

City of Coquitlam

Request for Proposals

RFP No. 21-024

Hydro Excavation Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-024</p> <p align="center">Hydro Excavation Services</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of Hydro Excavation Services on an “as needed and when requested” basis.
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Friday, March 05, 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 of Coquitlam’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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 of Coquitlam 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

“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;

“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;

“City” “Owner” means City of Coquitlam;

“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 the provision of **Hydro Excavation Services** on an “as needed and when requested” basis.

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 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.

1.4 Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, 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.

1.5 Term of Contract

The Term of the Contract will be for a two-year term, with an option to extend for additional terms, as mutually agreed upon between the parties.

1.6 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.

1.7 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	40
Technical	20
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, capabilities; experience, capacity and resources
- Subcontractors
- References and quality of previous work
- Proposed Response Times for Work Requests
- Contaminated disposal location

Technical

- Methodology, set-up and execution of the work
- Equipment and Resources
- Risk factors
- Quality Control
- Departures listed

Financial and Value Added

- Total price
- 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.

1.8 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](#)

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 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 Contractor 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.

2.3 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite.

The Contractor is to use barriers and signage as required, to create safe detours around the construction zone, as required.

When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage at all egress points to close the access (i.e. during work hours while work zone is not safe to pass).

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.

2.4 COVID 19

*****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](#)

3 SCOPE OF SERVICES

3.1 Scope of Work

The City requires **Hydro Excavation Services** on an “as needed and when requested” basis at various locations within the boundaries of the City.

Safe Working Practices require the use of hand digging or hydro-excavation when working within the no digging zone around utilities. Contracted services include equipment and personnel to provide hydro-excavation services to the Water and Sewer/Drainage divisions of Public Works when required. It is anticipated that the City may require between 1,200 and 1,500 hours of contracted hydro-excavation per year.

Non-contaminated material that has been excavated shall be deposited at:

City of Coquitlam, Works Yard West
500 Mariner Way
Coquitlam, BC, V3K 7B6

Once material is dumped at the City facility, hourly charges stop, no billing will be accepted after that to Contractor’s place of business or next scheduled worksite unless that worksite is within the City for the City.

Contaminated materials are to be dumped at the Contractors preferred facility and invoiced.

3.2 Reporting

Contractor to submit a repairs report should non conformities be noticed onsite i.e. stuck lids, integrity, access, etc.

3.3 Hours of Work

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular working hours without the prior approval of the City.

3.4 Traffic Control

Traffic Management to be provided by the City’s Traffic Management contractors. A List will be provided to the successful Proponent(s). Traffic management Services to be arranged by the Contractor but billed directly to the City by the traffic management company.

Traffic Control Services are to be provided as per 2015 Interim Traffic Management for Work on Roadways as issued by Government of BC.

3.5 Unscheduled Callouts

Contractors must be prepared to work as required on weekends and outside of normal working hours, if requested by the City. Contractors must have their contacts respond within thirty (30) minutes from the time a call-out is made by means of calling back to the source.

The technician must be on site within three (3) hours in a regular working day for all unscheduled work that is not deemed “Emergency Service”.

Note: If the Contractor does not carry out the work within the expected timeframe, the City’s reserves the right to utilize the services of other Contractors.

3.6 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.

3.7 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.

3.8 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 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
- d) BC Ministry of Environment
- e) Workplace Hazardous Material Information System (WHMIS)
- f) Department of Fisheries and Oceans (DFO)

3.9 Rectify Damages

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

Damage to landscape and infrastructure shall be reported promptly.

3.10 Quality of Work

All Work shall be performed by skilled persons including, if required, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. 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 perform the work in a manner that minimizes any inconvenience or nuisance to the public.

3.11 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.

3.12 Protection of the Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

3.13 Approval

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

3.14 Emergency Repair Services Requests

The Contractor shall maintain a twenty-four (24) hours emergency response service for the duration of the Agreement and have one or more qualified tradesmen available for after-hours emergencies.

Emergency callouts shall be attended within one (1) hour of receiving the call.

Note: If the Contractor does not respond within the expected one (1) hour timeframe, the City's reserves the right to utilize the services of other Contractors.

3.15 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 and leave the site of the work in a clean and tidy condition.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-024

Hydro Excavation Services

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

Friday, March 05, 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 prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, permits, disposal fees, incidentals and any other items required for provision of the complete Scope of Services.

Item No.	Description	Unit of Measure	Regular Time	Overtime
	HYDRO EXCAVATION			
1.	Truck and Operator	Hourly	\$	\$
2.	Truck, Operator, and Swamper	Hourly	\$	\$
3.	Contaminated Material Disposal Rates		\$	\$
4.	Other (State)		\$	\$

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. **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:

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. **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	

8. **CONTAMINATED MATERIAL**

Proponent is to provide disposal location(s) for contaminated material.

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9. RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:	
Non-Emergency Call Out:	

10. EQUIPMENT AND VEHICLES

Equipment, vehicles and power tools used 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			
Item No.	Major Equipment	Make / Model	Year
.1			
.2			
.3			
.4			

11. 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 of waste 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

12. 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:

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13. NON-COMPLIANCE

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

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14. 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

15. 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:	