

City of Coquitlam

Request for Proposals  
RFP No. 18-09-01

Pavement Crack Sealing

**TABLE OF CONTENTS**

**SUMMARY OF KEY INFORMATION .....3**

**DEFINITIONS.....4**

**1. INSTRUCTIONS TO PROPONENTS.....5**

    1.1. Purpose ..... 5

    1.2. Proposal Submission ..... 5

    1.3. Term of Agreement ..... 5

    1.4. Withdrawal of Proposal ..... 5

    1.5. Evaluation Criteria ..... 5

    1.6. Examination of Proposal Documents and Work Sites..... 6

    1.7. Prices ..... 6

    1.8. Extension of Offer ..... 7

**2. GENERAL CONDITIONS OF CONTRACT .....7**

    2.1. Terms and Conditions..... 7

**3. SCOPE OF SERVICES .....7**

    3.1. Purpose..... 7

    3.2. Scope of Services..... 7

    3.3. Specification of Goods..... 7

    3.4. Quantities ..... 8

    3.5. Testing, Inspection and Quality Assurance ..... 8

    3.6. Clean Up..... 8

    3.7. Work Schedule and Work Hours ..... 8

    3.8. Traffic Management ..... 8

    3.9. Limits of Site..... 9

    3.10. Progress Report ..... 9

    3.11. Contractor’s Equipment and Workmanship..... 9

    3.12. Protection of the Environment..... 9

**PROPOSAL SUBMISSION FORM**

**SUMMARY OF KEY INFORMATION**

<b>RFP Reference</b>	<b>RFP No. 18-09-01 Pavement Crack Sealing</b>
<b>Overview of the Opportunity</b>	The purpose of this RFP is to invite proposals from qualified firms for the provision of <b>Pavement Crack Sealing Services</b> .
<b>Questions</b>	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Closing Date and Time</b>	<b>2:00 pm local time Wednesday December 5, 2018</b>
<b>Instructions for Proposal Submission</b>	Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a>  <ol style="list-style-type: none"> <li>1. <b>In the “Subject Field” enter:</b> RFP Number and Name</li> <li>2. <b>Add files in .pdf format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.)</li> </ol> <p>Phone 604-927-3060 should assistance be required.</p> <p>The City also reserves the right to accept proposals received after the Closing Date and Time.</p>
<b>Participation</b>	The guidelines for participation that will apply to this RFP are posted on the City’s website: <a href="#">Instructions to Proponents</a>
<b>Obtaining RFP Documents</b>	RFP Documents are available for download from the City of Coquitlam’s website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>  Printing of RFP documents is the sole responsibility of the Proponents.
<b>Terms and Conditions of Contract</b>	<a href="#">City of Coquitlam Terms and Conditions of Purchase</a>

## **DEFINITIONS**

**“Price”** means the amount that will be paid by the City to the Contractor for delivery and acceptance of goods and Services.

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

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor.

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

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

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Purpose

The City requests proposals from qualified, experienced Contractors to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for the **Pavement Crack Sealing Services** (the '**Services**') as outline in Section 3 – Scope of Services.

### 1.2. Proposal Submission

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

### 1.3. Term of Agreement

The Term of the Agreement will be a one (1) year Term with an option to extend the Agreement for additional terms, as mutually agreed to between the parties.

### 1.4. Withdrawal of Proposal

Proposals may be withdrawn upon request sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) prior to time set as closing time for receiving Proposals.

### 1.5. Evaluation Criteria

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

#### **Corporate Experience, Reputation, Capacity and Resources – 30 points**

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- References
- Sub-contractors

#### **Technical – 40 points**

- Methodology for delivery and mobilization of services
- Ability to comply with the stated specifications and requirements
- Qualifications and experience of the Proponent and key personnel
- Equipment and resources
- Proposed schedule

#### **Financial and Value Added – 30 points**

- Total Cost
- Value Added
- Sustainability/Environmental Considerations

These criteria will be used to determine best overall value to the City. Proposals will be compared to select one or more that are most advantageous.

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

- References may be contacted
- Interviews may be conducted

No scores or rates will be provided to any Proponents. Results of reference checks will not be disclosed or discussed with any Proponent.

