

City of Coquitlam

Request for Proposals

RFP No. 23-062

Calgary Drive Demolition and Garbage/Debris Removal

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SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 23-062</p> <p align="center">Calgary Drive Demolition and Garbage/Debris Removal</p>
Overview of the Opportunity	The City requests proposals from experienced qualified firms to provide hazardous abatement and demolition services for the Calgary Drive Demolition and Garbage/Debris Removal .
Closing Date and Time	<p align="center">2:00 pm local time</p> <p align="center">Friday, August 25, 2023</p>
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> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name 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 604-927-3037 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	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	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.

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 Terms and Conditions of Contract 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 hən̓q̓əmin̓əm' 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 sq̓əciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City requests proposals from experienced qualified firms to provide hazardous abatement and demolition services for the Calgary Drive Demolition and Garbage/Debris Removal.

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 Mandatory Site Visit

Mandatory site visit is scheduled for:

MANDATORY SITE VISIT	
DATES:	Wednesday, August 16, 2023.
LOCATION:	* Proponents are to meet at the top (north end) of Edwards Street Coquitlam, BC
TIME:	10:00 AM PST
Physical Requirements	<p>As the site location is off-grid and Proponents will be required to walk/hike a short distance in a forest setting approximately 15 minutes each way that will have an incline.</p> <p>Proponents should understand participation in the site visit and the Work is on rough terrain and understand there are known and unknown risks.</p> <p>Known risk:</p> <ul style="list-style-type: none">• Unlicensed dam• Unmaintained roads• Failing structures and debris• Wildlife, including bears and insects <p>Access will be at the proponents' sole risk and they will be required to sign a waiver of claims and losses against the City in order to access the site.</p>
ATTENDANCE:	Limit of 2 (two) representatives per prospective Proponent.

1.5 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.

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.

1.6 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.

1.7 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.

1.8 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	10
Sustainable Benefits and Social Responsibility	5
Technical	45
Financial	40
Total	100

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

Corporate Experience, Reputation, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- Successful completion of relevant projects referenced within the last 5 years
- Sub-contractors
- Staff qualifications and experience
- Health and Safety
 - Wildlife Awareness & Safety Program/Plan

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the work
- Quality Assurance and Safety
- Disposal and reuse
- Erosion and sediment control (ESC)
- Schedule and Completion Date
- Equipment and Resources
- Risk factors

Financial

- Price
- Labour Rates and Equipment Rates

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.

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 entering into an agreement with the City for Services.

1.10 Project Timelines

The successful Proponent will commence Work on approximately **September 11, 2023** and be substantially complete on or before **September 25, 2023**.

Final acceptance is to be completed by **October 2, 2023**.

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 Chance Find Training

General earthworks, including clearing and grubbing and digging. **CONTRACTOR AND SUBCONTRACTORS TO COMPLETE A ONE TIME, ONE HOUR ARCHAEOLOGICAL CHANCE FIND PROCEDURE TRAINING SESSION PROVIDED BY THE CITY PRIOR TO PROJECT COMMENCING.**

2.3 ASBESTOS CONTAINING MATERIALS

Prior to demolition of a building, the assumed asbestos containing materials must first be removed and disposed of by a qualified hazardous materials abatement contractor in accordance with the WCB Occupational Health and Safety Regulation. Disposal of asbestos containing materials must be performed in accordance with the BC Ministry of Environment and Climate Change Strategy – Environmental Management Act - Hazardous Waste Regulation.

a) Restricted Access

Based on the significant amount of assumed asbestos contamination and debris, and notwithstanding the building is in an unstable condition, access to the exterior perimeter of the building and entire interior of the building for any reason must be restricted to trained and authorized personnel who would, as a minimum requirement, follow "Moderate Risk Work Procedures" as defined by the Workers' Compensation Board of British Columbia and be properly protected with appropriate HEPA filtered respirators and impermeable coveralls. The "restricted access" designation must remain in place until such time as a "qualified person" inspects the subject building and surrounding area in their entirety and deems in writing that the work to decontaminate the site of asbestos has been completed to a high standard of cleanliness.

