

City of Coquitlam

Request for Proposals

RFP No. 25-011

Charles Best Artificial Turf Field
Replacement

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APPENDICES

Appendix A – City’s Supplemental General Conditions to CCDC 2 - 2020

Appendix B – Project Drawings

Appendix C – Performance Specifications

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Tuesday, January 21, 2025
Deadline for Questions	2:00 PM (local time) Wednesday, February 12, 2025
Deadline for Issuing Addenda	Thursday, February 13, 2025
Submission Deadline	2:00 PM (local time) Monday, February 17, 2025

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 25-011 Charles Best Artificial Turf Field Replacement
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies to replace Charles Best Artificial Turf Field Replacement .
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 <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name 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.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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, and the CCDC 2-2020 Stipulated Price Contract between Owner and Contractor, as amended by City of Coquitlam's Supplementary General Conditions to the CCDC2-2020 will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the **CCDC 2 – 2020 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2020 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

“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” 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;

“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 hə́hǵəmińəh́ word kʷikʷə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́ləm (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 City of Coquitlam (“City”) requests Proposals from qualified and experienced synthetic turf suppliers to supply and install a multi-sport synthetic turf system at **Charles Best Artificial Turf Field Replacement.**

1.3 Project Description

The approximate turfed area of the field is 9576 m². The Work includes removal and storage of existing crumb rubber infill, removal and recycling of existing artificial turf, supply and installation of new hybrid monofilament and slit-film artificial turf, provision of 8-year warranty, and re-installation of existing infill along with top-up with sand infill, in accordance with the design drawings and specifications, and as may be further described herein in these RFP documents (the “Work”).

1.4 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.

1.5 Project Timelines

The successful Proponent will commence work approximately by **June 20, 2025** and be substantially complete on or before **August 15, 2025.**

Final acceptance is to be completed by **August 22, 2025.**

Completion dates to be coordinated and confirmed with the City.

1.6 Instructions to Proponents

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

Submissions should be kept to less than 25 pages. By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection 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. Appendix A –City's Supplemental General Conditions to CCDC 2 - 2020
 - iv. Appendix B – Project Drawings
 - v. Appendix C – Performance Specifications
 - vi. Addenda 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 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.
- 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, 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.

1.7 Deviation from Specifications

Proponents are permitted to submit, in addition to a conforming Proposal, alternative Proposals that may deviate from the specification but, in the Proponent's opinion, meet or exceed the requirements and the broad intent of the specification. Though alternative Proposals will be given due consideration, the City is not obligated to accept them and is the sole judge as to whether alternative Proposals should be considered.

1.8 Prices

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

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.

1.9 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) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- 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) Enter into a contract with the City using the CCDC 2-2020 document.
- f) 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.

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

1.10 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.

1.11 Evaluation Criteria

Mandatory Criteria (Pass/Fail)

For eligibility, Proponents shall:

- a) **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:
 - i. **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE;**
 - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.**
- b) Have a minimum of 5 years of specialized experience in athletic synthetic turf system supply and installation services.
- c) Have qualified technical specialists and skilled trades personnel directly involved with prior installations referenced.

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Sustainable Benefits and Social Responsibility	10
Technical - Project Management	20
Technical – Warranty	5
Technical – Turf Performance Factors	15
Financial	30
Total	100

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

Clarity of Proposal

- Proposal is clear and required data is readily available

Corporate Experience and Resources

- Company experience
- Superintendent’s experience
- Subcontractor experience
- Demonstrated performance and successful completion on recent projects of similar size, scope and complexity.
- Minimum of 5 years of specialized experience in Synthetic Turf and Shock & Drainage Pad supply and installation.

