

Appendix 1

Owner’s Statement of Requirements:

The Owner’s Statement of Requirements as follows contains the overall general functional and performance requirements of the project. Additional information is available for reference in the RFP attachments.

1 SCOPE OF SERVICES

1.1 Background

a. Project Background

Robinson Memorial Park Cemetery is the City’s only owned and operated cemetery and is located at 621 Robinson Street, Coquitlam BC. Encompassing approximately 8.5 acres, the cemetery is bordered by the Vancouver Golf Club to the east and south and by residential streets and neighborhoods to the north and west. The Cemetery offers different types of interments such as columbarium niches, green burials, traditional burials, and created remains options for both residents and non-residents of the City. It also provides a public park setting, allowing visitors to experience a peaceful natural atmosphere. There are a variety of large trees, plant and flower gardens, walking paths, and a nature trail that borders the entire east side.

b. Project Goals and Objectives

Future interment needs of the cemetery are outlined in the City's Cemetery Services Plan 2019-2039. The plan details the City's capital project implementation strategy and guiding principles for enhancing service delivery. The Plan is divided into three phases, with Phase One successfully completed in November 2021 and the remaining phases to be scheduled for design and implementation in the subsequent years. As this RFP aims to address Phase Two of the plan, the City invites qualified respondents to provide turnkey solutions for the design, build and installation of Columbaria inclusive of all the necessary concrete foundation and landscaping work

1.2 Scope of Work

a. The Work

Design, supply, and installation of (6) new columbarium walls with a total of 850 niches. Additional details are as follow:

- 10"x10" to 12"x12" (length x height)
- 12" to 15" depth
- Niche material : non-porous, non-corrosive aluminum
- Base, sides and front material: Minimum 2-1/2" thick Grey granite
- Top Coping material: Minimum 3" thick Grey granite with the following

- Minimum 2” over-hang on all sides
 - Drip groove at underside of all sides of overhang
 - Top slope from middle to edges
- Niche cover material: Minimum ½” thick Black granite, polished on all sides and acceptable for engraving
- Spare Niche Covers: 100
- Rosettes and screws: Bronze and tamperproof screws
- Concrete foundation : Minimum 18” below surface grade to bottom of footing and as required per the “Appendix 4 – Geotechnical Report”
- The Columbarium must be constructed using combination of suitable construction materials such as adhesives and non-corrosive mechanical fasteners to ensure permanent structural rigidity.
- Wall dimensions: to allow for equidistant spacing and wall size within the allowable space
- Product Warranty: min 10 year warranty on granite and aluminum and;
- Workmanship Guarantee: minimum 1 Year (see 1.8)
- Site improvements

b. Deliverables

i. Design Services

The Contractor shall be responsible for all aspects of design, encompassing conceptual planning, coordination, and final approval. A phased approach to design is required to ensure the involvement and satisfaction of project stakeholders and consultants at each step in the process. Design emphasis should be placed on integration with existing columbarium walls, maintaining the cemetery's aesthetic, and harmonizing with the surrounding natural environment. Efficient use of the space should also be taken into consideration to accommodate increasing population demands, and changes in user trends and preferences. The design must also comply with all applicable municipal, provincial, and federal regulations, as well as any other governing bodies or agencies that may directly or indirectly impact design and construction.

Site improvement may also be added to improve the on the cohesiveness of the wall and its surrounding area. Complementary features such as benches, surfacing and landscaping should be used to help contribute to overall aesthetic of walls, integrating them with the surrounding natural environment and existing cemetery feel.

ii. Construction Services

The Contractor shall be responsible for the provision of all labour, supervision, materials, equipment and removal as per the design services requirements and in

accordance with the project drawings, specifications, applicable British Columbia Building Code. In addition, the services include but may not be limited to:

- Permits, Authorizations, sign-offs, to commence and complete the work.
- Survey and Layout work.
- Erosion and sediment controls.
- Protection of surrounding monuments, buildings, landscaping, infrastructure, and trees (tree protection).
- Reinstatement of any damaged or altered surrounding soft and hard landscaping.
- Removal and waste or construction debris materials that is a direct result from the course of the work.
- Health and safety control measures.

