

City of Coquitlam

Request for Proposals

RFP No. 20-03-09

## Hickey Street Reservoir Park Revitalization

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### **PROPOSAL SUBMISSION FORM**

**SUMMARY OF KEY INFORMATION**

|   |  |
|---|--|
| <b>RFP Reference</b>                        | <p align="center"><b>RFP No. 20-03-09</b></p> <p align="center"><b>Hickey Street Reservoir Park Revitalization</b></p>   |
| <b>Overview of the Opportunity</b>          | The purpose of this RFP is to invite proposals from qualified firms for the revitalization of <b>Hickey Street Reservoir Park..</b>  |
| <b>Closing Date and Time</b>                | <p><b>2:00 pm local time</b></p> <p><b>Tuesday June 30 , 2020</b></p>  |
| <b>Instructions for Proposal Submission</b> | <p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li><b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b><br/>(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept proposals received after the closing date and time.</p> |
| <b>Obtaining RFP Documents</b>              | <p>RFP Documents are available for download from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a></p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>  |
| <b>Instructions to Proponents</b>           | The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>  |
| <b>Questions</b>                            | Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>   |
| <b>Addenda</b>                              | Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>   |
| <b>Withdrawal of Submission</b>             | Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.   |
| <b>Terms and Conditions of Contract</b>     | The City's <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City's website and will apply to the contract awarded as a result of this RFP.   |

## DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“Contract”** means the City Purchase Order (PO) that will be issued to formalize the acceptance of a Proposal by the City with the successful Proponent. **Acceptance by the City will incorporate by reference**, the RFP documents including Specifications, Terms and Conditions, Drawings, any subsequent information, addenda, negotiation and acceptance by the City. Where it is not stated in **the City’s General Conditions, the CCDC 2-2008 Stipulated Price Contract between Owner and Contractor, as amended by City of Coquitlam’s Supplementary General Conditions to the CCDC2-2008 will apply. CCDC2 -2008 Contract documents will be executed.**

**“Consultant”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services outlined in this Request for Proposals and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Consultant” 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.

**“Contractor”** means a Proponent who Proposal the City has accepted and to whom the Contract has been awarded;

**“Drawings” “Appendices Drawings”** means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

**“MMCD”** means Master Municipal Construction Document Volume II (2009, Platinum Edition, Vol. II) for Standard Specifications & Standard Detail Drawings;

**“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;

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1 Purpose

The City requests Proposals from qualified, experienced Proponents to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Hickey Street Reservoir Park Revitalization** the 'Services') as outlined in Section 3 – Scope of Services. All work pertaining to this contract and delivery of materials and services shall be F.O.B. to **Hickey Street Reservoir Park**, located at:

- **Address: 320 Hickey Drive, Coquitlam, BC**

### 1.2 Site Visit

Proponents are encouraged to visit the site on their own.

**Location: Hickey Street Reservoir Park**

**Address: 320 Hickey Drive, Coquitlam, BC**

### 1.3 Completion Date

**Completion Date** - The Work shall be completed not later than **November 27, 2020**, weather permitting.

### 1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

- a) Proponents are responsible to inspect the existing site 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 Appendices 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 incidental costs associated with that Work, should the Proponent's interpretation be incorrect.

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.

- b) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site 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 prior to the Closing Date and time 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.

- c) It shall be the responsibility of the Proponent, by personal inspection of the site 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 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 City Purchase Order (PO) is issued.
- d) A complete set of contract documents will include:
  - I. Request for Proposals Documents
  - II. Proposal Submission Form
  - III. Appendices
  - IV. CCDC 2-2008 (as referenced)
  - V. MMCD (as referenced)
  - VI. Technical Specifications and Technical Drawings - Appendices: A, B, C, D and E
  - VII. Addenda as issued

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](#)

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.

- e) All information requested for the Proposal are to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and RFP documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, will be considered an improper Proposal and may be rejected.

