

City of Coquitlam

Request for Proposals

RFP No. 21-050

Demolition and Hazardous Materials  
Abatement Services at 500 & 504  
Jefferson Ave

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Appendix F - Good Neighbor Development Policy found [Here](#) and [Here](#)

Appendix G - Demolition Permit. All can be found [Here](#) which includes:

- a. Permit Checklist
- b. Permit Application
- c. Rodent Inspection and Control declaration
- d. Waste Management Declaration form
- e. Vacant Building Securing Procedure
- f. Erosion & Sediment Control Submission Form

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 21-050</b> <b>Demolition and Hazardous Materials Abatement Services at 500 &amp; 504 Jefferson Ave</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to select professional, qualified and experienced firms to provide <b>Demolition and Hazardous Materials Abatement Services at 500 &amp; 504 Jefferson Ave.</b>
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday, June 25, 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>  <ol style="list-style-type: none"> <li>1. <b>In the "Subject Field" enter:</b> RFP Number and Name</li> <li>2. <b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive two (2) emails from QFile to confirm receipt.)</li> </ol> <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
<b>Obtaining RFP Documents</b>	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>	<a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> , 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 of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide **Demolition and Hazardous Materials Abatement Services at 500 & 504 Jefferson Ave.** (the ‘Services’) as outlined in **Section 3 – Scope of Services.**

### 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 Site Visit

Proponents are encouraged to visit the site on their own.

**Address:** 500 & 504 Jefferson Ave, Coquitlam, BC

### 1.4 Project Timeline

Estimated timeline for the project is:

**Final Completion: August 31, 2021**

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

### 1.5 Award to Multiple Proponents

The City reserves the right to split the award to multiple Proponents or award all of the Work to one Proponent.

### 1.6 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, 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:

- ii. Request for Proposals Documents
  - iii. Proposal Submission Form
  - iv. Appendix A - Hazardous Material Report
  - v. Appendix B – Site Survey 500 & 504
  - vi. Appendix C – Form Letter Template for Developers
  - vii. Appendix D – Site Photographs of 504 Jefferson Ave
  - viii. Appendix E – Site Photographs of 500 Jefferson Ave
  - ix. Appendix F - Good Neighbor Development Policy found [Here](#) and [Here](#)
  - x. Appendix G - Demolition Permit All can be found [Here](#) which includes:
    - a. Permit Checklist
    - b. Permit Application
    - c. Rodent Inspection and Control declaration
    - d. Waste Management Declaration form
    - e. Vacant Building Securing Procedure
    - f. Erosion & Sediment Control Submission Form
- 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 deconstruction 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 of Coquitlam.
  - 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 Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

#### 1.8 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.

#### 1.9 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	30
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
- Established business and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-Contractors
- Equipment
- Key Personnel on project team, qualifications and experience

**Technical**

- Methodology, set-up and execution of the work
- Understanding of City’s Requirements and Objectives
- Equipment and Resources
- Risk factors
- Quality Assurance and Safety
- Departures listed

**Financial and Value Added**

- Financial offer
- 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 your references and your subcontractor’s references on other projects even if they are not specifically listed. The City reserves the right to object to any of the subcontractors. These 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.

#### 1.10 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](#)

#### 1.11 Examination of Proposal Documents and Worksite

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

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, Site Visit 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.

## 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 Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.
- iii. 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.
- iv. The City does not ensure the accuracy of such information and that any such information shown on Appendices Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

### 2.3 Hours of Work

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

### 2.4 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/covid-19/industry-specific-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.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows. Contractor is responsible for all costs associated with removal of trash and debris.

2.5 Qualified Personnel

All Work shall be performed by skilled persons including, 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 all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public

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 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.

2.8 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.

2.9 Frequency of Invoicing

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

### 3 SCOPE OF SERVICES

#### 3.1 Scope of Work

The City of Coquitlam requires hazardous abatement and demolition services to remove the existing buildings, one (1) outbuildings, and fences surrounding both properties.

