

City of Coquitlam

Request for Proposals

RFP No. 24-021

CCTV Inspection Services

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**Appendix F – Drainage Manhole MACP Inspection List**

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**[PROPOSAL SUBMISSION FORM](#)**

### KEY DATES

<b>RFP Issue Date</b>	<b>Thursday, February 15, 2024</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time) Monday, March 4, 2024</b>
<b>Deadline for Issuing Addenda</b>	<b>Tuesday, March 5, 2024</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time) Thursday, March 7, 2024</b>

### SUMMARY OF KEY INFORMATION

<b>RFP Reference</b>	<b>RFP No. 24-021 CCTV Inspection Services</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for “as needed and when requested” <b>CCTV Inspection Services</b> for: Drainage and Sanitary Mains, Culverts, Services Connections and Manholes.
<b>Instructions for Proposal Submission</b>	<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: <a href="https://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	<p>RFP Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Send questions to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFP name and number.
<b>Addenda</b>	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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.

**“City” “Owner”** means City of Coquitlam;

**“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.

**“Drawings” “Map”** means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

**“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;

**“Right of way pipe” or “Pipe in Right(s) of way”** means a pipe with all of its access points (manholes) are in (private) easement or right of way. Even though majority of a pipe is in an easement or right of way, if an access point (manhole) exists in a City Road, then that pipe will NOT be considered a “Right of way pipe”. However, for such pipe, even though one of the access points is in the Road, but the inspection cannot be completed from that access point on Road due to reasons such as block, pipe collapse, etc., and the pipe needs to be inspected in reverse via an access point in (private) right of way, then the pipe will be considered a Right of way pipe for all payment purposes.

**“Road”** means highway / road in its entire dedicated width including boulevard area, all the way to the property boundary.

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

### 1.2. Purpose

The purpose of this RFP is to invite Proposals from qualified firms on a “as needed and when requested” basis for **CCTV Inspection Services** for: Drainage and Sanitary Mains, Culverts, Services Connections and Manholes.

### 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.

- 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. Addendums as issued
  - iv. Appendix A – Drainage Mains PACP Inspection List
  - v. Appendix B – Drainage Culverts PACP Inspection List
  - vi. Appendix C – Sanitary Mains PACP Inspection List
  - vii. Appendix D – Sanitary Services Connection LACP Inspection List
  - viii. Appendix E – Drainage Service Connections LACP Inspection List
  - ix. Appendix F – Drainage Manhole MACP Inspection List
  - x. Appendix G – Sanitary Manhole MACP Inspection List
- 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/asset, the dimensions of the specified product/asset 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 only 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 of Coquitlam.
- 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.

#### 1.5. 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, 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.

### 1.6. 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.

### 1.7. 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
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
<b>Total</b>	<b>100</b>

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

#### **Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Staff qualifications and experience
- Sub-contractors
- NASSCO, PACP, LACP and MACP certifications
- NASSCO conformation
- Health and Safety

#### **Sustainable Benefits and Social Responsibility**

- Sustainable benefits
- Reconciliation
- Social Responsibility

#### **Technical**

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Risk factors
- Understanding of City's Requirements and Objectives

#### **Financial**

- Prices



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.

#### 1.8. 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) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) 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.

1.9. Term

The initial term of the Contract is one (1) year with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.10. Quantities Stated

Quantities provided in this RFP or Appendices are provided as an estimated guideline of the City's requirements. The City does not guarantee any volume or quantities. Further, the City has the right, at its sole discretion to award part of the work.

## **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 in this RFP, 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. Specifications**

All Work shall conform to the MMCD Standards (Platinum Edition) and Specifications, and [Supplementary Specifications and Detailed Drawings to MMCD](#) as provided in this document.

### **2.3. Ownership of Documentation**

All design and construction information, data plans, drawings, specifications, reports, estimates, summaries, photographs, computer generated designs, as-built and all other documentation prepared by the Contractor for this project, whether they be in draft or final format, shall become the property of the City.

### **2.4. Services, Utilities and Infrastructure**

The Contractor is directed to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor sees fit and the City disclaims all responsibility for its accuracy or sufficiency.

