Corporation of the City of Port Coquitlam
Request for Proposals
RFP No. 2020-09

Request for Proposal (RFP)
RFP 2020-09 – Master Transportation Plan

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<tr>
<th><strong>Issue Date:</strong></th>
<th>Tuesday, April 7, 2020</th>
</tr>
</thead>
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<tr>
<td><strong>Enquiries End Date:</strong></td>
<td>14:00:00 Hours (Pacific Time) Thursday, April 30, 2020</td>
</tr>
<tr>
<td><strong>RFP Closing:</strong></td>
<td>14:00:00 Hours (Pacific Time) Thursday, May 7, 2020 (the “Closing Date”)</td>
</tr>
<tr>
<td>(see section 3.4 in RFP)</td>
<td>The City’s office hours are 7:30am to 4:00pm Monday to Friday, except statutory holidays. Regardless of submission method, proposals must be received before Closing Time to be considered.</td>
</tr>
<tr>
<td><strong>Submission Locations:</strong></td>
<td>Proposals must be submitted using one of the two submission methods below:</td>
</tr>
<tr>
<td>(see section 3.3 in RFP)</td>
<td>1) Online - BC Bid - Online electronic submission at <a href="http://www.bcbid.gov.bc.ca/open.dll/welcome">http://www.bcbid.gov.bc.ca/open.dll/welcome</a></td>
</tr>
<tr>
<td></td>
<td>2) Hard physical printed copy: The Proponent should submit only the Proposal (use Schedule C in this RFP) to the City by hard (physical printed) copy at:</td>
</tr>
<tr>
<td></td>
<td>Corporation of the City of Port Coquitlam, Public Works, Purchasing Division 1737 Broadway Street (Cameron Avenue entrance), Port Coquitlam, BC, V3C 2M9</td>
</tr>
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| **RFP Contact Person:** | Don Striha, SCMP |
| Email: | purchasing@portcoquitlam.ca |
# REQUEST FOR PROPOSALS

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1.0 INTRODUCTION

1.1 The Owner

The Corporation of the City of Port Coquitlam is hereafter referred to as the “City”. For more general information on the City visit www.portcoquitlam.ca

1.2 Purpose

The City of Port Coquitlam requests proposals from qualified consultants capable of supporting the City in the development and delivery of a Master Transportation Plan. It is the intent of the City to use this RFP process to select a single qualified consultant for the provision of the goods and services as described herein.

The City seeks to negotiate with a Proponent and enter into an Agreement for the provision of transit shelters generally in the form of contract as referred to in Schedule “B” ‘Draft Agreement’ and can be viewed at the City of Port Coquitlam website Purchasing page as https://www.portcoquitlam.ca/wp-content/uploads/2018/12/GSA-General-Services-Agreement-Master-June-22-2017-for-WEBSITE.pdf.

The budget for this project is one hundred fifty thousand dollars ($150,000) Canadian.

1.3 Definitions

In this RFP the following definitions shall apply:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Agreement”</td>
<td>means the written agreement generally in the form of contract as referred to as Schedule “B” ‘Draft Agreement’, resulting from the RFP executed by the City and a successful Proponent arising out of this RFP;</td>
</tr>
<tr>
<td>“BC Bid”</td>
<td>means the electronic online marketplace where public sector organizations including cities advertise opportunities for contracts for a wide range of goods and services. The BC Bid web site is <a href="http://www.bcbid.gov.bc.ca">www.bcbid.gov.bc.ca</a> and is run by the Province of BC</td>
</tr>
<tr>
<td>“City”</td>
<td>means the Corporation of the City of Port Coquitlam.</td>
</tr>
<tr>
<td>“Contact”</td>
<td>means the person as indicated on the title page of this RFP.</td>
</tr>
<tr>
<td>“Contract”</td>
<td>has the same meaning as Agreement.</td>
</tr>
<tr>
<td>“Contractor”</td>
<td>the company/person that is hired to provide the Goods or Services.</td>
</tr>
<tr>
<td>“Evaluation Committee”</td>
<td>means the committee selected by the City.</td>
</tr>
<tr>
<td>“Evaluation Criteria”</td>
<td>means the criteria used by the Evaluation Committee to evaluate Proposals;</td>
</tr>
<tr>
<td>“Goods”</td>
<td>has the meaning set out in Schedule A.</td>
</tr>
<tr>
<td>“Preferred Proponent(s)”</td>
<td>means the Proponent(s) selected by the Evaluation Committee to enter into negotiations for a Contract.</td>
</tr>
<tr>
<td>“Proponent”</td>
<td>means an entity that submits a Proposal.</td>
</tr>
<tr>
<td>“Proposal”</td>
<td>means a proposal submitted in response to this RFP.</td>
</tr>
<tr>
<td>“Purchase Order”</td>
<td>has the same meaning as Agreement.</td>
</tr>
<tr>
<td>“Respondent”</td>
<td>has the same meaning as Proponent.</td>
</tr>
</tbody>
</table>
“RFP” means this Request for Proposals.

“Services” has the meaning set out in Schedule A.

“Site” means the place or places where the Goods are to be delivered or the Services are to be performed.

2. INSTRUCTIONS TO PROPOUNENTS

2.1 Proposal Form and Content

Proposals shall be submitted substantially in the form and include the content described in the Proposal Form attached as Schedule “C”.

