

City of Coquitlam

Request for Proposals

RFP No. 26-037

Cottonwood Tennis Courts – Civil and
Landscape Construction Services

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[PROPOSAL SUBMISSION FORM](#)

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KEY DATES

RFP Issue Date	Thursday, March 12, 2026
Mandatory Site Visit: Date Time and Location	Wednesday, March 18, 2026 1:00 PM LOCATION: Cottonwood Park, 672 Aspen St Coquitlam BC
Deadline for Questions Send questions to: bid@coquitlam.ca referencing the RFP name and number.	12:00 PM (local time) Friday, March 27, 2026
Submission Deadline	2:00 PM (local time) Thursday, April 2, 2026

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

4.2 Purpose

The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of **Cottonwood Tennis Courts – Civil and Landscape Construction Services**.

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

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and 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.

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.

4.5 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) 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

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals will be evaluated on specificity and relevance of content. Proposals containing generic, boilerplate, non-responsive 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	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
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
- Schedule
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- Health and Safety

II. Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

III. 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

IV. Financial

- 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.

4.7 Project Timelines

The successful Proponent will commence work approximately **May 4, 2026** and be substantially complete on or before **August 28, 2026**.

Final acceptance is to be completed by **September 25, 2026**

4.8 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.

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 **Cottonwood Tennis Courts – Civil and Landscape Construction Services**.

For further details, refer to:

- Appendix A – Contract Drawings
- Appendix B – Geotechnical Investigation Report

a) Pre-Construction

The Contractor shall be responsible for all pre-construction activities necessary to safely and efficiently establish the site, including but not limited to:

- BC One Call Ticket
- Site preparation, mobilization, laydown areas, site securement, hoarding, and temporary facilities
 - Note: An existing temporary construction fence has been installed by the City. The Contractor is responsible for site safety and securement, and will immediately report to the City any issues with

the temporary fencing such as missing or fallen-over panels and unsecured areas. The Contractor will take immediate steps to secure the work area while the City is responsible for resolving issues with the temporary fencing.

- Establishment and maintenance of erosion and sediment control measures in accordance with the RFP and Contract Drawings
- Traffic and pedestrian management including signage, barricades, detours, and coordination with the City
- Utility locate, utility permits, and protection of existing services
- Pre-construction coordination meetings with the City and its Consultants

b) Construction

The Contractor shall perform all Work required to deliver the Project in full, including but not limited to:

- Earthworks, excavation, backfilling, and site grading
- Civil Works and drainage infrastructure installation
- Concrete retaining wall construction and cast-in-place concrete flatworks
- Asphalt placement including base preparation and compaction to specification
- Chain-link fencing inclusive of gates and associated plate-mounts and/or sonotube post foundations, as specified
- Court furnishings including nets, posts and centre strap anchors
- Landscaping Works including soil preparation, tree planting, sodded lawn areas, park furnishings, and associated landscape features
- Restoration of all disturbed areas and tie-ins to existing infrastructure
- Coordination with City personnel and other trades and contractors:
 - The City's electrical contractor shall mobilize at an agreed time to install the lighting system, inclusive of conduit, light poles, and related electrical equipment and wiring (not in scope of this RFP);
 - The City's consultants shall be on site for various reviews and tests of the completed work (not in scope of this RFP);
 - The City's internal forces shall install various components including irrigation and various furnishings (not in scope of this RFP);
 - The Civil/Landscape Contractor, and as the Prime Contractor, shall coordinate with the City for safety, access, staging, and all related logistics as required to allow the City with reasonable access to the project site. The Contractor shall remain responsible for establishing and maintaining access, safety, and ESC measures.

c) Quality Control

- The Contractor is responsible for costs of testing as specified in the RFP and Contract Drawings, inclusive of:
 - Compressive Strength Testing – for ready mix concrete

- Soil lab analysis landscape package – for characterization of imported growing medium
- The City has retained Geopacific to provide testing and reviews at the below-noted deliverables. The Contractor is not responsible for initial testing, however, if additional callouts or re-testing is required due to failed test reports or incomplete site conditions at the time of testing, the Contractor shall be responsible for all further testing costs.
 - Subgrade Review
 - Proctor Test (ASTM D1557) and Sieve Analysis Test – characterization of imported fill materials for compaction purposes
 - Field Density Testing – compaction levels of base gravels for retaining walls and flatworks (pathways and tennis courts)
 - Asphalt Density Testing and Marshall Compliance Testing for finished tennis court surfaces
- The City reserves the right to implement quality control measures to ensure the Work is in accordance with the drawings and specifications at the time of completion.

d) General Requirements

- All Work shall comply with applicable codes, standards, bylaws, and WorkSafeBC requirements
- The Contractor shall coordinate all sequencing with the City and its Consultants
- The Contractor shall maintain safe public access where required throughout construction
- All temporary Works shall be removed at Substantial Performance
- Final clean-up and full site restoration are required prior to acceptance by the City

6.2 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.

