

City of Coquitlam

Request for Proposals  
RFP No. 17-02-06

Demolition Services at  
608 Cottonwood Avenue

Issue Date: February 17, 2017



City of Coquitlam  
**REQUEST FOR PROPOSALS**  
**RFP No. 17-02-06**

**Demolition Services at 608 Cottonwood Avenue**

Proposals will be received on or before 2:00 pm local time on  
**Thursday, March 2, 2017**  
(Closing date and time)

**OBTAINING RFP DOCUMENTS**

RFP documents are available for downloading from the City's website:  
[www.coquitlam.ca/BidOpportunities](http://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](mailto:bid@coquitlam.ca)

**OPTIONAL NON-MANDATORY SITE VISIT IS SCHEDULED FOR:**

**Friday, February 24, 2017**  
**9:30 am (local time)**

Proponents can view property at:  
**608 Cottonwood Avenue**

**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](http://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

## TABLE OF CONTENTS

	<u>Page</u>
<b>1. INSTRUCTIONS TO PROPONENTS.....</b>	<b>6</b>
1.1. Project Description .....	6
1.2. Closing Date & Time .....	6
1.3. Proposal Submission Instructions .....	6
1.4. Enquiries.....	7
1.5. Addenda .....	7
1.6. General Information .....	7
1.7. Prices .....	8
1.8. Evaluation Criteria .....	8
1.9. Negotiation.....	9
1.10. Irrevocability and Acceptance of Proposals .....	9
1.11. No Claim.....	9
1.12. No Contract .....	9
1.13. Conflict of Interest.....	10
1.14. Non-Solicitation .....	10
1.15. Liability for Errors.....	10
1.16. Privacy Act.....	10
1.17. Proposal Submission .....	10
1.18. Examination of Proposal Documents and Work Sites.....	10
<b>2. GENERAL CONDITIONS.....</b>	<b>11</b>
2.1 Notification of Award .....	11
2.2 Health and Safety Requirements.....	11
2.3 One Year Guarantee.....	11
2.4 Indemnity.....	11
2.5 Insurance Requirements .....	12
2.6 Independent Contractor.....	12
2.7 Business Licence.....	12
2.8 WorkSafeBC Coverage .....	13
2.9 Prime Contractor and WorkSafeBC .....	13
2.10 Equipment Materials and Workmanship .....	13
2.11 Site Control and Organization.....	13
2.12 Operations and Coordination of the Services.....	14
2.13 Hours of Work.....	14
2.14 Environmental Protection.....	14
2.15 Services, Utilities and Infrastructure .....	14
2.16 Equipment, Materials and Workmanship .....	14
2.17 WHMIS.....	15

	<u>Page</u>
<b>2. GENERAL CONDITIONS (cont'd)</b>	
2.18 Inspection of Services .....	15
2.19 Inspection of Services .....	15
2.20 Damage and Defects.....	16
2.21 Default.....	16
2.22 Cancellation.....	16
2.23 Dispute Resolution .....	16
2.24 Confidentiality .....	17
2.25 Advertisement .....	17
2.26 Subletting.....	17
2.27 Law.....	17
2.28 Payments – Invoicing.....	18

**APPENDICES:**

- [Appendix A – Scope of Work](#)
- [Appendix B – Fill Placement and Re-grading Plan](#)
- [Appendix C – Hazardous Materials Assessment](#)

**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 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 608 Cottonwood Avenue, Coquitlam, BC.**

For further details refer to:

- **Appendix A – Scope of Work**
- **Appendix B – Fill Placement and Regrading Plan**
- **Appendix C – Hazardous Materials Assessment**

The Work shall be completed by **April 15, 2017.**

### **1.2. Closing Date & Time**

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

**Thursday, March 2, 2017**

### **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](http://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](mailto: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](http://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](mailto: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
- Price

**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

This is not a tender process. 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 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](mailto: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. 17-02-06  
Demolition Services at 608 Cottonwood Avenue