A detailed, clear and concise response from Respondents is required in order to facilitate the evaluation process. “Yes” or “No” responses will not be acceptable unless the City has requested only a “Yes” or “No” response to the specific item. Any requirement with no response will be presumed to mean it is either not included or not available.

2.2 Proposal Language

The Proposal must be in English.

3. SUBMISSION INSTRUCTIONS

3.1 Proposal Labeling

Online – BC Bid website

Electronic file names should include the following details:

i. RFP Number;
ii. Name of the Proponent; and
iii. Total number of files included with the Proposal (i.e. 1 of 6, 2 of 6, 3 of 6, etc.).

Printed Hard copy submission – Proposal packaging should be clearly marked with the following information:

i. RFP number,
ii. Name of the Proponent; and
iii. Total number of packages included with the Proposal (i.e. 1 of 6, 2 of 6, 3 of 6 etc.).

3.2 Number of Copies of Proposal

Online BC Bid website – only one (1) copy

Printed Hard copy submission – The Proponent should submit one (1) original unbound Proposal and two (2) unbound copies (three (3) in total) and one (1) electronic copy on USB stick in MS Word or PDF format.

The City reserves the right to make additional copies of Respondents Proposals for the purposes of reviewing.

3.3 Submission Location/Method

Proposals must be submitted using one of the two submission methods identified below:

1) Online – BC Bid website
i. Proposals must be submitted to the BC Bid web site according to the processes and procedures to submit an “electronic Bid”. Proponents wishing to use this method are encouraged to register significantly in advance (days) of the RFP Closing and to familiarize themselves with the electronic bid process and procedures.

ii. BC Bid requires a paid annual registration for this service. BC Bid service description info, click here.

iii. Any Proponent requiring assistance with the use of the web site is to contact BC Bid directly for support.

iv. Email submissions are not acceptable.

2) Printed (Hard physical copy)

i. The Proposal should be delivered to the City’s purchasing office location substantially in the form and include the content described in the Proposal Form attached as Schedule “C” by hard (physical printed) copy at:

The Corporation of the City of Port Coquitlam,
Public Works, Purchasing Division
1737 Broadway Street, (Cameron Avenue entrance)
Port Coquitlam, BC V3C 2M9

It is the sole responsibility of the Proponent to satisfy all delivery and timing requirements.

3.4 RFP Closing

Is the date, day and time noted on the Title Page of this RFP or otherwise amended by the City in an Addendum.

Proponents shall deliver their Proposals to one of the Submission Locations, as noted in the Title Page section of this RFP, no later than the RFP Closing.

The City may, in its sole and absolute discretion, may extend the time for the submission of Proposals for any reason, in which event the City shall issue an addendum to this RFP identifying the new date and time for the RFP Closing on the BC Bid website www.bcbid.gov.bc.ca/ identified on the e-Advertisement page as an “Amendment”.

It is the sole responsibility of the Proponent to satisfy all delivery and timing requirements.

3.5 Late Proposals

Proposals received after the RFP Closing will not be considered and will be returned unopened (in the case of a hard copy submission) to the submitter.

3.6 Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out on the front page, at any time up to, but not later than, the RFP Closing. An amendment should be signed by the same individual that signed the original submission or authorized signatory. The amendment should indicate the change(s) only and is not a full resubmission.

3.7 Withdrawal of a Proposal

Withdrawals can be made at any time up to, but not later than, the RFP closing as follows;
Online BC Bid website

May be made in accordance to the process and procedures as required by BC Bid (the service provider) to withdraw a bid submission.

Printed (Hard Copy) Submissions

May be made by notifying the contract person as noted on the Title Page of this RFP by email. The withdrawal notice must be signed or provided by the same individual that signed the original submission or authorized signatory.

3.8 **No Fax or Email Proposals**

Proposal, including amendments to Proposals, received by facsimile or email will not be considered by the City.

3.9 **No Public Opening**

There will be no public opening of Proposals.

3.10 **Enquiries**

All enquiries or requests for an explanation or clarification regarding this RFP should be made in writing only by email to the Contact person named on the title page of this RFP. The email should reference the RFP number and title of this RFP in the subject line of the email. Information obtained from any person or source other than the Contact Person identified on the title page of this RFP, may not be relied upon.

Enquiries should be made no later than five (5) business days prior to the RFP Closing. The City reserves the right not to respond to enquiries made within five (5) working days of the RFP Closing Date. Enquiries and responses will be recorded and may be distributed by addendum to this RFP to all Proponents at the City’s sole and absolute discretion.

Any oral explanation, interpretation, information or clarification that may be communicated to a Proponent by the City elected officials or City employees of the City should not be relied upon by any Proponent and shall not bind the City in this RFP.

All enquiries related to the status of this RFP, including whether or not an Agreement has been awarded, should be directed to the Contact Person identified on the front page of this RFP.

3.11 **Discrepancies or Omissions**

Proponents finding discrepancies or omissions in the RFP or Agreement, or having doubts as to the meaning or intent of any provision, should immediately notify the Contact Person identified on the title page of this RFP. If the City determines that an amendment is required to this RFP, the City’s Contact Person as identified on the title page of the RFP will issue an addendum in accordance with the front page of this RFP. No oral conversation will affect or modify the terms of this RFP or may be relied upon by any Proponent.
3.12 Questions and Addenda

The City may, in its sole discretion, but is not required to, provide a response to a question or request for an explanation or clarification by a prospective Proponent or Proponent. Any such response (including additional information) will be provided in the form of an Addendum to be posted on BC Bid www.bcbid.gov.bc.ca/, identified on the e-Advertisement page as an “Amendment”, which will then form part of the RFP Documents.

