

City of Coquitlam

Request for Proposals
RFP No. 22-045

Minor Asphalt Works Services

Issue Date: May 4, 2022

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 22-045 Minor Asphalt Works Services
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of Minor Asphalt Works Services on an “as and when needed” basis.
Closing Date and Time	2:00 pm local time Wednesday, May 25, 2022
Instructions for Proposal Submission	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 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 receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam’s website: http://www.coquitlam.ca/140/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
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: http://www.coquitlam.ca/140/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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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's Standard Terms and Conditions - Purchase of Goods and Services will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“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 a Proponent whose Proposal the City has accepted and to whom the Contract has been awarded;

“MMCD” means Master Municipal Construction Documents

“Price” means the amount that will be paid by the City to the Contractor for the successful completion of the goods and Services.

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“RFP” “Request for Proposals” shall mean and include the complete set of documents, specifications, drawings 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;

“Supply” “Provide” shall mean supply and pay for and provide and pay for;

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met;

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of **Minor Asphalt Works Services** on an “**as needed and when requested**” basis.

The Work involves a variety of asphalt restoration work throughout the City of Coquitlam. The City requires supply and placement of materials and services for the items in accordance with the RFP documents and as indicated in the **Schedule of Quantities and Prices in the Proposal Submission Form**.

1.2 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City’s website at: [Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the RFP process will be conducted.

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form

1.3 Term of Contract

The Term of the Contract will be for a One (1) year term, with an option to extend for additional terms, as mutually agreed upon between the parties.

1.4 Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the completion of the Services. **Please note that the Supplementary Specifications include an adjustment of the unit prices if the cost of asphalt cement increases or decreases by more than 5.0% from RFP Closing Date to the time the asphalt paving is actually performed.**

In order to evaluate a request for a price change, the City will require that the Successful Proponent provide a supplier certified quote, dated at time of RFP for the cost of asphalt cement, and a certified invoice for the cost of asphalt cement on the date of paving. This will provide a comparable supply-tender price vs supply-placement price for asphalt cement per tonne. This information should be provided as back up for a change order request. Note that in the event that asphaltic cement prices reduce during the construction projects the City would be eligible for a comparable de-escalation in costs.

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 analysed to determine best overall value.

1.5 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 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.

1.6 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 [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase](#)
- e) A City of Coquitlam or Tri Cities Inter-municipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.7 Evaluation Criteria

The criteria for evaluation of the Proposals may include, but is not limited to:

Experience, Capacity and Resources – 40 points

- Background, Stability and Capacity
- Equipment and Resources
- Experience, and demonstrated successful performance on projects of similar size, scope and complexity
- References and Quality of Previous Work
- Key Personnel & Sub-contractors

Technical – 30 points

- Proposed Response Times for Work Requests
- Availability and Commitment

- Methodology, set-up and execution of the work
- Quality Control and Quality Assurance
- Compliance to Specifications

Financial – 30 points

- Unit Prices,
- Value Added Benefits
- Sustainable Benefits and Social Procurement

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

- References may be contacted to verify successful completion of successful projects including those in the City of Coquitlam
- Interviews may be conducted

The criteria listed above will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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.

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.

Proponents agree the City may disclose names of Proponents, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

Incomplete Proposals or Proposals submitted on forms other than the Proposal Form may be rejected.

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.

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.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions

The City's [Terms and Conditions](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, the RFP, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 Supplementary General Conditions

See [Appendix A - City of Coquitlam Supplementary General Conditions](#).

PROJECT SPECIFIC TERMS AND CONDITIONS

2.3 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 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.

2.4 One Year Warranty

The Contractor shall guarantee the work and materials against any defects arising from adverse weather conditions, faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within one (1) year from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification. This shall be at no cost to the City.

3 SCOPE OF SERVICES

3.1 Scope of Work

The Work involves a variety of asphalt restoration work throughout the City of Coquitlam, on an “as needed and when requested” basis.

The Work consists of:

- a) Supply and placement of materials and the provision of services for the items indicated in the Schedule of Quantities and Prices;
- b) Provision of any other works incidental to the proposed improvements;
- c) Proceed with works under the Contract within 2 week written notice from the City (Work Order), unless otherwise agreed to by both parties.

3.2 Specifications

All Work shall conform to the MMCD Standards (Platinum Edition) and Specifications, [Appendix B – City of Coquitlam Supplementary Contract Specifications](#) as provided in this document.

3.3 Unit Prices

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

The Unit Prices provided in the Schedule of Quantities and Prices shall include the cost of all the labour, tools, transportation, fuel, mobilization, materials, equipment and permits necessary to complete the works as specified in the RFP.

Please note that the Supplementary Specifications include an adjustment of the unit prices if the cost of asphalt cement increases or decreases by more than 5.0% from RFP Closing Date to the time the asphalt paving is actually performed. The City does not expressly nor by implication, agrees that the actual amounts of work or material of any item described in the Schedule of Quantities will correspond with the provided ranges, but reserves the right to increase, decrease or omit the amounts of any portion of the Work that may be deemed necessary by the City.

3.4 Schedule of Quantity Ranges and Unit Prices

See Schedule of Quantities and Prices for a full list of descriptions and unit measures for each item. Rates for each item shall be estimated per unit of measure.

The City shall negotiate a unit price with the Contractor on items not covered in the Schedule of Quantities and Prices or for quantities greater than the quantity ranges indicated. All estimated unit prices shall include the cost of mobilization, demobilization, traffic control and all other work incidental to the proposed improvements.

The Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, except as provided herein, because of any difference between the amount of actual work done and material actually furnished and the values stated above.

3.5 Quantity Ranges

Quantity ranges for determining Unit Prices to be paid shall be based on the number of units accomplished per visit. A visit shall include the cost of mobilization, demobilization of all resources required to complete the units as described in the RFP. The Quantity Range/ Visit will include all units within the same general work site (street or traffic control zone).

For example; if the City has five areas that are to be patched that are not abutting but are within the same work site (street block or traffic control zone), then the total area of all five patch areas will be used to determine the unit price to be applied.

3.6 Locations of Work

Locations for the work items described in the Schedule of Quantities and Prices shall be determined by the City on an as needed basis.

3.7 Written Notification

The Contractor will be responsible to provide written notification to property owners directly impacted by the work a minimum of 48 hours prior to the work taking place. The City will assist with locating property owner information and will create door hangers that can be used.

The cost of providing the necessary notification is considered to be incidental and no additional payment will be made.

The City Inspector must be advised of all work taking place on any given day including location and activities.

3.8 Force Account Rates

Force Account Work will be performed in accordance with MMCD GC 10.1, 10.2 and 10.3. A list of labour and equipment force account rates will be provided by the Contractor upon request by the City of Coquitlam.

3.9 COVID-19 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.

3.10 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.

3.11 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense. **All deficiencies identified by the City Inspector must be rectified within 2 weeks unless otherwise approved by the City Inspector. All deficiencies**

must be rectified and accepted by the City Inspector prior to the Contractor submitting an invoice for payment.

3.12 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.

3.13 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)
- f) Department of Fisheries and Oceans (DFO)

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.

Appendix A –
City of Coquitlam
Supplementary
General Conditions –
Minor Asphalt Works Services

SUPPLEMENTARY GENERAL CONDITIONS

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4.0 CONTRACTOR

4.1 Control of the Work

4.1.1

(Add to clause 4.1.1 as follows):

The *Contractor* is responsible for all survey layout for the construction of the Work to the design specifications and/or elevations as shown on the contract drawings or as amended on site by the Contract Administrator.