2.4 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

A formal ESC permit would not be applicable, however, ESC best practices will be required (e.g. perimeter control measures, disturbed surfaces protection, dust control). Notice for preparedness for review of site protection fencing, and ESC measure setup is to be provided with one week's notice to the City to arrange for review in conjunction with the City ESC Bylaw Officer. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course of Work. The Contractor will be responsible for any field directed fencing adjustments or ESC measures directed by the City, should the City be

dissatisfied with the Contractor's compliance with Streamside Drainage System Protection Bylaw objectives and maintaining clean entry/egress from the property and other Best Practices defined on the City webpage.

The City's [Stream and Drainage System Protection Bylaw \(No. 4403, 2013\)](#) and Best Practices information is here.

Immediately contain and clean up any leaks and spills of prohibited materials. Ensure that an appropriate universal spill kit is provided and accessible on-site at all times (e.g. 50 gallon universal spill kit) and that the Contractor's employees are familiar with appropriate spill response techniques.

2.5 Site Control and Organization

All Work shall be performed by skilled persons in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. The Contractor and persons hired by it to perform the Work shall be licensed and comply with all laws applicable to the provision of the Work in the Province of British Columbia. All workmanship and materials will be subject at any time to the inspection and approval of the City.

The Contractor and persons hired by it to perform the Work shall at all times be properly attired and shall be courteous to the public and all other trades / work crews, and perform the work in a manner that minimizes any inconvenience or nuisance to the public.

2.6 On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards 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.

The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.7 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.

2.8 Protection of Public

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

The Contractor shall promptly report to the City any safety incidents as they occur.

2.9 Hours of Work

Unless otherwise specified the Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits.

2.10 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

A separate schedule of values is required as supporting documentation to the invoice for all additional services.

Any invoice encompassing extra work or additional work not previously approved in writing will not be accepted by the City.

3 SCOPE OF SERVICES

3.1 Background:

The Site is located in northeast Coquitlam bounded by Pine Burke Provincial Park to the north and large undeveloped parcels to the west, east and south and is outside the Urban Containment Boundary. A 900-meter unmaintained dirt road provides access from the northern end of Edwards Street over approximately 100 meters of elevation gain to the former homestead. The project extends within three City of Coquitlam-owned parcels (The Site):

- PID – 029-390-010
- PID – 029-386-098
- PID – 029-386-017

The condition of the site and improvements requires prompt attention due to the safety hazard of the dilapidated structures and large amounts of refuse onsite.

The City commissioned Kinetic OHS Services Ltd. to conduct an assessment of the damaged structures located to determine whether a hazardous materials survey could safely be performed. All of the permanent structures (House #1, #2, #3 & Wood Shop - [Appendix B - Debris Photographs](#)) were observed to be in poor condition and likely to be unsafe to enter unless an Engineer certifies that the structures are safe.

Some of the building finishes that were observed on the structures that are suspected to contain asbestos include drywall joint compound, texture coat, caulking, window glazing mastic/putty, sink undercoating, moisture barrier, and asphalt roof membrane materials. As such, all building debris must be treated and disposed of as asbestos waste.

3.2 Site Summary:

The Site is currently improved by two main dwellings, as well as an unlicensed dam which bisects the site. The Site also contains several anthropogenic debris piles and abandoned vehicles. The access road that once led to one of these structures has been eroded by the dam over time and is currently inaccessible. The dam is planned for removal as part of the latter stages of site remediation subject to environmental permitting. An interim construction of a temporary access road crossing Partington Creek Tributary 6B immediately north of the reservoir pond will facilitate the access and demolition of this structure.

- The site features two main dwellings, that are dilapidated, with seven anthropogenic debris piles within the surrounding area. Each location was mapped and the general composition of debris materials is detailed within [Appendix A – Edwards Street Debris Location Map](#) and [Appendix B - Debris Photographs](#).

a) Debris Pile 1

A rusted tractor was observed approximately 200m south of the homestead. There was minor debris surrounding the tractor and it had been parked approximately 2m on the east side of the road. Approximately 30m north of the tractor a pile of concrete pipes is located directly on the east side of the access road below a Western red cedar.

b) Debris Pile/Structure 2

Debris Pile 2 is located west of the Edwards Street dam at the end of the primary access road. It is the location of the first dwelling unit. The debris consists primarily of a dilapidated house with a lack of structural integrity filled with various household appliances, paper products, mattresses, and metal scraps. No bats or nesting birds were found within the unit or attic. To the west of the house, a covered patio has been crushed with various metal scraps and plastic debris surrounding it. The mapped area of disturbance is approximately 540m².

c) Debris Pile 3

Debris Pile 3 is located southeast of Debris pile 2 along the gravel access road. Most of the disturbance is located to the east of the road with minor metal scraps and plastics along the west of the road. Within the debris pile to the east of the road is an old recreational vehicle (RV) with a partially collapsed roof and various containers, metal scraps, barrels, and plastic debris.