iii. Specifications

The Contractor shall develop and provide a comprehensive set of detailed specifications for all equipment, products, and materials used in the design and construction of the columbarium wall. The specifications shall be clear and provide detailed information and instructions on the following elements, including but not limited to:

- Product usage and application
- Materials and technical product information
- Construction methods and installation
- Quality control and inspections
- Maintenance and general upkeep
- Warranty, repair, and replacement parts and materials.

Where a specification does not exist, the default specification shall adhere to MMCD specifications (excluding measurement and payment descriptions). The City has a supplementary specification to MMCD. These supplementary specifications shall take precedence over the basic MMCD specifications. Project specifications included in this RFP package shall take precedence over the City’s supplementary specifications. A link to the City supplementary specifications are located:

[Supplementary Specifications and Detailed Drawings to MMCD](#).

iv. Submittals

The contractor will be responsible for providing all submittals with regard to project drawings, shop drawings, installation manuals, product specifications and technical data sheets, and safety data sheets and manuals. All submittals are to be provided to the owner for review and approval prior to the procurement of materials or equipment, and in advance of any construction or assembly of

equipment. The contractor will be required to provide a submittal log listing all proposed submittals to be tracked. The submittal log is to be tracked and updated by the contractor as the project progresses, and provided to the owner for final approval and documentation upon project completion. All submittals shall comply with relevant local building codes, industry standards, and any provided design guidelines.

v. Samples and Mock-ups

To ensure the columbarium walls meet the required quality and aesthetic standards, the Contractor must provide comprehensive samples and a detailed mock-up. Physical samples of all proposed materials—stone, mortar, metal, and niche fronts—are required, accurately labeled and representative of color, texture, and finish. A fully functional niche front sample demonstrating the locking mechanism and labeling is also required. A representative mock-up section, including a specified number of niches, materials, and construction techniques, is required for evaluation and approval. The mock-up should be produced onsite and can be incorporated with the finalized columbarium wall. All samples and mock-up will be subject to the review and approval from the Owner.

vi. Approvals

According to provincial guidelines and regulations, any alteration to cemetery grounds or existing places of interment is subject to the following:

- BC Cemetery and Funeral Services Act, and;
- Consumer Protection BC.

The Contractor is responsible for ensuring that all finalized elements of the design and construction, including materials, equipment, specifications, orientation and layout, accessibility, and intended use, have been submitted for review and approval by the relevant authorities. Additionally, all designs must be approved by the owner, consultants, project stakeholders, and any other required regulatory body. The Contractor is responsible for providing all necessary forms, documentation, assurances, testing, reports, inspections, submittals, applications, and permits required for these approvals

vii. Inspection and Testing

The contractor is required to produce and distribute weekly construction field reviews to the Owner and project team. These reviews shall include photographs with supporting descriptions and detailed information about the work's progression, presented sequentially through each construction step. The contractor will also coordinate field-level inspections with the required consultants

and ensure appropriate materials testing is performed. Required inspections and materials testing include, but are not limited to:

- subgrade preparation
- foundation formwork
- framing and structural elements, and
- materials testing (subbase compaction and concrete compressive strength)

1.3 Execution

a. Design Phase

i. Project Initiation, Analysis and investigation

The Contractor will coordinate a kick-off meeting to establish project expectations and desired outcomes. The meeting should include topics such as team orientations, contractor obligations, project sensitivities, milestones and overall project schedule (provided in Gantt format), communications, roles and responsibility, specifications, scope of work, project reports and other pertinent information specific to the scope of work. In addition, the Contractor will be expected to act as an agent on behalf of the City to uphold the City's (and Cemetery's) vision and culture, which contribute to the ongoing commitment to equity, diversity, and inclusion. The Contractor will also coordinate operational requirements from the City's Project Manager, based on input from other business units within the City such as Parks Operations, Public Works, Environment, and Transportation, and reference specifications such as those provided through the RFP.

