

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-064**

**Town Centre Park – Lake Loop Landscape Construction**

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

**Wednesday, November 10, 2021**

(Closing Date and Time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded electronically through Q-file, 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. Consolidate files into 1 .pdf file and “Send”**

(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) )

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

**PROPOSAL SUBMISSION FORM**

**Complete and return this section**

**and attach Consent of Surety**

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

(Company Name)

1. **PRICE**
   1. Schedule of Quantities and Prices – Town Centre Park - Lake Loop Landscape Construction

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

**Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the Services (exclude GST):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **ITEM** | **SCOPE OF WORK** | **QTY** | | **UNIT** | **AMOUNT** | |
| 1 | Mobilization | 1 | | LS | $ | |
| 2 | Demobilization | 1 | | LS | $ | |
| 3 | Demolition and Disposal | 1 | | LS | $ | |
| 4 | ESC Works as per drawings, specifications and City bylaws throughout the entire construction process. | 1 | | LS | $ | |
| 5 | Tree removals including stump grinding | 1 | | LS | $ | |
| 6 | Common excavation to achieve design grade depth of compacted native material, including off-site disposal. This number assumes \_\_\_\_\_\_\_\_\_\_\_\_m3 of excavation and off-site disposal. | 1 | | LS | $ | |
| 7 | Supply and install of structural fill for rough grading of sub-base to achieve subbase grades. This number assumes \_\_\_\_\_\_\_\_\_\_\_m3 of structural fill. | 1 | | LS | $ | |
| 8 | Provide phased pedestrian and vehicular traffic management plan, including provisions for traffic control personnel and associated temporary fencing and signage | 1 | | LS | $ | |
| 9 | Electrical and Plumbing Permits | 1 | | LS | $ | |
| 10 | Water servicing including all onsite works and connections to City water per Civil, Irrigation and Landscape Drawings and Specifications. | 1 | | LS | $ | |
| 11 | Storm servicing including all onsite works and connections to City services per Drawings and Specifications. | 1 | | LS | $ | |
| 12 | Electrical works including all onsite and connections per Drawings and Specifications. | 1 | | LS | $ | |
| 13 | Supply and install of base materials for all walls, walkways, and hardscape areas, including preparation and compaction. | 1 | | LS | $ | |
| 14 | Concrete paving. | 1 | | LS | $ | |
| 15 | Asphalt paving. | 1 | | LS | $ | |
| 16 | Aggregate paving. | 1 | | LS | $ | |
| 17 | Stone paving. | 1 | | LS | $ | |
| 18 | Concrete bands, pads, seating, walls, and other structures. | 1 | | LS | $ | |
| 19 | Misc. Metal Works. | 1 | | LS | $ | |
| 20 | Irrigation servicing, including POC work affiliated with water service connection, and installation of mainlines with stub outs for future connections | 1 | | LS | $ | |
| 21 | Site furnishings including supply and install of all bench toppers, receptacles, bike rack, basketball hoop and chairs. | 1 | | LS | $ | |
| 22 | Supply and install of growing medium for lawn spaces and horticultural beds including placement, fine grading, and compaction. | 1 | | LS | $ | |
| 23 | Supply and install of sod complete with 100% establishment | 1 | | LS | $ | |
| 24 | Close out documentation including as-built drawings, survey (CAD) | 1 | | LS | $ | |
| 25 | Preparation and submission of Asset Inventory Spreadsheet | 1 | | LS | $ | |
| 26 | Labour and Materials Payment Bond | 1 | | LS | $ | |
| 27 | Performance Bond | 1 | | LS | $ | |
| **OTHERS Not Listed Above:** | | | | | | |
| 27 |  | 1 | LS | | $ |
| 28 |  | 1 | LS | | $ |
| 29 |  | 1 | LS | | $ |
| 30 |  | 1 | LS | | $ |
| **TOTAL PRICE (exclude GST)** | | | | | **$** | |

