



City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 15-09-09

Demolition Services at 1424 Coast Meridian Road

Proposals will be received on or before 2:00 pm local time on
Tuesday, November 17, 2015
(Closing date and time)

OBTAINING RFP DOCUMENTS

RFP documents are available for downloading from the City's website:
www.coquitlam.ca/BidOpportunities

ENQUIRIES

Questions are to be submitted in writing within 3 business days of the Closing date quoting the RFP name and number and sent to email: bid@coquitlam.ca

MANDATORY SITE VISIT IS SCHEDULED FOR:

Monday, November 9, 2015
9:30 am (local time)

Proponents are to meet at:
1424 Coast Meridian Road (front entrance of building)

Proponents are required to register by signing the "sign in" form provided by the City. Proposals will not be accepted from companies that are not registered as attending the mandatory site visit.

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 address:
www.coquitlam.ca/BidOpportunities

The City reserves the right to accept or reject any or all Proposals and will not be responsible for any costs incurred by the Proponents in preparing a response.

D. Trudeau
Purchasing Manager

Date of Issue: October 30, 2015

TABLE OF CONTENTS

	<u>Page</u>
DEFINITIONS	4
1. INSTRUCTIONS TO PROPONENTS	5
1.1. Project Description.....	5
1.2. Closing Date & Time.....	5
1.3. Proposal Submission Instructions.....	5
1.4. Enquiries	6
1.5. Addenda.....	6
1.6. General Information.....	6
1.7. Prices.....	7
1.8. Evaluation Criteria	7
1.9. Negotiation	8
1.10. Irrevocability and Acceptance of Proposals.....	8
1.11. No Claim	8
1.12. No Contract.....	8
1.13. Conflict of Interest	9
1.14. Non-Solicitation.....	9
1.15. Liability for Errors	9
1.16. Privacy Act.....	9
1.17. Proposal Submission.....	9
1.18. Examination of Proposal Documents and Work Sites	9
2. GENERAL CONDITIONS.....	10
2.1 Notification of Award.....	10
2.2 Health and Safety Requirements	10
2.3 One Year Guarantee	10
2.4 Indemnity	10
2.5 Insurance Requirements.....	11
2.6 Independent Contractor	11
2.7 Business Licence	11
2.8 WorkSafeBC Coverage	12
2.9 Prime Contractor and WorkSafeBC	12
2.10 Equipment Materials and Workmanship.....	12
2.11 Site Control and Organization	12
2.12 Operations and Coordination of the Services.....	13
2.13 Hours of Work	13
2.14 Environmental Protection	13
2.15 Services, Utilities and Infrastructure.....	13
2.16 Equipment, Materials and Workmanship.....	13
2.17 WHMIS	14
2.18 Inspection of Services.....	14
2.19 Inspection of Services.....	14

2. GENERAL CONDITIONS (cont'd)

2.20	Damage and Defects	15
2.21	Default	15
2.22	Cancellation	15
2.23	Dispute Resolution	15
2.24	Confidentiality	16
2.25	Advertisement.....	16
2.26	Subletting.....	16
2.27	Law	16
2.28	Payments – Invoicing	17

APPENDICES:

- **Appendix A – Scope of Work**
- **Appendix B – Hazardous Assessment for 1424 Coast Meridian Road**
- **Appendix C – Supplementary General Conditions**

PROPOSAL SUBMISSION FORM

DEFINITIONS

“Contract” means the City Purchase Order (PO) that will be issued to formalize the acceptance of a Proposal by the City with the successful Proponent. Acceptance by the City will incorporate by reference, the RFP documents including Specifications, Terms and Conditions, Drawings, any subsequent information, addenda, negotiation and acceptance by the City. Where it is not stated in the City’s General Conditions, the ***CCDC 2-2008 Stipulated Price Contract Between Owner and Contractor, as amended by City of Coquitlam’s Supplementary General Conditions to the CCDC2-2008 will apply.***

“City” 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 first contemplated 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.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

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

“Services” means and includes the provision by the successful Proponent of all services, duties and expectations as further described in this RFP.

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

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

“Work” “Works” shall unless the context otherwise requires, 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.

1. INSTRUCTIONS TO PROPONENTS

1.1. Project Description

The City of Coquitlam (“City”) requests proposals from qualified, experienced companies to provide **Demolition Services at 1424 Coast Meridian Road, Coquitlam, BC.**

For further details refer to:

- **Appendix A – Scope of Work**
- **Appendix B – Hazardous Materials Assessment for 1424 Coast Meridian Road**
- **Appendix C – Supplementary General Conditions**

The Work shall be completed by **December 20, 2015.**

1.2. Closing Date & Time

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

Tuesday, November 17, 2015

1.3. Proposal Submission Instructions

Proposal submissions are to be uploaded electronically through Qfile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the “Subject Field” enter:** RFP Number and Name
- 2. Add files in .pdf format and “Send”**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proposal submitted shall be deemed to be successfully received when displayed as new email at the City’s email address. The City will not be responsible for any delay or for any Proposals 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 Proposals not received.

The City at its sole discretion, reserves the right to accept Proposals received after the Closing date and time but is under no obligation to evaluate.

Proposals will not be opened in public.

1.4. Enquiries

Questions are to be submitted in writing 3 business days prior to the closing date sent to email: bid@coquitlam.ca

If a change or additional information is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and time.

The City shall determine, at its sole discretion, whether the query requires response, and such responses will be made available to all Proponents by issue of Addenda posted on the City's website that will be incorporated into and become part of the RFP.

No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Proponent.

1.5. 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 address: www.coquitlam.ca/BidOpportunities

Upon submitting a Proposal, Proponents are deemed to have received all Addenda posted on the City website and deemed to have considered the information for inclusion in the Proposal submitted.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail.

1.6. General Information

Wherever possible, the City wishes to purchase goods and services which represent minimal impact to the environment, or that offer value to a sustainability objective.

The City reserves the right to accept or reject any or all Proposals. The lowest Proposal may not necessarily be accepted, rather will be analyzed to determine best overall value to the City.

The City of Coquitlam reserves the right to cancel any order or contract if not fulfilled within a reasonable time and in accordance with the terms and conditions specified at their sole discretion. Time shall be of the essence.

Proposals may be withdrawn by written notice only by an authorized representative of the company, prior to time set as closing time for receiving Proposals sent to email: bid@coquitlam.ca .

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

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal.

1.7. 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.

1.8. Evaluation Criteria

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

Corporate Experience and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Equipment and resources

Technical

- Methodology, Disposal and Quality Assurance
- Schedule and Completion Date

Financial

- Sustainable Value
- Value added
- Prices (Labour, vehicle & markup rate)

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

- Interviews may be conducted
- references may be contacted
- Verify insurance, WorkSafeBC and Prime Contractor

No Prices, scores, weights or totals will be provided to any Proponents.

Should there be additional services required over the next two (2) year period the City reserves the right to sole source with the successful proponent.

1.9. Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the proponent or any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the contract.

1.10. Irrevocability and Acceptance of Proposals

The City requests that Proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date and time.

The City reserves the right to waive formalities in, accept or reject any or all Proposals, cancel this RFP, or accept the Proposal deemed most favourable in the interest of the City.

The City reserves the right to cancel this RFP at any time without recourse by the Proponent. The City has the right to not award this work for any reason including choosing to complete the work with the City’s own forces.

No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the City.

Should a Proposal be accepted, a purchase order will be placed for the provision of these services. Contract documents may be utilized to document the agreement fully and completely.

1.11. No Claim

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, relating to this RFP, including accepting a non-compliant bid, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

1.12. No Contract

No contractual, tort, or other legal obligations are created or imposed on the City, or any other individual, officer or employee of the City with respect to the RFP documentation or by submission or consideration by the City of any Proposal.

1.13. Conflict of Interest

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees.

1.14. Non-Solicitation

Proponents and their agents will not contact any member of the City Council with respect to this RFP at any time prior to the award of a Contract or the termination of the RFP, and the City may reject the Proposal of any Proponent that makes any such contact.

1.15. Liability for Errors

While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Proponents from forming their own opinions and conclusions with respect to the work in this RFP.

1.16. Privacy Act

Proponents are advised that proposals will become the property and are subject to the Freedom of Information and Protection of Privacy Act and contents may be disclosed if required to do so pursuant to the Act.

1.17. Proposal Submission

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

1.18. Examination of Proposal Documents and Work Sites

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 of Coquitlam.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, 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.

2. GENERAL CONDITIONS

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the services by issue of a City Purchase Order (‘PO’).