4.1.2

(Add to clause 4.1.2 as follows):

The Contractor shall not deposit any material upon any street, sidewalk, boulevard or other property, without the Contract Administrator's or the Owner's permission, nor shall he allow the same to remain longer than necessary. All surplus spoil and rubbish and other waste material shall be removed from the site so that the area of work is cleaned up and restored to as clean a condition as it was before the Contract started, within four days of the Contract Administrator's written request to do so, failing which the Owner may carry out the work or have the work carried out by others and recover the costs from the Contractor or may deduct the cost from any monies due or that may become due to the Contractor.

4.1.3

(Add new clause 4.1.3 as follows):

Work can be performed during the normal weekday working hours of 0700h to 1900h, unless specified otherwise in the approved Sidewalk and Road Closure Permit. Written permission from the Contract Administrator will be required for any works to be performed outside of the normal working days of Monday to Friday.

No Sunday work will be permitted, except in case of emergency and then only with the written permission of the Contract Administrator and to such extent as he deems necessary.

In case the Contractor decides to work on a day which is a Statutory Holiday, he shall provide the Contract Administrator in writing at least (4) days in advance of such holiday, stating those places where said work is to be conducted. In case the Contractor fails to give such notice in advance of any Statutory Holiday, no work within the terms of the contract shall be done on such holiday.

4.2 Safety

4.2.2

(Add new clause 4.2.2 as follows):

In an emergency, gas pipeline rupture or leak, Contact FortisBC's 24 Hour Emergency Line (1-800-663-9911) and Coquitlam Fire (911) immediately and then City Coquitlam Utility Control Centre (604-927-6287).

4.3 Protection of Work, Property and the Public

4.3.1

(Replace clause 4.3.1 as follows):

In performing the Work, the Contractor shall protect the Work and the Owner's property and other person's property from damage. The Contractor shall at the Contractor's own expense make good any such damage which arises as the result of the

Contractor's operations. If the Contractor causes damage to private property, the Contractor must obtain a written release from the owner of the damaged property.

4.3.5.1

(Add clause 4.3.5.1 as follows):

The Contractor shall notify the Contract Administrator immediately if damage occurs to any City or third party utility or structure.

4.8 Workers

4.8.2

(Add new clause 4.8.2 as follows):

The Contractor shall, upon the request of the Contract Administrator, remove any person employed by him for the purposes of the Contract who, in the opinion of the Contract Administrator, is incompetent or has conducted himself improperly, and the Contractor shall not permit a person who has been removed to return to the Place of Work.

4.11 Subcontractors

4.11.3

(Replace clause 4.11.3 as follows):

The Contractor shall, upon notice of the Contract Administrator, remove any Subcontractor employed by him for the purposes of the Contract who, in the opinion of the Contract Administrator, is incompetent or has conducted himself improperly, and the Contractor shall not permit the Subcontractor who has been removed to return to the Place of Work. The removal of a Subcontractor under this clause shall not be considered a Change and the Contract Price and the Contract Time shall not be adjusted.

4.12 Test and Inspections

4.12.11

(Add clause 4.12.11 as follows):

Failure to follow DFO/FLNRO BMPs and the approved permit for Instream Works or as instructed by Contract Administrator will result in shut-down of the work. The Contractor must take all steps to mitigate impacts to aquatic resources, environment and habitats before work can re-start on site. No claim will be accepted by the Owner for costs associated with this work shut-down.

4.14 Final Clean-up

4.14.1

(Replace clause 4.14.1 as follows):

Prior to submitting an invoice, the Contractor shall remove all surplus products, tools, construction machinery and equipment relating to the Work that is not required for the performance of the remaining Work. The Contractor shall also remove waste, debris and waste products other than caused by the Owner or Other Contractors, and leave the Place of Work clean and suitable for occupancy by the Owner unless otherwise specified in the Contract Documents or directed by the Contract Administrator.

4.16 Notice of Disruption

4.16.2

(Add new clause 4.16.2 as follows):

Notify occupants directly affected by the work 48 hours in advance of commencement of construction. Cost of notifying area occupants of ensuing construction and delivery of the notices is incidental to the Contract.

10.0 FORCE ACCOUNTS

10.1 Force Account Costs	10.1.1(1)	<i>(Add to clause 10.1.1(1) as follows):</i> Costs for the Contractor's Superintendent, Project Managers, Health and Safety Personnel, and Office/Administration Staff are not eligible for labour costs as those costs are considered incidental to the mark up owing for overhead and labour.
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12.0 HAZARDOUS MATERIALS

12.2 Discovery of Hazardous Materials	12.2.2	<i>(Replace clause 12.2.2 as follows):</i> If the Contract Administrator observes any materials at the Place of Work that the Contract Administrator knows or suspects may be Hazardous Materials, then the Contract Administrator shall immediately give written notice to the Contractor and the Contractor shall immediately stop the Work or portion of the Work as required by GC 12.2.1(1).
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13.0 DELAYS

13.8 Direction to Stop or Delay	13.8.3	<i>(Add new clause 13.8.3 as follows):</i> The Contract Administrator may order the Contractor to stop work if at any time the Contract Administrator is of the opinion that there exists a danger to life or property.
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21.0 WORKERS COMPENSATION REGULATIONS

21.2 Contractor is "Prime Contractor"	21.2.1	<i>(Add to clause 21.2.1 as follows):</i> The Contractor must provide a signed "Prime Contractor Designation" form as provided in Appendix II of these Supplementary General Conditions.
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24.0 INSURANCE

24.1 General	24.1.1	<i>(Replace section 24.0 as follows):</i> Importance of Prompt Attention to Insurance Requirements: The Contractor shall provide the Owner with satisfactory evidence that the insurance required to be provided under this GC is in full force and effect.
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24.1.2	Acceptable Insurance Carriers: The insurer issuing any policy, or other document which is evidence of insurance to the Contractor, shall be an insurer licensed by the Superintendent of Insurance in the Province of British Columbia and registered with the Department of Insurance for Canada in Ottawa, except the Insurance Corporation of British Columbia, which is not subject to this condition.
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24.1.3	Owner's Right to Change Terms: Notwithstanding anything contained in the Contract Documents, the Owner will have the right to request a change to the specified terms and conditions respecting insurance at the sole option of
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the Owner. The Contractor will be notified in writing of any changes required by the Owner and will provide a quotation for such work.

24.1.4

Delivery of Insurance Documents:

All insurance policies or other acceptable specified documents shall be delivered to, and accepted by, the Owner before the Contract Documents are signed. No work shall be commenced by the Contractor or by anyone acting on the instructions of the Contractor, until the required Insurance Documents have been accepted by the Owner and the Contract Documents have been duly signed by the Owner and the Contractor.

24.1.5

Owner's Right to Insure:

Should the Contractor for any reason not comply with the specified requirements with respect to the insurance, the Owner will, at the Owner's option, have the right to purchase all or any part of such insurance which, in the opinion of the Owner, may be required to provide the specified insurance, and, in the event of so doing, the Owner will have the right to pay the premiums for such insurance and to withhold the amount of premiums so paid from any amount due and payable to the Contractor under the Contract.

24.2 Required Insurance

24.2.1

General

Damage to work (excluding Building Contracts where Section 24.3, Paragraph 24.3.1, Further Responsibilities of Contractor, applies).

The Contractor shall be responsible for any and all loss, or damage, whatsoever which may occur on or to the works, completed or otherwise, until such time as the entire works have been completed and the Notice of Acceptance has been issued by the Owner, except that loss or damage caused solely by an act of the Owner. In the event of any loss or damage occurring, the Contractor shall, on notice from the Contract Administrator, immediately put the works into the condition it was immediately prior to such loss or damage, all at the

Contractor's expense, except where such loss or damage was caused solely by an act of the Owner.

The Contractor shall be responsible for any and all loss or damage whatsoever which may occur on or to the works, completed or otherwise, arising out of the negligence of the Contractor, any subcontractors, and the employees or agents of any of them.

