

City of Coquitlam

Request for Proposals

RFP No. 17-03-03

Modular Office Building

at Austin Works Yard

City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 17-03-03

MODULAR OFFICE BUILDING
at Austin Works Yard

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

Thursday, April 6, 2017

(Closing date and time)

Obtaining RFP Documents

RFP Documents and Drawings are available for downloading from the City of Coquitlam's website: www.coquitlam.ca/BidOpportunities

Printing of RFP documents and drawings is the sole responsibility of the Proponents.

NON-mandatory Site Meeting

A Non- MANDATORY site meeting will be held on Wednesday, March 22, 2017 at 2:30 pm local time.

Proponents are to meet at:

North Building Reception area; Austin Works Yard (City Service Centre)
500 Mariner Way Coquitlam BC

Addenda

Proponents are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

Proposals Submissions

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

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APPENDICES

- Appendix A – Modular Office Building Site Plan Location
- Appendix B – Modular Office Building Space Requirements

[PROPOSAL SUBMISSION FORM](#)

DEFINITIONS

“Contract” means the City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” means City of Coquitlam.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, work and services described in the Request for Proposal and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“Proponent” means responder to this Request for Proposals.

“Proposal” means the submission by the Proponent.

“Provide” means to supply and install, including delivery to site and all associated **“Work”**, permits, and commissioning.

“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” shall mean supply, deliver and pay for all associated costs to have the equipment offloaded and placed onsite.

“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. Request for Proposals

The City of Coquitlam (“**City**”) requests Proposals from professional, qualified, experienced companies to design, supply, deliver, and install a new approximately **6,000 square feet Modular Office Building** at the Austin Works Yard located at 500 Mariner Way, Coquitlam, BC.

Refer to Scope of Work Section 3 for further details.

Also refer to:

- Appendix A – Modular Office Building Site Plan Location
- Appendix B – Modular Office Building Space Requirements

1.2. Closing Date & Time

Proposals will be received by the City of Coquitlam on or before 2:00 pm (local time):

Thursday, April 6, 2017

1.3. Instructions for Proposal Submission

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

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

Proposals submitted shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay 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 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.

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

1.4. Inquiries

All inquiries are to be directed in writing by email quoting the RFP name and number to:
bid@coquitlam.ca

Questions are to be submitted in writing 3 business days prior to the closing date.

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

If a change, or additional information related to the original version of the Request for Proposals is warranted, the City's response will be communicated to all Proponents by means of written Addenda prior to the closing date and posted on the City's website. 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 documentation provided, the City's original file copy shall prevail.

1.6. Privacy

Upon submission of a proposal, Proponents agree the City may disclose the name of their company. However, no prices, totals, weights or scores will be provided to any Proponents.

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

1.7. Proponent Expenses

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. The City will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

1.8. Prices

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain **FIRM** for the completion of the *Work*.

Proponents are to submit prices for the entire scope of work including all labour, tools, equipment, materials, travel, transportation, customs clearance, duties, deliveries, including all components and any ancillary items necessary to complete the project to the satisfaction of the City.

Delivery of all the materials and equipment shall be included in the price freight prepaid FOB: to the City project site location.

1.9. Evaluation Criteria

The evaluation of the Proposals may include any criteria that becomes evident during the evaluation process including, but is not limited to:

1. Experience Reputation, Capacity and Resources

- Experience, References, and successful performance on projects of similar size, scope and complexity
- Compliance to stated insurance, WorkSafeBC and General and Supplementary Conditions of Contract
- Equipment and Resources

2. Technical – Performance Factors

- Methodology
- Warranty

3. Financial and Value Added

- Price
- Value added and Sustainable benefits

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

- Interviews may be conducted
- References may be contacted
- Insurance and WorkSafeBC clearance will be verified

1.10. Selection Process

The City's evaluation team will review proposals and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. The City may at its discretion interview one or more Proponents or request clarifications or additional information from any Proponent and may use that information as part of the evaluation.

The City may compare bids to select the one that is most advantageous.

Proponents agree that upon submission of their proposal, the City may disclose the name of their company. However, no prices, scores, weights or totals will be provided to any Proponents.

Should there be additional similar services required the City reserve the right to sole source with the successful Proponent.

