

City of Coquitlam

Request for Proposals

RFP No. 25-014

Austin Works Yard Fleet Building
Repurpose

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[Proposal Submission Form](#)

1 KEY DATES

RFP Issue Date	Friday, April 11, 2025
Mandatory Site Visit: Date Time and Location	10:00 AM Wednesday, April 23, 2025 LOCATION: Austin Works Yard Fleet Building Repurpose 500 Mariner Way , Coquitlam Meet at front gate
Deadline for Questions	2:00 PM (local time) Wednesday, April 30, 2025
Deadline for Issuing Addenda	Friday, May 2, 2025
Submission Deadline	2:00 PM (local time) Tuesday, May 6, 2025

2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent (except Surety)** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) 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 BID PRICE;**
 - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.**

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

- c) Enter into a Contract with the City using the CCDC 2-2008 document supplemented by the City of Coquitlam's Supplementary General Conditions to CCDC 2 – 2008
- d) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- e) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- f) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- g) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

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

3 DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 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.

“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.

4 INSTRUCTIONS TO PROPONENTS

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́hqəmínə́h (HUN-kuh-MEE-num) word kwíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the q̓íćə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The City requests Proposals from experienced qualified firms to provide **Austin Works Yard Fleet Building Repurpose**.

4.3 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.

4.4 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, 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. All Appendices
 - iv. City of Coquitlam's Supplementary General Conditions to the CCDC2-2008
 - v. CCDC2 – 2008 Stipulated Price Contract
 - vi. Addendums as issued
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms 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, 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.

4.5 Prices

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

4.6 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.

4.7 Evaluation Criteria

Mandatory Criteria (Pass/Fail)

- Consent of Surety submitted with Proposal to confirm Proponent's ability to obtain bonding as required

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

a) Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity and AI Generated Content
 - The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
 - Proponents must demonstrate a clear understanding of the City's needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	25
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	35
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- 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
- Disposal and reuse
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date

Financial

- Total Price

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission 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.

i) Disclosure of Information

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.

4.8 Project Timeline

Estimated timelines for the project are:

Intent to Award Letter Issued: May 8, 2025

Estimated Construction Start: May 26, 2025

Substantial Completion: September 5, 2025

Upon award, the work on this project shall progress until fully completed.

4.9 Bidders List

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

5 PROJECT SPECIFIC TERMS AND CONDITIONS

5.1 Permits and Regulations

Building Permit has been applied for and has been issued already by the Owner. The Contractor is to obtain any other permits (plumbing, electrical, etc. required), pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. Contractor to coordinate for all required inspections with Authorities Having Jurisdictions 9AHJ) to close all related permits.

Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

6 SCOPE OF SERVICES

6.1 Scope of Work

The Work includes, but is not limited to supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary to complete **Austin Works Yard Fleet Building Repurpose**.

The scope of this RFP is to re-purpose the existing Fleet Maintenance Building at Austin Works Yard and utilize the existing infrastructure. The Fleet Building was assessed and determined to be retained for at least another 15 years. The building will be used as a

dry storage facility (heavy equipment and City vehicles) and welding shop, while the existing offices will no longer be used.

Project Objectives:

- Building upgrades as required for each space
- Renew exterior doors and Exit signs
- Replace lighting with new LED lighting
- New door opening at welding shop
- Remove existing ventilation system provide new ventilation system
- Provide new air compressor
- Decommission existing unused water and sanitary systems
- Convert ladies washroom to an accessible washroom
- Remove existing Pad Mounted Transformer

For further details, refer to:

- Appendix A – Architectural Specifications
- Appendix B – Architectural Drawings
- Appendix C – Mechanical Drawings
- Appendix D – Electrical Drawings
- Appendix E – Structural Drawings
- Appendix F - Hazardous Material Report

6.2 Workmanship

All Work shall be performed or directly supervised by licensed, skilled, and qualified tradespersons.

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, Municipal & National Electrical Code
- c) Technical Safety Authority BC, Require eligible Class A FSR Certification
- d) Master Municipal Construction Document (MMCD) Specifications
- e) Canadian Standards Association (CSA)
- f) BC Building Code
- g) Workplace Hazardous Material Information System (WHMIS)

6.3 Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

6.4 Staging Area

The Contractor is to keep all materials and equipment within an area To Be Determined (TBD). The Contractor will then submit their laydown requirements and security fencing strategy to the City for approval prior to mobilizing on site.