- Qualified technical specialists and skilled trades' personnel directly involved with prior installations referenced.
- References (on-time completion, performance, within budget etc.)
- Availability of local post installation support
- Health and Safety Program
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical – Project Management

- Methodology; Delivery, set-up and execution of the work
- Disposal and Reuse
- Wet weather experience
- Quality Assurance and Quality Control
- Risk Mitigation
- Site Safety
- Compliance to City Schedule and Proposed Completion Date

Technical – Warranty

- Response on warranty and non-warranty service calls
- Warranty terms and duration

Technical – Turf Performance Factors

- Meets Performance Specifications
- Sports association accreditation
- Life Cycle costs; maintenance, repair & replacement
- Samples – overview
- Seam and inlaid line details
- Infill suitable for multi-sport use and local climate

Financial

- Total Lump Sum Price
- Price for Optional Work
- Life Cycle costs; maintenance, repair & replacement

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

- References may be contacted to verify successful completion of successful projects including those in the City of Coquitlam
- Interviews may be conducted

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

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.

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.

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.

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

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.

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, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 2-2020 Supplemental General Conditions, CCDC Price Contract 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 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.

2.3 On-Site Hazards and Utilities Present

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

2.4 Schedule of Payments

A Purchase Order (the "PO") for the services will be issued to the successful Proponent based on the Proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be submitted as a written proposal for additional services and subsequently approved by the City's Project Manager.

a) Invoicing

Contractor is required to forward to the Consultant and City's Project Manager a draft copy of the invoice & Schedule of Values for review five (5) business days **prior to** formal submission to the City.

Invoices must be sent in PDF format via email to: apinvoices@coquitlam.ca
Attention: Accounts Payable, and must indicate the PO number, the project name, Consultant and the City's Project Manager. The Project Manager is to be copied on the email distribution.

b) Payments

Payments will be made in portions of the fixed lump sum price based upon satisfactory completion of a portion of each of the project deliverables as determined by the City.

Payments to the Contractor for work performed under the Contract will be made in accordance with the following schedule:

- i. The first payment will be made based on a maximum of 25% (twenty-five percent) of the Contract Price when 100% (one hundred percent) of the required synthetic turf and has been delivered to the site, has passed all of the required tests and at least 50% (fifty percent) of the synthetic turf has been installed over the field surface.
- ii. Subsequent payments will be made in accordance with the Contract, reflective of the value of Work completed, less any allowance for deficiencies, hold backs, and other Contract amounts.
- iii. Payments will be subject to Builders Lien Holdback Legislation. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Contract Administrator.

c) Summary Cost Status

All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown. Invoices not containing the summary cost status will not be processed until the information is provided.

2.5 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.

2.6 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.

2.7 Services, Utilities and Infrastructure

The Contractor is responsible to contact BC One-call to determine the exact location of all existing site utilities and services.

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and

services, and to determine their character and locations and verify the accuracy of the information obtained.

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

2.8 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to existing property, etc. if caused by the Contractor during the Contract period. Damage to landscape and infrastructure shall be reported promptly.

2.9 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.

2.10 Warranty

The Contractor shall guarantee the work and materials against any defective or faulty materials and/or workmanship supplied under the Contract, which may appear within eight (8) years from the date of acceptance of the work by the City, as described in detail through **Appendix C – Performance Specifications**.

Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification, or as reasonably agreed upon at the discretion of the City, and subject to operational constraints such as regular field bookings. All warranty works shall be at no cost to the City including re-testing to the same standard of the original installation contract.

3 SCOPE OF SERVICES

3.1 Scope of Work

The successful Proponent (the “Contractor”) will provide removal, storage, supply, delivery, installation and warranty of all materials and products as herein specified and shown of the drawings and as outlined in the Specifications.

3.2 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.

The Contractor is to use barriers and signage as required, to create safe detours around the construction zone, as required. When unsafe, or not practical to create safe detours, the contractor is to use barriers and signage at all egress points, to close the access to the public. (i.e. during work hours while work zone is not safe to pass)

The Contractor shall at all times keep the site secure, safe, clean and orderly as the work allows, with the removal of trash and debris daily.

