

City of Coquitlam

Request for Proposals

RFP No. 22-068

## Riverview Park Parking Lot Improvements

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**Appendix A – Engineering Drawings**

**Appendix B – Schedule of Quantities and Price**

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

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 22-068</b> <b>Riverview Park Parking Lot Improvements</b>
<b>Overview of the Opportunity</b>	The City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide <b>Riverview Park Parking Lot Improvements</b> as specified within this RFP.
<b>Closing Date and Time</b>	<b>2:00 pm local time</b> <b>Friday, July 22, 2022</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li><b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li><b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</li> </ol> Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam’s website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a> Printing of RFP documents is the sole responsibility of the Proponents.
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="https://www.coquitlam.ca/Bid-Opportunities">https://www.coquitlam.ca/Bid-Opportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the Closing Date and Time.
<b>Terms and Conditions of Contract</b>	City of Coquitlam <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> are posted on the City’s website and will apply to the Contract awarded as a result of this RFP.

## DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

**“Contractor”** means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services;

**“Project Manager”** means the City staff member appointed to coordinate the work;

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

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

**“Site”** means the place or places where the Services are to be performed

**“Supply” “Provide”** shall mean supply and pay for and provide and pay for.

## 1 INSTRUCTIONS TO PROPONENTS

### 1.1 Purpose

The City requests Proposals from professional, qualified, experienced companies for **Riverview Park Parking Lot Improvements**.

### 1.2 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

### 1.3 Site Visit

There is no site visit scheduled for this competition, Proponents are encouraged to visit the site on their own.

**Location:** Riverview Park

**Address:** 728 Clearwater Way, Coquitlam, BC

### 1.4 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.
- b) Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the works, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to

the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the Contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the Contract was signed.

A complete set of RFP and Contract documents will include:

- i. **Request for Proposals Documents**
  - ii. **Proposal Submission Form**
  - iii. **MMCD, 2009 (as referenced)**
  - iv. **Appendix A – Engineering Drawings**
  - v. **Appendix B – Schedule of Quantities and Price**
  - vi. **Addendums as issued**
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.
- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- h) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.
- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.

- k) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.
- l) All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

#### 1.5 Prices

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

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

Taxes are to be shown separately at time of invoicing.

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

#### 1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them.

#### 1.7 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
<a href="#">Corporate</a>	25
<a href="#">Technical</a>	25
<a href="#">Financial and Value Added</a>	50
Total	100

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

**Corporate Experience, Reputation, Capacity and Resources**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References (on-time completion, performance, within budget, etc.)
- Staff qualifications and experience
- Equipment and Resources
- Sub-contractors

**Technical**

- Methodology, set-up and execution of the work
- Quality Assurance and Safety
- Risk factors
- Site Safety
- Disposal and recycling
- Completion date
- Ability to comply with the stated specifications and requirements

**Financial and Value Added**

- Price
- Labour Rates and Equipment Rates
- Value Added / Sustainable benefits

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

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

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

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

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

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.



Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

#### 1.8 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

#### 1.9 Project Timeline

Estimated timelines for the project are:

**Estimated Construction Start: September 6, 2022**

**Final Completion: September 30, 2022**

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

#### 1.10 Bidders List

The City does not retain a list of interested contractors ("Bidders List"). Interested contractors are encouraged to register as plan takers and may view the RFP Documents and Drawings by contacting the Vancouver Regional Construction Association ("VRCA"), website : [www.vrca.ca](http://www.vrca.ca) , ph: 604- 294-3766 or email: [info@vrca.ca](mailto:info@vrca.ca) quoting the Coquitlam RFP Reference Number.

## **2 GENERAL CONDITIONS OF CONTRACT**

### **2.1 Terms and Conditions of Contract**

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

### **PROJECT SPECIFIC TERMS AND CONDITIONS**

### **2.2 Permits and Regulations**

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

### **2.3 Qualified Personnel**

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

### **2.4 Site Control and Organization**

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

### 3 SCOPE OF SERVICES

#### 3.1 Purpose

The City requires a qualified, experienced contractor to provide labour, equipment, materials, fuel, transportation, overhead and all that is required for **Riverview Park Parking Lot Improvements** (the “Work”).

#### 3.2 Scope of Work

The Work includes, but is not limited to, the following:

- All traffic and pedestrian control and management
- All erosion and sediment controls (ESC) supply installation, maintenance and removal,
- Removal and disposal of existing asphalt and concrete,
- Full depth milling to entire existing parking lot,
- Common excavation and offsite disposal,
- Removal and disposal of unsuitable granular base material as determined by contract administrator,
- Supply and install catch basins as per drawings and schedule of quantities,
- Adjustment of existing catch basins, water valve chamber, Sewer inspection chamber, frames and covers as per drawings and schedule of quantities,
- Supply and place 25mm depth of 19mm minus granular base as required for paving,
- Supply and install of 75mm depth of upper course #1 to Parking Lot,
- Supply and install of 50mm depth of upper course #2 to Walkways,
- Supply and install of painted pavement markings,
- Removal of existing bollard, and supply and installation of New bollard,
- Supply and install of signage as per drawings,
- Reinstatement of growing medium and hydraulic seeding as per drawings.
- **Appendix A – Engineering Drawings**
- **Appendix B – Schedule of Quantities and Price**

#### 3.3 Hours of Work

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

#### 3.4 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 Work shall be performed by skilled, qualified, and experienced trades personnel.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

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.