3.13 Examination of Contract Documents and Site

Proponents will be deemed to have carefully examined the RFP, including all attached Schedules, and the Site (as applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

4. PROPOSAL SUBMISSION FORM AND CONTENTS

4.1 Form of Proposal

Proponents should complete the Form of Proposal attached as Schedule “C”; including, but not limited to:

C   – Proposal form
C-2 – Questionnaire
C-3 – Financial Proposal

Proponents are encouraged to use the forms provided and attach additional pages as necessary.

4.2 Signature

Proposals should be signed by a person authorized to sign on behalf of the Proponent and bind the Proponent to statements made in the Proposal.

5. EVALUATION AND SELECTION

5.1 Evaluation Process

All Proposals received not later than the RFP Closing, in response to this RFP, are subject to review and evaluation by or on behalf of the City.

5.2 Evaluation Committee

The evaluation of Proposals will be undertaken confidentially on behalf of the City by the Evaluation Committee (hereafter defined as the “Evaluation Committee”), which may consist of one (1) or more persons. The Evaluation Committee may be assisted by other persons as the Evaluation Committee, in its sole discretion, may determine, including technical, financial, legal and other advisors to, or employees of the City.

5.3 Evaluation Criteria

The Evaluation Committee may evaluate a Proposal having regard to the evaluation criteria set out below to determine which Proposal provides, in the opinion of the Evaluation Committee, the best overall value to the City (hereafter defined as the “Evaluation Criteria”).
EVALUATION CRITERIA

<table>
<thead>
<tr>
<th>Weighted Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Corporate Overview</td>
<td>5</td>
</tr>
<tr>
<td>b) Experience, Qualifications and References</td>
<td>25</td>
</tr>
<tr>
<td>c) Project Understanding</td>
<td>20</td>
</tr>
<tr>
<td>d) Methodology and Work Plan</td>
<td>30</td>
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<tr>
<td>e) Value Add</td>
<td>3</td>
</tr>
<tr>
<td>f) Sustainability</td>
<td>2</td>
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<tr>
<td>g) Fee Proposal</td>
<td>15</td>
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</tbody>
</table>

The points awarded for an Evaluation Criteria shall be a calculation of the Evaluation Committee member’s score, from ‘0’ to ‘4’ or fraction thereof, divided by the maximum score possible (4) and then multiplied by the relevant weighting factor assigned to each Evaluation Criteria.

When evaluating the proposals, the Evaluators will mark using the following legend:

<table>
<thead>
<tr>
<th>SCORE</th>
<th>RELEVANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass/Fail</td>
<td>Mandatory requirements – proponents must clearly demonstrate that they meet the mandatory requirements set out in this document.</td>
</tr>
<tr>
<td>0</td>
<td>no answer or none of the requirements/expectations met</td>
</tr>
<tr>
<td>1</td>
<td>unsatisfactory or few of the requirements/expectations met</td>
</tr>
<tr>
<td>2</td>
<td>satisfactory or minimum requirements/expectations met</td>
</tr>
<tr>
<td>3</td>
<td>good or requirements/expectations exceeded</td>
</tr>
<tr>
<td>4</td>
<td>excellent or far exceeds requirements/expectation</td>
</tr>
</tbody>
</table>

The sum of the total points awarded for all criteria in one proposal, will be compared to the sum total points achieved by the other proposals. This comparison will produce a ranking order of the Proponent and its Proposal relative to all other proposals evaluated. The higher the total points awarded, the higher the ranking of the Proponent in terms of the City’s preference for accepting a Proposal as submitted or entering into negotiations with the Proponent and, subject to agreement of terms of a Contract, awarding the Contract.

5.4 Reference Checks

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, conduct reference checks with any or all of the references stated in a Proposal, and conduct any background investigations that it considers desirable to seek to verify information provided by, or relating to, a Proponent, whether contained in the Proposal or not, and the Evaluation Committee may consider and rely on any relevant information it considers in its sole and unfettered discretion incidental or relating to the Evaluation Criteria whether obtained from a Proponent’s references or background investigations, or otherwise. By submitting a Proposal, the Proponent authorizes and agrees to the release of information by references to the Evaluation Committee and those persons assisting the Evaluation Committee in respect of this RFP.

5.5 Clarifications and Additional Information

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal, and matters incidental and relating to the Evaluation Criteria, and may consider and rely on such information in an evaluation of a Proposal.
5.6 Interviews, Samples and Demonstrations

To assist in the evaluation of the Proposals, the Evaluation Committee may, in its sole and absolute discretion, but is not required to, request an interview and/or sample and/or demonstration, from some or all Proponents to the Evaluation Committee and those assisting the Evaluation Committee and may consider and rely on any clarification or supplementary information received from the interview and/or sample and/or demonstration in the evaluation of Proposals. The City is not required to give any Proponent an opportunity to make an interview and/or sample and/or demonstration or provide any clarification or supplementary information.

Samples, if so requested, are to be provided at no cost to the City and if not destroyed in testing or review, the Proponent may request the samples be returned at their expense. The Evaluation Committee may consider and rely on any review of samples provided in the evaluation of Proposals.

5.7 Evaluation Criteria and Ranking of Proponents

Upon the evaluation of a Proposal, supplementary information and information obtained from References, Interviews, Demonstrations and Samples, the Evaluation Committee may adjust points to the Proponent based upon the application of the Evaluation Criteria seen in 5.3 in order to score and rank the Proponents from highest to lowest in preference.