Unless otherwise indicated below, the Standard terms of a **CCDC 2- 2008 Contract** as amended by the City of Coquitlam Supplementary General Conditions will apply.

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.

2.2 Health and Safety Requirements

The Contractor shall strictly comply with the current Industrial Health and Safety regulations of WorkSafeBC and the safety policies/procedures of the City of Coquitlam. Other applicable federal, provincial and local regulations and policies concerning the health and safety of workers and general public shall also be followed.

2.3 One Year Guarantee

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

2.4 Indemnity

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought or recovered against him and/or the City, by reason of any act or omission of the Contractor, its agents, Sub-contractors or employees in the execution of the work.

2.5 Insurance Requirements

The Contractor shall submit, upon award by the City of Coquitlam, a **Certificate of Insurance** signed by the Insurance Company certifying that the required insurance policies are in force and that:

- a) **The City of Coquitlam** shall be named as additional insured;
- b) The Contractor shall provide Commercial General Liability Insurance satisfactory to the City in the amount of **FIVE MILLION DOLLARS (\$5,000,000.)** inclusive per occurrence.
- c) The Contractor shall provide **Demolition, Pollution Liability and Asbestos Abatement** Insurance in amounts satisfactory to the City.
- d) Automobile Liability insurance, in an amount of not less than **TWO (2) MILLION DOLLARS (\$2,000,000.)** is required on all licensed vehicles owned or used by the Contractor.
- e) Contractor's Equipment Insurance is required for all equipment owned or rented by the Contractor and employees that provides coverage against all risks of loss or damage.
- f) The Contractor shall ensure that all Sub-contractors carry insurance in the form and limits specified in this clause.
- g) The policy shall not be cancelled, lapsed, transferred, assigned or materially altered without at least thirty (30) days written notice to the City of Coquitlam and the City's written approval of the cancellation, transfer, assignment or alteration.
- h) Form of insurance shall be provided as:
[City of Coquitlam Certificate of Insurance – Contractor Form](#)

2.6 Independent Contractor

The Contractor is an independent Contractor and this contract does not render the Contractor an agent or employee of the City.

2.7 Business Licence

The Contractor shall maintain a valid Tri Cities Intermunicipal or City of Coquitlam Business License. For information, contact the City's License Department (Tel: 604-927-3085).

2.8 WorkSafeBC Coverage

The Contractor shall be in good standing with WorkSafeBC and provide a WorkSafeBC Registration Number.

The Contractor is responsible for having the site secured in accordance with WorkSafeBC regulations and to perform the work so that there is no risk of danger or hazard to the staff and public at any time during the progress of the work until completion.

2.9 Prime Contractor and WorkSafeBC

The Contractor shall be deemed to be the “prime contractor” as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations.

Prime Contractor Form shall be submitted prior to commencing work:

[City of Coquitlam Prime Contractor Designation Form](#) (Required at time of Award).

All work shall be performed in strict accordance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation, and in accordance with all other applicable policies, guidelines and standards from authorities having jurisdiction.

2.10 Equipment Materials and Workmanship

Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the services.

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 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.

2.11 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows, with the removal of trash and debris daily.

2.12 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

2.13 Hours of Work

The Contractor shall carry out the work during normal working 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.

2.14 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

2.15 Services, Utilities and Infrastructure

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.

2.16 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work.

All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act

- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada (Transport of Dangerous Goods)
- e) Workplace Hazardous Material Information System (WHMIS)

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.

2.17 WHMIS

All products purchased by the City are considered to be required for use in the workplace. All products are required to be labelled as a hazardous or controlled product and a material safety data sheet (MSDS) is to accompany the shipment and is required as a condition of purchase. Shipment of goods which do not comply will be returned to the Contractor at their expense.

2.18 Inspection of Services

- a) All services provided shall be subject to inspection and shall meet the approval of the City. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the work shall be made as promptly as practical, but failure to accept or reject the work shall not relieve the Contractor from responsibility for services provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all services and its decisions of all questions in dispute will be final.

2.19 Inspection of Services

The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

2.20 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the services or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

2.21 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other Contractor, if the successful Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City
- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

2.22 Cancellation

The contract may be cancelled by either party for any reason without cause or penalty upon 30 days written notice.

The Contractor would be compensated for work provided at the date of notification.

2.23 Dispute Resolution

The parties will make reasonable efforts to resolve any dispute, claim or controversy arising out of this contract using the following dispute resolution procedures:

- a) Negotiation – the parties will make reasonable efforts to resolve any dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

- b) Mediation – If all or any of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may refer the matter to mediation. Within 10 days of delivery of notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the BC International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will bear its own costs of participating in the mediation.

- c) Litigation – If within 90 days of the request of the mediation, the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice, commence litigation. The place of litigation shall be in metro Vancouver, BC area.

2.24 Confidentiality

The Contractor agrees that proprietary City information obtained in providing the services will be treated as confidential and not disclosed.

2.25 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.26 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, sublet or transfer any subsequent contract or any part thereof.

2.27 Law

The RFP and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.28 Payments – Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City.

Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the City.

- a) Invoices are to be sent in .pdf format sent to email: apinvoices@coquitlam.ca
- b) All invoices shall include the Purchase Order number as provided by the City.
- c) The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show taxes separately.

City of Coquitlam RFP No. 15-09-09
Demolition Services at 1424 Coast Meridian Road

Appendix A - SCOPE OF WORK

The City of Coquitlam requires demolition services to remove the existing building and onsite improvements detailed below in accordance with the information contained herein.

Property Address and Location of Worksite: 1424 Coast Meridian Road, Coquitlam, BC

The contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of the existing building complete with the concrete slab-on grade and all foundations/footings including the removal of all landscaping and hard surfaces adjacent to the building and all related debris from the demolition site. In addition the contractor will provide and supervise hazardous materials abatement contractor. The scope will also include the following:

- Construction of protective fencing surrounding the demolition site
- Construction of Erosion Sediment Control measures
- Removal of scrub brush and blackberry plants
- Removal of septic tank and field
- Rough grading of disturbed site area
- Removal and onsite storage of the following:
 - 1 main roof support beam in good condition
 - 80 square feet of tongue and groove wood roofing in good condition

Provisions

1. The contractor shall be responsible for obtaining/paying for all required licenses and permits including a Truck Route Exemption Permit, if required. City of Coquitlam will the provide demolition permit.
2. Prior to demolition work, all existing services will be capped/terminated at the property line; this work to be coordinated/completed by the City of Coquitlam. Prior to the commencement of demolition activities the contractor to ensure that the disconnections have been made. Contractor to confirm all existing services (BC One Call) prior to demolition work start.
3. The improvements shall remain boarded up and secure to completion of the demolition.

4. The entire building and contents shall become the property of the Contractor other than the items previously described in the Scope of Work. These items in relatively good condition will be removed by the contractor and stored onsite until members of the fire hall transport them to a new site. No materials shall be salvaged, stored or accumulated in any area outside of the site fence. The contractor shall maintain a clean work site free of hazards including Erosion Sediment Control (ESC).
 5. The contractor shall be responsible for the removal and proper disposal of all materials. Debris to be delivered to the landfill in accordance with provincial and local codes and ordinances. All loads shall be covered and secured prior to and during transport. The contractor relieves the City of Coquitlam of all liability in the disposal of debris. The contractor is responsible for all fees and permits, if applicable.
 6. The work shall be completed by **December 20, 2015**.
 7. Site Grading: the site is to be left rough graded and have no safety hazards or erosion concerns.
 8. Contractor to comply with all legislation, statutes and authorities having jurisdiction.
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City of Coquitlam RFP No. 15-09-09
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Appendix B

Hazardous Assessment for 1424 Coast Meridian Road



August 19, 2015

CITY OF COQUITLAM

640 Prior Street
Coquitlam, BC V3J 6B1

Attention: Mr. Neil Jennings, R.I.(BC), Property Negotiator

Ref: CONTRACTOR VERSION - PRE-DEMOLITION HAZARDOUS BUILDING MATERIALS SURVEY OF THE BURKE MOUNTAIN FIREHALL LOCATED AT 1424 COAST MERIDIAN, COQUITLAM, BC

1.0 INTRODUCTION

Astech Consultants were retained by the City of Coquitlam to conduct a Pre-Demolition Hazardous Building Materials Survey and compile a detailed report on the presence and location of asbestos containing building materials, PCB containing ballasts, lead, mercury, and stored chemicals at the Burke Mountain Firehall located at 1424 Coast Meridian, Coquitlam, BC.