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 (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada

### 3.5 On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

### 3.6 Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

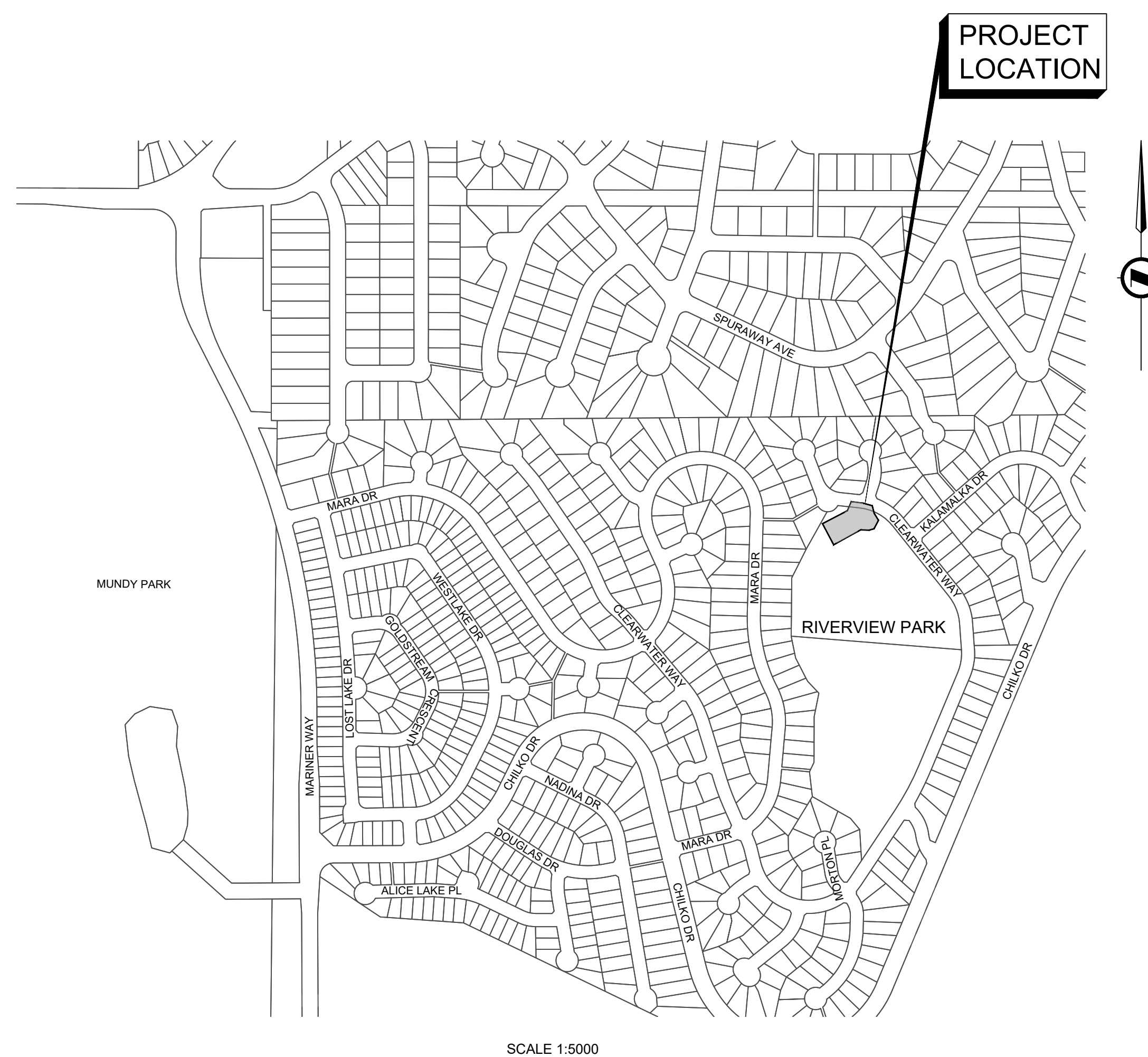
### 3.7 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

# **Appendix A – Engineering Drawings**



# RIVERVIEW PARK PARKING LOT IMPROVEMENTS ISSUED FOR RFP



SCALE 1:5000

DRAWING INDEX	
DWG No.	SHEET TITLE
00	COVER SHEET
01	GENERAL NOTES
02	ACCESS ROAD AND PARKING LOT
03	TYPICAL CROSS SECTIONS AND DETAILS





GENERAL NOTES:

1. ALL CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH:
- THE MASTER MUNICIPAL CONSTRUCTION DOCUMENT AND STANDARD DETAIL DRAWINGS (MMCD 2009),LATEST EDITION (PLATINUM EDITION) AND CITY OF COQUITLAM SUPPLEMENTARY SPECIFICATIONS AND DETAILED DRAWINGS UNLESS OTHERWISE NOTED;
  - CONSTRUCTION PLANS, ACCEPTED AND SIGNED BY THE CITY OF COQUITLAM;
  - APPLICABLE CONTRACT DOCUMENTS AND ALL SPECIFICATIONS REFERENCED THEREIN;
  - MINISTRY OF TRANSPORTATION "BC TRAFFIC CONTROL MANUAL FOR WORK ON ROADWAYS", LATEST EDITION; AND
  - WORKSAFEBC, LATEST EDITION.

THE CONTRACTOR SHALL MAINTAIN ON SITE COPIES OF THE ABOVE DOCUMENTS AND SHALL ENSURE THAT ALL SUB CONTRACTORS ARE THOROUGHLY FAMILIAR WITH THE APPLICABLE SECTIONS OF THE DOCUMENTS.

2. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY EXISTING ROAD SURFACES, SERVICES, SIGNS, LANDSCAPING, DRIVEWAY LETDOWNS, PRIVATE LANDSCAPING, OR PRIVATE IMPROVEMENTS THAT MAY BE DAMAGED AS A RESULT OF CONSTRUCTION. REPAIRS TO EXISTING CITY SERVICES SUCH AS WATER, SANITARY SEWER, STORM SEWER, AND STREET OR TRAFFIC LIGHTING SHALL BE MADE BY THE OWNER AT COST TO THE CONTRACTOR. REPAIRS TO EXISTING SURFACE WORKS MAY BE DONE BY THE CONTRACTOR AT THE DISCRETION OF THE CONTRACT ADMINISTRATOR.
3. THE LOCATION OF EXISTING UTILITIES IS COMPILED FROM OWNER AND UTILITY SUPPLIED RECORD DRAWINGS AND ARE CONSIDERED APPROXIMATE ONLY. THE EXACT LOCATION AND EXTENT OF UTILITIES SHOULD BE DETERMINED BY CONSULTING THE LOCAL AUTHORITIES AND UTILITY COMPANIES CONCERNED. THE CONTRACTOR SHALL VERIFY THE EXACT LOCATION AND INVERT ELEVATION BY HAND OR HYDROVAC EXCAVATION. BEFORE CONSTRUCTION OF UTILITY CROSSINGS AND SHALL BE RESPONSIBLE FOR RESTORATION OF ANY DAMAGE TO EXISTING UTILITIES. ANY COSTS ASSOCIATED WITH UTILITY CONFLICTS THAT WERE NOT PRELOCATED WILL BE THE CONTRACTORS RESPONSIBILITY.
4. REPORT ANY DISCREPANCIES TO THE CONTRACT ADMINISTRATOR A MIN 72 HOURS PRIOR TO CONSTRUCTION.
5. RESTORATION OF ITEMS NOT SPECIFICALLY IDENTIFIED IN THE SCHEDULE OF QUANTITIES SHALL BE INCLUDED IN THE PAY ITEM MOST CLOSELY MATCHING THE WORK REQUIRED.
6. ALL SURVEY MONUMENTS, SURVEY PINS, OR LEAD PLUGS WITHIN THE PROJECT BOUNDARIES SHALL BE PROTECTED DURING THE COURSE OF THE WORK. SHOULD ANY SURVEY MONUMENT REQUIRE RAISING OR RELOCATION, THE CONTRACTOR SHALL NOTIFY THE OWNER'S ENGINEERING AND OPERATIONS DEPARTMENT AT LEAST FIVE (5) BUSINESS DAYS IN ADVANCE OF SCHEDULING WORK.
7. ALL ELEVATIONS ARE GEODETIC AND REFERENCED TO INTEGRATED SURVEY MONUMENT ELEVATIONS LOCATED ON ROAD RIGHT-OF-WAYS.
8. ALL PUBLIC ROADWAYS AFFECTED BY THE WORKS SHALL BE KEPT IN A CLEAN STATE AT ALL TIMES AND FREE OF EQUIPMENT AND MATERIALS AT ALL TIMES WHEN CONSTRUCTION ACTIVITY IS NOT UNDERWAY. DUST CONTROL MEASURES SHALL ALSO BE EMPLOYED AS DIRECTED BY THE CONTRACT ADMINISTRATOR.
9. THE CONTRACTOR IS SOLELY RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES AND PROCEDURES, AND FOR COORDINATING THE VARIOUS PARTS OF THE WORK. THE CONTRACTOR IS RESPONSIBLE TO ENSURE THAT THERE IS NO DISRUPTION TO SERVICE, AND IF DISRUPTION IS ANTICIPATED, TO NOTIFY THE CONTRACT ADMINISTRATOR A MINIMUM OF 72 HOURS PRIOR, AND OBTAIN APPROVAL FOR THE DISRUPTION. ANY REQUIREMENTS FOR TEMPORARY WATER SERVICE ARE TO BE INCLUDED IN THE CONTRACTORS METHODOLOGY.
10. ALL ABANDONED CATCHBASIN LEADS SHALL BE SEALED WITH NON-SHRINKING GROUT.
11. ALL SINGLE CATCHBASINS LEADS TO BE 150mm IN DIAMETER SDR 28 PVC INSTALLED AT A MINIMUM SLOPE OF 2.0% SLOPE UNLESS OTHERWISE NOTED.

TRAFFIC MANAGEMENT, NOTIFICATION AND APPROVALS NOTES:

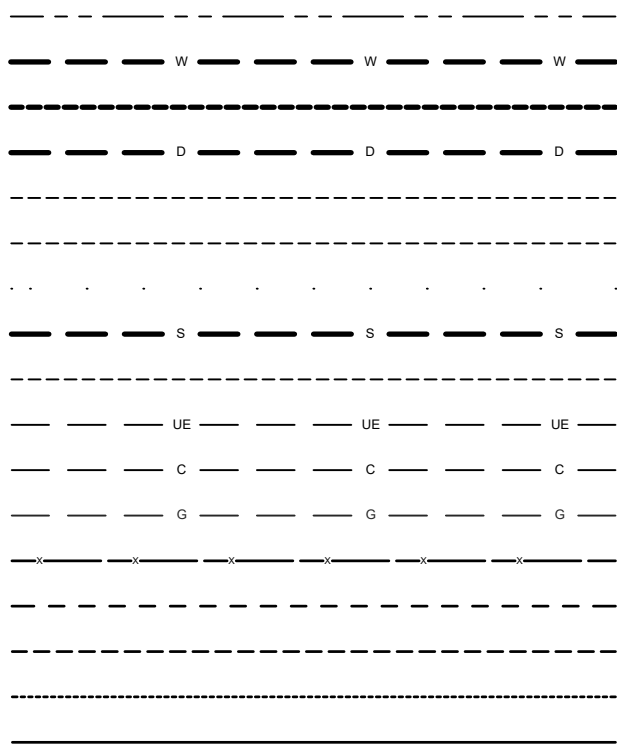
1. THE CONTRACTOR SHALL PROVIDE CONSTRUCTION SIGNAGE, BARRIERS, FLASHING INDICATORS ACCORDING TO MOT, BC TRAFFIC CONTROL MANUAL, ETC. AT ALL TIMES TO ENSURE THE SAFETY OF THE PUBLIC. TRAFFIC CONTROL WILL BE REQUIRED FOR ALL CONSTRUCTION WORKS WITHIN THE TRAVELED PORTION OF THE ROAD. NO ROAD SHALL BE CLOSED WITHOUT THE WRITTEN CONSENT OF THE DIRECTOR OF ENGINEERING AND OPERATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE DISPOSAL OF ALL EXCAVATED MATERIAL UNSUITABLE FOR REUSE AT A SUITABLE OFF-SITE DISPOSAL AREA, IN ACCORDANCE WITH ALL APPLICABLE REGULATIONS.
3. THE CONTRACTOR SHALL ENSURE THAT ALL APPROVALS REQUIRED FOR THE PROPOSED WORKS HAVE BEEN OBTAINED FROM ALL AUTHORITIES AND AGENCIES PRIOR TO COMMENCING THE WORK.
4. THE CONTRACTOR SHALL ARRANGE FOR, AND COORDINATE THE WORKS DONE BY:
- A) OWNER; AND
  - B) FRANCHISE UTILITIES.
5. THE CONTRACTOR SHALL MAKE CONTACT WITH THE APPROPRIATE PERSONNEL AT LEAST 72 HOURS PRIOR TO THE WORK. SCHEDULING AND OTHER CONSTRUCTION CONSTRAINTS IMPOSED BY THESE WORKS SHALL BE TAKEN INTO ACCOUNT.
6. RESIDENTS DIRECTLY AFFECTED BY CONSTRUCTION OF THESE WORKS AND SERVICES SHALL BE GIVEN MINIMUM 5 DAYS WRITTEN NOTICE OF THE PROPOSED START OF CONSTRUCTION. THE CONTRACTOR IS TO DISTRIBUTE A NOTICE OF CONSTRUCTION LETTER TO ALL AFFECTED RESIDENTS AND BUSINESSES. LETTER TO DIRECT INQUIRIES TO CONTRACT ADMINISTRATOR. FOLLOWING CONSTRUCTION ACTIVITY ON ANY PRIVATE PROPERTY, A WRITTEN RELEASE MAY BE REQUIRED FROM THE PROPERTY OWNER AT THE DISCRETION OF THE OWNER.
7. APPROVALS FOR REQUIRED TREE CUTTING OR TRIMMING NOT INDICATED IN CONTRACT DRAWINGS SHALL BE OBTAINED BY THE CONTRACTOR FROM THE OWNER PRIOR TO WORK BEING PERFORMED.
8. ALL TRAFFIC CONTROL TO CONFORM TO THE LATEST EDITION OF THE "BC TRAFFIC CONTROL MANUAL FOR WORK ON ROADWAYS".
9. APPROVAL OF NOISE VARIANCE FOR ALL WORK OUTSIDE OF NORMAL APPROVED WORK HOURS REQUIRED BY THE OWNER.
10. THE CONTRACTOR WILL BE RESPONSIBLE FOR COMPLETION OF ALL TAPED TEMPORARY AND PERMANENT PAINT AND THERMOPLASTIC PAVEMENT MARKINGS IN THE *PLACE OF THE WORK*. THE OWNER WILL NOT BE PROVIDING ROAD MARKING DRAWINGS FOR THE INSTALLATION OF PERMANENT MARKINGS. THE CONTRACTOR SHALL THEREFORE BE REQUIRED TO PERFORM ANY PRE AND POST-CONSTRUCTION SURVEY WORK ESSENTIAL FOR THE REINSTATEMENT OF PERMANENT PAVEMENT MARKINGS TO THEIR PRE-CONSTRUCTION LOCATIONS. TEMPORARY PAVEMENT MARKINGS ARE TO BE PLACED DAILY. PERMANENT LANE MARKINGS ARE TO BE PLACED WITHIN SEVENTY-TWO (72) HOURS OF FINAL PAVING AND PERMANENT THERMOPLASTIC PAVEMENT MARKINGS ARE TO BE PLACED WITHIN FIVE (5) DAYS OF FINAL PAVING.
11. ALL TEMPORARY MARKINGS ARE TO BE REMOVED IMMEDIATELY FOLLOWING INSTALLATION OF THE PERMANENT MARKINGS.

ENVIRONMENTAL NOTES:

1. ALL CATCHBASINS IN PROXIMITY TO TRENCH WORK OR EXPOSED ROAD BASE WILL BE FITTED WITH MANUFACTURED INLET CONTROL DEVICES AND OR 'FILTER SACK' TYPE CATCHBASIN CONTROL (OR APPROVED ALTERNATIVE). CONTROL DEVICES TO BE MAINTAINED IN A FULLY FUNCTIONAL STATE AT ALL TIMES.
2. INLET CONTROL DEVICES (I.E. FILTER SACKS') MUST HAVE A MINIMUM 8" DROP FROM SURFACE OF THE CATCHBASIN.
3. UNDER NO CIRCUMSTANCES ARE CATCHBASINS TO BE FITTED WITH GEOTEXTILE SHEATHS CUT FROM STOCKPILE ROLLS.
4. AVOID EARTH DISTURBING ACTIVITIES DURING SUBSTANTIAL RAIN EVENTS.
5. AVOID STOCKPILING SOILS, SANDS AND OTHER ERODIBLE MATERIALS ONSITE. IT IS PREFERABLE TO 'HOT-LOAD' SPOIL DIRECTLY INTO TRUCKS FOR OFFSITE DISPOSAL. IF TEMPORARY WASTE OR SOIL STOCKPILES ARE NECESSARY, MAKE SURE THEY ARE FULLY COVERED WITH POLYETHYLENE SHEETING OR TARPS AND WEIGHTED WITH SANDBAGS.
6. TRACKING OF SEDIMENT, SOIL AND/OR ROADBASE FROM WORKSITE TO VEHICLE TRAVEL LANES MUST BE PREVENTED.
7. ROADS MUST BE SWEEPED CLEAN OF SOIL, LOOSE ROAD BASE, EARTH AND SEDIMENT. MECHANICAL SWEEPING IS PREFERRED TO MANUAL SWEEPING. HOWEVER, FREQUENT HAND SWEEPING IS PREFERABLY TO ONCE DAILY MECHANICAL SWEEPING.
8. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT NO SEDIMENT OR SEDIMENT LADEN WATER IS DISCHARGED FROM THE WORKS TO THE OWNER'S DRAINAGE SYSTEM OR WATERCOURSES.
9. AN EMERGENCY SPILL KIT WILL BE KEPT ONSITE AT ALL TIMES THE CONTRACTOR IS OPERATING. SPILL KITS MUST INCLUDE BOOMS, SPILL PADS, GLOVES, AND CATCHBASIN BARRIERS. A SPILL KIT WITH AT LEAST 125 LITRES ABSORBENCY IS RECOMMENDED. SANDBAGS AND A SUPPLY OF SAND MUST BE KEPT ONSITE.
10. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DEVELOP A SPILL RESPONSE PLAN THAT PROVIDES WRITTEN SAFE WORK PROCEDURES IN THE EVENT OF A SPILL.
11. THE CONTRACTOR IS TO HAVE ONSITE SODIUM THIOSULPHATE TO TREAT CHLORINATED WATER IN THE EVENT OF A WATER MAIN BREAK.
12. THE CONTRACTOR IS TO DISPOSE OF CHLORINATED WATER AT AN APPROVED LOCATION ONLY AFTER APPROPRIATE TREATMENT WITH SODIUM THIOSULPHATE. AT NO TIME WILL THE CONTRACTOR DISCHARGE WATER CHLORINATED WATER DIRECTLY TO A CATCHBASIN, CREEK, DITCH OR SWALE WITHOUT PRIOR APPROVAL OF SPECIALIST IN WATERMAIN FLUSHING OR AN ENVIRONMENTAL MONITOR.
13. THE CONTRACTOR IS TO OBTAIN OWNER'S APPROVAL PRIOR TO DISCHARGING FLUSHING WATER OR DISINFECTION WATER TO OWNER SANITARY SEWER MANHOLES.

