

City of Coquitlam

Request for Proposals

RFP No. 21-052

2021 CCTV Inspection of Sanitary and Drainage Mains,  
Drainage Culverts, and Manholes

Issue Date: May 11, 2021

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**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 21-052</b> <b>2021 CCTV Inspection of Sanitary and Drainage Mains, Drainage Culverts, and Manholes</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for the provision of <b>2021 CCTV Inspection of Sanitary and Drainage Mains, Drainage Culverts, and Manholes</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Wednesday, June 02, 2021</b>
<b>Instructions for Proposal Submission</b>	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> <b>1. In the "Subject Field" enter:</b> RFP Number and Name <b>2. Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)  Phone 604-927-3037 should assistance be required.  The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam's website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	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.

**“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;

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

**“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 **2021 CCTV Inspection of Sanitary and Drainage Mains, Drainage Culverts, and Manholes**

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 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.

1.5 Requested Departures

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

1.6 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	50

Technical	20
Financial and Value Added	30
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
- References
- Equipment and resources
- Key Personnel experience, qualifications and certifications
- Suppliers & Sub-contractors

**Technical**

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

**Financial and Value Added**

- Unit Rate Price
- Price for optional Work
- Value added Benefits
- Sustainable Value

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

- Interviews may be conducted
- References may be contacted

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.

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.

#### 1.7 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 of Coquitlam or Tri Cities Intermunicipal [Business License](#)

#### 1.8 Examination of Proposal Documents and Work Sites

The Proponent must carefully examine the Proposal Documents and worksite. The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

- 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.

Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.

- b) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(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.
- c) 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.
- d) A complete set of RFP documents will include:
  - I. Request for Proposals Documents
  - II. Proposal Submission Form
  - III. Addenda Issued
  - IV. Appendices

Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

- e) All information requested for the Proposal must 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, will be considered an improper Proposal and may be rejected.

- f) The selected Proposal shall supply all materials and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal 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.
- g) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted. The Contractor will be responsible for the delivery of works per the RFP by a sub-contractor.
- h) A bid bond is not required.

## **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 Ownership of Documentation**

All design and construction information, data plans, drawings, specifications, reports, estimates, summaries, photographs, computer generated designs, as-builts and all other documentation prepared by the Contractor for this project, whether they be in draft or final format, shall become the property of the City.

### **2.3 Operations and Coordination of the Services**

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

### **2.4 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.

### **2.5 Services, Utilities and Infrastructure**

The Contractor is directed to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

It shall be clearly understood that the City does not ensure the accuracy of such information and that any such information shown on the Drawings is furnished as the best available, and is to be interpreted as the Contractor sees fit and the City disclaims all responsibility for its accuracy or sufficiency.

### **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 Equipment, Materials and Workmanship

The Contractor shall ensure that they are certified to conduct a NASSCO Pipeline Assessment Certification Program PACP inspection, 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 (including NASSCO Certified), and experienced trade's personnel.

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

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) NASSCO Pipeline Assessment Certification Program (PACP), latest version
- b) Master Municipal Construction Documents (MMCD Platinum edition)
- c) City of Coquitlam Supplementary Specifications and Detailed Drawings to MMCD
- d) American Society for Testing and Materials (ASTM)
- e) National Fire Protection Association (NFPA)
- f) WorkSafeBC
- g) BC Building Code
- h) BC Provincial Motor Vehicle Act
- i) Workplace Hazardous Material Information System (WHMIS)
- j) Canadian Standards Association (CSA)
- k) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- l) City of Coquitlam Traffic Control and Lane Closure Requirements

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.

## 2.8 Prime Contractor

The Contractor shall be deemed to be the “prime Contractor” as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations.

Prime Contractor Form shall be submitted prior to commencing Work:

[Prime Contractor Designation Form](#)

All Work shall be performed in strict accordance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation, and in accordance with all other applicable policies, guidelines and standards from authorities having jurisdiction.

2.9 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/covid-19/industry-specific-information/construction>

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

[Contractor COVID-19 Info Sheet](#)

2.10 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.

