

City of Coquitlam

Request for Proposals

RFP No. 23-092

Pump Station Looping Improvements

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 23-092 Pump Station Looping Improvements
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of Pump Station Looping Improvements .
Closing Date and Time	2:00 pm local time Friday, November 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> <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 604-927-3037 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	<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Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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

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

“City” “Owner” means City of Coquitlam;

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

“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;

“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 hə́hə́míhə́h word kwikwə́lə́m (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́lə́m (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḳə́ciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Purpose

The City of Coquitlam requests Proposals from professional, qualified, experienced companies for the provision of **Pump Station Looping Improvements**. Refer to **Section 3, Scope of Services** for further details.

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

1.5 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, 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.

1.6 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](#)

1.7 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	15
Sustainable Benefits and Social Responsibility	10
Technical	15
Financial	60
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
- References
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Ability to comply with the stated specifications and requirements

Financial

- Prices
- 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.

1.8 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name or manufacturer, trade name, or Supplier catalogue number, it is for the purpose of establishing a grade or standard. It is not intended to rule out competition from equal brands or makes. If goods other than that specified is offered, it is the Proponent's responsibility to provide information in its Proposal that enables the City to confirm equivalency and acceptance.

If the Proponent cannot meet Specifications, the Proponent may identify and offer an alternative which it believes to be an equal or better alternative.

Proponents shall clearly indicate any variances from the City's Specifications or conditions and attach descriptive literature

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.

3 SCOPE OF SERVICES

3.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified, experienced Proponents for the supply, delivery and installation of **Pump Station Looping Improvements**.

3.2 Scope

a) Contractor to supply, deliver, install and test the following:

Item	Description	Quantity
1	Foster Ave & Schoolhouse 12 x 12 tapping on Standard size Cast Iron pipe including JCM 432-1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller FLxFL LHO gate valve c/w 304 SST NBG set, installation and testing	2
2	Foster Ave & Berry St 18 x 8 tapping on AC pipe including JCM 412-2130x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller FLxHUB LHO gate valve c/w 304 SST NBG set, installation and testing.	1
3	Foster Ave 12 x 12 tapping on Standard size Cast Iron pipe including JCM 432-1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller FLx FL LHO gate valve c/w 304 SST NBG set, installation and testing.	1
4	Foster Ave 24 x 12 tapping on STL pipe including JCM 416-2400x12 T2C Weld on tapping sleeve c/w 304 SST hardware, 12" Mueller FLxFL LHO gate valve c/w 304 SST NBG set. Includes welding. testing and tapping.	1
5	Foster Ave & Poirier St 8" x 8" tapping on CI pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	2
6	Austin & Hillcrest 14 x 8 tapping on DI pipe including JCM 412-1530x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	1
7	Austin & Hillcrest 8" x 8" tapping on CI pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	1

b) Additional items may include:

- Nondestructive testing if required
- removal and replacement of coating & lining.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 23-092

Pump Station Looping Improvements

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

Friday, November 10, 2023

(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 604-927-3037.

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) 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. **Section 1c items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.**

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. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form	
iii. Vendor Info - Complete and return the City's Vendor Profile and Electronic Funds Transfer Application (PDF)	
iv. 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 any value added benefits and activities they can provide in delivering the Services. Provide details:

3. SUSTAINABLE / SOCIAL RESPONSIBILITY

a) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY
I. 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
II. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

4. TECHNICAL

a) Compliance to Specifications - Proposals should address any proposed equipment that deviates from the provided Specifications..

5. FINANCIAL

b) 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.	Foster Ave & Schoolhouse 12 x 12 tapping on Standard size Cast Iron pipe including JCM 432-	Each	\$

	1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller FLxFL LHO gate valve c/w 304 SST NBG set, installation and testing		
ii.	Foster Ave & Berry St 18 x 8 tapping on AC pipe including JCM 412-2130x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller FLxHUB LHO gate valve c/w 304 SST NBG set, installation and testing.	Each	\$
iii.	Foster Ave 12 x 12 tapping on Standard size Cast Iron pipe including JCM 432- 1320x12 304 SST tapping sleeve c/w 304 SST hardware, 12" Mueller FLx FL LHO gate valve c/w 304 SST NBG set, installation and testing.	Each	\$
iv.	Foster Ave 24 x 12 tapping on STL pipe including JCM 416-2400x12 T2C Weld on tapping sleeve c/w 304 SST hardware, 12" Mueller FLxFL LHO gate valve c/w 304 SST NBG set. Includes welding. testing and tapping.	Each	\$
v.	Foster Ave & Poirier St 8" x 8" tapping on CI pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	Each	\$
vi.	Austin & Hillcrest 14 x 8 tapping on DI pipe including JCM 412-1530x8ESS epoxy coated carbon steel tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	Each	\$
vii.	Austin & Hillcrest 8" x 8" tapping on CI pipe including JCM 432-0905x8 304 SST tapping sleeve c/w 304 SST hardware, 8" Mueller FL x HUB LHO gate valve c/w 304 SST NBG set, installation and testing.	Each	\$
	TOTAL		\$

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 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.