6. RIGHTS OF THE CITY

6.1 Privilege of the City

The City may reject any or all Proposals and may enter into a Contract with a Proponent whose Proposal is not the lowest in overall cost to the City.

6.2 Discretion of the City

Notwithstanding any other terms and conditions herein and, without restriction, any legal duties or obligations that may be owed by the City to a Proponent arising out of the submission of a Proposal, the City may, but shall not be required to:

a) waive informalities, irregularities, qualifications, additions, omissions, conditions or other deficiencies in a Proposal, and without limitation, any failure by a Proponent to comply with the requirements of the RFP Documents including those relating to the process for submission of a Proposal (individually and collectively “Deficiencies”), enter into negotiations with a Proponent and award a Contract for services, on terms different than those contained in the Proponent’s Proposal to a Proponent whose Proposal contains one or more Deficiencies regardless of whether or not the Deficiency or Deficiencies, taken individually, or collectively, are material or substantial such that they would otherwise render the Proposal non-compliant and incapable of lawful acceptance; and

b) reject or decline to proceed with a full evaluation of, a Proposal and decline to enter into negotiations with a Proponent whose Proposal fails to satisfy the Evaluation Committee as to the Proponent’s qualifications, capacity, experience, resources and expertise for the proper performance of the Services.

c) enter into separate contracts with two Proponents for the provision of some or all of the Supplies.

The City may, in its sole discretion, waive any and all defects in a Proposal and may, in its sole discretion, reject or retain for its consideration Proposals which are materially non-compliant with the terms and the requirements of the RFP Documents, and without restricting the generality of the foregoing, Proposals which are irregular, incomplete, contain qualifications, are conditional or which do not contain the content of, or are not in the form required by, or fail to comply with the process for submission set out in the RFP Documents.
6.3 Rejection of all Proposals

In the event that the City declines to consider or otherwise rejects all Proposals it may, in its absolute discretion, issue a new request for proposals on the same or different terms as contained in the RFP Documents.

7. SELECTION AND AWARD

7.1 Negotiation of Contract and Award

The selection of a Preferred Proponent or Preferred Proponents may lead to either an Agreement or negotiations that may lead to an Agreement. For the purpose of negotiations that may lead to an Agreement, they will proceed in the following manner.

(a) The Evaluation Committee will complete its evaluation of Proposals. Each Proposal will be ranked according to the points assessed in the evaluation process with the highest ranked Proposal being that with the highest point score.

(b) The City may enter into negotiations with the highest ranked Proponent to finalize the terms of the Contract. If negotiations do not lead to a Contract with that Proponent and the City, then the City may, at its sole and absolute discretion, negotiate with the next highest ranked Proponent and so on, until either the award of the Contract or choose to terminate the RFP.

The City is under no obligation to enter into negotiations with any one or more Proponents. In the case of all negotiations permitted in this RFP, the City retains the sole discretion to determine the duration and timing of any negotiations and reserves the right to enter into a Contract for some or all of the Goods or Services on terms substantially different than those contained in a Proposal and substantially different than those contained in the form set out in Schedule “B” - Draft Agreement.

7.2 Award

Where an agreement in principle has been reached as a result of the steps noted in section 7.1 the City will prepare a General Supply Agreement for execution by the party’s containing the mutually acceptable terms of agreement.

Upon fully executing an Agreement the City will provide in writing a notice of Award along with a copy of the executed contract for the Proponents records.

7.3 Public Notice of Award

In keeping with the City’s commitment to a process of openness and transparency, details of the notice of the Award may be posted publicly, including the name of the Awarded Contractor as well as the contract value.

If and when the City provides public notice of an Award it will be posted on the BC Bid web-site at www.bcbid.gov.bc.ca

Any objections to a public notice need to be communicated to the City prior to final contract execution.
8. GENERAL CONDITIONS

8.1 No Obligation to Proceed

Notwithstanding anything in the RFP Documents, this RFP does not commit the City in any way to proceed to select a Proposal or award any contract to a Proponent and the City specifically reserves the right at any time, whether before or after the RFP Closing, to terminate the RFP.

8.2 Proponents’ Representation

Each Proponent, by submitting a Proposal, represents that it has read and fully understood the terms and requirements of the RFP Documents.

8.3 Proponents’ Release and Waiver of Claims

Each Proponent, by submitting a Proposal, agrees that in no event will the City or any of its employees, advisors, agents or representatives be liable, under any circumstances, for any claim or claims by a Proponent, or liable to reimburse or compensate the Proponent in any manner whatsoever, including but not limited to the costs of preparation of a Proposal, cost of participation in the process described in this RFP, loss of anticipated profits, loss of opportunity for any other matter. Without limiting the foregoing, the Proponent specifically agrees that it will have absolutely no claim for damages, losses, expenses or relief of any kind whatsoever and however arising against the City or any of its employees, elected officials, advisors, agents or representatives or members of the Evaluation Committee whether arising directly or indirectly as a result of the breach by the City, or any of its employees, elected officials, agents, consultants or the Evaluation Committee of any duty in law or in equity and, without limitation, a duty of fairness or good faith, any express or implied contractual duty or any equitable duty owed by the City, its employees, advisors, agents or consultants to a Proponent in relation to this RFP, and without limiting the foregoing, arising in circumstances in which the City:

(a) Fails or refuses to evaluate a Proposal, or a part of a Proposal;
(b) Does not apply properly, or at all, any or all evaluation criteria;
(c) Does not select a Proposal, or a part of a Proposal for negotiations or award of a General Supply Contract;
(d) Does not enter into negotiations or enter into an agreement or agreements with a Proponent or Proponents;
(e) Suspends, cancels or in any way modifies the RFP or the RFP Documents;
(f) Accepts a non-compliant Proposal; or
(g) Awards a Supply Contract on terms different than those set out in Schedule “B” – Draft Agreement or on terms different than those in the Proposal of a successful Proponent or Proponents.

