

Addendum No. 3

City of Coquitlam

RFP No. 23-027

Shared E-Bike and E-Scooter Pilot Program

Issue Date: April 3, 2023

Total Page Count: 3

Proponents shall note the following amendments to the RFP documents:

REVISIONS

R1 – REPLACE

In the Summary of Key Information where it states:

Closing Date and Time : 2:00pm local time Tuesday April 11, 2023

is deleted and replaced with:

Closing Date and Time : 2:00pm local time Friday April 21, 2023

R2 – REPLACE

In the Proposal Submission Form, where it states:

Tuesday April 11, 2023 (Closing Date and Time)

is deleted and replaced with:

Friday April 21, 2023 (Closing Date and Time)

QUESTIONS AND CLARIFICATIONS

- Q1. We're eager to schedule our device drop-off and demo so we have ample time to plan and prepare for the City. Can you please let us know a date and time as soon as possible?
- A1. **Thank you for your interest and patience. All emails that have been received to the EPW@coquitlam.ca email account will be responded to once this Addendum #3 is posted. Proponents are to drop off devices before April 20 by 4:00pm PST for testing to City Hall – Engineering and Public Works Front Desk; Lower Floor.**
- Q2. We also would like to set up zones and parking pins near the demo area in order to show our device capabilities. Can you please let us know where the demo will take place in order to ensure we set up these features in a convenient area?
- A2. **The device testing area will be considered all of City Centre Neighbourhood (Appendix A). If a Proponent wishes to set up zones and parking pins, the following focus area can be used;**
- **The focus area within Guildford Way (north), Glen Dr. (south), Pacific St. (west) and Pinetree Way including the Pinetree Multi-Use Path (east).**
 - **Prohibited areas can be Spirit Square at 3000 Burlington Dr. and the surface parking lot at 1198 Pinetree Way.**
 - **Sidewalk detection, if available, can be Burlington Drive.**

- **A slow speed zone can be the surface parking lot at 2977/2980 Guildford Way.**
- **Parking pins can be geofenced to the following coordinates:**
 - **Coord 1: 49.283900, -122.794070**
 - **Coord 2: 49.284696, -122.793131**

Reminder, the device testing area is considered the entirety of City Centre Neighbourhood (Appendix A). The prescribed focus area is in response to this request and does not sanction program regulations.

- Q3. When the City states "Structure of the Respondent" in Section 2.a.i, what details is the City looking for?
- A3. An example is provided at the end of the question.(e.g. organizational structure, mission, vision, corporate directions, years in business, etc.)**
- Q4. Section 3.a.ii asks us to "provide the measures the Respondent will use to maintain quality control for the Pilot Program." Can the City expand upon what they mean by Quality Control? Is this in regard to program tidiness or fleet maintenance? Or both? Or something else?
- A4. As a guide, quality control relates to holistic approaches to business process control, information control and product quality control.**
- Q5. Section 3.c.ix asks for "any relevant milestones related to program requirements." Does the City have any specific milestones in mind for this question?
- A5. No, the City does not have further milestones to mention.**
- Q6. Section 3.d.vi. asks about device maintenance. How should our response differ from Quality Control as asked in Section 3.a.ii?
- A6. 3.d.vi. relates specifically to the Operations and Maintenance plan, where 3.a.ii relates to all services and processes carried out by the Proponent.**
- Q7. Can the City specify what is meant by the phrase "safety-related device controls" in Section 3.f.iii?
- Q7. A "safety-related device controls" is explained by the example of "lower maximum speed for inexperienced users". The City is interested to know if any other controls can be proposed.**
- Q8. For Section 3.h.v, is the City looking for operators to display the micromobility network within their own app? Or is the City interested in displaying the network on their own geographic information service?
- A8. The City is interested in operators displaying the micromobility network within their own app.**

End of Addendum No. 3

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

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

Issued by:

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