

City of Coquitlam

Request for Proposals

RFP No. 21-067

Arboricultural Services

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-067 Arboricultural Services
Overview of the Opportunity	The purpose of this RFP is to invite proposals from qualified, experienced companies for the provision of Arboricultural Services
Closing Date and Time	2:00 pm local time Monday, October 04, 2021
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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 of Coquitlam (“City”) requests Proposals from professional, qualified, experienced companies for “as and when required” ~~for the provision of~~ **Arboricultural Services** as stated in the RFP.

The primary scope of work consists of, but is not limited to, tree removal, wildlife snagging, pruning of trees, tree planting, stump grinding and log salvage as outlined in **Section 3 – Scope of Services**.

The City reserves the right to split the award to multiple proponents or award all of the work to one Proponent. Work will be divided based on performance, capacity, responsiveness, and quality of work.

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 Term

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

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Established local business presence
- Key personal
- References
- Sub-contractors

Technical

- Methodology, set-up and execution of the work for Arboricultural Services.
- Equipment, Resources and Quality Assurance program
- Health and Safety Program
- Ability to comply with stated specifications and requirement.
- Site Safety

Financial and Value Added

- 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](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.9 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. 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

- I. The Contractor is to make themselves aware of any and all on-site hazards 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 Equipment, Materials and Workmanship

- I. 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.
- II. The Contractor shall ensure that they are certified to conduct services, 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.
- III. All Work shall be performed or supervised by skilled, qualified (including Certified Arborists with the International Society of Arboriculture, Certified Utility Arborists, Certified Fallers), and experienced trade's personnel.
- IV. All workmanship and materials will be subject at any time to the inspection and approval of the City.
- V. 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:

2.4 Clean Up

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

3 SCOPE OF SERVICES

3.1 Primary Arboriculture Services

The Contractor will provide a range of **Arboriculture Services** to mitigate tree hazards, as well as a number of other services on an “as needed and when requested” basis, related to the maintenance and health of our City tree inventory.

The Contractor shall provide all labour, materials, equipment, fuel, transportation, supervision, and all incidentals required to complete the work. The scope of services may include but is not limited to:

- Tree removal
- Wildlife snagging
- Tree work within proximity of hydro lines (i.e. Utility Arborist work)
- Structural tree pruning
- Deep root fertilization
- Stump grinding
- Integrated Pest Management
- Log salvage and delivery
- Traffic control

All work shall be completed 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.

Contractors MUST identify any specific requirements with which they are unwilling or unable to comply.

3.2 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor’s employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

3.3 Cleaning

The Contractor shall ensure that all limbs and clippings are cleaned up, removed and disposed of in a manner approved by the City. All chipped material shall be disposed of at the contractor’s expense at a location satisfactory to the City. All trip hazards must be removed from City property.

Debris from trees removed in forested areas may be left on site if instructed by the City; however, the debris must be either chipped on site and/or slashed to the satisfaction of the City to mitigate fire risk. Salvageable logs as deemed appropriate for sales by the City are to be removed and delivered to a location specified.

3.4 Timelines

All Work Orders issued to the Contractor must be initiated within 10 business days of notification unless otherwise instructed by the City. There will be Work Orders that require shorter timelines, between 2-9 business days, and it is expected that these unique timelines

once expressed in the Work Order be met as a condition of the contract. The following are exceptional timelines to address emergency issues:

- Emergency Tree Removal or Wildlife Snagging
- Emergency Utility Arborist Work

In both of these emergency scenarios, the Contractor must mobilize crews within 3 hours of notification. In the event that a contractor is unable to mobilize within these timelines, the City reserves the right to call another contractor to provide these services.

3.5 Utilities and Services

All utilities and/or other services required by the Contractor shall be the responsibility of the Contractor. With respect to existing site utilities and services, it is the responsibility of the Contractor to contact BC One-call to determine their exact location on the site.

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. Site Control and Organization

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

The Contractor shall provide Signage at the Work zone.

The Contractor is to use barriers and signage to create safe detours around the work zone as required. When unsafe, or not practical to create safe detours, the contractor is to use barriers and signage at the top and bottom egress points, to close the area for public access.

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

3.7 Site Meetings

The Contractor agrees to attend in person or send his authorized representatives to any such meetings which may be called for by the City.

3.8 Quality of Work

All Work shall be performed by qualified skilled personnel 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.

3.9 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent

copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

3.10 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.

3.11 Wildlife and Nest Inspection

The Contractor shall strictly comply with applicable federal, provincial and local regulations and policies concerning the protection of wildlife including birds, eggs and nest trees. In compliance with both the BC Wildlife Act and the federal Migratory Bird Convention Act any tree removal must be preceded by a visual survey for the presence of wildlife and nests. If any evidence of active use by wildlife is found, or the presence of a nest of a species whose nest is protected year round under section 34 of the BC Wildlife Act is suspected, all work must cease and the City must be immediately contacted. At that point no further work can proceed until directed by the City.

