

City of Coquitlam

Request for Proposals

RFP No. 23-050

General Contractor Services – Small
Projects

Issue Date: April 18, 2023

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SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-050 General Contractor Services – Small Projects
Overview of the Opportunity	<p>The City of Coquitlam requests Proposals from qualified, experienced companies to provide General Contractor Services for Small Projects on an “as needed and when requested basis”.</p> <p>Successful Proponents will be placed on a pre-qualified list. The selection of any Proponent will be based on the Proponent’s resources, past project experience, references and financial offering. The City also reserves the right in its sole discretion to approach one or more of the pre-qualified contractors on a project-by-project basis to obtain project specific quotes.</p>
Closing Date and Time	2:00 pm local time Wednesday, May 10, 2023
Instructions for Proposal Submission	<p>Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid</p> <p>In the “Subject Field” enter: RFP Number and Name</p> <p>1. Add files in .pdf format and Send</p> <p>(Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.)</p> <p>Phone 604-927-3037 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: https://www.coquitlam.ca/Bid-Opportunities</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> <p>Questions received after that time may not receive a response.</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: https://www.coquitlam.ca/Bid-Opportunities</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Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 Standard Terms and Conditions - Purchase of Goods and Services 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 City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the [Standard Terms and Conditions - Purchase of Goods and Services](#), terms and conditions included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“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.

“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;

“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;

“Site” means the place or places where the Services are to be performed

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

1 INSTRUCTIONS TO PROPONENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hən̓q̓əmin̓əm̓ word kʷikwə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikwə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sq̓əciyaʔt̓ təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City owns and operates various types of facilities ranging from fire halls, police station and community police offices, libraries, works yards, multi use recreational facilities, outdoor public washrooms and associated facilities, and rental houses. The Scope of Services includes but is not limited to the following types of projects;

- Interior and exterior renovations at existing City facilities to facilitate internal growth or update finishes etc.
- Tenant improvement type office space fit-outs
- Condition assessments as required.

The General Contractor shall provide Construction Services for various small projects throughout the City on “an as and when requested basis”. Small projects are described as projects valued in the range of up to \$200,000.00 per project.

1.3 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.

1.4 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, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

The City will not be responsible for any delay or for any submission not received for any reason, including technological delays or issues by either party’s network or email program, and the City will not be liable for any damages associated with submissions not received.

1.5 Prices

All Prices shall be all inclusive in Lump Sum Form (Canadian Funds) exclude GST and shall remain **FIRM** for the completion of the Services.

1.6 Requested Departures

The Proponent acknowledges that the departures requested in the Proposal Submission Form will not form part of the Contract unless and until the City specifically consents in writing to any of them. The City may not consider any departures not stated in the Proponent’s Proposal Submission.

1.7 Term

The initial term of the Contract is two (2) years with the option to extend the Contract by additional terms, upon mutual agreement of the parties.

1.8 Evaluation Criteria

Evaluation Criteria of each proposal will be determined in accordance with the following:

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	35
Social Responsibility and Sustainable Benefits	10
Technical	35
Financial	20
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Value Add
- References
- Sub-contractors
- Staff qualifications and experience
- Health and Safety

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the work
- Quality Assurance program
- Risk factors
- Safety
- Disposal and Recycling
- Proposed Project Schedule
- Reports
- Equipment and Resources

Financial

- Hourly Rates and Other Rates
- Mark Up

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

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.

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.

Where only one Proposal is received, the City may reject such and re-issue the RFP on a selected basis.

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, 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.

1.9 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- 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 a Contract being issued.

1.10 Security

Contractor's qualified personnel may be required to Work at the Public Safety Building (Police) and other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this Contract.

The Contractor must have on call, at least one security cleared employee for after-hours callouts to the security designated sites. Any employees denied security clearance shall be restricted from entering the designated facilities, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

The Contractor may also be required to provide a clean criminal record check to the City. The criminal record check shall be provided at no cost to the City.