### **2.5. Environmental Protection**

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

### **2.6. Equipment, Materials and Workmanship**

The Contractor shall ensure that they are to conduct a NASSCO Pipeline Assessment Certification Program PACP, LACP, & MACP inspections, 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 (including NASSCO Certified), and experienced trade's personnel.

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

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) NASSCO Pipeline Assessment Certification Program (PACP, LACP, & MACP), latest version
- b) Master Municipal Construction Documents (MMCD Platinum edition)
- c) City of Coquitlam [Supplementary Specifications and Detailed Drawings to MMCD](#)
- d) American Society for Testing and Materials (ASTM)
- e) WorkSafeBC
- f) BC Provincial Motor Vehicle Act
- g) Workplace Hazardous Material Information System (WHMIS)
- h) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- i) City of Coquitlam Traffic Control and Lane Closure Requirements

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.

### 3. SCOPE OF SERVICES

#### 3.1. Scope

The Contractor will provide “as needed and when requested” **CCTV Inspection Services** as generally outlined in this RFP and Appendices:

**Appendix A – Drainage Mains PACP Inspection List**

**Appendix B – Drainage Culverts PACP Inspection List**

**Appendix C– Sanitary Mains PACP Inspection List**

**Appendix D – Sanitary Services Connection LACP Inspection List**

**Appendix E – Drainage Service Connections LACP Inspection List**

**Appendix F – Drainage Manhole MACP Inspection List**

**Appendix G – Sanitary Manhole MACP Inspection List**

Appendices are provided for reference only. The Contractor will verify accuracy of data in field.

All project locations is expected to be within the City and located within road dedications, easements and rights of way.

The Contractor is expected to have internet access and device onsite and utilize the City's [Online map](#) for inspection attributes and locations.

For those pipes, in easements, that can be accessed from a manhole in the road are not considered to be in rights of way pipes and thus not included in the rights of way quantity totals. A separate list of sanitary and storm mains exists as list of works and quantities pipes in rights of way. For these pipes all access points / manholes are inside (private) rights of way.

The Contractor shall submit one (1) working day worth of inspection data, for each inspection types such as pipes, culverts, manholes and laterals, to be reviewed by City staff prior to commencement of the Contract, and allow seven (7) days for review by the City. Contractor shall incorporate all comments provided by the City during the review process to ensure the quality of the information is acceptable to the City.

a) Drainage and Sanitary Mains, Culverts, Services Connections.

The Contractor will perform sewer (drainage and sanitary) flushing, inspect sewers via closed-circuit television (CCTV). The Work will include remote televising and recording of the sewer. The drainage pipes with boulders, blocks, large quantities of sediments that cannot be handled via regular flushing must be directed to the City for it to handle prior to re-assignment to the Contractor. Caution must be taken on fish-bearing culverts, and culverts with baffles.

The CCTV inspection assessment, reports and flushing is to confirm to NASSCO's Pipeline Assessment and Certification Program (PACP), latest edition, format in conjunction with CSA Plus 4012 and Master Municipal Construction Documents (MMCD) Section 33 01 30.1 and 33 01 30.2, referring to CCTV and Flushing works,

and Coquitlam's [Supplementary Specifications and Detailed Drawings to MMCD](#) , where applicable.

b) Manholes

The Work may include remote televising and recording of the manholes.

The Contractor will verify accuracy of data in the field based on the [Online Map](#); Access will be provided by the City.

The manhole inspection assessment will conform to MACP. Work to conform to Master Municipal Construction Documents (MMCD) and Coquitlam's Supplementary MMCD Specifications [Supplementary Specifications and Detailed Drawings to MMCD](#) , where applicable.

The Contractor is expected to have internet access onsite and utilize the City's [Online maps](#) and Manhole Inspection Mobile Application as needed.

The manhole locations such as in road Right of way, private easements and rights of way are indicated in the Table listings given as appendices.

3.2. Documentation and Reporting Requirements

The Contractor shall perform general administrative duties associated with the Project, including monitoring progress, preparation of progress reports, scheduling of crews, general correspondence with the City.

a) Drainage and Sanitary Mains, Culverts, and Services Connections.