24.2.2

Public Liability Insurance:

(Other than Automobile Third Party Liability Insurance):

Evidence of Insurance:

The Contractor shall deposit with the Owner, before the work commences, a Certificate of Insurance, signed by an authorized representative of the insurer, such certificate to be as shown in Appendix III.

Effective Dates and Terms:

The effective date of the Certificate of Insurance shall be the date of the execution of the Contract Agreement and the term of this policy shall be from such effective date until a date not less than twelve (12) months after the date of Substantial Performance completion of all work under the Contract.

Limits of Liability:

For bodily injury and for property damage shall be inclusive limits not less than \$5,000,000.

24.2.3

Public Liability Insurance (Automobile):

The Contractor shall deposit with the Owner before the work commences a Certificate of Insurance with respect to owned automobiles on ICBC Form No. APV 47 entitled "Confirmation of Insurance Coverage" and with respect to Non-Owned Automobiles including hired automobiles and Contractual Liability on ICBC non-owned automobile policy Form APV 29 (if non-owned automobile coverage is not included under the comprehensive general liability coverage) each signed by an authorized representative of the Insurance Corporation of British Columbia.

24.3 Physical Loss or Damage With Respect to New Buildings under Construction and/or Major Additions to Existing Structures

24.3.1

Responsibility for Placing Insurance:

The types of insurance required under this section will be provided and maintained at the expense of the City of Coquitlam during the term of the Contract and will be as follows unless otherwise changed by specific endorsement to these Insurance Specifications.

24.3.2

Insurance Coverage Required:

Builders Risk Completed Value "All Risks" Course of Construction Insurance. This policy will be written in the names of the City of Coquitlam and the Contractor with loss payable as their respective interests may appear.

24.3.3

Responsibility of Contractor – Limitations of cover and deductibles:

The insurance provided by the City of Coquitlam as described herein will not provide the Contractor with full protection against any and all kinds of loss or damage which may arise out of the Contract. It is, therefore, the responsibility of the Contractor to fully understand the scope of the cover provided with particular attention to the exclusions, limitations of cover and deductible provisions contained in the Insuring Agreements of the policies and it is further the responsibility of the Contractor to take out at the Contractor's expense, whatever other additional insurance

the Contractor may consider necessary or desirable for his protection subject as hereinafter provided. The Contractor shall act in the same manner on insurance made available through the City of Coquitlam as he would if he had arranged such insurance himself.

24.3.4 Responsibility of Contractor – Direct Damage Insurance:

If the Contractor fails to do all or anything that is required of him concerning insurance, the City of Coquitlam may do what is required and any monies expended by the City of Coquitlam for that purpose shall be repayable and recoverable from the Contractor. Should any action, failure or negligence of the Contractor result in higher insurance costs being incurred by the City of Coquitlam, such additional costs shall be payable or recoverable from the Contractor.

24.3.5 Responsibility of Contractor – Machinery and Equipment Belonging to Others:

Unless otherwise directed by the City of Coquitlam in writing, the Contractor shall carry insurance covering loss or damage to construction machinery, tools and equipment owned by and/or on bare rental from a third party or parties and used by the Contractor in performing the work, which insurance shall be in a form satisfactory to the City of Coquitlam and having coverage in accordance with the actual cash value of such construction machinery, tools and equipment. Such policies shall also provide for subrogation to be waived against the City of Coquitlam. A certified copy of the policy shall be delivered to the City of Coquitlam not later than thirty days after the commencement of work under the Contract.

24.3.6 Contractor's Waiver of Liability to Coquitlam:

The Contractor hereby releases the City of Coquitlam from any and all liability for damages to the extent that such damages are covered by the course of construction insurance referred to in Section 24.3 of these specifications.

24.3.7 Liability of Contractor:

Neither the providing of insurance by the Contractor or the City of Coquitlam in accordance with the requirements hereof, nor the insolvency, bankruptcy, nor failure of any insurance company to pay any claim accruing shall be held to waive any of the provisions of this Contract with respect to the liability of the Contractor or otherwise.

24.3.8 Responsibility of Contractor for protection of work, persons and property:

The Contractor and all persons employed by the Contractor or under his control, and all employees and subcontractors, shall use due care that no person or property is injured, and that no rights are infringed in the prosecution of the work. Contractors shall take particular care to protect the work against loss or damage

caused by riot, vandalism or malicious mischief and shall be at the expense of the Contractor provide all necessary safeguards in the form of watchmen and/or watch dog protection to prevent loss or damage of this type. The payment of deductibles is the responsibility of the Contractor and if not paid by the Contractor such amounts shall be deducted by the City of Coquitlam from payment due to the Contractor. These deductibles will normally be \$250.00 each claim.

24.3.9 Action to be taken in the event of loss or damage to the work covered by the Contract:

When any loss or damage occurs to the work or to any materials and supplies on the site of the work, the Contractor shall remove any and all damaged or destroyed property and shall rebuild or replace the damaged or destroyed work, materials, or supplies and complete the work to the satisfaction of the Owner. For such removal, rebuilding, or replacing, the Contractor shall be entitled to receive from the Owner the amount of insurance monies received by the Owner pursuant to the said adjustment which amount shall be paid to the Contractor as the work of rebuilding or replacing proceeds, and in accordance with the Agreement. Damage or destruction of the whole or any part of the work shall not affect the rights and obligations of either party under the Agreement, except that in such event the Contractor shall be entitled to such reasonable extension of time to complete the work as the Architect and/or Contract Administrator may decide.

24.3.10 Further responsibility of Contractor:

Other than with respect to loss or damage arising out of insured risks and herein before specified, the Contractor shall be responsible for all loss or damage whatsoever which may occur on or to the works completed or otherwise, until such time as the entire works have been completed and the Notice of Acceptance has been issued by the Owner, except that loss or damage caused solely by an act of the Owner.

In the event of any loss or damage occurring, the Contractor shall on notice from the Owner immediately put the works into the condition it was immediately prior to such loss or damage, all at the Contractor's expense except as previously stated.

24.3.11 Owner Not Responsible for Loss or Damage or Loss of Use of Property of Contractors and their Employees:

The Owner will not be responsible for securing or paying for insurance of any kind other than as specified in Section 24.3 of these specifications nor will the Owner have any responsibility whatsoever for loss or damage from whatever cause occurring to property owned, leased, or otherwise in the possession of the Contractor, subcontractors or their employees including, without restricting the generality of the foregoing, machinery, equipment, tools, supplies, and clothing at the construction site or elsewhere including loss of use of same.

24.4 Additional Insured 24.4.1 **The Contractor shall ensure the following are named as "additional insured" on the liability policy for this contract:**

- The City of Coquitlam

The City may identify private properties that are directly affected by construction. If so, the Contractor shall include the legal owners of these properties named as "additional insured" on the liability policy for this contract.

25.0 MAINTENANCE PERIOD

25.1 Correction of Defects 25.1.4

(Add new clause 25.1.4 as follows):

The Owner is authorized to make repairs to defects or deficiencies if, ten days after giving written notice, the Contractor has failed to make or undertake with due diligence the required repairs. However, in the case of emergency where, in the opinion of the Owner, delay is not reasonable, repairs may be made without notice being sent to the Contractor. All expenses incurred by the Owner in connection with repairs made pursuant to GC 25 shall be paid by the Contractor or may be deducted from the Maintenance Security, or other holdbacks. The Contractor shall promptly pay any shortfall.

**27.0 CONTRACTOR
PERFORMANCE
EVALUATION**

27.1

(Add new clause 27.1 as follows):

After the completion of the Contract, the Contractor will be evaluated on their performance of the Work. The evaluation will provide percentage scores on the following categories:

1. *Contract Administration*
2. *Construction Management*
3. *Schedule Management*
4. *Communications*
5. *Resource Management and Contractor Performance*
6. *Quality Management*

An evaluation summary report may be issued to the Contractor with scores for each of these categories. Upon request, the Contractor may attend a meeting with the City to discuss the evaluation.