## 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:** 608 Cottonwood Avenue, Coquitlam, BC

The contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of the existing building above grade, in addition as indicated in the Geotechnical Recommendations, the contractor will leave concrete foundation intact, will break up concrete basement floor, will fill with recommended fill and compact to specification provided, will install lawn basin connected to storm sewer and will finish grade and coat with topsoil and seed . 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
- Correct placement of structural fill and lawn basin
- Final Grading, topsoil and seeding

### 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 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. 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 **April 15, 2017**.
  7. Site Grading: the site is to be left with a final grade as recommended in **Appendix B – Fill Placement and Regrading Plan** and have no safety hazards or erosion concerns.
  8. Contractor to comply with all legislation, statutes and authorities having jurisdiction.
-

**Appendix B**  
**Fill Placement and Geotechnical Recommendations**

## Technical Memo

Date: November 22, 2016

Project: 44162-05

To: Neil Jennings, R.I. (B.C.)  
City Of Coquitlam

Email: njennings@coquitlam.ca

Cc: Telephone: 604-927-2653

From: Patrick Chiu, P. Eng. Pages: 1

Regarding: Fill Placement

Site Address: 608 Cottonwood Avenue, Coquitlam, B.C.

Further to our meeting with you at the subject site on November 16, 2016, regarding fill placement after demolition of the house at the property, this memo provides our recommendations. It is our understanding that the property will be used for park space in the future, and the concrete foundations of the existing house will be left in place. We also understand that the storm sewer connection at Cottonwood Avenue for the property is at 1.4m (4'8") below grade.

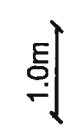
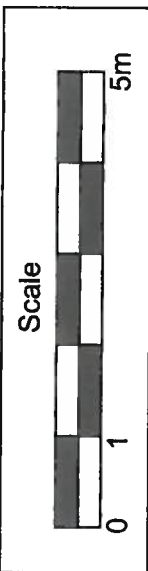
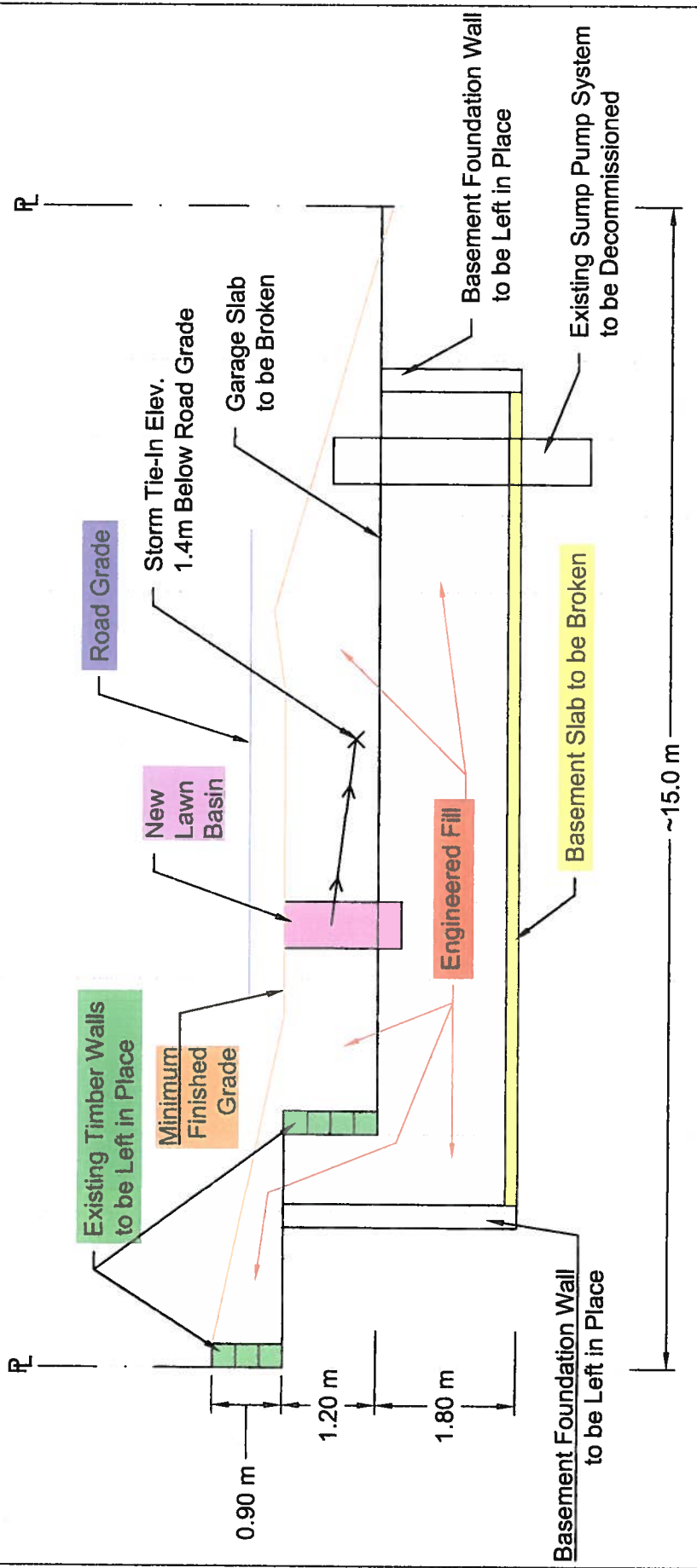
We recommend the following procedures and configuration for fill placement:

- 1) The concrete slabs in the basement, in the garage, and for the driveway in front of the house should be broken apart to allow water infiltration into the subgrade. The basement concrete wall will be left in place.
- 2) The existing storm water sump pump system should be decommissioned by removal of the pumps, cap all drain pipes, and fill the sump with sandy gravel material.
- 3) Fill for the site should be inorganic sandy or silty or gravelly soils placed in lifts of not more than 1ft. thick and compacted with a 500lb plate tamper for a minimum of 4 complete passes.
- 4) The site should be filled to the minimum grade as shown on the sketch attached, with slope no steeper than 3H:1V against the timber retaining wall at the east property line, and also sloping down to the west property line at gradients no steeper than 3H:1V. The slopes at the front below Cottonwood Avenue and at the rear above the neighbor should also be no steeper than 3H:1V. The relatively level middle portion of the site should be about 3ft. above the storm sewer tie-in at the front to allow for lawn basin connection.
- 5) A lawn basin connected to the storm sewer should be installed at the relatively level area below the slope from the road near the front of the property.

Please contact us if you have any questions.

Regards,  
Patrick Chiu, P. Eng., Senior Geotechnical Engineer





<b>KALLEY GEOTECHNICAL</b> ENGINEERING SERVICES LTD. Unit 15 20279 97th Avenue Langley BC, V1M 4P9 Phone: (604) 882-8475 Fax: (604) 882-8476	Client: City of Coquitlam Location: 608 Cottonwood Avenue Coquitlam, BC	FILE No. 44162-05	DATE November 23, 2016	SEAL	REV DATE DESCRIPTION	Drawn: BL Checked: PC Scale: Shown	Dwg No. 1 of 1
	Fill Placement Regrading Plan						

# **Appendix C**

## **Hazardous Materials Assessment**





September 23, 2016

## **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 RESIDENTIAL DWELLING & ATTACHED GARAGE LOCATED AT 608 COTTONWOOD AVENUE, 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 for the Residential Dwelling & Attached Garage located at 608 Cottonwood Avenue, 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.

This survey was conducted on September 19, 2016 by Scott Price assisted by Trevor Shendruk of Astech Consultants Ltd. It must be emphasized that this survey was concerned exclusively with the subject building. The site survey was destructive in nature and thorough in investigating layered floor, wall, and ceiling systems. However, inaccessible floor cavities, wall cavities, and ceiling cavities which would require the actual dismantling of portions of the building in order to gain access were not investigated. No attempt was made to investigate the remainder of the building, underground services, or the surrounding property. Therefore, if during work activities, other hazardous materials, asbestos containing materials, or potential asbestos containing materials not included in this report are discovered, work should immediately cease in the affected area. At that time, Astech Consultants Ltd. should be contacted so that they can initiate immediate appropriate action so that there are no undue delays.

