



**2005 State of the Environment Update
Contract 2704P**

1. Introduction

The City of Richmond proposes to engage the services of qualified applicants capable of preparing a 2005 State of the Environment (SOE) Report Update as described below. This work will be undertaken in consultation with Council's Advisory Committee on the Environment (ACE) and City Staff.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Six (6) copies of proposals marked "**Contract 2704P – 2005 State of the Environment Update**" addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC, V6Y 2C1, until 4:00 pm, Local Time, on Friday, June 24, 2005. Submissions received after this time will be returned to the sender unopened.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals shall be irrevocable until the City awards this Contract or cancels this Request for Proposals, whichever first occurs.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check BC Bid, the City's website and/or the City of Richmond's Purchasing Section to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

David Phipps – Supervisor
Purchasing Section
City of Richmond

Tel: 604-276-4287
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

David Brownlee
Policy Planning Department
City of Richmond

Tel: 604-276-4200
E-mail: dbrownlee@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

In 1998, Richmond City Council established a State of the Environment (SOE) Program and Report. The Report was prepared under the guidance of the City's Advisory Committee on the Environment (ACE) and provided information regarding the City's environmental health along with recommendations for City environmental management policies, practices and community actions.

In December 2001, the first complete update of the SOE was prepared including an expanded range of topics and indicators.

The current set of indicators are based upon the following criteria:

- Public Importance / Priority
- Validity in Measuring Environmental Conditions
- Data Quality and Reliability
- Repeatability of Data
- Level of Influence by the City of Richmond
- Simplicity and Ability of Indicator to be Easily Understood
- Use by Other Municipalities
- Targets or Thresholds

Both the 1998 SOE Report and the 2001 SOE Update Report are available for viewing at the following web site:

<http://www.richmond.ca/services/environment/policies/soe.htm>

The proposed 2005 Update is being done as part of the City's commitment to monitor changes and evaluate progress in meeting targets established through the SOE.

The Advisory Committee on the Environment (ACE) will take the lead role in guiding the SOE Report Update and their involvement should be incorporated into the overall work program. Over the course of the project, it is anticipated that there will be ongoing meetings between ACE members, staff and the consultants to review progress and findings.

An overall goal of the Committee will be to work towards making the final report more engaging and approachable to the general public. Submission of examples or suggestions of how your firm might achieve this are encouraged.

Once sufficiently developed, it is proposed that the draft report be circulated to key external agencies (e.g., FREMP, GVRD, etc.) for comments.

Design and final production of the 2005 SOE Update Report will be undertaken by the City. Although this aspect is not part of the proposed contract, proposals should accommodate a limited amount of coordination time with the City's Production Staff to ensure that the deliverables will meet the City's standards for quality and be in a format that the City can work with to produce the final report.

5. Project Scope / Work Program

The scope of work and proposed tasks are highlighted below:

A. Project Initiation

- Clarify goals, objectives, roles, timelines, milestones and accounting issues.
- Review Existing Indicators /Data Sources and Contacts.

B. Data Collection, Analysis and Recommendations

For existing and proposed SOE Indicators and Targets

For indicators that are the same as those used in the 2001 SOE report and those that have been proposed by ACE for this update project, the following tasks will be undertaken:

- Collect data, from existing, available sources, for 2001 - 2005 comparisons, necessary to determine net changes from data presented in the 2001 SOE report.
- Identify, any standardized SOE indicators and data, which could facilitate comparisons among municipalities (e.g., those with SOE Programs, and others) in the region.

