

City of Coquitlam

Request for Proposals

RFP No. 25-096

General Contractor Services - Small
Projects

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1 KEY DATES

RFP Issue Date	Tuesday, October 7, 2025
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	2:00 PM (local time) Thursday, October 2, 2025
Submission Deadline	2:00 PM (local time) Tuesday, October 7, 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) City Standard Terms and Conditions - Purchase of Goods and Services

Do Not Submit – The items below are not required as part of this RFP Proposal. The City will request this documentation from the successful Proponent prior to entering into an agreement for Services.

- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) 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

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.

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

4.2 Purpose

The City of Coquitlam requests Proposals from qualified, experienced companies to provide General Contractor Services for Small Projects on an “as needed and when requested basis”.

Successful Proponents will be placed on a pre-qualified list. The selection of any Proponent will be based on the Proponent’s resources, past project experience, references and financial offering. The City also reserves the right in its sole discretion to approach one or more of the pre-qualified contractors on a project-by-project basis to obtain project specific quotes.

4.3 Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Any applicable tariffs and the associated costs at the time of RFP close are to be included in the contract price and broken out in the Proposal Submission Form.

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.

4.4 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.

4.5 Evaluation Criteria

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	35
Sustainable Benefits and Social Responsibility	10
Technical	35
Financial	20
Total	100

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

I. **Corporate Experience, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources

- Value added benefits
- References
- Key Personnel on projects, qualifications and experience
- Sub-contractors
- Health and Safety

II. Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

III. Technical

- Renovation Scenario:
 - 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

IV. Financial

- Management Fee
- Labour and Material Mark-Up

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.

4.6 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

4.7 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

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.

6 SCOPE OF SERVICES

6.1 Purpose

The City owns and operates a diverse portfolio of facilities, including but not limited to:

- Fire Halls
- Public Safety Building (RCMP) and community police offices
- Libraries
- Works Yards
- Multi-use recreational facilities
- Outdoor public washrooms and associated amenities
- Rental houses

The City undertakes small construction projects on an “as and when requested” basis. These projects are typically valued up to \$350,000 each and may involve:

- Interior and exterior renovations to facilitate internal growth or update finishes
- Tenant improvement (TI) fit-outs of office spaces
- Facility condition assessments
- General upgrades and retrofits

Projects may vary in scope, but a typical example may include demolition of existing walls, construction of new partitions, painting, new T-bar ceiling installation, flooring replacement, washroom upgrades, office space reconfiguration, door replacements, electrical and plumbing updates, and various exterior improvements such as installing accessible doors, cladding/siding replacement, or wooden stairs.

6.2 Scope of Services

The Work includes, but is not limited to, design, supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for **General Contractor Services - Small Projects** as stated in this RFP and appendices.

The General Contractor shall provide comprehensive construction services across various trades, including but not limited to:

- | | |
|-------------------------------|-------------------------------|
| • Site Preparation / Hoarding | • Doors / Hardware/Automation |
| • Demolition / Disposal | • Flooring / Tiling |
| • Concrete | • Painting & Wall Coverings |
| • Framing | • Full Scope Mechanical |
| • Drywall & T-Bar Ceilings | (Plumbing / Sprinklers / |
| • Carpentry | HVAC/Controls) |
| • Millwork | • Electrical & Data |
| • Glazing | |

In some instances, the City may require the use of pre-approved contracted trades as sub-trades.

6.3 Scheduled After-Hours Service Requests

Contractors must have the capacity to perform work outside regular business hours, including evenings and weekends, if requested by the City.

6.4 Worksite Security Procedures

- Contractors must report to designated City staff upon arrival and departure.
- Identification badges, parking passes, or keys may be required.
- For designated sites (e.g., Public Safety Building), workers must obtain and maintain a valid security clearance for the contract duration.
- Employees denied security clearance shall not be permitted on restricted worksites. The Contractor must supply alternative personnel with approved clearance.
- All costs associated with obtaining security clearance are the responsibility of the Contractor.

6.5 Work Request Process

Upon request for a project-specific quote, the Contractor shall provide:

- A detailed methodology outlining how the project will be completed on time and within budget
- A schedule of key work activities and deliverables
 - A breakdown of:
 - Labour types and estimated hours
 - Materials and any other applicable charges
 - A list of sub-contractors and their roles
 - Required permits
 - Notice of Project (NOP) submission, if applicable, per WorkSafeBC regulations

The City reserves the right to negotiate with one or more Contractors to align the project with the allocated budget.