1.11 Bidders List

The City does not retain a list of interested contractors ("Bidders List"). Interested contractors are encouraged to register as plan takers and may view the RFP Documents and Drawings by contacting the Vancouver Regional Construction Association ("VRCA"), website : www.vrca.ca , ph: 604- 294-3766 or email: info@vrca.ca quoting the Coquitlam RFP Reference Number.

1.12 Pre-Qualification

The City reserves the right to terminate the pre-qualification shortlist or issue a new RFP.

The City reserves the right to add new companies to the pre-qualified shortlist on an on-going basis.

The City reserves the right to select any prequalified Contractor if in the City's sole opinion that Contractor has the preferred skills and resourcing that are required for the specific project.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed in this RFP, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Permits and 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.

2.3 Hours of Work

The regular working hours shall be 7:00am to 5:00pm, Monday through Friday. No work will be performed outside of regular business hours without the prior approval of the City.

3 SCOPE OF SERVICES

3.1 Purpose

The City owns and operates various types of facilities ranging from fire halls, police station and community police offices, libraries, works yards, multi use recreational facilities, outdoor public washrooms and associated facilities, and rental houses. The Scope of Services includes but is not limited to the following types of projects;

- Renovations at existing City facilities to facilitate internal growth or update finishes etc.
- Tenant improvement type office space fit-outs
- Condition assessments as required.
- In some cases, the city will require the successful proponent to use the city’s pre approved contracted trades as their sub trade(s).

The General Contractor shall provide Construction Services for various small projects throughout the City on “an as and when requested basis”. Small projects are described as projects valued in the range of up to \$200,000.00 per project.

3.2 Scope of Services

The Services will include but are not limited to the following construction trades:

CONSTRUCTION TRADES	
Site Preparation/Hoarding	Millwork
Testing – Hazardous Materials etc.	Glazing
Demolition/Disposal	Doors/Hardware
Concrete	Flooring/tiling
Framing	Painting & Wall Coverings
Drywall & T-Bar Ceilings	Full Scope Mechanical – Plumbing/Sprinklers/HVAC
Carpentry	Electrical & Data

3.3 Scheduled After Hours Services Requests

Contractors must have personnel available to work on weekends and outside of normal working hours, when requested by the City.

3.4 Worksite Security Procedures

The Contractor will be required to report to the City designated staff upon arrival, before starting any work and prior to departure from the work site. An identity badge, parking pass and/or keys for equipment room access may be required.

Contractor’s personnel performing work at the Public Safety Building, and any other sites as designated by the City, shall be required to successfully complete and maintain a security clearance for the duration of this Contract.

Any employees denied security clearance shall be restricted from entering the designated worksites, and the Contractor shall provide an employee who has obtained a security clearance.

Any costs for obtaining security clearance will be the responsibility of the Contractor.

3.5 Work Request - Process

When a pre-qualified Contractor is requested to provide a project specific quote, they shall provide the City with the following:

- An outline of the methodology proposed as how the Contractor will complete the project on time and on budget, including a schedule of the key work activities and deliverables;
- Breakout of labour type, number of hours, materials and any other charges;
- Outline of sub-contractors to be used in what capacity;
- Permits to be pulled as required.
- Submit a Notice of Project (NOP) if required as per WorkSafeBC regulations.

Following the receipt of project specific quotes, the City reserves the right to negotiate with one or more Contractors, to ensure all work meets the assigned budget for the project quoted.

3.6 Performance Standards

To ensure that the City receives the highest quality performance standards, the following procedures will be used in order to monitor each contractor.

At the completion of each project, City staff will review the performance of the contractor and their sub-contractors. In the event that that a Contractor have not performed well in accordance with the expectations of the completed project, the Contractor may be removed from the pre-qualification list.

3.7 Clean Up

At the end of each day and upon completion of the work, the Contractor shall leave the work site in a clean and tidy condition, and dispose of waste materials in accordance with all applicable regulations.

3.8 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized. Operations will continue and the facilities will be in full use by staff and public.

3.9 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 work shall be performed by skilled, qualified and experienced Trades personnel.

