

City of Coquitlam

Request for Proposals

RFP No. 20-11-01

## Sidewalk Trip Hazard Repair Services

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**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<p align="center"><b>RFP No. 20-11-01</b></p> <p align="center"><b>Sidewalk Trip Hazard Repair Services</b></p>
<b>Overview of the Opportunity</b>	The City requests Proposals from experienced qualified firms to provide <b>Sidewalk Trip Hazard Repair Services</b> on City sidewalks, park pathways and plaza features.
<b>Closing Date and Time</b>	<p align="center"><b>2:00 pm local time</b></p> <p align="center"><b>Monday, December 14, 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> (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="https://www.coquitlam.ca/140/Bid-Opportunities">https://www.coquitlam.ca/140/Bid-Opportunities</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 5 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	<p>Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website:</p> <p><a href="https://www.coquitlam.ca/140/Bid-Opportunities">https://www.coquitlam.ca/140/Bid-Opportunities</a></p>
<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	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: 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>	City of Coquitlam <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

**“Agreement” “Contract”** means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

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

**“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;

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

## **INSTRUCTIONS TO PROPONENTS**

### **1.1 Purpose**

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Sidewalk Trip Hazard Repair Services** on City sidewalks, park pathways and plaza features. Refer to **Section 3, Scope of Services** for further details.

### **1.2 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.

### **1.3 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 Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

### **1.4 Requested Departures**

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City will evaluate those departures as per Evaluation Criteria.

### **1.5 Term**

The Term of the Agreement will be a two (2) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

### **1.6 Evaluation Criteria**

Evaluation Criteria of each proposal will be determined in accordance with the following:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
Corporate Experience, Reputation, Capacity and Resources	30
Technical	30
Financial and Value Added	40
Total	100

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

**Corporate Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Established business and demonstrated performance providing services of similar size, scope and complexity
- References (on time delivery, support, performance, etc.)

**Technical**

- Equipment and resources
- Methodology, set-up and execution of the work
- Risk factors
- Site Safety
- Compliance with the preferred specifications
- Departures listed

**Financial and Value Added**

- Financial offer
- Value Added / Sustainable benefits
- Social Responsibility

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.

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

- References may be contacted
- Interviews may be conducted

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 Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the vehicles, equipment and services described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

#### 1.8 Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the Scope of the 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.

#### 1.9 Litigation

The City may, at 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.

## **GENERAL CONDITIONS OF CONTRACT**

### **1.10 Terms and Conditions of Contract**

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#) listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

## **PROJECT SPECIFIC TERMS AND CONDITIONS**

### **1.11 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.

### **1.12 Equipment, Materials and Workmanship**

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the Work.

All Work shall be performed by skilled, qualified, and experienced trades personnel.

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 including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada (Transport of Dangerous Goods)

All of the Contractor's equipment must be removed daily, not stored at work site.

### **1.13 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.

Maintain traffic and pedestrian access while working on sidewalks.

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 Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows.

\*\*\*\*\*COVID - 19 Site Safety Requirements\*\*\*\*\*

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>

<http://www.bccasn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

#### 1.14 Approval

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

#### 1.15 Hours of Work

The Contractor shall carry out the Work during normal working hours, and in compliance with the City's Noise Bylaw.

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.

#### 1.16 Payments – Invoicing

Invoices must be prepared on a monthly basis and are to be sent in .pdf format sent to email: [apinvoices@coquitlam.ca](mailto:apinvoices@coquitlam.ca) Attention: Accounts Payable, and must indicate the PO number, the project name, the City's Project Manager. The Project Manager is to be copied on the email distribution.

Invoices must show the cut depth, size, length, width and address location (when available). The Contractor will submit invoices for goods, services and deliverables that have been provided to the City. Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the City.

## **SCOPE OF SERVICES**

### **1.17 General Requirements**

The Contractor shall provide **Sidewalk Trip Hazard Repair Services** (the Services) on an “as needed and when requested” basis for trip hazards from 2mm and up to 50mm in designated areas in need of repair.

### **1.18 Scope of Work**

The Services will include the repair of sidewalk sections that have lifted or shifted in such a way that they are now a trip hazard, repairing of uneven sidewalk and leveling existing sections without damage or visible markings to adjacent slab(s) or curb(s). Sidewalk repairs should restore the sidewalk panels to a safe surface, free of trip hazards, with minimal slope angles leaving an absolute zero point of differential between slabs. Removed trip hazard to have a uniform appearance and texture. The finished surface shall have a co-efficient of friction of at least 0.6 and show via previous testing that the technique used yields the specified co-efficient of friction.

A defined slope (1:8 or 1:12 based upon requirements outlined by the City) is to be achieved. If defined slope is not achieved, Contractor must repair to this specification at no additional charge within 24 hours of discovery.