LEGEND

PROPOSED

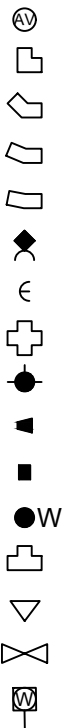


EXISTING



RIGHT OF WAY  
WATER MAIN  
WATER SERVICE  
STORM MAIN  
STORM SERVICE  
CB / DRAINAGE LEAD  
DRAINAGE SWALE  
SANITARY SEWER MAIN  
SANITARY SERVICE  
ELECTRICAL  
CONDUIT  
GAS  
FENCE  
RETAINING WALL  
EDGE OF GRAVEL  
BOTTOM OF BANK  
TOP OF BANK  
EDGE OF PAVEMENT  
STREAM / CREEK / DITCH

PROPOSED

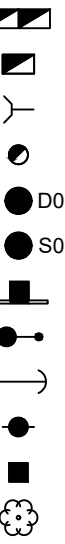


EXISTING



WATER VALVE AIR  
WATER BEND 90°  
WATER BEND 45°  
WATER BEND 22.5°  
WATER BEND 11.25°  
WATER BLOWOFF  
WATER CAP  
WATER CROSS  
WATER HYDRANT  
WATER REDUCER  
WATER ROBAR  
WATER SERVICE  
WATER TEE  
WATER THRUST BLOCK  
WATER VALVE  
WATER BLOW-OFF

PROPOSED



EXISTING



STORM CATCHBASIN DOUBLE  
STORM CATCHBASIN  
STORM CULVERT  
STORM LAWN DRAIN  
STORM MANHOLE  
SANITARY MANHOLE  
SIGN  
STREETLIGHT  
GUY WIRE  
POLE  
UTILITY TEL JUNCTION BOX  
TREE

PLOT DATE: May 20, 2022

REV NO	REVISIONS	DATE	DRAWN	APPR'D
A	PRELIMINARY DESIGN	2021/12/24	JP	CJB
B	DETAILED DESIGN	2022/03/19	JP	CJB
C	ISSUED FOR RFP	2022/05/20	GA	CJB



GENERAL NOTES  
RIVERVIEW PARK



#201, 3999 Henning Drive, Burnaby, B.C. V5C 6P9  
T: (604)620-2058 F: (604)620-2058

ISSUED FOR RFP

DESIGN NO.