2.11 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.12 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

2.13 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to perform the services
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

2.14 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or 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.

### 3 SCOPE OF SERVICES

#### 3.1 Scope of Work

The Contractor will provide 2021 CCTV Inspection of Sanitary and Drainage Mains, Drainage Culverts, and Manholes as generally outlined in:

- **Appendix A – Drainage Mains Data and Maps**
- **Appendix B – Drainage Culverts Data and Maps**
- **Appendix C – Sanitary Mains Data and Maps**
- **Appendix D – MMCD Supplemental CCTV Inspection of Pipelines**
- **Appendix E – Manhole Visual Inspection Criteria**
- **Appendix F – Manhole Visual Inspection Report**

Appendix A, B and C are provided for reference only. The Contractor will verify accuracy of data in field.

The Contractor will provide all labor, material, and equipment necessary to perform sewer (drainage and sanitary) flushing, inspect sewers via closed-circuit television (CCTV) and manhole inspections. The Work may include remote televising and recording of the sewer. All project locations will be within the City and located within road dedications, easements and right of ways.

The CCTV inspection assessment, reports and flushing is to confirm to NASSCO's Pipeline Assessment and Certification Program (PACP), latest edition, format in conjunction with CSA Plus 4012 and Master Municipal Construction Documents (MMCD) Section 33 01 30.1 and 33 01 30.2, referring to CCTV and Flushing works, and Coquiltam's Supplementary MMCD Specifications [Supplementary Specifications and Detailed Drawings to MMCD](#), where applicable.

The Contractor is expected to have internet access and device onsite and utilize the City's online map for sewer main attributes and location.

The easements that can be accessed from the road and have not been included in the right of way totals as they are easily accessible from at least one manhole. The separate list of sanitary and storm mains that have been identified within right of way, are noted, as they are difficult to access or within private property

The Contractor shall submit one (1) working day worth of inspection data to be reviewed by City staff prior to commencement of the Contract, and allow seven (7) days for review by the City. Contractor shall incorporate all comments provided by the City during the review process to ensure the quality of the information is acceptable to the City.

#### 3.2 Optional Work

The City is seeking optional Work for as and when required with no guarantee of Work. The Contractor to provide culvert flushing, and inspect culverts via closed-circuit television (CCTV). The Work may include remote televising and recording of the sewer. All project locations will be within the City and located within road dedications, easements and right of ways.

### 3.3 Documentation and Reporting Requirements

The Contractor shall perform general administrative duties associated with the Project, including monitoring progress, preparation of progress reports, scheduling of crews, general correspondence with the City.

The Contractor is to provide current NASSCO certification of its inspector(s) involved in the Work prior to commencement of the contract.

Prior to inspection, the Contractor shall measure each pipe diameter to confirm size and record the correct size.

The picture of the television inspection shall be clear for the City to assess the condition. The record and documentation of the CCTV inspection submitted to the City should be correct and complete (visual video documentation shall begin at the upstream (US) manhole and end at the downstream (DS) manhole or vice versa).

Data Reporting:

- Coding must be conducted utilizing a NASSCO PACP certified individual using NASSCO certified software.
- The Contractor shall supply and use the most recent version of NASSCO's Pipeline Assessment and Certification Program (PACP).
- NASSCO PACP compliant field inspection forms and records, PACP observation terminology, and PACP defect rating guidelines shall be used in the field in documenting the observations.
- Pipe Joint Length is to be included in the report as an observation and in the Header of the PACP form. The pipe joint length shall be determined, throughout the pipe, by measuring the pipe using the CCTV camera.
- Observation callouts are required on the condition of the pipe invert for each videoed pipe to identify possible wear; otherwise call out normal. The Contractor shall stop and pan down to inspect for wear at 6 o'clock at the start of the pipeline inspection and at the point of any material change. If wear detected, appropriately note the defect code; if wear is continuous along pipe, label as a continuous defect. If no wear is detected at first pipe joint or pipe material change continue with video inspection.
- At interface of pipe and manhole the Contractor shall pan along the circumferential of the pipe from 12 o'clock to 12 o'clock and use an observation code to record condition or defect code as needed.
- If Contractor comes across pipes that are asbestos cement then the Contractor is to do a back shot with the camera approximately 3 metres in to the pipe to observe if the tires damage the invert of the pipe. If tire tracks are visible in the invert of the pipe, the Contractor must use the observation code "Surface Damage – Other" "(SZ)", and write Remarks "Structural Integrity Compromised" in the report.
- Manhole Visual Inspection