6.3 Regulatory and Compliance Requirements

The Contractor shall perform all services in accordance with the latest editions of applicable codes, standards, and regulations, including all provincial amendments and local by-laws. Where multiple requirements apply, the most stringent shall govern.

6.4 Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.

6.5 On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

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

6.6 Rectify Damages

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

Damage to landscape and infrastructure shall be reported promptly.

6.7 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.

6.8 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.

6.9 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.

6.10 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.

6.11 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic management and 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 Part 18 of the Occupational Health and Safety Regulations for Services performed on City roads.

6.12 Dust Control

The Contractor to implement effective dust control measures to prevent airborne dust and debris from impacting buildings nearby. Measures to include but not limited to:

- a) Containment and barriers: install temporary dust barriers (poly sheet or other air enclosures), seal HVAC vents, and isolate Work areas
- b) Air filtration & ventilation: use HEPA air scrubbers or negative air machines as needed
- c) Work methods & equipment: utilize dustless tools and or vacuum systems for high-dust activities

6.13 Specifications

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

6.14 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.

6.15 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.

6.16 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 26-037

Cottonwood Tennis Courts – Civil and Landscape Construction Services

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 consolidated into one PDF file and submitted by email.

1. In the subject line enter: RFP Number and Name
2. Email the submission to: bid@coquitlam.ca

Proposals must be received at the above email address **no later than 2:00 PM (local time), as recorded by the City’s email system** on the Closing Date.

Proponents are responsible to allow ample time to complete the Proposal submission process prior to the closing date and time. Late submissions will not be accepted. If assistance is required phone 604-927-3037.

The City may acknowledge receipt of Proposals submitted by email.

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 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	
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 - 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. 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 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.

b) COMPLETION DATE	
I. The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before September 25, 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:	

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	SCOPE OF WORK	Unit of Measure	Estimated Quantity	TOTAL PRICE (exclude GST)
i.	General Conditions and Mobilization	Lump sum	1	\$
ii.	ESC Measures	Lump sum	1	\$
iii.	Site Clearing and Rough Grading	Lump sum	1	\$
Drainage System				
iv.	1050 CBMH and Service Connection	Lump sum	1	\$
v.	600 mm Lawn Basin	Each	6	\$
vi.	150 mm PVC SDR 35	Linear m	78.6	\$
vii.	150 mm PERF. PVC SDR 35	Linear m	103.9	\$
Cast-in-Place Concrete				
viii.	Retaining Walls – West Wall	Linear m	13.0	\$
ix.	Retaining Walls – North Wall GL1-2	Linear m	8.1	\$
x.	Retaining Walls – North Wall GL2-5	Linear m	40.0	\$
xi.	Retaining Walls – East Wall A-B	Linear m	13.0	\$
xii.	Retaining Walls – East Wall B-C	Linear m	10.7	\$
xiii.	Retaining Walls – East Wall C-E	Linear m	13.4	\$
xiv.	Pole Foundations	Each	27 + 2 gate posts	\$
xv.	Tennis Posts Anchor Footings	Lump sum	1	\$
xvi.	Flatworks – Mow Strip	Linear m	72.2	\$
xvii.	Flatworks - Concrete Paving	Square m	46.1	\$
Asphaltic Concrete				
xviii.	Tennis Court Asphalt Paving	Square m	1766.9	\$
Landscape Improvements				
xix.	Chain Link Fence w/ bolt-down plate	Linear m	98.3	\$
xx.	Chain Link Fence w/ in-ground post	Linear m	67.0	\$
xxi.	Chain Link Fence Gates	Lump sum	3	\$
xxii.	Growing Medium – Trees and Turf	Square m	444.2	\$
xxiii.	Growing Medium – Planter Bed	Square m	42.7	\$
xxiv.	Root Barrier	Linear m	16.1	\$
xxv.	Trees	Each	3	\$
xxvi.	Sod	Square m	442	\$
xxvii.	Tennis Posts, Sleeves, Nets, Straps	Each (Set)	3	\$
xxviii.	Park Bench	Each	2	\$
xxix.	Waste Receptacle	Each	1	\$
Other not Listed				
xxx.	Other not Listed:			\$
xxxi.	Other not Listed:			\$
TOTAL (exclude GST)				\$

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.