

City of Coquitlam

Request for Proposals

RFP No. 24-032

Town Centre Park Artificial Turf Field 6

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APPENDICES

Appendix A –City’s Supplemental General Conditions to CCDC 2 - 2008

Appendix B – Project Drawings

Appendix C – Performance Specifications

[PROPOSAL SUBMISSION FORM](#)

KEY DATES

RFP Issue Date	Friday, March 15, 2024
Deadline for Questions	2:00 PM (local time) Tuesday, April 2, 2024
Deadline for Issuing Addenda	Wednesday, April 3, 2024
Submission Deadline	2:00 PM (local time) Friday, April 5, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-032 Town Centre Park Artificial Turf Field 6
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies to replace Town Centre Park Artificial Turf Field 6 .
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 receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Questions	Send questions to: bid@coquitlam.ca referencing the RFP name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	The City's Standard Terms and Conditions - Purchase of Goods and Services , the City's General Conditions, and the CCDC 2-2008 Stipulated Price Contract between Owner and Contractor, as amended by City of Coquitlam's Supplementary General Conditions to the CCDC2-2008 will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the **CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order** that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City

“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.

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

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

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

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

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

1.2 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified experienced companies to remove, supply and install synthetic turf system at **Town Centre Park Artificial Turf Field 6**.

1.3 Project Description

The approximate turfed area of the field is 13,801m². The Work includes removal of existing turf, supply and install of new synthetic turf and, turf system warranty, and all associated works as per the design drawings, specifications and as may be further described herein in these RFP documents (the “Work”) as outlined in **Section 3 – Scope of Work**.

1.4 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.

1.5 Project Timelines

The successful Proponent will commence work approximately by **June 3, 2024** and be substantially complete on or before **July 12, 2024**.

Final acceptance is to be completed by **July 26, 2024**.

Completion dates to be coordinated and confirmed with the City.

1.6 Instructions to Proponents

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

Submissions should be kept to less than 25 pages. By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

- a) Proponents are responsible to inspect the existing site(s) and shall fully understand the difficulties and restrictions for execution of the work under this Contract. Interpretations by the Proponent of the meaning of any section of the Contract drawings and specifications herein prior to submitting a price for the

Work shall not remove the responsibility of completing the Work as per the directions of the City, including all costs associated with that Work, should the Proponent's interpretation be incorrect.

- b) Prior to submitting a price for the Work, the Proponent must seek clarification from the City for any items within the drawings and specifications that may appear to be unclear or conflicting.
- c) Prior to bidding, Proponents should visit, inspect, and familiarize themselves with the site(s) and of everything and of every condition potentially affecting the works to be executed, so that the execution of the Contract by the successful Proponent is founded and based upon the Proponent's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Proponent from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.
- d) It shall be the responsibility of the Proponent, by personal inspection of the site(s) of the works, examination of the Contract documents, calculations, tests, and by requesting any required clarifications from the City, to become satisfied with respect to the quantities, quality, and practicability of the work. The Proponent must be aware that any information from the City was and is approximate and speculative only and cannot in any manner be warranted or guaranteed. If the Proponent fails to make a proper investigation and examination of the site(s) and the work they shall signify by entering into the Contract that they are willing to assume all risk of the work proving more onerous than was contemplated and/or assumed when the Contract was signed.

A complete set of RFP and Contract documents will include:

- i. **Request for Proposals Documents**
 - ii. **Proposal Submission Form**
 - iii. **Appendix A –City's Supplemental General Conditions to CCDC 2 - 2008**
 - iv. **Appendix B – Project Drawings**
 - v. **Appendix C – Performance Specifications**
- e) Figure dimensions of a drawing shall take precedence over measurements scaled from the drawing and large-scale drawings take precedence over those of a smaller scale. Supplementary drawings and specifications supersede their antecedents. Addenda drawings take precedent over all drawings. Addenda specifications take precedent over all specifications. In case of conflict between figured dimensions on a drawing and the dimensions of a specified product, the dimensions of the specified product will govern. The drawings and specifications

complement each other and anything called for by one will be as binding as if called for by both.