Astech Consultants Ltd. survey and report format is designed specifically to satisfy the current applicable regulation from the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation 20.112 regarding hazardous building material assessments by a Qualified Person for buildings and structures constructed year 1989 and prior, which is listed below.

PART 20: CONSTRUCTION, EXCAVATION AND DEMOLITION

Hazardous materials 20.112 Before work begins on the demolition or salvage of machinery, equipment, buildings or structures, the employer or owner must

- (a) ensure that a qualified person inspects the site to identify any asbestos-containing materials, lead or other heavy metal or toxic, flammable or explosive materials that may be handled, disturbed or removed,
- (b) have the inspection results available at the worksite, including any drawings, plans or specifications, as appropriate, to show the locations of any hazardous substances,
- (c) ensure that any hazardous materials found are safely contained or removed, and
- (d) if hazardous materials are discovered during demolition work that were not identified in the inspection required by paragraph (a), ensure that all work ceases until such materials are contained or removed.

This survey was conducted on August 5 and 12, 2015 by Scott Price and Jesse James of Astech Consultants. It must be emphasized that this survey was concerned exclusively with the subject building. Although the site survey was thorough in investigating layered floor, wall, and ceiling systems, inaccessible floor cavities, wall cavities, and ceiling cavities which would require dismantling portions of the buildings in order to gain access were not investigated. No attempt was made to investigate underground services or the surrounding property.

2.0 BUILDING DESCRIPTION

The building on site is described as a one-storey firehall building faced with wood siding. The building has had a few renovations over the years. The building was heated by electric baseboard heaters, and a natural gas space heater. At the time of survey, the interior and exterior of the building were in fair condition.

3.0 METHODOLOGY

3.1 ASBESTOS CONTAINING MATERIALS

A visual inspection was undertaken in order to determine the type, location, and homogeneous nature of asbestos and potential asbestos containing building materials located at the subject building. During this inspection, forty-two (42) bulk samples of potential asbestos containing materials were collected from specific locations of the subject building, however, two (2) bulk samples did not require analysis. The samples collected were submitted for analysis at our in-house laboratory in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation, utilizing polarized light microscopy, and dispersion staining techniques. Results of laboratory analysis of samples collected during this survey are attached.

3.2 LEAD PAINTS

A visual inspection was undertaken in order to determine the type and location of paints suspected of containing lead at the subject building. During this inspection, seven (7) bulk samples of potential lead paint were collected from specific location of the subject building. The samples collected were submitted for analysis at our in-house laboratory in accordance with US EPA methods and the requirements of the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation. Results of laboratory analysis of the samples collected during this survey are attached.

Once laboratory analytical results indicated the presence of lead paint, a return visit was undertaken to collect potential leachate lead paint samples of the affected paint which was sampled intact on the base substrate of wood. The return visit was conducted August 12, 2015 and two (2) bulk samples of potential leachate lead paint were collected from where lead paint samples were previously collected. The samples collected were submitted for TCLP lead laboratory analysis in accordance with US EPA methods and the requirements of the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation. Results of laboratory analysis of samples collected during this return visit are attached.

3.3 PCB CONTAINING MATERIALS, LEAD, MERCURY, AND STORED CHEMICALS

A visual inspection was undertaken in order to determine the presence of:

- fluorescent light fixtures & HID light fixtures suspected of containing PCB ballasts or capacitors,
- construction materials suspected of containing lead and other heavy metals,
- thermostats and associated equipment suspected of containing mercury, and
- stored chemicals suspected of being toxic, flammable, or explosive.

4.0 INSPECTION RESULTS

4.1 ASBESTOS CONTAINING MATERIALS

GROUND FLOOR

General Note

- Although the analytical results for one of the gypsum board filling compound samples indicate a non-asbestos result because of renovations and/or patches conducted in the 1980s or later, site investigation and laboratory analysis of other samples has determined that where listed below, there is asbestos containing filling compound on older (originally installed between 1968 and 1980) gypsum board, or newer gypsum board with non-asbestos filling compound fastened directly to or abutting the older gypsum board with asbestos containing filling compound (some multi-layered and some concealed).

Vehicle Bay,

Large South Break Area including Hallway,

Small Southeast Office,

South Washroom,

Southwest Bathroom,

Southwest Bunk Room, and

Northwest Bunk Room

- Asbestos containing filling compound on gypsum board (some concealed and some on adjoining building materials).

Electrical/Telecom Closet (within Break Room)

- Asbestos containing filling compound on gypsum board (some concealed and some on adjoining building materials).
- Asbestos containing firestop putty at telephone cable penetration (some concealed).

Wall Cavities and Ceiling Spaces

- No asbestos materials observed.

EXTERIOR

Walls

- No asbestos materials observed.

Windows

- Asbestos containing sealant in exterior black metal-framed windows (mostly concealed).

Rooftop

- Asbestos containing mastic at metal box roof penetration of anchors (some concealed and some on adjoining building materials).

4.2 PCB CONTAINING MATERIALS

The visual inspection determined that there are approximately twenty-six (26) older and newer fluorescent and high intensity discharge (HID) light fixtures at the building. The older fixtures are suspected of having PCB containing ballasts/capacitors. PCB ballast/capacitor identification requires the disassembly of the light fixture in order to locate the manufacturer's identification code.

4.3 LEAD

The visual inspection and/or laboratory analytical results determined the following at the building:

- non-leachable paints containing lead were used on exterior wood siding and wood walls,
- paints considered to be non-lead containing were used on interior concrete floors, wood trim/mouldings, wood benches, wood and metal doors, and wood ceilings,
- there may be lead sleeves at the toilets and shower drains (in concrete floor slab), and
- there are lead roof vents and caps located on the rooftop.

4.4 MERCURY

The visual inspection determined that there are no wall mounted thermostats in the building that contains mercury. However, there are numerous fluorescent light tubes/bulbs at the building that contain mercury.

4.5 STORED CHEMICALS AND OTHER HAZARDOUS MATERIALS

The following list of materials were present in and around the building at time of inspection:

- a few containers of cleaners, petroleum products, and rodent poison,
- batteries in alarm and emergency lights,
- fire extinguisher(s),
- compressor and piping with suspect ozone depleting substances (CFC's) in an air handling unit,
- smoke/heat/fire detectors with a radioactive component within,
- a few areas with small amounts of visible mould on gypsum board and other building materials, and
- piping containing natural gas leading to heating equipment.

4.6 NON-ASBESTOS GYPSUM BOARD

The visual inspection and analytical results determined that there is gypsum board with **asbestos** filling compound in several areas of the building and therefore would be disposed of as mixed asbestos and gypsum waste.

5.0 RECOMMENDATIONS

5.1 ASBESTOS CONTAINING MATERIALS

Prior to demolition of a building, asbestos containing materials must first be removed and disposed of by a qualified hazardous materials abatement contractor in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation. Disposal of asbestos containing materials must be performed in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

5.2 POLYCHLORINATED BIPHENYL (PCB) CONTAINING BALLASTS/CAPACITORS

It is recommended that the identification of PCB ballasts/capacitors be performed by qualified personnel prior to or in conjunction with the demolition of the building, at a time when it becomes feasible to isolate electrical power and disassemble/disconnect the light fixtures. The ballasts/capacitors that are identified as PCB containing must be removed in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation, and disposed of in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

5.3 LEAD BASED PAINTS AND LEAD BUILDING MATERIALS

Where lead or potential lead based paints and/or primers are affected by a project, the work must be performed by a qualified contractor in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation and the WCB publication entitled Lead-Containing Paints and Coatings - Preventing Exposure in the Construction Industry.

Where the base substrate material is to be removed in conjunction with lead paint removal, the base substrate and lead based paints and/or primers should be removed intact by the contractor, in accordance with the contractor's risk assessment and site specific work procedures. The workers conducting the work and workers in close proximity to the work being performed, should be protected with personal protective equipment as determined by the contractor's risk assessment and site specific work procedures.

Lead containing paints which remain attached to wood, metal, concrete, masonry block, and/or other building materials must be labelled as lead based paints (LBP) for transporting to a licensed/approved disposal site or recycling facility. A licensed/approved facility receiving the waste must be informed of the lead content of these materials and be agreeable to receiving these materials. Prior to acceptance of waste with lead paints at a licensed/ approved disposal facility, the contractor generating the waste must ensure that all waste materials containing LBPs are sampled intact, fastened directly to the base substrate, and representative of the waste stream created by demolition. Astech Consultants has collected six samples for analysis utilizing a Toxicity Characteristic Leachate Procedure for lead (TCLP lead) test to determine the potential for soil and/or groundwater contamination. The contractor shall have any additional samples analyzed utilizing a Toxicity Characteristic Leachate Procedure for lead (TCLP lead) test to determine the potential for soil and/or groundwater contamination, if deemed necessary by the site receiving the waste.