The lowest proposed Proposal price or any Proposal will not necessarily be accepted, nor will there be any obligation to accept any Proposal if that Proposal is the sole bid. Without limiting the generality of the foregoing, any Proposal which is incomplete, obscure or irregular may be rejected; any Proposal having erasures or corrections in the Proposal submission may be rejected; any Proposal that has any deletions, alterations, or changes in the Contract documents as listed herein may be rejected.

The City reserves the right to reject without further consideration any Proposal which in its opinion does not meet the criteria it considers essential for the work outlined in this RFP.

#### 1.6. 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.

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.

#### 1.7. Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

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

#### 1.8. Extension of Offer

The Contractor agrees to allow other local public agencies with similar needs within British Columbia to participate in this contract.

Additional participating agencies may opt to enter into a contract with the successful Contractor for the purchase of the vehicles, equipment and services described in this RFP based on the terms, conditions, prices and percentages offered by the Contractor to the City of Coquitlam with possible minor changes negotiated.

This is intended to be a means of promoting cooperative purchasing efforts with the public sector, and to provide additional value to the Contractor.

## 2. GENERAL CONDITIONS OF CONTRACT

#### 2.1. Terms and Conditions

The City's [Terms and Conditions](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

## 3. SCOPE OF SERVICES

#### 3.1. Purpose

The City requires a qualified, experienced Contractor to provide labour, equipment, materials, fuel, transportation, overhead and all that is necessary for **Pavement Crack Sealing** (the '**Services**') of local roads at various locations in Coquitlam.

#### 3.2. Scope of Services

All Services performed are to meet or exceed the specification as stated in the MMCD Platinum Volume 2 version, Section 32 01 17.6, Sealing Pavement Cracks for Maintenance Purposes.

Where the specification calls for routing, it shall be interpreted as blow and seal only.

#### 3.3. Specification of Goods

The City only allows the use of rubberized and elasticized crack sealants found on the [Recognized Products List](#) of the Ministry of Transportation and Infrastructure ("MOTI").

Materials under both the "Entire Province" or "Lower Mainland Sunshine Coast/Vancouver Island" subsections are acceptable.

3.4. Quantities

The City has an ongoing evaluation program for roads to be crack sealed.

The estimate of quantities for the Goods and Services requested is approximately 100,000 lineal meters at various locations throughout the City. The City reserves the right to reduce or increase quantities. The City will only pay for actual lineal meters completed.

The City does not expressly, nor by implication, agrees that the actual amounts of work or material of any class will correspond even approximately to this estimate. The Contractor shall make no claim for anticipated profits, for loss of profit, for damages, or for any extra payment whatsoever, except as provided for herein, because of any difference between the amount of actual work done and materially actually furnished and the quantities stated within this RFP.

The Contractor shall cooperate with the City to make this program effective.

3.5. Testing, Inspection and Quality Assurance

The Contractor shall furnish at their expense any labour, equipment and materials required to obtain representative samples. Where tests or inspections reveal workmanship or materials not in compliance with the specifications as stated within this RFP, the Contractor shall pay for the cost of additional tests ordered by the City to verify acceptability of corrected work. Extensions to the Contract shall not be allowed for any delay occasioned by the above requirement. The City will pay the cost of testing ordered by the City for Quality Assurance.

3.6. Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of his/her equipment or materials and leave the site(s) in a clean and cleared condition.

3.7. Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval. The City retains the right to change and interrupt maintenance schedules and to determine work priorities.

For the Term of this Agreement, the Services are to be performed in compliance with City Bylaws.

The Contractor may apply for exemptions to the noise by-laws to work nights, evenings or weekends. The City does not guarantee exemptions will be granted. No shift premiums will be paid for night or weekend work.

The Work under this Contract is to be completed by October 15<sup>th</sup>, each calendar year.

3.8. Traffic Management

Total closure of roads will not be allowed for any work done as a result of this RFP. Minimum single lane traffic in both directions must be maintained at all times, and proper traffic control standards shall be enforced.

The Contractor will be required to obtain a Road and Sidewalk Closure Permit from the City, and shall strictly comply with all requirements of such permits.

The Contractor shall comply with all peak period traffic requirements.

For all work being performed as a result of this RFP, the Contractor must maintain at least one lane of traffic in each direction, where possible. Single lane alternating traffic will be permitted on local roads only.

3.9. Limits of Site

The Work Site is limited to the City's right of ways.

3.10. Progress Report

The Contractor is to provide daily progress reports to the City's representative.