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

- a) Canadian Standards Association (CSA)
- b) WorkSafeBC
- c) BC Provincial Motor Vehicle Act

- d) BC Building Code and National Building Code
- e) City of Coquitlam relevant by-laws and codes
- f) Master Painters and Decorating Association (MPDA/MPI)
- g) Workplace Hazardous Material Information System (WHMIS)

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the services agreed to.

3.10 Identification of Employees

All personnel employed by the Contractor shall at all times be readily identifiable as being an employee of the Contractor. At all times while working on City premises the Contractors employees and sub-trades shall carry on their person, personal photographic identification. Service vehicles shall also have the Contractor's business name clearly marked.

Only employees of the Contractor (or Contractor's approved sub-Contractor(s) specifically assigned to carry out the Work will be allowed to enter the City facilities. While the Contractors employees are on the City's premises, the Contractor shall require them to conduct themselves in a professional manner.

Contractor shall report in and out to the City Site Contact Person when attending sites.

All Contractor staff should conduct themselves in a profession manner when on City property. Inappropriate language or behaviour will not be tolerated.

3.11 Post Project - Product Specifications Sheet and Work Breakdown

When project is complete, a detailed spec sheet is required to identify new material/assets installed. This will include the;

- Product serial/SKU number
- O&M manuals/specification sheets
- Breakdown of costs per trade and install
- Warranty information on products/assets

Refer to [Appendix B – Post Project Specifications and Work Breakdown](#)

APPENDIX A

APPROACH AND METHODOLOGY

APPENDIX A - APPROACH AND METHODOLOGY

NOTE #	DESCRIPTION		
A	DISPATCH FURNITURE - LOCATIONS	L	ROOF TOP MECHANICAL EQUIPMENT
B	MECHANICAL S-WFT		
C	REMOTE ELEVATOR CONTROLS		
D	HANDICAPPED DOOR OPENER		
E	ANNUNCIATOR PANEL		
F	DATA RACKS - 3 @ 2 X 4		
G	NOT USED		
H	ELECTRICAL PANEL		
I	PROJECTOR SCREENS		
J	METAL LOCKERS		
K	R/WL - COORDINATE WITH ROOF PLAN AND MECHANICAL		

DESCRIPTION (see specification for models and manufacturers)	LOCATION	OWNER SUPPLIED / CONTRACT, INSTALL	CONTRACTOR SUPPLIED & INSTALL
RANGE	KITCHEN	X	
REFRIGERATOR	KITCHEN	X	
DISHWASHER	KITCHEN	X	
MICROWAVE	KITCHEN	X	
PROJECTOR	TRAINING ROOM / BOARD ROOM		X
DATA RACKS	IT ROOM		X
AV EQUIPMENT	MEETING ROOM	X	
REFRIGERATOR	DISPATCH	X	
MICROWAVE	DISPATCH	X	