- f) All information requested for the Proposal is to be completed by the Proponent on the supplied forms only and shall be based upon the whole of the specifications and Contract documents, without reservation. A Proposal that does not include all of the above sections, completed as specified herein, may be rejected.
- g) The selected Proposal shall supply all materials, equipment, installation, commissioning, and construction necessary for the successful starting and completion of the project in accordance with the drawings and specifications herein. It shall be the responsibility of the Proponent to include in the submitted Proposal amount sufficient amounts to cover the cost of the work and materials required to complete the Work but not specifically noted in the drawings and/or specifications. It is assumed that all taxes, duties and levies have been included in the Proposal amount.
- h) Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- i) The Proponent must indicate the names of the Proponent's senior staff for the project, specifically identifying the project superintendent, and the names of the major sub-contractors and the work they will be performing.
- j) The Proponent must carefully examine the Proposal Documents and worksite(s). The Proponent may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the City.
- k) There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the City, at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.
- l) All information in this RFP Document, Drawings, Specifications, Investigation, and any resulting Addenda will be incorporated into any Contract between the City and the successful Proponent, and therefore must be considered by the Proponent in preparing their Proposal.

1.7 Deviation from Specifications

Proponents are permitted to submit, in addition to a conforming Proposal, alternative Proposals that may deviate from the specification but, in the Proponent's opinion, meet or exceed the requirements and the broad intent of the specification. Though alternative Proposals will be given due consideration, the City is not obligated to accept them and is the sole judge as to whether alternative Proposals should be considered.

1.8 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.

1.9 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) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- 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) Enter into a contract with the City using the CCDC 2-2008 document.
- f) 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.

****A BID BOND IS NOT REQUIRED for this Project****

1.10 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.

1.11 Evaluation Criteria

Mandatory Criteria (Pass/Fail)

For eligibility, Proponents shall:

- a) **SUBMIT A CONSENT OF SURETY - MUST BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:
 - i. **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE;**
 - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.**
- b) Have a minimum of 5 years of specialized experience in Synthetic Turf and Elastic Layer supply and installation.
- c) Have qualified technical specialists and skilled trades personnel directly involved with prior installations referenced.

Proponents who Pass the Mandatory Criteria will then be evaluated as follows:

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	20
Sustainable Benefits and Social Responsibility	10
Technical Project Management	20
Technical – Warranty	5
Technical – Turf Performance Factors	25
Financial	30
Total	110

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

Clarity of Proposal

- Proposal is clear and required data is readily available

Corporate Experience and Resources

- Company experience
- Superintendent’s experience
- Equipment Resources
- Subcontractor experience
- Demonstrated performance and successful completion on recent projects of similar size, scope and complexity.

- Minimum of 5 years of specialized experience in Synthetic Turf and Shock & Drainage Pad supply and installation.
- Qualified technical specialists and skilled trades' personnel directly involved with prior installations referenced.
- References (on-time completion, performance, within budget etc.)
- Availability of local post installation support
- Health and Safety
- Value added benefits

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical – Project Management

- Methodology; Delivery, set-up and execution of the work
- Disposal and Reuse
- Wet weather experience
- Quality Assurance and Quality Control
- Risk Mitigation
- Site Safety
- Meeting Schedule and Completion Date

Technical – Warranty

- Response on warranty and non-warranty service calls
- Warranty terms and duration

Technical – Turf Performance Factors

- Meets Performance Specifications
- Durability of Product
- Sports association accreditation
- Life Cycle costs; maintenance, repair & replacement
- Samples – overview
- Seam and inlaid line details
- Infill suitable for sport and climate
- Past performance
- Quality control

Financial

- Total Lump Sum Price
- Price for Optional Work
- Life Cycle costs; maintenance, repair & replacement

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

- References may be contacted to verify successful completion of successful projects including those in the City of Coquitlam
- Interviews may be conducted

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

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.

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.

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.

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

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

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

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, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 2-2008 Supplemental General Conditions, CCDC Price Contract and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City, 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 On-Site Hazards and Utilities Present

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

2.4 Schedule of Payments

A Purchase Order (the "PO") for the services will be issued to the successful Proponent based on the Proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be submitted as a written proposal for additional services and subsequently approved by the City's Project Manager.

a) Invoicing

Contractor is required to forward to the Consultant and City's Project Manager a draft copy of the invoice & Schedule of Values for review five (5) business days **prior to** formal submission to the City.

Invoices must be prepared on a monthly basis and are to be sent in PDF format sent to email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the PO number, the project name, Consultant and the City's Project Manager. The Project Manager is to be copied on the email distribution.

b) Payments

Payments will be made in portions of the fixed lump sum price based upon satisfactory completion of a portion of each of the project deliverables as determined by the City.