- Analyze this data in order to identify:
 - SOE indicator and target trends;
 - progress (or lack of) working towards stated targets.
- Set SOE targets:
 - identify and, if necessary, develop in consultation with ACE and City staff, new targets for those SOE indicators which do not have a target identified in the 1998 or 2001 reports;
 - Ideally, targets should be quantifiable and achievable within the time frame of the next update or some other appropriate time frame.
- Form conclusions regarding how Richmond is doing in managing and achieving its SOE Program goals, resources, stressors, indicators and targets.
- Where enough data is available, make predictions about the consequences should the indicator's trends continue.
- For Environmental Results (the Report Card):
 - make recommendations to better achieve SOE Program goals; and
 - make observations and suggestions to enhance the City's environmental management goals, objectives, policies, programs, best practices and initiatives.
- For Improving SOE Program Management:
 - make recommendations to improve SOE Program management;
 - review the 2001 recommendations and discuss how these were responded to and where appropriate identify what consequences resulted;
 - data gathering, data sources and data base management; and
 - monitoring, analysis, implementation and program updating.

Other Possible New SOE Indicators and Targets

- Where new or more appropriate SOE data sources, indicators and targets exist, these will be considered by ACE and City for inclusion in the 2005 update. The Consultant will be directed accordingly.
- Evaluate any new potential indicators against the current criteria identified earlier.

Once these new SOE indicators are approved, the following tasks will be undertaken:

- collect, from existing sources, current data for each indicator;
- identify in consultation with ACE and City staff, appropriate targets for each indicator;
- determine net changes from any historical data that may be available and which can help identify general trends with respect to progress (or lack of) working towards any stated targets;
- form conclusions regarding how Richmond is doing in managing and achieving its SOE Program goals, resources, stressors, indicators and targets;
- For Environmental Results:
 - make recommendations to better achieve SOE Program goals; and

- make observations and suggestions to enhance the City's environmental management goal, objectives, policies, programs, best practices and initiatives.
- For Improving SOE Program Management:
 - make recommendations to improve SOE Program management by enhancing SOE;
 - data gathering, data sources, and data base management; and
 - monitoring, analysis, implementation and program updating.

C. Report Preparation

(1) First Pre-production Draft of the Report

A first (draft) report will be prepared documenting the work undertaken in relation to the above noted tasks for review and discussion by ACE and City staff.

The 2005 SOE Report should include three (3) main parts:

Part 1 For Environmental Results (the Report Card)

A 2005 SOE Report, which includes:

- an executive summary which can be separated as a stand alone summary;
- a glossary of key terms;
- a table of contents;
- provides a sense of how Richmond fits into the larger regional context
- updated information and analysis regarding SOE Report goal, policies, resources, stressors, indicator and target management;
- a summary matrix or other graphic representation, which clearly summarizes the indicators, data collection, analysis and targets. Other "visual" graphics which clearly summarize or provide a composite statement of the report card are also encouraged;
- conclusions regarding how Richmond is doing in managing and achieving its SOE Program goal, resources, stressors, indicators and targets;
- recommendations to better achieve SOE Program goals, asset, stressor, indicator and target management;
- recommendations for implementation initiatives for the indicators and targets;
- observations and suggestions to enhance the City's environmental management goals, objectives, polices, programs, best practices and initiatives;
- detailed charts, figures and other information should be included in technical appendices; and
- illustrations, maps, data sources and bibliography.

Part 1 of the report should also include, for each SOE asset, stressor, indicator and target:

- text which highlights the importance of measuring each indicator;
- what is being measured and why;
- the results of measurements (e.g., for SOE resource, stressor and indicator trends; and inter-municipal comparisons, etc.) along with a brief analysis of the changes over time, trends and, where appropriate, projections;
- relationship of trends to any identified target or standard; and

- some discussion on current City and community actions related to each indicator.

Part 2 For Improving SOE Program Management

Recommendations to improve SOE Program management by enhancing SOE:

- data gathering, data sources, and data base management; and
- monitoring, analysis, implementation and program updating.

The Consultant will revise the first draft report in accordance with feedback received from ACE and City staff.

Part 3 Managing City Growth Discussion

Currently, Richmond's population is estimated at 177,000.