8.4 No City Representation or Warranty

By submitting a Proposal, a Proponent acknowledges and agrees that the City makes no representation or warranty regarding the correctness, sufficiency or representativeness of any information furnished or made available to the Proponent, including without limitation, information relating to the current conditions affecting, or which could affect, the provision of goods or services, and that the City shall not be responsible for any
interpretation, conclusion or deduction made or drawn by a Proponent from any information furnished or made available by the City to the Proponent.

8.5 **Conflict of Interest**

The City may, in its sole and absolute discretion, disqualify any Proposal if the Proponent has, in the opinion of the City, an actual conflict of interest or unfair advantage or has a relationship that has the potential for a conflict of interest to occur.

Each Proponent, and in the case of a partnership each partner, must fully disclose all relationships they, including its officers, directors and employees, have or have had with any employees, elected officials or Representatives of the City which creates or has the potential to create a real or perceived conflict of interest with the City or provide an unfair advantage to the Proponent by written notice to the City after becoming aware of any such relationship.

If the Proponent does disclose a relationship or declare a conflict of interest, or if the City becomes aware of a relationship which it reasonably determines creates or has the potential to create a real or perceived conflict of interest, the City may direct the Proponent to resolve the conflict to the satisfaction of the City.

8.6 **No Lobbying**

Subject to communications and dealings with the City Contact Person and the Evaluation Committee as expressly provided for in this RFP, Proponents must not communicate directly or indirectly with any employee or representative of the City, including the Evaluation Committee and any elected officials of the City or the Province of British Columbia about this RFP other than as expressly directed or permitted by the City.

8.7 **No Collusion**

Each Proponent, by submitting a Proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived at independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

8.8 **Freedom of Information and Protection of Privacy Act**

The City is subject to the British Columbia Freedom of Information and Protection of Privacy Act and associated Regulations (collectively, “FOIPPA”), a copy of which is available for review at [http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information](http://www2.gov.bc.ca/gov/content/governments/about-the-bc-government/open-government/open-information/freedom-of-information)

8.9 **Ownership of Proposals**

All Proposals, including any documents submitted to the City by a Proponent in accordance with the requirements of the RFP Documents, shall become the property of the City and will not be returned to the Proponents. Documents and information received by the City will be held in confidence by the City, subject to the provisions of FOIPPA and other legal or regulatory requirements, subject to its disclosure and use for purposes relating to this Request for Proposals and competitive procurement process.

8.10 **Indemnification**

Each Proponent will indemnify and save harmless the City, and their respective officers, directors, consultants, employees and agents (the “Indemnified Parties”), from and against any and all losses, claims, damages, actions,
causes of action, costs and expenses that the City and, or alternatively, may sustain, incur, suffer or be put at any time either before or after the acceptance, expiration or rejection of this Proposal, arising out of or in any way connected with, directly or indirectly, an act or omission of the Proponent or any of its agents, employees, officers, directors or subcontractors except to the proportionate extent that such losses, claims, damages, actions, causes of action, costs and expenses were caused by the Indemnified Parties, or any of them.

8.11 Governing Law

The laws of the Province of British Columbia shall govern any and all disputes concerning the interpretation, application or implementation of this RFP and any resulting Contract which may be awarded by the City.

8.12 Trade Agreements

This RFP is covered by the following trade agreements:

a) Canada-European Union Comprehensive Economic and Trade Agreement, chapter 19
b) Canadian Free Trade Agreement; and
c) New West Partnership Trade Agreement;

9. PURCHASING OPPORTUNITIES

9.1 Co-Operative Purchasing

The Vancouver Regional Co-operative Purchasing Group (the “VRCPG Co-op”) is a group of local government entities around the lower mainland, who from time to time combine their like requirements in a co-operative procurement. Members of the VRCPG Co-op or other public entities may wish to purchase similar Goods and Services from a successful Proponent. Contractors should identify in the Proposal if they are willing to extend their offering to other public entities (under a separate agreement)

END OF RFP INSTRUCTIONS
SCHEDULE A – SCOPE OF GOODS OR SERVICES

The City of Port Coquitlam requests proposals from qualified consultants capable of supporting staff in the development and delivery of a Master Transportation Plan. A new Master Transportation Plan (MTP) is required to replace the 2013 plan and guide development of the City’s road, transit and active transportation networks over the next 10-20 years. The objective is to develop a practical plan that is cost-effective, technically defendable, supported by the public, and endorsed by Council.

Several items have been implemented from the 2013 MTP but there is a need to review outstanding recommendations and identify new ones in order to set direction and priorities moving forward. The emergence of new technologies and transportation choices also presents a number of opportunities and risks. The plan will be developed to address key transportation issues and help the City to manage growth and changes in transportation conditions, while improving quality of life, safety, and mobility for residents.

