

City of Coquitlam

Request for Proposals

RFP No. 25-077

Removal of Preload from Cedar Drive

TABLE OF CONTENTS

1	KEY DATES	3
2	PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS	3
3	DEFINITIONS	4
4	INSTRUCTIONS TO PROPONENTS	5
4.1	Acknowledgement.....	5
4.2	Purpose.....	5
4.3	Drawings and Site Inspection.....	5
4.4	Prices.....	7
4.5	Requested Departures	7
4.6	Evaluation Criteria	7
4.7	Term.....	10
5	PROJECT SPECIFIC TERMS AND CONDITIONS	10
5.1	Permits and Regulations.....	10
5.2	Site Control and Organization	10
5.3	Protection of Public	10
6	SCOPE OF SERVICES.....	10
6.1	Scope of Work	10
6.2	Specifications	11
6.3	Environmental Protection	11
6.4	Protection of Public	11
6.5	Holdbacks	11
6.6	Public Relations.....	11
6.7	Traffic Control	11
6.8	Clean Up	12
6.9	Dust Control	12
6.10	Good Neighbor Development Policy	12
6.11	Hours of Work.....	12

[PROPOSAL SUBMISSION FORM](#)

APPENDIX A – RFP Drawings

APPENDIX B – Concrete Culvert Shop Drawings

APPENDIX C – Supplementary General Conditions

APPENDIX D - Supplementary Contract Specifications

1 KEY DATES

RFP Issue Date	Monday, June 30, 2025
Non-Mandatory Site Visit: Date Time and Location	Wednesday, July 9, 2025 10:00 AM LOCATION: Cedar Sanitary PS, 4180 Cedar Drive, Coquitlam, BC
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Wednesday, July 16, 2025
Submission Deadline	2:00 PM (local time) Monday, July 21, 2025

2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place before providing any Goods or Services. The applicable requirements to this process 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) City Standard Terms and Conditions - Purchase of Goods and Services
- 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.

Items c to g 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 City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, 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;

“Contract Administrator” means the City staff member appointed to coordinate the work and as defined in the MMCD Platinum Edition, Volume II;

“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 hə́ŋq̓əmińə́ŋ (HUN-kuh-MEE-num) word kwíkʷə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́ləm traditional and ancestral lands, including those parts that were historically shared with the ǵícə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The purpose of this RFP is to invite Proposals from qualified firms for the provision of following services:

- Removal of preload material from existing embankment and its off-site disposal
- Placing of a 75mm gravel cap (150mm thick)
- Unloading and stacking of 450mm Ø HDPE 50 feet pipes
- Unloading and safely storing concrete box culverts for future use

4.3 Drawings and Site Inspection

- 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.
- 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.

4.4 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.

4.5 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.

4.6 Evaluation Criteria

a) Mandatory Criteria (Pass/Fail)

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

b) 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."

c) 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.

d) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	10
Technical	20
Financial	70
Total	100

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

I. Corporate Experience, Capacity and Resources

- Proponent's qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- Value added benefits
- References (on-time completion, performance, within budget, etc.)
- Successful completion of three (3) most relevant projects referenced within the last 5 years
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- Health and Safety

II. Technical

- Methodology, set-up and execution of the Work
- Quality Assurance
- Site Safety
- Compliance to Specifications
- Understanding of City's Requirements and Objectives
- Work Schedule and duration of construction
- Equipment and Resources

III. Financial

- Price
- Labour Rates and Equipment Rates

f) 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.

g) 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.

h) 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.

i) 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.

j) 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.

4.7 Term

Estimated timelines for the project are:

Estimated Construction Start: July 28, 2025

Final Completion: October 15, 2025

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

5 **PROJECT SPECIFIC TERMS AND CONDITIONS**

5.1 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.

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

5.3 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.

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 following works. Access to all residents and City sanitary pump station to be maintained at all times:

- Removal of preload material from existing embankment and its offsite disposal in NE Coquitlam and other disposal sites
- Placing of a 75mm gravel cap
- Unloading and stacking of 450mm Ø HDPE 50 feet pipes. The pipes should be stored in a way that it can remain safe and ready to use for the sewer installation work scheduled for 2026.

- Unloading and safely storing concrete box culverts for future use. The concrete box culverts should be stored in a way that it can remain safe and ready to use for the main construction work scheduled for 2026.

For further details, refer to:

- Appendix A – RFP Drawings
- Appendix B – Concrete Culvert Shop Drawings
- Appendix C – Supplementary General Conditions
- Appendix D – Supplementary Contract Specifications

6.2 Specifications

All Work shall conform to the MMCD Specifications (Platinum Edition) Volume II, 2009, City's supplementary specifications and Supplementary General Conditions. A link to the City supplementary specifications is located: [Supplementary Specifications and Detailed Drawings to MMCD](#). Appendix A – RFP Drawings, Appendix B – Concrete Culvert Shop Drawings, Appendix C – Supplementary General Conditions, and Appendix D – Supplementary Contract Specifications as provided in this document.

