft Road Safety Strategy	October 2023	Consultant
Phase 3 Summary Report	October 2023	Consultant
PHASE 4		
Final Road Safety Strategy – Full Plan	November / December 2023	Consultant
Road Safety Strategy Highlights Document	November / December 2023	Consultant
Council report for RSS adoption	December 2023	Both (City staff lead)

For the technical proposal, the firm should include estimates of commitment of the participating teams and a proposed schedule.

International firms are encouraged to form consortia with local companies that will provide to the consultancy the required local expertise and will have a better understanding of the Coquitlam and Metro Vancouver context.

3.10 Project Controls

Monitoring Progress and Reporting:

The Project Lead will monitor and report on the project process as follows:

- Gather and track progress information, including issues, risks, actions, and key decisions made.
- Schedule regular progress meetings with the Road Safety Steering Committee, PST, and consultants.
- Record meeting minutes and distribute to participants.

The Project Manager and/or Project Sponsor will provide status reports to Executive Team, Council and/or Committees.

a) Actions:

The City of Coquitlam is committed to project management best practices and systems that foster transparency and accountability. In support of this commitment, the City's Core Project Team will use project management solutions to monitor and track the project deliverables and related tasks. See [Appendix B Project Issue Report](#).

b) Issue Management:

Any issues requiring assistance or escalation must be reported to the Project Manager. Once reported, the Project Lead will be responsible for maintaining an Issue Log. The Project Lead will also be responsible for ensuring that issues have been addressed or resolved, and updating the Issue Log accordingly.

c) Change Management Control:

The Project Lead will be responsible for all aspects of change management documenting any business process changes, changes to the Project Plan which will be documented in and must follow the Change Request Process outlined in [Appendix A Project Change Request Form](#). The Project Lead is responsible for assessing the request for change, seeking the necessary approvals and ensuring the appropriate implementation or resolution.

d) Project Closure:

As part of closing out the project, the Project Lead, supported by the Road Safety Steering Committee, will:

- Work with Communications and Engagement to prepare media release and update city websites.
- Capture lessons learned
- Ensure all issues, actions and risks have been resolved
- Verify that all project deliverables have been met
- Facilitate the transition from the Project Team to the Implementation Team
- Complete any necessary records management.

e) Document Repository:

All versions of project deliverables and related documents will be saved in CEDMS to ensure they are accessible to all internal stakeholders.

3.11 Documents

The Consultant will provide original documents and transfer final digital files to the City. The Format of the digital files will be compatible with the City's versions of MS Suite and PDF's. Digital file transfer is to be electronically through the City's file transfer portal and email to City staff.

3.12 Project Organization and Management

The Consultant will work with staff from the City, including regular in-person and/or virtual update meetings. It is intended that the Consultant will work collaboratively with the Project Lead and other City staff, as required, throughout the process.

The Consultant will be responsible for recording all meeting minutes, including significant proceedings and decisions, identifying 'action by' parties, and will reproduce and distribute copies of minutes within two (2) working days after each meeting. The Consultant will transmit the meeting minutes to meeting participants including those who were not in attendance.

The Consultant will lead and otherwise be responsible for all elements of the Services, including reporting at key milestones, timely communications with the City's Project Lead on emerging project issues, and maintaining complete documentation (i.e. minutes, presentations) from internal and external meetings.

The Consultant lead must receive written approval from the Project Lead for any task or personnel reassignments on the Consultant team.

3.13 Fee Schedule and Cost of Services

- a) Proponents to submit with their Proposal, a Schedule of Effort and Fees, for all of the Services outlining level of effort by each team member, including hourly rates and total lump sum pricing. The hourly rates will be used to value additional services if required. The 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 'Value Added Offerings', '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
PROJECT CHANGE REQUEST FORM

Consultant to complete and submit this form to the Project Manager if there is a change to the project's scope or deliverables.

Project Name: _____ Date of Request: _____
Project Lead: _____ Requestor: _____
Project Manager: _____ Change #: _____
Description of Request for Change:
Recommended Option and Impact if Approved:
Project Impact if Recommended Option Not Approved:
Option B and Impact if Approved / Not Approved:
Option C and Impact if Approved / Not Approved:
Change Accepted? Yes/No/Why
Project Lead: _____
Project Manager: _____ Approval Date: _____

APPENDIX B
PROJECT ISSUE REPORT

Consultant to complete and submit this form to the Project Manager if there is an issue that needs resolution in order for the project to continue on schedule.

Project Name: _____	Date Raised: _____
Project Lead: _____	Raised By: _____
Project Manager: _____	Issue #: _____
Urgency*: _____	Status**: _____
* C: Critical (project work must stop until the problem is resolved) E: Essential (project work will soon fall behind schedule if the problem is not resolved) I: Important (Project work is at a sub-optimal level of productivity and will continue to do so until the problem is resolved) ** N: New A: Active O: On Hold C: Cancelled D: Done or completed	
Issue description:	
Target date for issue resolution:	
Project impact if issue not resolved:	
Possible solution to the issue:	
Actions and/or decisions required to resolve the issue:	
Responsibility Assigned To: _____	
Project Manager: _____	Date: _____



PROPOSAL SUBMISSION FORM

RFP No. 23-033

Road Safety Strategy

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

Thursday, March 09, 2023

(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 [Standard Terms and Conditions - Consulting and Professional Services \(PDF\)](#) 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
ii. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
iii. 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):

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2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Provide a detailed narrative as to the Proponent’s understanding of the project objectives, outcomes and vision:
iii.	Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv.	Proponent is describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	

Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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

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

c) SUB-CONSULTANTS - The following Sub-Consultants will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subConsultants without the City’s written approval:

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

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

d) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (Add rows as needed). Please include resumes as an Attachment to this Submission, at a maximum of 2 pages per resume.

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

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

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 / Lessons Learned from Previous Road Safety Studies – Describe the challenges anticipated and how the Proponent intends to mitigate these.
V. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

b) Proposed Work Schedule and Milestone Dates

The City has included a proposed work schedule along with milestone dates within this RFP. The work schedule will be an important part of the evaluation process. Proponent is to state if they are able to meet these dates or provide an alternate schedule for consideration:

The Proponent is able to meet Proposed Work Schedule:

Yes

No

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

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4. FINANCIAL

a) **SCHEDULE OF FEES AND EFFORT** - The fee schedule shall show an appropriate level of hours/effort for each of the project components, broken down by the Proponent’s team member(s) assigned to each component. The fee schedule shall show the maximum upset limits that the ‘Consulting Team’ will not exceed unless the City Project Manager requests additional services which are beyond the Scope of Services as outlined in this RFP. Proponent is to include any additional “Optional Services” or costs not accounted for in the fee schedule as part of the Proposal submission. The successful Proponent will not be able to claim any additional cost as a result of changes to the schedule or order of works or for project delays.

Phase 1

ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$
Total					\$

Phase 2

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

7.					\$
8.					\$
Total					\$
Phase 3					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					
Total					\$
Phase 4					
ITEM NO.	TASK/DELIVERABLE	Indicate Assigned Staff, Number of Hours, and Rate/Hour			TOTAL PRICE (LUMP SUM) (exclude GST)
1.					\$
2.					\$
3.					\$
4.					\$
5.					\$
6.					\$
7.					\$
8.					\$
Total					\$

b) VALUE ADD

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City

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c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

i. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City

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

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

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Attention Purchasing Manager:

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