Rather than a high level visioning document, the deliverable will be a practical plan with projects and cost estimates to guide capital and financial plans over the next 10 years, and longer term items to 20 year. The MTP will set a direction for the city with strategies and SMART goals (specific, measurable, attainable, relevant, time specific) that can be achieved through the identification of implementable projects and tangible outcomes.

The MTP will align with Council’s priorities: **improving customer service, investing in infrastructure** and enhancing **community safety** through six key areas:

- Managing City finances and assets responsibly
- Planning for the future
- Creating a vibrant downtown
- Focusing on safety
- Improving transportation and mobility, and
- Enhancing the environment

Key areas of focus will include, but are not limited to the following areas:

**Walk/Roll/Cycle** – encouraging people to get out of their cars and choose walking or rolling around the community through the provision of safe, attractive and comfortable multi-use paths, trails and bike lanes that accommodate all ages and abilities. Benefits include community liveability, social connection and improved health, along with reductions to traffic congestion and greenhouse gas emissions.

**Sidewalks and Pedestrian Safety** – improving connectivity, access and safety for residents through the provision of sidewalks, enhanced crosswalks, pedestrian-activated signals, intersection modifications, streetlights and transit stop improvements (shelters, benches, wheelchair/pedestrian landing areas).

**Transit** – encouraging the use of transit through the provision of attractive and accessible passenger amenities and by providing improvements that support efficient and reliable transit service. The City has a bench and transit shelter expansion program, invests in transit stop improvements, and has implemented some transit priority measures. RapidBus was recently introduced on Lougheed Highway and the City is currently working on a Skytrain Feasibility Study.
Environment/Community – supporting a healthy environment and livable community through the provision of sustainable transportation options that reduce traffic congestion and pollution while encouraging people to get out into the community and stay healthy and active.

Road Network – accommodating the efficient movement of goods and people in and through the community by all modes of transportation.

Growth and Development – supporting growth, development and connection between key areas of Port Coquitlam. Facilitating redevelopment, development and infill in the mixed use areas of Downtown, Northside, Westwood and Dominion Triangle.

Corridor Improvements: planning and budgeting for major bridge and road projects such as the Lincoln Connector, Fremont Connector, Coquitlam River Bridge & Lougheed Highway Improvements, and grade separated rail crossings on Pitt River Road and Westwood Street. The City is also investing in streetscape improvements on arterial and collector roads such as Prairie Avenue, McAllister Avenue and Kingsway Avenue. The MTP will identify and prioritize other corridor upgrade projects over the next 10 years.

Emerging trends: identifying opportunities and risks with emerging trends and technology such as bike share, car share, ride share, electric scooters, electric vehicles and charging stations, intelligent transportation systems, etc. The City currently operates bike share and car share programs and is participating in a Tri-City ride share agreement.

Transportation Capital Programs: the City has developed several programs with criteria for prioritizing infrastructure investments such as the Sidewalk and Pedestrian Safety program, Traffic Calming program, Annual Traffic Count program, Streetlight Expansion program, School and Park Road Safety program, Neighbourhood Rehabilitation program, Local Area Service program, Bike and Car Share programs, and Transit Shelter and Bench Expansion programs. The MTP will review and formalize these programs and use them to build out project plans and investments over the next 10 years. The MTP will also bring the separate programs together under one cohesive and holistic plan that acknowledges the City’s key transportation values and identifies opportunities for coordination between the various initiatives in order to achieve cost efficiencies and multiple benefits.

Plan Development and Consultation

It is envisioned that the plan will be developed over the next 12-18 months with targeted consultation to gain public support and Council endorsement. The proponent will work with staff and Council to develop a Draft Master Transportation Plan. Stakeholder and public consultation is planned for input on the Draft Plan with facilitation and support from the proponent.

Example phases of the plan development:

**Phase 1 – Identify existing Conditions, Issues, Opportunities & Goals**

Determine completed and outstanding elements of the existing MTP. Summarize existing conditions. Compile information on existing programs, policies and practices. Identify key issues and opportunities. Define strategic goals and objectives.
Phase 2 – Preliminary Strategies and Solutions
Identify potential transportation improvements based on input and research from Phase 1. Bring to Council for input and direction.

Phase 3 – Development of Preferred Plan
Refine transportation improvements. Prepare Draft MTP, including 10-year plan with projects and cost estimates and 20 year items identified for long term planning. Solicit feedback from Council and receive approval for public consultation. Consult with stakeholders, industry and the public through an Open House, online engagement and meetings.

Phase 4 – MTP Finalization
Incorporate comments from public consultation to refine the draft plan and bring to Council for consideration and feedback. Incorporate Council comments to finalize the plan and bring back to Council for approval.

Major Deliverables
Council presentation materials
Draft Master Transportation Plan
Open House Facilitation and Materials
Final Master Transportation Plan

Resources
2013 Master Transportation Plan: www.portcoquitlam.ca/mtp
Official Community Plan: Vision: www.portcoquitlam.ca/ocp
2020 Strategic Plan: www.portcoquitlam.ca/vision2020
Downtown Plan: www.portcoquitlam.ca/downtown
Traffic Calming: www.portcoquitlam.ca/calming
Neighbourhood Rehabilitation: www.portcoquitlam.ca/rehab
Local Area Service: www.portcoquitlam.ca/las
Sidewalk & Pedestrian Safety: www.portcoquitlam.ca/sidewalks
Cycling & Multi-Use Paths: www.portcoquitlam.ca/paths
Walk, Cycle & Roll: www.portcoquitlam.ca/cycling
Bike Share/Car Share: www.portcoquitlam.ca/share
Capital Projects: www.portcoquitlam.ca/capitalprojects

Budget
The City of Port Coquitlam has an approved budget of $150,000 for completion of the provision of the goods and services as described in this RFP.