3.3 Site Meetings

Site progress meetings will be scheduled by the City in a bi-weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and to be distributed by the consultant on record not later than three working days from the date of the meeting. The Contractor shall attend regular site progress meetings including safety meetings.

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 is to be completed by professional qualified technicians under the direct supervision of a qualified and experienced synthetic turf installer.

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) BC Provincial Motor Vehicle Act

- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada (Transport of Dangerous Goods)
- e) Workplace Hazardous Material Information System (WHMIS)

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.

3.5 Protection of 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 maintenance operations and related activities. The Contractor shall promptly report to the City any safety incidents as they occur.

3.6 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 through the City in its capacity as authority of jurisdiction.

3.7 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. 25-011

Charles Best Artificial Turf Field Replacement

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	

The Proposal Submission Form consists of 3 parts:

PART A - PROPOSAL SUBMISSION DOCUMENTS

Proponents are to submit the following documents and product samples:

Part A.1 – Corporate Performance Proposal

The corporate performance Proposal shall apply to all/any of the different synthetic turf Products for which the Proponent submits financial and technical Proposals. Refer to A.1 for the requirements of the corporate performance Proposal.

Part A.2 – Financial Proposal including Proposal Form

Separate financial Proposals are required for each different Product for which the Proponent is submitting a Proposal. Refer to A.2 for the requirements of the financial Proposal.

Part A.3 – Product Technical Proposal

Separate product technical Proposals are required for each different Product for which the Proponent is submitting a Proposal. The product technical Proposal shall also include one sample of each synthetic turf product proposed. Refer to A.3 for the requirements of the product technical Proposal.

PART A.4 – Sustainable Benefits and Social Responsibility

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

Part B. 1 – Pricing

Part B.2 – Technical Product Data Sheet

Part B.3 – Authorization & Commitment Form

Proponents are to submit one (1) representative sample of each synthetic turf product being proposed. All shipping materials are to clearly identify the Proponent name, complete contact information and their contents.

One (1) representative sample of each synthetic turf product being proposed to be sent before the RFP Closing Date and Time to:

**Office of the Manager Procurement
Coquitlam City Hall
3000 Guilford Way
Coquitlam, BC, V3B 7N2**

Proponents are responsible to clearly label all sample items as **“25-011 – RFP Samples”** and to arrange for and pay all shipping costs to the City and upon request, for return to the Proponent.

PART A1 CORPORATE PERFORMANCE PROPOSAL

Proponents are required to provide the following information with respect to their corporate performance relating to the supply and installation of synthetic turf fields. This information will be used to evaluate the Proponent's past performance and ability to deliver the work included in this RFP.

**** For all questions, provide the information requested in the space provided and/or attach additional pages, if necessary****

A.1.1 Proponent's Ability to Back the Warranty

Describe the manner in which the Proponent proposes to back the Warranty to be provided under the terms of this RFP. Indicate the approximate value of work (or sales, as applicable) completed by the Proponent for each of the past three (3) years.

A.1.2 Proponent's History Relating to Synthetic Fields

Provide the Proponent's history with particular reference to experience with the supply and installation of synthetic turf fields, including the total number of fields installed. A list of fields installed over the past ten (10) years should also be provided. Provide details of elastic layer installations with total number of installations and list for the past 10 years

A.1.3 Proponent's Installation Crew Qualifications

Provide a resume describing the qualifications for each installation crew member that will be assigned to the Project.

A.1.4 Proponent's Installation Crew's Superintendent's Qualifications

Provide a resume for the proposed superintendent of the installation crew giving details on qualifications and experience relating to the installation of synthetic turf fields including descriptions of synthetic turfs installed. Provide names and telephone numbers of references for the proposed superintendent.

