

City of Coquitlam

Request for Proposals

RFP No. 19-01-03

Roof Replacement – Various Buildings

TABLE OF CONTENTS

| | <u>Page</u> |
|--|-------------|
| 1. INSTRUCTIONS TO PROPONENTS..... | 5 |
| 1.1 Purpose..... | 5 |
| 1.2 Mandatory Site Meetings..... | 5 |
| 1.3 Instructions to Proponents..... | 5 |
| 1.4 Eligibility..... | 7 |
| 1.5 Bonding..... | 7 |
| 1.6 Evaluation Criteria..... | 8 |
| 1.7 Prices..... | 9 |
| 1.8 Proponent Expenses..... | 9 |
| 1.9 Award to Multiple Proponents..... | 9 |
| 1.10 Examination of Proposal Documents..... | 9 |
| 1.11 Qualifications..... | 9 |
| 1.12 Negotiation..... | 9 |
| 1.13 Litigation..... | 10 |
| 2 GENERAL CONDITIONS OF CONTRACT..... | 11 |
| 2.1 Terms and Conditions..... | 11 |
| 2.2 Project Specific Terms and Conditions..... | 11 |
| 2.3 Prime Contractor..... | 11 |
| 3 SCOPE OF SERVICES..... | 12 |
| 3.1 Purpose..... | 12 |
| 3.2 Locations..... | 12 |
| 3.3 Scope of Services..... | 12 |
| 3.4 Optional Work..... | 12 |
| 3.5 Specifications and Drawings..... | 12 |
| 3.6 Standards and Workmanship..... | 13 |
| 3.7 Warranty/Guarantee..... | 13 |
| 3.8 Clean Up..... | 13 |
| 3.9 Work Schedule and Work Hours..... | 13 |
| 3.10 Progress Report..... | 13 |

APPENDICES:

- APPENDIX A – Roof Replacement – Austin Service Centre
- APPENDIX B – Roof Replacement – Coquitlam City Hall
- APPENDIX C – City’s Supplementary General Conditions To CCDC 2 – 2008 Stipulated Price Contract

PROPOSAL SUBMISSION FORM

SUMMARY OF KEY INFORMATION

| | |
|---|---|
| RFP Reference | <p style="text-align: center;">RFP No. 19-01-03</p> <p style="text-align: center;">Roof Replacement – Various Buildings</p> |
| Overview of the Opportunity | <p>The purpose of this RFP is to invite proposals from qualified firms for the provision of Roof Replacement at Various Buildings within the City.</p> |
| Closing Date and Time | <p style="text-align: center;">2:00 pm local time</p> <p style="text-align: center;">Thursday, February 7, 2019</p> |
| Instructions for Proposal Submission | <p>Proposals are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 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 receipt.) <p>Phone 604-927-3060 should assistance be required.</p> <p>The City reserves the right to accept proposals received after the closing date and time.</p> |
| Obtaining RFP Documents | <p>RFP Documents are available for download from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p> |
| Instructions to Proponents | <p>The guidelines for participation that will apply to this RFP are posted on the City’s website: Instructions to Proponents</p> |
| Questions | <p>Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the closing date sent to email: bid@coquitlam.ca</p> |
| Addenda | <p>Proponents are required to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities</p> |
| Withdrawal of Submission | <p>Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.</p> |
| Terms and Conditions of Contract | <p>City of Coquitlam Terms and Conditions of Purchase are posted on the City’s website and will apply to the contract awarded as a result of this RFP.</p> |

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 and 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, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

“Consultant” means the independent professional roof application firm contracted by the City to provide specifications and contract compliance for the project;

“Contractor” means a Proponent who Proposal the City has accepted and to whom the Contract has been awarded;

“Drawings” means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

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

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

“RCABC” means the Roofing Contractors Association of British Columbia;

“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 **Roof Replacement – Various Buildings** (the ‘Services’) as outlined in Section 3 – Scope of Services.

1.2 Mandatory Site Meetings

Mandatory site meetings are scheduled as listed below; **attendance at both sites is mandatory.**

| MANDATORY SITE MEETINGS | | |
|-------------------------|---|--------------------------------------|
| DATE: | Thursday January 17, 2019 | Thursday January 17, 2019 |
| LOCATION: | Coquitlam City Hall 3000 Guildford Way | Austin Works Yard 500 Mariner way |
| TIME: | 9:00AM | 10:30 AM |

Site Meetings will begin at Coquitlam City Hall. Proponents are to meet outside the front desk reception area at Coquitlam City Hall and register their attendance with the City representative.

Once the Site Meeting is complete at Coquitlam City Hall, Proponents are to proceed to the Austin Works Yard. Proponents are to meet in the main parking lot and register their attendance with the City representative.

- Fall protection is required to attend the mandatory meetings; entrance will not be permitted otherwise.
- Groups of 10 people are permitted at one time.
- Limit of 2 representatives per company.

