

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 22-045**

**MINOR ASPHALT WORKS SERVICES**

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

**Wednesday, May 25, 2022**

(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**](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 submission process.

For assistance Phone 604-927-3060

[**PROPOSAL SUBMISSION FORM**](#ProposalSubmissionForm)

|  |
| --- |
| **Complete and return this Proposal Submission Form**  **Submitted by:**  (company name) |

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

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

1. **SCHEDULE OF QUANTITIES AND PRICES**
   1. Minor Asphalt Works Services

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. Unit prices proposed are to be all inclusive; therefore, include alllabour, material, tools, equipment, transportation, fuel, supervision, permits, disposal fees, incidentals and any other items required for provision of the complete Scope of Services**.**

Unit Prices shall be all-inclusive stated in (Canadian Funds) and shall remain FIRM for the initial term of the Contract for completion of the Services, excluding GST.

**Table 1 – Schedule of Quantities and Prices:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MMCD  Ref.** | **City Ref.** | **Item Num.** | **DESCRIPTION** | **UNIT** | **UNIT PRICE** |
| **01 55 01** | **01 55 01S** | **1.0** | **GENERAL** |  |  |
|  | 1.5.2 | 1.1 | Traffic Management Plan (TMP) | Each |  |
|  |  | 1.2 | Traffic Control Person | per hour |  |
| **31 24 13** | **31 24 13S** | **2.0** | **ROADWAY EXCAVATION, EMBANKMENT AND COMPACTION** | | |
|  | **1.8.4** | **2.1** | **Removal of Asphalt Curb (25mm/50mm)** | | |
|  |  | 2.1.1 | 0 - 3.0 m | lin.m. |  |
|  |  | 2.1.2 | 3.0 - 9.0 m | lin.m. |  |
|  |  | 2.1.3 | 9.0 - 18.0 m | lin.m. |  |
|  |  | 2.1.4 | > 18.0 m | lin.m. |  |
|  | **1.8.4** | **2.2** | **Removal of Asphalt Curb (150mm)** | | |
|  |  | 2.2.1 | 0 - 3.0 m | lin.m. |  |
|  |  | 2.2.2 | 3.0 - 9.0 m | lin.m. |  |
|  |  | 2.2.3 | 9.0 - 18.0 m | lin.m. |  |
|  |  | 2.2.4 | > 18.0 m | lin.m. |  |
|  | **1.8.5** | **2.3** | **Common Excavation - Off Site Disposal** | | |
|  |  | 2.3.1 | 0 - 1.0 c. m. | C. M. |  |
|  |  | 2.3.2 | 1.0 - 3.0 c. m. | C. M. |  |
|  |  | 2.3.3 | 3.0 - 5.0 c. m. | C. M. |  |
|  |  | 2.3.4 | 5.0 - 10.0 c. m. | C. M. |  |
|  |  | 2.3.5 | > 10.0 c.m. | C. M. |  |
| **32 01 16.7** | **32 01 16.7S** | **3.0** | **COLD MILLING** | | |
|  |  | **3.1** | **MRN & Arterial Roads** | | |
|  | **1.5.4** | **3.1.1** | **Full Depth Milling (Up to 125mm Depth)** | | |
|  |  | 3.1.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 3.1.1.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.4** | **3.1.2** | **Surface Milling (50mm Depth)** | | |
|  |  | 3.1.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 3.1.2.7 | > 500.0 sq.m. | sq.m. |  |
|  |  | **3.2** | **Collector & Local Roads** | | |
|  | **1.5.4** | **3.2.1** | **Full Depth Milling (Up to 100mm Depth)** | | |
|  |  | 3.2.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 3.2.1.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.4** | **3.2.2** | **Surface Milling (35mm Depth)** | | |
|  |  | 3.2.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 3.2.2.7 | > 500.0 sq.m. | sq.m. |  |
| **32 11 23** | **32 11 23S** | **4.0** | **GRANULAR BASE** | | |
|  | **1.4.1** | **4.1** | **Granular Base (19mm) - Asphalt Pavement Works** | | |
|  |  | 4.1.1 | 0.0 - 2.0 tonnes | Tonne |  |
|  |  | 4.1.2 | 2.0 - 4.0 tonnes | Tonne |  |
|  |  | 4.1.3 | 4.0 - 8.0 tonnes | Tonne |  |
|  |  | 4.1.4 | 8.0 - 15.0 tonnes | Tonne |  |
|  |  | 4.1.5 | > 15.0 tonnes | Tonne |  |
|  | **1.4.1** | **4.2** | **Granular Base (19mm) - Shouldering/Boulevard Restoration** | | |
|  |  | 4.2.1 | 0.0 - 2.0 tonnes | Tonne |  |
|  |  | 4.2.2 | 2.0 - 4.0 tonnes | Tonne |  |
|  |  | 4.2.3 | 4.0 - 8.0 tonnes | Tonne |  |
| **32 12 13.1** | **32 12 13.1S** | **5.0** | **ASPHALT TACK COAT** | | |
|  | **1.5.1** | **5.1** | **Asphalt Tack Coat** | | |
|  |  | 5.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 5.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 5.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 5.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 5.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 5.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 5.1.7 | > 500.0 sq.m. | sq.m. |  |
| **32 12 16** | **32 12 16S** | **6.0** | **HOT-MIX ASPHALT CONCRETE PAVING** | | |
|  |  |  | **Pavement Patching (Interim/Temporary) Two Lifts of Asphalt with No Milling** | | |
|  | **1.5.1** | **6.1** | **MRN & Arterial Roads (50mm Base/50mm Surface)** | | |
|  |  | 6.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.1.7 | > 500.0 sq.m. | sq.m. |  |
|  |  | **6.2** | **Pavement Patching (Interim/Temporary) One Lift of Asphalt with No Milling** | | |
|  | **1.5.1** |  | **Collector and Local Roads (75mm thick)** | | |
|  |  | 6.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.2.7 | > 500.0 sq.m. | sq.m. |  |
|  |  | **6.3** | **Pavement Patching (Interim/Temporary) One Lift of Asphalt with No Milling** | | |
|  | **1.5.1** | **6.3.1** | **MRN & Arterial Roads (50mm)** | | |
|  |  | 6.3.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.3.1.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.1** | **6.3.2** | **Collector and Local Roads (50mm thick)** | | |
|  |  | 6.3.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.3.2.7 | > 500.0 sq.m. | sq.m. |  |
|  |  | **6.4** | **Pavement Patching (Permanent) Two Lifts of Asphalt with Milling** | | |
|  | **1.5.1** | **6.4.1** | **MRN & Arterial Roads (50mm Base/50mm Surface)** | | |
|  |  | 6.4.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.4.1.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.1** | **6.4.2** | **Collector & Local Roads (50mm Base/35mm Surface)** | | |
|  |  | 6.4.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.4.2.7 | > 500.0 sq.m. | sq.m. |  |
|  |  | **6.5** | **Hot-Mix Pavement Patching (Permanent) Final Lift of Asphalt with No Milling** | | |
|  | **1.5.1** | **6.5.1** | **MRN & Arterial Roads (50mm thick)** | | |
|  |  | 6.5.1.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.5.1.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.1** | **6.5.2** | **Collector & Local Roads (35mm thick)** | | |
|  |  | 6.5.2.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.4 | 50.0 - 100.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.5 | 100.0 - 200.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.6 | 200.0 - 500.0 sq.m. | sq.m. |  |
|  |  | 6.5.2.7 | > 500.0 sq.m. | sq.m. |  |
|  | **1.5.3** | **6.6** | **Asphaltic Concrete Sidewalk - 50mm Thick** | | |
|  |  | 6.6.1 | 0.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.6.2 | 10.0 - 20.0 sq.m. | sq.m. |  |
|  |  | 6.6.3 | 20.0 - 50.0 sq.m. | sq.m. |  |
|  |  | 6.6.4 | >50.0 sq.m. | sq.m. |  |
|  | **1.5.4** | **6.7** | **Extruded Asphalt Curb - 50mm** | | |
|  |  | 6.7.1 | 0 - 3.0 m | lin.m. |  |
|  |  | 6.7.2 | 3.0 - 9.0 m | lin.m. |  |
|  |  | 6.7.3 | 9.0 - 18.0 m | lin.m. |  |
|  |  | 6.7.4 | > 18.0 m | lin.m. |  |
|  | **1.5.4** | **6.8** | **Extruded Asphalt Curb - 150mm** | | |
|  |  | 6.8.1 | 0 - 3.0 m | lin.m. |  |
|  |  | 6.8.2 | 3.0 - 9.0 m | lin.m. |  |
|  |  | 6.8.3 | 9.0 - 18.0 m | lin.m. |  |
|  |  | 6.8.4 | > 18.0 m | lin.m. |  |
|  | **1.5.3** | **6.9** | **Asphalt Driveways - 50mm Thick** | | |
|  |  | 6.9.1 | 0.0 - 5.0 sq.m. | sq.m. |  |
|  |  | 6.9.2 | 5.0 - 10.0 sq.m. | sq.m. |  |
|  |  | 6.9.3 | >10.0 sq.m. | sq.m. |  |
| **33 44 01** | **33 44 01S** | **7.0** | **MANHOLES AND CATCH BASINS** | | |
|  | 1.5.3 | 7.1 | Manhole Frame & Lid Minor Adjustments | Each |  |
|  | 1.5.3 | 7.2 | Manhole Frame & Major Lid Adjustments | Each |  |
|  | 1.5.3 | 7.3 | Water Valve Box Adjustment | Each |  |

