

City of Coquitlam

Request for Proposals

RFP No. 23-026

Real-Time Water Quality Monitoring Services – Construction Sites

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PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 23-026</p> <p align="center">Real-Time Water Quality Monitoring Services – Construction Sites</p>
Overview of the Opportunity	The purpose of this RFP is to establish a prequalified list of professional, qualified and experienced firms to provide Real-Time Water Quality Monitoring Services – Construction Sites .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Friday, February 17, 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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 - Consulting and Professional 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 agreement between the developer and prequalified Contractors. The City is not a party to the resulting contract between the parties.

“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 Developer to the Contractor for delivery and acceptance of goods and Services;

“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;

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

“Real-Time Monitoring Facilities” has the meaning defined in the [City of Coquitlam Stream and Drainage System Protection Bylaw](#).

1 INSTRUCTIONS TO PROPONENTS

1.1 Introduction

The City of Coquitlam is issuing this RFP to select professional, qualified and experienced companies to provide **Real-Time Water Quality Monitoring Services – Construction Sites**.

This RFP is intended to invite qualified firms who are interested in, and who have the expertise, experience, resources and knowledge to perform the Services for a variety of assignments.

1.2 Purpose

The City intends to create a prequalified Contractor list for Developers to reach out to for Services.

1.3 Prequalification

In order for a Contractor to maintain their Pre-qualified Contractor status, the Contractor will maintain pricing and all other requirements as stated within their Proposal for the term of the pre-qualification.

1.4 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.

1.5 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 in response to this RFP, the Proponent agrees and accepts the rules by which the bid 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.

1.6 Prices

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

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, 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.

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

1.7 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.

1.8 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	40
Technical	45
Financial and Value Added	15
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Sub-contractors
- Staff qualifications and experience
- Health & Safety

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance
- Site Safety
- Equipment and Resources

Financial and Value Added

- Price
- Value Added / Sustainable benefits

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.

1.9 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) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Consulting and Professional Services](#)
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.10 Term

The initial term of the prequalification is up to one (1) years with the option to extend the term of the prequalification by additional terms, upon mutual agreement of the parties.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Consulting and Professional 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 Underground Services, Utilities and other Structures and Services

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

3 SCOPE OF SERVICES

3.1 Background

Stormwater and groundwater from construction sites within the City can potentially flow into natural watercourses, impacting natural habitats and resources in the region. The protection and sustainability of environmental ecosystems is a priority for the City.

The City's Stream and Drainage System Protection bylaw (the "Bylaw") includes requirements for Erosion and Sediment Control (ESC) Facilities to be installed at all development sites. The Bylaw also specifies several water quality parameter conditions which must be met before storm or ground water can be discharged to the City's drainage system. Following Council approval for amendments to the Bylaw which came into effect on January 2nd 2023 certain development sites are subject to more stringent requirements including the use of real-time water quality monitoring and control facilities. Real-time water quality monitoring and control facilities are intended to ensure that water treatment systems in use during development are discharging water that complies with the bylaw and that any non-compliant water is recirculated for additional treatment before discharge. Further, the Real-Time Monitoring Facilities ensure City staff and the ESC Supervisor have continuous access to data on the operation of the water treatment system and any discharge from site.

The City appreciates that use of Real-Time Monitoring systems is an innovative approach to protecting the downstream receiving environment. In order to facilitate developers' procurement of effective, bylaw compliant real-time monitoring services the City intends to maintain a list of prequalified Contractors that developers can draw upon as they procure contractors.

3.2 Scope

The City requires that all developments that are subject to the requirement for Real-Time Monitoring Facilities engage the services of a Contractor for the duration of development during which water treatment is required as part of the approved Erosion and Sediment Control Plan. Names of Contractors on the prequalified list will be given to developers working in the City for Work on their construction site.

a) General Requirements

The Real-Time Monitoring Facilities must meet the requirements set out in the City's Stream and Drainage System Protection Bylaw (the "Bylaw") and as amended from time to time. In the event of any discrepancy between the requirements as stated in this RFP and those listed in the Bylaw then the requirements in the Bylaw will apply.

All information collected by the Real-Time Monitoring Facilities must be made available in real-time to all users including but not limited to:

- the developer and any contractors and sub-contractors they may elect as users;
- staff of the City of Coquitlam;
- the ESC Supervisor for the development.

The Freedom of Information and Protection of Privacy Act (the "Act") promotes the general principles that public body information should be available to the public and personal information respecting individuals held by government should not be

improperly disclosed. The Real-Time Monitoring Facilities must comply with all requirements of the Act.

b) Sensor Requirements

The Real-Time Monitoring Facilities must include at least the following sensors:

- pH;
- turbidity measured in NTU or FNU;
- temperature measured in oC;
- discharge flow rate measured in cubic metres per second or litres per second;
- cumulative discharge volume measured in cubic metres or litres; and,
- recirculation flow rate measured in cubic metres per second or litres per second.