A.1.5 Proponent's Installation Performance Record

- a) Provide the following information for the Proponent's past five (5) installations (minimum):
- .1 Location

.2 Type and size of installation (turf product) .3 Date of installation .4 Owner .5 Purpose / use of fields .6 Contact name for owner / operator with telephone number	
--	--

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

A.1.6 Project References - Proponents should provide at least three (3) project references for each different turf product for which a Proposal is submitted. Provide the details of any outstanding unresolved construction claims or any active legal action(s) filed against the Proponent related to past or current synthetic field installations.

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A.1.7 Number of Installation Crews

Provide the Proponent's number of installation crews and identify their availability for this Project. Describe the resources the Proponent will apply to allow turf installation to meet the Project schedule.

--

A.1.8 Proponent's Post-Installation Support

a) Describe the post-installation support which will be provided. Provide the details of any permanent local post-installation support personnel.

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b) Provide details of the company's typical response time for follow-up service calls including the location of the nearest service center to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.

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A.1.9 Proponent's Production Capabilities

a) Describe the Proponent's production capacity and their ability to meet the Project schedule.

--

b) Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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PART A.2 – FINANCIAL INFORMATION

A.2.1 Departures and Award

A.2.2 Bid Bond

A Bid Bond will not be required.

A.2.3 Consent of Surety

The financial information is to be accompanied by a completed Consent of Surety for both a Performance Bond and a Labour and Material Payment Bond, both completed in accordance with the requirements of the RFP Appendices. The Consent of Surety must be issued by an approved bonding company licensed to do business in the province of British Columbia, Canada.

A.2.4 Undertaking to Insure

The financial information is to be accompanied by a letter of Undertaking of Insurance Company from the Proponent’s insurance company certifying that they will provide the required insurance in accordance with the requirements of the RFP.

A.2.5 Signed Proposal & Proponent Commitment Form

A signed Proposal Form exactly in the format provided in Part B is to be included in the Proposal.

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.
WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:

Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form
Insurance – Provide Insurance coverage as per the City's Standard Insurance Form
Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)
Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License
Contract – Acceptance of the City's Terms and Conditions: Standard Terms and Conditions - Purchase of Goods and Services
Contract – Acceptance of the City Contract using the CCDC 2-2020 document and the City's Supplementary Conditions to CCDC 2 - 2020
Consent of Surety - Performance Bond in the amount of 50% of the Contract Price
Consent of Surety - Labour & Materials Bond in the amount of 50% of the Contract Price
Section c items are not required at time of submission but may be required upon award
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):

d) 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
We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

PART A.3 – TECHNICAL PROPOSAL

A.3.1 Technical Product Data

For each synthetic turf product for which a price is provided in the Proposal form, the Proponent is to complete a technical product data sheet. A blank copy of the technical product data sheet is attached in Part B.

A.3.2 Seam and Inlaid Line Details

Describe the seaming and inlaid line joining and construction details including:

- .1 Turf roll joining method (seams sewn, cemented, etc.)
- .2 Width of seam overlap
- .3 Inlaid line joining method

A.3.3 Operation and Maintenance Procedures

- .1 Describe the general operations and maintenance procedures for each turf type included in the Proposal.
- .2 Identify any special operations and maintenance equipment required.

A.3.4 Sport Association Accreditation & References

Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (*FIFA Quality Pro*).

A.3.5 Patent Infringement Concerns

Proponents are to submit documentation confirming that their turf product does not infringe any existing or pending Canadian patent. Provide the details of any outstanding unresolved patent infringement claims or any active legal action(s) filed against the Proponent or against the owner of a past or current synthetic field installation supplied or installed by the Proponent. Provide the details (where legally permitted to do so) of the outcome of any resolved past patent infringement claims.

A.3.6 Warranty

- .1 Confirm that the eight (8) year Warranty with the terms and conditions exactly as specified in the RFP will be provided.
- .2 Indicate if the Proponent has any outstanding warranty claims that have not been resolved to the satisfaction of the field owner.
- .3 Provide details of any additional Warranty benefits offered (ie. extended Warranty duration, etc.).