If the lead paints are to be separated or removed from the building materials by means of sanding, scraping, abrading, blasting, etc., more stringent work procedures would apply. The removed lead paints, depending on lead concentrations and leachate results, may become a Hazardous Waste and therefore must be disposed of in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

Prior to demolition of a building, the lead sleeves and lead roof jacks must first be removed, and be recycled or disposed of, in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

5.4 MERCURY

Prior to demolition of a building, the mercury containing light tubes/bulbs must first be removed, and be salvaged, recycled, or disposed of, in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

5.5 STORED CHEMICALS AND OTHER HAZARDOUS MATERIALS

Stored Chemicals

Prior to demolition of a building, stored chemicals, ozone depleting substances within refrigeration equipment, and radioactive equipment must first be removed, and be recycled or disposed of, in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation.

Mould

The differing types of moulds and/or fungi which can cause infectious disease and/or respiratory disease in humans should be removed as biohazardous waste by a qualified abatement contractor in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation, prior

to unprotected trades performing work in affected areas of the building. In lieu of removing moulds and fungi, workers shall wear respirators and protective clothing while in contaminated areas of the building.

Prior to the demolition of a building, mould which is attached to gypsum board to be recycled, should be removed by a qualified abatement contractor in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation. During the removal process and prior to the gypsum board being transported to the recycling facility, the gypsum board and mould must be treated with an approved bleaching agent (or equivalent) to destroy the mould. Mould which remains attached to building materials such as wood, metal and concrete may be disposed of in a manner applicable to normal demolition waste. Workers conducting selective demolition of the building shall wear respirators and protective clothing while in contaminated areas of the building.

Natural Gas

The natural gas must be shut off and purged by Fortis BC or a qualified trades person prior to work that would affect the gas, and prior to building demolition.

6.0 OWNER'S RESPONSIBILITIES

For the remediation of hazardous building materials, contract specifications, quality control, and final acceptance of the work remain the responsibility of the Owner. In order to ensure that the Owner has acted in a responsible manner, and to ensure regulatory board compliance, it is recommended that the work and project air monitoring be performed by a qualified and properly insured (with proof of necessary asbestos inclusion rider) Hazardous Materials Abatement Contractor. As well, the abatement contractor upon completing the work shall have their "Qualified Person" inspect the worksite in its entirety to confirm that asbestos and other hazardous building materials have been properly removed, then promptly provide the Owner with a signed Letter of Completion. Project Documentation should also be provided including, but not necessarily limited to, a Notice of Project for work involving Asbestos, Risk Assessment, Exposure Control Plan, and Site Specific Work Procedures, Worker Respirator Fit Test Forms/Logs and Training Acknowledgement Forms, Certification of DOP Testing of HEPA Filtered Equipment used on site, Air Sample Results, Material Safety Data Sheets (MSDS) for products used on site, Transportation Waybills, and Waste Manifest Forms.

We hope you have found the above information useful. If you have any questions, or require clarification please contact this office.

Scott Price
Astech Consultants Ltd.
Ref: 14240HE01RC.RK



ASBESTOS BULK SAMPLE REPORT

Date: August 19, 2015
 Client: CITY OF COQUITLAM
 Location: **Burke Mountain Firehall
 1424 Coast Meridian
 Coquitlam, BC**

Comments: 1) Analysed as per NIOSH 9002, except for Vermiculite as per EPA/600/R-04/004.
 2) WCB defines asbestos containing material as 0.5% or more asbestos, with the exception of Vermiculite which is defined as "any asbestos".
 3) Samples will be disposed of after 90 days, unless the Client requests otherwise.

Samples Collected on August 5, 2015

Sample	Location	Description	Layer: Colour	Non-Asbestos		Asbestos	
				%	Type	%	Type
14240BS01	Ground Floor - Vehicle Bay	Paint Gypsum Board Filling Compound (North Wall)	1: White 2: Grey	97%	Non-Fibrous	3%	Chrysotile
14240BS02	Ground Floor - Large South Break Area	Paint Gypsum Board Filling Compound (South Wall)	1: White 2: Grey	97%	Non-Fibrous	3%	Chrysotile
14240BS03	Ground Floor - Large South Break Area	Cove Base	1: Beige	100%	Non-Fibrous	None	Detected
14240BS04	Ground Floor - Large South Break Area	Mastic (on Underside of Sink)	1: Black	25%	Cellulose	None	Detected
				75%	Non-Fibrous		
14240BS05	Ground Floor - Large South Break Area	Pipe Thread Compound (at Fitting of Natural Gas Pipe)	1: Grey	8%	Cellulose	None	Detected
				92%	Non-Fibrous		
14240BS06	Ground Floor - Electrical/Telecom Closet	Firestop Putty (at Cable Penetration)	1: Grey	85%	Non-Fibrous	15%	Chrysotile
14240BS07	Ground Floor - Electrical/Telecom Closet	Paint Gypsum Board Filling Compound (South Wall)	1: Beige 2: Grey	97%	Non-Fibrous	3%	Chrysotile
14240BS08a	Exterior	Sealant (in Black Metal-Framed Window)	1: Grey	85%	Non-Fibrous	15%	Chrysotile
14240BS08b	Exterior	Sealant (in Black Metal-Framed Window)	1: Grey				Analysis Not Required - See Sample BS08a

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
14240BS08c	Exterior	Sealant (in Black Metal-Framed Window)	1: Grey		Analysis Not Required - See Sample BS08a
14240BS09	Ground Floor - Bathroom	Paint Gypsum Board Filling Compound (South Wall)	1: White 2: Grey	97% Non-Fibrous	3% Chrysotile
14240BS10	Ground Floor - Bathroom	Paint Gypsum Board Filling Compound (Ceiling)	1: White 2: White	100% Non-Fibrous	None Detected
14240BS11	Ground Floor - Bathroom	Floor Tile	1: Off-White	100% Non-Fibrous	None Detected
14240BS12	Ground Floor - Bathroom	Floor Levelling Compound	2: Grey	10% Cellulose 90% Non-Fibrous	None Detected
14240BS13	Ground Floor - Washroom	Floor Levelling Compound	1: Grey	10% Cellulose 90% Non-Fibrous	None Detected
14240BS14	Ground Floor - Northwest Bunk Room	Paint Gypsum Board Filling Compound (East Wall)	1: White 2: Grey	97% Non-Fibrous	3% Chrysotile
14240BS15	Exterior	Wall Construction Paper	1: Black	95% Cellulose 5% Non-Fibrous	None Detected
14240BS16	Exterior	Duct Mastic	1: Grey	100% Non-Fibrous	None Detected
14240BS17	Exterior	Firestop Putty (at Electrical Cable Wall Penetration)	1: Light Grey	15% Cellulose 85% Non-Fibrous	None Detected
14240BS18	Exterior	Caulking (on Wood Siding)	1: Off-White	100% Non-Fibrous	None Detected

Analyst(s): Brittany Ford, Jesse James

Samples Collected on August 12, 2015

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
14240BS19	Exterior - Rooftop	Caulking (at Joint of Metal Perimeter Flashing)	1: Brown	5% Glass 95% Non-Fibrous	None Detected
14240BS20a	Exterior - Rooftop	Tar & Gravel Roofing (Flood Coat)	1: Black	2% Glass 98% Non-Fibrous	None Detected
14240BS20b	Exterior - Rooftop	Roofing Mastic	2: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS20c	Exterior - Rooftop	Roofing Felt	3: Black	85% Cellulose 15% Non-Fibrous	None Detected
14240BS20d	Exterior - Rooftop	Roofing Mastic	4: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS20e	Exterior - Rooftop	Roofing Felt	5: Black	85% Cellulose 15% Non-Fibrous	None Detected