Responses or notations to a Request for Proposal submission which provides a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.

- f) The selected Proposal shall include supply all materials 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 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.

- g) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- h) The Proponent is to 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.

#### 1.5 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) Enter into a contract with the City using the **CCDC 2-2008** document.
- f) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- g) Consent of surety 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.**

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

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

## 1.6 Evaluation Criteria

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

### **Corporate Experience, Reputation, Capacity and Resources – 30 points**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Experience, and demonstrated successful performance on projects of similar size, scope and complexity
- Equipment and resources
- Staff qualifications and experience
- Key Personnel
- Suppliers & Sub-contractors
- References (on-time completion, performance, within budget, etc.)

### **Technical – 30 points**

- Methodology, delivery, set-up and execution of the work
- Disposal and Reuse
- Quality Assurance and Quality Control program
- Risk Mitigation
- Schedule and Completion Date
- Equipment and Resources
- Site Safety
- Compliance to Specifications

### **Financial and Value Added – 40 points**

- Total Price, Price for Optional Work
- Value Added Benefits
- Sustainable Benefits and Social Responsibility

The criteria listed above will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

### **And, upon selection of one or more lead Proponent(s):**

- References may be contacted to verify successful completion of relevant projects including those in the City of Coquitlam
- Interviews may be conducted
- Verification of Insurance and WorkSafe BC

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.

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.



Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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.

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.

#### 1.7 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, transportation, 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.

#### 1.8 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 Appendices Drawings by contacting the Vancouver Regional Construction Association ("VRCA"), website : [www.vrca.ca](http://www.vrca.ca) , ph: 604- 294-3766 or email: [info@vrca.ca](mailto:info@vrca.ca) quoting the Coquitlam RFP Reference Number.

#### 1.9 Examination of Proposal Documents and Worksite

The Proponent must carefully examine the Proposal Documents and worksite. 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 of Coquitlam.

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.

All information in this RFP Document 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.

1.10 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the Scope of Services or to the contract documents (including pricing to meet budget) with the highest ranked Proponent and then consecutively, any one or more Proponents, proposing the “best value” without having any duty to advise any other Proponent or to allow them to vary their Proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to Proponents who are not awarded the contract.

1.11 Litigation

The City may, in its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

## 2 GENERAL CONDITIONS OF CONTRACT

### 2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the standard terms of a **CCDC 2- 2008 Contract** as amended by the **City of Coquitlam Supplementary General Conditions**, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

Where not indicated in this RFP, the general conditions of the MMCD will apply.

### **Project Specific Terms and Conditions**

### 2.2 Two (2) Year Guarantee/Warranty

The Contractor shall guarantee the work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within Two (2) years from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification. This shall be at no cost to the City.

### 2.3 On-Site Hazards and Utilities Present

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

### 2.4 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.

The Prime Contractor will be responsible for developing a safety plan and for onboarding all trades, City (and MetroVancouver) and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

### 2.5 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

2.6 Hours of Work

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.

2.7 Environmental Protection

An Erosion and Sediment Control (ESC) Permit from the City of Coquitlam is not required for the project. However, notice for preparedness for review of tree and site protection fencing, and ESC measure setup is to be provided with one week's notice to the City and Lead Consultant to arrange for review in conjunction with the City ESC Bylaw Officer. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course of construction. The Contractor will be responsible for any field directed fencing adjustments or ESC measures directed by the City, should the City be dissatisfied with the Contractor's compliancy of adhering to the Streamside Drainage System Protection Bylaw and maintaining clean entry/egress from the property and other Best Practices defined on the City webpage.

The City's [Stream and Drainage System Protection Bylaw \(No. 4403, 2013\)](#) and Best Practices information is here.

2.8 Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Appendices Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

2.9 Equipment, Materials and Workmanship

All workmanship and materials will be subject at any time to the inspection and approval of the City.

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services.