6.5 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.

6.6 Delivery, Storage, and Handling

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

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

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

6.7 Qualified Personnel

All Work shall be performed by skilled persons including, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the City.

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

6.8 Site Meetings

The Contractor shall coordinate and attend regular site meetings including safety meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

The Contractor agrees to attend in person or send his authorized representatives to any such meetings which may be called for by the City.

6.9 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-014

Austin Works Yard Fleet Building Repurpose

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

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 and "Send Files"

(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 Company	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City's Standard Terms and Conditions - Purchase of Goods and Services and would be prepared to enter into an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):	
Section	Requested Departure(s) / Alternative(s)

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

2. MANDATORY REQUIREMENTS

Proponents **MUST** provide the following Mandatory Requirements for their Proposals to be evaluated:

a) <u>Consent of Surety</u> Proponent MUST attach the a copy of the original Consent of Surety to be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price. The original document is to be provided upon request by the City.
<input type="checkbox"/> Consent of Surety attached.

3. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Provide an overview of the Proponent's organizational background, including history, mission, vision, corporate structure, and years in business:
ii.	Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:
iv.	Describe the Proponent's current capabilities and capacity to perform the Services, including relevant resources, staffing levels, and the ability to manage this project alongside existing workloads:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number and Email:

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 and Email:
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 and Email:

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.				

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written

Sub-Contractor No. 1	
Legal Name	

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

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

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

f) COMPLETION DATE	
I. The Proponent states that they are available and ready to start this Work and confirms the Work shall be substantially completed on or before August 8, 2025 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
d) What policies does your organization have to support reconciliation with indigenous peoples:

5. TECHNICAL

a) **APPROACH and METHODOLOGY**

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

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

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

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

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

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

6. FINANCIAL

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
1.	Demolition work	lump sum	\$
2.	Cast-in-Place Concrete	lump sum	\$
3.	Masonry Grouting	lump sum	\$
4.	Cold Formed Metal Framing	lump sum	\$
5.	Air and Vapour Membranes	lump sum	\$
6.	Metal Panels	lump sum	\$
7.	Fiber-Cement Siding	lump sum	\$
8.	Membrane Roofing	lump sum	\$
9.	Sheet Metal Flashing and Trim	lump sum	\$
10	Joint Sealants	lump sum	\$
11	Metal Doors and Frames	lump sum	\$
12	Overhead Sectional Doors	lump sum	\$
13	Door Hardware	lump sum	\$
14	Gypsum Board Assemblies	lump sum	\$
15	Resilient Base and Accessories	lump sum	\$
16	Painting	lump sum	\$
17	Protective Wall Covering	lump sum	\$
18	Washroom Accessories	lump sum	\$
19	Hazardous Material removal:	lump sum	\$
20	Other not Listed:		\$
21	Other not Listed:		\$
	TOTAL		\$

b) ADDITIONAL LABOUR RATES

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

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
1.	Project Manager	/hr	\$
2.	Project Coordinator	/hr	\$
3.	Site Superintendent	/hr	\$
4.	Foreman	/hr	\$
5.	Carpenter	/hr	\$
6.	Plumber	/hr	\$
7.	Electrician	/hr	\$
8.	HVAC Technician	/hr	\$
9.	Painter	/hr	\$
10	Door and Door Hardware Installer	/hr	\$
11	Demolition Operatives (specializes in HazMat)	/hr	\$
12	Engineer for Fence and Gates	/hr	\$
13	Labourer/Helper	/hr	\$
14	Mason	/hr	\$
15	Other not listed above (specify)		\$
16	Other not listed above (specify)		\$
17	Other not listed above (specify)		\$
18	Other not listed above (specify)		\$

Attention Purchasing Manager:

- 7. I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
- 8. I/We** agree to the rules of participation outlined in the **Instructions to Proponents** (per section 2 of RFP) and should our Proposal be selected, agree to the City's **Supplementary General Conditions** (SGC's) to CCDC 2 – 2020, and would be prepared to enter into in an agreement that incorporates the SGC's, and will accept the City's Contract as defined within this RFP document.
- 9. I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
- 10. I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

This Proposal is submitted this ____ day of _____, 20____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Legal Name of Company	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.