

City of Coquitlam

Request for Proposals

RFP No. 24-019

Art Gallery Mechanical Upgrades at
Evergreen Cultural Centre

TABLE OF CONTENTS

KEY DATES.....	3
DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS.....	5
1.1 Acknowledgement	5
1.2 Purpose	5
1.3 Proposal Submission.....	5
1.4 Mandatory Requirements.....	5
1.5 Instructions to Proponents	5
1.6 Prices	7
1.7 Requested Departures	7
1.8 Evaluation Criteria.....	7
1.9 Eligibility.....	9
1.10 Specifications and Alternatives	10
1.11 Bidders List.....	10
2 GENERAL CONDITIONS OF CONTRACT	11
2.1 Terms and Conditions of Contract.....	11
2.2 Qualified Personnel	11
2.3 On-Site Hazards.....	11
2.4 Permits and Regulations	11
3 SCOPE OF SERVICES.....	12
3.1 Scope of Work	12
3.2 Location.....	12
3.3 Standards and Workmanship	12
3.4 Project Timelines.....	12
3.5 Schedule	12
3.6 Hours of Work	13
3.7 Regulatory and Compliance Requirements.....	13
3.8 Documentation.....	13
3.9 Calibration And Commissioning, Demonstration And Acceptance	14
3.10 Training.....	14
3.11 Delivery, Storage, and Handling	14
3.12 Clean Up.....	15

Appendix A – Mechanical Specification and Drawings

Appendix B – Electrical Drawings

Appendix C – Structural Letter

PROPOSAL SUBMISSION FORM

KEY DATES

RFP Issue Date	Tuesday, March 12, 2024
Mandatory Site Visit Date, Time AND LOCATION	DATE: March 21st, 2024 TIME: 11:30 AM LOCATION: Evergreen Cultural Centre 1205 Pinetree Way, Coquitlam
Deadline for Questions	2:00 PM (local time) Tuesday, March 26, 2024
Deadline for Issuing Addenda	Thursday, March 28, 2024
Submission Deadline	2:00 PM (local time) Tuesday, April 2, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-019 Art Gallery Mechanical Upgrades at Evergreen Cultural Centre
Overview of the Opportunity	The City of Coquitlam is seeking Proposals from qualified firms for Art Gallery Mechanical Upgrades at Evergreen Cultural Centre , located at 1205 Pinetree Way, Coquitlam.
Instructions for Proposal Submission	Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents 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 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	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
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 - Purchase of Goods and Services , the City's General Conditions

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the City Purchase Order (PO) that will be issued to formalize the acceptance of a Proposal by the City with the successful Proponent. **Acceptance by the City will incorporate by reference**, the RFP documents including Specifications, Terms and Conditions, Drawings, any subsequent information, addenda, negotiation and acceptance by the City.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” 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.

“Price” means the amount that will be paid by the City to the Contractor 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 Contractor;

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

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

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hqəmiḥə́ word kʷikwə́lə̌m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́lə̌m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḡə́ciyaʔ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City of Coquitlam is seeking Proposals from qualified firms for the **Art Gallery Mechanical Upgrades at Evergreen Cultural Centre**.

1.3 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.4 Mandatory Requirements

Proponents are to meet the mandatory requirements stated below for their Proposal to be evaluated:

- **SUBMIT A CONSENT OF SURETY - MUST BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:
 - **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.**

1.5 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection 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.

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.

- b) Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the works, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the Contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the Contract was signed.

A complete set of RFP and Contract documents will include:

- i. Request for Proposals Documents
 - ii. Proposal Submission Form
 - iii. Appendix A – Mechanical Specification and Drawings
 - iv. Appendix B –Electrical Drawings
 - v. Appendix C – Structural Letter
 - vi. Addendums as issued
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms and shall be based upon the whole of the specifications

and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.

- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- h) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.
- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.
- k) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.
- l) All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.6 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

1.7 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.

1.8 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	25
Social Responsibility and Sustainable Benefits	10
Technical	40
Financial and Value Added	25
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Value Add
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

Social Responsibility and Sustainable Benefits

- Sustainable Initiatives, policies, programs and product choices
- Hiring policies
- Support for local procurement
- Reconciliation

Technical

- Methodology, set-up and execution of the work
- Quality Assurance program
- Risk factors
- Safety
- Disposal and Recycling
- Proposed Project Schedule

Financial and Value Added

- Lump Sum Price
- Hourly Rates and Other Rates

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

And, upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted

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.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

1.9 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 Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Accept the City's [Standard Terms and Conditions - Purchase of Goods and Services](#)
- f) **A CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:

A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.