2.10 Frequency of Invoicing

Contractor to Invoice on a monthly basis for material purchased and work that has been completed up to date of invoice and not previously invoiced and paid.

A Statutory Declaration and WCB Clearance Form are required to be submitted monthly with project progress claims to the attention of the City.

### 3 SCOPE OF SERVICES

#### 3.1 Overview

Hickey Street Park resides at 320 Hickey Drive in Coquitlam. The park includes 6 tennis courts, 2 basketball courts, and a hockey court. These amenities are owned and maintained by the City. However, the reservoir roof that the courts are constructed over is owned and operated by Metro Vancouver.

In 2019/2020 Metro Vancouver and Coquitlam collaborated on what acceptable improvements could be provided that would not impact the existing roof of the reservoir, and could be readily constructed in 2020, honouring:

- a) a weight restriction of no more than 100lb/per square foot of weight (including the weight of people) on the roof at all times)
- b) and would not require puncture or penetration of the roof.

#### 3.2 Scope of Work

Hickey Street Park Revitalization entails supply and execution of constructed works of new light weight play tile surfacing, nets, and affiliated tennis related improvements, line painting, nets, and affiliated basketball and hockey court improvements. The scope also includes complete replacement of all existing chainlink fence, and portions of rail, and preservation and retrofit of existing posts.

The work includes but is not limited to:

- a) **Adherence to the description of scope provided on the Notes Sheet on the Contract Drawing set provided**
- b) Installation and implementation of ESC measures, construction fencing, access and staging area as per attached Appendices Drawings
- c) Removal and offsite disposal at a legal dumping site of existing Chain-link Mesh and existing 2"x6" and 4" x 6" Pressure treated wooden ball stop.
- d) Removal and offsite disposal for recycling of existing Luminaires.
- e) The surface preparation and painting of the existing fence posts and rails, tennis net posts, the tennis court light poles and fixture arms.
- f) Supply and installation of Sch.40 steel, black powder coated, bottom rail to specifications shown in Appendices Drawings
- g) Supply and installation of New 9-gauge mesh chainlink with 37mm opening, and black vinyl coating, per Appendices Drawings Details
- h) Supply and installation of new gates according to the Appendices Drawings and Specifications
- i) Refurbishment and customization of existing gates as per the Appendices Drawings and Specifications
- j) Power washing and Preparation of tennis court surface prior to installation of Flex court or equivalent playtile system.
- k) Supply and installation of proposed flex court product or approved alternative as shown in Appendices Drawings and Specifications.
- l) Supply and installation of approx. 81 linear meters of replacement Pressure Treated Wooden Ball stop in locations shown on Appendices Drawings and Specifications

- m) Power washing and Preparation of Ball hockey court and basketballs court surfaces and prior to installation of new line markings
- n) Installation of line markings to Ball hockey and basketball courts as per Appendices Drawings s and Specifications
- o) Power washing all concrete (curb upstands that support fence and 'steps') within court to remove particular and algae
- p) Supply and installation of New Kiosk and Luminaries as per Electrical specifications and Drawings provided by DMD electrical.
- q) Supply and installation of new Tennis Nets complete with straps and tie downs to existing refurbished Tennis Posts.
- r) Supply and installation of new ball hockey nets
- s) Supply and installation of basketball net affiliated replacement
- t) Reinstatement of all disturbed areas to prior to condition or better in accordance with Appendices Drawings and Specifications.
- u) As-built drawing markups, operations manuals, and affiliated close-out documents
- v) Optional items for potential scope inclusion provided on Optional Pricing Schedule

### 3.3 Specifications and Drawings

All work shall be undertaken and completed in accordance with the following:

- a) Appendices
- b) APPENDIX A – CONTRACT DRAWINGS
- c) APPENDIX B – SUPPLEMENTARY DRAWINGS
- d) APPENDIX C – REFERENCE DRAWING
- e) APPENDIX D – REFERENCE DRAWING: EXISTING PARK AS-BUILTS – SEISMIC UPGRADE
- f) APPENDIX E – THE CITY'S SUPPLEMENTARY GENERAL CONDITIONS CCDC 2 2008 STIPULATED PRICE CONTRACT
- g) Applicable Reference Specifications and Standards:
  - City of Coquitlam Supplementary Specifications to Master Municipal Construction Documents (*excluding measurement and payment*)
  - Master Municipal Construction Document Volume II (2009, Platinum Edition, Vol. II) for Standard Specifications & Standard Detail Drawings
  - Supplier and manufacturer installation specifications, and performance standard references (i.e. Canadian Landscape Standard), referenced within Appendix A and Appendix B
- h) The electrical permit to be supplied by the Contractor. All costs associated will be the responsibility of the Contractor.
- i) The Contractor to provide a project construction schedule prior to the start of construction. The schedule must identify all the necessary start and completion dates of construction, construction activities, submittals process activities, material deliveries, and other milestones required to give a complete review of the project. The Contractor to submit an updated construction schedule with each Progress Claim or whenever major milestones will be affected. Two weeks after award, the Contractor will submit a detailed

Submittal Log Schedule for all the required deliverables as identified in the general conditions and technical specifications.

- j) Contractor will be responsible for all testing including costs required as per the specifications and Drawings. The Contractor will be required to submit all test results to the consultant.
- k) Contractor shall allow a reasonable amount of weather delays and shall factor such delays into schedule.

#### 3.4 Traffic Control

The Contractor shall ensure that Flag persons are on-site to maintain pedestrian and traffic control for equipment and material entering and exiting the work site.

#### 3.5 Products

Products and materials are to be delivered and stored in the original manufacturer's packaging with labels intact and store the products where they will be protected from damage, theft and vandalism.

#### 3.6 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.

#### 3.7 Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval.

All Services are to be performed in compliance with City Bylaws.

The Contractor may apply for exemptions to the noise by-laws to work weekends. The City does not guarantee exemptions will be granted. No shift premiums will be paid for weekend work.

#### 3.8 Progress Report

The Contractor is to provide daily progress reports to the City's representative.

#### 3.9 Provisions, Scheduling and Coordination

- a) Site progress meetings will be scheduled by the Consultant on a bi-weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and to be distributed by the Consultant on record not later than three working days from the date of the meeting.
- b) The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point of contact throughout the duration of the project execution until final completion. The Contractor will not substitute a Project Manager without the written consent of the Consultant and City Project Manager.
- c) Prior to commencing the Work, the Contractor will designate a qualified and experienced Site Superintendent and to notify the Consultant and City Project Manager of the name and telephone number of the Superintendent. The Contractor will keep the Superintendent at the Work site during working hours until the Work has reached

completion. The Contractor will not substitute a Superintendent without the written consent of the Consultant and City Project Manager.

- d) Along with the proposal submission, the Contractor is to submit the related credentials and qualifications of the Project Manager and the Site Superintendent that summarize and confirm their professional experience for review and approval by the City.
- e) The Contractor will not substitute any appointed subcontractors without the written consent of the Consultant and City Project Manager.
- f) The Contractor shall provide a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi- weekly site progress meetings and that identifies the daily planned activities for that period. If, in the opinion of the Consultant and the City Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take all necessary steps to improve its progress, including those that may be required by the Contractor, without additional cost to the City. In this circumstance, the Consultant and the City may require.
- g) The Contractor to provide a recovery plan, and to submit for approval any supplementary schedule or schedules in Gantt chart form, as the Consultant deems necessary to demonstrate how the approved rate of progress will be regained.





City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 20-03-09**

**Hickey Street Reservoir Park Revitalization**

**Proposals will be received on or before 2:00 pm local time on**  
**Tuesday June 30, 2020**  
(Closing date and time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and "Send"**  
(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 or fax 604-927-3035.