This internal evaluation may be reviewed for reference on subsequent tenders with the City. Evaluation scores can form part of the tender analysis and influence contract award decisions.

Evaluation Scores in categories that are below 50% may result in a suspension of tendering privileges with the City.

APPENDIX I

CERTIFICATE OF INSURANCE

This Certificate issued to the City of Coquitlam is to certify that policies of insurance, as described below, have been issued to the Insured named below and are in force at this time. It is understood and agreed that thirty (30) days' prior written notice by registered mail of any material alterations, transfer, assignment or cancellation of any of the policies listed below, either in part or in whole, will be given to the holder of this Certificate.

- A. This Certificate is issued to: **City of Coquitlam**
3000 Guildford Way
Coquitlam, BC V3B 7N2
- Named Insured and Mailing Address:
- B. CONTRACT NUMBER AND/OR NAME
- Description of the Work:
- C. INSURANCE POLICY
- Name of Insurer:
Policy Number:
Effective Date:
- Liability Limit:
Expiry Date:
- D. INSURANCE COVERAGE
- COMMERCIAL GENERAL LIABILITY** coverage is required to insure against liability from the activities arising out of operations or work in connection with the above-described project, including liability arising out of the use of City property.
- D.1 The minimum limit shall be \$5,000,000.00 inclusive per occurrence against bodily injury, personal injury and property damage.
- D.2 The City of Coquitlam, its employees, officers, agents and volunteers are added as Additional Insureds, but only with respect to operations conducted by or on behalf of the Named Insured in connection with the above-described project, operations or work.
- D.3 This insurance shall be primary as regards the City of Coquitlam, its employees, officers, agents and volunteers as Additional Insureds.
- D.4 Any deductible or reimbursement clause contained in the policy shall not apply to the City of Coquitlam and shall be the sole responsibility of the Named Insured.
- D.5 The insurance shall include the following coverages:
- D.5.1 Cross Liability Clause
- D.5.2 Non-Owned Automobile Liability
- D.5.3 Unlicensed Automobile Liability
- D.5.4 Blanket Contractual Liability
- D.5.5 Broad Form Property Damage Liability
- D.5.6 Owner's & Contractor's Protective Liability
- D.5.7 Products & Completed Operations Liability
- D.6 Indicate provision of special coverage for this project as required by the City:
- | YES | NO | Special Coverage Description |
|-----|-----|---|
| () | (X) | Shoring and Underpinning Hazard |
| () | (X) | Pile Driving and Vibrations |
| () | (X) | Excavation Hazard |
| () | (X) | Demolition |
| () | (X) | Blasting |
| D.7 | () | () PROFESSIONAL LIABILITY INSURANCE for Consultant Service Agreements |

The *Consultant* shall obtain and maintain for the duration of the *Services* as described in the Agreement, at its own cost, Professional Liability Insurance on terms and from an insurer satisfactory to the City of Coquitlam.

The Professional Liability Insurance policy shall insure the *Consultant's* legal liability for errors, omissions and negligent acts, to the extent of no less than \$500,000.00 per Claim and \$1,000,000.00 Aggregate.

Authorized Signature and Stamp

Date

Name and Title

City's broker to return to City Representative

Department

These Supplementary General Conditions must be read in conjunction with the General Conditions contained in the Master Municipal Construction Documents, Volume II, Printed 2009



APPENDIX II

PRIME CONTRACTOR DESIGNATION

Subject: **Prime Contractor Designation**
RFP No.: **22-045**
Contract Name: **Minor Asphalt Works Services** (the "Project")

_____ (the "Contractor") represents, acknowledges and agrees that:

1. in accordance with section 118 of the Workers Compensation Act, R.S.B.C. 1996, c. 492 (the "Workers Compensation Act"), the Contractor shall be the "Prime Contractor" and is qualified to act as the "Prime Contractor" in respect of the Project;
2. the Contractor accepts the duties and responsibilities for coordination of health and safety in accordance with the Workers Compensation Act and further agrees that it will do everything necessary to establish and maintain a system or process that will insure compliance with the Workers Compensation Act and the Regulations thereto;
3. the Contractor shall fulfill all the obligations of an "Owner" under section 119 of the Workers Compensation Act in respect of the Project site; and
4. that the City of Coquitlam has fulfilled its obligations as an "Owner" under section 119 of the Workers Compensation Act, in respect of the Project site.

Prime Contractor Name & Address:

Prime Contractor Signature

Date

Print Name

Please return a signed copy of this memo to the City of Coquitlam. If you have any questions, please contact the City's Health and Safety Advisor at 604-927-3068.

Appendix B –
City of Coquitlam
Supplementary
Contract Specifications

Supplementary Contract Specifications

to the
MASTER MUNICIPAL SPECIFICATIONS
Volume II – Platinum Book

MINOR ASPHALT WORKS SERVICES

RFP 22-045

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CONTRACT SPECIFIC NOTATIONS

1.00 CONTRACT SPECIFIC INSTRUCTIONS

1.01 Coordination of Work

The Contractor shall be responsible to consult with the Coast Mountain Bus Company (CMBC) regarding delays, detours, temporary bus stop closures and any other works affecting the transit service in the area.

1.02 Outside Agency Approval

In accordance with the Contract Documents, the Contractor is responsible to consult with and obtain any approval required to meet and comply with all the conditions required from outside agency such as, but not limited to, BC Hydro, FORTIS BC GAS, Telus, Trans Mountain Pipeline in the area of the place of Work where applicable.

1.03 Cooperation with Emergency and Maintenance Activities

The Contractor will be responsible to cooperate with regular maintenance or emergency vehicles and staff for access to the site when required including:

- Fire, Police, and Ambulance
- Waste Management (garbage pick-up)
- City Utilities Maintenance (or representatives)
- City Parks and Recreation Maintenance (or representative)
- Other City Contractors

1.04 Waste Collection Coordination

1. Contractor is responsible to accommodate all waste collection vehicles and cart pick up schedules throughout construction.
2. If waste collection will be impacted the contractor is responsible to:
 - a. Provide advanced notification to:
 - i. The City's Solid Waste staff at 604-927-3500 or wastereduction@coquitlam.ca; and
 - ii. The City's Contract Administrator.
 - b. Provide access for collection trucks to closed streets due to road work; or
 - c. Move waste carts for collection:
 - i. The Contractor is required to ensure each cart is labelled with the property address and returned to the correct address after collection (each cart has a code and is specifically assigned to each property). **Contractors will be responsible for the costs to replace missing carts.**
 - d. Change collection time (e.g. PM to AM):
 - i. The Contractor must provide residents with as much notice as possible – minimum 5 working days.
 - ii. The contractor is responsible to deal with any missed collections. For example, taking garbage to the United Boulevard Recycling and Waste Center or covering the cost associated for any missed collection to be rescheduled.

Questions: wastereduction@coquitlam.ca

1.05 FORTIS BC Emergency Protocol

In an emergency, gas pipeline rupture or leak, Contact Fortis BC 24 Hour Emergency Line (1-800-663-9911) & Fire Department (911) immediately and then City of Coquitlam's Utility Control Centre (604-927-6287).

1.06 Lane Closure Restrictions

The contractor shall refer to Contract Supplementary Specifications Section 01 05 55 00S.

A Road and Sidewalk Closure Permit is required for each instance of a lane or sidewalk closure and will be valid for a maximum period of one (1) week and, if still necessary, re-submittal of a Road and Sidewalk Closure Request is required.

A copy of the approved Road and Sidewalk Closure Permit must be held on site by both the Site Superintendent and the person/company responsible for the traffic control implementation.

CONTRACT SPECIFIC NOTATIONS

Costs to complete the works taking the above restrictions into consideration shall be incidental to work described in other sections.