1.11. Negotiation

The City reserves the right, prior to contract award, to negotiate changes to the scope of the work 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 work 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.

1.12. 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 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 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.

1.13. 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.

1.14. No Contractual Obligations

This is a request for proposals and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relation as part of this request and no contractual obligations whatsoever will arise between the City and any proponent that submits a proposal in response to this RFP until and unless the City and a proponent enter into a formal, written contract for the proponent to undertake the project.

1.15. 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.

1.16. 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.

1.17. 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.

1.18. 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.

2. TERMS AND CONDITIONS OF CONTRACT

2.1 Notification of Award

The City will notify the successful Proponent (“Contractor”) in writing of its decision to award the work. The following general conditions will apply to this Contract. Proponents are to include with their proposal submission a full description of any deviations if they are unable to comply with any of these general conditions

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, 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 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.

- c) Such certificate is to be as shown as [City of Coquitlam - Certificate of Insurance](#)

The Contractor shall carry Commercial General Liability Insurance satisfactory to the City in the amount of FIVE MILLION DOLLARS (\$5,000,000.) inclusive per occurrence.

Automobile Liability insurance, in an amount of not less than TWO MILLION DOLLARS (\$2,000,000.) is required on all licensed vehicles owned or used by the Contractor.

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.

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 City Business License. For information, contact the City's License Department (Tel: 604-927-3085) or apply on-line at website:

[City of Coquitlam Business License](#)

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 all sites 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

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: [City of Coquitlam - Prime Contractor Designation Form](#)

2.10 Clean Up

At the end of each day the Contractor shall ensure that sites are safe and secure and, at the conclusion of work, the Contractor shall clean out all debris promptly remove any equipment or materials and leave the site of the work in a clean and tidy condition.

2.11 Operations and Coordination of the Work

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

In the event of a critical operational incident the Contractor may need to vacate the working area so as not to impede Coquitlam Fire Rescue operations.

2.12 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 work including, but not exclusively:

- a) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure
- d) 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 work agreed to.

2.13 Inspection of Work

- a) All work provided shall be subject to inspection and shall meet the approval of the City or a designated representative. 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 work provided not in accordance with the contract.
- c) The City will not be deemed to have accepted the work by virtue of a partial or full payment for it.

- d) The City or a designated representative shall be the final judge of all work and its decisions of all questions in dispute will be final.

- e) 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.

2.14 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in doing the work. 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 work 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.

2.15 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 work
- 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

2.16 Cancellation

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

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

2.17 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 within metro Vancouver area, 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 location of litigation will be within metro Vancouver area, British Columbia.

2.18 Confidentiality

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

2.19 Advertisement

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

2.20 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.

2.21 Law

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

2.22 Payments – Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City. Payment will not be made for deposits.

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

- a) All invoices are to be submitted in .pdf format sent to email:
apinvoices@coquitlam.ca
- b) Invoices shall include the Purchase Order number, RFP Number, project description and will be submitted monthly or upon completion of the works as determined by the City's representative.
- c) The Contractor shall be paid net 30 days or best effort from receipt of invoice and acceptance of the work, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d) Invoices shall show the separate appropriate amounts for PST and GST.

3. SCOPE OF WORK

3.1 General Requirements

The City of Coquitlam intends to select a Contractor to design, supply, deliver, configure, install and commission a new Modular Office Building to serve as offices for the Service Centre (Austin Works Yard) located at 500 Mariner Way, Coquitlam, BC. The Modular Office Building is part of the expansion project at the Austin Works Yard. The overall site expansion construction work is scheduled for the summer and to be completed by the end of October, 2017.

The Modular Building is expected to be **approximately 6,000 sq ft** to accommodate 5 to 6 offices, 2 enhanced cubicles (for construction plans reading,) 25 open concept cubicles, 30 stand up computer stations, 2 meeting rooms, file storage space, multi work stations, lunch room, staff lockers and dry gear area, washrooms with showers, reception area, IT/Power/Security closet/panels and data/electrical conduits distribution. It is anticipated that the building will be required for ten years.

For further details, refer to **Appendix B – Modular Office Building Space Requirements**

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.