Property Addresses and Location of Worksite: 500 Jefferson Avenue & 504 Jefferson Avenue

House details:

- a) 500 Jefferson Ave:
  - Property Type: Single Family
  - Approximate Age: 1961 – 60 Years Old (Age Based On: BC Assessment)
  - Stories: One w/basement
  - Approximate Square Footage: 2,289 square feet.
  - Bedrooms/ Bathrooms: 4 Bedrooms/ 3 Bathrooms
- b) 504 Jefferson Ave:
  - Property Type: Single Family
  - Approximate Age: 1961 – 60 Years Old (Age Based On: BC Assessment)
  - Stories: One w/basement
  - Approximate Square Footage: 2,278 square feet.
  - Bedrooms/ Bathrooms: 3 Bedrooms/ 2 Bathrooms

The Contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of the existing buildings above and below grade, the Contractor will break up and remove foundation, and concrete basement floor and fill and backfill a rough grade following the contour of the land.

Hazardous materials abatement may be awarded as part of the demolition or may be awarded separately. See **Appendix A - Hazardous Material Report** for details on hazardous materials in dwelling.

Erosion Sediment Control (ESC) measures to be in place before demolition. Contractor is to maintain all ESC measure put in place and all dirt and debris on road to be cleaned.

#### 3.2 Provisions

- a) Driveway removal at both 500 and 504 Jefferson Avenue
- b) Electrical will stay connected as Contractors will require electrical during the hazardous abatement work. Contractor to coordinate with the City or BC Hydro directly to remove the meter. BC Hydro typically require 7 days' notice.
- c) Removal of personal garbage/belongings left behind at 500 and 504 Jefferson Ave.
- d) The Contractor shall be responsible for obtaining/paying for all required licenses and permits including a truck route exemption permit, if required. The City will provide demolition permit
- e) FortisBC has already disconnected gas services.
- f) All services to be cap/terminated by the City at the property line

- g) The improvements shall remain boarded up and secure to completion of the demolition
- h) The entire building and contents shall become the property of the Contractor. No materials shall be salvaged, stored or accumulated in any area outside of the site fence. The Contractor shall maintain a clean work site free of hazards including ESC
- i) If required, the Contractor shall be responsible for the temporary fencing around trees. This is to be determined with the City's Urban Forestry department during an on-site meeting before demolition.
- j) The Contractor shall be responsible for the removal and proper disposal of all materials. Debris to be delivered to the landfill in accordance with provincial and local codes and ordinances. All loads shall be covered and secured prior to and during transport. The Contractor relieves the City of all liability in the disposal of debris. The Contractor is responsible for all fees and permits, if applicable
- k) Site fill – fill to the contour of the land and provided a certificate that any fill deposited at 500 and 504 Jefferson is clean and free of any contaminants and where the fill came from.
- l) Site Grading to have no safety hazards or erosion concerns.
- m) Any earth disturbed in the removal must be backfilled and graded to the satisfaction of the City
- n) Contractor to comply with all legislation, statutes and authorities having jurisdiction
- o) Also Refer to:

Appendix A - Hazardous Material Report

Appendix B – Site Survey 500 & 504

Appendix C – Form Letter Template for Developers

Appendix D – Site Photographs of 504 Jefferson Ave

Appendix E – Site Photographs of 500 Jefferson Ave

Appendix F - Good Neighbor Development Policy found [Here](#) and [Here](#)

Appendix G - Demolition Permit All can be found [Here](#) which includes:

- a. Permit Checklist
- b. Permit Application
- c. Rodent Inspection and Control declaration
- d. Waste Management Declaration form
- e. Vacant Building Securing Procedure (*this has been completed by the City and has been signed off by Coquitlam Fire and Rescue*)
- f. Erosion & Sediment Control Submission Form

All can be found [Here](#)

### 3.3 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)

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.

### 3.4 Permits Regulations

The City has applied and paid for conditional demolition permit #21 107849 00 DM (500 Jefferson Avenue) and #21 107851 00 DM (504 Jefferson Avenue). The City will supply approved permits once demolition checklist has been completed.

Contractor to 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.

Contractor to erect the [tree protection fencing](#) as per the City specifications and must be approved by the City Arborist prior to demolition activities commencing. Urban Forestry requests that all trees onsite be protected during the demolition process, but understands that there may be some modifications required during the demolition. This can be reviewed once the Contract has been awarded and the Contractor has put forth their demo procedure.

### 3.5 Environmental Protection

An ESC Permit from the City of Coquitlam is not required for the project at this time. See **Appendix E – Site Photographs of 500 Jefferson Ave** and **Appendix D – Site Photographs of 504 Jefferson Ave** for conditions to be met with no ESC permit. However, notice for preparedness for review of tree and site protection fencing, photos to be sent to City for review. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course of demolition. The Contractor to advise the City of any field directed fencing adjustments or ESC failures that require remediation by the City’s ESC Contractor. Contractor is to adhere to the Streamside Drainage System Protection Bylaw and maintaining clean entry/egress from the property and other Best Practices defined on the City webpage.