The mapped area of disturbance is approximately 180m².

d) Debris Pile 4

Debris Pile 4 is located southeast of Debris Pile 3, located east of the gravel access road. The disturbance area is located on the west top of bank of the Partington Creek tributary 6B dam. The area has been flattened and may have been a previous shed foundation. The debris pile is minor and consists of primarily plastic debris, broken glass, and metal scraps (Photograph 9).

The mapped area of disturbance is approximately 150m².

Optional Site Items (See Section 3.3)

e) Debris Pile/Structure 5

Debris Pile 5 is located on the east side of the dam within a narrow peninsula that separates the dam pond and the surface outlet channel. The primary debris is a wood and tarp shelter with a metal roof. To the east there is a metal rear axle from a truck, a truck canopy, propane canisters and various metal scraps.

The mapped area of disturbance is approximately 26m².

f) Debris Pile 6

Debris Pile 6 can be found directly southeast of Debris Pile 5, positioned south of the access road that crosses the dam crest. It extends westward towards the top of the bank of the downstream channel connection below the Edwards Street dam, and eastward towards the top of bank of Partington Creek.

Within the disturbance area, there are six apparent above-ground heating oil or fuel tanks, accompanied by sixteen metal drums (internal liquid if any unknown). The majority of these items are piled up in the southern portion of the polygon, while one oil tank is situated to the north, and a few drums are scattered around. Additionally,

the disturbance encompasses a collapsed RV, along with various metal pipes, car parts, an oven, wood debris, plastics, and a water heater.

The mapped area of disturbance is approximately 580 m².

g) Debris Pile/Structure 7

Debris pile 7 is located northeast of the Edwards Street dam and is the location of the second (main) house. The disturbance area includes two houses disconnected with a wood framed, metal roofed workshop located between them. Both housing units feature collapsed metal roofs with various household appliances, metal scraps, cinderblock walls, wood, and plastic debris within.

The north house has what appears to be two above ground heating oil tanks located directly east and one oil heater located below the house. The wooden workshop has suspect heating oil tank located to the north. Within the surrounding disturbed areas there are various household appliances, a metal trailer and truck frame, with various plastic and metal debris.

The mapped area of disturbance is approximately 1500m².

3.3 Scope of Work

The Contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of the existing structures and debris zones identified in Section 3.2 of this RFP. Prior to bidding, the Contractor should visit, inspect, and familiarize themselves with the site and every condition potentially affecting the Works to be executed, so that the execution of the Contract by the successful Contractor is founded and based upon the Contractor's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Contractor 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.

Subject to the conditions listed below, the Contractor shall demolish all buildings, structures, facilities, vehicles and other debris (including brush) that comprise the Site, and completely remove them from the Site:

- ESC plans to be submitted with the bid. Demolition operations must be conducted in such a manner as to prevent the introduction of sediment and waste materials into any watercourse channel so as to protect the fish habitat and to avoid a violation under the City's Stream and Drainage System Protection Bylaw No. 4403, 2013.
 - Perimeter control boundaries to be established where demolition and disturbances yield exposed surfaces within 30m of existing watercourses or wetlands.
- The Contractor shall be responsible for the removal and proper disposal of **all** materials. Debris to be delivered to the landfill in accordance with provincial and local codes and regulations. All loads shall be covered and secured prior to and during transport. The Contractor relieves the City of all liability in the disposal of debris. The Contractor is responsible for all fees and permits, if applicable.