A.3.7 Acceptance of Base Design

Proponents must provide confirmation that they will accept the existing base (E-Layer and granular sub-base) for the synthetic turf(s) for which a Proposal is being submitted and that they will be prepared to certify the turf(s) installation providing the base has been constructed in accordance with good industry standards. The base is considered to be all base materials and drainage under the synthetic turf surfacing. Refer to Appendix C - Performance Specifications for summary of certification details.

A.3.8 Schedule

Indicate the proposed schedule (in weeks) for the new synthetic turf installation including the proposed sequencing and duration of the turf system manufacture and delivery. Confirm whether the key dates indicated in the RFP can be achieved.

A.3.9 Turf Product Samples

Provide the following samples for each synthetic turf product for which a price is proposed in the Proposal & Proponent Commitment Form(s).

- .1 Synthetic Turf - 150 mm by 150 mm unfilled square of each type of synthetic turf proposed.
- .2 Supply an equivalent amount of material if an alternate infill is proposed.
- .3 Prior to construction, please note that additional samples may be required as specified in **Appendix C – Performance Specifications**.

A3.10 Environmental Concerns and Opportunities

Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.

Provide details of any environmentally sustainable or 'green' features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information.

A.3.11 Value-Added Elements

Describe in detail any value-added elements that will provide additional benefits or value to the City. Proponents should also describe in this section any potential cost saving measures that might be possible through alternative design standards or Specification modifications.

PART A.4 – Sustainable Benefits and Social Responsibility

A.4.1 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

A.4.2 What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

A.4.3 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:

A.4.4 What policies does your organization have to support reconciliation with indigenous peoples:

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

PART B.1 - PRICING

1. **SCHEDULE OF PRICES**

We hereby declare that we have carefully examined the site of the Project, have read and examined the RFP package including the supporting Specifications and Project Drawings, and hereby offer to furnish all plant, labour, materials, technical and professional services necessary to supply and install the synthetic turf surface, in accordance with all the provisions stated in the RFP documents, for the following stipulated price:

Existing Shock Pad to be retained (name):	Schmitz Pro Play 23D
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A – BASIC LUMP SUM WORK

Item	Description	Qty	Total Lump Sum PRICE (exclude GST)
1	Removal and Recycling of Existing Turf	1 l.s.	\$
2	Remove and Re-use of Existing Crumb Rubber and Sand Infill (incl. top-up of sand infill as required)	1 l.s.	\$
3	Supply & Install new Synthetic Turf (includes all lines and markings as per specifications)	1 l.s.	\$
4	Post Construction FIFA Quality Pro Testing	1 l.s.	\$
5	50% Labour & Material Payment Bond	1 l.s.	\$
6	50% Performance Bond	1 l.s.	\$
7	Mobilization	1 l.s.	\$
8	Sub-Total		\$
9	GST		\$
10	Total		\$

B – OPTIONAL UNIT PRICE WORK

	Description	Unit Price	Est. Qty	Total OPTIONAL UNIT PRICE WORK (exclude GST)
C-1	Remove existing damaged shock pad sections, dispose offsite, replace with new	\$ Per sq.m		\$

Note: A separate executed Proposal form, Product Data Sheet, Product Installation/Reference Sheet and Turf Samples are to be completed for each synthetic turf product for which the Proponent submits a Proposal.