The Contractor as part of the CCTV inspection will carry out a visual inspection on all manholes associated with the CCTV inspections. The inspection will be visual only to determine its condition in a 1-5 rating as described below.

The Contractor is expected to visually check a manhole and mark in the recording sheet provided (see Appendix E). Only the manhole ID and Condition rating (1-5) to be entered in the hardcopy recording sheet. The manhole inspection criteria and condition rating details are described in Appendix D. If the condition is '4' or '5' a photograph of the manhole inside view is required. Contractor may take more than one photographs as it sees fit.

Cost of this task must be noted separately on the table provided, independent of the CCTV work, and per manhole basis.

If a main is to be re-videoed due to root intrusion or the event of a blockage, the City must be informed. If the City cannot cut the roots or remove blockage the Contractor may choose to cut the roots in order to video the pipe section. Cost of the root cutting must be noted separately on the table provided. The Contractor shall receive the regular CCTV rate up to the documented blockage and once removed, the Contractor will receive the regular CCTV rate for the re-inspection of the entire section of main.

- Sewers located within rights of way that may not be easily accessed, have been identified by the City and are shown on the maps. Sewers that are designated within rights of way shall be flushed and CCTV inspected and submitted to the City prior to inspection of sewers in roads. Cost of flushing and CCTV work for sewers identified by the City in rights of way, must be noted separately on the table provided.

All CCTV, PACP and coded data shall be delivered in digital format on one (1) appropriately sized media device (USB, flash drive, CD, etc.) with digital content to include but not limited to CCTV videos, pictures, PACP coded defect database with condition rating, and an electronic copy of printed reports. Electronic database shall be compatible with the City's existing computer software (ArcGIS 10.1, Windows Microsoft Office Suite (Access, Excel, etc.)) and computer hardware; it shall comply with the standard NASSCO PACP database structure, latest edition. The visual video documentation provided to the City must be one file per video (no DVD format) and no proprietary formats (ie. Apple Quicktime etc.).

Contractor to submit inspection forms in one (1) digital document (PDF) which will include a Summary page outlining all pipes with Structural defects and Operational Maintenance. The Summary of Defects shall include a list complete with minimum the Report Number, Pipe ID, Date, Media, Address, Start MH, Finish MH, the Defect(s) PACP Code, Distance and Rating, in compliance with NASSCO PACP reporting requirements.

Each digital image shall be saved with the filename matching the pipe GIS ID, example STPI0001 or SNPI0001.

On a monthly basis the Contractor to submit the completed works to date for review by the City Works to be submitted no later than one week after completion.

### 3.4 Project Timeline

Estimated timelines for the project are:

**Project Start-up..... June 15, 2021**

**Completion ..... October 31, 2021**

Upon award, the Work on this project shall progress until fully completed.

3.5 Term

The Term of the Contract is from the issuance of a City Contract to the successful completion of the Services.

The City, in its sole discretion may extend the Term. Additional Work may be provided on an as needed basis and when requested by the City upon mutual agreement of price and service.

3.6 Utilities and Services

The Contractor is responsible to contact BC One-Call to determine exact locations of utilities and services on- site(s) and to make special enquiry of the authorities, companies, Municipalities, individuals owning or operating all underground pipes, conduits, cables, tracks and other structures and services, and to determine their character and locations and satisfy himself as to the correctness of the information so obtained.

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

3.7 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.

3.8 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.

3.9 Progress Meeting

The Contractor shall organize regular progress meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

3.10 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.

3.11 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 Quality of Work

All Work shall be performed by skilled and certified 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.

3.13 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 operations and related activities.

The "Work" will take place in an active precinct, and adjacent facilities and operations shall not be affected or minimally affected.