1.3 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are located: [Instructions to Proponents](#).

By submission of a proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted.

1.3.1 Proponents are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the Work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent’s interpretation be incorrect.

Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.

- 1.3.2 Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- 1.3.3 It shall be the responsibility of the Proponent, by personal inspection of the site of the works, examination of the contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the Work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site and the Work they shall signify by entering into the Contract that they are willing to assume all risk of the Work proving more onerous than was contemplated and/or assumed when the City Purchase Order (PO) is issued.
- 1.3.4 A complete set of contract documents will include:
- a) Request for Proposals Documents
 - b) Proposal Submission Form
 - c) Appendices
 - d) CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor (as referenced)
 - e) City of Coquitlam's Supplementary General Conditions to the CCDC 2 – 2008 – Appendix C
 - f) Technical Specifications and Drawings – Appendix A and Appendix B
 - g) Addenda as issued

Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications complement each other and anything called for by one will be as binding as if called for by both.

- 1.3.5 All information requested for the Proposal are to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, will be considered an improper Proposal and may be rejected.
- 1.3.6 Responses or notations to a Request for Proposal submission which provides a condition of sale or any other attachment which alters the conditions or specifications, or makes it subordinate, may be cause for rejection, at the option of the City.
- 1.3.7 The selected Proposal shall include supply all materials and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- 1.3.8 Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- 1.3.9 The Proponent is to indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.

1.4 Eligibility

For eligibility, and as a condition of award, the successful company would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$5M per occurrence coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#)
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Terms and Conditions of Purchase](#)
- e) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

These items are not required as part of this Proposal Submission but will be required prior to entering into an agreement with the City for Services.

1.5 Bonding

A **CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:

- a) **A Performance Bond in the amount of 50% of the proposal price;**
- b) **A Labour and Materials Payment Bond in the amount of 50% of the proposal price.**

1.6 Evaluation Criteria

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

Corporate Experience, Reputation, Capacity and Resources – 40 points

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

Technical – 35 points

- Methodology, delivery, set-up and execution of the work
- Disposal and Reuse
- Quality Assurance and Quality Control program
- Risk Mitigation
- Schedule and Completion Date

Financial and Value Added – 25 points

- Price per facility, Total Price
- Value Added Benefits
- Sustainable Benefits and Social Responsibility

The City reserves to evaluate the Proposals for each facility separately and to award the work to separate Proponents if the City determines that this provides the best overall value to the City. The criteria listed above 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 to verify successful completion of relevant projects including those in the City of Coquitlam
- Interviews may be conducted
- Verification of Insurance and WorkSafe BC

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

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

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

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 Proponent Expenses

The City will not assume any responsibility or liability for any costs incurred by the Proponent in the preparation of a Proposal, and for any meetings, negotiations or discussions with the City or its representatives and contractors, relating to, or arising from this RFP.

1.9 Award to Multiple Proponents

The City reserves the right to award sections of work to separate companies to obtain best value.

1.10 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. 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 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.

1.11 Qualifications

Proponents submitting a response to this RFP are to be a member in good standing of the Roofing Contractors association of British Columbia and/or the National Roofing Contractors Association and utilize professional qualified personnel.

1.12 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 highest ranked Proponent and then consecutively, 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.

1.13 Litigation

The City may, at its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

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, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

2.2 Project Specific Terms and Conditions

a) Five Year Guarantee/Warranty

The Contractor shall provide a five (5) year corporate guarantee on company letterhead, covering workmanship, leakage, and materials on 100% of this project.

In addition, the Contractor will provide a Soprema Platinum guarantee on all roofing for this project.

b) Permits Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

c) On-Site Hazards and Utilities Present

- i. The Contractor is to make themselves aware of any and all on-site hazards including but not limited to underground and overhead utilities in or near to the work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- ii. The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.3 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.

Prime Contractor Form shall be submitted prior to commencing work:

[Prime Contractor Designation Form](#)

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.

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 Roof Replacement (the ‘Services’) at the Austin Service Centre and Coquitlam City Hall.

3.2 Locations

The address for each location is as follows:

| | |
|--|---|
| Coquitlam City Hall 3000 Guildford way Coquitlam, BC | Austin Service Centre 500 Mariner Way Coquitlam, BC |
|--|---|

***NOTE: Contractor parking for City Hall will be off-site only.**

3.3 Scope of Services

The work for both facilities is to generally include but not limited to:

- .1 Site safety plan & pedestrian control plan
- .2 Removal and disposal of existing membrane
- .3 Removal and installation of mechanical vents and other existing roof elements necessary for the installation of a new membrane system
- .5 All carpentry work that may be required to repair the existing roof
- .6 Supply and install a new flat roofing system according to the specifications attached to this RFP
- .7 Submission of Shop drawings as per drawings and specifications
- .8 Any required inspections and certifications
- .9 Roof products manufacturer’s data submission
- .10 Samples and Mock-ups
- .11 Any required testing of materials and assemblies including performance testing of completed work
- .12 As-built documentation, warranties and commissioning
- .13 Complete site clean-up

3.4 Optional Work

The City may elect to have the Contractor complete the removal and disposal of the existing rooftop condenser. This work includes the re-roofing of the affected area. This Optional Work may be awarded to the successful Proponent, at the sole discretion of the City.