Payments to the Contractor for work performed under the Contract will be made in accordance with the following schedule:

- i. The first payment will be made based on a maximum of 25% (twenty-five percent) of the Contract Price when 100% (one hundred percent) of the required synthetic turf and has been delivered to the site, has passed all of the required tests and at least 50% (fifty percent) of the synthetic turf has been installed over the field surface.
- ii. The second payment will be made when the synthetic turf installation is complete and has passed all of the required tests and inspections including, but not limited to, initial Gmax testing. The value of the second payment will be made on the value of the Work completed, less any allowances for deficiencies, hold backs and other Contract amounts.
- iii. Subsequent payments will be made in accordance with the Contract.
- iv. Payments will be subject to Builders Lien Holdback Legislation. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Contract Administrator.

c) Summary Cost Status

All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown. Invoices not containing the summary cost status will not be processed until the information is provided.

2.5 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.

2.6 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.

2.7 Services, Utilities and Infrastructure

The Contractor is responsible to contact BC One-call to determine the exact location of all existing site utilities and services.

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

2.8 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to existing structures, etc. if caused by the Contractor during the Contract period.

Damage to landscape and infrastructure shall be reported promptly.

2.9 Rejected Work

Defective Work, whether the result of poor workmanship, use of defective products or damage through carelessness or other act or omission of the Contractor, shall be rectified at the Contractor's expense.

2.10 Warranty

The Contractor shall guarantee the work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within two (2) years from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification. This shall be at no cost to the City.

3 SCOPE OF SERVICES

3.1 Scope of Work

The successful Proponent (“Contractor”) will provide removal, installation and warranting of all materials and products, including all taxes, necessary permits, labour, superintendent, equipment, temporary power, transportation, lighting, plant, and tools related to the construction of the work as herein specified and shown of the drawings and as outlined in the Specifications. The synthetic turf surfacing system and related work included in this Contract is to be as specified in this RFP, including, but not specifically limited to, the following:

1. Removal of existing synthetic turf, existing rubber crumb/sand infill and nailing strip. Existing shock pad to remain.
2. Design, manufacture and install new synthetic turf surface system in accordance with performance specifications included in this RFP, as a minimum.
3. A portion of the technical requirements include meeting the minimum FIFA Quality Pro Performance Standards. Note that proof of FIFA Licensure and ability to attain post construction FIFA Quality Pro equivalent certification will be required as part of this RFP.
4. Review and acceptance of existing shock pad base as it applies to installation of the turf system and the Warranty.
5. Contactor will be required to repair the elastic layer and filter fabric resulting from turf removal. Method and materials used for the repairs are to match the existing performance specifications.
6. Supply and installation of a complete synthetic turf surfacing system including the synthetic turf, all infill material, nailing strip, goal post anchors and any other items described in the specifications and as shown on the Project Drawings. Existing shock pad & drainage system will remain. The approximate total surface area of the new synthetic surface for the field is 13,801.87 m². This area refers to the finished surface area of the turf (as measured at the face of the concrete edge anchor) and does not account for any additional material required for either joining seams, inlaying lines and markings or anchoring the turf around the edges of the fields. The amount quoted will apply provided the actual total surface area of the synthetic turf field at completion is within 1% (one percent) of the field area as described above.
7. Installation and final survey of all tufted in and inlaid (as applicable) field sport lines and markings in accordance with the Specifications.
8. Provide extra turf materials to the City for future repair and protective purposes as described in the Specifications.
9. Provide maintenance and operating manual (in electronic format) on a USB, as described in the Specifications.

10. Hire an independent testing agency approved by the City to complete all laboratory testing in accordance with the Specifications.
11. Hire an independent testing agency approved by the City to complete G-Max testing in accordance with ASTM F355 Procedure A.
12. Prior to the start of the construction, the Contractor to submit a detailed Quality Control Plan to the Consultant and City for review and approval. The Contractor will be responsible for survey, layout, site management and safety, as well as quality control testing and measures needed to demonstrate the Work is constructed to meet the standards and layout of the design drawings, project documents and specifications.
13. The Contractor, after one week of award, will submit a complete set of shop drawings as outlined in the performance specifications.
14. One week after award, the Contractor to provide a project construction schedule. The schedule must identify all the necessary start and completion dates of construction, construction activities, submittals process activities, material deliveries, and other milestones required to give a complete review of the project. The Contractor to submit an updated construction schedule with each Progress Claim.
15. Provide one (1) four (4) hour (minimum) workshop for City staff for the purposes of routine maintenance training and instruction on minor turf repairs. The workshop will be held at a location provided by the City on a date and time determined by the City. The Contractor will supply any equipment needed for the workshop and will also provide at least one experienced synthetic turf installer to demonstrate proper turf repair methods. Efforts will be made to accommodate any reasonable requests of the Contractor with respect to scheduling of the workshop.
16. Provide full replacement minimum eight (8) year Warranty in accordance with the requirements.
17. The Contractor is required to maintain a clean and organized construction site at all times and will use only the designated storage laydown area as noted in the construction documents.
18. The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point on contact throughout the duration of the project execution until final completion.
19. Along with the proposal submission, the Contractor is to submit the credentials and resume of the personnel that will be involved in the project: Project Manager and Site Superintendent. The credentials are to summarize and to confirm the professional experience and qualifications related to this project.
20. The Contractor will not substitute the assigned Project Manager or Site Superintendent without the written consent of the Consultant and City Project