END OF SCHEDULE ‘A’
SCHEDULE B – DRAFT AGREEMENT

Submitted to: Corporation of the City of Port Coquitlam
Public Works, Purchasing Division

RFP No.: 2020 - 09
RFP Project Title: Master Transportation Plan

**SUBMISSION CHECKLIST AND FORMAT**

This section is intended as a checklist for proponents assembling their proposal. Proponents are to provide a response in the format indicated below. If your response requires more space than provided, enclose a supplementary page(s) and reference the page(s) in the space provided. For all enclosures, please indicate the part and section to which they correspond. Proponents are requested to include an electronic version of any printed submission in a pdf file format (on a storage medium, like a flash drive) including all attachments. The electronic copy should contain the identical content. Submission location/method must be according to the instruction found in the “Instructions to Proponents” under Section 3 (email is not acceptable)

- Schedule ‘C’ – Form of Proposal
- Schedule ‘C2’ – Questionnaire
- Schedule ‘C3’ – Financial Proposal

**PROPOLENT INFORMATION**

Legal Name of Proponent: 
Business Address: 
Phone Number: 
Email Address: 
Contact Person and Title: 
Business Website: 

Identify Business Structure:
- [ ] If a Company
  Incorporated under the laws of what jurisdiction: 
  Incorporation number: 
- [ ] If a Partnership
  Partner Name(s): 
  Partner Address(es): 
- [ ] If an Individual
  Operating Name: 
CONFLICT OF INTEREST DISCLOSURE

In this Part, the Proponent must declare that neither it, nor any of its officers, directors, principals or employees, have or have had any relationship with any employees or elected officials of the City which creates or has the potential to create a real or perceived conflict of interest or provide an unfair advantage, except as identified below. Individually, for each such relationship, identify the following:

Name of Party or Individual from the Proponent Involved: ________________________________
Nature of the Relationship: ________________________________
Measures Implemented to Mitigate the Conflict (if any): ________________________________

PROponent DECLARATION AND SIGNATURE

The Proponent declares the information provided in this Proposal is true and accurate. Submission of a Proposal is a representation that the Proponent has obtained a complete copy of the RFP Documents, including any and all Addenda which may be issued. Submission of a Proposal is a representation that the Proponent has full knowledge of the Site, and have fully informed ourselves as to the intent, difficulties, facilities and local conditions attendant to providing the Goods or Services, submit this Proposal in response to the RFP.

Authorized Signatory(ies) or Partner(s):

Signature

______________________________
Name and Title

______________________________
Telephone No.

______________________________
Cell Phone No.

______________________________
Email

Signed in the presence of (witness):

Signature

______________________________
Name and Title

______________________________
Telephone No.

______________________________
Cell Phone No.

______________________________
Email
SCHEDULE C-2 – QUESTIONNAIRE

Proponents should respond to the questions under each heading clearly and concisely. Responses should be limited to thirty five (35) pages, excluding appendices. A report style submission is preferred with minimum 11 font size. Responses should be sequential and clearly indicate the question which is being addressed.

A detailed, clear and concise response from Respondents is required in order to facilitate the evaluation process. “Yes” or “No” responses will not be acceptable unless the City has requested only a “Yes” or “No” response to the specific item. Any requirement with no response will be presumed to mean it is either not included or not available.

Through the information provided in your Proposal, the City of Port Coquitlam expects to gain an in-depth understanding of a Proponent’s experience, capabilities, capacity to provide the Goods and/or Services outlined in Schedule A - Scope of Goods or Services.

The Evaluation Committee will evaluate the Form of Proposal based on the Evaluation Criteria outlined in the “Instructions to Proponents”, as seen in Section 5.3 of this RFP.

<table>
<thead>
<tr>
<th>Weighted Criteria</th>
<th>Weight</th>
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<tbody>
<tr>
<td>a) Corporate Overview</td>
<td>5</td>
</tr>
<tr>
<td>b) Experience, Qualifications and References</td>
<td>25</td>
</tr>
<tr>
<td>c) Project Understanding</td>
<td>20</td>
</tr>
<tr>
<td>d) Methodology and Work Plan</td>
<td>30</td>
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<tr>
<td>e) Value Add</td>
<td>3</td>
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<td>f) Sustainability</td>
<td>2</td>
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<tr>
<td>g) Fee Proposal</td>
<td>15</td>
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</table>

CORPORATE OVERVIEW (5%):

Q1  5%

Provide a summary of the firm’s corporate background, including the following information: a) location of the respondent's offices b) respondent background c) value of consulting work d) years of business e) stability and structure

EXPERIENCE, QUALIFICATIONS AND REFERENCES (25%):

Responses will receive higher marks for this section that identifies:
- experience similar to those services required by the RFP
- references that identify experience similar to those required by the RFP

Q2  10%

Provide an executive summary describing the Respondent’s relevant experience and qualifications in delivering the Goods or Services similar to those required by the RFP. Demonstrate experience undertaking projects of this complexity with similar key themes and subject matter; experience working on projects involving stakeholders, municipal staff and Council, and; knowledge of municipal processes.
Q3 10%  Show the organizational structure of the proposed team. Provide details on the qualifications of the team members describing their respective roles, capabilities and qualifications as well as their experience with Master Transportation Plans. Include resumes for the team members in the appendix of the proposal.