6.3 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.

6.4 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.

6.5 Holdbacks

Payments will be subject to 10% Holdbacks. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Contract Administrator.

6.6 Public Relations

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

6.7 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance

with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

A Road and Sidewalk Closure Permit is required by Coquitlam for all work affecting traffic flow related to construction. A permit is required for each specific construction interference with traffic flow. A digital copy of the Road and Sidewalk Closure Permit form can be obtained for use during the contract from the City's website at www.coquitlam.ca/closure.

6.8 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.

6.9 Dust Control

The Contractor to implement effective dust control measures to prevent airborne dust and debris from impacting the Cedar Drive neighbourhood.

6.10 Good Neighbor Development Policy

This policy outlines the City's expectations during the Work. The purpose of this policy is to:

- Highlight City regulations relevant to Good Neighbour Development practices
- Place greater onus on the Contractor to follow those regulations
- Manage and monitor compliance with all applicable requirements
- Encourage early and ongoing communication between the Contractor and neighbours
- Good Neighbor Development Policy found [Here](#) and checklist can be found [Here](#)

6.11 Hours of Work

Unless otherwise specified the Contractor shall carry out the Work in compliance with the City's Noise Bylaw.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-077

Removal of Preload from Cedar Drive

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. MANDATORY REQUIREMENTS

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

a) Consent of Surety
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.

Consent of Surety attached.

2. DEPARTURES

a) CONTRACT - I/We have reviewed the City’s **Standard Terms and Conditions - Purchase of Goods and Services** (per Section 2 of the RFP) 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)

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 approval:	
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. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

4.

TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work.
i. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the Work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.
ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
iii. Risk Factors - Describe the risk factors anticipated and how the Proponent intends to mitigate these.
iv. Safety - Proponent is to state how they will address safety on the work site.

b) COMPLETION DATE	
III. The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before October 15, 2025 . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

5. FINANCIAL

ITEM NO.	MMCD Ref./ (Supplementary Contract Specifications)	DESCRIPTION	UNIT OF MEASURE	TOTAL QUANTITY	UNIT PRICE	TOTAL COST
1.0	01 55 00S	TRAFFIC CONTROL, VEHICLE ACCESS AND PARKING				
1.01	1.5.1	Traffic Control and Management				Incidental to Contract
2.0	01 57 01S	ENVIRONMENTAL PROTECTION				
2.01	(1.6.1)	ESC supply & installation, maintenance and removal				Incidental to Contract
3.0	01 58 01S	PROJECT IDENTIFICATION				
3.01	(1.3.1)	Construction Zone Information Signs	Each	2		
4.0	31 24 13S	ROADWAY EXCAVATION, EMBANKMENT AND COMPACTION				
4.01	(1.8.5)	Common Excavation - Off Site Disposal, includes stripping and top soil removal, compacting, grading the exposed surface complete (Provisional).	Cubic Meter	5320		
4.02	(1.8.5)	Common Excavation - Off Site Disposal to local sites (NE Coquitlam); compacting, grading the exposed surface complete (Provisional).	Cubic Meter	2000		
4.03	(1.8.5)	Common Excavation - Onsite reuse of 75mm Minus Crushed Gravel, including compaction complete.	Cubic Meter	580		
4.04	(1.8.5)	Off site disposal of previously stockpiled soil on 1341 Gilleys Trail (Provisional)	Cubic Meter	450		
4.05	1.8.7	Imported Embankment Fill, 75mm Minus Crushed Gravel	tonne	530		
5.0	01 53 01	TEMPORARY FACILITIES - UNLOADING				
5.01		Unloading and Stacking 450mm Ø HDPE pipes as shown on Contract Drawings	Lump Sum	1		
5.02		Unloading and stacking Concrete Box Culverts as shown on Contract Drawings (Weight and Sizes of Culvert Sections are shown on Culvert Shop Drawings)	Lump Sum	1		
Total Tendered Price (exclude GST): \$						
Name of Contractor:						

a) 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)
i.	Project Manager		\$
ii.	Project Coordinator		\$
iii.	Site Superintendent		\$
iv.	Foreman		\$
v.	Carpenter		
vi.	Grademan		
vii.	Instrument Man		
viii.	Landscape		
ix.	Machine Operator		
x.	Traffic Control Person		
xi.	Labourer/Helper		
xii.	Other not listed above (Please provide a separate list)		

Attention Purchasing Manager:

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

Addendum No.	Date Issued

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

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

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