3.2 Description of Required Services

- 1) The Work on this Project generally includes but is not limited to; design, supply, deliver, configure, install & commission:
- 2) The Contractor will include all design and engineering expenses to complete the Modular Offices Building; the City will review and approve the final design and layout prior to submission for Building Permit and building production. The Contractor will coordinate with the City and propose options for the building space program refinement to ensure all the requirements are met.
- 3) In coordination with the City, the Contractor will be responsible to apply for Building Permit that also includes the modular building foundations, canopies and barrier free access ramp as designed by a professional engineer. The Contractor will submit all the related Structural, Mechanical, Electrical and Plumbing sealed drawings and Schedules as required by the City of Coquitlam Building Permits department. All work is to comply with all National and Provincial Building Code regulations including Electrical, Mechanical and Plumbing Codes, and seismic design requirements.

- 4) The Contractor to include all the related costs for the transportation to site, foundations work, utility hook-ups, exterior ramps with rails, stairs, canopy, engineering and full perimeter skirting works, exterior walls, energy efficient windows and lighting, ceilings, roller blinds, roof, interior partitions, doors, millwork, electrical/IT/mechanical/HVAC/AC systems, data network drops for offices and workspaces, fire extinguishers, interior signage, and finishes of the Modular Office Building. All building finishes will be to commercial and/or industrial grades only, and to be reviewed and approved by the City.
- 5) All site services: sanitary, storm, electrical/IT will be the responsibility of the City and will be terminated at the Modular Building location ready for connections by this Contractor.
- 6) The Contractor will coordinate with the City Consultants, Site General Contractor and the City to for all the required work for the foundations work, delivery and installation of the Modular Office Building.
- 7) Along with the Proposal Submission Form, the Contractor is to provide a preliminary floor plan layout of the Modular Office Building.
- 8) The Contractor is to provide an alternate price for a ten year lease hire of the Modular Office Building. Refer to 1.2 Optional Price Items of the Proposal Submission Form.

3.3 Building Specifications

Basic specifications for the Modular Building are as follows:

- 1) **Size:** approx. 6,000sq ft
Ceiling: minimum 8 feet high or standard for modular buildings.
- 2) **Interior Finish:** Vinyl floors, carpet tiles in office areas, prefinished walls and ceilings, horizontal sliding windows with insect screens, -washable walls in washrooms and janitor, windows roller blinds.
- 3) **Mechanical:** Electric powered down flow HVAC system with air conditioning.
- 4) **Electrical:** LED lighting is required in new City spaces; it is the proponent's responsibility to suggest designs that meet the minimum lighting requirements for each area. The City favours products sourced through long-standing manufacturers with reputable warranty and product track record.

Recommended manufactures and products that the City has used in the past:

Offices lighting (3500 Colour temperature required; dimmable applications preferred):

- a. T8LED (GE): LED15ET8/G/4/835, and Ballast (GE): GE232MAX-G-N
- b. Lithonia and GE Recessed LED luminaires
- c. GE and Phillips pot lights

Exterior lighting:

- a. RAB, GE, Cooper, and GE wall packs
- b. RAB, GE, Phillips Flood lights

The design is to maximise the use of natural light.

- 5) **Exterior Finish:** Resilient exterior siding, exterior lighting for night security on all four corners of the building, site built ramps with treated wood, skirting to match siding with appropriate ventilation.

Proponents are to provide details of alternate configurations / finishes etc. as part of the added value section in the RFP document.

3.4 City Responsibilities

The City will be responsible for the following:

- Site cleaning and tree clearing area
- Geotechnical Investigation
- Preparation and rough grading of the site
- Site services to Modular Office Building
- Data cabling
- Security
- Workstations/Cubicles/Lockers

3.5 Permits

The Contractor is responsible for providing all the necessary documentation in order to obtain permits required for the installation and commissioning of the new Modular Building. The Contractor will coordinate with the City for Building Permit submission. Building Permit costs to be paid by the City.

3.6 Hours of Work

The Contractor shall perform the work in compliance with the City's Noise Bylaws.

3.7 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite.

The Contractor is to use barriers and signage as required, to create safe detours around the worksite, as required.

When unsafe, or not practical to create safe detours, the Contractor is to use barriers and signage at all egress points to close the access (i.e. during work hours while work zone is not safe to pass).