3.11. Contractor's Equipment and Workmanship

Contractor's personnel shall be trained in the correct methodology, equipment safety inspection, and safe operation for the Services.

All vehicles and equipment will be kept clean, in good mechanical condition, painted to present a neat appearance, show evidence of annual safety inspections and display proper registration and license.

All Contractor's vehicles and equipment shall be equipped with approved back-up alarms, multiple light revolving/strobe lights, or other necessary warning systems which shall be maintained and in proper operating condition at all times.

In the event of a breakdown, the Contractor shall arrange for reserve equipment, with always the intent to deliver and complete the Services as per this Agreement.

3.12. Protection of the Environment

The Contractor shall comply with all federal, provincial and municipal regulations so that construction work does not adversely affect the environment of fish producing or fish nutrient streams, rivers, lakes and other bodies of water within or in the vicinity of, downstream from the place of work, not only during active construction of the site, but also during periods where the Contractor has suspended construction activity for any reason.

Notwithstanding the above noted requirements, this shall include but not be limited to the following:

- a) No machinery and equipment shall be operated within the wetted perimeter of any stream, lake or other body of water unless under authority of fisheries' personnel;
- b) The work under this Contract shall be undertaken in a manner which will prevent entry of any soil, silt, waterborne sediment, organic debris, slash, bark, wood chips, sawdust, ashes, gas, oil, grease, other petroleum products and deleterious substances into any stream, lake or other body of water, whether directly, by surface run-off or other means.



City of Coquitlam

## REQUEST FOR PROPOSALS

RFP No. 18-09-01

### PAVEMENT CRACK SEALING

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

Wednesday December 5, 2018

(Closing date and time)

#### INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](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 or fax 604-927-3035.

## PROPOSAL SUBMISSION FORM

**Complete and return this Proposal Submission Form**

**Submitted by:** \_\_\_\_\_  
(company name)

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

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

**1. PRICE**

**a) Pavement Crack Sealing**

These rates are all inclusive without limitation, including all loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, disposal, overhead and profit.

SERVICES	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE – EXCLUDING GST
Pavement Crack Sealing – blow and seal Includes clean/lance, seal and de-tack	Lineal Meter	\$	\$

**2. NON-COMPLIANCE**

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with.

**3. METHODOLOGY, DISPOSAL & 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.

**Delivery, set-up and execution 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.

**Quality Assurance** – Provide the measures the proponent will use to maintain quality control for the Services being performed.

**Risk Factors** – Describe the risk factors anticipated and how the Proponent intends to mitigate these.

<b>Delivery, set-up and execution</b>
<b>Quality Assurance</b>
<b>Risk Factors</b>

**4. KEY PERSONNEL**

The following are the Proponent’s key personnel proposed for use on this project:

Name	Position	Experience and Qualifications	Years with your organization

**5. EQUIPMENT AND VEHICLES**

Equipment, vehicles and power tools used on this at the work site must be clearly identified. List Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act.

EQUIPMENT AND VEHICLES		
Equipment (include power tools over \$2,500)	Make / Model	Year

**6. WORK SCHEDULE**

Proponents to provide an annual estimated schedule, with major item descriptions and times indicating a commitment to provide perform the Services (use the spaces provided and/or attach additional pages, if necessary).

Estimated Start Date	March 2019
Number of Days to complete the Services	days
Estimated Completion Date	

**7. EXPERIENCE, CAPABILITIES AND CAPACITY**

- a) Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

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- b) Proponent is to provide a narrative as to their capacity to take on this project with respect to manpower and other contracts that may affect their ability in delivering the goods and Services:

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**8. EXPERIENCE AND REFERENCES**

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

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

**9. SUB-CONTRACTOR**

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

Type of Service	Company Name	Phone	Email
a)			
b)			
c)			
d)			

**10. 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:

**11. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

11.1. Sustainable Benefits

Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practises and environment responsibility in providing the services that would benefit the City:

11.2. Social Responsibility

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

b) What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

**12. TRAINING AND SAFETY PROGRAM**

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

Yes  No

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

**13. 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	Date Received

**14. AUTHORIZATION**

We hereby submit our Proposal for the supply and services as specified and undertake to carry out the work in accordance with all Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our proposal be selected, will accept the City’s contract: [Terms and Conditions of Purchase](#)

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 submission, electronic signatures will be accepted.

<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>	