## **2.0 BUILDING DESCRIPTION**

The building on site is described as a two-storey plus basement residential dwelling with attached garage and faced with stucco. The building has had a few renovations over the years. According to BC Assessment the building was constructed in 1994. The building is heated by a natural gas hot water boiler and radiant heating. 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, twenty-seven (27) bulk samples of potential asbestos containing materials were collected from specific locations of the building. The number of samples collected during this survey are in accordance with the guidelines established by WorkSafeBC in their publication Safe Work Practices for Handling Asbestos (2012 Edition), and as indicated by actual site conditions. 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, two (2) bulk samples of potential lead paint were collected from specific locations of the 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 samples collected during this survey and results of a relevant previously collected sample are attached.

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

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.
- building materials suspected of containing silica in crystalline and non-crystalline forms.

## 4.0 INSPECTION RESULTS

### 4.1 ASBESTOS CONTAINING MATERIALS

The visual inspection and/or analytical results determined that asbestos containing materials or assumed asbestos containing materials are located at the following specific locations.

#### DWELLING - BASEMENT

##### **Entire Basement, and Wall Cavities and Ceiling Spaces**

- Asbestos containing mastic on polyethylene sheeting, wood studs, joists, concrete, and other building materials (mostly concealed behind non-asbestos gypsum board, wood, and other building materials)

**DWELLING - MAIN FLOOR**

**Front Entrance Foyer and Hallway including Closets,  
North Living Room and Dining Room,  
East Bedroom including Closet,  
Bathroom,  
South Living Room,  
Kitchen including Eating Area,  
Laundry Room,  
Stairwell to Basement, and  
Attached Garage**

- No asbestos materials observed

**Floor Cavities, Wall Cavities, Ceiling Spaces, and Attic above Attached Garage**

- **Asbestos** containing mastic on polyethylene sheeting, wood studs, joists, concrete, and other building materials (concealed behind non-asbestos gypsum board, wood, and other building materials)

**DWELLING - UPPER FLOOR**

**Stairwell to Main Floor and Hallway including Closet,  
Northeast Bedroom including Closet,  
Northwest Bedroom including Closet,  
Bathroom,  
Southeast Bedroom including Closet,  
Southwest Bedroom including Closets, and  
En Suite Bathroom**

- No asbestos materials observed.

**Floor Cavities, Wall Cavities, Ceiling Spaces, and Attic**

- **Asbestos** containing mastic on polyethylene sheeting, wood studs, joists, and other building materials (concealed behind non-asbestos gypsum board, wood, and other building materials)

**DWELLING - EXTERIOR**

**Walls, and  
South Balcony**

- **Asbestos** containing stucco (some concealed and some on adjoining building materials).

**Windows, and  
Rooftops**

- No asbestos materials observed.

**4.2 PCB CONTAINING MATERIALS**

The visual inspection determined that there are no fluorescent light fixtures suspected of having PCB containing ballasts at the dwelling.

### 4.3 LEAD

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

- beige paint likely containing **lead** was used on exterior stucco,
- yellow paint considered non-lead containing was used on exterior wood man doors, garage door, and trims,
- white paint considered non-lead containing was used on interior wood cove base, trims/mouldings, doors, and railings,
- the gypsum board is painted with latex paints that are not suspected of containing lead, and
- glazing finishes likely containing **lead** were used on ceramic tiles.

### 4.4 MERCURY

The visual inspection determined that there are four wall mounted thermostats in the dwelling that contain mercury. Also, there are several fluorescent light tubes/bulbs at the dwelling (including some in storage) 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 and petroleum products,
- smoke detectors with a radioactive component within,
- compressors and piping with suspect ozone depleting substances (CFC's) in two refrigerators,
- a few areas with visible mould on gypsum board and other building materials, and
- piping containing natural gas leading to heating equipment.

### 4.6 SILICA

All concrete, cement, stucco, grout, mortar, gypsum board, and any other cementitious building materials are suspected of containing silica in crystalline and non-crystalline forms.