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 Hours of Work

The Contractor shall carry out the “Work” during normal working hours, and in compliance with the City’s Noise Bylaw. The exception would be emergency work as directed by the City.

3.14 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.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-067

Arboricultural Services

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

Monday, October 04, 2021

(Closing date and time)

Proposal Submission Instructions

Proposal submissions are to be consolidated into one PDF file and uploaded electronically 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 and you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the submission process.

For assistance Phone 604-927-3037.

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form

Submitted by: _____
(company name)

Proponents **MUST** identify any specific requirements with which they are unwilling or unable to comply.

Proponents are asked to provide as much information as possible when replying to each point throughout the proposal **on this form. Other sheets may be attached as necessary.**

1. PRICE

1.1. Schedule of Unit Prices

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

SCHEDULE OF UNIT PRICES for Labour and Equipment Mobilized On-Site <i>(All prices shall exclude GST)</i>						
ITEM No.	DESCRIPTION	EQUIPMENT	STAFF (quantity by position and certification)	Subcontracted or In-house	UNIT OF MEASURE	HOURLY RATE
1	TREE REMOVAL / WILDLIFE SNAGGING CREW WITHOUT AERIAL LIFT				HOURLY	\$
2	TREE REMOVAL / WILDLIFE SNAGGING CREW WITH AERIAL LIFT				HOURLY	\$
3	EMERGENCY TREE REMOVAL/WILDLIFE SNAGGING CREW				HOURLY	\$
4	UTILITY ARBORIST CREW				HOURLY	\$
5	EMERGENCY UTILITY ARBORIST CREW				HOURLY	\$
6	STRUCTURAL TREE PRUNING CREW				HOURLY	\$
7	TREE PLANTING CREW				HOURLY	\$
8	DEEP ROOT FERTILIZATION				HOURLY	\$
9	SPRAYER TRUCK – IPM APPLICATION				HOURLY	\$
10	STUMP GRINDING				HOURLY	\$
11	LOG SALVAGE & DELIVERY				HOURLY	\$
12	TRAFFIC CONTROL – IN HOUSE				HOURLY	\$

13	TRAFFIC CONTROL – SUB-CONTRACTED				HOURLY	\$
14	OTHER NOT LISTED:					\$
15	OTHER NOT LISTED:					\$

2. KEY PERSONNEL & QUALIFICATIONS

Provide names of qualified personnel employed by the company that would be involved in the **direct provision of services under this contract** and indicate whether or not they are Certified Arborists with the International Society of Arboriculture, Certified Utility Arborists, Certified Fallers or Traffic Control Certified.

NAME of STAFF MEMBER EMPLOYED BY COMPANY	ISA Certified Arborist (y/n)	Certified Utility Arborist (y/n)	Certified Faller (y/n)	Traffic Control Certified (y/n)

3. SUBCONTRACTORS

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

SUBCONTRACTORS			
	Type of Service	Company Name	Email/Phone
1.	Utility Arborist		
2.	Deep Root Fertilization		
3.	Sprayer Truck – IPM Application		
4.	Log Salvage & Delivery		

5.	Stump Grinding		
6.	Traffic Control		
7.	OTHER NOT LISTED:		
8.	OTHER NOT LISTED:		

4. EXPERIENCE AND REFERENCES

Proponents shall be professionally qualified to perform the services required and have successfully completed projects similar in size, scope and complexity. By submission of a Proposal, Proponents agree the City may verify successful completion of work. Information obtained from references may not be discussed or disclosed to any Proponents.

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

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

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

5. 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 - Demonstrate the company's ability to successfully provide all the arboricultural services outlined according to specified timelines. Provide evidence of ability to work within tight time constraints including response to emergencies and after-hour storm events (e.g. evening, weekend, or holidays).

Quality Assurance – Provide the measures the Proponent will use to maintain quality control for the Services being performed. Please include details on how the completion of work requests will be tracked and communicated and how sites will be cleaned up.

Risk Factors – Describe the risk factors anticipated and how the Proponent intends to mitigate these. Include details on how you would identify hazards on the site as well as measures you would take to secure the site to protect the public.

Safety – Proposal is to provide how the Proponent will address health and safety on the work site.

Delivery, set-up and execution
Quality Assurance
Risk Factors
Safety

6. EQUIPMENT AND VEHICLES

Vehicles and equipment 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			
Quantity	Equipment	Make / Model	Year

7. NON-COMPLIANCE

Fully describe any deviations to the City's requirements outlined in this RFP that your company is unable to comply with.

8. VALUED ADDED SERVICES

Preferred Dealer Services - Provide information on what makes your firm innovative, what is your competitive advantage, what other Services, or leading edge engineering/technology your firm provides that would assist or would be of benefit to the City if your company is selected:

9. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

9.1. 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:

9.2. 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:

10. HEALTH AND SAFETY PROGRAM

The quality of Proponent's in-house program to manage safety shall be considered in the evaluation.

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

YES ☐ **NO** ☐

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

YES ☐ **NO** ☐

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 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:	