

City of Coquitlam

Request for Proposals

RFP No. 21-009

Supply and Installation of Three (3) Generators

Issue Date: February 2, 2021

TABLE OF CONTENTS

DEFINITIONS	5
1 INSTRUCTIONS TO PROPONENTS	6
1.1 Purpose.....	6
1.2 Proposal Submission	6
1.3 Mandatory Site Visit.....	6
1.4 RCMP Security Clearance	7
1.5 Project Timelines	7
1.6 Instructions to Proponents.....	7
1.7 Requested Departures	9
1.8 Evaluation Criteria	9
1.9 Eligibility.....	11
1.10 Deviation from Specifications	11
1.11 Prices	11
2 GENERAL CONDITIONS OF CONTRACT	12
2.1 Terms and Conditions of Contract.....	12
2.2 One Year Guarantee	12
2.3 Permits Regulations.....	12
2.4 Underground Services, Utilities and other Structures and Services	12
2.5 On-Site Hazards	12
2.6 Environmental Protection.....	13
2.7 Dangerous Materials.....	13
2.8 COVID – 19 Safety	13
2.9 Hours of Work	13
2.10 Damage and Defects	13
2.11 Qualified Personnel	14
3 SCOPE OF SERVICES	15
3.1 Purpose.....	15
3.2 Overview of the Opportunity.....	15
3.3 Scope of Work for all Locations.....	15
3.4 Scope of Work Site Specific	16
3.5 Site Meetings.....	18
3.6 Factory Acceptance Test.....	18
3.7 Site Acceptance Test.....	18
3.8 Schedule.....	19
3.9 Equipment, Materials and Workmanship.....	19
3.10 Rejected Work	20
3.11 Site Control and Organization.....	20
3.12 Payments – Invoicing	20
3.13 Clean Up	20
3.14 Progress Report.....	20
3.15 Approval	21
3.16 Maintenance.....	21

PROPOSAL SUBMISSION FORM

Appendix A – City Hall Drawings and Specifications

Appendix B – City Hall Electrical Drawings

Appendix C – Public Safety Building Drawings and Specifications

Appendix D - Public Safety Building Electrical Drawings

Appendix E - Austin Works Yard Electrical Drawings

Appendix F – All Sites Specifications

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-009</p> <p align="center">Supply and Installation of Three (3) Generators</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the Supply and Installation of Three (3) Generators as specified within this RFP document
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Tuesday, February 23, 2021</p>
Instructions for Proposal Submission	<p>Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <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>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	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: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Accepted” “Approved” “Authorized” “Required” or words of similar import are used, such words refer to the approval, acceptance, requirement, or authorization of the City unless expressly stated otherwise

“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;

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services in relation to this RFP.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, Work and Services first contemplated 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.

“Manufacturer” means refers to the company that manufactures the components and equipment backed by a warranty against defects. They also provide recommendations on the proper application and installation methodology of their products;

“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 professional, qualified, experienced companies for **Supply and Installation of Three (3) Generators** and the removal of existing generators. Refer to **Section 3, Scope of Services** for further details.

1.2 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.3 Mandatory Site Visit

A mandatory site visit is scheduled for below; **attendance at all sites is mandatory:**

MANDATORY SITE VISIT	
PROCESS	Due to COVID 19 the City will be following mandatory Provincial Health Guidelines for carrying out the site visit(s).
DATES:	Thursday February 11, 2021 or Friday February 12, 2021 if required Times of site visits will be confirmed after the RSVP deadline. The City may hold multiple meetings in order to adhere to COVID-19 measures.
LOCATIONS:	City Hall and Public Safety Buildings 2986 Guildford Way Coquitlam, BC Austin Works Yard 500 Mariner way **Proponents are to meet onsite **
TIMES:	Times will be confirmed after the RSVP deadline in order to adhere to COVID-19 measures.
RSVP & ATTENDANCE:	Limit of 2 (two) representatives per prospective Proponent. Proponents are to email bid@coquitlam.ca by noon Wednesday February 10, 2021 to express interest in attending, along with copies of the front and back of attendees valid driver's license.

Due to COVID-19, the City requests that Proponents email the City to register for the site visit. Based on registration numbers, the City may have multiple site visit dates and times to ensure proper social distancing and to ensure the safety of all in attendance. The City will adhere to proper provincial Covid-19 measures and ensure physical distancing and minimal sized gatherings are in place.