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

### 3.6 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

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

The Prime Contractor will be responsible for developing a safety plan

3.7 Approval

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



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 21-050

### Demolition and Hazardous Materials Abatement Services at 500 & 504 Jefferson Ave

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

Friday, June 25, 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**

**Complete and return this section**

Submitted By: \_\_\_\_\_

(Company Name)

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

**1. PRICE**

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

1.1. 500 Jefferson Ave

<b>Line Item</b>	<b>Section of Work</b>	<b>Price (exclude GST)</b>
1.	MOBILIZATION	\$
2.	DEMOLITION OF HOUSE AND OUTBUILDINGS	\$
3.	FOUNDATION REMOVAL	\$
4.	DRIVEWAY REMOVAL	\$
5.	SITE BACK FILL (with origin and free of contaminants certificate)	\$
6.	ESC MEASURES	\$
7.	DEMOBILIZATION AND COMPLETE SITE CLEANUP	\$
8.	OTHERS NOT LISTED ABOVE	\$
9.	OTHERS NOT LISTED ABOVE	\$
10.	<b>TOTAL PRICE (excluding tax)</b>	<b>\$</b>
11.	PST	\$
12.	GST	\$
13.	<b>TOTAL PRICE (inclusive of tax)</b>	<b>\$</b>

1.2. 504 Jefferson Ave

<b>Line Item</b>	<b>Section of Work</b>	<b>Price (exclude GST)</b>
14.	MOBILIZATION	\$
15.	DEMOLITION OF HOUSE AND OUTBUILDINGS	\$
16.	REMOVAL OF PERSONAL ITEMS IN YARD	\$
17.	FOUNDATION REMOVAL	\$
18.	DRIVEWAY REMOVAL	\$
19.	SITE BACK FILL (with origin and free of contaminants certificate)	\$
20.	ESC MEASURES	
21.	DEMOBILIZATION AND COMPLETE SITE CLEANUP	\$

22.	OTHERS NOT LISTED ABOVE	\$
23.	OTHERS NOT LISTED ABOVE	\$
24.	<b>TOTAL PRICE (excluding tax)</b>	<b>\$</b>
25.	PST	\$
26.	GST	\$
27.	<b>TOTAL PRICE (inclusive of tax)</b>	<b>\$</b>

1.3. Hazardous Abatement Pricing for 500 Jefferson Ave.

Provide Price for removal and disposal of all hazardous material

Removal and Disposal	Price (exclude GST)
Price for hazardous material.	\$

1.4. Hazardous Abatement Pricing for 504 Jefferson Ave.

Provide Price for removal and disposal of all hazardous material

Removal and Disposal	Price (exclude GST)
Price for hazardous material.	\$

1.5. Optional Work for 500 Jefferson Ave

Provide an optional price for topsoil and hydro seeding each lot

Address	Price (exclude GST)
Topsoil	\$
Hydro seeding	\$

1.6. Optional Work for 504 Jefferson Ave

Provide an optional price for topsoil and hydro seeding each lot

Address	Price (exclude GST)
Topsoil	\$
Hydro seeding	\$

**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, capacity to take on this project in regards to manpower and other work the Proponent may have ongoing:

- b) Proponent's relevant experience and qualifications in demolition similar to those required by the RFP

- c) State length of time company has been in business and average number of demolitions per year:

**6. KEY PERSONNEL**

The Proponent's key personnel proposed for this project:

Name	Position	Experience and Qualifications	Years with your organization

**7. 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:

Sub-Contractor	Services	References
		<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

**8. 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>	

**9. METHODOLOGY, DISPOSAL and QUALITY ASSURANCE**

Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.

**Delivery, set-up and execution of the work** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials.

**Hazardous Abatement** – Provide the measures taken for hazardous abatement services.

**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** – Provide the measures the Proponent will use to maintain safety on the worksite.

**Disposal and Recycling** – Provide details on all disposal location and recycling location.

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

**10. WORK SCHEDULE**

Proponents to confirm Services will be completed by August 31, 2021.

Yes  No

**11. HEALTH AND SAFETY PROGRAM**

a. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

Yes  No

b. Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?

Yes  No

**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.

<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>	