Manager. The Site Superintendent is to be present at the place of Work during the working hours until the Work has reached completion.

21. Refer to the rest of the documents contained in this RFP for the minimum performance Specifications and Warranty requirements.
22. Upon the discretion of the City Project Manager, the Contractor may be requested to provide a monthly Progress Project Report. The report will contain, but not specifically limited to, the following: Site Progress Summary, Project Look-Ahead Critical Path, Schedule, Deliverables Status, Submittals Log, Project Delays & Risks, and Site Photos Construction Progress.

3.2 Specifications and Drawings

All Work shall be undertaken and completed in accordance with the following Appendices:

- Appendix A –City’s Supplemental General Conditions to CCDC 2 - 2008
- Appendix B – Perfmance Specifications
- Appendix C – Project Drawings

3.3 General Requirements

1. The Contractor shall inspect and verify existing condition and dimensions of the sports field area and shock pad prior to installation of the new synthetic turf system.
2. The Contractor will coordinate with City Staff, consultants’ team, contractors and trades onsite as required.
3. The Contractor is to make themselves aware of site access routes and coordinate with the City project manager or project coordinator to facilitate construction activities and laydown area.
4. 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.
5. All work pertaining to this RFP and resulting Contract and F.O.B. delivery point shall be on the designated construction site and staging area or Town Center Park and as outlined within the RFP. Address is 1299 Pinetree Way, but access point is off of Pipeline Road, just south of David Ave.
6. Deliver and store the products in the original manufacturer’s packaging with labels intact and store the products where they will be protected from damage, theft, and vandalism.
7. Contractor is to become familiar with the site and the dedicated staging area for materials and equipment.
8. Include all general condition items including maintaining a safe and secured construction site.
9. Testing of materials and assemblies including performance testing of completed works.

10. Contractor will be responsible for all testing including costs required as per the specifications and drawings. The contractor will be required to submit all test results to the consultant.

11. Non Toxic Certification: - Certify all materials shall be non-toxic, lead free and free of heavy metals.

12. Test evidence including formal submission to authorities having jurisdiction as required.

13. Environmental policy, methods and maintenance statements.

3.4 Testing

Hire an independent testing agency approved by the City to conduct all laboratory tests as per the specified requirements/data sheet. The City requires this testing be performed pre-shipment, either at the manufacturer's facility, or by samples sent offsite to the designated testing agencies testing location, as specified.

3.5 Shipping

Obtaining written authorization from the City, Consultant, or an independent testing lab is necessary for the final shipment of synthetic turf rolls. This authorization is contingent upon approved test results. The synthetic turf manufacturer shall provide written documentation in the form of a signed affidavit certifying the product delivered is the product that was tested.

3.6 Utilities and Services

All utilities and/or other temporary services required by the Contractor shall be the sole responsibility of the Contractor.

3.7 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

The Contractor is to use barriers and signage as required, to create safe detours around the construction zone, as required. When unsafe, or not practical to create safe detours, the contractor is to use barriers and signage at all egress points, to close the access to the public. (i.e. during work hours while work zone is not safe to pass)

The Contractor shall at all times keep the site secure, safe, clean and orderly as the work allows, with the removal of trash and debris daily.

3.8 Site Meetings

Site progress meetings will be scheduled by the Consultant in a bi-weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and to be distributed by the consultant on record not later than three working days from the date of the meeting.

The Contractor shall attend regular site progress meetings including safety meetings.

The Contractor agrees to attend in person or send authorized representatives to any such meetings which may be called for by the Consultant, City, SD43, and Civil Works General Contractor.

3.9 Products

Products and materials are to be delivered and stored in the original manufacturer's packaging with labels intact and store the products where they will be protected from damage, theft and vandalism.