1.07 Location of Existing Utilities

The contractor is responsible to verify the depth and location of all utilities (watermains, storm mains, sanitary mains & etc.), including outside agency utilities (i.e. Terasen Gas Mains & etc.) and service connections (water, storm & sanitary services at the mains & property lines) by hand digging or by Hydro-Vac in the presence of the Inspector.

Pre-locates must be completed as soon as possible after award of the contract so changes can be completed by the Engineer prior to site construction. Contact BC One for location of outside agency utilities.

The contractor will not receive any compensation or allowance for delays if work is halted due to utilities & services connections not located prior to commencing construction.

City of Coquitlam does not guarantee water, storm or sanitary services connections are perpendicular to the mains or property lines, the contractor will not receive any compensation for the time to locate these connections or for exposing hidden services at the property lines.

Payment for this work will be treated as incidental to payment for work described in other Sections.

1.08 Manholes & Valves

Access to manholes and valves must be maintained at all time for city utilities crews and external utility companies. In case of an emergency the cost for exposing any buried manhole or valve covers during construction will be paid by the contractor.

1.09 Verification of Dimensions and Quantities

Before proceeding with work visit site and check and verify dimensions and quantities. Report variations between drawings and site conditions to the Contract Administrator before proceeding with work.

1.10 Precautions

Protect areas under construction from damage caused by excessive erosion, flooding, heavy rains, etc. Repair or replace unprotected damaged areas as directed by the Contract Administrator at no cost to the Owner.

1.11 Asphalt Price Adjustment Escalation/De-Escalation

An adjustment of the unit prices will be made if the cost of asphalt cement increases or decreases by more than 5.0% from RFP Closing Date to the time the asphalt paving is actually performed.

In order to evaluate a request for a price change, the City will require that the Successful Proponent provide a supplier certified quote, dated at time of RFP for the cost of asphalt cement, and a certified invoice for the cost of asphalt cement on the date of paving. This will provide a comparable supply-tender price vs supply-placement price for asphalt cement per tonne. This information should be provided as back up for a change order request. Note that in the event that asphaltic cement prices reduce during the construction projects the City would be eligible for a comparable de-escalation in costs.

2.00 CONSTRUCTION ACTIVITY

2.01 Pavement Markings

The Contractor will be responsible for temporary traffic markings necessary for traffic direction and safety until permanent markings are installed.

The City is responsible for the permanent pavement markings after paving is complete, unless otherwise negotiated.

2.02 Asphalt Milling Operations

Asphalt milling activities shall be done in such manner so as to cause the least disruption and inconvenience to traffic and area residents.

The Contractor will be required to provide a plan and schedule for milling sections and the subsequent paving activities and have that approved by the Contract Administrator. This schedule is to be updated as required and take into consideration weather conditions and weather forecasts to ensure work subsequent to milling can be completed in appropriate weather.

MILLING OF EXTENSIVE AREAS THAT CANNOT BE PAVED WITHIN 48 HOURS PERIOD (2 DAYS) WILL NOT BE PERMITTED.

**2.03 Construction Materials in
Sewer Manholes and Pipe**

The Contractor is responsible to ensure that construction activities do not deposit construction materials (e.g. gravels) into the storm sewer or sanitary sewer manholes or pipe. The City has a video record of the pipe before construction. Prior to payment for the work, the City may again video inspect the lines to ensure no problems exist due to construction activities under this contract. If problems are encountered, the Contractor will be responsible for the cost of the video and all costs associated with the cleaning of the pipe.

**2.04 Site Clean-up During
Construction and End of
Construction**

The Contractor will be responsible for the complete clean-up of the work site during construction & at the end of construction and prior to the payment being made. This work is considered incidental to the Contract.

Payment for this work will be treated as incidental to payment for work described in other Sections.

END OF SECTION

QUALITY CONTROL

- 1.0 QUALITY**
- The Contractor shall provide a final product conforming to the Contract Documents and the intent of the work.
- The work is to be accurate to the dimensional and tolerance requirements of the contract.
- 1.01 Quality Control (QC) by Contractor**
- The MMCD (2009) definition of "Quality Control" is the process by which the Contractor checks specific materials, products, and workmanship to ensure strict conformance with the Contract Documents.**
- The Contractor is fully responsible for quality control of the materials, production, and construction processes.
- Quality control tests shall be performed by the Contractor, at their own expense, to ensure that products meet the contract specifications.
- Failure by the Contractor to conduct adequate quality control testing during production and construction will negate the Contractor's ability to appeal the quality assurance tests used for acceptance/rejection of the work.
- Under no circumstances will QC test results produced after completion of the Quality Assurance (QA) results be considered for appeal purposes.
- Any changes in the Work with respect to the location, grade, or line shall be approved in advance by the Contract Administrator. Failure to notify the Contract Administrator of changes in writing may result in rejection of Work.
- 1.02 Inspection of Work, Quality Assurance, and Material Testing, by the Owner**
- The MMCD (2009) definition of "Quality Assurance" means the process by which the Owner evaluates if the work is being constructed in accordance with the Contract Documents. This definition will be used for this contract.**
- The *Contract Administrator* will provide construction review through spot inspections and spot materials testing for Quality Assurance.
- Any materials testing results indicating a non-conformance to the Contract Documents will require construction corrective action by the Contractor.**
- All subsequent testing to corrective action to verify conformance to the Contract Documents will be the full responsibility of the Contractor.**
- Inspection review by the Owner will not relieve the Contractor from providing a product that meets or exceeds the requirements of the Contract Documents.
- 1.1 Inspection**
- Materials testing shall be as described in MMCD General Conditions, Section 4.12 with the following change:
- Delete Section 4.12.2(a) and insert the following:
- Where the MMCD specification clauses for Inspection and Testing indicate the Contract Administrator will arrange for all testing for work described in this section will be amended to read The Contractor will arrange for and pay for all testing for work described in this section. The testing shall take place at the following prescribed rates and as directed by the contract administrator. The contract administrator has the authority to call for testing, up to the rates and frequencies specified, at the Contractors cost.
- All testing covered under this item shall be performed by a CSA certified laboratory and technicians with copies of all test results to be sent directly to the Contract

QUALITY CONTROL

Administrator. Re-testing resulting from failed first tests shall be at the Contractors expense.

1.2 Survey Layout

All Survey Layout will be completed by the Contractor in accordance with the Contract Drawings and Coordinate System set out within them. The Contractor will be provided digital AutoCAD files, if available, but shall be responsible to confirm elevations and tie in locations and report any discrepancies prior to construction.

1.3 Testing

Contractor shall carry out inspection and testing (QC) to ensure compliance with Contract Documents. Contractor shall submit test results within one week of testing to the Contract Administrator.

The Contractor shall provide test results prior to the preparation of the payment certificate.

**1.4 Contractors
Responsibilities**

Furnish labour and facilities to:

1. Provide access to work to be inspected.
2. Facilitate inspections and tests.
3. Make good work disturbed by inspection and tests.

1.5 Access to Work

Allow inspection testing agencies access to Work.