By 2021, the growth target is estimated at 212,000 – an increase of 35,000 people. The Consultant is requested to accommodate in the work plan a half-day session with ACE and staff to explore and discuss how Richmond can ensure that it maintains and enhances a high standard of environmental quality in light of the anticipated future growth.

Recommendations may include, but are not limited to, the following:

- Air quality;
- Groundwater quality and surface porosity;
- Quality of natural habitats; and
- Possible formulas to achieve the City's vision (i.e. "to be the most appealing, liveable and well-managed community in Canada").

(2) Second Draft of the Report

A second draft of the report will be prepared and will be reviewed by:

- ACE and the Staff Team;
- Planning Committee; and
- the public.

City staff will design the layout for this draft final report using the text and data provided by the consultant and staff.

D. Public Consultation and Review

Public review and discussion on the draft report and indicators through a public open house and through the City's web page

E. Final Report

The second draft will be revised to incorporate changes from public review and a third and final pre-production report will be prepared. The City will undertake design and production of the final report.

Draft Work Program SOE Update		
Phase/Meeting	Description	Timeline
Phase 1-Initiation		
	Project Initiation -clarify goals, objectives and roles Review existing indicators	August, 2005
Phase 2- Data Collection/Analysis		
	Data collection from existing sources for existing and new indicators Data analysis including: -identifying net changes and overall trends (where appropriate) -identifying and setting targets -making comparisons -forming conclusions/recommendations It is anticipated that sample write-ups for several, or all, the criteria will be submitted for review and comment	Aug – Oct 2005
Phase 3 Report Preparation		
	Prepare first draft of report for review by staff and ACE -revise as needed Prepare second draft for review by staff, ACE, Council's Planning Committee	Oct – Nov 2005
Phase 5 Public Consultation of Draft Report		
	City Production staff will design report layout and prepare preliminary draft reports Public Open House and Web Review of the draft report	Dec - Jan, 2006
Phase 6- Final Report		
	Presentations on report to Committee and Council (ACE and consultant) Report will be shared with neighbouring municipalities, YVR, GVRD through its various technical committees and available on the City's web site	Feb – Mar 2006

Production of the final report will be undertaken by the City in March / April 2006.

6. Project Outcomes and Reporting

Project outcomes will include:

- Improved City and public environmental awareness, commitment and involvement and environmental management capabilities
- Data: Raw data tables, data sources and contacts
- Final Pre-production Report:
 - Two (2) hard copies and one (1) digital copy of the final pre-production report including all text and tables.

Note: The final pre-production report shall be delivered in both hard and electronic versions (MS Word, Excel 97, or other format as mutually agreed upon) including appropriate graphs, tables and maps. All text, data and maps submitted on disk will be compatible with the City's computer and GIS systems
- Report results will be shared with the community for input and discussion through open houses and through the City's web site
- The final report will be available to the public through City Hall, including the City's web site, public libraries and various community networks.
- Results of this project will also be shared with our municipal neighbours and the Greater Vancouver Regional District.

7. Budget

A budget of \$ 37,450.00 (\$35,000 + GST) Canadian, including all applicable taxes, has been assigned to this project, including a final pre-production report and all associated costs.

City payments shall be made on the basis of milestones or phases agreed to by the City and the successful proponent and not on a per month basis.

8. Project Schedule

The project is to be completed by **March 31, 2006**, with work commencing as soon as possible in **August, 2005**. A project schedule is to be submitted with the proposal.

9. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- A Corporate profile of their firm outlining its' history, philosophy and target market.
- A detailed listing of previous State of the Environment Reporting experience.
- A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client reference from projects of a similar size and scope.

10. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto. A Draft "Sample" agreement is attached at the back of the document for your information. Proponents may include their standard terms of engagement.

11. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

Evaluation Criteria
Understanding of project objectives/outcomes and vision
Project Methodology
Team Composition – Experience and Qualifications of those staff to be assigned to the project.
Project Deliverables
Value for Money
References
Interviews (if required)



City of Richmond

Sample City Agreement

THIS AGREEMENT dated _____ 2005, at the City of Richmond, British Columbia

BETWEEN:

THE CITY OF RICHMOND
6911 No. 3 Road
Richmond, BC
V6Y 2C1
(hereinafter referred to as the "City")

AND:

(hereinafter referred to as the "Consultant")

Whereas, the City requires _____ services to prepare a _____, in consideration of the premises and the mutual covenants herein contained, the Parties (i.e., the City and Consultant), hereto covenant and agree as follows:

1. Responsibilities and DUTIES

- (1.) The Consultant shall provide professional and timely _____ services to assist the City in _____.
- (2.) The Consultant agrees:
 - (a) to carry out the functions and duties set out in **Schedule A**, and
 - (b) that the particulars thereof shall be subject to the interpretation of the City.

2. TERM

- (1.) It is understood and agreed that the terms and conditions set out herein are to cover the period:
 - commencing on _____ 2005, and
 - ending on _____ 2005 (hereinafter called the "expiration date"), oruntil such subsequent date as shall be agreed upon between the Consultant and the City.
- (2.) Notwithstanding any other provisions of these Terms, either Party may terminate the Agreement:
 - at any time upon two (2) weeks written notice delivered to the Parties at the addresses shown on the first page of this Agreement, or
 - at such shorter time and in such a manner as may be agreed upon by the Parties.

(3.) Notwithstanding the provisions of subsection (2), if in the opinion of the City, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

3. ENTIRE CONTRACT

These Terms and accompanying Purchase Order from the City of Richmond contain the entire contractual understanding between the Parties and any amendments hereto, except for additions to and variations of the duties pursuant to paragraph 1, may be made only by written agreement signed by the Parties.

4. COMPENSATION

The City will pay to the Consultant, in full payment and reimbursement for providing the services incurred in connection therewith, the fees in the amounts, in the manner and at the times set out in **Schedule B** attached hereto and forming a part hereof, and the Consultant will accept such fees as full payment and reimbursement as aforesaid.

5. BENEFITS

- (1.) The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits.
- (2.) The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

6. INDEPENDENT CONSULTANT

- (1.) The Consultant will be an independent Consultant and not the servant, employee or agent of the City.
- (2.) Notwithstanding the foregoing, the Consultant shall conduct themselves professionally and with integrity as to not embarrass or discredit the City throughout the performance of the work pursuant to this Agreement.

7. ASSIGNMENT AND SUBCONTRACTING

- (1.) The Consultant will not without the prior written consent of the City:
 - assign, either, directly or indirectly, any right of the Consultant; or
 - sub-contract any obligation of the Consultant.
- (2.) No sub-contract entered into by the Consultant will:
 - relieve the Consultant from any of his obligations, or
 - impose any obligation or liability upon the City to any such sub-Consultant.

8. INDEMNIFICATION AND INSURANCE

(1.) Indemnification

The Consultant will indemnify, hold and save harmless the City from and against all claims, losses, damages, costs, actions and other proceedings, made, sustained, brought or prosecuted in a manner based upon, occasioned by or attributable to any injury, including death, property damage, infringement or damage arising from any act or omission of the Consultant, his employees, officers, volunteers, servants or agents or persons from whom the Consultant has assumed responsibility in the performance or purported performance of this Agreement.

(2.) Professional Liability Insurance Coverage

The Consultant shall, at his own expense, through the term of the Contract secure, maintain and pay for the following coverage:

- (a) Professional Liability Insurance with a minimum limit of \$250,000.00 for each claim and \$500,000.00 aggregate.
- (b) The City may require a dedicated limit of the Consultant's Professional Liability policy be allocated to cover the Consultant's work while contracted by the City.

(3.) Comprehensive Liability Insurance

- (a) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.