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

****A BID BOND IS NOT REQUIRED for this Project****

1.10 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If vehicles or equipment other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

Except where stated otherwise, describe what is considered necessary to meet the performance requirements of the City and Proponents should consider this in its Proposal. If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Special consideration may be given to accessibility of the various units which require periodic maintenance and ease of operation.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

Proponents may also propose alternative equipment which meets the majority of the specifications if it is immediately available for delivery. The City will review proposed alternative equipment for suitability in order to take delivery sooner; however, the City is not obligated to accept any alternatives. The City will determine what constitutes acceptable deviations and overall best value.

Proponents are to provide environmentally efficient equipment and services wherever possible. If there are known alternatives or substitutions for such materials that would mitigate the effects of any adverse conditions on the environment, the Proponent agrees to advise the City of such alternatives or substitutions.

1.11 Bidders List

The City does not retain a list of interested contractors ("Bidders List"). Interested contractors are encouraged to register as plan takers and may view the RFP Documents and Drawings by contacting the Vancouver Regional Construction Association ("VRCA"), website : www.vrca.ca , ph: 604- 294-3766 or email: info@vrca.ca quoting the Coquitlam RFP Reference Number.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's Standard Terms and Conditions - Purchase of Goods and Services , as published on the City's website, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Qualified Personnel

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

2.3 On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.4 Permits and Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

3 SCOPE OF SERVICES

3.1 Scope of Work

The Work includes, but is not limited to, design, supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for **Art Gallery Mechanical Upgrades at Evergreen Cultural Centre** (“the Work”) as stated in this RFP and appendices.

3.2 Location

The Art Gallery at Evergreen Cultural Centre is located at 1205 Pinetree Way, Coquitlam, BC.

3.3 Standards and Workmanship

All work is to be completed by professional qualified Journeyman, technicians and Apprentices under the direct supervision of a Journeyman technician.

Contractor shall comply with the latest Canadian Electrical code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision.

- Canadian Electrical Code;
- BC Electrical Safety Act;
- Worker’s Compensation Act;
- MMCD

Materials are to bear the approval of the Canadian Standards Association (CSA) and/or Underwriters Laboratories® approval Canadian Standards designation (ULC). Approvals other than these must meet and be approved for use and installation by local inspection authorities. Contractor shall be responsible for all costs associated with obtaining local approvals.

3.4 Project Timelines

The successful Proponent will commence work on or after **July 26, 2024** and be substantially complete on or before **August 16, 2024**.

Final acceptance is to be completed by **August 19, 2024**.

3.5 Schedule

The Contractor to provide a project schedule prior to the start of construction. The schedule must identify all the necessary start and completion dates of construction, construction activities, submittals process activities, material deliveries, and other milestones required to give a complete review of the project. The Contractor to submit an updated project schedule with each Progress Claim.

a) Provisions, Scheduling and Coordination:

- I. Contractor will be responsible to control construction dust and noxious odors with adequate ventilation

- II. Site progress meetings will be scheduled by the City Project Manager on a weekly basis or as deemed necessary depending on the progress of the Work. Meeting minutes will be documented and distributed by the Contractor on record not later than three working days from the date of the meeting.
- III. The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point of contact throughout the duration of the project execution until final completion. The Contractor will not substitute a Project Manager without the written consent of the Consultant and City Project Manager.
- IV. Along with the Proposal submission, the Contractor is to submit the related credentials and qualifications of the Project Manager and the site Superintendent that summarize and confirm their professional experience.

If, in the opinion of the City Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contractor, without additional cost to the City. In this circumstance, the City may require the Contractor to provide a recovery plan, and to submit for approval any supplementary schedule or schedules in Gantt chart form, as the City deems necessary to demonstrate how the approved rate of progress will be regained.

3.6 Hours of Work

Unless otherwise specified the Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

3.7 Regulatory and Compliance Requirements

Contractor is to comply with the latest British Columbia Building Code, and Canadian Electrical Code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision:

- Canadian Standards Association (CSA)
- Canadian Electrical Code (CE)
- Worker's Compensation Act;

3.8 Documentation

Upon completion of installation and systems commissioning, the Contractor shall submit record documents for review. "As-Built" project record documents, including:

- a. Project Record Application Engineering Drawings shall include all BAS System
- b. Engineering Design Submittal with Drawings updated to reflect actual field conditions, architecture and execution

Operating & Maintenance (O&M) Manual, including:

- a. Operator's Manual with Manufacturers' complete operating instructions. In digital and hardcopy

Programming Manual, including:

- a. All necessary system Administrator-Level passwords and/or required access credentials
- b. Complete Final Point Schedule

Final Bill of Material with all installed parts, manufacturers, manufacturers' part numbers and ordering information

Complete system database as functional at the conclusion of systems commissioning and functional testing including all graphics and images used by and/or created for BAS on electronic format as accepted by the City.