- All materials to be treated as hazardous waste and must be disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.
 - Contractor is responsible for removal and disposal of any liquids and sludges that may be found onsite including diesel fuel, unleaded gasoline, water, solids, and/or sludge according to all applicable regulations.
- The Contractor shall effectively water, sprinkle and dampen the workings of the site with such frequency as will satisfactorily allay any dust during all hours that work is being performed. The site is not connected to services and the Contractor will be required to bring water from offsite in tanks.
- The Contractor shall take all necessary precautions to eliminate fire hazards and make periodic inspections to ensure proper preventative measures are being complied with by all personnel working on the site.
- The Contractor shall provide dust screens, barriers, and warning signs in locations where demolition work is adjacent to areas environmentally sensitive areas including the Partington Creek tributary and dam.
- The Contractor is responsible to arrange and pay for all required municipal and other permits including Damage Deposits required for the Work. No demolition permit is required by the City for this property as it is outside the Urban Containment Boundary.
- The Contractor is responsible to provide safety fences and to ensure the security of the work area at all times.
- The Contractor must coordinate on-site 24/7 security during the demolition period positioned at the end of Edwards Street.
- The Contractor shall be responsible for the removal of any personal belongings or garbage left behind on-site by previous owners.
- Any earth disturbed in the removal must be backfilled and graded to the satisfaction of the City.
- The Contractor is required to maintain an orderly site and prevent and build-up of water, dead plant material, dirt, rubbish, and construction materials. Work sites must be left in a clean and orderly state at the end of each work day.
- The Contractor will at all times ensure the safety of the public (vehicular and pedestrian traffic) and its employees while performing the services.
- Vegetation located within 50 metres of the top-of-bank of the watercourses must not be removed and must be protected from potential damage and soil compaction resulting from the use of heavy machinery.
- Good Neighbor Development Policy - This policy outlines the City's expectations during the Work. The purpose of this policy is to:
 - Highlight City regulations relevant to Good Neighbour Development practices
 - Place greater onus on the Contractor to follow those regulations

- Manage and monitor compliance with all applicable requirements
- Encourage early and ongoing communication between the Contractor and neighbours
- Good Neighbor Development Policy found [Here](#) and checklist can be found [Here](#)

As part of the demolition, the City has engaged a Qualified Environmental Consultant (“QEP”) who will oversee the environmental management of the site including the following works which will require coordination with the Contractor:

- The QEP will flag trees adjacent to the structure targeted for demolition. These trees shall be protected with barrier fencing during the demolition work. Tree protection fencing shall be established at the 'drip line' of the trees to be protected.
- Trees located inside the Streamside Protection and Enhancement Area (SPEA) are also to be protected from potential damage and soil compaction resulting from the use of heavy machinery. Tree protection fencing establishment will require field inspection and sign-off by the environmental consultant and/or City of Coquitlam urban forestry staff.

Optional Items

- Work on debris/structure piles 5, 6 and 7 is contingent on the City receiving Provincial approval for the construction of a culverted crossing of the watercourse as outlined in [Appendix A – Edwards Street Debris Location Map](#).

The Contractor shall strictly comply with applicable federal, provincial and local regulations and policies concerning the protection of wildlife including birds, eggs and nest trees. In compliance with both the BC Wildlife Act and the federal Migratory Bird Convention Act any tree removal must be preceded by a visual survey for the presence of wildlife and nests. If any evidence of active use by wildlife is found, or the presence of a nest of a species whose nest is protected year round under section 34 of the BC Wildlife Act is suspected, all work must cease and the City must be immediately contacted. At that point no further work can proceed until directed by the City.

3.4 Cleaning

The Contractor shall ensure that all limbs and clippings are cleaned up, removed and disposed of in a manner approved by the City. All chipped material shall be disposed of at the contractor's expense at a location satisfactory to the City. All trip hazards must be removed from City property.

Debris from trees removed in forested areas may be left on site if instructed by the City; however, the debris must be either chipped on site and/or slashed to the satisfaction of the City to mitigate fire risk. Salvageable logs as deemed appropriate for sales by the City are to be removed and delivered to an offsite location.

3.5 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.

Contractor to ensure the roads at entry and exit points are kept clean during construction. Daily cleaning of access roadways; including sweep residual tracked sediment. **Flushing of roadways will not be permitted.**

3.6 Frequency of Invoicing

Contractor to Invoice on a monthly basis for work that has been completed up to date of invoice and not previously invoiced and paid.

3.7 Holdbacks

Payments will be subject to 10% Holdbacks. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Project Manager.