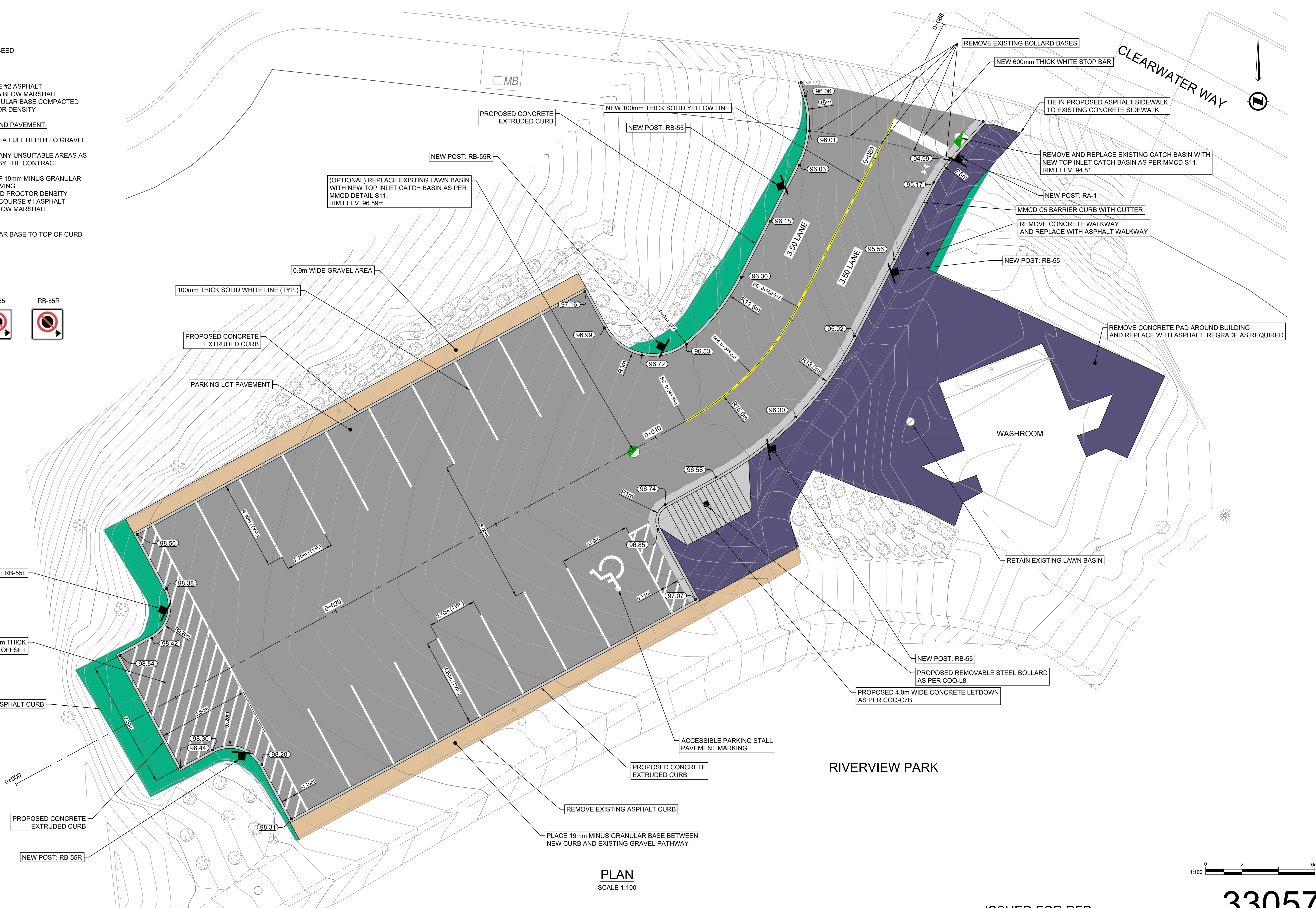
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DRAWN BY	JP	DESIGN BY	CJB	01 OF
CHECKED BY	CJB	APPROVED BY	CJB	03
				REV. C



SURFACE TREATMENT

- 150mm TOPSOIL AND HYDROSEED
- ASPHALT SIDEWALK:
- 50mm MMCD UPPER COURSE #2 ASPHALT COMPACTED TO > 97% OF 75 BLOW MARSHALL
  - 75mm OF 19mm MINUS GRANULAR BASE COMPACTED TO > 95% MODIFIED PROCTOR DENSITY
- ASPHALT FULL DEPTH MILL AND PAVEMENT:
- MILL EXISTING ASPHALT AREA FULL DEPTH TO GRAVEL (100mm MIN.)
  - PROOF ROLL AND REMOVE ANY UNSUITABLE AREAS AS DETERMINED IN THE FIELD BY THE CONTRACT ADMINISTRATOR
  - SUPPLEMENT WITH 25mm OF 19mm MINUS GRANULAR BASE AS REQUIRED FOR PAVING COMPACT TO >95% MODIFIED PROCTOR DENSITY
  - PLACE 75mm MMCD UPPER COURSE #1 ASPHALT COMPACT TO >97% OF 75 BLOW MARSHALL
- GRAVEL:
- PLACE 19mm MINUS GRANULAR BASE TO TOP OF CURB

SIGNAGE



PLAN  
SCALE 1:100

File: C:\Projects\33057\33057\33057\_02\_CADD\20\_Drafting\202\_Sheets\33057\_SH\_ROAD\_AND\_UTILITIES.dwg

REV NO	REVISIONS	DATE	DRAWN	APPR'D
A	PRELIMINARY DESIGN	2021/12/24	JP	CJB
B	DETAILED DESIGN	2022/03/18	JP	CJB
C	ISSUED FOR RFP	2022/05/20	GA	CJB

Coquitlam  
Engineering & Public Works  
3000 Guildford Way, Coquitlam, B.C. V3B 7N2

ROAD  
WORKS

ACCESS ROAD AND PARKING LOT  
RIVERVIEW PARK



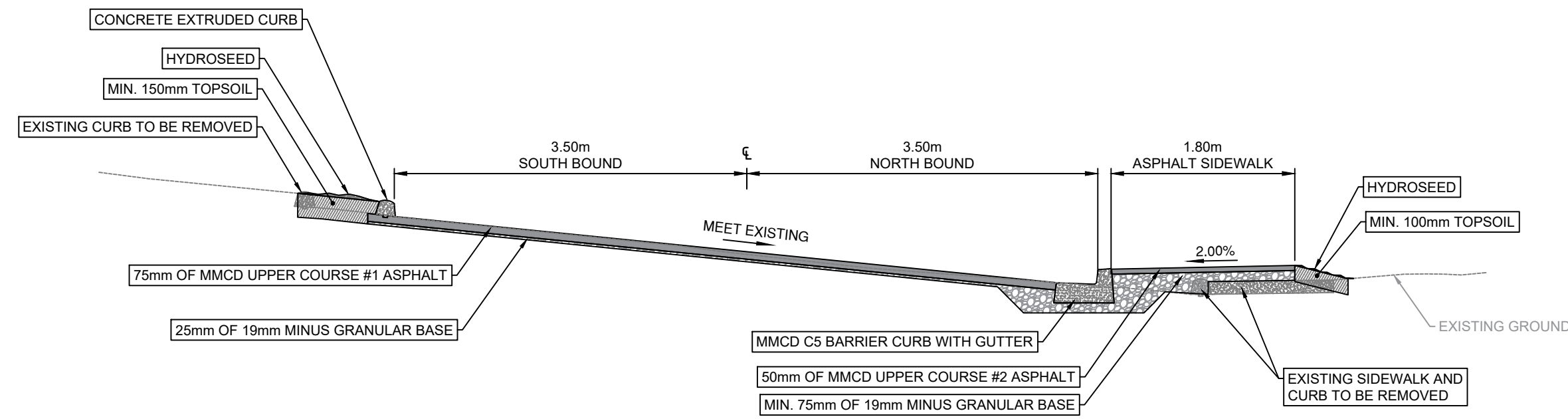
#201, 3999 Henning Drive, Burnaby, B.C. V5C 6P9  
T: (604) 620-2058 F: (604) 620-2058

ISSUED FOR RFP  
DESIGN NO.

