

City of Coquitlam

Request for Proposals

RFP No. 23-014

Repair of Settled Boulevards

TABLE OF CONTENTS

DEFINITIONS	4
1 INSTRUCTIONS TO PROPONENTS	5
1.1 Acknowledgement	5
1.2 Purpose	5
1.3 Proposal Submission.....	5
1.4 Instructions to Proponents	5
1.5 Term of Contract	5
1.6 Prices.....	5
1.7 Examination of Proposal Documents.....	6
1.8 Requested Departures.....	6
1.9 Evaluation Criteria	6
1.10 Eligibility	7
2 GENERAL CONDITIONS OF CONTRACT	9
2.1 Terms and Conditions of Contract.....	9
2.2 Qualified Personnel.....	9
2.3 On-Site Hazards	9
2.4 Damage and Defects	9
3 SCOPE OF SERVICES.....	10
3.1 Scope.....	10
3.2 Locations.....	10
3.3 Unit Prices	10
3.4 Equipment, Materials and Workmanship.....	11
3.5 Traffic Control	11
3.6 Inspection of Services.....	11
3.7 Public Relations.....	12
3.8 Clean Up.....	12
3.9 Force Account Rates.....	12
3.10 Rejected Work	12
3.11 Completion of Work and Schedule.....	12
 <u>APPENDIX A – Locations</u>	AA 1 to AA 42
 <u>PROPOSAL SUBMISSION FORM</u>	1 to 9

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-014 Repair of Settled Boulevards
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Repair of Settled Boulevards
Closing Date and Time	2:00 pm local time Thursday, October 19, 2023
Instructions for Proposal Submission	<p>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: http://qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFP Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam’s website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents
Questions	<p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca</p> <p>Questions received after that time may not receive a response.</p>
Addenda	<p>Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities</p>
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	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response 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.

“City” “Owner” means City of Coquitlam;

“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;

“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 hənqəminəm' word kʷikwəłəm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwəłəm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sqəciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 **Purpose**

The purpose of this RFP is to invite Proposals from qualified, experienced companies for “as and when required” for **Repair of Settled Boulevards** in various locations within Coquitlam as stated within this RFP.

The Work involves a variety of boulevard restoration work, including but not limited to; supply, installation and compaction of topsoil (various depths) and hydroseeding.

The City requires supply and placement of materials and services for the items in accordance with the RFP documents

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 **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 in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

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

1.5 **Term of Contract**

The Term of the Contract will be for a one (1) year term, with an option to extend for additional terms, as mutually agreed upon between the parties.

1.6 **Prices**

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

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, transportation, 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.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.7 **Examination of Proposal Documents**

The Proponent must carefully examine the Proposal Documents. 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.

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.

All information in this RFP Document 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.

1.8 **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.

1.9 **Evaluation Criteria**

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Technical	30
Financial and Value Added	40
Total	100

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

Corporate Experience, Capacity and Resources

- Business Reputation and Capabilities; Experience and Financial Stability
- References
- Sub-contractors
- Suppliers
- Equipment and Resources

Technical

- Methodology, Set-up and Execution of the Work
- Site Safety
- Risk Factors
- Quality Assurance

Financial and Value Added

- Labour Rates
- Mark up Rates
- Value Added / Sustainable Benefits

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.

1.10 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) Be registered and provide WorkSafeBC clearance

- c) Accept the City’s standard Terms and Conditions posted on the City’s website: [Standard Terms and Conditions – Purchase of Goods and Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

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.

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, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, 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 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

3 SCOPE OF SERVICES

3.1 Scope

The City requires qualified, experienced companies to provide tools, materials, labour, equipment, fuel, travel, transportation, coordination, overhead and all that is necessary for the provision of **Repair of Settled Boulevards** as described in this RFP document.

Repair of Settled Boulevards to include but not limited to:

- Supply, Placement and Compaction of Topsoil and Finish Grading
- Area Preparation
- Hydraulic Seeding

Repairs are to be done in order of priority based on the color indicated in Appendix A or as directed by the City:

- Priority 1: Red
- Priority 2: Orange
- Priority 3: Yellow
- Priority 4: Blue

a) Topsoil, Top Dressing and Finish Grading

Work to include any work related to sub-grade preparation including, but not limited to protecting existing tree roots, keeping mulches away from tree trunks, trimming patch area edges, mowing and cutting the existing grass and weeds to ground level, removing and disposing of debris, and any other work incidental to preparing the site for placing topsoil.

Top Dressing to include supply, compaction and placement of topsoil using BCLS growing medium 2L at a depth of 25 to 250 mm or 1 to 10 inches for aesthetic repairs to match surrounding surfaces. For instance, Top Dressing item to be utilized for repairing areas that have settled or have been damaged by equipment, causing ruts or depressions on the surface.

All Topsoil, Top Dressing and Finish Grading and placement of topsoil performed under the Contract is to conform to Section 32 91 21 of the Master Municipal Construction Documents.

b) Hydraulic Seeding

All Hydraulic Seeding performed under the Contract is to conform to Section 32 92 19 of the Master Municipal Construction Documents.

3.2 Locations

As required within the boundaries of the City of Coquitlam. Refer to Appendix A.

3.3 Unit Prices

All Unit Prices shall be all-inclusive stated in (Canadian Funds) and shall remain FIRM for the Term of the Contract for completion of the Services, excluding GST.

The Unit Prices provided shall include the cost of all the labour, tools, transportation, fuel, mobilization, materials, equipment and permits necessary to complete the works as specified in the RFP.

3.4 **Equipment, Materials and Workmanship**

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the Work including any amendments as they may occur during the execution of the Work.

All Work shall be performed by skilled, qualified, and experienced trade's personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) Master Municipal Construction Document (MMCD) Specifications
- c) BC Provincial Motor Vehicle Act
- d) BC Ministry of Transportation and Infrastructure (including standards for traffic control and Work zone setup on roadways)
- e) Transport Canada (Transport of Dangerous Goods)

3.5 **Traffic Control**

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor, and is incidental to the cost of the Work. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

3.6 **Inspection of Services**

- a) All Services provided shall be subject to inspection and shall meet the approval of the City. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the Work shall be made as promptly as practical, but failure to accept or reject the Work shall not relieve the Contractor from responsibility for Services provided not in accordance with the Contract.
- c) The City will not be deemed to have accepted the Services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all Services and its decisions of all questions in dispute will be final.

3.7 **Public Relations**

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

The Contractor will be responsible to provide written notification to property owners directly impacted by the work a minimum of 48 hours prior to the work taking place. The City will assist with locating property owner information and will create door hangers that can be used.

The cost of providing the necessary notification is considered to be incidental and no additional payment will be made.

The City Inspector must be advised of all work taking place on any given day including location and activities.

3.8 **Clean Up**

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of Work, the Contractor shall clean out all debris, promptly remove any equipment or materials and leave the site of the Work in a clean and tidy condition.

3.9 **Force Account Rates**

Force Account Work will be performed in accordance with MMCD GC 10.1, 10.2 and 10.3. A list of labour and equipment force account rates will be provided by the Contractor upon request by the City of Coquitlam.

3.10 **Rejected Work**

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

All deficiencies identified by the City Inspector must be rectified within 2 weeks unless otherwise approved by the City Inspector. All deficiencies must be rectified and accepted by the City Inspector prior to the Contractor submitting an invoice for payment.

3.11 **Completion of Work and Schedule**

Contractor can start Work during Fall season of 2023 or Spring season of 2024. Work listed in Appendix A must be completed by Spring of 2024 subject to availability of funds.

Appendix A - Locations



Nav.

Austin Avenue

Burian Drive

Bromley Street

Camberley Court

Latimer Avenue

Bray Street

Crawley Avenue

Tolmie Avenue

Legend

Oranda Avenue

No Issue 

Shawna Way

Leduc Avenue

0-2" 

2"-4" 

4"-8" 

8"+ 

Gale Avenue

Hickey Drive

Leclair Drive

Fernhurst Place

Shurst Avenue

Bagnor Street

Arundel Lane

Dartmoor Drive

Rogate Avenue

Penshurst Court

Mariner Way

Gloucester Court

Solar Court

SNIC Subzone: 105

RWR Day: **Monday**



Date:

AA 2

Completed By:



SNIC Subzone: 106

RWR Day: **Monday**



Date:

AA 3

Completed By:



SNIC Subzone: 107

RWR Day: Monday

Date:

AA 4



Completed By:



SNIC Subzone: 108

RWR Day: Monday

Date:

AA 5



Completed By:



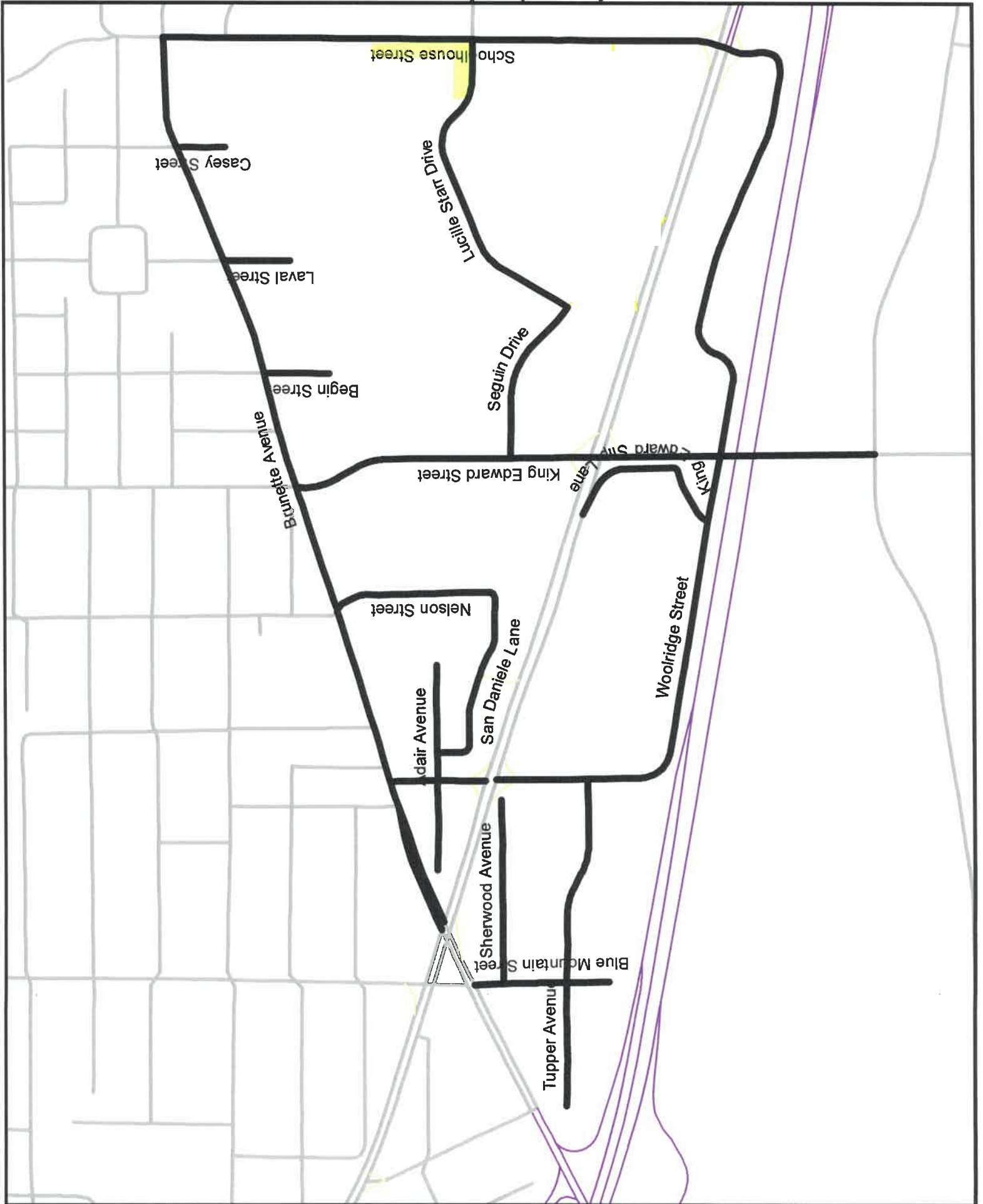
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RWR Day: Monday