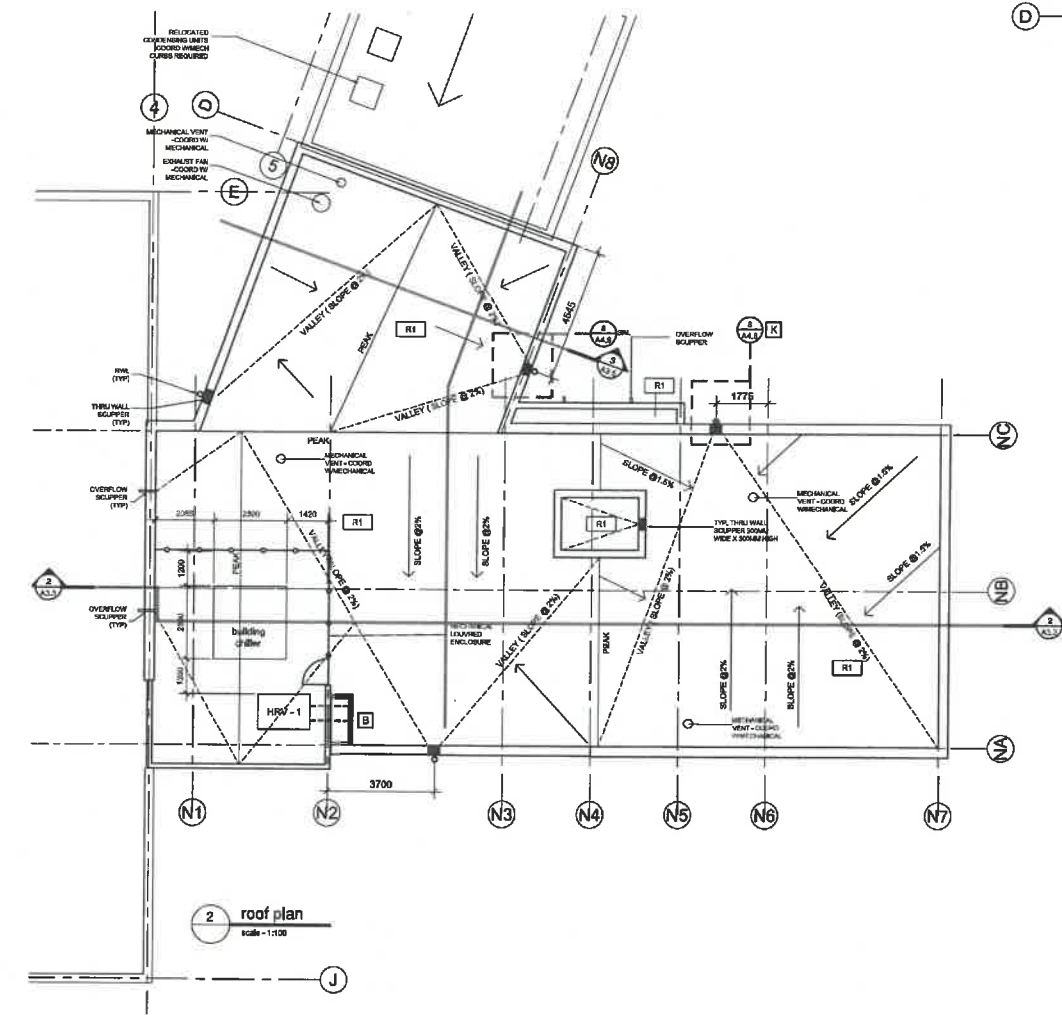
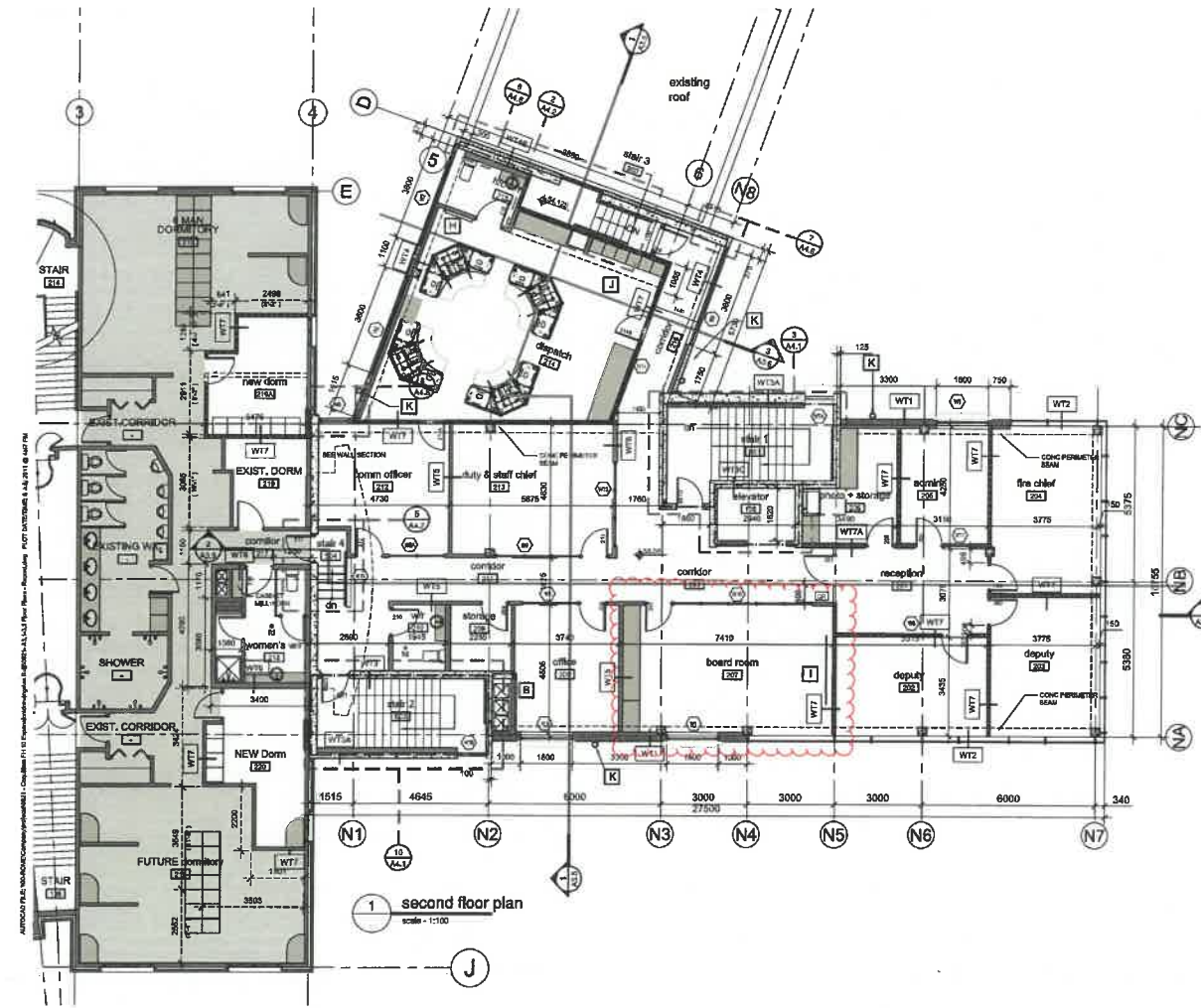
Johnston Davidson
ARCHITECTURE + PLANNING INC.
 200 - 1308 Richards Street
 Vancouver, BC, Canada, V6B 3G6
 Telephone: 604.684.2330
 Facsimile: 604.684.3660
 E-mail: info@jdash.bc.ca