The Work may include but not limited to,

The Contractor is to provide current NASSCO certification of its inspector(s) involved in the Work prior to commencement of the contract.

Prior to inspection, the Contractor shall measure each pipe (mains, culverts, services) diameter to confirm size and record the correct size in its inspection report. The Contractor shall not rely on available City data, that may be incorrect.

The video quality of the television inspection shall be very clear for the City to assess the condition. The record and documentation of the CCTV inspection submitted to the City should be correct and complete (visual video documentation shall begin at the upstream (US) manhole and end at the downstream (DS) manhole or vice versa if reverse assessment is carried out.

Data Reporting:

- Coding must be conducted by a NASSCO PACP certified individual using NASSCO certified software.
- The Contractor shall supply and use the most recent version of NASSCO's Pipeline Assessment and Certification Program (PACP) and associated software.

- NASSCO PACP compliant field inspection forms and records, PACP observation terminology, and PACP defect rating guidelines shall be used in the field in documenting the observations.
- **Pipe Joint Length is to be included in the report as an observation and in the Header of the PACP form.** The pipe joint length shall be determined, throughout the pipe, by measuring the pipe using the CCTV camera.
- Observation callouts are required on the condition of the pipe invert for each videoed pipe to identify possible wear; otherwise call out normal. **The Contractor shall stop and pan down to inspect for wear at 6 o'clock at the start of the pipeline inspection** and at the point of any material change. If wear detected, appropriately note the defect code; if wear is continuous along pipe, label as a continuous defect. If no wear is detected at first pipe joint or pipe material change continue with video inspection.
- At interface of pipe and manhole the Contractor shall pan along the circumferential of the pipe from 12 o'clock to 12 o'clock and use an observation code to record condition or defect code as needed.
- If Contractor comes across **pipes that are asbestos cement then the Contractor is to do a back shot with the camera approximately 3 metres in to the pipe to observe if the tires damage the invert of the pipe. If damage from the tires tracks are visible in the invert of the pipe, the Contractor must use the observation code "Surface Damage – Other" "(SZ)", and write Remarks "Structural Integrity Compromised" in the report.**

All CCTV, PACP and coded data shall be delivered in digital format on one (1) appropriately sized media device (USB, flash drive, CD, etc.) with digital content to include but not limited to CCTV videos, pictures, PACP coded defect database with condition rating, and an electronic copy of printed reports. Electronic database shall be compatible with the City's existing computer software (ArcGIS 10.1, Windows Microsoft Office Suite (Access, Excel, etc.)) and computer hardware; it shall comply with the standard NASSCO PACP database structure, latest edition. The visual video documentation provided to the City must be one file per video (no DVD format) and no proprietary formats (ie. Apple Quicktime etc.).

Contractor to submit inspection forms in one (1) digital document (PDF) which will include a Summary page outlining all pipes with Structural defects and Operational Maintenance. The Summary of Defects shall include a list complete with minimum the Report Number, Pipe ID, Date, Media, Address, Start MH, Finish MH, the Defect(s) PACP Code, Distance and Rating, in compliance with NASSCO PACP reporting requirements.

Each digital image shall be saved with the filename matching the pipe GIS ID, example STPI00001 or SNPI00001.

On a monthly basis the Contractor to submit the completed works to date for review by the City. Works to be submitted no later than one week after completion.

b) Manholes

Manhole inspection videos are to be playable and 'pan'able video (i.e. ability to rotate the video) files using VLC video player.

Prior to inspection, the Contractor shall measure each manhole diameter to confirm size and record the correct size and material. Contractor shall NOT depend on the existing City data as it may be incorrect.

Each digital image shall be submitted online with the naming convention of [GIS ID]\_[FileNumber], for example, STMH00001\_001.

The contractor is required to submit the completed inspection work no later than by the end of the first week of the following month.

3.3. Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

The City expects some of the assets inspected for inflow and infiltration (I&I) assessment purposes (indicated in the Tables under appendices) be carried out in stipulated periods and the Contractor will comply with the timing of work as directed by the City.