ii. Costing and Preliminary Design (25%) The costing and preliminary design phase should encompass a broad contextual project overview to ensure scope, design and budget are on track. The Contractor shall prepare a design that clearly defines the key program elements, layout and grading, materials, and limits of work. The initial submission shall include the following project plans:

- Preliminary Landscaping Drawing
 - Layout, materials and grading
- Preliminary Architectural/Structural Design drawing
 - Columbarium design
 - Foundation drawing
- Preliminary Civil drawing (**if required**)
 - Survey Plan
 - ESC plan
 - Drainage plan

iii. Final Design, Drawings Completion, and Specifications (IFC) (100%)

The purpose of the Final Design, Drawing Completion, and Specifications is to ensure that the City’s objectives are met by the design drawings, including materiality, character, aesthetic, operational user needs and equipment, and expected budgetary impact. The Contractor shall submit a package inclusive of the following:

- Title / Cover Sheet
- Landscape Drawings
 - Landscaping Notes/Specifications
 - Existing Conditions, Access and Staging
 - Tree Management Plan
 - Layout, Materials, Planting Plans and Details
 - Design Plans and Details
- Structural Drawings
 - Structural Notes/Specifications
 - Foundation Plans
 - Plans, Elevations, and Details
- Civil Drawings **(if required)**
 - Survey and Layout Plans
 - Drainage plan with Details
 - Grading Plan
 - Erosion and Sediment Controls Plans and Details

b. Construction Phase

i. Pre-Construction

Upon completion of the Final Design and Drawing Completion, and Specifications Phase, and in accordance with a specified construction start date to be determined by both the Contractor and the Owner, the Contractor shall take the necessary steps to initiate the pre-construction phase and prepare the site for construction. This phase will include, but not be limited to, the following:

- Construction Kickoff Meeting
- Site Fencing
- Tree Protection
- Implementation of Safety Measures and Signage
- ESC Control Measures (if required)
- Parking and Site Access
- Material and Equipment Storage
- Staging and Work Zone Areas.
- Procurement and Delivery

ii. Construction

The Contractor shall provide all necessary labour, materials, equipment, and supervision required for the proper execution and completion of the columbarium wall installation, in strict accordance with the approved design documents and specifications. All labour shall be performed by qualified and experienced personnel, adhering to industry best practices and safety standards. The Contractor is responsible for providing on-site supervision to ensure quality control, adherence to the project schedule, and compliance with all applicable codes and regulations.. The Contractor shall ensure a safe working environment for all personnel and maintain a clean and organized site throughout the installation process. This phase will include, but not be limited to, the following:

- Excavation, Haul Out, and Backfill
- Foundation Formwork
- Drainage Work
- Concrete Supply, Placing, and Finishing
- Framing / Columbarium Wall Construction
- Masonry
- Grading and Planting

iii. Contract Administration

The Contractor shall diligently execute all contract administration responsibilities throughout the duration of this project. This includes, but is not limited to, the timely submission of all required documentation, such as progress reports, payment applications, CCO’s, RFI’s, and Site Instructions. The Contractor shall maintain accurate and up-to-date project records, including meeting minutes, daily logs, and inspection reports, and make them available to the Owner upon request. The Contractor shall actively participate in all project meetings, providing clear and concise communication regarding project progress, potential issues, and proposed solutions. The Contractor shall ensure all subcontractors are aware of and comply with the contractual requirements, and shall serve as the primary point of contact for all contract-related matters

c. Project Close-out

i. Handover and Maintenance

Upon achieving final completion, the Contractor shall conduct a formal handover process with the Owner, providing all necessary documentation, including as-built drawings, warranties, maintenance manuals, and operational instructions. The Contractor shall ensure all systems and components are fully functional and ready for use. A comprehensive walkthrough and inspection will be conducted to verify compliance with all project specifications and to address any remaining punch list

items. The Contractor shall provide training to the Owner's designated personnel on the proper operation and maintenance of the columbarium walls.

