



City of Coquitlam

## PROPOSAL SUBMISSION FORM

**RFP No. 22-057**

### **New Concrete Stairs and Pathways – Alouette Park**

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

**Monday, July 11, 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)

- 5. The City's preference is for Proponents to return the fillable Proposal Submission Form in PDF format.**
- 6. Any additional files in format requested i.e. PDF, DWG, XLXS etc.**
- 7. In the "Subject Field" enter: RFP Number and Name**
- 8. Add files 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 an agreement that incorporates the City's Standard Terms and Conditions, amended by the following departures (list, if any):

Requested Departure(s) / Alternative(s)	Section

**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 successful 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):**

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## 2. CORPORATE

**a) CAPABILITIES, CAPACITY AND RESOURCES** - 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) REFERENCES

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:

Reference No. 2	
<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:

Reference No. 3	
<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):

Key Personnel No. 1:	
<b>Name</b>	
<b>Title/position</b>	
<b>Experience and qualifications</b>	
<b>Years with your Co.</b>	

Key Personnel No. 2:	
<b>Name</b>	
<b>Title/position</b>	
<b>Experience and qualifications</b>	
<b>Years with your Co.</b>	

Key Personnel No. 3:	
<b>Name</b>	
<b>Title/position</b>	
<b>Experience and qualifications</b>	
<b>Years with your Co.</b>	

**d) 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	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	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:

e) Completion Date	
I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before <b>September 30, 2021</b> . This date will be an important consideration in the evaluation.	
Yes or No	
If no, explain	

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

g) Does Proponent have a company COVID Vaccination Policy?	
Yes or No (If Yes, please attach)	

### 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.

#### 4. FINANCIAL

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	The Supply, pouring, and finishing of 2 sets of stairs with 17 risers, 1 set of stairs with 5 risers, 12 sets of stairs with 4 risers and 1 set of stairs with 3 risers. All concrete stairs to be constructed as per the Engineers drawings and to have broom finish and troweled edge:	L.S.	\$
ii.	The Supply, pouring and placing of approx. 115 sq.m of concrete sidewalk, 125mm deep, as per the details shown on the Engineers drawings. All sidewalks to have a broom finish and troweled edge.	L.S.	\$
iii.	The Supply and Installation of Galvanized and Black Powder Coated Handrail to one side, on each set of stairs as per the details and specifications shown on drawings S-2 of the Engineers drawings.	L.S.	\$
	<b>TOTAL</b>		\$

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

ITEM	OPTIONAL SCOPE OF WORK	Unit of Measure	OPTIONAL PRICE (exclude GST)
i.	Demolition, removal and disposal of the existing wood stairs, metal railing, gravel pathway, and wood edging. Excavation and offsite disposal of material removed to meet required formation level.	L.S.	\$
ii.	Supply, installation and compaction of 150mm deep layer of 19mm minus aggregate base course underneath concrete stairs and pathways to an area of approximately 182sq.m	L.S.	\$



iii.	All Forming and reinforcing steel works as per Engineers Drawings	L.S.	\$
iv.	Reinstatement to all disturbed areas impacted by the works.(Topsoil and see to grass areas)	L.S.	\$
	<b>TOTAL</b>		<b>\$</b>

**c) VALUE ADD** - 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

**d) 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

**e) SOCIAL RESPONSIBILITY** - What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

**f) SOCIAL RESPONSIBILITY** - What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

## 5. ADDENDA AND AUTHORIZATION

### Attention Purchasing Manager:

- a) **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.
- b) **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.
- c) **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.
- d) **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> (Digital signatures accepted)	<b>1.</b>	
	<b>2.</b>	
<b>Print Name(s) and Position(s) of Authorized Signatory(ies)</b>	<b>1.</b>	
	<b>2.</b>	