Multiple site visits may be conducted if there is a large expression of interest. Interested parties should be prepared to attend one of the mandatory site visits. No questions will be answered during the mandatory site visits; questions are to be submitted to bid@coquitlam.ca

and an addendum will be issued to answer all questions and ensure consistency between meetings.

Site Meetings for City Hall and Public Safety Building (Police) will begin at Coquitlam City Hall. Proponents are to meet outside by the front desk reception area at Coquitlam City Hall (Buchanan Square) and register their attendance with the City representative.

Once the Site Meeting is complete at Coquitlam City Hall and Public Safety Building, Proponents are to proceed to the Austin Works Yard. Proponents are to meet in the main parking lot and register their attendance with the City representative.

1.4 RCMP Security Clearance

For all attending the mandatory site meeting and performing the Work, **the following information MUST be provided to the City email: bid@coquitlam.ca when confirming attendance.** This information is being sent to the RCMP for basic background checks before allowing anyone to review the RCMP work areas:

- Company name
- Photo of the front and back of your valid driver's license

If anyone is not allowed to enter the RCMP area of the Site, they will be advised. On the day of the site visit, all attendees **MUST** provide government issued photo ID, they must sign in, and they may not take any photos without approval of RCMP security escort.

A separate check will be required on all Contractors once the project is awarded.

Throughout construction, RCMP security will be present at all times for the duration of work within their building.

1.5 Project Timelines

The successful Proponent will commence work approximately **July 12, 2021** and be substantially complete on or before **September 3, 2021**.

Final acceptance is to be completed by **September 17, 2021**.

The order of locations to be completed is to be as follows: Austin Works Yard to commence mid-July, followed by the Public Safety Building (RCMP) and finally City Hall. City Hall work must not be started until August.

1.6 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

- 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.

A complete set of RFP and Contract documents will include:

- i. **Request for Proposals Documents**
 - ii. **Proposal Submission Form**
 - iii. **Appendices**
 - iv. **Appendix A – City Hall Drawings and Specifications**
 - v. **Appendix B – City Hall Electrical Drawings**
 - vi. **Appendix C – Public Safety Building Drawings and Specifications**
 - vii. **Appendix D - Public Safety Building Electrical Drawings**
 - viii. **Appendix E - Austin Works Yard Electrical Drawings**
 - ix. **Appendix F – All Sites Specifications**
- 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.

1.7 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.

1.8 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
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, capacity and resources
- Demonstrated performance providing services of similar size, scope and complexity
- References - Successful completion of three (3) most relevant projects referenced within the last 5 years
- Sub-contractors
- Key personnel proposed including qualifications, experience and certifications

Technical

- Equipment and Resources
- Methodology, set-up and execution of the work
- Schedule and Completion Date
- Factory and Site Acceptance Plan
- Ability to comply with the stated specifications and requirements
- Risk factors
- Quality Assurance and Safety
- Departures listed
- Training and Warranties

Financial and Value Added

- Price Offered including, but not limited to, prices, operating and maintenance costs
- Value Added / Sustainable benefits

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.

1.9 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: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City or Tri Cities Intermunicipal [Business License](#)

1.10 Deviation from Specifications

Proponents are permitted to submit, in addition to a conforming Proposal, alternative Proposals that may deviate from the specification but, in the Proponent's opinion, meet or exceed the requirements and the broad intent of the specification. Though alternative Proposals will be given due consideration should they be approved by the Prime Consultant, the Owner is not obligated to accept them and is the sole judge as to whether alternative Proposals should be considered.

1.11 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.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions 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

2.2 One Year Guarantee

The Contractor shall guarantee to maintain the work and materials against any defects arising from adverse weather conditions, faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year 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 2 weeks of notification. This shall be at no cost to the City

2.3 Permits 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.

2.4 Underground Services, Utilities and other Structures and Services

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 does not ensure the accuracy of such information and that any such information shown on 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.

2.5 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.

2.6 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.

2.7 Dangerous Materials

Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.

2.8 COVID – 19 Safety

*******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.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

[Contractor COVID-19 Info Sheet](#)

Contractors must post their Site Safety Covid-19 Specific requirements in plain view and visible to the public.

2.9 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.