(4.) Proof & Copies

- (a) Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required.
- (b) The Consultant shall add the City as an additional named insured under both the Consultant's Professional Liability Insurance and Comprehensive Liability Insurance policies.
- (c) The consultant shall ensure that, during the period of this agreement, all insurance policies will not be cancelled, lapsed or materially changed without the written approval of the City.

9. CONFIDENTIALITY

- (1) Without the express written consent of the City, the Consultant, its employees, sub-Consultants and agents will not disclose to any other party and will treat as confidential during, as well as after completion of the project, all information which is developed through the performance of this Agreement,
- (2) The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

10. REPRESENTATION

The Parties hereto agree that for all purposes hereunder:

- the Consultant shall represented by _____, or Designate, and
- the City shall be represented by _____, City of Richmond, or Designate.

11. APPROVALS

Where necessary, the Consultant shall co-ordinate the work and obtain approvals from all jurisdictional authorities, as per the City's instruction.

12. CONFLICT OF INTEREST

The Consultant shall not during the term of this Agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this Agreement and the obligations of the Consultant to such other person, firm or corporation.

13. NOTICES

- (1.) Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or sent by prepaid regular mail, Fax, or Email to the addresses of the Parties who on the first page of this Agreement, or to such other addressees as shall have been specified by notice in writing by either Party to the other.
- (2.) Any such notice or communication shall be deemed to have been given:
 - if delivered, and if mailed in Canada, on the fourth (4th) business day after the date of mailing and
 - if by Fax and Email, the next working day.

14. FEMININE/MASCULINE

Wherever the singular or masculine is used throughout this Agreement, the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the Parties hereto so require and vice versa.

15. METRIC MEASUREMENT

All measurements shall be presented in metric (SI) units and qualified in Imperial units (e.g. "2 hectares [4.9 ac.]"), unless otherwise specified by the City.

16. OWNERSHIP OF PRODUCTS

- (1.) The City shall take title and or ownership to all materials and products developed by the Consultant pursuant to this Agreement including reports, drawings, schematics, computer files and designs, except those covered by copyright.
- (2.) The Consultant shall return to the City all information, particularly all confidential information, provided to the Consultant and developed by the Consultant pursuant to this Agreement, within 5 days, after the expiration or termination of this Agreement.

17. COPYRIGHT

The copyright of all material shall remain with the City of Richmond, unless otherwise specified.

18. PUBLICATION

- (1) The City of Richmond:
 - (a) is under no obligation to publish or distribute any part of the Consultant's final report or associated materials, reports, maps and other documents
 - (b) has the right to edit the Consultant's final report and work, in part or in its entirety
 - (c) shall be the sole judge of those parts of the Consultant's final work that it publishes.

- (2) If the Consultant wishes to publish or use the final report or its associated materials he must request written permission from the City, which may be given with conditions.

19. CORPORATION IDENTIFICATION

- (1) The Consultant shall not use the City's name, logo, symbols (e.g., copyright) or initials without the written consent of the City.
- (2) If City consent is given, the Consultant shall comply with all City requirements for the use of the City's name, logo, symbols or initials .

20. Amendments

- (1) This Agreement may be amended upon mutual agreement of the Parties in writing.
- (2) No agreement collateral hereto shall be binding upon the City, unless made in writing and signed by the City.

21. LAW

This Agreement shall be governed by and construed in accordance with the Laws of the Province of British Columbia.

The City and the Consultant agree to these Terms the day and year first above written.

Consultant

City of Richmond

SCHEDULE A

12. CONSULTANT FUNCTIONS AND DUTIES

1. General

- (1) The Consultant shall perform the _____ services, as defined in the:
- (1) **Document #1** - Attached – the RFP, dated _____ 2005,
 - (2) **Document # 2 - Attached** – the Proposal from _____ dated 2005.
 - (3) **Other**, as necessary.

