

City of Coquitlam

Request for Proposals

RFP No. 23-020

Poirier Sports Leisure Complex Arena
Videoboard

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 23-020</p> <p align="center">Poirier Sports Leisure Complex Arena Videoboard</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the design, build, supply and installation of Poirier Sports Leisure Complex Arena Videoboard .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Tuesday, February 14, 2023</p>
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3060 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
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: https://www.coquitlam.ca/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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP

DEFINITIONS

“Agreement” “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.

“City” “Owner” means City of Coquitlam;

“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 purpose of this RFP is to invite Proposals from qualified firms for the design, build, supply and installation of **Poirier Sports Leisure Complex Arena Videoboard**. Equipment shall be new and that which has never been owned except by a manufacturer, distributor or dealer.

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

Proponents are encouraged to visit the site on their own.

Location: Poirier Sport & Leisure Complex

Address: 633 Poirier St, 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.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party's network or email program, and the City will not be liable for any damages associated with submissions not received.

1.5 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

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. The City may not consider any departures not stated in the Proponent's Proposal Submission.

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
Corporate	35
Technical	30

Financial and Value Added	35
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Response time
- Suppliers
- Manufacturer authorization
- References
- Sub-contractors
- Key Personnel on project team, qualifications and experience
- Health and Safety

Technical

- Methodology, set-up and execution of the work
- Quality Assurance and Safety
- Risk factors
- Design
- Recommended product
- Lead time
- Schedule
- Warranty
- Training
- Manuals
- Testing and Acceptance Plan
- Agreements And Licensing

Financial and Value Added

- Total Price
- Optional Price
- Compliance to budget
- 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.

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.

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) 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: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.9 Completion Dates

Completion Date - The Work shall be completed not later than **August 31, 2023**

The City will review schedules and allow for exceptions to completion dates and be flexible due to supply chain issues.

1.10 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name or manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not

intended to rule out competition from equal brands or makes. If goods other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature.

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 in this RFP, 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 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 SCOPE OF SERVICES

3.1 Scope of Work

The Work includes, but is not limited to, design, supply, delivery, installation, provision of all labour, supervision, equipment, tools, materials, transportation, and incidentals necessary for a complete turnkey system for **Poirier Sports Leisure Complex Arena Videoboard**.

For further details, refer to:

Appendix A – Project Specifications

Appendix B – Electrical Requirements

Appendix C – Technical Requirements

Appendix D – Drawings

3.2 Manufacturer-Authorized

Contractor must be authorized by the manufacturer to sell equipment where such authorization is granted by the manufacturer. The relationship with the manufacturer must be direct and not indirect through a third party.

3.3 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.

3.4 Site Acceptance Test

The Contractor, at its own cost, shall provide the testing equipment/instruments/software programs necessary for performing and demonstrating the Site Acceptance Tests.

3.5 Training

The Contractor shall provide instruction on the adjustment, operation of the system as installed including all hardware and software provided. All training equipment and material shall be provided by the Contractor.

3.6 Standards and Workmanship

All work is to be completed by professional qualified Journeyman, technicians and Apprentices under the direct supervision of a Journeyman technician.

Contractor shall comply with the latest Canadian Electrical code, including all provincial and other amendments, and local by-laws. When multiple codes and/or regulations apply, follow the most stringent provision.

- Canadian Electrical Code;
- BC Electrical Safety Act;
- Worker's Compensation Act;

Materials are to bear the approval of the Canadian Standards Association (CSA) and/or Underwriters Laboratories® approval Canadian Standards designation (ULC). Approvals other than these must meet and be approved for use and installation by local inspection authorities. Contractor shall be responsible for all costs associated with obtaining local approvals.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-020

Poirier Sports Leisure Complex Arena Videoboard

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

Tuesday, February 14, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions and Microsoft Excel appendices should be submitted in the original format (MS Word and MS Excel) and any other supporting documents 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.

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 604-927-3060.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

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 Standard 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 successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - 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. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	

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 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:
iii. Provide a detailed narrative as to the Proponent's understanding of the project objectives, outcomes and vision, identifying major issues and opportunities presented in this RFP:
iv. Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:
v. A brief narrative explaining why and how the Proponent's team is best suited for the Project.

b) WORK SCHEDULE

The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before **August 31, 2023**.

PRELIMINARY CONSTRUCTION SCHEDULE

INDICATE SCHEDULE WITH BAR CHART WITH CONSTRUCTION DURATIONS BUT NOT LIMITED TO. CONTRACTOR TO ADD ACTIVITIES WITH DURATIONS AS REQUIRED.

PRELIMINARY SCHEDULE	2023								
ACTIVITY	Feb	Mar	April	May	June	July	Aug	Sept	Oct

Prior to the start of Work, the Contractor will be required to provide a detailed **SCHEDULE** 'Gantt Chart' Schedule in a MS Project format.

c) MANUFACTURE AUTHORIZATION

Provide as an attachment a letter from manufacturer that you are an authorized dealer for resale:

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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d) SUPPLIERS

The Proponent proposes to supply the various products for the Work from the following suppliers:

LINE ITEM	PRODUCT	MANUFACTURER	SUPPLIER
i.			
ii.			
iii.			
iv.			
v.			

(use the spaces provided and/or attach additional pages, if necessary)

e) 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	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

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

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

f) 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.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
vi.				
vii.				
viii.				
ix.				

g) 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:

h) 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

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. This should include how many days the arena will be closed and how to mitigate impact to arena users.

- 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.

b) Pre-Construction Service and Design Assist

The Proponent is to describe how they intend to carry out the pre-construction service and design assist role in a way that will result in tangible benefits to the City upon conversion to lump sum fixed contract (use the spaces provided and/or attach additional pages, if necessary):

c) Product Offered - recommendation and details: - attach if necessary

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d) LEAD TIME FOR DELIVERY - Provide the lead time for delivery for the items proposed

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e) WARRANTY - State standard warranty:

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f) Training

i. Describe types of training that will be provided by Proponent's professional Technicians:

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ii. Operators – State duration of training, number of attendees and number of on-site workshops at each location:

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iii. State Training Material used/provided

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g) Manuals (online/web based/DVD/paper manuals) included:

- i. Parts manual
- ii. Service manual
- iii. Operator's manuals

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h) FACTORY ACCEPTANCE TEST (FAT) - Contractor agrees to submit the FAT reports after the units proposed are tested.

☐ **Yes**

☐ **No**

i) SITE ACCEPTANCE TEST (SAT) Attached how you will perform the SAT and final sign off.	
<input type="checkbox"/> Yes	<input type="checkbox"/> No

j) AGREEMENTS AND LICENSING	
i. Indicate and describe the licensing model(s) for your offering.	
ii. Provide any licensing and warranty information for third-party products you may require the City to purchase in support of this Service:	
iii. What is the Proponents contract liability limitation if the Services that are performed failed (i.e. security breach)?	

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.	Engineering/design		\$
ii.	Electrical work and cables		\$
iii.	Videoboard		\$
iv.	Production System (operating system etc.)		\$
v.	Other not Listed:		\$
vi.	Other not Listed:		\$
	TOTAL		\$

b) Compliance to Budget
The Proponent, upon review of the provided design drawings & available construction budget, is required to include a brief description of its plan to ensure compliance with the available budget (use the spaces provided and/or attach additional pages, if necessary):

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 AND SOCIAL RESPONSIBILITY

I. 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

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

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, 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 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.
7. **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.
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.

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