3.10 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 is to be completed by professional qualified technicians under the direct supervision of a qualified and experienced synthetic turf installer.

All workmanship and materials will be subject at any time to the inspection and approval of the City.

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.

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) WorkSafeBC
- b) BC Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada (Transport of Dangerous Goods)
- e) 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.

3.11 Close Out Documentation

Comprehensive close-out works including warranties, record drawings, operations manuals, etc.

Along with the close-out document, the Contractor shall fill out and submit the Asset Inventory Spreadsheet for the City's records.

3.12 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.

3.13 Contractor Parking

Contractor parking is off-site only. City of Coquitlam parking lots shall not be used for Contractor sub-contractor parking.

3.14 Hours of Work

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.

3.15 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.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-032

Town Centre Park Artificial Turf Field 6

Proposals will be received as per date and time in [Key Dates Section](#)

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	

The Proposal Submission Form consists of 3 parts:

PART A - PROPOSAL SUBMISSION DOCUMENTS

Proponents are to submit the following documents and product samples:

Part A.1 – Corporate Performance Proposal

The corporate performance Proposal shall apply to all/any of the different synthetic turf Products for which the Proponent submits financial and technical Proposals. Refer to A.1 for the requirements of the corporate performance Proposal.

Part A.2 – Financial Proposal including Proposal Form

Separate financial Proposals are required for each different Product for which the Proponent is submitting a Proposal. Refer to A.2 for the requirements of the financial Proposal.

Part A.3 – Product Technical Proposal

Separate product technical Proposals are required for each different Product for which the Proponent is submitting a Proposal. The product technical Proposal shall also include one sample of each synthetic turf product proposed. Refer to A.3 for the requirements of the product technical Proposal.

PART A.4 – Sustainable Benefits And Social Responsibility

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

Part B. 1 – Pricing

Part B.2 – Technical Product Data Sheet

Part B.3 – Authorization & Commitment Form

Proponents are to submit one (1) representative sample of each synthetic turf product being proposed. All shipping materials are to clearly identify the Proponent name, complete contact information and their contents.

One (1) representative sample of each synthetic turf product being proposed to be sent before the RFP Closing Date and Time to:

**Office of the Purchasing Manager
Coquitlam City Hall
3000 Guilford Way
Coquitlam, BC, V3B 7N2**

Proponents are responsible to clearly label all sample items as **“24-032 – RFP Samples”** and to arrange for and pay all shipping costs to the City and upon request, for return to the Proponent.

PART A1 CORPORATE PERFORMANCE PROPOSAL

Proponents are required to provide the following information with respect to their corporate performance relating to the supply and installation of synthetic turf fields. This information will be used to evaluate the Proponent's past performance and ability to deliver the work included in this RFP.

**** For all questions, provide the information requested in the space provided and/or attach additional pages, if necessary****

A.1.1 Proponent's Ability to Back the Warranty

Describe the manner in which the Proponent proposes to back the Warranty to be provided under the terms of this RFP. Indicate the approximate value of work (or sales, as applicable) completed by the Proponent for each of the past three (3) years.

A.1.2 Proponent's History Relating to Synthetic Fields

Provide the Proponent's history with particular reference to experience with the supply and installation of synthetic turf fields, including the total number of fields installed. A list of fields installed over the past ten (10) years should also be provided. Provide details of elastic layer installations with total number of installations and list for the past 10 years

A.1.3 Proponent's Installation Crew Qualifications

Provide a resume describing the qualifications for each installation crew member that will be assigned to the Project.

A.1.4 Proponent's Installation Crew's Superintendent's Qualifications

Provide a resume for the proposed superintendent of the installation crew giving details on qualifications and experience relating to the installation of synthetic turf fields including descriptions of synthetic turfs installed. Provide names and telephone numbers of references for the proposed superintendent.

A.1.5 Proponent's Installation Performance Record

- a) Provide the following information for the Proponent's past five (5) installations (minimum):
- .1 Location

.2 Type and size of installation (turf product) .3 Date of installation .4 Owner .5 Purpose / use of fields .6 Contact name for owner / operator with telephone number
--

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

Location	
Type and size of installation	
Date of installation	
Owner	
Purpose / use of fields	
Contact name for Owner/ Operator	
Telephone number of Owner / Operator	

A.1.6 Project References - Proponents should provide at least three (3) project references for each different turf product for which a Proposal is submitted. Provide the details of any outstanding unresolved construction claims or any active legal action(s) filed against the Proponent related to past or current synthetic field installations.