3.8 Public Relations

Good public relations must be maintained at all times by the Contractor, the Contractor's employees, and representatives. All enquiries and complaints must be satisfactorily resolved in a courteous and businesslike manner and be acted upon within a 24-hour period.

Appendix A

Edwards Street Debris Location Map

Edwards Street Dam
Debris Mapping

Client:
City of Coquitlam

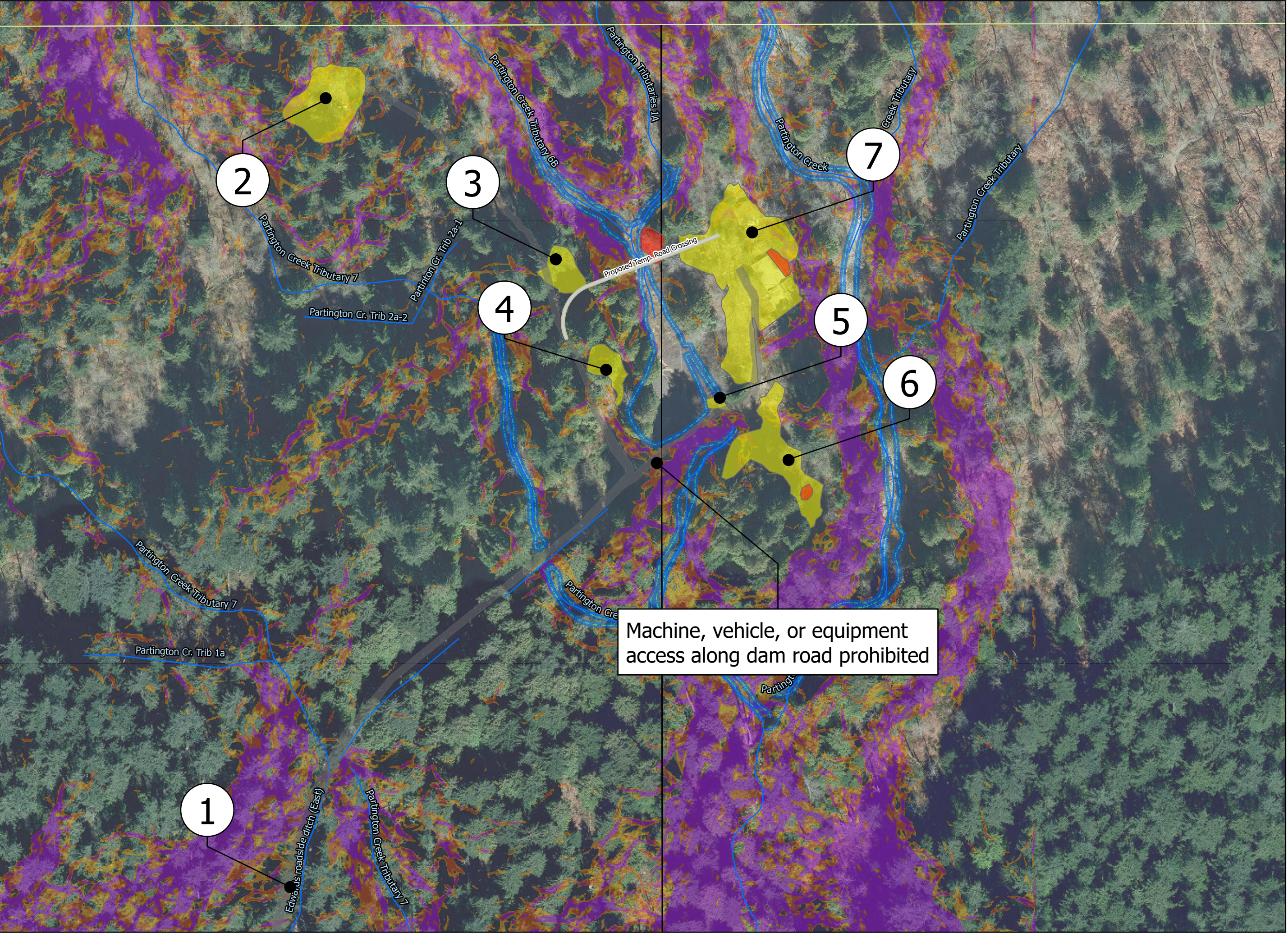
Legend

- Parcels
- Access Road
- Approx. Proposed Temporary Road
- Extent of Debris
- Japanese Knotweed
- Watercourses (CoQ)
- Stream Boundary

- Slope Percentage
- 0-20%
 - 20-25%
 - 25-33%
 - >33%

Scale: 1:1,200

Figure A



Appendix B

Debris Photographs

Site Photographs

Appendix C

Debris Site #1



Photograph 1: Observed rusted tractor located directly west of the access road, approximately 200m south of the Site.