Date:

AA 6

Completed By:



SNIC Subzone: 110

RWR Day: Monday

Date:

AA 7

Completed By:



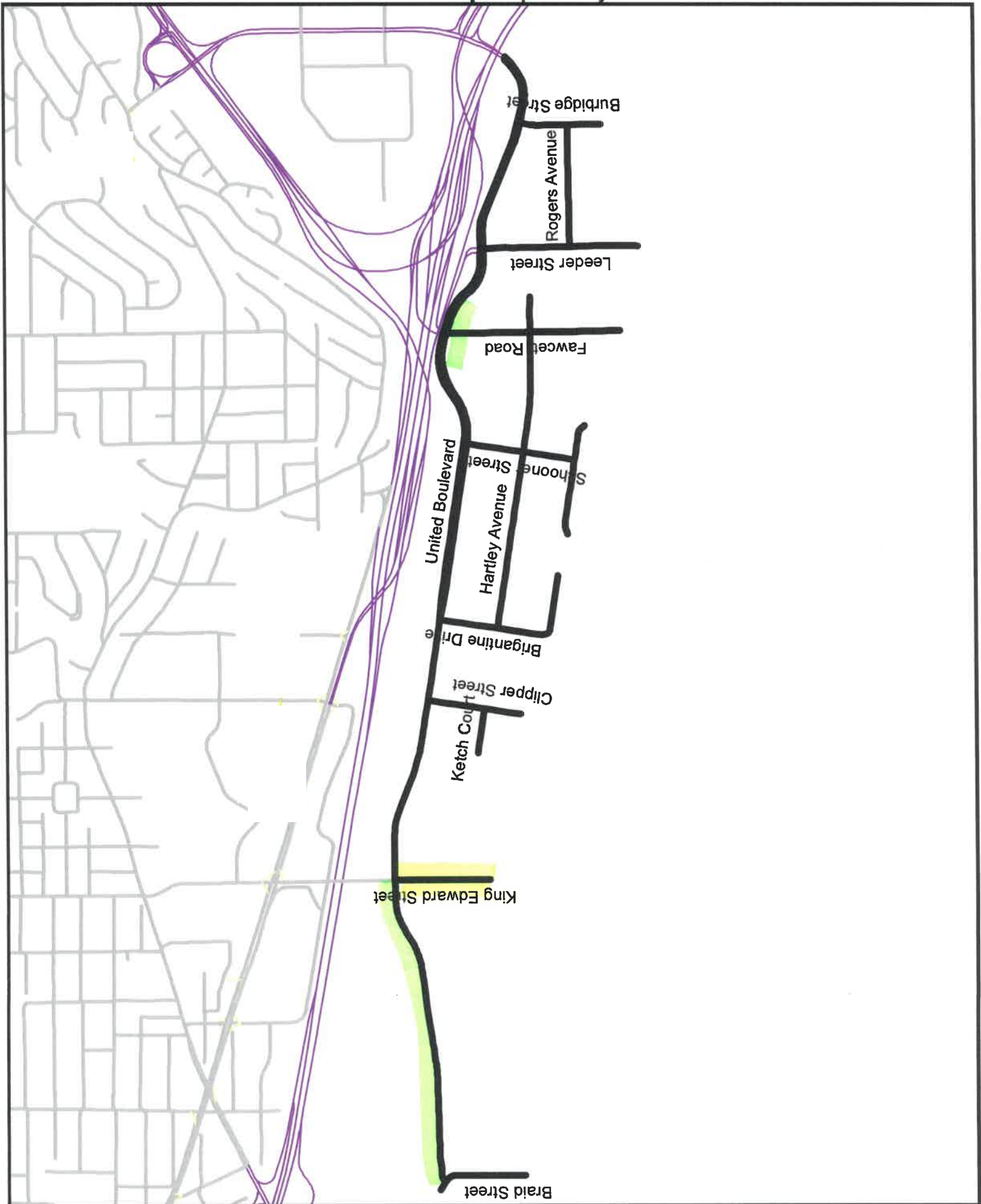
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Date:



Completed By:



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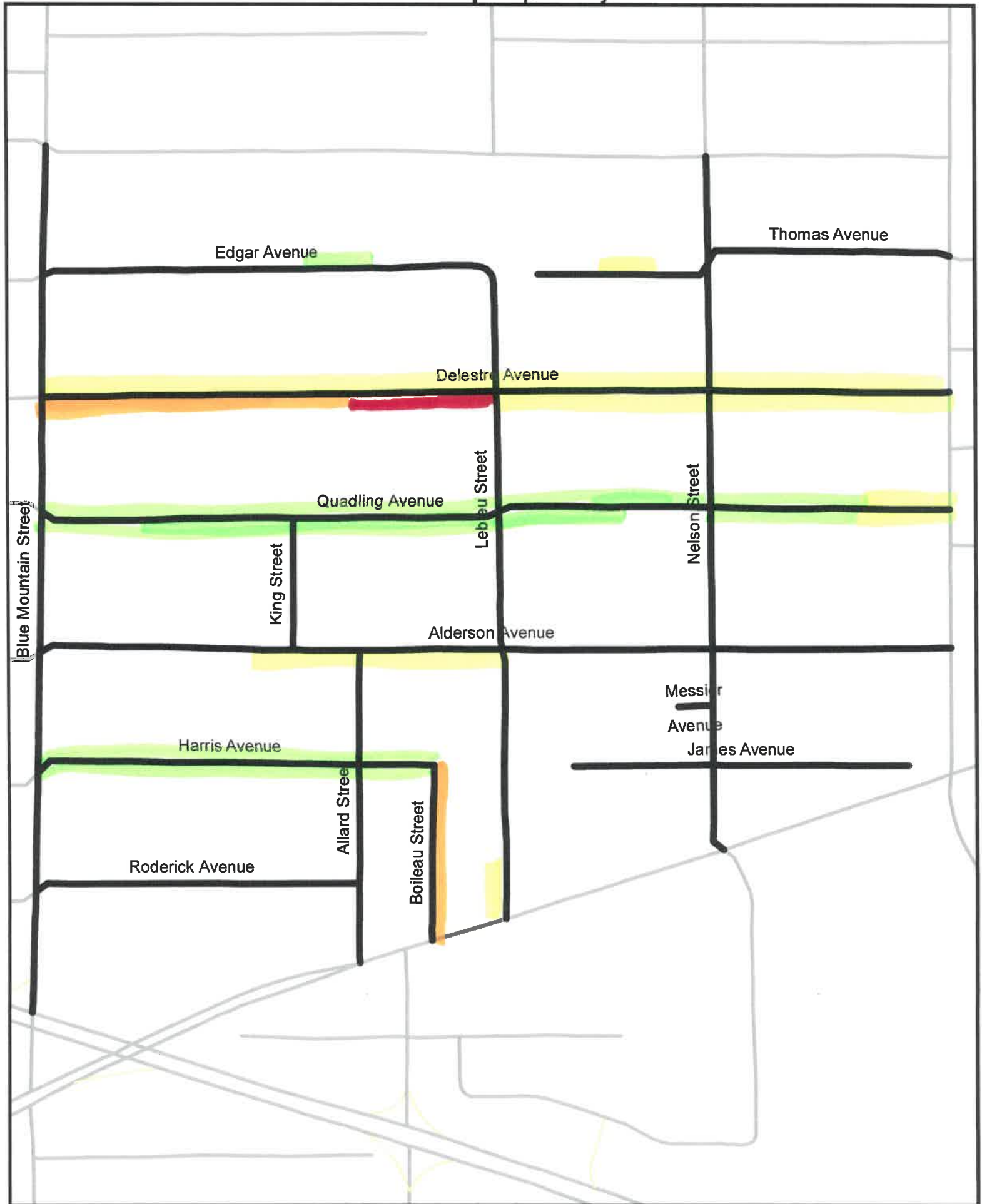
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Date:

AA 9

Completed By:



SNIC Subzone: 201

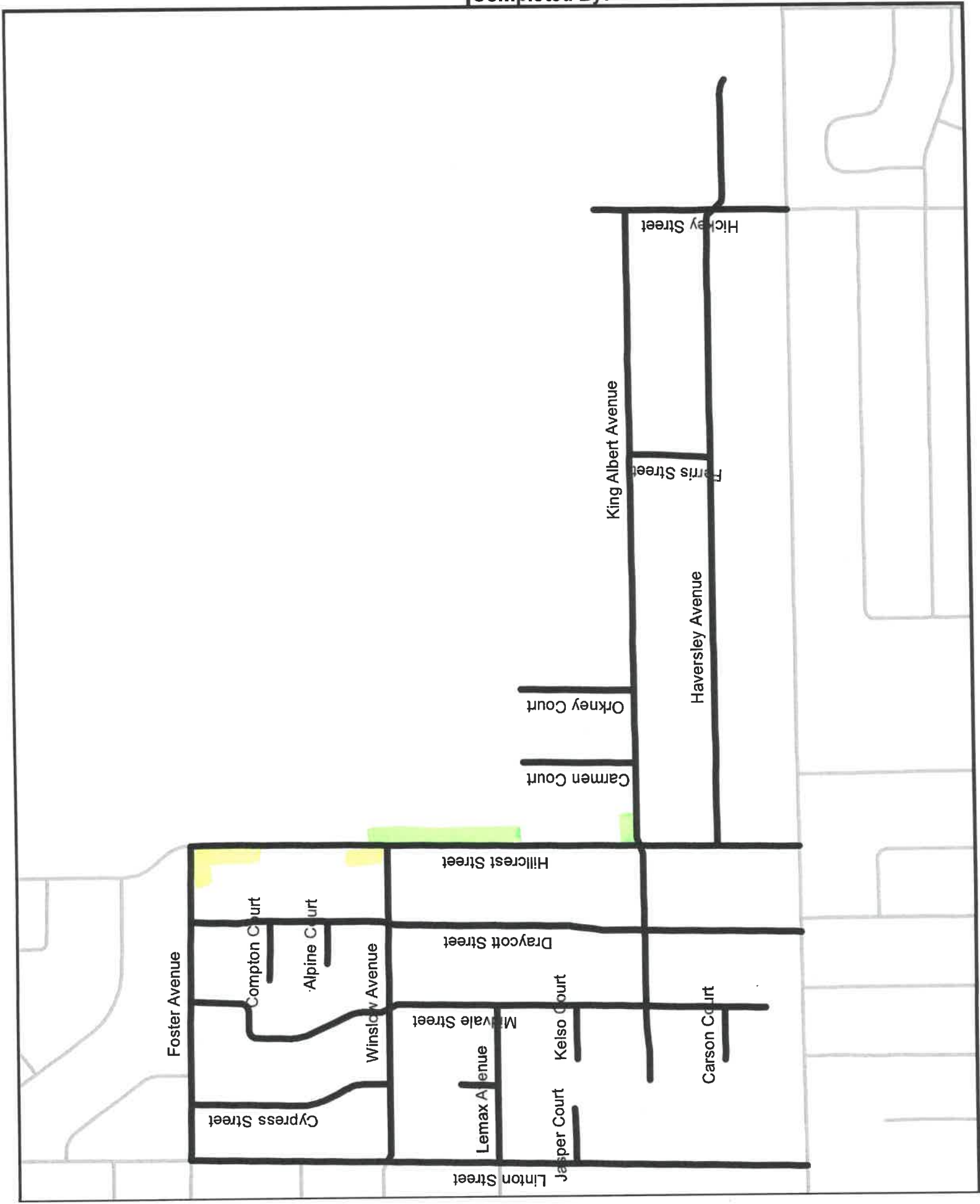
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Date:

AA 11

Completed By:



SNIC Subzone: 203

RWR Day: Thursday

Date:

AA 12



Completed By:



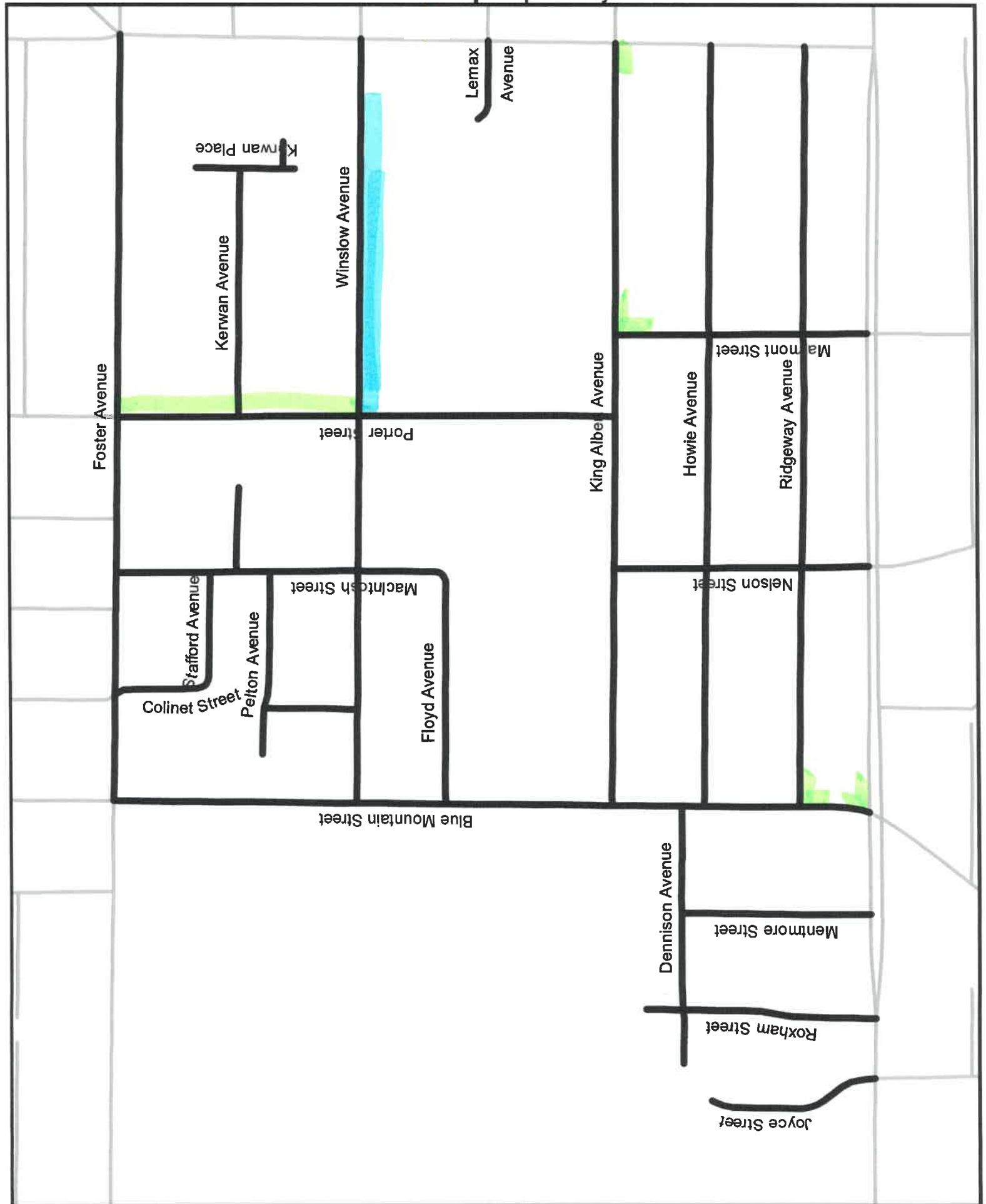
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Date:

AA 13

Completed By:



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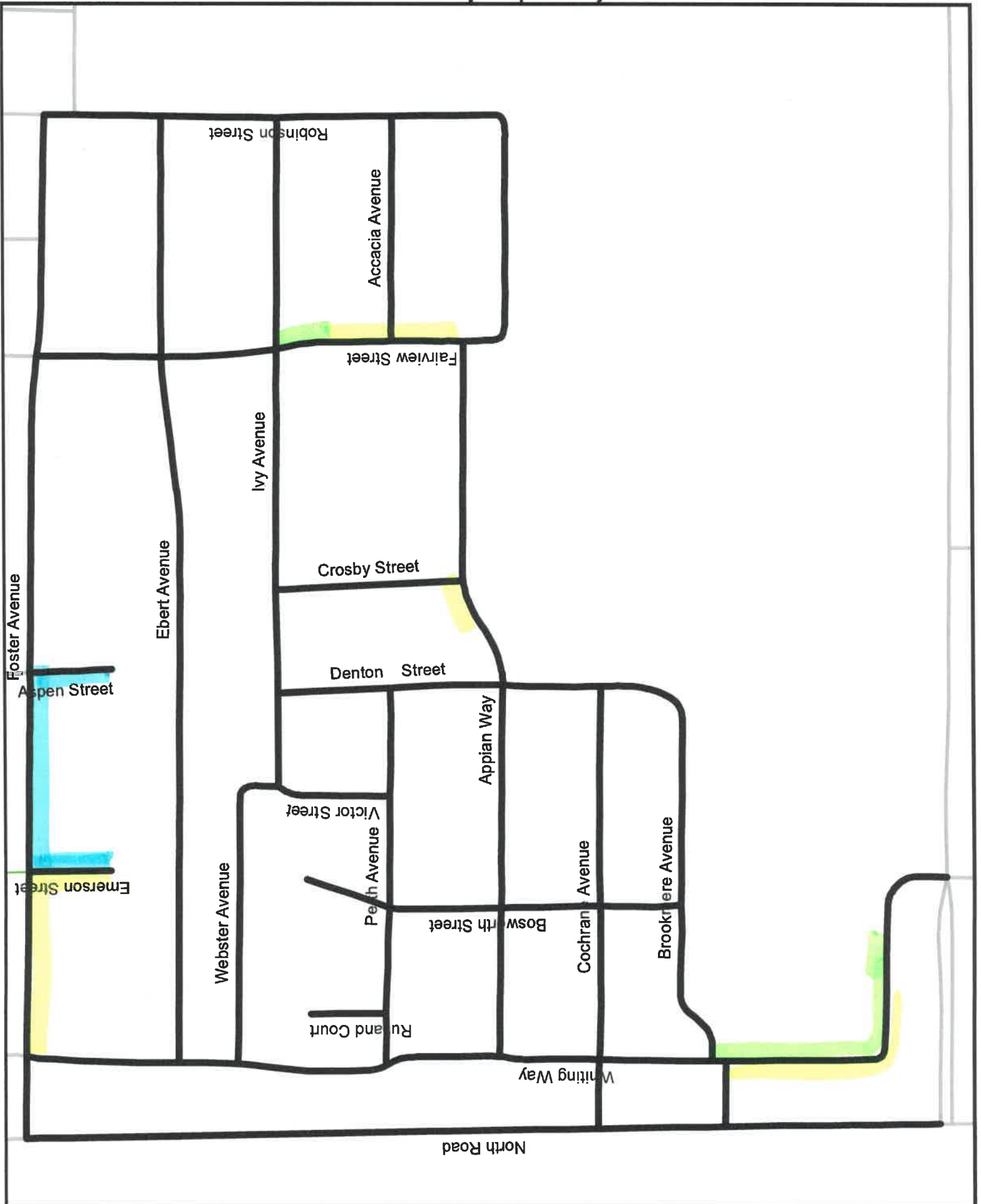
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Date:

AA 14



Completed By:



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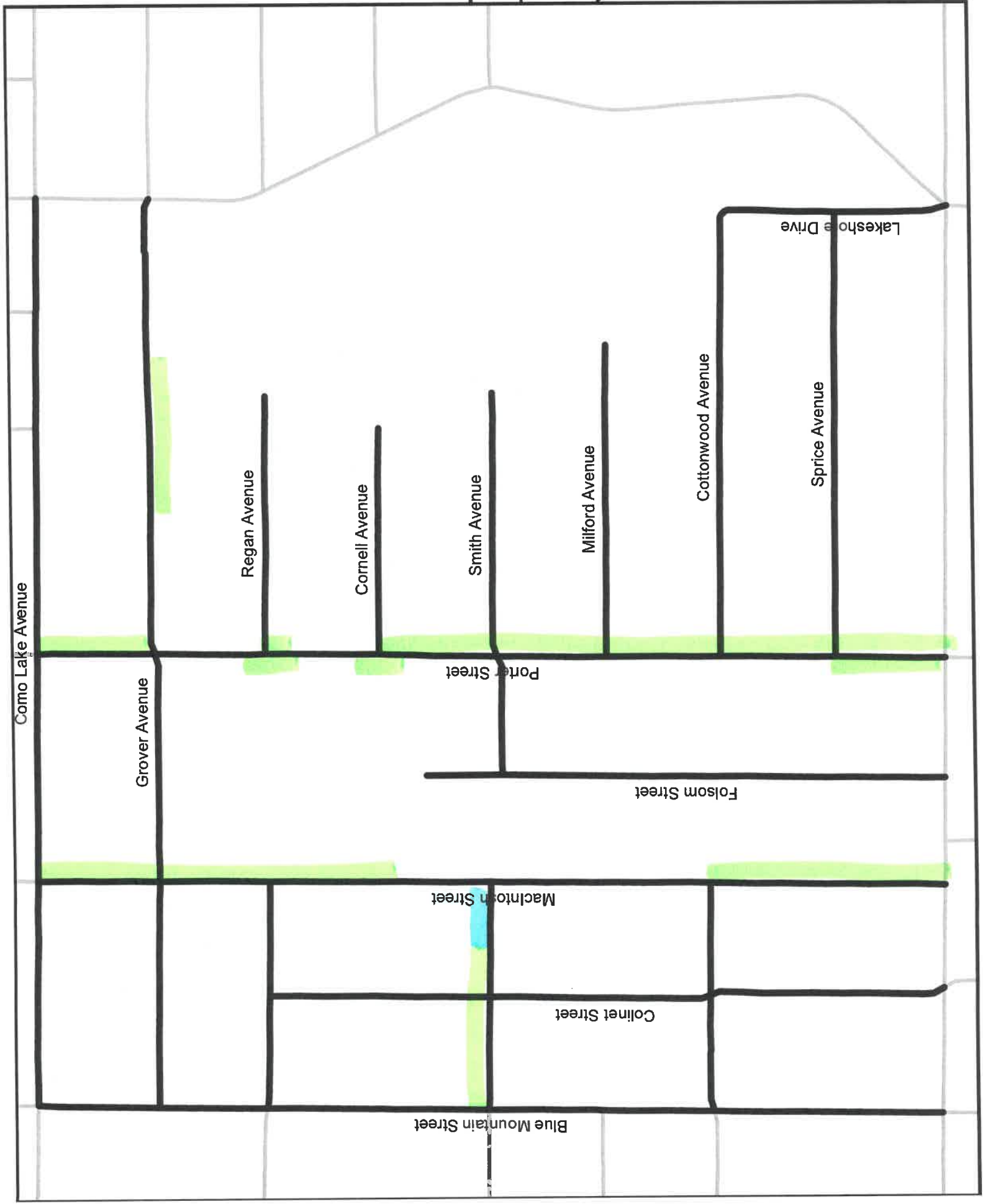
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Date:

AA 15

Completed By:



SNIC Subzone: 208

RWR Day: Thursday



Date:

Completed By:



SNIC Subzone: 214

RWR Day: Wednesday

Date:

AA 17



Completed By:



SNIC Subzone: 215

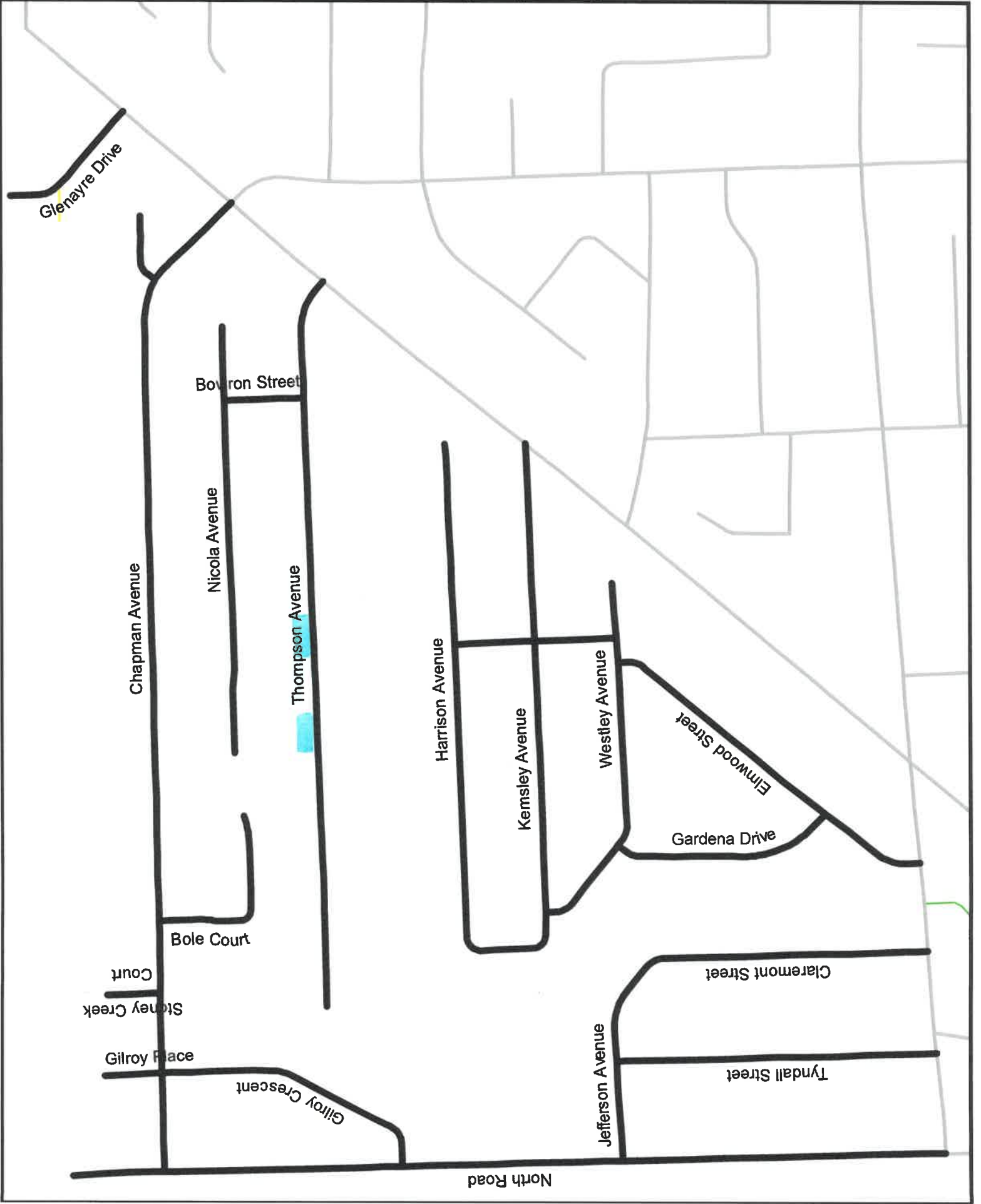
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Date:

AA 18



Completed By:



SNIC Subzone: 216

RWR Day: Wednesday

Date:

AA 19



Completed By:



SNIC Subzone: 217

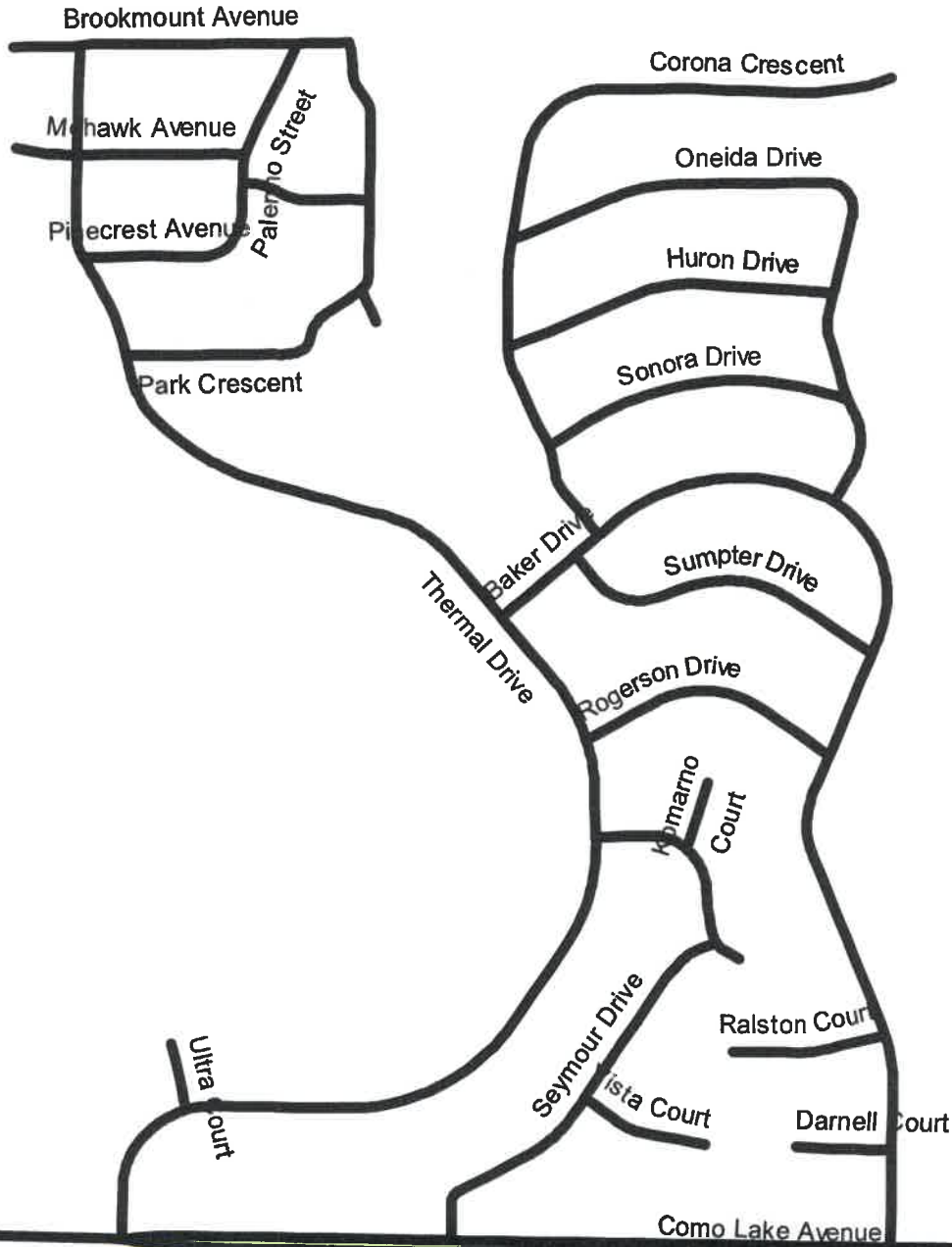
RWR Day: Thursday



Date:

AA 20

Completed By:



SNIC Subzone: 304

RWR Day: Thursday

Date:

AA 21



Completed By:



SNIC Subzone: 305

RWR Day: Thursday

Date:

AA 22



Completed By:



SNIC Subzone: 306

RWR Day: Thursday

Date:

AA 23



Completed By:



SNIC Subzone: 307

RWR Day: Thursday



Date:

AA 24

Completed By:



SNIC Subzone: 309

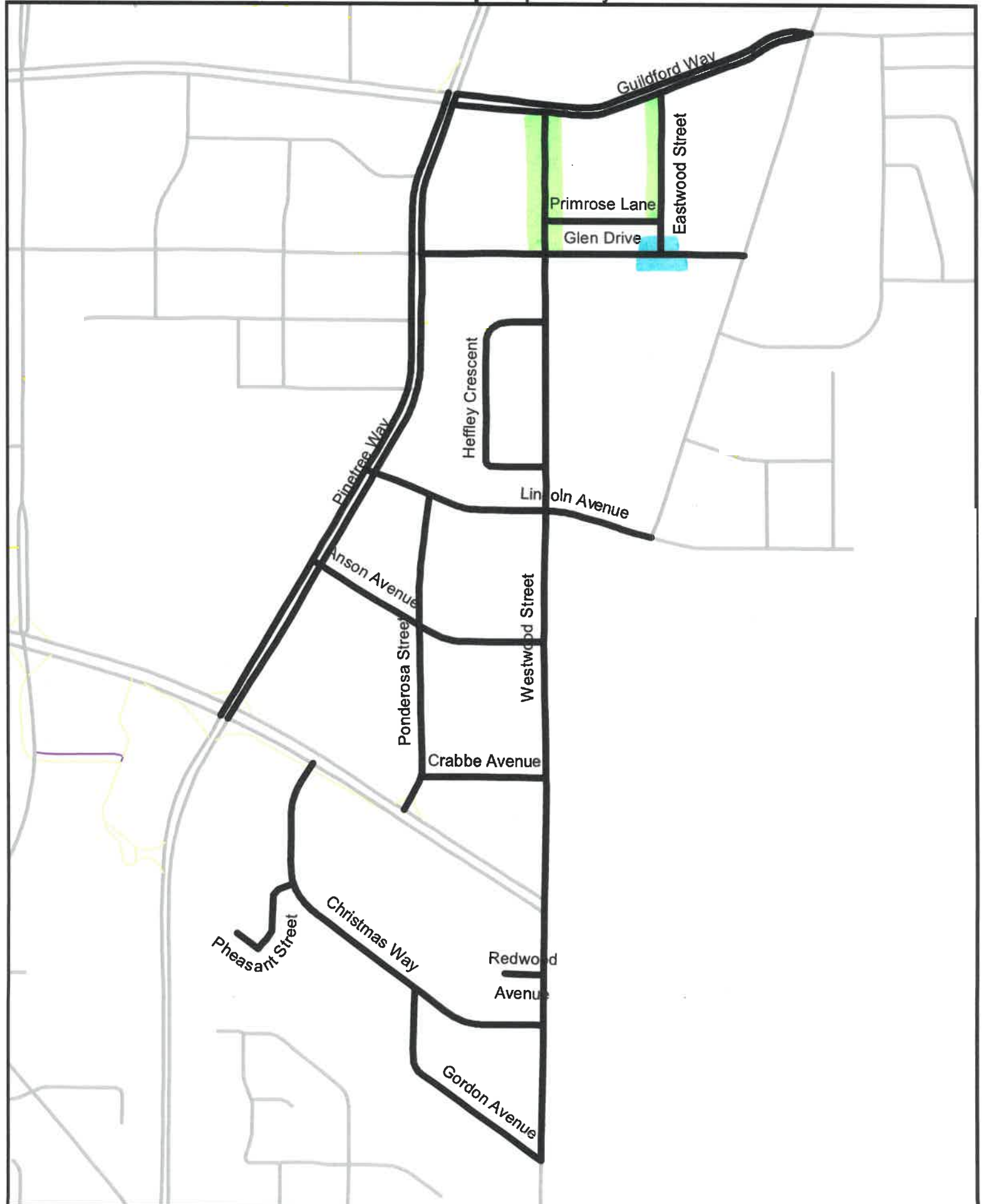
RWR Day: Tuesday



Date:

AA 25

Completed By:



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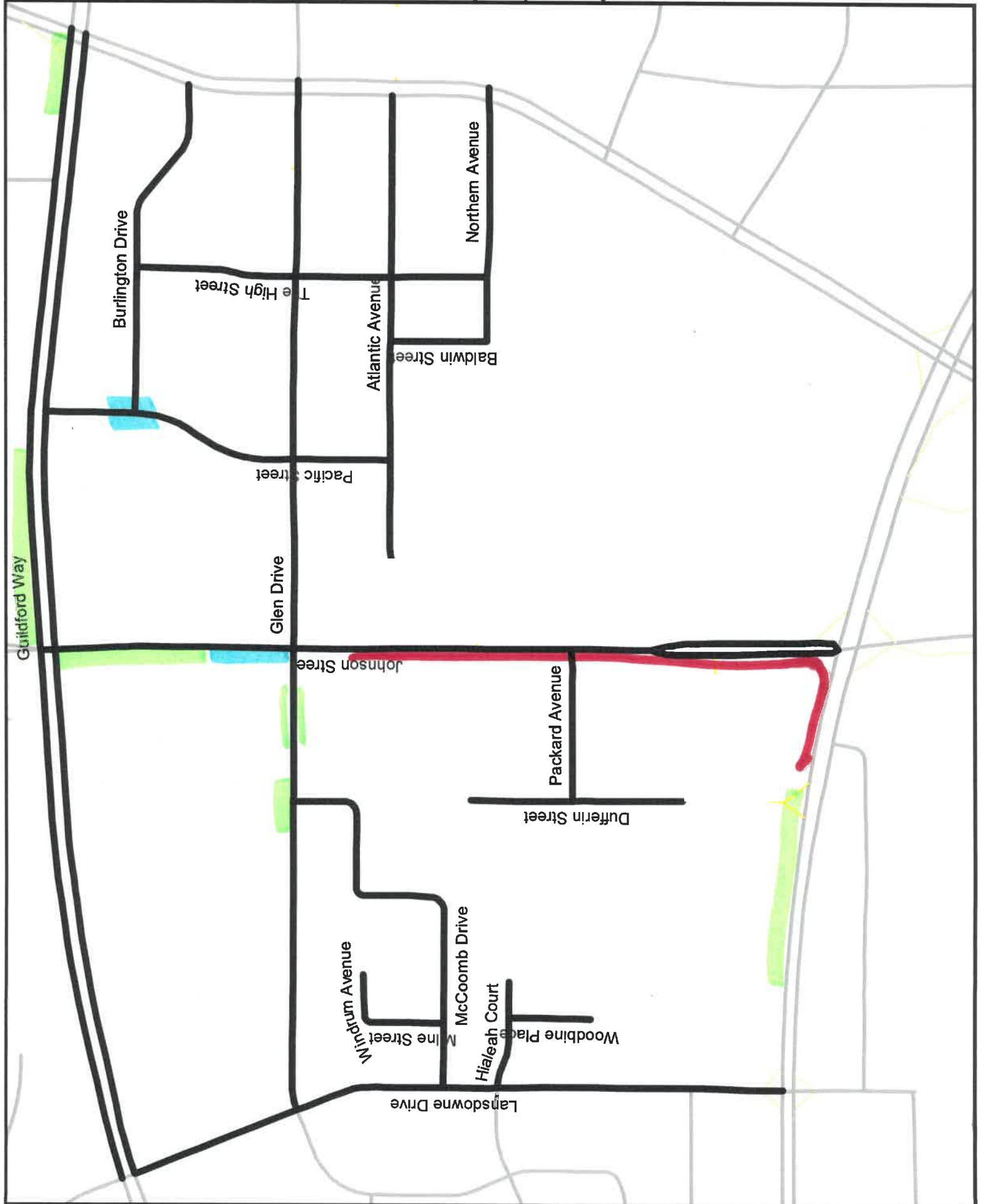
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Date:

AA 26



Completed By:



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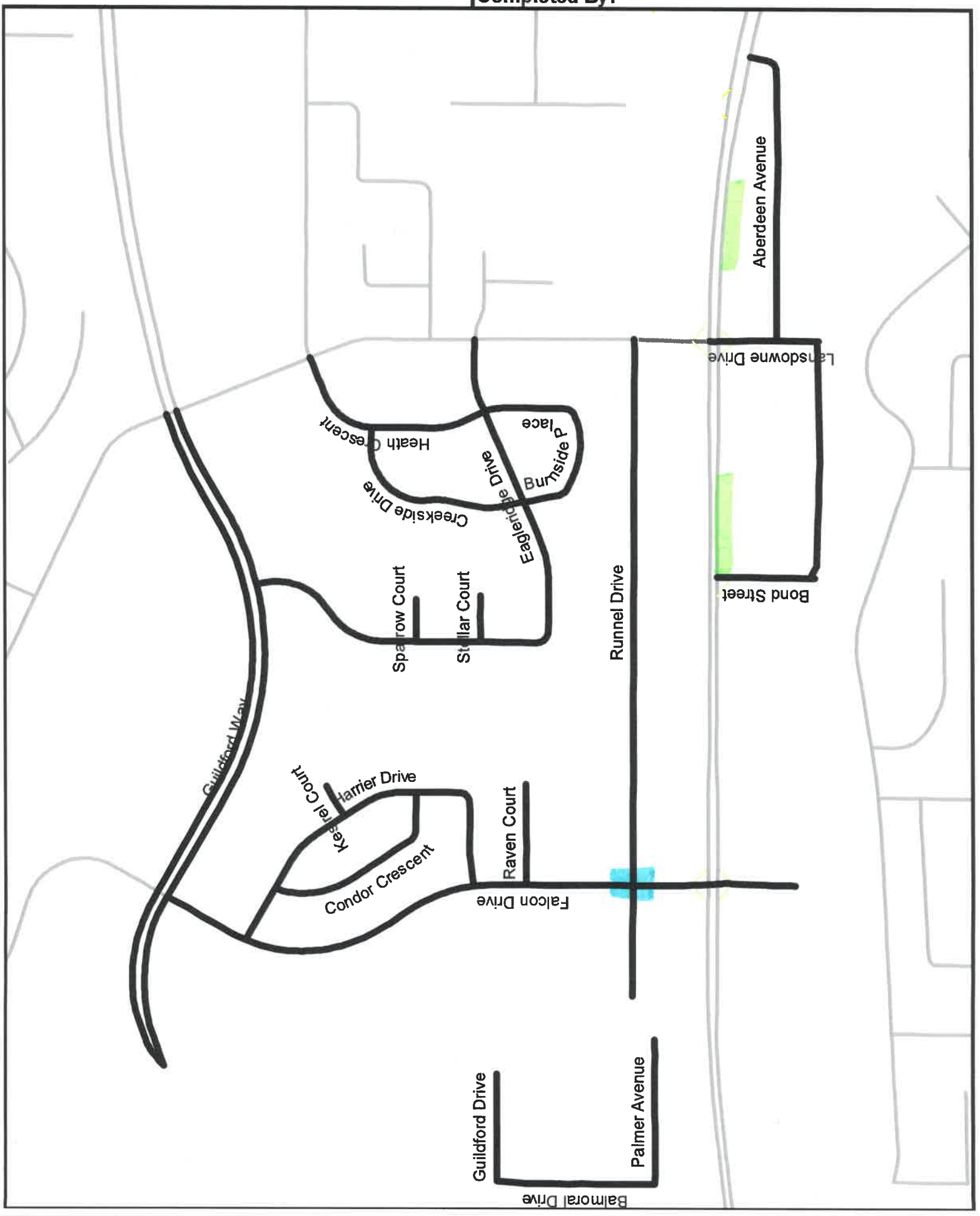
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Date:

AA 27



Completed By:



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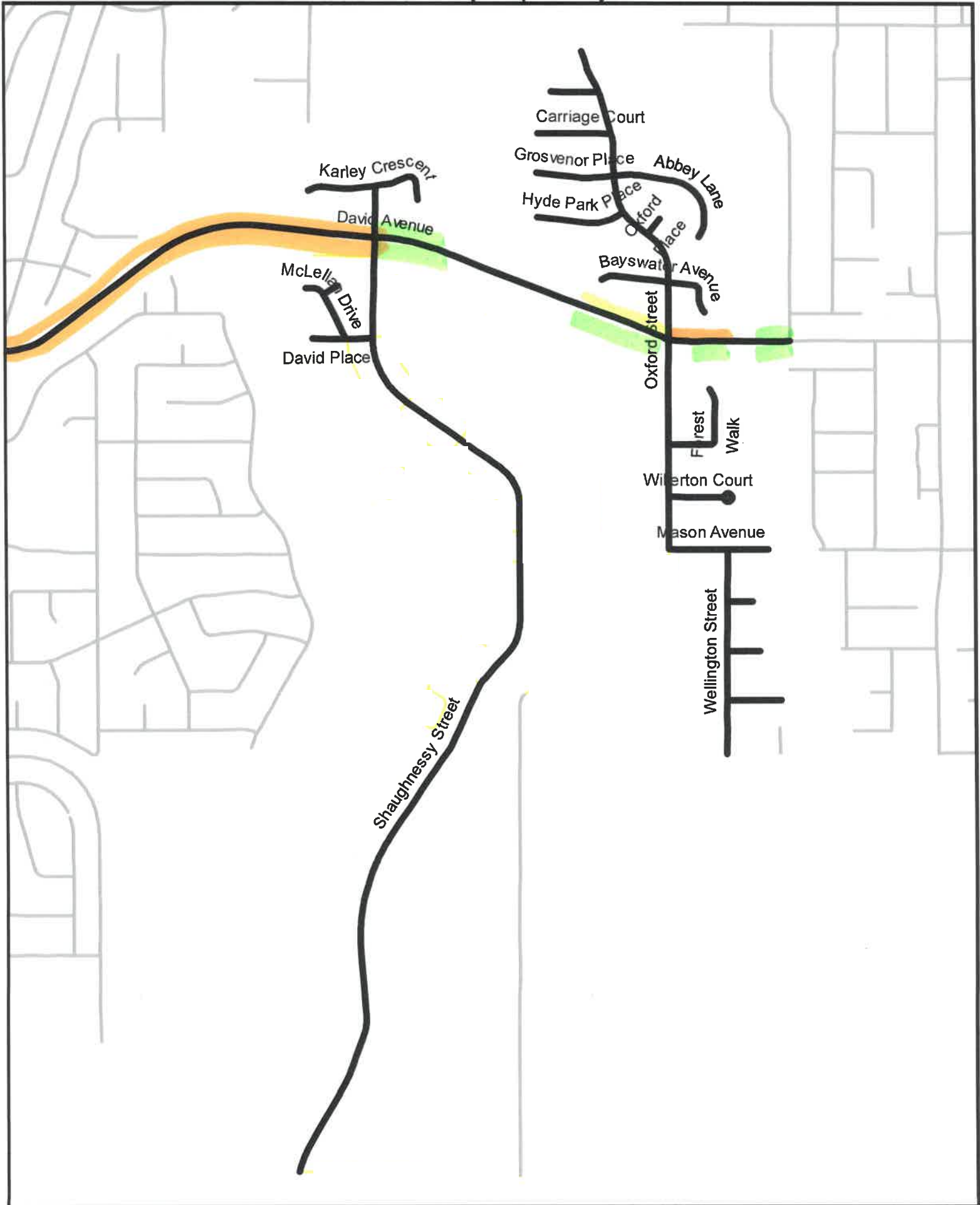
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Date:

AA 28

Completed By:



SNIC Subzone: 402

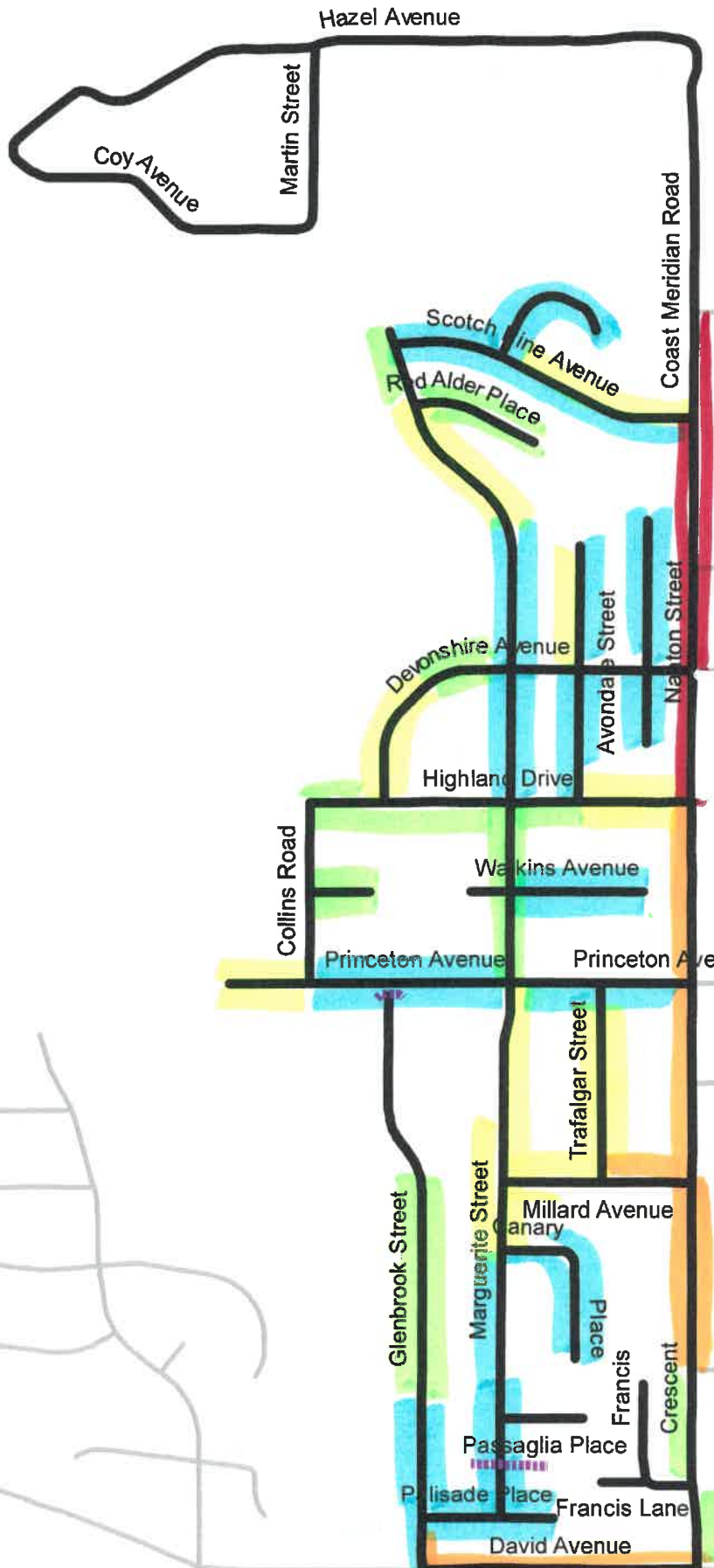
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Date:

AA 29

Completed By:



SNIC Subzone: 403

RWR Day: Monday



Date:

AA 30

Completed By:



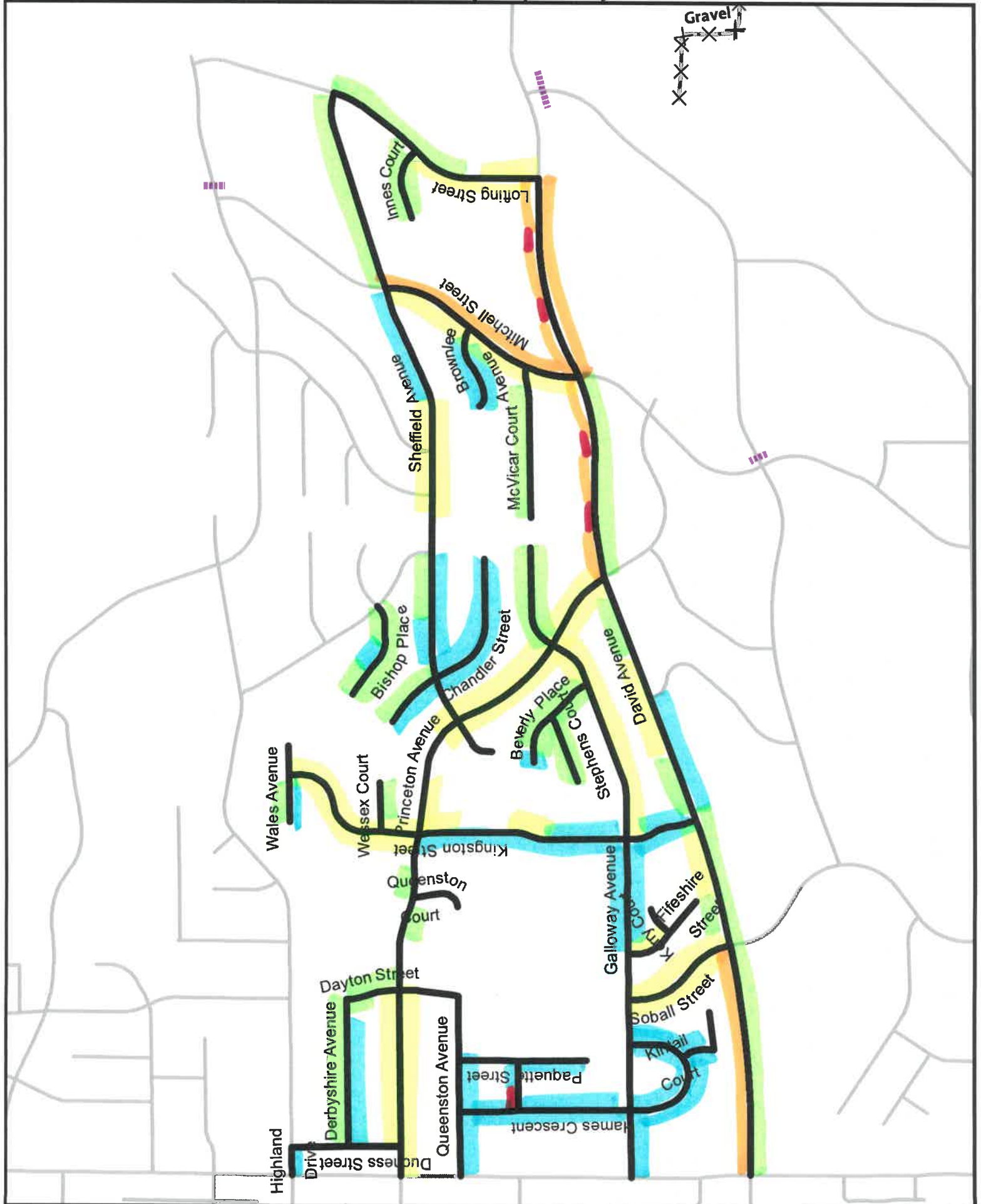
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RWR Day: Monday

Date:

AA 31

Completed By:



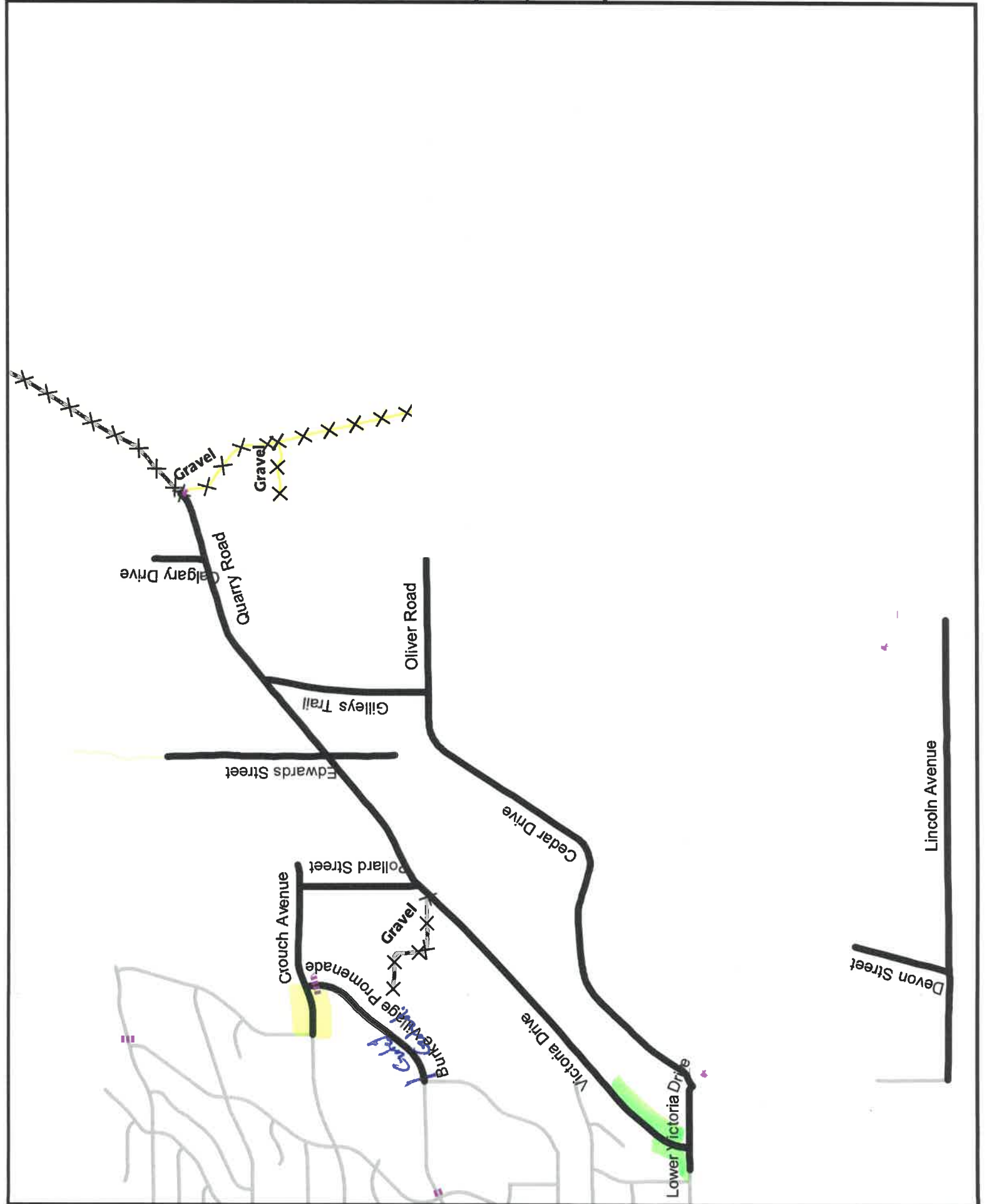
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RWR Day: Monday

Date:

AA 32

Completed By:



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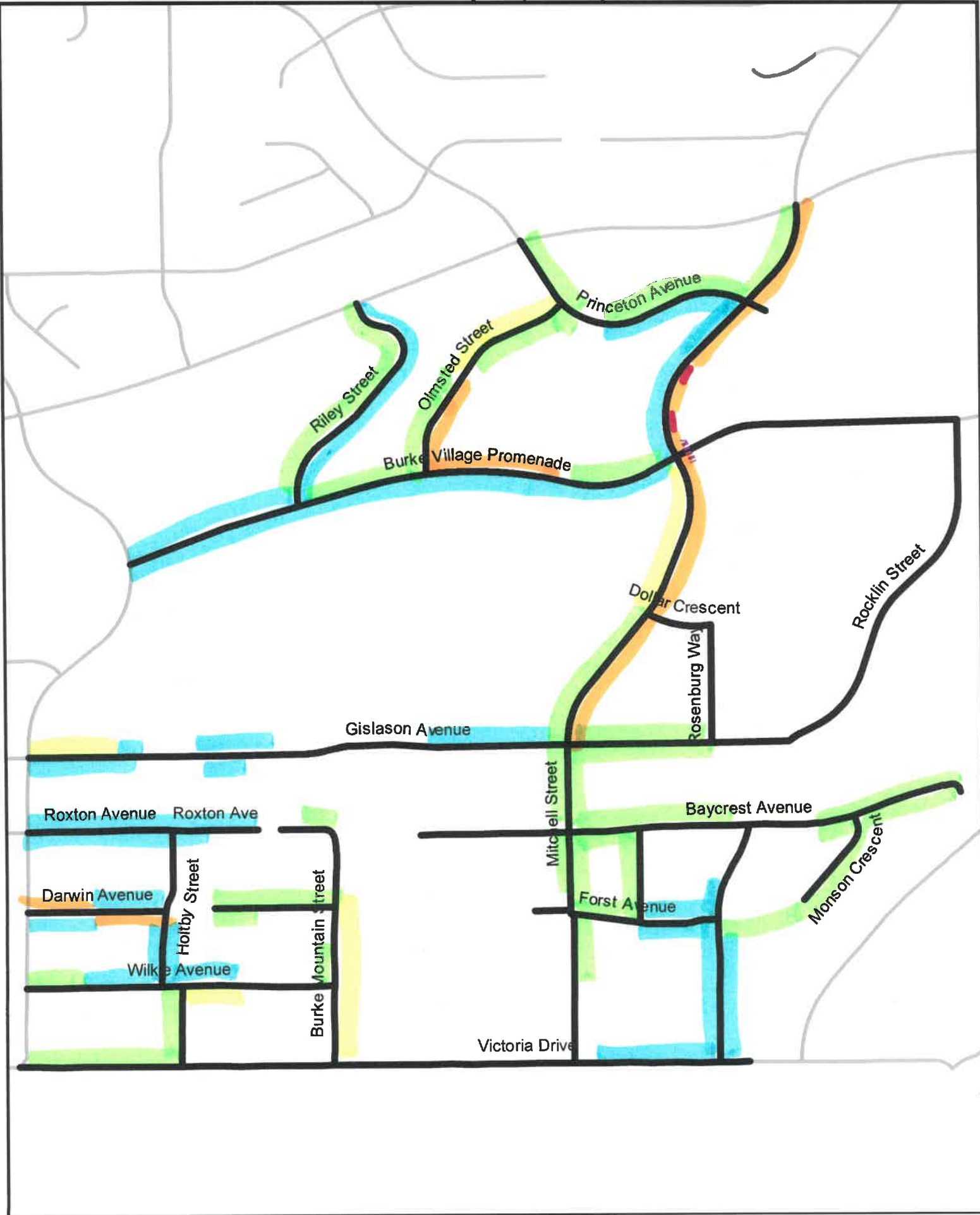
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Date:

AA 33

Completed By:



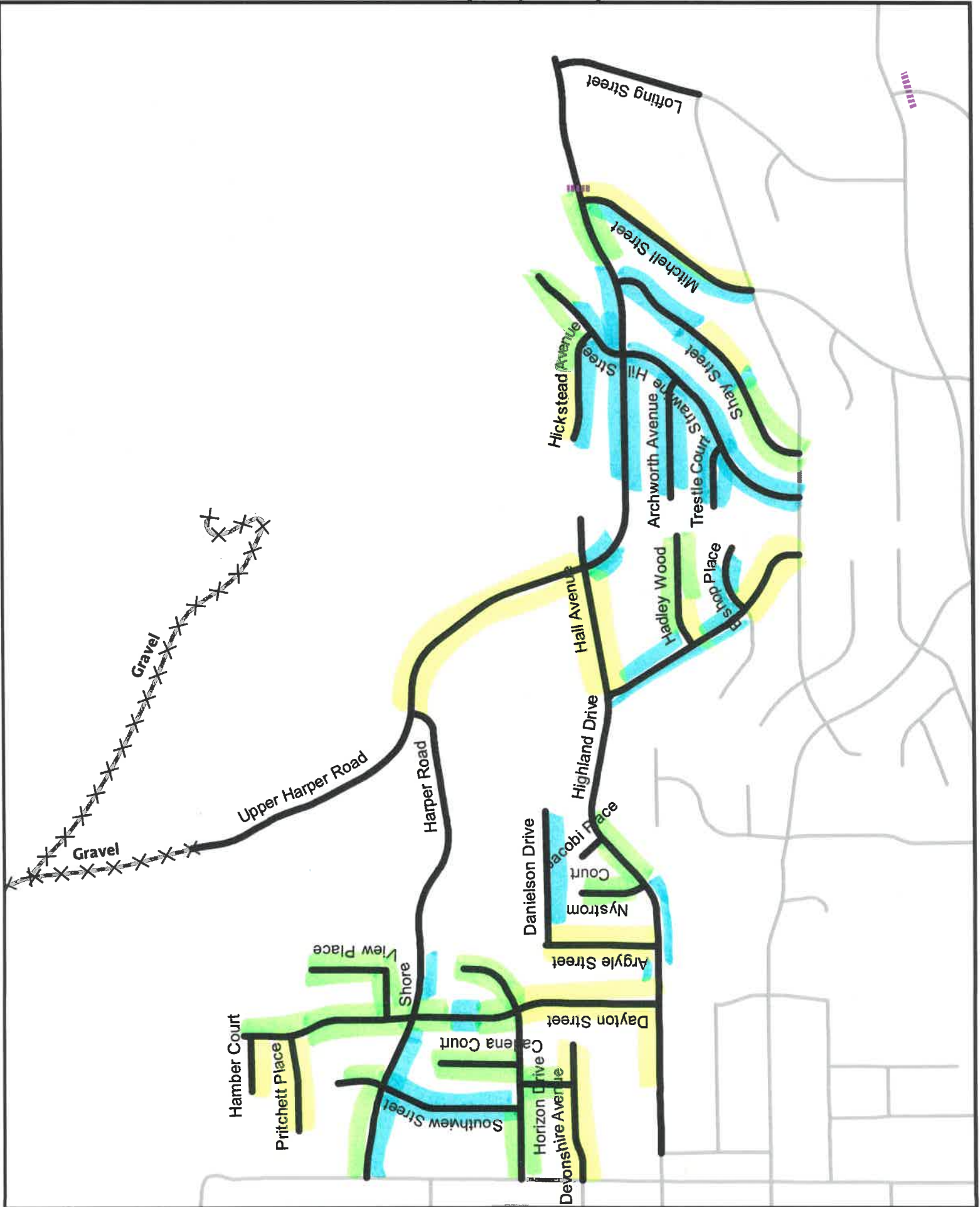
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RWR Day: Monday

Date:



Completed By:



SNIC Subzone: 501

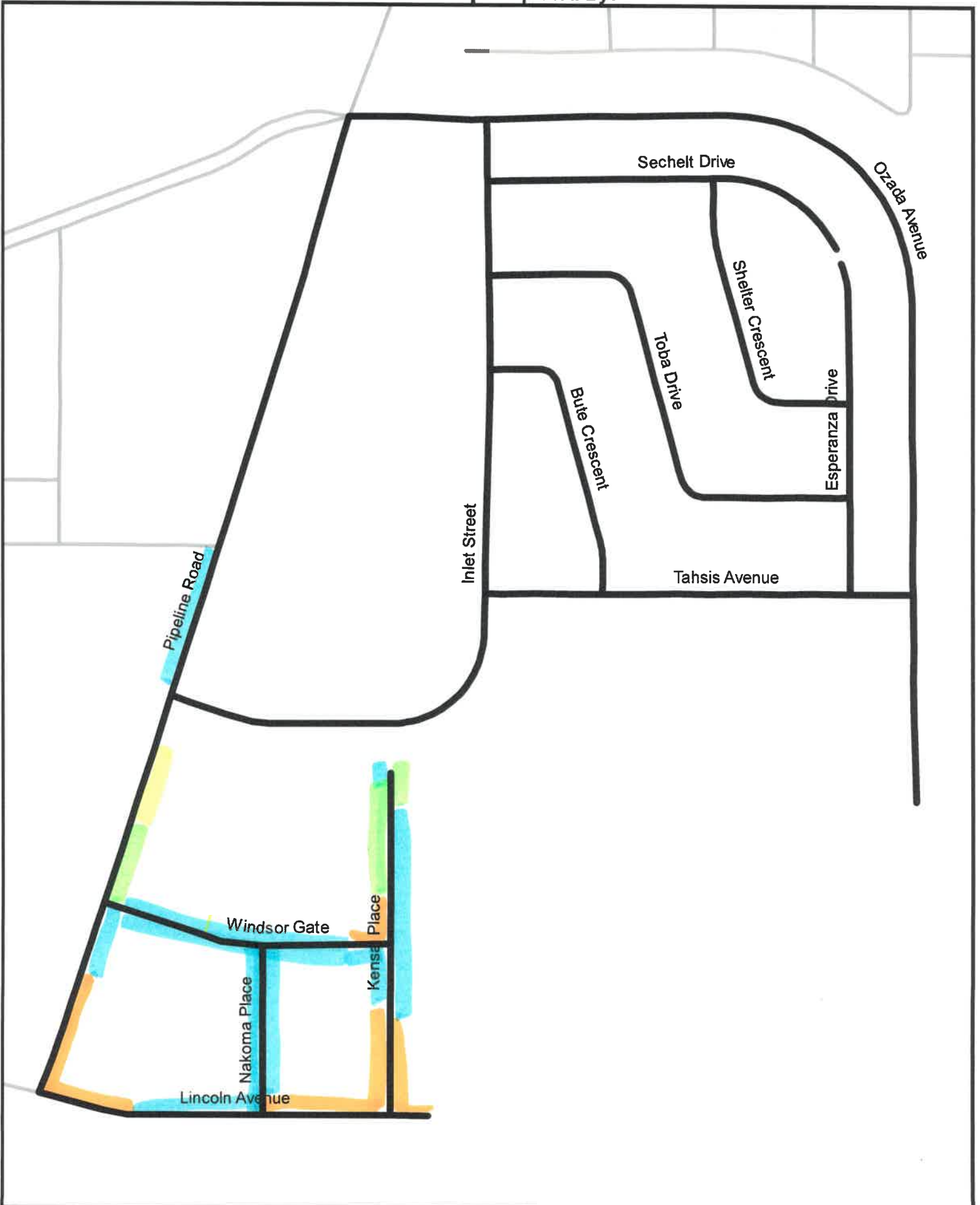
RWR Day: Tuesday



Date:

AA 35

Completed By:



SNIC Subzone: 503

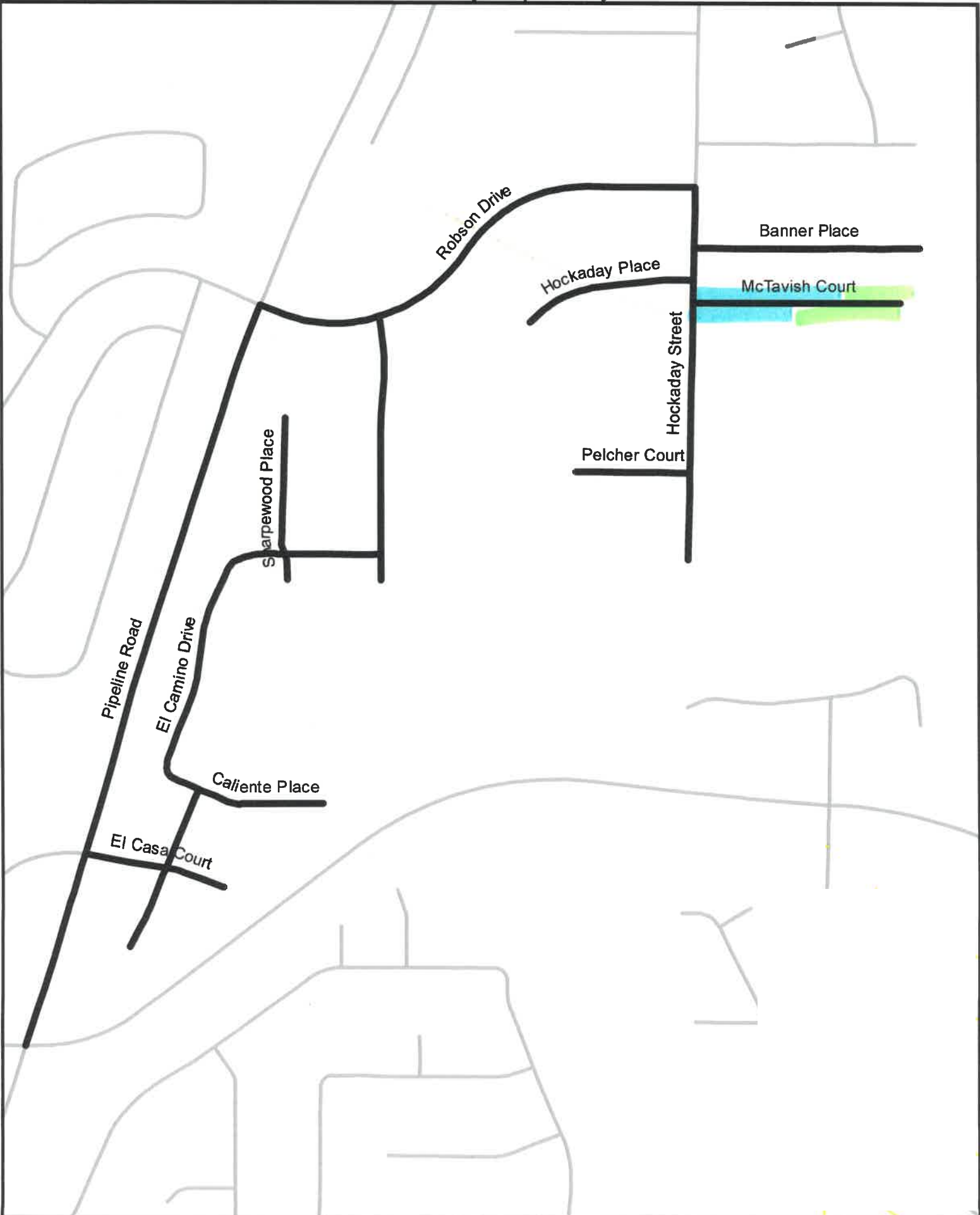
RWR Day: Monday



Date:

AA 36

Completed By:



SNIC Subzone: 505

RWR Day: Tuesday

Date:

AA 38

Completed By:



SNIC Subzone: 506

RWR Day: **Wednesday**



Date:

AA 39

Completed By:



SNIC Subzone: 508

RWR Day: **Wednesday**



Date:

AA 40

Completed By:



SNIC Subzone: 509

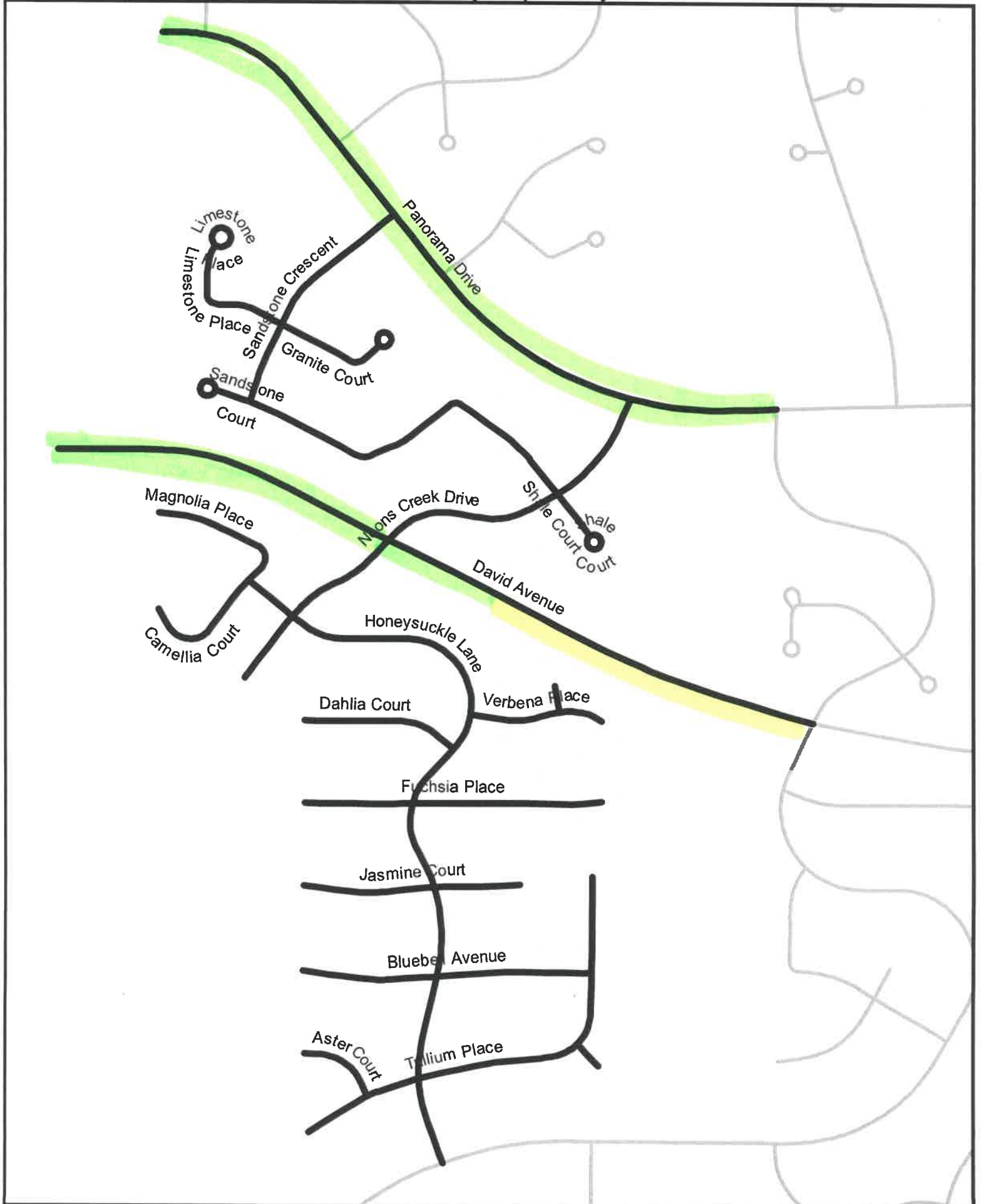
RWR Day: **Wednesday**



Date:

AA 41

Completed By:



SNIC Subzone: 514

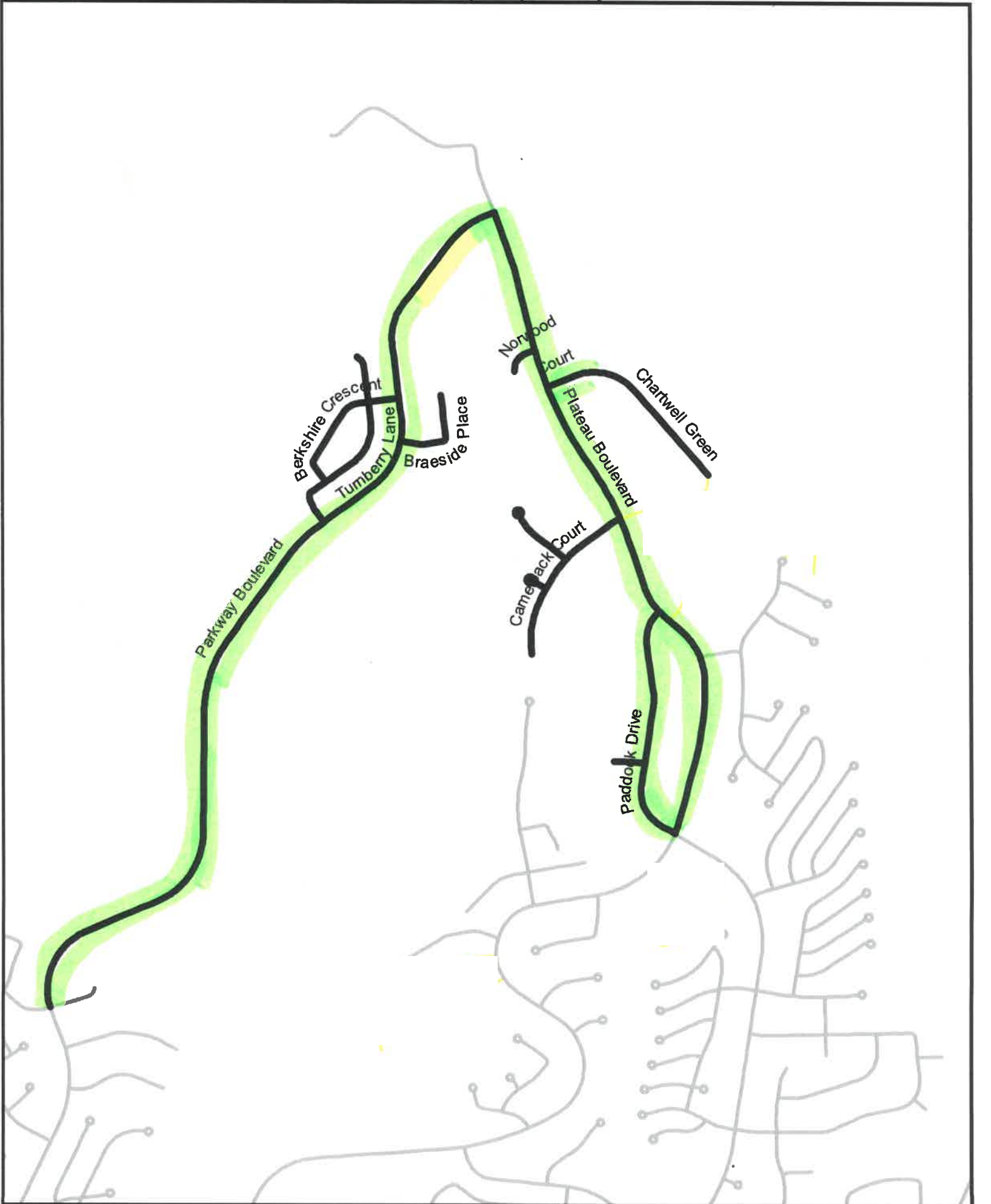
RWR Day: Tuesday



Date:

AA 42

Completed By:





City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-014

Repair of Settled Boulevards

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

Thursday, October 19, 2023

(Closing Date and Time)

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: <http://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 in 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. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. 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. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	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 pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	

Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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

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

c) SUB-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 approval:

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

a) SUPPLIERS The Proponent proposes to supply the various products for the Work from the following suppliers (use the spaces provided and/or attach additional pages, if necessary):

LINE ITEM	PRODUCT	MANUFACTURER	SUPPLIER
i.			
ii.			
iii.			
iv.			

d) HEALTH AND SAFETY

I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes

No

II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

Yes

No

III. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:

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3. **TECHNICAL**

b) 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.

4. FINANCIAL

a) PRICE - All Work provided is to be in accordance with MMCD (Platinum Edition) and all governing regulatory authorities within the City of Coquitlam. 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	UNIT PRICE (exclude GST)
i.	Top Soil (Type 2L)	Cubic Meter	\$
ii.	Area preparation	Square Meter	\$
iii.	Hydroseeding	Square Meter	\$

b) Material Markup Rates

Mark-up rate on materials	%
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c) MINIMUM HOURS
Minimum number of hours billed per mobilization:

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

e) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

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, and people with disabilities:

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

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Attention Purchasing Manager:

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
7. **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.
8. **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.