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A.1.7 Number of Installation Crews

Provide the Proponent's number of installation crews and identify their availability for this Project. Describe the resources the Proponent will apply to allow turf installation to meet the Project schedule.

--

A.1.8 Proponent's Post-Installation Support

a) Describe the post-installation support which will be provided. Provide the details of any permanent local post-installation support personnel.

--

b) Provide details of the company's typical response time for follow-up service calls including the location of the nearest service center to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.

--

A.1.9 Proponent's Production Capabilities

a) Describe the Proponent's production capacity and their ability to meet the Project schedule.

--

b) Proponent is to state any value added benefits and activities they can provide in delivering the Services. Provide details:

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PART A.2 – FINANCIAL INFORMATION

A.2.1 Departures and Award

A.2.2 Bid Bond

A Bid Bond will not be required.

A.2.3 Consent of Surety

The financial information is to be accompanied by a completed Consent of Surety for both a Performance Bond and a Labour and Material Payment Bond, both completed in accordance with the requirements of the RFP Appendices. The Consent of Surety must be issued by an approved bonding company licensed to do business in the province of British Columbia, Canada.

A.2.4 Undertaking to Insure

The financial information is to be accompanied by a letter of Undertaking of Insurance Company from the Proponent’s insurance company certifying that they will provide the required insurance in accordance with the requirements of the RFP.

A.2.5 Signed Proposal & Proponent Commitment Form

A signed Proposal Form exactly in the format provided in Part B is to be included in the Proposal.

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	
vi. Contract – Acceptance of the City's Terms and Conditions: Standard Terms and Conditions - Purchase of Goods and Services	
vii. Contract – Acceptance of the City Contract using the CCDC 2-2008 document and the City's Supplementary Conditions to CCDC 2 - 2008	
viii. Consent of Surety - Performance Bond in the amount of 50% of the Contract Price	
ix. Consent of Surety - Labour & Materials Bond in the amount of 50% of the Contract Price	
ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM	
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):	

d) 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
We are registered with one or more of these Safety Management System/Program: OHSAS 18001, CAN/CSA Z1000, ANSI Z10 or other. Please specify:	

PART A.3 – TECHNICAL PROPOSAL

A.3.1 Technical Product Data

For each synthetic turf product for which a price is provided in the Proposal form, the Proponent is to complete a technical product data sheet. A blank copy of the technical product data sheet is attached in Part B.

A.3.2 Seam and Inlaid Line Details

Describe the seaming and inlaid line joining and construction details including:

- .1 Turf roll joining method (seams sewn, cemented, etc.)
- .2 Width of seam overlap
- .3 Inlaid line joining method

A.3.3 Operation and Maintenance Procedures

- .1 Describe the general operations and maintenance procedures for each turf type included in the Proposal.
- .2 Identify any special operations and maintenance equipment required.

A.3.4 Sport Association Accreditation & References from Field Hockey & Soccer Users

Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (*FIFA Quality Pro*).

A.3.5 Patent Infringement Concerns

Proponents are to submit documentation confirming that their turf product does not infringe any existing or pending Canadian patent. Provide the details of any outstanding unresolved patent infringement claims or any active legal action(s) filed against the Proponent or against the owner of a past or current synthetic field installation supplied or installed by the Proponent. Provide the details (where legally permitted to do so) of the outcome of any resolved past patent infringement claims.

--

A.3.6 Warranty

- .1 Confirm that the eight (8) year Warranty with the terms and conditions exactly as specified in the RFP will be provided.
- .2 Indicate if the Proponent has any outstanding warranty claims that have not been resolved to the satisfaction of the field owner.
- .3 Provide details of any additional Warranty benefits offered (ie. extended Warranty duration, etc.).

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A.3.7 Acceptance of Base Design

Proponents must provide confirmation that they will accept the existing base (E-Layer) for the synthetic turf(s) for which a Proposal is being submitted and that they will be prepared to certify the turf(s) installation providing the base has been constructed in accordance with good industry standards. The base is considered to be all base materials and drainage under the synthetic turf surfacing. Refer to appendix C Performance Specifications Part 3.1 for summary of certification details.

--

A.3.8 Schedule

Indicate the proposed schedule (in weeks) for the new synthetic turf installation including the proposed sequencing and duration of the turf system manufacture and delivery. Confirm whether the key dates indicated in the RFP can be achieved.

--

A.3.9 Turf Product Samples

Provide the following samples for each synthetic turf product for which a price is proposed in the Proposal & Proponent Commitment Form(s).