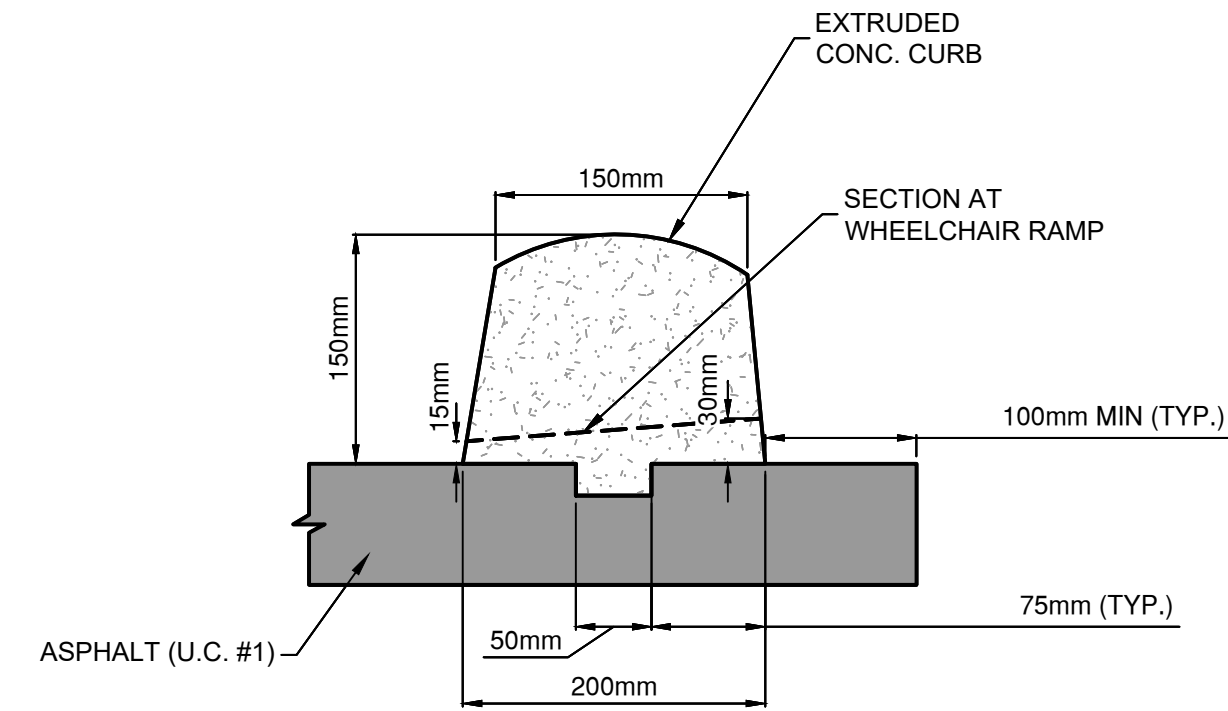
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DRAWN BY	JP	DESIGN BY	CJB	02 OF 03
CHECKED BY	CJB	APPROVED BY	CJB	REV. C