6.6 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.

6.7 Performance Standards

Upon project completion, City staff will review contractor and sub-contractor performance.

If a Contractor fails to meet expectations, they may be removed from the pre-qualified vendor list.

6.8 Clean-Up

The Contractor shall ensure the site is kept clean and tidy daily and upon project completion.

Waste materials must be disposed of in accordance with all applicable environmental and safety regulations.

6.9 Operations and Coordination of Services

The Contractor shall coordinate all work with the City to minimize disruption to staff and public use of the facilities. Operations will remain active during construction periods.

6.10 Location

At various sites within the City.

6.11 Hours of Work

Unless otherwise specified 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-096

General Contractor Services - Small Projects

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

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 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)

2. 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 pages, if necessary):

Reference No. 1

Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number 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.				
v.				

d) SUB-CONTRACTORS – Proponent proposes the following sub-contractors for the Services stated in the RFP. The Contractor is permitted to propose alternate sub-contractors from the below on a per project basis, however the City reserves the right to reject a sub-contractor at any given point during the contract period.

SCOPE OF WORK	COMPANY NAME	CONTACT
CARPENTRY		
DRYWALL		
PAINT/WALL COVERING		
FLOORING		
DOORS/HARDWARE		
GLAZING		
MILLWORK		
PLUMBING		
SPRINKLERS		
HVAC		
ELECTRICAL		
DATA		

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

3. **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:

4.

TECHNICAL

a) APPROACH and METHODOLOGY - Summarize the below scenario and provide Technical Approach to be used. Provide a brief description the various components required for successful completion of the Work. Address items such as:

- 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

Scenario – Community Centre M/F Washroom Renovations

The City has contacted the Contractor to complete a renovation of the washroom facilities at a Senior's Community Center. Each existing washroom is 300 sq.ft. and must be fully upgraded/modernized. In order to provide patrons with access to washroom facilities during the renovations, this work must be phased and one washroom must be 100% complete and reopened prior to the second washroom closure commencing. An adjacent single stall washroom will be utilized to accommodate the overflow of patrons.

Scope of Work:

Hoarding:

Supply and install (S&I) temporary hoarding to protect the work space

Demolition:

Removal and disposal of the following:

- Existing toilet partitions
- Existing ceramic tile (approx. 600 sq.ft.)
- Countertop
- Washroom accessories
- Plumbing fixtures
- Existing fluorescent light fixtures

Carpentry/Millwork:

Frame new countertop in each washroom. S&I two (2) quartz countertops c/w cut-outs for four (4) sinks and four (4) single-hole faucets in each counter (16 linear feet each)

Flooring:

Install new sheet vinyl safety flooring throughout (approx. 600 sq. ft.)

Drywall:

Repair ceiling where old light fixtures were removed and new recessed light fixtures were installed

Painting:

Paint all walls and ceiling with low-VOC paint 25' x 12' and 8' high ceiling per washroom

Plumbing:

- S&I eight (8) low-flow eco toilets c/w recessed automatic flush valves to be cut into existing concrete block wall
- S&I four (4) eco urinals c/w recessed automatic flush valves to be cut into existing concrete block wall
- S&I eight (8) drop-in sinks to be installed in new quartz countertops
- S&I eight (8) automatic faucets

Electrical:

S&I two (2) new receptacles per washroom, and replace existing lighting with six (6) new LED recessed pot light fixtures per washroom

Toilet Partitions & Washroom Accessories:

- S&I eight (8) toilet partitions, six partitions for the women's washroom, two partitions for the men's washroom
- S&I four (4) urinal partitions
- S&I four (4) wall-mounted soap dispensers, two per washroom
- S&I two (2) Dyson Air-Blade hand dryers, one per washroom

Constraints:

- Work must be phased, one washroom is to be completed at a time
- Laydown space outside of the active construction area is not available
- Waste and debris must be removed daily. On-site disposal bin is not permitted
- Noise and dust control measures must be in place
- Material/Equipment deliveries must be completed after-hours
 - Regular hours at 8:00 – 5:00
- Project completion deadline: 8 weeks

5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):		
ITEM	ITEM	PERCENTAGE
i.	Project Management Fee %	
ii.	Labour & Materials Mark-up %	
iii.	Other not Listed:	

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.