LS=Lump Sum

* 1. Unit Prices

The unit price is to include labour and machine time. For all storm, sanitary, and supply piping unit pricing to include trenching and backfilling as per specification.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line Item** | **Item** | **Unit** | **Add** | **Delete** |
| 1 | Excavation and disposal of unused  cut materials (cubic meter) | M3 | $ | $ |
| 2 | Excavation and reuse of in situ material as structural fill (pending geotechnical approval) | M3 | $ | $ |
| 3 | Supply and install of structural fill | M3 | $ | $ |
| 4 | Supply and install base course  material - 19mm minus Aggregate | M3 | $ | $ |
| 5 | Supply and install growing medium | M3 | $ | $ |
| 6 | Supply and install riprap | M3 | $ | $ |
| 7 | Supply and install 150mm diameter PVC sdr 35 | LM | $ | $ |
| 8 | Supply and install 250mm diameter PVC sdr 35 | LM | $ | $ |
| 9 | Supply and install 600mm diameter lawn basin as per MMCD S12 – Type 2 | PER | $ | $ |
| 10 | Supply and install 1050mm diameter manhole as per MMCD | PER | $ | $ |
| 11 | Supply and install 250 diameter pipe culvert headwall | PER | $ | $ |
| 12 | Supply and install irrigation 50mm mainline PVC Sch 40 | LM | $ | $ |
| 13 | Supply and install irrigation stub-outs | PER | $ | $ |
| 14 | Supply and install 100mm diameter sleeving PVC Sch 40 | LM | $ | $ |
| 15 | Supply and install 50mm diameter electrical conduit CSA approved DB2 | LM | $ | $ |
| 16 | Supply and install asphalt paving including subgrade and base preparation | M2 | $ | $ |
| 17 | Supply and install concrete paving including subgrade and base preparation | M2 | $ | $ |
| 18 | Supply and install stone paving including subgrade and base preparation | M2 | $ | $ |
| 19 | Supply and install crushed aggregate paving with organic binder, including subgrade and base preparation | M2 | $ | $ |
| 20 | Supply and install bench topper type A per L5.01 | PER | $ | $ |
| 21 | Supply and install bench topper type B per L5.01 | PER | $ | $ |
| 22 | Supply and install light fixture and components including subgrade and concrete base preparation | PER | $ | $ |
| 23 | Supply and install sod | M2 | $ | $ |
| 24 | Supply and install 50mm bark mulch | M2 | $ | $ |

* 1. Additional Labour Rates

The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis.

These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

For the purposes of above, small tools are considered to be any tool worth $2,000 or less in new value. All other tools should be listed as equipment in the table under item 3 below.

|  |  |  |  |
| --- | --- | --- | --- |
| **ADDITIONAL LABOUR RATES** | | | |
|  | **Labour Rates** | **Straight Time Per Hour** (exclude GST) | **Overtime**  **Per Hour** (exclude GST) |
|  | Project Manager | $ | $ |
|  | Site Superintendent | $ | $ |
|  | Carpenter | $ | $ |
|  | Concrete Finisher | $ | $ |
|  | Landscaper | $ | $ |
|  | Plumber | $ | $ |
|  | Electrician | $ | $ |
|  | Labourer/Helper | $ | $ |
|  | Welder | $ | $ |
|  | Other not listed above (specify) | $ | $ |

* 1. Additional Equipment Rates

The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

|  |  |  |
| --- | --- | --- |
|  | **Equipment** | **Rate Per Hour** (exclude GST) |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |

1. **CONSENT OF SURETY**

**ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM**

|  |
| --- |
| **A copy of the original Consent of Surety is to be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price.**  **The original document is to be provided upon request by the City.** |

1. **REQUESTED DEPARTURES – CONTRACT**

The Proponent has reviewed the City’s Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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1. **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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1. **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:

|  |
| --- |
|  |

1. **SUSTAINABLE PRACTISES AND SOCIAL RESPONSIBILITY**
2. 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:

|  |
| --- |
|  |

1. Social Responsibility
2. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

|  |
| --- |
|  |

1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

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| --- |
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1. **CORPORATE PROFILE**

Proponent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, etc.)

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1. **EXPERIENCE, CAPABILITIES AND CAPACITY**
2. Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

|  |
| --- |
|  |

1. 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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1. **KEY PERSONNEL & QUALIFICATIONS**

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

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| --- | --- | --- | --- | --- |
| **Item** | **Name** | **Position** | **Years with company/ Years total experience** | **Qualifications** |
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1. **SUBCONTRACTORS**

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP and resulting Contract. If the work is to be completed by the General Contractor put N/A.

|  |  |  |
| --- | --- | --- |
| **Sub-Contractor** | **Services Performed** | **Background and Experience** |
|  | Concrete |  |
|  | Asphalt |  |
|  | Electrical |  |
|  | Irrigation/plumbing |  |
|  | Earthworks/Civil |  |

1. **EXPERIENCE AND REFERENCES**

Provide references and contact information from recent relevant successful projects completed within the last 5 years.