LEGEND
 [Symbol] EXISTING BUILDING
 [Symbol] PATCH PATCH AND REPAIR ALL EXISTING SURFACES DAMAGED BY DEMO
FIRE RATING
 [Symbol] NON RATED FRR
 [Symbol] 1.0 HOUR FRR
 SEE DRAWINGS A5.1 TO 5.10 FOR DET, INTERIOR PLANS, ELEVATIONS AND MILLWORK DETAILS U.N.O.
 SEE DRAWINGS A4.1 TO 4.2 FOR DET, STAIR PLANS AND DETAILS
 SEE DRAWINGS 1 & 2 A4.6 FOR CANADIAN STANDARDS COORD W/STRUCTURAL
 THESE DRAWINGS HAVE BEEN PREPARED FROM EXISTING BUILDING DRAWINGS. ALL LEVELS, DIMENSIONS AND EXISTING CONDITIONS SHOULD BE CONFIRMED WITH THE STRUCTURAL ARCHITECTURAL ENGINEER AND ANY REFERENCES FORWARDED TO THE ARCHITECT PRIOR TO CONSTRUCTION. EVALUATION REQUIRED

Revisions

30% COORDINATION	09-JULY-23
75% COORDINATION	08-AUG-13
ISSUED FOR I.P.	09-SEPT-01
90% REVIEW	09-SEPT-15
ISSUED FOR TENDER	09-SEPT-20
ISSUED FOR CONST.	09-DEC-10
RECORD DRAWING	11-JULY-05

PROPOSED DRAWINGS



Client
City of Coquitlam
Coquitlam Fire Rescue
 Job Title
Town Center Fire Station
 Sheet Title
SECOND FLOOR & ROOF PLAN
 Drawn: K.J. Scale: 1:100
 Checked: K.J.
 Job No. 0821
 Revision: [Symbol]
A3.2
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APPENDIX B