2.10 Damage and Defects

The Contractor shall use due care so that no persons are injured, no property damaged, or spillage to adjacent buildings, areas, and grounds lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the

cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

2.11 Qualified Personnel

All Work shall be performed by qualified and skilled persons pertaining to the licensing and qualifications for the respective trades in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. including, the abatement of hazardous materials if required. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3 SCOPE OF SERVICES

3.1 Purpose

The City requires a qualified, experienced Contractor to provide labour, equipment, materials, fuel, transportation, overhead and all that is required for **Supply and Installation of Three (3) Generators** (the “Work”) at City Hall, Public Safety Building (Police Station) and Austin Works Yard.

3.2 Overview of the Opportunity

The Work for this project involves the demolition, removal and replacement of three existing generators, automatic transfer switches (ATS) and fuel tanks at three different locations. The Contractor to retain all sub-contractors as required for the full scope of the Work per the RFP, drawings and specifications. The same sub-contractor trades shall be used for all three sites.

3.3 Scope of Work for all Locations

- Demolition of existing electrical infrastructure per electrical and mechanical drawings and specifications. This includes removal of existing generator and all associated equipment made redundant (ducting, exhausts, silencers, day tank etc).
 - Removed items to be disposed/recycle of in accordance with local by-laws
 - Confirm with Owner’s representative if Owner would like to retain any equipment prior to disposal/recycling
- Contractor to verify all site measurements prior to ordering generators and equipment.
- Provide and install new generator, ATS, load bank manual transfer switch and associated wiring/conduit work to meet the requirements of BC Building code, Canadian Electrical Code and CSA C282.
- Supply and install new radiator, intake/exhaust ducting system and mechanical dampers as per mechanical drawings.
- Removal of the existing generator day tanks and associated piping to be replaced with generator sub-base fuel tanks.
- Updating the existing fuel system controls & piping to suit new sub-base fuel tank configurations.
- Contractor to provide all rigging means as required to lift and maneuver new generator into existing generator rooms/areas per drawings (i.e., crane truck)
 - Contractor to provide a work plan detailing rigging means (i.e. crane set up area, and means/methods of moving generator into the generator rooms via existing openings)
 - Contractors shall be responsible for applying for lane closures with the City as required.
- Provide on-site testing/commissioning of generator and systems to confirm functionality. Factory testing will not be acceptable.
 - Site testing shall be done with load bank equivalent to 100% load.
 - Allow for after-hours testing to minimize disruption to employees (min 6 hrs.)
 - Testing/commissioning reports shall be made available to the Consultant and City.

- Contractor shall provide temporary generator during the period the existing life safety system (generator, ATS, fuel system) is being decommissioned.
 - Temporary generator shall be operational during the entire time the permanent generator/ATS system is not operational.
 - Provide all temporary cabling, fuel, etc. as required.
 - Temporary generator shall be complete with Level 3 Sounds attenuated enclosure.
- All power cutovers for temporary generator or new generator to be done after hours.
- Contractor to be responsible for general builders works and making good of any damaged caused by this project (concrete pad extension, touch-ups, etc.).
 - Contractor to photograph all existing conditions prior to commencing work. Any damaged noted upon completion of this project will be reviewed against the photographs taken at the start of the project. Any damage not photographed at project commencement but observed at the completion of the project shall be the responsibility of the Contractor to rectify.
- Contractor shall retain Seismic Engineer to provide sign off on all electrical and mechanical anchorage and restraints.
- Contractor shall provide Partial Fire Alarm Verification reports as required where the existing fire alarm system is modified, extended, or interconnected to.
- Contractor to provide training to City staff on usage of new equipment.
- Disconnect electrical connections
- Reconnect electrical connections
- Installation and connection of system controls
- Start system and confirm system functionality
- Test all safety devices
- Fully commission generator

3.4 Scope of Work Site Specific

To maintain consistency, the City requires each of the three generators to be the same model, although the Kw rating of each may be different.

Also refer to:

- a) Appendix A – City Hall Drawings and Specifications**
- b) Appendix B – City Hall Electrical Drawings**
- c) Appendix C – Public Safety Building Drawings and Specifications**
- d) Appendix D - Public Safety Building Electrical Drawings**
- e) Appendix E - Austin Works Yard Electrical Drawings**
- f) Appendix F – All Sites Specifications**

a) City Hall

1. Review design drawings and specifications for full scope of work.
2. The Contractor will act as prime Contractor and will retain all sub-contractors required for full scope of Work including, but not limited to (mechanical, structural, building/roofing, controls, etc.).