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 BENEFITS 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:

|  |
| --- |
|  |

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):

|  |
| --- |
|  |

1. **NON-COMPLIANCE**

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with:

|  |
| --- |
|  |

1. **CORPORATE PROFILE**

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

|  |
| --- |
|  |

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:

|  |
| --- |
|  |

1. **RESPONSE TIMES**

Provide the proposed response time (number of days) following written requests from the City to proceed with the following services:

Asphalt Services - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Comments: |

1. **KEY PERSONNEL**

The following are the Proponent’s key personnel proposed for use on this project. Include relevant experience, qualifications, certification, roles, responsibilities and availability for this project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Experience and Qualifications** | **Years with your organization** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **SUB-CONTRACTORS**

The Proponent is to provide information on the background and experience of all sub-contractors proposed to undertake the Services.

The Prime Contractor is responsible for all work on this project and confirms that subcontractors are identified and will comply with all terms and conditions of the RFP:

|  |  |  |
| --- | --- | --- |
| **Sub-Contractor** | **Services Performed** | **Background and Experience** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used at the work site must be clearly identified. List Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipment and Vehicles** | | | |
| **Item No.** | **Major Equipment** | **Make / Model** | **Year** |
| .1 |  |  |  |
| .2 |  |  |  |
| .3 |  |  |  |
| .4 |  |  |  |

1. **REFERENCES**

Proponents shall be professionally qualified to perform the services required and have successfully completed recent trail construction 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.

|  |  |
| --- | --- |
| **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. **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** |
|  |  |
|  |  |

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: [Terms and Conditions of Purchase](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:** |  |