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
14240BS20f	Exterior - Rooftop	Roofing Mastic	6: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS20g	Exterior - Rooftop	Roofing Felt	7: Black	85% Cellulose 15% Non-Fibrous	None Detected
14240BS20h	Exterior - Rooftop	Roofing Vapour Barrier	8: Black	95% Cellulose 5% Non-Fibrous	None Detected
14240BS21a	Exterior - Rooftop	Tar & Gravel Roofing (Flood Coat)	1: Black	2% Glass 98% Non-Fibrous	None Detected
14240BS21b	Exterior - Rooftop	Roofing Mastic	2: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS21c	Exterior - Rooftop	Roofing Felt	3: Black	85% Cellulose 15% Non-Fibrous	None Detected
14240BS21d	Exterior - Rooftop	Roofing Mastic	4: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS21e	Exterior - Rooftop	Roofing Felt	5: Black	85% Cellulose 15% Non-Fibrous	None Detected
14240BS21f	Exterior - Rooftop	Roofing Mastic	6: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS21g	Exterior - Rooftop	Roofing Felt	7: Black	85% Cellulose 15% Non-Fibrous	None Detected
14240BS21h	Exterior - Rooftop	Roofing Vapour Barrier	8: Black	95% Cellulose 5% Non-Fibrous	None Detected
14240BS22	Exterior - Rooftop	Mastic (at Lead Roof Jack)	1: Black	2% Cellulose 2% Glass 96% Non-Fibrous	None Detected
14240BS23	Exterior - Rooftop	Mastic (at Metal Box Penetration of Electrical Pole)	1: Black	25% Cellulose 75% Non-Fibrous	None Detected
14240BS24	Exterior - Rooftop	Mastic (at Metal Box Penetration of Anchor)	1: Black	85% Non-Fibrous	15% Chrysotile
14240BS25	Exterior - Rooftop	Mastic (on Metal Exhaust Vent)	1: Black	3% Glass 2% Cellulose 95% Non-Fibrous	None Detected
14240BS26	Exterior - Rooftop	Mastic (at Lead Roof Jack)	1: Black	10% Glass 90% Non-Fibrous	None Detected

Analyst(s): Jesse James



American Industrial Hygiene Association (AIHA) Bulk Asbestos Proficiency Analytical Testing (BAPAT)
Astech Consultants Ltd. Laboratory Participant ID# 200542



LEAD (in Paint) BULK SAMPLE REPORT

Date: August 19, 2015
Client: CITY OF COQUITLAM
Location: **Burke Mountain Firehall**
1424 Coast Meridian
Coquitlam, BC

Comments: 1) Submitted samples were analysed in accordance with EPA Analytical Method 6200.
2) Sample results report lead only.
3) WCB defines lead-containing surface coating material as a paint or other similar material that dries to a solid film that contains over 90 PPM (90 mg/kg or 90 µg/g or 0.009%) dry weight of lead.
4) Samples will be disposed of after 25 days, unless the client requests otherwise.

Samples Collected on August 5, 2015

Bulk Sample # 14240LS01 : **Ground Floor - Vehicle Bay**
Sample Type : Paint (Grey) (on Concrete Floor)
Result : < 18 PPM

Bulk Sample # 14240LS02 : **Ground Floor - Vehicle Bay**
Sample Type : Paint (Yellow) (on Concrete Floor)
Result : 39 PPM

Bulk Sample # 14240LS03 : **Ground Floor - Vehicle Bay**
Sample Type : Paint (Beige) (on Wood Wall Trim)
Result : < 6 PPM

Bulk Sample # 14240LS04 : **Ground Floor - Vehicle Bay**
Sample Type : Paint (Grey) (on Wood Bench)
Result : < 7 PPM

Bulk Sample # 14240LS05 : **Ground Floor - Large South Break Area**
Sample Type : Paint (Off-White) (on Wood Ceiling)
Result : < 9 PPM

Bulk Sample # 14240LS06 : **Exterior**
Sample Type : Paint (Green) (on Wood Siding)
Result : **5,439 PPM**

Bulk Sample # 14240LS07 : **Exterior**
Sample Type : Paint (Beige) (on Wood Wall)
Result : **631 PPM**

Analyst: Trent Litchfield



LEACHATE LEAD SAMPLE REPORT

Date: August 19, 2015
Client: CITY OF COQUITLAM
Location: **Burke Mountain Firehall
1424 Coast Meridian
Coquitlam, BC**

Comments:

- 1) Samples were analyzed in accordance with EPA Analytical Methods 6020A & 1311.
- 2) Sample results report leachate lead only.
- 3) Reportable Detection Limit is 0.10 mg/L.
- 4) Ministry of Environment defines lead leachate hazardous waste level as 5.0 mg/L or greater.
- 5) Samples will be disposed of after 30 days, unless the client requests otherwise.

Samples Collected on August 12, 2015

Bulk Sample # 14240LLS01 : Exterior
Sample Type : Paint (Green) (on Wood Siding)
Result : 0.15 mg/L

Bulk Sample # 14240LLS02 : Exterior
Sample Type : Paint (Beige) (on Wood Wall)
Result : 0.16 mg/L

Appendix C

CITY OF COQUITLAM SUPPLEMENTARY GENERAL CONDITIONS (Construction Document CCDC-2-2008)

SUPPLEMENTARY GENERAL CONDITIONS
STIPULATED PRICE CONTRACT CCDC 2 2008

These Supplementary General Conditions modify and amend Standard Construction Document CCDC-2 – 2008 and form a part of this *Contract*.

In the event of any conflict between the provisions of the Standard Construction Documents and any provision of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

Standard Construction Document CCDC-2—2008 is amended as follows:

AGREEMENT BETWEEN OWNER AND CONTRACTOR

ARTICLE A-3 CONTRACT DOCUMENTS

1. The Agreement is amended by including City of Coquitlam Certificate of Insurance Form and City of Coquitlam Prime Contractor Designation Form.

ARTICLE A-5 PAYMENT

2. The Agreement is amended by deleting Article A-5.3, including all of 5.3.1 and 5.3.2, in its entirety.

NEW ARTICLE

3. The Agreement is amended by adding the following new Article after Article A-8:

ARTICLE A-9 TIME OF THE ESSENCE

- 9.1 All time limits stated in this *Contract* are of the essence of the *Contract*.

GENERAL CONDITIONS OF THE STIPULATED PRICE CONTRACT

PART 1 GENERAL PROVISIONS

GC 1.1 CONTRACT DOCUMENTS

4. Section 1.1.8 is amended by replacing the term “sufficient copies” with “a pdf copy”.
5. Section 1.1 is amended by adding the following new subsection:
 - 1.1.11 The *Contractor* is responsible for the installation and the coordination of metric and imperial dimensioned products and materials as may be applicable.

PART 2 ADMINISTRATION OF THE CONTRACT

GC 2.1 AUTHORITY OF THE CONSULTANT

6. Section 2.1 is amended by adding a new subsection after subsection 2.1.3 as follows:

2.1.4 If a *Consultant* is not engaged on the *Project*, the *Owner* will fulfill the requirements of a *Consultant*.

GC 2.2 ROLE OF THE CONSULTANT

7. Section 2.2.7 is amended by deleting the words: “Except with respect to GC 5.1 - FINANCING INFORMATION REQUIRED OF THE OWNER,”.

GC 2.3 REVIEW AND INSPECTION OF THE WORK

8. Section 2.3 is amended by adding a new subsection after subsection 2.3.7 as follows:

2.3.8 Should the *Consultant* be required to make more than one review of rejected work or should the *Consultant* perform additional reviews due to failure of the *Work* to comply with the contract documents, the *Contractor* is required to compensate the *Owner* for such additional *Consultant* services, including expenses incurred. Adjustments for such compensation should be made as outlined under Part 6 CHANGES IN THE WORK.

PART 3 EXECUTION OF THE WORK

G.C. 3.5 CONSTRUCTION SCHEDULE

9. Section 3.5 is amended by adding the following new subsection after subsection 3.5.1.3:

3.5.1.4 The *Contractor* will perform the *Work* in compliance with the construction schedule. If, for any reason, the *Work* falls behind the schedule for the *Work* set forth in the construction schedule the *Contractor* shall as part of the *Work* either:

- (a) if in accordance with the *Contract Documents* the delay entitles the *Contractor* to a time extension the *Contractor* shall forthwith prepare and deliver to the *Consultant* a revised construction schedule to the reasonable satisfaction of the *Consultant* indicating the revised dates for the remaining activities of the *Work*; or
- (b) if in accordance with the *Contract Documents* the delay does not entitle the *Contractor* to a time extension then the *Contractor* shall take such steps as required to bring the *Work* back into conformity with the construction schedule.

Failure to comply with the requirements of this section shall be deemed to be a default under the *Contract* to which the provisions of GC 7.1.2 apply.