Each of the sensors must sample data no less frequently than once every 45 seconds.

c) Data Transmission & Reporting Requirements

The Real-Time Monitoring Facilities must:

- Securely archive all data collected during the Works;
- Transmit data to a cloud based dashboard no less frequently than once every 60 seconds;
- Send automated notifications to users via SMS and email in response to predetermined trigger levels for each of the parameters measured;
- Provide backup communications system to ensure continuous monitoring and data-sharing during primary connection failure. Primary connection may be cellular, Ethernet or Wi-Fi;
- Use only Canadian Carrier-Certified Hardware; and,
- Use only Canadian Carrier SIM Networks or Mobile Virtual Network Operators.

The Real-Time Monitoring Facilities must provide all users with access to a secure web-based reporting dashboard with the following capabilities as a minimum:

- Chart displays of readings from each sensor;
- Selectable date-time viewing ranges (e.g. Live, 1 hr, 24 hrs, etc.);
- Map showing location of all Real-Time Monitoring Facilities;
- Data extracts downloadable in .XLS .CSV format for all data collected for the duration of the Work;
- Database storage for reliable storage and backup of all data collected for the duration of the Work;
- The data display and selection functionality of the dashboard should be available on Apple or Android mobile phones through a mobile app or website;
- Date and time-stamped administrative activity logs;
- Regular maintenance schedule logs;
- Replacement parts and consumable logs;
- Calibration logs;
- (Optional) JSON Webhook integration capabilities for the City.

d) Water Treatment System Control Requirements

The Real-Time Monitoring Facilities must:

- Automatically control discharge and recirculation of waste water triggered by sensor parameters in accordance with Schedule D of the Bylaw;
- Automatically shut off discharge and recirculate the storm water for further treatment when shut off limits are reached in accordance with Schedule D of the Bylaw;
- Continuously monitor water quality and control discharge and recirculation pumps independent of frequency of data transfer and dashboard refresh;
- Automatically close the discharge valve in the event of at least the following:
 - A power failure to the Real-Time Monitoring Facilities or the water treatment system;
 - Planned or unplanned shut down of any or all of the components of the Real-Time Monitoring Facilities;
 - Failure of any sensor to collect sample data for 2 or more data sampling cycles;
 - Failure to transmit data to the cloud for 2 or more transmission cycles;

e) Service Level & Quality Assurance Requirements

The Real-Time Monitoring Facilities must:

- Provide no less than 99% availability including planned maintenance & calibration shut downs. In the event of a lack of availability the system must automatically close the discharge valve;
- Allow for configuration and modification of notification and shut-off limits Over-The-Air;

The Contractor must:

- Have staff available to respond to service requests from the Developer or their contractors and sub-contractors within the following timeframes:
 - Emergency call out: Within 4 hours of any request during the Works; or
 - Non-Emergency Call Out: Within 24 hours of any request during the Works.

An Emergency Call Out will be any call out to prevent and imminent risk to public safety, worker safety or the environment including unplanned lack of availability of the Real-Time Monitoring Facilities. A Non-Emergency Call Out will be any other request for service.

- Establish and actively maintain a Quality Assurance Program (QAP) which ensures a high level of data integrity and auditability. The QAP must include procedures to complete and record date and time stamped logs of the following:
 - Regular maintenance schedules;
 - Replacement of parts and consumables; and
 - Calibrations.

The date and time of these Quality Assurance events must be reflected in the data displayed in the dashboard; and

- The Contractor must develop a set of Standard Operating Procedures for the equipment and must ensure that the equipment is operated, maintained and

calibrated in accordance with SOPs to ensure accuracy of data collected and transmitted and effective control of discharge from site.

3.3 Locations

Locations throughout the City “as needed and when requested”. The Contractor must have a valid business license to operate within the City of Coquitlam.

3.4 Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.

3.5 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor’s employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

3.6 Billing

All billing and invoices is between the developer and Contractor. The City is not an involved party for invoices or billing, City’s involvement is for information only.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-026

Real-Time Water Quality Monitoring Services – Construction Sites

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

Friday, February 17, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

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. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. 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 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 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	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Incidence of non-compliant discharge	

Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Incidence of non-compliant discharge	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Incidence of non-compliant discharge	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) 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:

d) 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. Real-Time Monitoring Technology** - Proposals should provide descriptions and, drawings, illustrations, schematics and screen shots to detail how the Real-Time Monitoring Facilities proposed meet the requirements of this RFP and the Bylaw. Information should be provided for on-site components, communications and the cloud based data dashboard.

- II. Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed in particular how the integrity of the data collected and reported will be maintained.

- 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 Work sites.

b) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:	
Non-Emergency Call Out:	

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.	Monthly rental of one Real-Time Monitoring unit including all routine maintenance and calibration	Monthly	\$
ii.	Emergency Call Out Fee	Each	\$
iii.	Non-Emergency Call Out Fee	Each	\$
Total			\$

b) 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

c) 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:
- III. 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, 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 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.