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.

3.8 Site Meetings

The Contractor shall coordinate and attend regular site meetings including safety meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

The Contractor agrees to attend in person or send authorized representatives to any such meetings which may be called for by the City.

3.9 Rectify Damages

The Contractor shall make good any damage at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. The Contractor shall be responsible to pay the full cost of any repairs for all damage to existing structures, etc. if caused by the Contractor during the contract period.

Damage to property or equipment and infrastructure shall be reported promptly.

3.10 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

3.11 Protection of Operational Staff

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.



**City of Coquitlam
REQUEST FOR PROPOSALS
RFP No. 17-03-03**

**MODULAR OFFICE BUILDING
at Austin Works Yard**

**Proposals will be received on or before 2:00 pm local time
Thursday, April 6, 2017
(Closing date and time)**

Proposal Submission Instructions

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

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 submission process.

For assistance, phone 604-927-3060

PROPOSAL SUBMISSION FORM

Complete and return this Proposal Submission Form:

Submitted by: _____
(company name)

Proponents are asked to provide as much information as possible when replying to each point throughout the proposal.

1. PRICE

1.1. Modular Office Supply and Install

Stipulated Price (Contract price)

The Proponent has considered the information provided by the City as relates to this project, and agrees to provide all labour, materials, products, equipment, and services and perform all work shown and described in these documents for the total stipulated price of:

Line Item	SECTION OF WORK	PRICE (exclude GST)
1	Modular Office Building (state Manufacture and Model Number and attach specification and warranty information)	\$
2	Transport and delivery	\$
3	Concrete foundations and Site Preparation	\$
4	Full perimeter skirting with vents	\$
5	Stairs and landings	\$
6	Accessible ramps with rails	\$
7	Canopy at doorway entrance (s)	\$
8	ADD ITEMS NOT LISTED ABOVE (Specify):	
9		\$
10		\$
	TOTAL PRICE: (exclude GST)	\$

The Proponent further offers to carry out any changes to the work authorized by the City.

1.2. Optional Price Items

Line Item	OPTIONAL UPGRADES	PRICE (exclude GST)
1	Optional 5 year Warranty against original defects in manufacture and workmanship for a period of 5 years from date of substantial completion.	\$
2	Alternate lease-hire of the Modular Office Building for ten years	\$
3		\$

2. WARRANTY

Provide an overview of the WARRANTY of the Modular and on the workmanship. Attach pages as necessary.

Attach with your proposal, information on warranties included and optional warranties available.

3. METHODOLOGY

Provide an overview of the systems and methodology for the Modular Office replacement project. Identify how the proponent would provide options and configuration would be determined. Describe the schedule and how many personnel will be used including their roles, any special requirements to ensure efficient progress.

Attach pages and drawings with price options as needed.

4. SUB-CONTRACTORS

List any sub-Contractors that would be involved in performing the Work. Include relevant experience, qualifications, roles, responsibilities for this project:

Company Name	Roles & Responsibilities	Qualifications and Experience

5. WORK SCHEDULE

State the time needed to complete the work upon issue of the City's Purchase Order (PO).

State number of weeks for Production of Modular Building:

The work shall be substantially complete on or before **August 1, 2017**

The proponent states that they are available and ready to start this work and confirms the work shall be substantially completed on:

6. SUSTAINABLE INITIATIVES AND PRODUCTS

Describe all initiatives, policies or programs that illustrate your firm’s efforts towards sustainable practises and responsibility in providing the services.

(Social/Ethical, Environmental, Economic/Financial)

7. 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:

8. HEALTH AND SAFETY PROGRAM

The quality of Proponent’s in-house program to manage safety shall be considered in the evaluation.

- 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.

9. 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.

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	

10. 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, the undersigned, confirm that this proposal is open for acceptance by the City for a period of: _____ days.

11. 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

12. NON-COMPLIANCE

Proponents must identify any specific requirements with which they are unwilling or unable to comply with.

13. CONFLICT OF INTEREST

Proponents must disclose information regarding any relationships that may be perceived to be a conflict of interest.

14. AUTHORIZATION

We hereby submit our Proposal for the work as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, Scope of Work, and information provided in this RFP.

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

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.