GC 3.6 SUPERVISION

10. Subsection 3.6.1 is amended by adding the following sentence at the end of the subsection: “The appointed *Contractor* representative shall not change without consultation with and written acceptance of the *Owner*, which acceptance will not be unreasonably withheld.”

GC 3.7 SUBCONTRACTORS AND SUPPLIERS

11. Subsection 3.7.2 is amended by adding the following sentence at the end of the subsection: “The *Contractor* shall not employ any *Subcontractor*, or change *Subcontractor*, without the written approval of the Owner, which approval will not be unreasonably withheld.”
12. Subsection 3.7.3 is deleted in its entirety and replaced with the following:
 - 3.7.3 If the *Owner* reasonably objects to the performance, qualifications, experience or suitability of any of the *Contractor's* personnel, *Subcontractors* or *Suppliers*, then the *Contractor* will, on written request from the *Owner*, replace such personnel, *Subcontractor* or *Supplier* immediately.
13. Section 3.7 is amended by adding the following new subsections after subsection 3.7.6:
 - 3.7.7 The *Contractor* will provide only personnel who have qualifications, experience and capabilities to perform the *Work*.
 - 3.7.8 The *Contractor* shall coordinate the *Work* of all of its *Subcontractors* and *Suppliers* and determine to what extent *Work* specified in each section of the specifications is effected by *Work* indicated elsewhere and make all necessary allowances for their integration. All additional *Work* resulting from the failure to make such determination shall be done at no cost to the *Owner*.
 - 3.7.12 The *Contractor* shall indemnify and hold harmless the *Owner*, its agents, servants and employees, from and against all costs, claims, damages, debts, sums, actions and causes of action whatsoever and whensoever arising out of any claim of lien or action by a *Subcontractor*, *Supplier* or labourer with whom the *Contractor* or any of its *Subcontractors* or *Suppliers* has contracted in relation to the *Work*.

GC 3.8 LABOUR AND PRODUCTS

14. Subsection 3.8.2 is amended by adding the following after “consultant”: “Products which are not specified shall conform to current applicable specifications and regulations of the Canadian Standards Association, Technical Builders' Bulletin, Canadian Government Specifications Board, National Building Code, British Columbia Building Code, American Society for Testing and Materials, Trade Association Specifications and all authorities having jurisdiction at the Place of the Work.”
15. Section 3.8 is amended by adding the following new subsections after subsection 3.8.3:
 - 3.8.4 Immediately upon receiving from the *Consultant* or the *Owner* a written notice stating the *Consultant's* or the *Owner's* reasonable objection to the work conduct of any superintendent, foreman or worker on the Project site, the *Contractor* will remove such persons from the Project site.
 - 3.8.5 No person shall with relation to his employment or eligibility for employment be discriminated against by reason of his or her race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental

disability, sex, sexual orientation or age, or because he or she has been convicted of a criminal or summary conviction offence that is unrelated to the employment.

- 3.8.6 The *Contractor* shall supply labour that is compatible with other labour employed on the Work. In the event of labour disputes arising from the provision of skilled or unskilled labour by the *Contractor* or its *Subcontractors*, the *Contractor* shall, to the satisfaction of the *Owner* or *Consultant*, as applicable,, make such arrangements as are necessary to preclude delay to the Work or to the work of others at the Project Site.

GC 3.9 DOCUMENTS AT THE SITE

16. Subsection 3.9.1 is amended by inserting the words “reviewed shop drawings” immediately after “*Contract Documents*”.
17. Section 3.9 is amended by adding the following as a new subsection after subsection 3.9.1:
- 3.9.2 Record drawings to be maintained and available to view by *Consultant* and *Owner*.

GC 3.10 SHOP DRAWINGS

18. Section 3.10 is amended by adding the following new subsections after subsection 3.10.12:
- 3.10.13 Upon *Substantial Performance of the Work*, the *Contractor* will submit all reviewed and revised *Shop Drawings* to the *Owner* as a permanent record of the *Work*. As of the date of issuance of a final certificate for payment, the *Shop Drawings* will be retained by the *Owner* as the *Owner’s* property.
- 3.10.14 Electronic submissions and electronic review stamp by the *Consultant* are acceptable.

PART 4 – ALLOWANCES

GC 4.1 CASH ALLOWANCES

19. Subsection 4.1.4 is amended by:
- a) in all instances deleting the words “any cash allowance”, and replacing them with “all cash allowances”.
 - b) at the end of the last sentence, adding the following new sentence: “The *Contractor’s* overhead and profit on costs exceeding the amount of the allowance shall be ten (10%) percent on *Work* performed directly by the *Contractor*, and five (5%) percent on *Work* performed by *Subcontractors*.”
20. Section 4.1 is amended by add the following new subsection after subsection 4.1.7:

- 4.1.8 Expenditures of the cash allowance are to be directed as per GC 6.2 CHANGE ORDER or GC 6.3 CHANGE DIRECTIVE, at the Owner's directive. All *Work* under cash allowance is to be competitively bid unless directed by the *Owner*. The *Contractor* shall keep records and submit a monthly update on expenditures of a cash allowance, including all unallocated amounts.

PART 5 PAYMENT

GC 5.1 FINANCING INFORMATION REQUIRED OF THE OWNER

21. Section 5.1 is deleted in its entirety.

GC 5.2 APPLICATIONS FOR PROGRESS PAYMENT

22. Subsection 5.2.3 is amended by:
- a) deleting "and Products delivered to the Place of the Work"; and
 - b) adding the following at the end of the subsection: "The *Contractor* will identify separately, with reference to the applicable *Change Order*, any application for payment for *Work* performed pursuant to a *Change Order*. No payment for extras or changes will be made before the issuance of the applicable *Change Order*."
23. Subsection 5.2.7 is deleted in its entirety and replaced with:
- 5.2.7 No claim shall be made for any *Product* which is delivered to the *Place of the Work* until it is incorporated into the *Work* and any claim for *Products* which are incorporated into the *Work* shall be supported by such evidence as the *Consultant* may reasonably require to estimate the value of such *Products*.
24. Section 5.2 is amended by adding the following new subsections after subsection 5.2.7:
- 5.2.8 An application for payment shall be deemed received only if submitted complete with required supporting documentations as determined by the *Owner*.

GC 5.3 PROGRESS PAYMENT

25. Subsection 5.3.1.3 is deleted in its entirety and replaced with:
- 5.3.1.3 The *Owner* shall use its best efforts to make payment to the *Contractor* on account as provided in Article A-5 of the agreement, such payment to be net 30 days from the date on which the invoice is delivered to the *Owner*.
26. Section 5.3 is amended by adding the following new subsections after subsection 5.3.1:
- 5.3.2 The *Owner* may set off from payments owing to the *Contractor* costs, expenses and damages the *Owner* incurs or suffers as a result of the *Contractor's* wrongful or negligent act or omission, or which the *Owner* incurs on the *Contractor's* behalf.

- 5.3.3 The *Owner* may, in addition to other holdbacks as provided by the *Contract Documents*, hold back an amount equal to any lien which has been filed with respect to the *Work*, plus 10% as security for costs. The *Owner* may, at its option, after five days written notice to the *Contractor*, pay such amount into court to discharge the lien. If the lien is discharged without payment of the holdback into court, then the *Owner* shall pay such holdback to the *Contractor*, without interest.
- 5.3.4 In addition to builders lien holdbacks, the *Owner* may retain holdbacks to cover deficiencies in the *Work*, in an amount equal to twice the amount the *Consultant* or *Owner* estimates as the total cost to complete the deficiencies and three times the amount if less than \$10,000.

GC 5.4 SUBSTANTIAL PERFORMANCE OF THE WORK

27. Section 5.4 is amended by:

- a) adding the words “or Owner” after the word “Consultant” in subsection 5.4.2 and 5.4.3; and
- b) adding the following new subsection after subsection 5.4.3:

5.4.4 Should the *Consultant* or *Owner* find significantly more incomplete or deficient *Work* than those listed by the *Contractor* with its application, the *Consultant* or *Owner* may elect to terminate its inspection and to not issue a certificate of *Substantial Performance*. If the *Consultant* or *Owner* terminates its inspection, the *Contractor* shall compensate the *Owner* for the additional time and expenses incurred by the construction manager, *Consultant*, *Subconsultants* and *Owner* in relation to multiple inspections.