3. The Contractor to remove the existing facility generator including all associated equipment (ducting, exhausts, silencers and day tank, etc.) And prepare the room for the new generator. The Contractor to remove the existing automatic transfer switch in the electrical room as well.
4. All new system installations must meet latest BC building code, Canadian electrical code and CSA 282.
5. Provide new radiator intake/exhaust system and new fuel exhaust system as per mechanical design drawings and specifications.
6. Provide new ATS and new manual transfer switch complete with cam-locks for load bank.
7. Removal and reinstallation of exterior louvers including motorized dampers to use openings as a means to remove existing generator/equipment and bring in new generator/equipment.
 - a. The new generators may be disassembled and re-assembled on site as required to fit through existing louver opening.
 - b. Re-assembled generator shall be commissioned on site and provided with full warranty.
8. Contractor to provide crane as required to move generator through louver and into generator room. Allow for all costs associated with delivery and using a crane to move generator into generator room.

b) Public Safety Building

1. Review design drawings and specifications for full scope of work.
2. The Contractor will act as prime Contractor and will retain all sub-contractors required for full scope of work including, but not limited to (mechanical, structural, building/roofing, controls, etc.).
3. The Contractor to remove the existing facility generator including all associated equipment (ducting, exhausts, silencers and day tank, etc.) And prepare the room for the new generator. The Contractor to remove the existing automatic transfer switch in the electrical room as well.
4. All new system installations must meet latest BC building code, Canadian electrical code and CSA 282.
5. Provide new radiator intake/exhaust system and new fuel exhaust system as per mechanical design drawings and specifications.
6. Provide new ATS and new manual transfer switch complete with cam-locks for load bank.
7. Removal and reinstallation of exterior louvers including motorized dampers to use openings as a means to remove existing generator/equipment and bring in new generator/equipment.
 - a. The new generators may be disassembled and re-assembled on site as required to fit through existing louver opening.
 - b. Re-assembled generator shall be commissioned on site and provided with full warranty.

8. Contractor to provide crane as required to move generator through louver and into generator room. Allow for all costs associated with delivery and craning generator into generator room.
9. Existing ramp to Parkade shall not be blocked for extended period of time.

c) Service Centre Water/Sewer

1. Review design drawings and specifications for full scope of work.
2. The Contractor will act as prime Contractor and will retain all sub-contractors required for full scope of work including, but not limited to (mechanical, structural, building/roofing, controls, etc.).
3. The Contractor to remove the existing facility generator including all associated equipment (ducting, exhausts, silencers and day tank, etc.) And prepare the room for the new generator. The Contractor to remove the existing automatic transfer switch in the electrical room as well.
4. All new system installations must meet latest BC building code, Canadian electrical code and CSA 282.
5. Provide new radiator intake/exhaust system and new fuel exhaust system as per mechanical design drawings and specifications.
6. Provide new ATS and new manual transfer switch complete with cam-locks for load bank.

3.5 Site Meetings

The Contractor to 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.

3.6 Factory Acceptance Test

Factory test generator set including engine, alternator, control panels, and accessories.

Perform functional and load tests to verify conformance with specifications, codes and performance requirements. Tests are to include:

- a) Automatic shut-down devices and trouble alarms. Tests to include actual out-of-limits operation with protective devices in their installed and in-service condition to prove sensor operation within manufacturer's recommended limits. Jumper testing of sensors or remote simulation testing to prove shut downs is not permissible.
- b) Automatic start-up, transfer to load, transfer back to normal power, cool down, and shut down.
- c) Demonstrate that battery reverts to high rate charge after cranking

3.7 Site Acceptance Test

Operation of all components to be demonstrated - battery charger, alarm devices, transfer switch, block heaters, controls, and all other components making up the overall system.

3.8 Schedule

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.

a) Provisions, Scheduling and Coordination:

- I. Contractor will be responsible to control construction dust and noxious odors with adequate ventilation
- II. Site progress meetings will be scheduled by the City Project Manager on a weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and distributed by the Contractor on record not later than three working days from the date of the meeting.
- III. 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.
- IV. 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.
- V. The Contractor to provide a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the weekly site progress meetings and that identifies the daily planned activities for that period. If, in the opinion of the City Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contractor, without additional cost to the City. In this circumstance, the City may require the Contractor to provide a recovery plan, and to submit for approval any supplementary schedule or schedules in Gantt chart form, as the City deems necessary to demonstrate how the approved rate of progress will be regained.