Contracts indicated below should be related to operations similar in size, scope and complexity. By submitting a proposal, Proponents consent to the City to check and verify information provided. Information obtained from references will not be disclosed or discussed with any Proponents.

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

1. **WORK SCHEDULE**

The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **April 22, 2022** This date will be an important consideration in the evaluation.

**PRELIMINARY CONSTRUCTION SCHEDULE**

INDICATE SCHEDULE WITH BAR CHART WITH CONSTRUCTION DURATIONS BUT NOT LIMITED TO.

CONTRACTOR TO ADD ACTIVITIES WITH DURATIONS AS REQUIRED.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PRELIMINARY CONSTRUCTION SCHEDULE** | **2021-22** | | | | | | | | | |
| **CONSTRUCTION ACTIVITY** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** |  |  |  |
| CONTRACT AWARD |  |  |  |  |  |  |  |  |  |  |
| MOBILIZATION |  |  |  |  |  |  |  |  |  |  |
| PATH DETOUR & HOARDING |  |  |  |  |  |  |  |  |  |  |
| DEMOLITION & TREE REMOVAL & SITE SURVEY |  |  |  |  |  |  |  |  |  |  |
| ESC WORKS |  |  |  |  |  |  |  |  |  |  |
| EARTHWORKS REMOVAL |  |  |  |  |  |  |  |  |  |  |
| EARTHWORKS BACKFILL & GRADING |  |  |  |  |  |  |  |  |  |  |
| SANITARY, STORM AND DRAINAGE |  |  |  |  |  |  |  |  |  |  |
| WATER SERVICE AND DISTRIBUTION |  |  |  |  |  |  |  |  |  |  |
| ELECTRICAL INSTALLATION |  |  |  |  |  |  |  |  |  |  |
| HARDSCAPE CONSTRUCTION |  |  |  |  |  |  |  |  |  |  |
| ASPAHLT & CONCRETE FLATWORK |  |  |  |  |  |  |  |  |  |  |
| AGGREGATE & STONE PAVING |  |  |  |  |  |  |  |  |  |  |
| SITE FURNISHINGS |  |  |  |  |  |  |  |  |  |  |
| IRRIGATION SERVICING |  |  |  |  |  |  |  |  |  |  |
| SOFT LANDSCAPING – TOPSOIL, PLANTING BEDS (PREPARATION ONLY) & SODDING |  |  |  |  |  |  |  |  |  |  |
| DEMOBILIZATION |  |  |  |  |  |  |  |  |  |  |
| COMMISSIONING & CLOSEOUT |  |  |  |  |  |  |  |  |  |  |
| OTHERS NOT INCLUDED ABOVE |  |  |  |  |  |  |  |  |  |  |

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

**Commence Construction Onsite** **February 1st, 2022**

**Substantial Completion Date** **April 22, 2022 or earlier**

**Total Completion Date** **May 2, 2022 or earlier**

Proposed Disposal Site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **COMPLETION DATE**

The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **April 22, 2022**. This date will be an important consideration in the evaluation.

YES 🞎 NO 🞎

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

|  |
| --- |
|  |

1. **METHODOLOGY**

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

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

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

**Risk Factors** - Describe the risk factors anticipated and how the Proponent intends to mitigate these.

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

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

1. **HEALTH AND SAFETY PROGRAM**
2. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

YES 🞎 NO 🞎

1. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

YES 🞎 NO 🞎

1. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:

|  |
| --- |
|  |

1. **ADDENDA**

We acknowledge receipt of the following Addenda(s) related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

|  |  |
| --- | --- |
| **Addendum No.** | **Date Issued** |
|  |  |
|  |  |
|  |  |
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1. **AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, will accept the City’s Contract: [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)

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*for communication related to this RFP (*please print) |  |
| **Contact Email:** |  |
| **Name & Title of Authorized Signatory:**  (please print) |  |
| **Signature:** |  |
| **Date:** |  |