Q4 5%  REFERENCES
Provide key client references for work completed by the Respondent that required the performance of services similar to the Goods or Services described in this RFP (to the extent possible). For each reference include: project and client name, scope of services provided, project start and completion date, project value, contact person name, phone and email.

<table>
<thead>
<tr>
<th>Reference No. 1</th>
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<tbody>
<tr>
<td>(a) Project and Client name</td>
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<tr>
<td>(b) Contact Persons name, phone and email</td>
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<tr>
<td>(c) Scope of services provided</td>
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<td>(d) Project start and completion date</td>
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<td>(e) Project value</td>
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<th>Reference No. 2</th>
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<tr>
<td>(a) Project and Client name</td>
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<td>(b) Contact Persons name, phone and email</td>
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<td>(c) Scope of services provided</td>
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<td>(d) Project start and completion date</td>
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<td>(e) Project value</td>
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<th>Reference No. 3</th>
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<td>(a) Project and Client name</td>
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<td>(b) Contact Persons name, phone and email</td>
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<td>(c) Scope of services provided</td>
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<td>(d) Project start and completion date</td>
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<td>(e) Project value</td>
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### PROJECT UNDERSTANDING (20%):  
*Responses will receive higher marks for this section that identifies:*
- an understanding and familiarity of the City’s objectives, approach, requirements

<table>
<thead>
<tr>
<th>Q5</th>
<th>5%</th>
<th>Provide a narrative that illustrates an understanding of the City’s objectives, approach and requirements for providing the goods and services. Describe any deviations to the requirements outlined in the RFP with which your company is unable to comply.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q6</td>
<td>5%</td>
<td>Demonstrate the Respondent’s familiarity with transportation planning guidelines, network planning, active transportation, pedestrian and traffic safety, cycling, trail networks, transit, multi-modal strategies, corridor planning and streetscape design, and emerging transportation technology and trends.</td>
</tr>
<tr>
<td>Q7</td>
<td>5%</td>
<td>Demonstrate an understanding of the City’s current approach to infrastructure investments through the delivery of transportation programs with prioritization criteria. Comment on the proposed approach to bring together, review and build on the programs in order to develop a cohesive plan that identifies key transportation values and opportunities for coordination.</td>
</tr>
<tr>
<td>Q8</td>
<td>5%</td>
<td>Demonstrate an understanding of the City’s objective, and Respondent’s ability, to develop a master transportation plan with concrete objectives, tangible and measurable outcomes, defined projects and priorities, and cost estimates to support City capital planning and budgeting.</td>
</tr>
</tbody>
</table>

### METHODOLOGY AND WORKPLAN (30%):  
*Responses will receive higher marks for this section that identifies:*
- demonstrated approach and methodology that leads to success and budget compliance
- issues, challenges and risks
- a specific, achievable work plan

<table>
<thead>
<tr>
<th>Q9</th>
<th>10%</th>
<th>Describe the philosophy and key elements of the approach that will be taken to ensure successful delivery of the project. Demonstrate an understanding of the required goods, services and deliverables to ensure that the project objectives are met.</th>
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<tr>
<td>Q10</td>
<td>10%</td>
<td>Describe the methodology and processes that will be used to achieve the project objectives. Include aspects of planning, budgeting, schedule control, and quality assurance. Identify major issues, challenges and risks associated with the deliverables.</td>
</tr>
<tr>
<td>Q11</td>
<td>10%</td>
<td>Provide a detailed work plan and proposed schedule that identifies milestones, meetings, timelines for completion of specific tasks, and identification of specific deliverables. Tasks should be specific, measurable, attainable, realistic and timely. Include a Gantt chart (or similar) which identifies the project tasks, milestones and deliverables outlined in the proposed methodology and RFP.</td>
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<tr>
<td>Q12</td>
<td>3%</td>
<td>Describe any services the Respondent can provide that are not identified in this RFP and may provide value to the project, value to the City of Port Coquitlam, or set you apart from other organizations. Unless otherwise stated, it is understood that there are no extra costs for these services.</td>
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| Q13  | 2%  | Provide details the Respondent will take to minimize adverse impact to the environment during the provision of the services outlined in this RFP, including but not limited to steps taken to minimize greenhouse gas emissions. |
SCHEDULE C-3 – FINANCIAL PROPOSAL

The City of Port Coquitlam has an approved budget of $150,000 for completion of the provision of the goods and services as described in this RFP.

Responses will receive higher marks for this section that identifies:
- a lower financial cost
- efficiencies to reduce overall project costs

PRICING PROPOSAL (15%):
IMPORTANT: All pricing provided should be in Canadian funds and exclusive of Taxes

Typical components included in the budget should include costs for consulting work, advertising, facilitators, supplies, printing and graphic design work.

- a breakdown of costs by project component for each deliverable or phase
- the number of hours of each person and hourly rate of each person
- details on taxes and fees not included in the proposed budget
- the proposed billing schedule

1. The Respondent offers to supply to the City of Port Coquitlam the Goods and/or Services for the prices plus applicable taxes as follows:

<table>
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<tr>
<th>Quantity</th>
<th>Description</th>
<th>Price</th>
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END OF SCHEDULE ‘C-3’