**The City expects the Contractor to review all works in the (private) rights of way, at the beginning of the project, and advise the City with challenges and access issues so that the City can resolve those as needed, and the works can be completed within the project period.**

3.4. Utilities and Services

The Contractor is responsible to contact BC One-Call to determine exact locations of utilities and services on- site(s) and to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.



### 3.5. Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

### 3.6. Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

### 3.7. Protection of the Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from operations and related activities.

The “Work” will take place in an active precinct, and adjacent facilities and operations shall not be affected or minimally affected.

### 3.8. Hours of Work

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. Any works under Noise Bylaw extension will be specifically indicated (in the list of Tables), decided by the City, and approved with relevant conditions.

### 3.9. Traffic Control

Traffic Control Services provided as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC.

### 3.10. 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.

### 3.11. 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.

### 3.12. 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.



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 24-021

### CCTV Inspection Services

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](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.

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

i. <b>WCB</b> - 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. <b>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Qualified Coordinator: Contact Number:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Vendor Info</b> - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application	
v. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	

**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):**

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## 2. CORPORATE

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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 state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv. Proponent is 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>b) REFERENCES</b> – 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) 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.				
vi.				

**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 approval:

**Sub-Contractor No. 1**

<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

**Sub-Contractor No. 2**

<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

**e) CERTIFICATION** - Proponent is to provide current NASSCO certification of its inspector(s) and respective Certification Expiry Date:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**f) CERTIFICATION** - Proponent is to provide current Lateral Assessment Certification Program (LACP) certification of its inspector(s) and respective Certification Expiry Date:

<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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**g) CONFORMATION** - Proponent to confirm it will conform to NASSCO's Pipeline Assessment Certification Program (PACP), and Lateral Assessment Certification program (LACP), latest edition, format in conjunction with CSA Plus 4012 and Master Municipal Construction Documents (MMCD) Section 33 01 30.1 and 33 01 30.2, referring to CCTV and Flushing works, and Coquitlam's Supplementary MMCD Specifications Supplementary Specifications and Detailed Drawings to MMCD, where applicable.:

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



### 3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

I. 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

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

III. 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:

IV. What policies does your organization have to support reconciliation with indigenous peoples:

**4. 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.

## 5. 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.	Sanitary mains CCTV Work	LM	\$
ii.	Drainage mains CCTV Work	LM	\$
iii.	Sanitary mains flushing Work	LM	\$
iv.	Drainage mains flushing Work	LM	\$
v.	Sanitary mains CCTV, accessed via Right of way	LM	\$
vi.	Drainage mains CCTV, accessed via Right of way	LM	\$
vii.	Sanitary mains, accessed via Right of way - flushing Work	LM	\$
viii.	Drainage mains, accessed via Right of way - flushing Work	LM	\$
ix.	Lateral Inspection, accessed via Inspection Chamber	Each	\$
x.	Lateral Inspection, accessed via lateral launch from Pipe	Each	\$
xi.	Culvert Inspection – GIS ID: STCV18390	Each	\$
xii.	Culvert Inspection – GIS ID: STCV18291	Each	\$
xiii.	Culvert Inspection – GIS ID: STCV17925	Each	\$
xiv.	Culvert Inspection – GIS ID: STCV18245	Each	\$
xv.	Culvert Inspection – GIS ID: STCV18244	Each	\$
xvi.	Culvert Inspection – GIS ID: STCV18257	Each	\$
xvii.	Culvert Inspection – GIS ID: STCV18063	Each	\$
xviii.	Culvert Inspection – GIS ID: STCV18258	Each	\$
xix.	Culvert Inspection – GIS ID: STCV18389	Each	\$
xx.	Culvert Inspection – GIS ID: STCV18388	Each	\$
xxi.	Culvert Inspection – GIS ID: STCV18377	Each	\$
xxii.	Sanitary mains root cutting (Optional work)	Hourly Rate	\$
xxiii.	Drainage mains root cutting (Optional work)	Hourly Rate	\$
xxiv.	Manhole Inspection	Each	\$
xxv.	Manhole Inspection, accessed via Right of way	Each	\$

**Attention Purchasing Manager:**

- 6. 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](http://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.
- 7. 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.
- 8. 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.
- 9. 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.**

<b>Name of Proponent</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.