3.5 Specifications and Drawings

All work shall be undertaken and completed as per **Appendix A – Roof Replacement - Austin Service Centre** and **Appendix B – Roof Replacement - Coquitlam City Hall**, which are attached to this RFP.

3.6 Standards and Workmanship

All work is to be completed by professional qualified Journeyman technicians and Apprentices under the direct supervision of a Journeyman technician.

Roof system is to be installed to the RCABC standards.

3.7 Warranty/Guarantee

Refer to Section 2.2 (a), Contractor is to provide a detailed copy of the warranty, showing inclusions and exclusions.

All warranty/guarantee costs to be included in their Proposal price. The City will not pay any additional fees or charges for any warranties or guarantees.

3.8 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.

3.9 Work Schedule and Work Hours

The Contractor is to submit a schedule to the City for approval.

All Services are to be performed in compliance with City Bylaws.

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

3.10 Progress Report

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



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 19-01-03

ROOF REPLACEMENT – VARIOUS BUILDINGS

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

Thursday February 7, 2019

(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

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

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

PROPOSAL SUBMISSION FORM

Complete and return this section and attach Consent of Surety

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

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

a) Schedule of Values – Austin Service Centre

| Line Item | Section of Work | Price (exclude GST) |
|-----------|--|---------------------|
| .1 | MOBILIZATION AND DEMOBILIZATION | \$ |
| .2 | GENERAL CONDITION ITEMS | \$ |
| .3 | DEMOLITION, REMOVAL AND DISPOSAL | \$ |
| .4 | SUPPLY AND INSTALL SBS ROOFING MEMBRANE | \$ |
| | TOTAL PRICE (exclude GST) | \$ |
| .5 | PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | \$ |
| .6 | LABOUR AND MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | \$ |
| | <u>OTHERS NOT LISTED ABOVE</u> | |
| .7 | | \$ |
| .8 | | \$ |

b) Schedule of Values – Coquitlam City Hall

| Line Item | Section of Work | Price (exclude GST) |
|-----------|---|---------------------|
| .1 | MOBILIZATION AND DEMOBILIZATION | \$ |
| .2 | GENERAL CONDITION ITEMS | \$ |
| .3 | DEMOLITION, REMOVAL AND DISPOSAL | \$ |
| .4 | SUPPLY AND INSTALL SBS ROOFING MEMBRANE (Areas G, H, I, J, K, L, M, N, O & P as shown on Drawings) | \$ |
| | TOTAL PRICE (exclude GST) | \$ |
| .5 | PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | \$ |
| .6 | LABOUR AND MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE PROPOSAL PRICE | \$ |
| | <u>OTHERS NOT LISTED ABOVE</u> | |
| .7 | | \$ |
| .8 | | \$ |

2. OPTIONAL – PRICING- COQUITLAM CITY HALL

| Line Item | Description of Optional Items | Unit of Measure | Price (exclude GST) |
|-----------|---|-----------------|---------------------|
| 1. | Removal and disposal of existing rooftop condenser unit including re-roofing. | | \$ |
| | | | |
| | | | |

3. FORCE ACCOUNT LABOUR AND EQUIPMENT RATES

3.1. Contractors Current Own Forces Labour Rates

The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account evaluation.

The labour rates below are all inclusive and include without limitation, wages, taxes and assessments and benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

For the purposes of the above, small tools are considered to be any tool worth \$2,000 or less in new value. All other tools should be listed as equipment in 3.2 Equipment Rates.

| Line Item | Labour Category | Straight Time/hr (exclude GST) | Overtime Rate/hr (exclude GST) |
|-----------|--------------------------|--------------------------------|--------------------------------|
| 1. | Project Manager | \$ | \$ |
| 2. | Site Superintendent | \$ | \$ |
| 3. | Foreman | \$ | \$ |
| 4. | Carpenter | \$ | \$ |
| 5. | Roofer | \$ | \$ |
| 6. | Labourer / Helper | \$ | \$ |
| 7. | Other (not listed above) | \$ | \$ |

3.2. Equipment Rates

The Proponent is to provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

The Proponent acknowledges and agrees that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate shall only be charged.

| Line Item | Equipment Classification | Hourly Rate (exclude GST) | Specify Make and Model |
|-----------|--------------------------|------------------------------|------------------------|
| 1. | | \$ | |
| 2. | | \$ | |
| 3. | | \$ | |
| 4. | | \$ | |
| 5. | | \$ | |
| 6. | | \$ | |
| 7. | | \$ | |
| 8. | | \$ | |

4. 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.