3.9 Calibration And Commissioning, Demonstration And Acceptance

The Contractor shall fully commission the entire system. All commissioning shall be fully documented and all documentation shall be submitted prior to Demonstration and Acceptance testing. Commissioning shall include a "point-to-point" check-out of the following at a minimum:

- a. Verify that all Temperature Control Panels etc etc
- b. Test, calibrate and bring on-line every control device
- c. Calibrate all inputs
- d. Verify all outputs from B-OWS command to observed response of controlled device.
- e. Each control program shall be fully commissioned and tested for complete design intent compliance and functionality.
- f. Verify overall network performance of system for complete design intent compliance and functionality with all devices on-line.
- g. As per appendices specifications

3.10 Training

Training shall be scheduled within seven (7) days of Acceptance and shall consist of, at minimum, a 1 or 2-day operational training program for up to 4 operators at the discretion of the City. The training shall be provided during the City's regular working hours.

3.11 Delivery, Storage, and Handling

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractors' expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.12 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-019

Art Gallery Mechanical Upgrades at Evergreen Cultural Centre

Proposals will be received as per date and time in [Key Dates Section](#)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 - Purchase of Goods and Services](#) and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application)	
v. 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):

--

2.

MANDATORY REQUIREMENTS

a. Proponents are to submit evidence of the mandatory requested information below for further evaluation of their Proposal:	
i. CONSENT OF SURETY - IS ATTACHED TO THIS PROPOSAL confirming agreement to Bond and to verify the Proponent will provide, at time of award: <ul style="list-style-type: none">o A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.	Consent of Surety is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No

Proponents may attach a copy of the original Consent of Surety. The original document is to be provided upon request by the City.

3. 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, etc.):
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

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

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

d) SUB-CONTRACTORS - The following Sub-contractors 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 subcontractors without the City's written

Sub-Contractor No. 1

Legal Name	
Trade/Services Performed	
Background and	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2

Legal Name	
Trade/Services Performed	
Background and	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3

Legal Name	
Trade/Services Performed	
Background and	
Contact Information	Name:
	Phone Number:

	Email Address:
--	----------------

e) HEALTH AND SAFETY	
I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

4. **SOCIAL RESPONSIBILITY AND SUSTAINABLE BENEFITS**

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

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

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

d) What policies does your organization have to support reconciliation with indigenous peoples:

5. 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. **Delivery, Set-Up and Execution** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

- ii. **Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

- iii. **Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

- iv. **Safety** - Proponent is to state how they will address safety on the work site.

- v. **Disposal and Recycling** - Provide details on all disposal location and recycling location.

b) PRELIMINARY CONSTRUCTION SCHEDULE

Indicate schedule with bar chart with construction durations but not limited to. Contractor to add activities with durations as required.

CONSTRUCTION ACTIVITY																

Prior to the start of construction, the Contractor will be required to provide a detailed **CONSTRUCTION SCHEDULE** 'Gantt Chart' Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated construction schedule with each progress claim.

Commence Construction OnsiteJuly 26, 2024

Substantial completion date August 16, 2024 or earlier

Total Completion Date August 19, 2024 or earlier

Proposed Disposal Site: _____

6. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	HVAC equipment	Lot	\$
ii.	DDC controls supply, install and commissioning	Lot	\$
iii.	Civil works (trenching and piping)	Lot	\$
iv.	Electrical	Lot	\$
v.	Other not listed above (specify)		\$
vi.	Other not listed above (specify)		\$
	TOTAL		\$

b) ADDITIONAL LABOUR RATES

The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis.

These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Project Manager		\$
ii.	Project Coordinator		\$
iii.	Site Superintendent		\$
iv.	Foreman		\$
v.	Mechanical		\$
vi.	Plumber		\$
vii.	Electrician		\$
viii.	Labourer/Helper		\$
ix.	Other not listed above (specify)		\$
x.	Other not listed above (specify)		\$

Attention Purchasing Manager:

- 7. 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.
- 8. 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 - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
- 9. I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
- 10. 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.