PART B.2 - TECHNICAL PRODUCT DATA SHEET

Provide the following information for each Synthetic turf system proposed in the RFP.	
Product Name	
Product Construction (Check all as applicable):	
Hybrid Monofilament and Slit Film	<input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary Thatch Layer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tufted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knitted	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Property</u>	<u>Minimum Spec</u>	<u>Units</u>	<u>ASTM</u>
Pile Yarn Composition		Product identification	
Minimum Yarn Denier			D1577
Maximum Yarn Denier			D1577
Yarn Breaking Strength		gms./denier	D2256
Yarn Melting Point		° C	D789
Pile Height		millimeters	D5823
Yard Ends per Stitch			
Pile Weight		oz./sq.yd	D5848
Primary Backing Wt		oz./sq.yd	D5848
Secondary Backing Wt		oz./sq.yd	D5848
Total Weight		oz./sq.yd	D5848
Tuft or Stitch Spacing		per inch	D5793
Stitch Gauge		Inch	D5793
Tuft Bind (without infill)		lbs.	D1335
Grab Tear Strength		lbs	D5034
Roll Width (15)		feet	
Impact Attenuation (max)			
• completion		Gmax	F355
• 12 months		Gmax	F355
• 36 months		Gmax	F355
• 60 months		Gmax	F355
• 96 months		Gmax	F355
Pill Burn Test		(Pass/Fail)	D2859
Drainage Rate (including infill)		mm/hr	F2898
Heavy Metals and Total Organic Fluorine	(attach safety data sheets and lab test results)		

PART B.3-TECHNICAL PRODUCT DATA SHEET

Supplier to provide results for FIFA Quality Pro Performance Standards for FIFA Quality Pro designation in accordance with the FIFA Quality Programme for Football Turf October 2015 Edition of the Handbook of Test Methods.

PART B.3 – AUTHORIZATION & COMMITMENT FORM

The Proponent hereby declares that it has carefully examined the site of the Project, read and examined the RFP package and reference documents and conducted such other field investigations and additional design development, which are prudent and reasonable in preparing such a Proposal, and hereby offers to furnish all labor, technical and professional services, supervision, materials, supplies and equipment, and to discharge all duties and obligations necessary to complete the Project in accordance with the provisions stated in the RFP documents, for the prices shown in the Schedule of Prices attached hereto and incorporated by reference herein.

The Proponent agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted or negotiated, under the terms and conditions set forth in the [Instructions to Proponents](#) and this RFP document, the Proponent’s Proposal, any and all addendum, which shall together form the Agreement. In accordance with the terms, conditions, instructions, and Specifications the undersigned agrees to supply Products and services at the prices quoted.

The Proponent understands that if its Proposal is accepted, it will execute the Agreement and deliver it to the City within ten (10) business days after receipt of the Agreement in executable form from the City. The Proponent will proceed with the work upon receipt of the fully executed Agreement/Contract from the City.

Enclosed herewith is evidence of good standing of the Proponent's corporation, joint venture or partnership and evidence that the person(s) signing this form is/are authorized to bind the Proponent (and each member of any joint venture or partnership forming the Proponent) to this Proposal and to the Agreement, if any, resulting from this Proposal.

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the RFP;

Addendum No.	Date Issued

The Proponent certifies that it has examined and is fully familiar with all of the provisions of the Agreement and is satisfied that such provisions are accurate; that it has carefully checked all the works and figures and all statements made in this Proposal; that it has conducted such other field investigations and additional design development which are prudent and reasonable in preparing this Proposal, including a thorough review of the reference documents; that it has satisfied itself with respect to the actual site conditions and the location of the Project, the general and local conditions to be encountered in the performance of the Project, and other matters which in any way affect the Project or the cost thereof; and that it has notified the City of any deficiencies in or omissions from any RFP or other

documents provided by the City and of any unusual site conditions observed prior to the date hereof. The Proponent represents that all statements made in response to the RFP delivered to the City (as amended in this submission) and in this Proposal are true and correct as of the date hereof. The Proponent agrees that the City will not be responsible for any errors of omissions in this Proposal. If the Proponent is a partnership or joint venture, give full names of all partners or joint ventures. Evidence of the authority of the person(s) signing on behalf of the corporation, partnership or joint venture to do so should be attached to the Proposal form. Additionally, each partner or joint venture will furnish a letter signed by an officer of the respective company stating that the respective company agrees to be held jointly and severally liable for any and all the duties and obligations of the Proponent under any agreement arising therefrom.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP (please print)</i>	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

For the purpose of this RFP, electronic signatures will be accepted.

- End of Proposal Submission Form -