POST PROJECT SPECIFICATIONS AND PROJECT BREAKDOWN

Appendix B – Post Project Specifications and Work Breakdown

JOB NAME AND WO/PO NUMBER					
ITEM	DESCRIPTION/SPEC sheet	FINISHES	Unit price	Qty.	Total Price/ product and install
Main Entrance Door	#500T stile thermal strut frame . #AR8400 , #550T double glazed,thermally broken frame and side lite	Aluminium, grey	\$xxx	1	\$xxxx
Main Entrance Door Motor	8100 Heavy duty swing door operator	Aluminium, grey	\$xxx	1	\$xxxx
Main Entrance Door Push/wave button for accessibility	2 touchless wave buttons	Aluminium, grey	\$xxx	2	\$xxxx
Carpet, main office and reception	Nordic Stories isograd AGD122-120 Spiritland		\$xxx	Reception: c.190sq.ft Office c.103sq.ft	\$xxxx
Interior stairs and landing floor/tread finish	Visually Impaired rubber raised square tread/riser VIRTR-40 with grey VI strips. Landing Collins grey vinyl approx. 9 sq.ft.C12		\$xxx	15 steps	\$xxxx
Baseboard heater, main office and reception area	2 Stellpro 1000W heaters	White	\$xxx	2	\$xxxx
Paint, main office and reception area	Southern breeze DLX1097-2		\$xxx	Main office 375 sq. ft. of wall area Reception 522sq.ft of wall area	\$xxxx
paint lunch room/kitchen area	Aria DLX 1001-2 (Dulux)		\$xxx	560 sq.ft of wall	\$xxxx
Paint , Bsmt washroom			\$xxx	Bsmt. Washroom 184Sq.ft	\$xxxx
Paint, ceilings in office, reception, bathroom	Delicate White DLX1001-1		\$xxx	office ceiling 103 sq.ft. reception ceiling 193 sq.ft. kitchen/lunch room 230 sq.ft. bsmt bathroom 17sq.ft	\$xxxx



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-050

General Contractor Services – Small Projects

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

Wednesday, May 10, 2023

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be returned in Microsoft Word and any other supporting documents 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 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. DEPARTURES AND AWARD

a) CONTRACT - I/We have reviewed the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and would be prepared to enter into in an agreement that incorporates the City’s Standard Terms and Conditions, amended by the following departures (list, if any):

Section	Requested Departure(s) / Alternative(s)

b) SERVICES - I/We have reviewed the Scope of Services as described in this RFP and are prepared to meet those requirements, amended by the following departures and additions (list, if any):

Requirements – Requested Departure(s) / Alternate(s) / Addition(s)

c) AWARD - For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services.

i. WCB - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:	WCB Registration Number:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Qualified Coordinator: Contact Number:
iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iv. Vendor Info - Complete and return the City’s Vendor Profile and Electronic Funds Transfer Application (PDF)	
v. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License	
As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):	

2. CORPORATE

a) CAPABILITIES, CAPACITY AND RESOURCES - Proponents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):	
i.	Structure of the Proponent, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
ii.	Proponent is to state relevant experience and qualifications as to the Services requested in the RFP:
iii.	Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:.
iv.	Proponent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFP: This includes their capacity to take on this project in regards to other work the Proponent may have ongoing:

b) REFERENCES – Proponent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary):	
Reference No. 1	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	

Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 2	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

Reference No. 3	
Description of Contract	
Size and Scope	
Work Performed	
Start Date	
End Date	
Contract Value	
Project completed on budget	
Project completed on schedule	
Reference Information	Company
	Name:
	Phone Number:
	Email Address:

c) KEY PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval. (use the spaces provided and/or attach additional pages, if necessary)

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				

d) 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:

Sub-Contractor No. 1	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 2	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

Sub-Contractor No. 3	
Legal Name	
Trade/Services Performed	
Background and Experience	
Contact Information	Name:
	Phone Number:
	Email Address:

e) HEALTH AND SAFETY	
I. Proponent to attach current Work Safe BC Employer Report	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
If no, explain:	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
IV. We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

3. SOCIAL RESPONSIBILITY AND SUSTAINABLE BENEFITS

a) Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City
b) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:
c) What policies does your organization have for the procurement of goods and services from local small and medium sized business, social enterprises or indigenous-owned businesses:
d) What policies does your organization have to support reconciliation with indigenous peoples?