**PROPOSAL SUBMISSION FORM**

**Complete and return this section**

Submitted By: \_\_\_\_\_  
(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

Proponents MUST identify any specific requirements with which they are unwilling or unable to comply.

## 1. PRICE

These rates are all inclusive without limitation, including all loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, disposal, overhead and profit.

### 1.1 Pricing

| Schedule of Quantities and Prices |   | Total Lump Sum Price (exclude GST) |
|-----------------------------------|---|------------------------------------|
| 1.0                               | <b>Site Mobilization, Erosion and Sediment Control:</b><br>Provide price for site mobilization, demolition and removal of existing fencing and gates requiring replacement and retrofit, and establishment of Erosion and Sediment Control.<br>Powerwashing work to both concrete and asphalt areas to be included in price.  | \$                                 |
| 2.0                               | <b>New Tennis Court Surfacing:</b><br>Price for completing all work pertaining to the cost to supply & installation of over approximately 4000 square meters of the new Flex Court or approved alternative surfacing, including preparation, in accordance with Drawings and specifications.  | \$                                 |
| 3.0                               | <b>Chain Link Fence: Mesh replacement, rail replacement and amendment, post revitalization, and fastener replacement – includes prime, prep, painting:</b><br>Price for completing all work pertaining to the cost to supply & place the chain link mesh fencing, including the removal & disposal of existing mesh, preparation, welding and prime work, and painting of existing fence posts, rails, and associated hardware, and other incidental work as per Appendices Drawings and specifications.<br>Price to include replacement of all bottom rails ( <i>which only exist on the north and south side</i> ), replace existing lower wire ( <i>which is used in lieu of rail on the east and west sides</i> ), and replace existing damaged top rails (assume four (4) top rails in price). | \$                                 |
| 4.0                               | <b>Gate revitalization: Replace two entry gates</b><br>Provide price for replacement of two (2) entry gates, to match dimensional 'same for same' quality in height and form. The two (2) entry gates require complete replacement, complete with plate stop hinge hardware and padlock hardware.   | \$                                 |
| 5.0                               | <b>Gate revitalization: Revitalize all remaining gates in park</b><br>Provide price to revitalize/retrofit of all remaining gates located on the roof. Should gate replacement be more affordable than revitalization efforts, replacement is permitted.  | \$                                 |

|             |   |    |
|-------------|---|----|
| <b>6.0</b>  | <b>Line Painting of Basketball and Hockey Courts:</b><br>Provide price to supply and install new paint lines for the Basketball and Hockey Courts. Refer to Drawings for base-quote requirements.   | \$ |
| <b>7.0</b>  | <b>Tennis Nets, Ball Stop &amp; Ball Hockey Nets:</b><br>Price for completing all work pertaining to the cost to supply & install the six (6) tennis nets, approx. 81 lin.m of the hockey 'ball stop' and hockey nets as per the Appendices Drawings and Specifications   | \$ |
| <b>8.0</b>  | <b>Electrical: Scaffolding or Similar <u>Installed</u> Setup for Lighting Work</b><br>Price for providing an engineered shop drawing of a scaffold system or apparatus to access luminaires for replacement. Note that the existing centre pole 'pull system' to lower lights is broken. The max 100lbs per square foot requirement of loading on the roof applies.   | \$ |
| <b>9.0</b>  | <b>Electrical: Kiosk Replacement, Light Post Revitalization and General Energization Work:</b><br>Price for completing work pertaining to the cost to supply & place the new Electrical Kiosk, wiring and energization works, as per the Appendices Drawings.   | \$ |
| <b>10.0</b> | <b>Electrical: Luminaire Replacement</b><br>Price for completing work pertaining to the cost to supply and place the new tennis court lighting as in pertains to the upgrade of the existing luminaries to new LED Luminaries in accordance with the electrical Drawings. <i>Note: an alternate family of fixtures is to be priced under the Schedule of Optional Prices.</i>                               | \$ |
| <b>11.0</b> | <b>Demobilization, Clean-up and Misc. Costs</b><br>Provide price for demobilization, clean-up, fresh power-washing, grass and soil repair, preparation of as-built markups, submission of forms and user manuals, commissioning review meetings (assume 2), and closeout work affiliated with the project. Incidentally price any miscellaneous project costs identified with completion work within price. | \$ |