3.9 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)

3.10 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

3.11 Site Control and Organization

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

3.12 Payments – Invoicing

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.

- a. Invoices are to be sent in .pdf format sent to email: apinvoices@coquitlam.ca. The Project Manager is to be copied on the email.
- b. All invoices shall include the Purchase Order number, the project name, the City's Project Manager.
- c. The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d. Invoices shall show taxes separately.
- e. Contractor is required to forward to the City's Project Manager a draft copy of the invoice & Schedule of Values for review five (5) business days prior to formal submission to the City.

3.13 Clean Up

At the end of each day the Contractor shall ensure the site is safe and secure and, at the conclusion of work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

3.14 Progress Report

The Contractor is to provide weekly progress reports to the City.

3.15 Approval

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

3.16 Maintenance

Ongoing maintenance not required



City

REQUEST FOR PROPOSALS

RFP No. 21-009

Supply and Installation of Three (3) Generators

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

Tuesday, February 23, 2021

(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

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 and attach Consent of Surety

Submitted By: _____

(Company Name)

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

1. PRICE

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. Unit price and lump sum prices are to be held firm to completion of the work.

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):

1.1. Schedule of Quantities and Prices – City Hall

ITEM	SCHEDULE OF VALUES	QTY	UNIT	AMOUNT
1	Removal of generator including all associated equipment (ducting, exhausts, silencers and day tank, automatic transfer switch, etc.)	1	EA	\$
2	Trade in value of old generator	1	EA	\$
3	New Generator Price. State Manufacture or attach: as necessary	1	EA	\$
4	New Generator installation	1	EA	\$
5	Commissioning of new generator	1	EA	\$
6	Temporary Generator		EA	\$
7	New radiator intake/exhaust system			
8	New automatic transfer switch with cam-locks		EA	\$
9	New manual transfer switch with cam-locks	1	EA	\$
10	Updating Fuel system controls & piping	1	EA	\$
11	Wiring/conduit work	1	EA	\$
12	Removal and reinstallation of exterior louvers	1	EA	\$
13	Rental of temporary generator and installation	1	EA	\$
14	Lane closure cost		EA	\$
15	Crane and rigging of equipment in and out	1	EA	\$
16	Temporary Generator setup	1	EA	\$
17	Seismic Engineer sign off for all electrical and mechanical anchorage and restraints.	1	EA	\$
18	Partial Fire Alarm Verification reports	1	EA	\$
19	Training and training material	1	EA	\$
OTHERS Not Listed Above				
1		1	LS	\$
2		1	LS	\$
TOTAL PRICE (exclude GST)				\$

1.2. Schedule of Quantities and Prices – Public Safety Building

ITEM	SCHEDULE OF VALUES	QTY	UNIT	AMOUNT
1	Removal of generator including all associated equipment (ducting, exhausts, silencers and day tank, automatic transfer switch, etc.)	1	EA	\$
2	Trade in value of old generator	1	EA	\$
3	New Generator Price. State Manufacture or attach: as necessary	1	EA	\$
4	New Generator installation	1	EA	\$
5	Commissioning of new generator	1	EA	\$
6	Temporary Generator			
7	New radiator intake/exhaust system		EA	\$
8	New automatic transfer switch with cam-locks		EA	\$
9	New manual transfer switch with cam-locks	1	EA	\$
10	Updating Fuel system controls & piping	1	EA	\$
11	Wiring/conduit work	1	EA	\$
12	Removal and reinstallation of exterior louvers	1	EA	\$
13	Rental of temporary generator and installation	1	EA	\$
14	Lane closure cost		EA	\$
15	Crane and rigging of equipment in and out	1	EA	\$
16	Temporary Generator setup	1	EA	\$
17	Seismic Engineer sign off for all electrical and mechanical anchorage and restraints.	1	EA	\$
18	Partial Fire Alarm Verification reports	1	EA	\$
19	Training and training material	1	EA	\$
OTHERS Not Listed Above				
1		1	LS	\$
2		1	LS	\$
TOTAL PRICE (exclude GST)				\$