END OF SECTION

1.0	GENERAL	Add 1.0.6	<p>The <i>Contractor</i> is responsible for all temporary traffic control on the streets required for completion of the work. The <i>Contractor</i> will be responsible to provide a Traffic Management Plan (TMP) for approval (5) five working days prior to any lane closures taking place. TMP is to be prepared by a professional certified by the American Traffic Safety Services Association.</p> <p>The TMP shall outline the approach to traffic management, show recognition and minimization of risks indicates signing locations, identify Traffic Control Persons (TCP) stations, show lane shifting and proposed closures.</p> <p>The Contractor is responsible to ensure and maintain all business/residential vehicles, cyclists and pedestrian accesses open at all times. The contractor may provide temporary accesses if the affected owner agrees. All costs associated with temporary accesses will be at the contractor's expense.</p>
		Add 1.0.7	<p>A Road and Sidewalk Closure Permit is required from Coquitlam for all work affecting pedestrian and traffic flow related to construction. A permit is required for each specific construction interference with pedestrian and traffic flow. The road and sidewalk closure permit form can be obtained for use from the City's website at http://www.coquitlam.ca. The Contractor must follow the approved TMP. Any changes to this TMP must be submitted to City's Traffic Operations for approval.</p>
1.4	Traffic Control	Delete 1.4.1 and replace with the following	<p>The Contractor shall conduct his operations so as to cause the minimum obstruction and inconvenience to traffic and to places of business and residences adjacent to the Place of Work. No greater quantity of work shall be undertaken at any one time than can be properly conducted with due regard to the rights and interests of the public as may be determined by the Contract Administrator.</p> <p>The Contractor is to provide at all times safe and convenient means of approach and entrance to adjoining lanes, driveways, buildings and property both for vehicles and pedestrians to the satisfaction of the Contract Administrator. For this purpose, he shall construct and maintain suitable and safe platforms, approaches, structures, bridges, diversions or other works.</p> <p>Where traffic must cross open trenches, the Contractor shall provide suitable bridges. Where trenches have been backfilled or where road improvements are incomplete the Contractor shall take any steps necessary to prevent potholes or other traffic hazards. Where the Contract Administrator so instructs or where Contract Specifications so require, the Contractor shall provide temporary asphalt patching of such hazards.</p> <p>Add 1.4.9.3.1</p> <p>The <i>Contractor</i>, as required by the <i>Contract Administrator</i> and the City, is to supply Construction Zone information signs (stationary), refer to MMCD 01 58 01 for the required identification signage.</p> <p>The <i>Contractor</i> is responsible for the removal of the signs at the completion of the work.</p> <p>Delete 1.4.10.1.3 and replace with the following</p> <p>When workmen or equipment are employed over travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.</p>

**1.5 Measurement for
Payment**

Delete 1.5.1 and
replace with the
following

Payment for all work, unless included in the Schedule of Quantities and Prices, performed under this section will be incidental to payment for work described in other Sections.

Add 1.5.2

Payment for preparation of an application for a Road and Sidewalk Closure Permit, as described in the Contract Document, will be made at the unit price bid for each application submitted. There will be no charge from the City for the approved permit.

END OF SECTION

1.0 GENERAL

1.0.3 Erosion and Sediment Control Supervisor

Add 1.03

The Erosion and Sediment Control (ESC) Supervisor is the Qualified Professional who is experienced in implementing ESC Plans and who is responsible for the inspection and monitoring of ESC Facilities to ensure these are installed and maintained in accordance with the ESC Plan, and if necessary, are modified during construction to ensure compliance with the Stream and Drainage System Protection Bylaw No. 4403, 2013.

1.2 Temporary Erosion and Sediment Controls

Delete 1.2.1 and replace with the following

Properly drain all portions of the site. Protect the site and the watercourses to which it drains, directly or indirectly, against erosion and siltation in accordance with a Sediment Control Plan under the City of Coquitlam Stream and Drainage System Protection Bylaw No. 4403, 2013 during construction and until the maintenance period is completed. Ensure no silt, gravel, debris or other deleterious substance resulting from construction activity discharges into existing drainage systems or watercourses or onto highways or adjacent property. The *Contractor* is responsible for all damage that may be caused by water backing up or flowing over, through, from or along any part of the work or otherwise resulting from his operations.

Keep existing culverts, drains, ditches and watercourses affected by the work clear of excavated material at all times. When it is necessary to remove or alter any existing drainage structure, provide suitable alternative measures for handling the drainage. Adequately support culverts and drainpipes across trenches to prevent displacement and interference with the proper flow of water due to trench settlement.

Sweep streets, and clean catch basins, manhole sumps, detention tanks, and maintain siltation controls as often as the *Contract Administrator* and the City deems necessary.

Follow all Federal and Provincial regulations and guidelines respecting protection of fish, fish habitat, and watercourses.

Delete 1.2.2.2 and replace with the following

Do not operate construction equipment in watercourses.

1.4 Environmental Protection

Add 1.4.3.5

Immediately contain and clean up any leaks and spills of prohibited materials at the *Place of Work*.

Add 1.4.3.6

Ensure that a well-stocked spill kit is on-site at all times and that the *Contractor's* employees are familiar with appropriate spill response techniques.

Add 1.4.3.7

Immediately notify the *Contract Administrator* and the City of any leaks or spills of prohibited materials that occur at the *Place of Work*.

Add 1.4.3.8

Ensure that any fuel stored on-site is located at least 15 metres from the nearest stream, and is placed within a bermed and lined area, in order to prevent leaks or spills into the environment.

Add 1.4.3.9

Ensure that no equipment fueling or servicing is conducted within 15 metres of a stream.

1.6 Measurement and Payment

Delete 1.6.1 and replace with the following

Payment for all work, unless included in the Schedule of Quantities and Prices, performed under this section will be incidental to payment for work described in other Sections.

**1.9 Archaeological /
Historical Resources** Add 1.9

Immediately cease work and inform the *Contract Administrator* and the City, if any archaeological or historical resources are encountered during construction. Leave these resources in place and do not disturb them in any way.

END OF SECTION

2.0 PRODUCTS

2.3 Pit Run Gravel

Add to 2.3.2

The use of recycled concrete shall be approved by the *Contract Administrator* and the City prior to use.

Add 2.3.3

Asphalt millings free from contaminated and other extraneous material, conforming to the specified gradations may be used as pit run gravel. The use of asphalt millings shall be approved by the *Contract Administrator* and the City prior to use.

2.7 Granular Pipe Bedding and Surround Material

Add to 2.7.1

All recycled or other extraneous materials shall be approved by *Contract Administrator* and the City prior to use.

2.10 Granular Base

Delete 2.10.2

Add 2.10.3

All 25 mm minus granular base is to conform to the following gradation specifications for Collector / Arterial Roads:

Sieve Designation (mm)	Percent Passing (%)
25	100
19	80-100
12.5	75-90
9.5	50-85
4.75	35-70
2.36	25-50
1.18	15-35
0.30	5-20
0.075	0-5

Add 2.10.4

The intention of the Gradation Chart is to identify the desired mix of size of aggregate in the granular base. The Target Percentage Passing is the middle of the shown Range.

Tests that show sieve values of Percent Passing that are consistently low or consistently high in two (2) or more consecutive tests will be considered to be non-conforming.

2.11 Recycled Aggregate Material

Delete 2.11.1 and replace with the following

Aggregates containing recycled material may be utilized if approved by the *Contract Administrator* and the City. In addition to meeting all other conditions of the specifications, recycled material should not reduce the quality of the construction achievable with quarried materials. Recycled material shall consist only of aggregates, crushed portland cement concrete, or asphalt that is free of impurities.

END OF SECTION

1.4	Measurement and Payment	Delete 1.4.1 and replace with the following	Payment for reshaping existing roadbed, shoulders, and driveways, includes all spreading and grading of materials, adjustment of moisture content, compaction, boning and disposal of excess material offsite to establish the road cross-section as specified, and is considered to be incidental to other sections in the contract.
		Delete 1.4.2 and replace with the following	Payment for additional granular based material required for reshaping described above will be made under Section 32 11 23 Granular Base.
		Delete 1.4.3 and replace with the following	Payment for excavation of unsuitable materials including disposal off-site prior to reshaping granular roadbed will be made under Section 31 24 13 – 1.8.10S Common Excavation.