## 1.2 Optional Prices

| Optional Prices |   | Total Lump Sum Price<br>To Add (+) or Delete (-)<br>(exclude GST) |
|-----------------|---|---|
| <b>1.0</b>      | <b>Replace light poles with hinged poles:</b><br>Provide the amount of addition to the total proposal price to supply and install Five (5) new hinged at pole locations 4,6,7,8, 9 and to remove and dispose of existing poles, in lieu of refurbishing existing poles.   | \$  |
| <b>2.0</b>      | <b>Replace large centre light pole:</b><br>Provide price to replace centre pole in lieu of refurbishment/revitalization. All incidental work to included in price, including new 'pully' system for lowering lights in the future.  | \$  |
| <b>3.0</b>      | <b>Basketball hoops (OPTION A), backboard and posts (using existing post bases and welding new post in place):</b><br>Provide the amount of addition to the total proposal price to supply and install Four (4) basketball Poles, Backboards and Hoops. <i>See Appendices Drawings for a description.</i>   | \$  |
| <b>4.0</b>      | <b>Basketball hoops (OPTION B), backboard and posts (replacing posts completely including new base plates and bolts):</b><br>Provide the amount of addition to the total proposal price to supply and install Four (4) basketball Poles, Backboards, Hoops, Posts, and Anchoring Plates and Bolt Fasteners. <i>See Appendices Drawings for a description.</i>           | \$  |
| <b>5.0</b>      | <b>Decorative UV mesh for fence:</b><br>Provide the amount of addition to the total proposal price to supply and install graphic designed mesh as per Appendices Drawings and specifications.   | \$  |
| <b>6.0</b>      | <b>Decorative paint and tack coat primer:</b><br>Provide price to apply tack coat primer to seal asphalt areas to receive paint. Include price for tack coat to be applied under the white coloured line painting, and for the supply and installation of blue coloured paint in the basketball court keys as indicated on the Appendices Drawings. Refer to Sheet L-08 | \$  |
| <b>7.0</b>      | <b>Lighting Luminaire Family Change:</b><br>Provide the amount of deletion to the total proposal price to supply an install twenty four (24) Ephesus Lumen Sport 8: Lum:EPH-LS-08-0640L-BLK 57-80, Driver box: EPH-LS-0640L-BLK-HV , in lieu of base-quote  | \$  |

### 1.3 Additions

| Provisional Prices (ADDITION) |   | Total Lump Sum Price<br>To Add<br>(exclude GST) |
|-------------------------------|---|---|
| <b>1.0</b>                    | <b>Rail Replacement:</b><br>Provide the price of addition to the total proposal price per linear meter, to remove existing fencing top rail and replace with Black powder coated steel SC 40, in lieu of refurbishing existing rail, in cases where top rail is deemed unsuitable         | \$ / lin.m                                      |
| <b>2.0</b>                    | <b>Post amendment:</b><br>Provide the price of addition to the total proposal price per post, to remove existing fencing post and replace with Black powder coated steel SC 40 Post, welded above grade in lieu of refurbishing existing posts, in cases where post is deemed unsuitable. | \$ / each                                       |

## 2. FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

### 2.1. Contractors Current Own Forces Labour Rates

The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account evaluation.