5. 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. Include any safety and pedestrian control measures.

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.

| |
|---------------------------------------|
| Delivery, set-up and execution |
| |
| Quality Assurance |
| |
| Risk Factors |
| |
| Disposal |
| |
| Recycle |
| |
| Reuse |
| |

6. KEY PERSONNEL

The Proponent’s key personnel proposed for this project:

| Name | Position | Experience and Qualifications | Years with your organization |
|------|----------|-------------------------------|------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |

7. SUPPLIERS

The Proponent proposes to supply the various products for the Work from the following suppliers:

| PRODUCT | MANUFACTURER | SUPPLIER |
|---------|--------------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

8. WORK SCHEDULE

Proponents to provide an estimated schedule indicating a commitment to perform the Services (use the spaces provided and/or attach additional pages, if necessary) OR provide your own Gantt schedules as a separate appendix.

a) Austin Service Centre

| CONSTRUCTION ACTIVITY | | | | | | | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
| Pre-Construction Meeting | | | | | | | | | | | | | | | | |
| MOBILIZATION AND GENERAL REQ'S | | | | | | | | | | | | | | | | |
| DEMOLITION AND DISPOSAL | | | | | | | | | | | | | | | | |
| ROOF DECK PREPARATION | | | | | | | | | | | | | | | | |
| ROUGH CARPENTRY/FRAMING | | | | | | | | | | | | | | | | |
| NEW ROOFING FELT | | | | | | | | | | | | | | | | |
| NEW ROOF CLADDING | | | | | | | | | | | | | | | | |
| NEW METAL FLASHING | | | | | | | | | | | | | | | | |
| NEW GUTTER SYSTEM / PAINTING | | | | | | | | | | | | | | | | |
| FINAL CLEANUP AND COMMISSIONING | | | | | | | | | | | | | | | | |
| SUBSTANTIAL COMPLETION | | | | | | | | | | | | | | | | |
| PROJECT CLOSE-OUT | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

b) Coquitlam City Hall

| CONSTRUCTION ACTIVITY | | | | | | | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | |
| Pre-Construction Meeting | | | | | | | | | | | | | | | | |
| MOBILIZATION AND GENERAL REQ'S | | | | | | | | | | | | | | | | |
| DEMOLITION AND DISPOSAL | | | | | | | | | | | | | | | | |
| ROOF DECK PREPARATION | | | | | | | | | | | | | | | | |
| ROUGH CARPENTRY/FRAMING | | | | | | | | | | | | | | | | |
| NEW ROOFING FELT | | | | | | | | | | | | | | | | |
| NEW ROOF CLADDING | | | | | | | | | | | | | | | | |
| NEW METAL FLASHING | | | | | | | | | | | | | | | | |
| NEW GUTTER SYSTEM / PAINTING | | | | | | | | | | | | | | | | |
| FINAL CLEANUP AND COMMISSIONING | | | | | | | | | | | | | | | | |
| SUBSTANTIAL COMPLETION | | | | | | | | | | | | | | | | |
| PROJECT CLOSE-OUT | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

9. 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.

| | |
|--------------------------------|--|
| Year Started | |
| Year Completed | |
| Description of Contract | |
| Company | |
| Contact Person | |
| Telephone and Email | |
| Contract Value | |

| | |
|--------------------------------|--|
| Year Started | |
| Year Completed | |
| Description of Contract | |
| Company | |
| Contact Person | |
| Telephone and Email | |
| Contract Value | |

| | |
|--------------------------------|--|
| Year Started | |
| Year Completed | |
| Description of Contract | |
| Company | |
| Contact Person | |
| Telephone and Email | |
| Contract Value | |

10. SUB-CONTRACTORS

The following Sub-contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City’s written approval:

| Line Item | Trade | Subcontractor’s Legal name and Contact Number | Qualifications/Certifications |
|-----------|-------|---|-------------------------------|
| .1 | | | |
| .2 | | | |
| .3 | | | |
| .4 | | | |
| .5 | | | |
| .6 | | | |
| .7 | | | |
| .8 | | | |

11. 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:

12. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

12.1. 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:

12.2. 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:

13. TRAINING AND SAFETY PROGRAM

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

Yes No

Please include a copy of your corporate Health & Safety policy as a separate appendix

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

14. CONSENT OF SURETY

ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM

A copy of the original Consent of Surety should be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price.

The original document is to be provided upon request by the City.

15. 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 |
|--------------|-------------|
| | |
| | |
| | |

16. 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](#)

| | |
|---|--|
| 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 submission, electronic signatures will be accepted.