END OF SECTION

1.8	Measurement and Payment	Delete 1.8.4 and replace with the following	Payment under this item will only apply to removal of the components included in this item under a separate operation as shown on the Contract Drawings or as directed by the Contractor Administrator. No payment will be made under this item for removal of these components as part of the operation for common excavation.
		Delete 1.8.5 and replace with the following	Payment will be made at the respective unit prices bid in the Schedule of Quantities and Prices and will include all labour, and equipment required to complete the work, including offsite disposal. It is the responsibility of the contractor to locate and verify all utilities. Common excavation will be measured in cubic metres calculated from measurements taken by the Contract Administrator in the areas of excavation (stripping inclusive). Payment will be made at the respective unit prices bid in the Schedule of Quantities and Prices and will include all labour, and equipment required to complete the work, including offsite disposal. It is the responsibility of the contractor to locate and verify all utilities.
2.0	PRODUCTS		
2.2	Specified Materials	Delete 2.2.1.3	Pit Run Sand
		Delete 2.2.1.4	River Sand
		Delete 2.2.2	

END OF SECTION

COLD MILLING

1.5 **Measurement and
Payment** Add 1.5.4

Payment for this item will be made for the depth specified in the Schedule of Quantities in the Form of Tender and is for the removal of existing asphalt, granular & native materials within the roadway to the depth specified, as detailed in the Contract Documents, regardless of removal method, as conditions of the existing asphalt pavement may or may not be suitable for removal by cold milling operations. If asphalt removal is done by excavation methods, there will be no common excavation quantity associated with the removal of granular to the removal depths indicated below design elevations.

Payment will be made for each square metre of asphalt removed, to the depths indicated in the Form of Tender, and includes the off-site disposal of all milled material. Payment includes mobilization, demobilization, demonstration milling test section, the cost of transport & disposal off-site, saw cutting, street sweeping or cleaning to allow for the placement of required thickness of asphaltic concrete. Saw cutting and milled key at project limits will be incidental under payment item 32 12 16 – Hot Mix Asphaltic Concrete Paving.

MILLING OF EXTENSIVE AREAS THAT CANNOT BE PAVED WITHIN 48 HOURS PERIOD (2 DAYS) WILL NOT BE PERMITTED.

No additional payment will be made for multiple passes or remobilization, as required, to mill to the depth(s) specified in the Schedule of Quantities in the Form of Tender.

END OF SECTION

GRANULAR BASE

1.4	Measurement and Payment	Delete 1.4.1 and replace with the following	Measurement for granular base of variable thickness will be for actual quantity placed based on weigh tickets provided to Contract Administrator as loads are delivered.
		Delete 1.4.2 and replace with the following	Measurement for granular base for each specified thickness will be for the actual area placed.
		Delete 1.4.3 and replace with the following	Payment for Subsection 1.4.1 & 1.4.2 above includes supply, placement and compaction of granular base material, or pathway adjustment of moisture content, and boning to establish the road cross-section, shall be included in the unit price bid in the Schedule of Quantities and Prices.
		Delete 1.4.4 and replace with the following	Payment for removal of unsuitable subgrade including disposal off-site prior to direct placement of granular base will be made under Section 31 24 13.
2.0	PRODUCTS		
2.1	Granular Base	Add 2.1.1.3	25 mm minus crushed gravel conforming to the gradation specifications for Collector/Arterial Roads under Section 31 05 17S – 2.10.3.
3.0	EXECUTION		
3.5	Proof Rolling	Delete 3.5.1 and replace with the following	For proof rolling, use fully loaded single axle, to 80 KN (18, 000 lb) minimum, dump truck.

END OF SECTION

ASPHALT TACK COAT

- | | | | |
|----------------------|--------------------------------|--------------|---|
| 1.5 | Measurement and Payment | Add 1.5.2 | Pavement surface cleaning, as per section 32 01 11, and all other work incidental to the application of tack coat is deemed to be included in the unit price bid for tack coat. |
| 3.0 EXECUTION | | | |
| 3.2 | Application | Add to 3.2.3 | Asphalt tack coat to be applied using a truck mounted spray bar unless otherwise approved by the <i>Contract Administrator</i> and the City. Contractor shall demonstrate, to the <i>Contract Administrator</i> and the City, prior to application that all spray nozzles are operational and providing a consistent application. |

END OF SECTION

1.0 GENERAL

1.5 Measurement and Payment

Delete 1.5.1 and replace with the following

Payment for asphaltic concrete paving includes all construction joint preparation, asphaltic surface milling to tie into existing asphalt, saw cutting, supply and placing of the asphaltic concrete, compaction and cleaning frames, covers and lids of castings affected and taped temporary pavement markings.

Measurement for asphaltic concrete paving for the specified design mixes will be made at the respective unit prices bid in the Schedule of Quantities and Prices and incorporated into Work will be asphalt concrete actually based on weigh tickets provided to the Contract Administrator as loads are delivered.

The contractor will not receive any additional compensation above the respective unit prices bid in the Schedule of Quantities and Prices for Hand Work, Special Equipment & Machinery to complete the Hot Mix Asphaltic Paving Work as shown on the Contract Drawings or as directed by the Contract Administrator.

For measurement and payment purposes, Contract Administrator may calculate payment on actual area paved to the thickness specified in in the Schedule of Quantities and Prices and as shown on the Contract Drawings.

Delete 1.5.3 and replace with the following

Payment for asphaltic concrete sidewalks, pathways, driveways, and infill strips paving includes all construction joint preparation, saw cutting, supply and placing of the asphaltic concrete, compaction and cleaning frames, covers and lids of castings affected.

Measurement for asphaltic concrete paving for the specified design mixes for will be made at the respective unit prices bid in the Schedule of Quantities and Prices and incorporated into Work will be asphalt concrete actually based on weigh tickets provided to the Contract Administrator as loads are delivered.

Payment for this item includes all applicable materials and work described in 1.5.1.

Delete 1.5.4 and replace with the following

Payment for extruded 50mm or 150mm asphalt concrete curb, 25mm depth at driveway crossings, will include asphaltic concrete, all preparatory & construction preparation, pavement cleaning, tack coat and placing by extrusion.

The Contractor is responsible for the protection of the new placed curb until it can accept vehicle traffic, the contractor will not receive any compensation for protecting the curb and the Contract Administrator may reject any curb that is not protected and damaged.

1.6 Inspection and Testing

Add 1.6.3

Test cores will be taken by the *Contract Administrator* in the areas of new paving and will include cores along construction joints to ensure compliance with the required design and compaction.

2.0 PRODUCTS

2.1 Materials

Add 2.1.2.1

Usage of recycled asphalt shingles will not be permitted.

		Add 2.1.2.2	Usage of softening agents, rejuvenators, or recycling agents will not be permitted.
2.2	Mix Design	Delete 2.2.2 and replace with the following	Mix may contain up to a maximum of 15 % by mass of RAP for Upper Course Asphalt and 20 % by mass of RAP for Lower Course Asphalt without a special mix design. The <i>Contract Administrator</i> and the City may approve higher proportion of RAP if <i>Contractor</i> demonstrates ability to produce mix meeting requirements of the specification.
		Delete 2.2.3.2 Marshall Stability and replace with the following	Marshall Stability at 60°C for both lower and upper courses to be 10 KN min.
3.0	EXECUTION		
3.3	Preparation	Delete 3.3.3 and replace with the following	<p>The <i>Contractor</i> is responsible for adjusting all utility manhole frames and valve boxes, belonging to Coquitlam and/or other agencies that are affected by the road works. All adjustments to utilities must be completed to the satisfaction of the utility owner. Utility adjustment within the paved surface will be considered incidental to the <i>Work</i> unless otherwise noted in the <i>Contract Documents</i>.</p> <p>The <i>Contractor</i> should note that certain utility owners may decide to complete their own adjustments. The <i>Contractor</i> will be required to cooperate with any utility company providing their own adjustments.</p> <p>The <i>Contractor</i> shall be responsible to contact the appropriate utility company with in minimum of seventy-two (72) hours of the work. No adjustment shall be made without the written approval of the utility company.</p> <p><u>All manholes must be vertically adjusted a minimum of twenty-four (24) hours prior to paving.</u> The use of riser rings for adjusting manhole frames and value boxes will not be permitted.</p>
3.7	Joints	Delete 3.7.5 and replace with the following	Construct butt joints at locations as shown on the <i>Contract Drawing</i> and as directed in the field by the <i>Contract Administrator</i> and the City.