4. TECHNICAL

a) APPROACH and METHODOLOGY

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.

Scenario - Please reference [Appendix A – Approach and Methodology - Drawing](#). The Contractor has been contacted by the City to complete a renovation of the existing boardroom at Town Centre Fire Hall. The proposed project involves demising the 33.4 m² boardroom into two separate new office spaces. The dividing wall will run parallel to gridline “N4”.

Work is to commence Sept 1, 2023 and space occupied by September 30th.

Scope of Work - The scope of work is to include but is not limited to:

- Demolition/disposal of the existing millwork and furniture
- Removal of the existing architectural ceiling
- Erection of a drywall demising wall between the spaces, including sound separation
- Installation of a new T-Bar ceiling
- Painting
- Installation of two (2) new data drops
- Installation of three (3) new receptacles
- Supply and return air.
- Install doors
- Glazing as required

The work must be completed while the fire hall is still operational and staff will be present in the surrounding office spaces.

Based on the above scenario and attached drawing, describe your typical work plan or project methodology, hours of work, size of crew, and risk considerations and mitigation procedures. Please also provide a GAANT format schedule for completing the work. Please list in the boxes below, i-vi

- i. **Project Methodology / Work Plan** - Proposals should address the plan for the delivery, set up and execution of the work, size of crew and hours of work:

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- ii. **Quality Assurance** - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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

iv. Safety - Proponent is to state how they will address safety on the work site.
v. Disposal and Recycling - Provide details on all disposal location and recycling location.
Process:
Location(s):
vi. Work Schedule /GAANT Chart – Proponent is to provide a GAANT chart providing a schedule for the work:
<input type="checkbox"/> Attached

b) REPORTS - Based on the above scenario, and the rates and charges provided in your Proposal, attach to your proposal the following documents based on successful completion of the call out:	
Quote	<input type="checkbox"/> Attached
Invoice	<input type="checkbox"/> Attached
Attach any other examples and describe the reporting and invoices that will be provided.	

c) EQUIPMENT AND VEHICLES - Equipment, vehicles and power tools used at the work site must be clearly identified. Please list Proponent’s vehicles and equipment which is owned or leased and would be used in providing the services. Demonstration of the equipment, vehicles and tools offered may be required and must comply in all respects with all applicable standards, requirements and governing regulations of CSA and the BC Motor Vehicle Act. For the purposes of 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 the table below.

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

5. FINANCIAL

a. PRICE - Hourly rates are stated in CANADIAN currency and exclude GST. Rates are inclusive including, without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, overhead and profit (exclude GST):

ITEM	Description	Unit of Measure	PRICE (exclude GST)	Overtime (exclude GST)
i.	Project Manager	per/hour	\$	\$
ii.	Project Coordinator	per/hour	\$	\$
iii.	Site Superintendent/Foreman	per/hour	\$	\$
iv.	Administration	per/hour	\$	\$
v.	Safety Officer	per/hour	\$	\$
vi.	General Labourer	per/hour	\$	\$
vii.	Other not Listed:	per/hour	\$	\$
viii.			\$	\$
	TOTAL		\$	\$

b. MATERIALS, EQUIPMENT & SUB-CONTRACTORS - MARK UP RATES - Materials are to be itemized and charged separately. Proponents are to attach a rate sheet for common types of products, materials and rental equipment.

DESCRIPTION	MARK UP
Materials	%
Sub-Contractor	%
Rental Equipment	%

Attention Purchasing Manager:

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/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

This Proposal is submitted this ____ day of _____, 20 ____.

I/We have the authority to sign on behalf of the Proponent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.