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

For the purposes of the above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in 3.2 Equipment Rates.

| Line Item | Labour Category           | Straight Time/hr<br>(exclude GST) | Overtime Rate/hr<br>(exclude GST) |
|-----------|---------------------------|-----------------------------------|-----------------------------------|
| 1.        | Project Manager           | \$                                | \$                                |
| 2.        | Site Superintendent       | \$                                | \$                                |
| 3.        | Foreman                   | \$                                | \$                                |
| 4.        | Labourer / Helper         | \$                                | \$                                |
| 5.        | Electrician               | \$                                | \$                                |
| 6.        | Landscaper                | \$                                | \$                                |
| 7.        | Other (not listed above): | \$                                | \$                                |
| 8.        |                           | \$                                | \$                                |

## 2.2. Equipment Rates

The Proponent is to provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

The Proponent acknowledges and agrees that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate shall only be charged.

| Line Item | Equipment Classification | Hourly Rate<br>(exclude GST) | Specify Make and Model |
|-----------|--------------------------|------------------------------|------------------------|
| 1.        |                          | \$                           |                        |
| 2.        |                          | \$                           |                        |
| 3.        |                          | \$                           |                        |
| 4.        |                          | \$                           |                        |
| 5.        |                          | \$                           |                        |
| 6.        |                          | \$                           |                        |
| 7.        |                          | \$                           |                        |

### 3. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

### 4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

#### 4.1. Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm's efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

#### 4.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

- b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

### 5. BUSINESS INFORMATION AND CORPORATE CAPABILITIES

Proponent is to state how many years they have been in business, capacity to take on this project in regards to other work the Proponent may have ongoing and state projects of a similar nature the Proponent has produced for similar entities in the last 3 years:

### 6. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

- b) Proponent is to provide a narrative as to their capacity to take on this project with respect to manpower and other contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

|  |
|--|
|  |
|--|

## 7. REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

|                                |  |
|--------------------------------|--|
| <b>Year Started</b>            |  |
| <b>Year Completed</b>          |  |
| <b>Description of Contract</b> |  |
| <b>Company</b>                 |  |
| <b>Contact Person</b>          |  |
| <b>Telephone and Email</b>     |  |
| <b>Contract Value</b>          |  |

|                                |  |
|--------------------------------|--|
| <b>Year Started</b>            |  |
| <b>Year Completed</b>          |  |
| <b>Description of Contract</b> |  |
| <b>Company</b>                 |  |
| <b>Contact Person</b>          |  |
| <b>Telephone and Email</b>     |  |
| <b>Contract Value</b>          |  |

|                                |  |
|--------------------------------|--|
| <b>Year Started</b>            |  |
| <b>Year Completed</b>          |  |
| <b>Description of Contract</b> |  |
| <b>Company</b>                 |  |
| <b>Contact Person</b>          |  |
| <b>Telephone and Email</b>     |  |
| <b>Contract Value</b>          |  |



**8. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET**

|    |  |
|----|--|
| 1. | Briefly describe how your company will complete assignments on time and within budget?   |
|    |  |
| 2. | In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed as a reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/>                            |
|    |  |
| 3. | What were the reasons for the delay?   |
|    |  |
| 4. | How did your firm make attempts to mitigate the issue?   |
|    |  |
| 5. | In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed as a reference?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|    |  |
| 6. | What were the reasons for increasing the budget?   |
|    |  |
| 7. | How did your firm attempt to mitigate the issue?   |
|    |  |

## 9. SUPPLIERS

The Proponent proposes to supply the various products for the Work from the following suppliers:

| PRODUCT   | MANUFACTURER | SUPPLIER |
|---|--------------|----------|
| <b>FlexCourt or approved alternate playtile supplier:</b> |              |          |
| <b>Fence fabricator:</b>                                  |              |          |
| <b>Fence paint supplier:</b>                              |              |          |
| <b>Lighting supplier/manufacturer:</b>                    |              |          |
| <b>Other (state)</b>                                      |              |          |
|   |              |          |
|   |              |          |
|   |              |          |
|   |              |          |