1.3. Schedule of Quantities and Prices – Austin Works Yard

ITEM	SCHEDULE OF VALUES	QTY	UNIT	AMOUNT
1	Removal of generator including all associated equipment (ducting, exhausts, silencers and day tank, automatic transfer switch, etc.)	1	EA	\$
2	Trade in value of old generator	1	EA	\$
3	New Generator Price. State Manufacture or attach: as necessary	1	EA	\$
4	New Generator installation	1	EA	\$
5	Commissioning of new generator	1	EA	\$
6	Temporary Generator			
7	New radiator intake/exhaust system		EA	\$
8	New automatic transfer switch with cam-locks		EA	\$
9	New manual transfer switch with cam-locks	1	EA	\$
10	Updating Fuel system controls & piping	1	EA	\$
11	Wiring/conduit work	1	EA	\$
12	Removal and reinstallation of exterior louvers	1	EA	\$
13	Rental of temporary generator and installation	1	EA	\$
14	Lane closure cost		EA	\$
15	Crane and rigging of equipment in and out	1	EA	\$
16	Temporary Generator setup	1	EA	\$
17	Seismic Engineer sign off for all electrical and mechanical anchorage and restraints.	1	EA	\$
18	Partial Fire Alarm Verification reports	1	EA	\$
19	Training and training material	1	EA	\$
OTHERS Not Listed Above				
1		1	LS	\$
2		1	LS	\$
TOTAL PRICE (exclude GST)				\$

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:

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. 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:

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:

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

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7. **KEY PERSONNEL & QUALIFICATIONS**

The following are the Proponent's senior staff proposed for this project including the specific identification of the Project superintendent. Contractor is required to have a dedicated experienced project superintendent full time onsite.

Item	Name	Position	Years with company/Total years experience	Certification/Qualifications
1.				
2.				
3.				
4.				
5.				

8. **SUBCONTRACTORS**

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP and resulting Contract.

Sub-Contractor	Services Performed	Background and Experience

9. **EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used at the work site must be clearly identified. Please 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 (including power tools to be used)	Make / Model	Year

10. **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.

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.

Quality Assurance - Provide the measures the Project Superintendent will use to maintain quality control at the worksite to completion of the project.

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.

Delivery, set-up and execution
Quality Assurance

Risk Factors	
Safety	

11. CONSTRUCTION SCHEDULE

Attach additional pages or Indicate schedule with bar chart with activity durations but not limited to. Contractor to add activities with durations as required.

[illegible]

Prior to the start, the Contractor will be required to provide a detailed **SCHEDULE** 'Gantt Chart' Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated schedule with each progress claim.

12. COMPLETION DATE

The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **September 3, 2021**. This date will be an important consideration in the evaluation.

YES ☐ NO ☐

If Proponent has stated NO, please state date and explanation as to proposed completion date:

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13. 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.

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

14. **GENERATOR MANUFACTURER**

State Generator manufacture proposed with make and model for each locations.	State or attach additional information:
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15. **QUALITY ASSURANCE**

Quality Assurance Information		
5.1	Quality Assurance – Provide information on the systems of Quality Control and build specification assurance.	
	Preventative Maintenance – Provide preventative maintenance schedule.	Attach if necessary

16. **TRAINING AND MANUALS**

16.1. Training

Describe types of training that will be provided by Proponent's professional Technicians:

a)	Operators – State duration of training, number of attendees and number of on-site workshops at each location:	
b)	Training Material	

16.2. Manuals

a)	Manuals (online/web based/DVD/paper manuals) included: <ul style="list-style-type: none"> • Parts manual • Service manual • Operator's manuals • Wiring schematics including all installed systems and equipment 	State Format available:
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17. WARRANTIES AND EXTENDED WARRANTIES

Attach Warranty information including extended warranties. Any additional cost is to be stated:

Description	Price
State Manufacturer Warranty	
Extended Warranty State term and price:	\$
Other available Warranty Options:	\$

18. RIGGING PLAN

Attached a work plan detailing rigging means (i.e. crane set up area, and means/methods of moving generator into the generator rooms via existing openings)

☐ Yes ☐ No

19. FACTORY ACCEPTANCE TEST (FAT)

Contractor agrees to submit the FAT reports after the units proposed are tested.

☐ Yes ☐ No

20. SITE ACCEPTANCE TEST (SAT)

Attached how you will perform the SAT and final sign off.

☐ Yes ☐ No

21. HEALTH AND SAFETY PROGRAM

a) Does your firm have a training and safety program in place that meets the requirements of WorkSafeBC?

☐ Yes ☐ No

b) Is your firm WorkSafe BC COR (Certificate of Recognition) certified?

☐ Yes ☐ No

22. NON-COMPLIANCE

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

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23. 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

24. 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.

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