### 4.7 NON-ASBESTOS GYPSUM BOARD

The visual inspection and analytical results determined that there is gypsum board with non-asbestos filling compound throughout the building.

## 5.0 RECOMMENDATIONS

### 5.1 ASBESTOS CONTAINING MATERIALS

Prior to the demolition of a building or it's components, the asbestos or assumed asbestos containing materials that are directly impacted by the work must first be removed and disposed of by a qualified hazardous materials abatement contractor's trained and authorized personnel. Asbestos or assumed asbestos containing materials not impacted by the work may remain in place in their existing stable condition in which they are considered to be safely enclosed or encapsulated. Workers must be advised in writing of their presence and location so that the asbestos containing materials are not inadvertently disturbed. Removing, enclosing, encapsulating, or otherwise disturbing (e.g. drilling) asbestos containing materials must be performed by a qualified contractor's trained personnel 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 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 person or 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, in accordance with the worker's/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 concrete, wood, 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. The contractor shall have the sample 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.

## 5.4 MERCURY

Prior to demolition of a building, the mercury containing thermostats and 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.

## 5.6 SILICA

Where cementitious building materials that are suspected of containing silica in crystalline form are directly impacted by the project (i.e. drill, cut, or abrade), the work should be performed in a controlled manner to avoid the release of crystalline silica dust. Cutting, drilling, or other disturbing these building materials must be performed by a qualified contractor's trained personnel in accordance with the Workers' Compensation Board of British Columbia Occupational Health and Safety Regulation.

## 5.7 NON-ASBESTOS GYPSUM BOARD

Prior to demolition of a building, the gypsum board with no asbestos finishes (a provincially regulated construction waste) must first be removed by a qualified contractor, and be recycled or disposed of in accordance with the BC Ministry of Environment - Environmental Management Act - Hazardous Waste Regulation. Landfills are issued operational certificates from the BC Ministry of Environment, and for local landfills and others their certificate specifies that gypsum board cannot be accepted for disposal, and therefore local depots offer recycling services.

## 6.0 APPROXIMATE QUANTITIES FOR HAZARDOUS MATERIALS

The following approximate quantities for hazardous materials are provided as a means to satisfy the requirements of WorkSafeBC, and are provided for reference only. Contractors shall be responsible for verifying quantities for the purpose of bidding the work.

<b>ASBESTOS CONTAINING MATERIALS</b>	<b>APPROXIMATE QUANTITIES</b>
Asbestos Mastic and Contaminated Building Materials ( <b>Note:</b> Most of the mastic is concealed behind wood, gypsum board, polyethylene sheeting, and/or other building materials, therefore accurate quantification is not possible)	Mostly Concealed and Not Determinable
Asbestos Exterior Stucco and Contaminated Building Materials	2,850 square feet
<b>OTHER HAZARDOUS MATERIALS</b>	
Lead and Potential Lead Paint Remaining Attached to Building Materials for Recycle/Disposal, Dependent on TCLP (lead leachate) Results (if deemed necessary by receiving site)	Not Determined
Mercury Containing Thermostats for Recycle	4
Mercury Containing Light Tubes/Bulbs for Recycle	8 tubes/31bulbs
<b>NON-ASBESTOS GYPSUM BOARD</b>	
Gypsum Board with No Asbestos Finishes	9,900 square feet

## 7.0 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: 16381HE01C.SWP



# ASBESTOS BULK SAMPLE REPORT

Date: September 23, 2016  
 Client: CITY OF COQUITLAM  
 Location: Residential Dwelling & Attached Garage  
 608 Cottonwood Avenue  
 Coquitlam, BC

Comments: 1) Analyzed 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 September 19, 2016