Photograph 2: Observed concrete pipe pile located directly west of the access road.

Debris Site #2



Photograph 3: Oblique drone photo facing west looking at the primary structure within the disturbed area.



Photograph 4: Looking at one of the front rooms within the dwelling unit.



Photograph 5: Looking at one of the back rooms within the dwelling unit.



Photograph 6: Facing southwest, showing a closer look at the debris located in front of the dwelling unit.

Debris Site #3



Photograph 7: Oblique drone image looking at the dilapidated trailer and surrounding debris.



Photograph 8: Located north of the trailer, observed barrels and various metal and plastic debris.

Debris Site #4



Photograph 9: Facing east towards the debris pile. Observed minor plastic and metal debris.

Debris Site #5



Photograph 10: Facing west, looking at the wooden shed located on a peninsula on the east side of the dam.



Photograph 11: Looking at the collapsed metal truck canopy located to the east of the dam.

Debris Site #6



Photograph 10: Facing east looking at the main debris pile. Observed potential oil tanks and metal drums in a pile.



Photograph 11: Looking at various debris in the site. Observed oven within the top right corner of the image.



Photograph 12: Looking west at more metal drums and a porcelain sink located behind.



Photograph 13: Located at the top of bank of the segment of Partington creek Tib 6 that is downstream of the dam. Observed metal piping and metal drums.

Debris Site #7



Photograph 14: Facing east looking at the north house that has collapsed, located within the trees.



Photograph 15: Looking at the wooden workshop located between the two houses.



Photograph 16: Looking west at the back of the southern house. Observed two potential oil tanks directly adjacent to the unit.



Photograph 17: Facing north, looking at the various plastic and metal debris located adjacent to the houses.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-062

Calgary Drive Demolition and Garbage/Debris Removal

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

Friday, August 25, 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 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 and a Wildlife Awareness & Safety Program/statement	
<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. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

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, people with disabilities and any other groups:

c) What policies does your organization have for the procurement of goods and services from local small and medium sized business or 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.
i. Delivery, Set-Up and Execution - 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.
ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.
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.

b) EROSION SEDIMENT CONTROL PLAN

State how ESC will be conducted:

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c) COMPLETION DATE

- I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **October 3, 2023**. This date will be an important consideration in the evaluation.

☐ **Yes**

☐ **No**

- II. If Proponent has stated NO, please state date and explanation as to proposed completion date:

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- d) 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 - Prices proposed are to be all inclusive; therefore, include all labour, material, tools, equipment, transportation, fuel, supervision, disposal fees, permit fees and any other items required for provision of the services (exclude GST):

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Debris Pile 1 Removal and Disposal	Lot	\$
ii.	Debris Pile 2 Demolition, Hazardous Abatement, Disposal	Lot	\$
iii.	Debris Pile 3 Demolition, Hazardous Abatement, Disposal	Lot	\$
iv.	Debris Pile 4 Demolition, Hazardous Abatement, Disposal	Lot	\$
v.	ESC Measures	Lot	
vi.	24/7 Security	Lot	
vii.	Security Fencing	Lot	
viii.	Other not Listed(specify):		\$
	TOTAL		\$

b) OPTIONAL – PRICE - The following is a list of Optional Prices and forms part of this Contract, upon the acceptance of any or all of the Optional Prices by the City.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Debris Pile 5 Demolition, Hazardous Abatement, Disposal	Lot	\$
ii.	Debris Pile 6 Demolition, Hazardous Abatement, Disposal	Lot	\$
iii.	Debris Pile 7 Demolition, Hazardous Abatement, Disposal	Lot	\$
iv.	Other not Listed:		\$

c) ADDITIONAL 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.

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	State:		\$
ii.	State:		\$
iii.	State:		\$

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.