33057

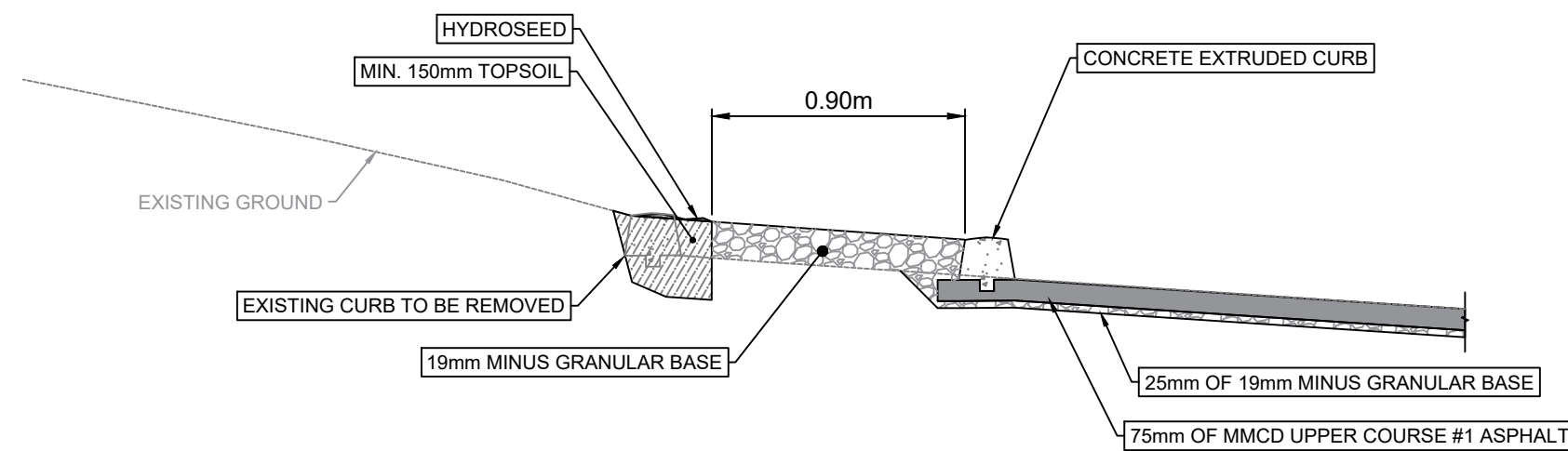




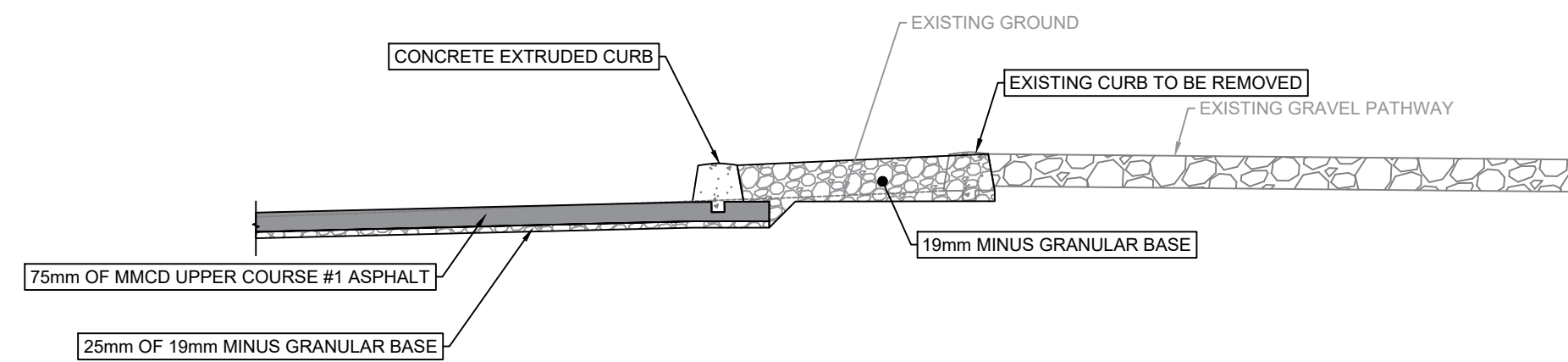
ACCESS ROAD - TYPICAL CROSS SECTION  
NTS



EXTRUDED CONCRETE CURB DETAIL  
NTS



PARKING LOT NORTH EDGE - TYPICAL CROSS SECTION  
NTS



PARKING LOT SOUTH EDGE - TYPICAL CROSS SECTION  
NTS

PLOT DATE: May 20, 2022				
REV NO	REVISIONS	DATE	DRAWN	APPRD
B	DETAILED DESIGN	2022/03/18	JP	CJB
C	ISSUED FOR RFP	2022/05/20	GA	CJB

**Coquitlam**  
Engineering & Public Works  
3000 Guildford Way, Coquitlam, B.C. V3B 7N2

TYPICAL CROSS SECTIONS AND DETAILS  
RIVERVIEW PARK



ISSUED FOR RFP		DESIGN NO.		33057
SCALE	AS SHOWN	CREATION DATE	MAR - 2022	
DRAWN BY	JP	DESIGN BY	JP	
CHECKED BY	CJB	APPROVED BY	CJB	
				REV. C



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 22-068

### Riverview Park Parking Lot Improvements

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

Friday, July 22, 2022

(Closing Date and Time)

#### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](https://qfile.coquitlam.ca/bid)

**1. In the "Subject Field" enter:** RFP Number and Name

**2. Add files in .pdf format and "Send"**

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

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

<b>Legal Name of Proponent</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

## 1. DEPARTURES AND AWARD

**a) CONTRACT** - I/We have reviewed the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City's Stand Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

**b) SERVICES** - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

**c) AWARD** - For eligibility of award, the City requires the succesful Proponent to complete and have the following in place before providing the Goods and Services.

i. <b>WCB</b> - WorkSafe BC coverage in goodstanding and further, if an "Owner Operator" is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. <b>Prime Contractor</b> - Acceptance of Prime Contractor Designation for the Services: <a href="#">Prime Contractor Designation Form</a>	Qualified Coordinator: Contact Number:
iii. <b>Insurance</b> – Provide Insurance coverage as per the <a href="#">City's Standard Insurance Form</a>	
iv. <b>Vendor Info</b> - Complete and return the City's <a href="#">Vendor Profile and Electronic Funds Transfer Application (PDF)</a>	
v. <b>Business License</b> - A City of Coquitlam or Tri Cities Intermunicipal <a href="#">Business License</a>	

**As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):**

--

2.

## CORPORATE

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):
i. Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii. Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii. Proponent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFP :
iv. Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

<b>b) REFERENCES</b> – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	

<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

<b>Reference No. 2</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

<b>Reference No. 3</b>	
<b>Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date</b>	
<b>End Date</b>	
<b>Contract Value</b>	
<b>Project completed on budget</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company
	Name:
	Phone Number:
	Email Address:

**c) KEY PERSONNEL** – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				

**d) EQUIPMENT AND VEHICLES** - Equipment, vehicles and power tools used at the work site must be clearly identified. Please 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. For the purposes of above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in the table below.

Equipment (including power tools to be used)	Make / Model	Year

**e) SUB-CONTRACTORS** - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

f) HEALTH AND SAFETY	
I. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
II. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:	

3.

## TECHNICAL

**a) APPROACH and METHODOLOGY**

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

- i. **Delivery, Set-Up and Execution** - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.

- ii. **Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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

- iv. **Safety** - Proponent is to state how they will address safety on the work site.

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



<b>b) Completion Date</b>	
IV. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before <b><u>September 16, 2022</u></b> . This date will be an important consideration in the evaluation.	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
V. If Proponent has stated NO, please state date and explanation as to proposed completion date:	

**4. FINANCIAL**

<b>a) PRICE –Confirm Appendix B – Schedule of Quantities and Price is attached.</b>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

<b>b) VALUE ADD</b> 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

<b>c) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY</b>
a) 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) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

**Attention Purchasing Manager:**

5. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City's website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Proposal in response to the RFP.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City's [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City's Contract as defined within this RFP document.
7. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the "Prime Contractor" as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the "Prime Contractor", I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
8. **I/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

**This Proposal** is submitted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**I/We have the authority to sign on behalf of the Proponent and have duly read all documents.**

<b>Name of Proponent</b>	
<b>Signature(s) of Authorized Signatory(ies)</b>	1.
	2.
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	1.
	2.