ii. Maintenance and follow up

The Contractor shall adhere to the warranty provisions outlined in the contract and provide ongoing maintenance support as specified. This may include, but is not limited to, periodic inspections, preventative maintenance, and prompt response to any warranty claims. The Contractor shall provide a detailed maintenance schedule and contact information for ongoing support, ensuring the long-term performance and preservation of the columbarium walls.

iii. As-Built Records

Upon project completion, the Contractor will prepare comprehensive as-built documentation, accurately reflecting the final columbarium wall construction. This includes detailed as-built drawings, material certifications, installation records with photographic documentation, and a complete niche inventory. Documentation must be provided in both digital and hard copy formats, with digital files in common, accessible formats. Delivery to the Owner within 15 business days of project completion is required, and final payment is contingent upon approval of the as-built documents.

iv. Deliverables as Needed

The Contractor, at the request of the Owner, will be required to provide any forms, or relevant documents required for the final completion of the Columbarium and/or regulatory requirements, as reference in Section 1.2.b.vi - Approvals.

1.4 Superintendence

The Contractor is required to appoint a qualified and experienced Project Manager that will lead and act as the primary point of contact throughout the duration of the project execution until final completion. The Contractor will not substitute a Project Manager without the written consent of Owner. Prior to commencing the Work, the Contractor will designate a qualified and experienced Site Superintendent and to notify the Owner of the name and telephone number of the Superintendent. The Contractor will keep the Superintendent at the Work site during working hours until the Work has reached completion. The Contractor will not substitute a Superintendent without the written consent of the Owner.

1.5 Qualifications

It is preferred that the Contractor and its project teams have a minimum of 5 years of experience in the design and construction of columbarium and cemetery projects. Additionally, any consulting professional within the project team should have the

appropriate accreditation and certification for working for their relevant discipline. The Contractor may be required to present proof of such experience and certification at the Owners request.

1.6 Meetings, Project Schedule and Milestones

a. Meetings

Site progress meetings will be scheduled by the Contractor on a weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and to be distributed by the contractor on record not later than three working days from the date of the meeting.

b. Schedule expectations

The Contractor shall provide a two (2) week “look ahead” construction schedule based upon overall construction project schedule as approved at the initial site kick-off meeting. If, in the opinion of the Contractor and/or the Owner, the Contractor falls behind the approved schedule, the Contractor shall take all necessary steps to improve its progress, including those that may be required by the Contractor, without additional cost to the City.

c. Key Project Milestones and Final completion

This schedule should clearly outline key milestones, dependencies, and a firm target date for both substantial and final completion. Upon achieving substantial completion, respondents are required to execute a thorough site cleanup, addressing all punch list items promptly and submitting all necessary project documentation, including as-built drawings, warranties, and maintenance manuals. Failure to meet the agreed-upon completion date may result in penalties as outlined in the contract.

1.7 Project Sensitivities

a. Working within the Cemetery

The Contractor shall take the necessary precautions to ensure noisy work, such as the operation of machinery, power tools, or loud hand tools is paused during burial ceremonies, as advised by the City’s representatives or cemetery operation staff. The contractor shall ensure work is performed in a manner that minimizes disruptions to funeral services and respects the solemnity of occasion and the cemetery grounds

b. Service Coordination

The Contractor may be required to temporarily pause work during cemetery burials and/or ceremonies. The Owner will make the necessary arrangements to provide notification to the Contractor within a reasonable timeframe to allow for appropriate

accommodations to be made, ensuring minimal disruption to the general progress of the work and the project schedule

1.8 One Year Guarantee

The Contractor shall guarantee to maintain the Work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the Work by the City. 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 2 weeks of notification. This shall be at no cost to the City.

1.9 Hours of Work

Unless otherwise specified the Contractor shall carry out the work during regular business hours, cemetery operating 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.