- .1 Synthetic Turf - 150 mm by 150 mm unfilled square of each type of synthetic turf proposed.
- .2 Supply an equivalent amount of material if an alternate infill is proposed.
- .3 Prior to construction, please note that additional samples are required as specified in Appendix C, Specifications Section 1 General Scope of Work, Sub-section 1.6 Construction Submittals.

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A3.10 Environmental Concerns and Opportunities

Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.

Provide details of any environmentally sustainable or 'green' features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information.

A.3.11 Value-Added Elements

Describe in detail any value-added elements that will provide additional benefits or value to the City. Proponents should also describe in this section any potential cost saving measures that might be possible through alternative design standards or Specification modifications.

PART A.4 – Sustainable Benefits And Social Responsibility

A.4.1 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

A.4.2 What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

A.4.3 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:

A.4.4 What policies does your organization have to support reconciliation with indigenous peoples:

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

PART B.1 - PRICING

1. **SCHEDULE OF PRICES**

We hereby declare that we have carefully examined the site of the Project, have read and examined the RFP package including the supporting Specifications and Project Drawings, and hereby offer to furnish all plant, labour, materials, technical and professional services necessary to supply and install the synthetic turf surface, in accordance with all the provisions stated in the RFP documents, for the following stipulated price:

New Synthetic Turf Product (Name & Mfg):

Existing Shock Pad (name):

Schmitz Pro Play 23D (Existing Shock Pad System Remains)

A - BASIC LUMP SUM WORK

Item	Description	Qty	Total Lump Sum PRICE (exclude GST)
1	Removal and Recycling of Existing Turf, Infill Materials and Nailing Strip	1 l.s.	\$
2	Supply & Install new Synthetic Turf and nailing strip (includes all lines and markings as per drawings)	1 l.s.	\$
3	Supply & Install Crumb Rubber/Sand Infill	1 l.s.	\$
4	Post Construction FIFA Quality Equivalent Pro Testing	1 l.s.	\$
5	50% Labour & Material Payment Bond	1 l.s.	\$
6	50% Performance Bond	1 l.s.	\$
7	Mobilization	1 l.s.	\$
8	Demobilization	1 l.s.	\$
9	Close-Out Documentation	1 l.s.	\$
10	Sub-Total		\$
11	GST		\$
12	Total		\$
13	Guaranteed Maximum Price		\$

B – OPTIONAL ALTERNATIVE WORK			
	Description	Qty	Total Alternate PRICE (exclude GST)
B-1	Delete Item 3 Crumb Rubber Infill and Replace with: Re-install existing, cleaned CRI and Supplement with New as Required. (includes all lines and markings)	1 l.s.	\$

C – OPTIONAL UNIT PRICE WORK				
	Description	Unit Price	Est. Qty	Total OPTIONAL UNIT PRICE WORK (exclude GST)
C-1	Remove existing damaged Elastic Layer sections, dispose offsite and replace with new elastic layer (patching)	\$ Per sq.m		\$

Note: A separate executed Proposal form, Product Data Sheet, Product Installation/Reference Sheet and Turf Samples are to be completed for each synthetic turf product for which the Proponent submits a Proposal.

PART B.2 - TECHNICAL PRODUCT DATA SHEET

Provide the following information for each Synthetic turf system proposed in the RFP.	
Product Name: _____	
Product Construction (Check all as applicable):	
Monofilament	<input type="checkbox"/> Yes <input type="checkbox"/> No
Secondary Thatch Layer	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tufted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Knitted	<input type="checkbox"/> Yes <input type="checkbox"/> No

<u>Property</u>	<u>Minimum Spec</u>	<u>Units</u>	<u>ASTM</u>
Pile Yarn Composition			
Minimum Yarn Denier			D1577
Maximum Yarn Denier			D1577
Yarn Breaking Strength		gms./denier	D2256
Yarn Melting Point		° F	D789
Minimum Pile Height		Inches	D5823
Maximum Pile Height		Inches	D5823
Yard Ends per Stitch			
Pile Weight		oz./sq.yd	D5848
Primary Backing Wt		oz./sq.yd	D5848
Secondary Backing Wt		oz./sq.yd	D5848
Total Weight		oz./sq.yd	D5848
Tuft or Stitch Spacing		per inch	D5793
Stitch Gauge		Inch	D5793
Tuft Bind (without infill)		lbs.	D1335
Grab Tear Strength		lbs	D5034
Roll Width (15)		feet	
Impact Attenuation (max)			
• at installation		Gmax	D355
• at 12 months		Gmax	D355
• at 24 months		Gmax	D355
• at 48 months		Gmax	D355
• at 60 months		Gmax	D355
• at 84 months		Gmax	D355
• at 96 months		Gmax	D355
• at 102 months (165)		Gmax	D355
Pill Burn Test (Pass)			D2859
Drainage Rate (including infill)		mm/hr	
Heavy Metal Content of System	(Proponent is to attach Material Safety Data Sheets)		