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
16381BS01	Upper Floor - Hallway	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS02	Upper Floor - Northwest Bedroom	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS03	Upper Floor - Northeast Bedroom	Paint Filling Compound on Gypsum Board (Wall)	1: White 2: White	100% Non-Fibrous	None Detected
16381BS04	Upper Floor - Southeast Bedroom	Paint Spray Applied Texture Coat (Ceiling)	1: White 2: White	10% Cellulose 90% Non-Fibrous	None Detected
16381BS05	Upper Floor - En Suite Bathroom	Ceramic Floor Tile Grout	1: Grey	2% Cellulose 98% Non-Fibrous	None Detected
16381BS06	Upper Floor - En Suite Bathroom	Ceramic Floor Tile Mortar	2: Grey	2% Cellulose 98% Non-Fibrous	None Detected
16381BS07	Exterior - South Balcony	Floor Deck Coating	1: Grey	10% Synthetic 90% Non-Fibrous	None Detected
16381BS08	Exterior	Sealant (in White Vinyl- Framed Window)	1: Grey	100% Non-Fibrous	None Detected
16381BS09	Exterior	Sealant (in White Vinyl- Framed Window)	1: Grey	100% Non-Fibrous	None Detected



Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
16381BS10	Exterior	Sealant (in White Vinyl-Framed Window)	1: Grey	100% Non-Fibrous	None Detected
16381BS11	Main Floor - Hallway	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS12	Main Floor - South Living Room	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS13	Main Floor - Kitchen	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS14	Main Floor - Laundry Room	Paint Spray Applied Texture Coat (Ceiling)	1: White 2: White	10% Cellulose 90% Non-Fibrous	None Detected
16381BS15	Exterior	Sealant (in White Vinyl-Framed Sliding Glass Door)	1: Grey	100% Non-Fibrous	None Detected
16381BS16	Main Floor - Bathroom	Ceramic Floor Tile Grout	1: Off-White	2% Cellulose 98% Non-Fibrous	None Detected
16381BS17	Main Floor - Bathroom	Ceramic Floor Tile Mortar	2: Grey	5% Cellulose 95% Non-Fibrous	None Detected
16381BS18	Main Floor - Laundry Room	Coating (on Underside of Sink)	1: White	2% Synthetic 98% Non-Fibrous	None Detected
16381BS19	Basement - Hallway	Paint Filling Compound on Gypsum Board (Wall)	1: Beige 2: White	100% Non-Fibrous	None Detected
16381BS20	Basement - Utility Room	Paint Filling Compound on Gypsum Board (Wall)	1: White 2: White	100% Non-Fibrous	None Detected
16381BS21	Basement - Hallway	Paint Spray Applied Texture Coat (Ceiling)	1: White 2: White	10% Cellulose 90% Non-Fibrous	None Detected
16381BS22	Basement - Kitchen	Wall Construction Paper	1: Black	85% Cellulose 5% Animal 10% Non-Fibrous	None Detected
16381BS23	Basement - Kitchen	Mastic (behind Polyethylene on Wood Stud)	1: Black	98% Non-Fibrous	<b>2% Chrysotile</b>
16381BS24	Basement - Utility Room	Pipe Thread Compound (at Fitting of Natural Gas Piping)	1: Beige	100% Non-Fibrous	None Detected
16381BS25	Exterior - Rooftop	Roofing Paper	1: Black	80% Cellulose 20% Non-Fibrous	None Detected
16381BS26	Exterior	Mastic (on Concrete Foundation Wall)	1: Black	5% Cellulose 95% Non-Fibrous	None Detected

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
16381BS27	Main Floor - Dining Room	Paint Spray Applied Texture Coat (Ceiling)	1: White 2: White	10% Cellulose 90% Non-Fibrous	None Detected

Analyst: Brittany Ford



**AIHA**<sup>®</sup>  
PAT  
Programs  
LLC

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



# BULK SAMPLE REPORT

Date: July 12, 2011  
 Client: CITY OF COQUITLAM  
 Location: Residential Dwellings  
 606 and 608 Cottonwood Avenue  
 Coquitlam, BC

Comments: 1) Analysed as per NIOSH 9002.  
 2) WCB defines asbestos containing material as 1% or more asbestos.  
 3) Quantitation limit for asbestos analysis is 1%.  
 4) Samples will be disposed of after 90 days, unless the client requests otherwise.