GC 5.5 PAYMENT OF HOLDBACK UPON SUBSTANTIAL PERFORMANCE OF THE WORK

28. Subsection 5.5.3 is deleted in its entirety.

GC 5.7 FINAL PAYMENT

29. In subsection 5.7.4, the words “no later than 5 days after the issuance of a final certificate for payment” are deleted and replaced with “net 30 days from invoice date, on a best effort basis”.
30. Section 5.7 is amended by adding the following new subsection after subsection 5.7.4:
- 5.7.5 The issuance of a final certificate for payment in no way relieves the *Contractor* from correcting defects or deficiencies not apparent at the time the certificate is issued.

PART 6 CHANGES IN THE WORK

GC 6.1 OWNER'S RIGHT TO MAKE CHANGES

31. Subsection 6.1.2 is amended by adding the following to the end of the sentence: “[...] or written approval to proceed.”

GC 6.2 CHANGE ORDER

32. Subsection 6.2.1 is amended by adding the following at the end of the subsection: “A *Change Order* shall be a final determination of adjustments in the *Contract Price*, *Contract Time* or both, as applicable. There shall be no adjustment to the *Contract Price* or *Contract Time* should the *Contractor* fail to present a request for a specific adjustment in response to a notice describing a proposed change in the *Work*.”
33. Subsection 6.2.2 is amended by adding “[...] and be noted on the Change Order schedule of values” at the end of the sentence.
34. Section 6.2 is amended by adding the following new subsection after subsection 6.2.2:
- 6.2.3 The value of a change in the *Work* shall be determined in one or more of the following methods as selected by the *Consultant* in consultation with the *Owner*:
- (a) by estimate and acceptance in a lump sum;
 - (b) where unit prices are set out in the *Contract Documents* or subsequently agreed upon, in accordance with such unit prices;
 - (c) by costs and a percentage fee for overhead and profit as calculated below:
 - (i) for *Change Orders* not covered by allowances, the *Contractor's* overhead and profit and supervision shall be 10% on *Work* performed directly by the *Contractor*, and 5% on work performed by *Subcontractors*;
 - (ii) the *Subcontractor's* allowance for overhead and profit and supervision shall be 10% of the actual cost of all *Change Orders* attributed to the *Subcontractor's Work*, as determined by this paragraph;
 - (iii) where the *Change Order* involves the substitution of one type of *Product* for another the “actual cost” of the *Change Order*, whether credit or extra, shall be the net difference in the “actual cost” defined above.

GC 6.3 CHANGE DIRECTIVE

35. Subsection 6.3.7.1 is amended by adding the word “construction” before “personnel”, and after “personnel” adding: “[...] excluding administrative, clerical and supervisory personnel, and for only the portion of their time required for the *Work* attributable to the change.”
36. Section 6.3. is amended by adding the following new subsection after subsection 6.3.13:

6.3.14 All other costs attributable to the change in the *Work* including the costs of all administrative or supervisory personnel are included in overhead and profit calculated in accordance with the provisions of section 6.2.3 of GC6.2 CHANGE ORDER.

GC 6.4 CONCEALED OR UNKNOWN CONDITIONS

37. Section 6.4 is amended by adding the following new subsection after subsection 6.4.4:

6.4.5 The *Contractor* acknowledges that it has inspected the *Place of the Work* for the physical conditions described in GC 6.4.1 and has disclosed its findings to the *Owner*. The *Contractor* agrees not to seek any increases in the *Contractor's* cost or time to perform the *Work* in respect of any conditions that were or ought to have been discovered upon reasonable inspection by the *Contractor* prior to the date of the *Contract*.

GC 6.5 DELAYS

38. Subsection 6.5.4 is amended by adding the following at the end of the subsection: “[...]. No claim for additional time arising from a delay will be applicable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

GC 6.6 CLAIMS FOR A CHANGE IN CONTRACT PRICE

39. Subsection 6.6.5 is amended by adding the following at the end of the subsection: “[...]. No claim for additional payment arising from a delay will be payable to the *Contractor* unless the *Contractor* has prepared, or caused to be prepared, records of all *Work* and the costs of the *Work*, on a daily basis as the *Work* proceeds, and submits such records in support of the claim.”

PART 7 DEFAULT NOTICE

GC 7.1 OWNER'S RIGHT TO PERFORM THE WORK, TERMINATE THE CONTRACTOR'S RIGHT TO CONTINUE WITH THE WORK OR TERMINATE THE CONTRACT

40. Subsection 7.2.3.1. is deleted in its entirety.

PART 8 DISPUTE RESOLUTION

GC 8.2 NEGOTIATION, MEDIATION AND ARBITRATION

41. Section 8.2 is deleted in its entirety and replaced with the following:

8.2.1 The parties will make reasonable efforts to resolve any dispute, claim, or controversy arising out of this *Contract* or related to this *Contract* (“Dispute”) using the dispute resolution procedures set out in this section.

Negotiation

The parties will make reasonable efforts to resolve any Dispute by amicable negotiations and will provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

Mediation

If all or any portion of a Dispute cannot be resolved by good faith negotiations within 30 days, either party may, by delivery of written notice to the other party, refer the matter to mediation. Within 7 days of delivery of the notice, the parties will mutually appoint a mediator. If the parties fail to agree on the appointment of the mediator, then either party may apply to the British Columbia International Commercial Arbitration Centre for appointment of a mediator. The parties will continue to negotiate in good faith to resolve the Dispute with the assistance of the mediator. The place of mediation will be Coquitlam, British Columbia. Each party will equally bear the costs of the mediator and other out-of-pocket costs, and each party will bear its own costs of participating in the mediation.

Litigation

If within 90 days of the request for mediation the Dispute is not settled, or if the mediator advises that there is no reasonable possibility of the parties reaching a negotiated resolution, then either party may without further notice commence litigation.

PART 9 PROTECTION OF PERSONS AND PROPERTY

G.C. 9.1 PROTECTION OF WORK AND PROPERTY

42. Section 9.1 is amended by adding the following new subsection after subsection 9.1.4:

9.1.5 In the event of a delay or shut down which results in a stoppage of the *Work*, the *Contractor* shall take all reasonable steps to protect the *Work* for the entire period of the delay or shut down. The cost of such protection shall be paid as follows:

(a) if under 6.5.1, or 6.5.2, the *Owner* will pay,

(b) if under 6.5.3, the *Contractor* will pay.

PART 11 – INSURANCE AND CONTRACT SECURITY

G.C. 11.1 INSURANCE

43. Section 11.1 is deleted in its entirety and replaced with the following:

11.1.1 The *Contractor* shall, without limiting its obligations or liabilities under this *Contract* or otherwise, and at its own expense, provide and maintain for the duration of the *Contract Time* and the applicable warranty period, insurance policies in the following forms and amounts:

- (a) commercial general liability insurance on an occurrence basis, in an amount not less than five million (\$5,000,000) dollars inclusive per occurrence, against death, bodily injury and property damage arising directly or indirectly out of the *Work* or operations of the *Contractor*, its employees and agents;
- (b) automobile liability insurance on all vehicles owned, operated or licensed in the name of the *Contractor* in an amount not less than three million (\$3,000,000) dollars per occurrence for bodily injury, death and damage to property; and
- (c) all risk contractors equipment or property insurance covering all equipment owned or operated by the *Contractor* or its agents or employees for the performance of the *Work*, for all risks of loss or damage with coverage in such amounts and on such terms as to allow for immediate replacement.

11.1.2 All insurance policies required under this *Contract* must:

- (a) name the Owner as an additional insured;
- (b) be primary and not require the sharing of any loss by the Owner or any insurer of the Owner;
- (c) include cross liability and severability of interests clauses such that the coverage shall apply in the same manner and to the same extent as though a separate policy had been issued to each insured;
- (d) include, but not be limited to: premises and operators liability, broad form products and completed operations, Owner's and Contractor's protective liability, blanket contractual, employees as additional insureds, broad form property damage, non-owned automobile, contingent employers liability, broad form loss of use, personal injury, and incidental medical malpractice;
- (e) be endorsed to provide the Owner with at least 30 days advanced written notice of cancellation or material change restricting coverage
- (f) be issued by insurers licenced to conduct business in British Columbia.

11.1.3 In the event the insurance requirements specified in the City of Coquitlam Insurance Certificate Form—Construction attached to the *Contract* as Appendix 9 differ from the requirements in section 11.1.1 above, then the provisions of Appendix 9 shall prevail.

11.1.4 The *Contractor* shall provide the *Owner* with evidence of the required insurance prior to commencement of the *Work* and as requested by the *Owner* from time to time.