2. Review Of Work Sequence

To achieve efficiency, the following sequence for reviewing consultant work (e.g., draft and final reports) shall be followed, unless otherwise indicated by the City:

- (a) Consultant forwards a draft documents City staff
- (b) City staff review drafts alone
- (c) City staff meets with Consultant to discuss any changes,
- (d) Consultant makes any necessary changes to draft report.

3. Work Deliverables:

The Consultant is expected to perform the following:

- (1.) Soft Services
 - (a) Attend required meetings with project stakeholders
 - (b) Conduct workshops with City staff, public, etc., required
 - (c) Assemble workshop materials
 - (d) Record the minutes and outcomes of meetings
 - (e) provide professional quality information, analysis, expertise and advice
 - (f) other, as required.
- (2.) Hard Products
 - (a) Computer Requirements
 - Submit both draft and final reports in computer digital format (e.g., Microsoft Word, GIS, pdf)), as the Parties agree.
 - (b) Drafts and Copies
 - Provide draft reports (e.g., PowerPoint presentation, storey boards, display boards, Vision Summary), as agreed by the Parties.
 - Prepare draft reports in a manner (e.g., style, format, layout and content), which is acceptable to the City.
 - Provide hard and electronic copies of documents as agreed by the Parties.
 - (c) Final Documents
 - Type
 - PowerPoint presentation
 - Display Boards
 - No.3 Road Visioning Statement (e.g., Statement of Preferences)
 - Other as agreed, by the Parties.
 - Contents
 - Prepare final documents in a form which is acceptable to the City of Richmond and agreeable to the Parties, that are suitable for reproduction.
 - (d) Summary of Responsibilities For Contract Documents

Summary of Responsibilities For Contract Documents									
Documents (Final Product)	Who Prepares	# of copies		Ownership	Copyright	Sole Judge of what gets Published	Publicat'n Rights		
		Written							Electronic
		1 st	2 nd						
1. Draft Reports	Consultant								
2. Final Report	Consultant	- Original manuscript - 1 paper copy	- Word - Excel - GIS	City	City	City	City	City	

- (3.) Acceptance
 There shall be no acceptance of the final report or final payment by the City of Richmond until the City has indicated its acceptance in writing.

SCHEDULE B

FEES

1. Total Cost of Contract

In no event shall the fees payable including GST, to the Consultant, to carry out the work defined in **Schedule A** exceed \$_____.

2. GST

- (1.) Appropriate amounts for the Federal Government's Goods and Services Tax (i.e., GST) shall be identified separately in all documentation and shall be shown separately on the Consultant's invoice(s).
- (2.) The Consultant's G.S.T. registration number is to be shown on all invoices.

3. Consultant Rate

- The Consultant shall bill the City at the following rates:

Consultant Personnel	Per Hour Rate
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$

4. Premise

The Consultant invoices and statements of account, and City payments for work shall be co-ordinated with the amount of work done and the final approved work program so as to avoid running out of money before the work is satisfactorily completed,

5. Payment Schedule

- (1.) The Consultant will submit the following to the City, based on the satisfactory completion of a phase of work and its products, as per the approved work program:
 - invoices which itemize the specific successfully completed work for that period
 - a written statement of account showing:
 - the calculation of all fees claimed for the completed work
 - the hours of the work performed
 - materials used
 - disbursements made
 - GST required
 - other, as necessary.
- (2.) The invoice/payment sequence shall be as agreed upon by the Parties.
- (3.) All payments are contingent upon the work having been performed to the satisfaction of the City of Richmond.
- (4.) The City shall make the final decision in interpreting this section.

6. Payments

Payments are to be made by the City:

- (a) based upon the satisfactory completion of a phase of work and its products, and
- (b) within 30 working days from the submission of a correctly completed invoice or statement of account.

7. Disbursements

Any disbursements approved by the City and paid for by the Consultant shall be reimbursed at a prior agreed upon rate.



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender

No **2704P**

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	