Sample(s) Collected on July 8, 2011

Sample	Location	Description	Layer: Colour	Non-Asbestos	Asbestos
				% Type	% Type
10797BS01	606 - Exterior	Paint Stucco (Outer Layer)	1: Tan 2: Beige	2% Cellulose 98% Non-Fibrous	None Detected
10797BS02	606 - Exterior	Stucco (Inner Layer)	3: Grey	2% Cellulose 98% Non-Fibrous	None Detected
10797BS03	606 - Exterior (beneath Stucco Layers)	Construction Paper	4: Black	95% Cellulose 5% Non-Fibrous	None Detected
10797BS04	608 - Exterior	Paint Stucco (Outer Layer)	1: Cream 2: White	98% Non-Fibrous	<b>2% Tremolite</b>
10797BS05	608 - Exterior	Stucco (Inner Layer)	3: Grey	2% Cellulose 98% Non-Fibrous	None Detected

Analyst(s): Jesse James



## LEAD (in Paint) BULK SAMPLE REPORT

Date: September 23, 2016  
Client: CITY OF COQUITLAM  
Location: Residential Dwelling & Attached Garage  
608 Cottonwood Avenue  
Coquitlam, BC

---

Comments: 1) Analyzed by X-Ray Fluorescence (XRF) with direct read PPM.  
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  $\mu$ g/g or 0.009%) dry weight of lead.  
4) Samples will be disposed of after 25 days, unless the client requests otherwise.  
5) < means less than.

---

Samples Collected on September 19, 2016

**Bulk Sample # 16381LS01** : **Main Floor - Bathroom**  
Sample Type : Paint (White) (on Wood Door Trim)  
Result : <5.3 PPM

**Bulk Sample # 16381LS02** : **Exterior**  
Sample Type : Paint (White) (on Wood Door Trim)  
Result : 35 PPM

Analyst: Gina Foley



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 17-02-06

**Demolition Services at 608 Cottonwood Avenue**

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

**Thursday, March 2, 2017**

(Closing date and time)

### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one (1) .pdf file and uploaded electronically through Qfile, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://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.

## **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):

Demolition	Price (exclude GST)
Price for the provision of all Demolition Services, at 608 Cottonwood Avenue including labour, materials, equipment, mobilization, and hazardous materials abatement:	\$
<b>TOTAL Lump Sum Price</b> (exclude GST)	\$

1.2. Price for Removal and Disposal of Concealed Asbestos Mastic

Provide a per square foot unit price for removal and disposal of the concealed mastic behind the wood (gypsum board, polyethylene sheeting, etc).

The Contractor will remove and recycle the non-asbestos gypsum board (because it is in close proximity to the asbestos mastic). Once all of the asbestos mastic is exposed, the City’s hazmat Consultant will return to site to quantify the concealed asbestos mastic for removal and disposal as asbestos waste by the Contractor based on the provided unit price.

Removal and Disposal	Price per square foot (exclude GST)
Price for removal and disposal of Concealed Asbestos containing Mastic.	\$

**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.

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

**3. ADDITIONAL RATES:**

Additional Services would be charged at the following rates:

		<b>Rate Per Hour (exclude GST)</b>
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:

	<b>Type of Service</b>	<b>Company Name</b>
<b>1.</b>	Hazardous Materials Abatement	
<b>2.</b>		

**5. WORK SCHEDULE**

The Proponent states that they are available and ready to start this work and confirms the work shall be completed before **April 15, 2017.**

This date will be an important consideration in the evaluation.

<b>Work Schedule Dates</b>		
<b>Activity</b>	<b>Start Date</b>	<b>Completion Date</b>
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.

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

**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. Information received from references will not be discussed or disclosed to any Proponents.

Contracts referenced should be related to projects similar in size, scope and complexity:

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Contract or Project</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Contract Value</b>	

**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:

--

**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:

<b>Addendum No.</b>	<b>Date Issued</b>

**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:

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFP</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)	
	<b>Signature:</b>
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFP, electronic signatures will be accepted.