## 10. 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:

| Line Item | Trade | Subcontractor's Legal name and Contact Number | Qualifications/Certifications |
|-----------|-------|---|-------------------------------|
| .1        |       |   |                               |
| .2        |       |   |                               |
| .3        |       |   |                               |
| .4        |       |   |                               |

## 11. KEY PERSONNEL

The Proponent's key personnel proposed for this project:

| Name | Position | Experience and Qualifications | Years with your organization |
|------|----------|-------------------------------|------------------------------|
|      |          |                               |                              |
|      |          |                               |                              |
|      |          |                               |                              |
|      |          |                               |                              |

## 12. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

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.

**Delivery, set-up and execution of the work** – 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; and the weight restriction methodology.

**Quality Assurance** – Provide the measures the proponent will use to maintain quality control for the Services being performed.

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

**Safety** – Proposal is to provide how the Proponent will address safety on the work site.

|                                       |
|---------------------------------------|
|                                       |
| <b>Delivery, set-up and execution</b> |
|                                       |
| <b>Quality Assurance</b>              |
|                                       |
| <b>Risk Factors</b>                   |
|                                       |

| Disposal |
|----------|
|          |
| Safety   |
|          |

### 13. WORK SCHEDULE

Proponents to provide an estimated schedule indicating a commitment to perform the Services (use the spaces provided and/or attach additional pages, if necessary) OR provide your own Gantt schedules as a separate appendix.

| Work Schedule  |            |                 |
|--|------------|-----------------|
| Activity   | Start Date | Completion Date |
| Project Kick-off meeting (assume July 25 <sup>th</sup> ) |            |                 |
| Shop Drawings of fencing                                 |            |                 |
| Shop Drawings of lighting and controller                 |            |                 |
| Shop Drawings of structurally engineered scaffolding     |            |                 |
| Shop Drawings of playtiles                               |            |                 |
| ESC and site mobilization                                |            |                 |
|  |            |                 |
|  |            |                 |
|  |            |                 |
|  |            |                 |
|  |            |                 |
|  |            |                 |
| <b>Demobilization:</b>                                   |            |                 |
| <b>Completion Date:</b>                                  |            |                 |
| <b>Disposal Site:</b>                                    |            |                 |

### 14. COMPLETION DATE

The City requests completion on or before **November 27<sup>th</sup> 2020**

**We confirm the work will be completed on or before:** \_\_\_\_\_

## 15. EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used on this at the work site must be clearly identified. List Proponent's vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

| EQUIPMENT AND VEHICLES                          |              |      |
|---|--------------|------|
| Equipment<br>(include power tools over \$2,500) | Make / Model | Year |
|   |              |      |
|   |              |      |
|   |              |      |
|   |              |      |
|   |              |      |
|   |              |      |

## 16. HEALTH AND SAFETY PROGRAM

- a) Confirm the proponent has a written safety program in place that meets the requirements of WorkSafeBC?  
YES ☐ NO ☐
- b) Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?  
YES ☐ NO ☐

## 17. NON-COMPLIANCE

Proponents shall fully disclose any requirement they are unable to comply with:

|  |
|--|
|  |
|--|

## 18. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

|  |
|--|
|  |
|--|

## 19. ADDENDA

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 |
|--------------|-------------|
|              |             |
|              |             |

## 20. AUTHORIZATION

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City's contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

|  |  |
|--|--|
| <b>Company Name:</b>   |  |
| <b>Address:</b>  |  |
| <b>Phone:</b>  |  |
| <b>GST Registration No.:</b>   |  |
| <b>Project Contact:</b><br>Name and Title of Individual <i>for communication related to this RFP</i><br>(please print) |  |
| <b>Contact Email:</b>  |  |
| <b>Name &amp; Title of Authorized Signatory:</b><br>(please print)<br><br><b>Signature:</b>                            |  |
|  |  |
| <b>Date:</b>   |  |

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP submission, electronic signatures will be accepted.