END OF SECTION

PAINTED PAVEMENT MARKINGS

1.0 GENERAL

1.2 Scope

Delete 1.2.1 and replace with the following

Pavement Markings: Miscellaneous taped temporary and permanent pavement paint markings including pedestrian crosswalk, merge and diverge markings, stop lines, solid and broken line road lane markings including edge lines of merge and diverge markings, bike symbols, etc. to be provided as shown on the *Contract Drawing*.

1.5 Measurement and Payment

Delete 1.5.2 and replace with the following

All permanent markings shall be marked with thermoplastic road markings as specified under Section 32 17 23S, 2.1 Materials, unless shown otherwise in the Schedule of Quantities and Prices.

Delete 1.5.3 and replace with the following

The lump sum payment for permanent thermoplastic pavement markings covers supplying all materials and completing all the permanent thermoplastic pavement markings necessary to provide markings as shown on the Contract Drawings.

NOTE: PAYMENT FOR PERMANENT THERMOPLASTIC PAVEMENT MARKINGS WILL NOT BE MADE UNTIL ALL TEMPORARY PAVEMENT MARKINGS AND REFLECTIVE DEVICES HAVE BEEN REMOVED.

2.0 PRODUCTS

2.1 Materials

Delete 2.1.1 and replace with the following

All permanent paint markings shall be marked with thermoplastic manufactured by LAFRENTZ Road Markings, HITEX North America (HiBrite Extrude Thermoplastic), or ENNIS-FLINT (Extruded Thermoplastic).

Delete 2.1.6 and replace with the following

Pavement Markings:

Delete 2.1.7 and replace with the following

Thermoplastic material

- .1 Material composition shall be at the discretion of the manufacturer subject to the approval of the Contract Administrator and the City. Each formulation shall be identified by a code number.
- .2 No retained water when tested by ASTM D-570.
- .3 Specific gravity of the supplied product shall be within 3 % of that specified for the selected formulation.
- .4 Material shall not deteriorate upon contact with deicing chemicals, gasoline, diesel fuel or grease dropped by traffic.
- .5 Material shall not break down, deteriorate, scorch or discolour, if held within the application temperature range specified by the manufacturer for a period of four hours and it must be able to be reheated from room temperature to the application temperature four (4) times without showing any of these detrimental effects.
- .6 When applied at the temperature recommended by the manufacturer and at a film thickness of 2 to 4 mm, the material shall set solid and show no tracking under traffic after elapsed times as follows:

- .1 Two (2) minutes at an air temperature of 10° C, relative humidity less than 75 %, and road surface temperature from 10° C to 20° C.
- .2 Five (5) minutes at an air temperature of 32° C, relative humidity less than 75 %, and road surface temperature from 35° C to 50° C.
- .3 The drying time under conditions intermediate between the two air temperatures shall be interpolated using a straight line model.
- .7 The quantity, type, and gradation of the component reflecting glass spheres premixed in the thermoplastic material shall be at the discretion of the manufacturer, but shall provide retroreflection levels specified below.

3.0 EXECUTION

3.3 Application

Add to 3.3.1.3

Temporary raised pavement markings (TRPMs) are to be provided on all collector and arterial roadways as directed by the *Contract Administrator* and the City.

Delete 3.3.3.3 and replace with the following

Thermoplastic material shall be heated in the melter to a temperature of 382 °F.

END OF SECTION

MANHOLES AND CATCHBASINS

1.0 GENERAL

1.1 Related Work

Add 1.1.6

Hot Mix Asphalt Concrete
Pavement Section 32 12 16

Add 1.1.7

Portland Cement Concrete
Paving Section 32 13 13

**1.5 Measurement and
Payment**

Delete 1.5.3 and
replace with the
following

Adjustment & Replacements of tops of existing units will be measured in units adjusted as defined below and paid for under their respective Items in the Schedule of Quantities.

No payment will be made under these items for cleaning Valve Boxes, Monument Boxes, Frames, Covers and Lids of Castings as part of the operation for asphaltic concrete paving.

No Payment will be made for Monument Boxes, Lawn Drains, Cleanouts and Inspection Chambers, these adjustments will be treated as incidental work.

All manholes & valve boxes must be vertically adjusted a minimum of twenty-four (24) hours prior to paving.

The use of Steel/Metal Casting Risers Rings will not be accepted to adjust manholes or water valves to the final elevation (finish grade).

.1 Manhole frames and lids replacement & adjustment will be defined as supplying and installing a new manhole frame and lid and setting to the finished grade. Replacements shall include jackhammering, removal and disposal of the existing frame and lid, replacement, removal or addition of concrete brick (maximum of 3 or minimum of 1) or precast concrete riser rings, cement mortar, supply and installation of new manhole frame and lid set to finish grade, temporary asphalt ramping or patching and all other incidental work.

Unit Price for adjustments to each manhole includes adjusting manholes to the asphalt base lift and then to the asphalt final lift (finish grade) – No additional payment will be made for adjusting manholes.

.2 Water Valve Box replacements will be defined as supplying and installing a new Nelson Style Water Valve Box frame & lid and setting to the finished grade, temporary asphalt ramping or patching. Replacements shall include jackhammering, removal and disposal of the existing frame and lid and all other incidental work.

2.0 PRODUCTS

2.1 Materials

Add 2.1.7.3

Any frame and cover assembly creating a point load on the concrete riser rings will not be permitted.

Delete 2.1.12 and
replace with the
following

Catchbasin lids manufactured to ASTM C478M.

Delete 2.1.16.2
Delete 2.1.17

3.0 EXECUTION

3.1	Excavation and Backfill	Add 3.1.2	For manholes, when base gravels are complete, excavate for grade rings and manhole frame assembly. Do not disturb the compacted road base beyond the excavation requirement.
3.3	Manhole Installation	Delete 3.3.12.2 and replace with the following	Allowable products are precast concrete risers and cast-in-place form system. Individual riser heights shall be 50mm, 75mm, or 100mm.
		Delete 3.3.12.5 and replace with the following	Proper layer of grout between the spacers, covering the entire surface of the rings, should be utilized.
		Delete 3.3.15 and replace with the following	Install drop structures as shown on the contract drawings to Coquitlam Standard Detail Drawing COQ-S4 and Standard Detail Drawing S3. Maximum allowable inside ramp shall be 250 mm invert to invert.
		Delete 3.3.17 and replace with the following	Ensure frames conform to design contour of pavement or existing surface. Manhole lids left raised in preparation for overlay paving shall have a rubberized protector ring or asphalt ramp. The use of riser rings for adjusting manhole frames will not be permitted.
3.5	Catchbasin Installation	Delete 3.5.1 and replace with the following	Install catchbasins as shown on Coquitlam Standard Detail Drawings COQ-S11A, COQ-S11B and Standard Detail Drawing S11, to general standards and installation procedures described under 3.3 of this Section.

END OF SECTION



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

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

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

1.1. 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 all labour, 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.	

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		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.	

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		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.	

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		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	

2. 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:

3. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

a) 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:

b) Social Responsibility

- i. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

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

4. 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 \(list, if any\):](#)

5. 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:

6. 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.)

7. EXPERIENCE, CAPABILITIES AND CAPACITY

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:
- b) Proponent is to provide a narrative as to their capacity to take on this Contract with respect to manpower and other contracts that may affect their ability in delivering the goods and Services:

9. **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
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10. **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
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11. **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			

12. 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	

13. 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

14. **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](#) and should our proposal be selected, will accept the City's contract: [Terms and Conditions of Purchase](#)

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:	