3.14 Hours of Work

The Contractor shall carry out the Work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

3.15 Approval

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

3.16 Traffic Control

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



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 21-052

### 2021 CCTV Inspection of Sanitary and Drainage Mains, Drainage Culverts, and Manholes

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

Wednesday, June 02, 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](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

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. 2021 CCTV Inspection of Sanitary, Drainage Mains and Culverts, and Manhole Inspections**

All Services provided are to be in accordance with all governing regulatory authorities within the City of Coquitlam.

The Contractor shall submit one (1) working day worth of inspection data to be reviewed by City staff prior to commencement of the Contract, and allow seven (7) days for review by the City. Contractor shall incorporate all comments provided by the City during the review process to ensure the quality of the information is acceptable to the City.

Prices shall be stated in Canadian currency and be firm until **December 31, 2021**.

Having carefully examined the RFP documents, the site and the conditions affecting the Work, and having carefully read the specifications and the conditions of the Contract, we, the undersigned, are to include all costs required to complete the Scope of Services in accordance with the Contract Documents for the sum of:

<b>No.</b>	<b>Job</b>	<b>Unit</b>	<b>*Quant ity (m)</b>	<b>Unit Rate (\$)</b> (exclude GST)	<b>Total (\$)</b> (exclude GST)
1	Total Sanitary mains CCTV Work	LM	20,409	\$	\$
2	Total Drainage mains CCTV Work	LM	20,076	\$	\$
3	Sanitary mains flushing Work	LM	20,409	\$	\$
4	Drainage mains flushing Work	LM	20,076	\$	\$
5	Sanitary mains CCTV identified Right of Way	LM	2,626	\$	\$
6	Drainage mains CCTV identified right of way	LM	3,544	\$	\$
7	Sanitary mains identified right of way flushing Work	LM	2,626	\$	\$
8	Drainage mains identified right of way flushing Work	LM	3,544	\$	\$
9	Sanitary Manhole Inspection	Each	484	\$	\$
10	Drainage Manhole Inspection	Each	476	\$	\$
11	Sanitary mains root cutting	Hour	-	\$	\$
12	Drainage mains root cutting	Hour	-	\$	\$
<b>Total</b>				\$	\$

**Quantities are provided for estimation purposes only and actual quantities will be determined in field and charged per the unit rate provided.**

1.2. Optional Prices

The following is a list of Optional Prices and forms part of this Contract, upon the acceptance of any or all of the Optional Prices. The Optional Prices are a deduction from or addition to the Total Proposal Price and do not include GST. **DO NOT** state a revised Total Proposal Price

<b>Optional Prices</b>		<b>Total Lump Sum Price</b> (exclude GST)
<b>A</b>	1,305 m of drainage culverts CCTV Work  Culvert Addresses: <ul style="list-style-type: none"> <li>- 533 Appian Way</li> <li>- 1324 Austin Ave</li> <li>- 1387 Austin Ave</li> <li>- 1900 Austin Ave</li> <li>- 2495 Cape Horn Ave</li> <li>- 975 Chapman Ave</li> <li>- 3311 David Avenue</li> <li>- 200 Golden Dr</li> <li>- 1100 Lansdowne Dr</li> <li>- 2431 Leclair Dr</li> <li>- 1970 Lemax Ave</li> <li>- 969 Madore Ave</li> <li>- 490 Mariner Way</li> <li>- 820 Miller Ave</li> <li>- 1685 Parkway Blvd</li> <li>- 1008 Quadling Ave</li> <li>- 478 Riverview Cres</li> <li>- 2595 Shuswap Ave</li> <li>- 963 Stewart Ave</li> </ul>	\$
<b>B</b>	1,305 m of drainage culverts flushing Work	\$

**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 Contract with respect to manpower and other contracts that may affect their ability in delivering the goods and Services:

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**6. 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>	

**7. 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.

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

**8. 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 and Vehicles		
Equipment (including power tools to be used)	Make / Model	Year

**9. 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:

**10. NON-COMPLIANCE**

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

**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>	