PART 12 – INDEMNIFICATION, WAIVER OF CLAIMS, AND WARRANTIES

G.C. 12.1 INDEMNIFICATION

46. Section 12.1 is deleted in its entirety and replaced with the following:

- 12.1.1 The Contractor will indemnify and save harmless the *Owner*, its employees and agents, including the *Consultants*, from and against any and all losses, claims, damages, action, causes of action cost and expenses that the owner may sustain, incur, suffer or be put to at any time either before or after the expiration or termination of this *Contract*, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the *Contractor* pursuant to this *Contract*, excepting always liability arising out of the independent negligent acts of the *Owner*.
- 12.1.2 At the *Owner's* option, the *Contractor* shall, at his own expense, promptly assume the defense of any claim, suit or any other proceeding and promptly pay any and all costs that may be incurred by or against the *Owner*. The *Owner* may, as a condition precedent to any payment hereunder, require the *Contractor* to submit waivers or releases extinguishing all claims of any person, firm or corporation.
- 12.1.3 If any encumbrance be placed upon or obtained against the property comprising the site of the *Work*, or as a result of any such suit or proceeding, the *Contractor* shall forthwith cause the same to be discharged. In the event that the *Contractor* fails to remove the said encumbrance(s), the *Owner* may pay whatever monies are necessary to fully discharge these encumbrances and all of its cost in that regard may be deducted from monies otherwise payable to the *Contractor*.

GC 12.2 WAIVER OF CLAIMS

47. Subsections 12.2.3, 12.2.4, 12.2.5, 12.2.9 and 12.2.10 are deleted in their entirety and subsections 12.2.6, 12.2.7 and 12.2.8 renumbered accordingly.

GC 12.3 WARRANTY

48. Subsections 12.3.1 and 12.3.6 are deleted in their entirety. Subsection 12.3.1 is replaced with the following:

12.3.1 The warranty period under the *Contract* is one year from the date on which final certificate of payment is issued by the *Owner* under subsection 5.7.3.

49. Subsection 12.3.3 is deleted and replaced with the following:

12.3.3 The Owner, through the Consultant, shall promptly give the Contractor Notice in Writing of observed defects and deficiencies which occur during the one year warranty period, which Notice in Writing may specify the time within which the defects or deficiencies must be rectified. Defects or deficiencies shall include, but not be limited to, shrinkage, expansion and movement.

50. Subsection 12.3.4 is amended by adding the following at the end of the subsection: "The *Contractor* shall make good all deficiencies within such time period as specified in the *Notice of Writing* provided under subsection 12.3.3 or, if no time period is specified, then within thirty (30) days from the end of the warranty period. It shall be understood that in effecting the replacement, the *Contractor* shall also bear all costs involved in removing or replacing adjacent

affected materials that may be disturbed and which shall be required in the complete restoration of the original finish.”

51. Subsection 12.3 is amended by adding the following new subsection after subsection 12.3.6:

12.3.7 Acceptance of the *Work* by the *Owner* does not relieve the *Contractor* from correcting deficiencies which are missed at the time of drawing up the list of deficiencies or from correcting hidden deficiencies which become apparent during the warranty period.

NEW PARTS

52. Standard Construction Document CCDC-2-2008 is further amended by adding the following new parts after Part 12:

PART 13 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

13.1 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

13.1.1 All documents submitted to the *Owner* will be in the custody or control of, or become the property of, the *Owner* and as such are subject to the *Freedom of Information and Protection of Privacy Act* (B.C.) and may be disclosed pursuant to that Act or otherwise required by law.

PART 14 CONFIDENTIALITY

14.1 CONFIDENTIALITY

- 14.1.1 Except as provided for by law or otherwise permitted or required pursuant to this *Contract* (including, without limitation, section 13.1), the *Owner* and the *Contractor* will keep strictly confidential any information supplied to, obtained by, or which comes to the knowledge of the *Owner* and the *Contractor* as a result of the provision of the goods or performance of the services under this *Contract*, and will not, without the prior express written consent of the *Owner*, publish, release, disclose or permit to be disclosed any such information to any person or corporation, either before, during or after termination of this *Contract*, except as reasonably required to provide the goods or complete the services.
- 14.1.2 The *Contractor* shall return to the *Owner* all of the *Owner's* property at the completion of the *Contract*, including any and all copies or originals of reports provided by the *Owner*.
- 14.1.3 The *Contractor* shall not publish any statement, paper, photograph or document, or hold any ceremony with respect to the *Contract* or the *Work* performed under the *Contract* without the prior written approval of the *Owner*, which approval shall not be withheld unreasonably.

PART 15 SEVERABILITY

15.1 SEVERABILITY

- 15.1 Any provision of this *Contract* which is found to be illegal, invalid, void, prohibited or unenforceable will be:
- (a) separate and severable from this *Contract*; and
 - (b) ineffective to the extent of such illegality, invalidity, avoidance, prohibition or unenforceability without affecting any of the remaining provisions of this *Contract*, which will remain in force, be binding upon the parties and be enforceable to the fullest extent of the law.

END OF SUPPLEMENTAL GENERAL CONDITIONS



City of Coquitlam

REQUEST FOR PROPOSALS
RFP No. 15-09-09
Demolition Services at 1424 Coast Meridian Road

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

Tuesday, November 17, 2015
(Closing date and time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be uploaded electronically through Qfile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFP Number and Name
- 2. Add files in .pdf format and "Send"**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3060 or fax 604-927-3035.

PROPOSAL SUBMISSION FORM

Complete and return this section

Submitted By: _____
(Company Name)

1. PRICE

1.1. Demolition Services

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam.

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

	Price (exclude GST)
Price for the provision of all Demolition Services, at 1424 Coast Meridian Road including labour, materials, equipment, mobilization, and hazardous materials abatement:	\$
Salvageable rebate value for Genset - DEDUCT:	< \$
TOTAL Lump Sum Price (exclude GST)	\$

2. ADDITIONAL CREW SERVICE RATES

The following are rates that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis. These rates are all inclusive without limitation, including all labour, wages, benefits, equipment, transportation, fuel, mobilization, overhead and profit.

	Labour Crew with Truck and Equipment	Rate Per Hour (exclude GST)
1.	During Regular Hours: (state time)	\$
2.	Outside Regular Hours: (state time)	\$

3. ADDITIONAL RATES:

Additional Services would be charged at the following rates:

		Rate Per Hour (exclude GST)
1.		\$
2.		\$
3.		\$

4. SUBCONTRACTORS

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP:

	Type of Service	Company Name
1.	Hazardous Materials Abatement	
2.		

5. WORK SCHEDULE

The Proponent states that they are available and ready to start this work and confirms the work shall be completed before **December 20, 2015.**

This date will be an important consideration in the evaluation.

Work Schedule Dates		
Activity	Start Date	Completion Date
Demobilization		
Completion Date		

6. 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.

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

7. METHODOLOGY, DISPOSAL and QUALITY ASSURANCE

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.

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.

Provide the name of the project superintendent on-site that would be responsible for the work and what measures will be used to maintain quality control at the worksite to completion of the project.

Describe the risk factors anticipated and how the Proponent intends to mitigate these.

8. SUSTAINABLE PRACTISES AND INITIATIVES

Describe all initiatives, policies or programs that illustrate your firm’s efforts towards sustainable practises and responsibility in providing the services and products and in managing the disposal, recycling in re-using of waste materials.

(Social/Ethical, Environmental, Economic/Financial)

9. VALUE ADDED

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

10. HEALTH AND SAFETY PROGRAM

a) Does your firm have a written safety program in place that meets the requirements of WorkSafeBC?

Yes No

b) If no is checked, describe how safety training is accomplished.

11. EXPERIENCE AND REFERENCES

Provide references and contact information from recent similar relevant projects. By submitting a proposal, Proponents consent to the City to check and verify information provided.

Contracts indicated below should be related to operations similar in size, scope and complexity:

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Year Started	
Year Completed	
Description of Contract or Project	
Company	
Contact Person	
Telephone and Email	
Contract Value	

12. ACCEPTANCE

The City requests that proposals remain open for acceptance for a period of not less than sixty (60) days from the closing date.

We confirm that this proposal is open for acceptance by the City for a period of: ____ days.

13. CONFLICT OF INTEREST DECLARATION

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

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14. ADDENDA

We acknowledge receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued

15. AUTHORIZATION

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP:

Company Name:	
Address:	
Phone:	
GST:	
Contact Name and Title: <i>(for all communications related to this RFP)</i> Please print	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature of Authorized Person:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Proposal. For the purpose of this RFP, electronic signatures will be accepted.

- End of Proposal Submission Form -