Grinding or pulverization of the concrete is NOT acceptable or allowed, as this can cause micro-cracks or weakening of the concrete panel. Trip hazard repairs may not leave ridges or grooves that could hold water and prevent drainage of rainwater or irrigation.

Some method of dust abatement must be utilized during performance of the work. The dust abatement system must use a vacuum that pulls a minimum of 275 CFM (Cubic Feet per Minute) and also use a HEPA Filter.

Contractor may not use any type of “fill” material that deteriorates or breaks apart over time.

Sidewalk repair equipment and all other items incidental to the work shall not be left or stored on the sidewalk or on private property while not in use.

### **1.19 Equipment**

The footprint of the equipment must fit a three to four-foot sidewalk panel.

The hardware must be flush to the ground and capable of working at any angle and perform trip hazard removal in hard-to-reach areas, around obstacles, on narrow walkways, next to fences and retaining walls or buildings.

### **1.20 Damage**

Damage to adjacent landscaping, irrigation systems and other infrastructure must be avoided. Any damage resulting from the work shall be the contractor’s responsibility for repair to a standard acceptable to the City within 48 hours.

### **1.21 Reporting**

The Contractor shall be responsible to record details of work conducted at each location and provide such to the City. Use of a data collection device that records the details of the work

and transmit the data electronically is preferred. The recording device to be able to record sizes of hazards, GPS coordinates, hazard locations plotted to a map, address (when possible), and provide this data electronically in order to integrate into a geographic information system (GIS) system.

The report should also provide photos of any extraordinary hazards found.

**1.22 Clean up**

Upon completion of work at each location the surrounding area must be clean and free of concrete debris, dust and/or slurry. Any slurry created by the repair process must be prevented from entering storm water catch basins. All costs incurred for site cleanup and waste disposal are considered incidental and shall be included in unit costs.

Upon request the Contractor is to provide proof that all concrete and debris is recycled in a proper, environmentally safe manner.

**1.23 Inspection**

The Contractor may be required to inspect an area selected by the City, identify all trip hazard locations including those beyond repair capabilities such as height differences greater than 2” or severely fractured panels that the City may need to replace instead.

**1.24 Assessment**

The Project Manager will conduct site visits, as required, to evaluate the Contractor’s work and to gauge the quality, safety and delivery of service.

**1.25 Warranty**

The City may inspect the repaired locations to confirm that the work meets the slope. If not acceptable, the Contractor agrees to return within 48 hours of notice, complete the repairs at no additional cost to the City.



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 20-11-01

### Sidewalk Trip Hazard Repair Services

Proposals will be received on or before 2:00 pm local time on

**Monday, December 14, 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.

### **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.

## 1. PRICE

### 1.1. Sidewalk & Pathway Trip Hazard Repair Services

The Rates and Prices proposed are to be firm for 2015 and be all inclusive; therefore, include all labour, material, tools, equipment, mobilization/demobilization, transportation, fuel, supervision, disposal fees, incidentals and any other items required for provision of the complete scope of services.

Hazard Class	Description of the Sidewalk Trip Hazard  <i>Measure of the height difference between 2 adjoining concrete panels</i>	Unit of Measure (UOM)	Rate per UOM Specified  (exclude GST)	State Minimum charge  (if any)
1	Greater than 0.5" and up to 1"			
2	Greater than 1" and up to 1.5"			
3	1.5" to 2"  <i>(*Note: height differences greater than 2" are not suitable for repair and therefore are outside the scope of these services)</i>			
4	Curb cutting			
5	Wheelchair letdown			
6	Driveway letdown			
7	Asphalt slop repair			

## 2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

## 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 practices and environment responsibility in providing the services that would benefit the City:

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##### 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:

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

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#### 5. SUBMIT SAMPLE INSPECTION REPORT

##### ***Sample Field Inspection Report***

- Provide a sample of Proponents Field Inspection Report.
- The City prefers that GIS data is also included in the Field Inspection Report for each repair location.

#### 6. SUB-CONTRACTOR

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

Type of Service	Company Name	Phone	Email

## 7. 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.

**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.

**Disposal** –Process for disposal of all debris

**Safety** – Proposal is to provide how the Proponent would address safety on the work site. Provide information regarding your companies safety record and describe the specific safety measures/plan to be used in the project to protect personnel, public adjacent structures and infrastructure.

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

## 8. EQUIPMENT AND RESOURCES

Equipment, vehicles and power tools used on 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	Make / Model	Year

## 9. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity. Provide current references that the City may contact to verify successful performance of the Services.

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

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



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

## 10. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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## 11. 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

## 12. 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](#)

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.

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