Lbs = Pounds °F = Degrees Fahrenheit Oz = Ounce Sq.yd = Square yard
Mm/hr = Millimetres per hour

PART B2-TECHNICAL PRODUCT DATA SHEET

<u>Infill Material</u>			
Indicate the technical specifications and detailed description of the components comprising the infill material of the synthetic turf system. Attach a separate specification sheet(s) where the proposed infill is a material other than recycled crumb rubber or recycled crumb rubber/silica sand blend.			
Total Depth of Infill Material	inches (minimum)		
Minimum Number of Infill Material Applications			
Maximum Depth of Infill Material per Application	inches		
Type of Infill			
Infill Material – Check one:			
100% Crumb Rubber	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Crumb Rubber/Silica Sand Blend	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Sand by volume	%		
Rubber by volume	%		
Other Infill (Describe/attach specifications)			
For Crumb Rubber and Rubber/Sand Infills (Check as applicable):			
Ambient Ground Rubber	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Cryogenic Ground Rubber	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Recycled Truck Tires	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Crumb Rubber Supplier (Company name/address)			
Crumb Rubber Particle Size Distribution (complete or attach sieve analysis):			
mm	mm	%	%
mm	mm	%	%
mm	mm	%	%
mm	mm	%	%

The sand gradation (wet sieve analysis):			
Sieve Size	% Passing (max – min)	Sieve Size	% Passing (max – min)
#8		#40	
#16		#50	
#20		#100	
#30			
Sand Description (Silica, ceramic-coated silica, etc.)			
Minimum rounded, compaction resistant, washed and dried		%	

PART B2-TECHNICAL PRODUCT DATA SHEET

Supplier to provide 3rd party support documentation outlining Technical Data results for FIFA Quality Pro Performance Standards for FIFA Quality Pro designation in accordance with the FIFA Quality Programme for Football Turf October 2015 Edition of the Handbook of Test Methods.

PART B.3 – AUTHORIZATION & COMMITMENT FORM

The Proponent hereby declares that it has carefully examined the site of the Project, read and examined the RFP package and reference documents and conducted such other field investigations and additional design development, which are prudent and reasonable in preparing such a Proposal, and hereby offers to furnish all labor, technical and professional services, supervision, materials, supplies and equipment, and to discharge all duties and obligations necessary to complete the Project in accordance with the provisions stated in the RFP documents, for the prices shown in the Schedule of Prices attached hereto and incorporated by reference herein.

The Proponent agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted or negotiated, under the terms and conditions set forth in the [Instructions to Proponents](#) and this RFP document, the Proponent's Proposal, any and all addendum, which shall together form the Agreement. In accordance with the terms, conditions, instructions, and Specifications the undersigned agrees to supply Products and services at the prices quoted.

The Proponent understands that if its Proposal is accepted, it will execute the Agreement and deliver it to the City within ten (10) business days after receipt of the Agreement in executable form from the City. The Proponent will proceed with the work upon receipt of the fully executed Agreement/Contract from the City.

Enclosed herewith is evidence of good standing of the Proponent's corporation, joint venture or partnership and evidence that the person(s) signing this form is/are authorized to bind the Proponent (and each member of any joint venture or partnership forming the Proponent) to this Proposal and to the Agreement, if any, resulting from this Proposal.

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the RFP;

Addendum No.	Date Issued

The Proponent certifies that it has examined and is fully familiar with all of the provisions of the Agreement and is satisfied that such provisions are accurate; that it has carefully checked all the works and figures and all statements made in this Proposal; that it has conducted such other field investigations and additional design development which are prudent and reasonable in preparing this Proposal, including a thorough review of the reference documents; that it has satisfied itself with respect to the actual site conditions and the location of the Project, the general and local conditions to be encountered in the performance of the Project, and other matters which in any way affect the Project or the cost thereof; and that it has notified the City of any deficiencies in or omissions from any RFP or other

documents provided by the City and of any unusual site conditions observed prior to the date hereof. The Proponent represents that all statements made in response to the RFP delivered to the City (as amended in this submission) and in this Proposal are true and correct as of the date hereof. The Proponent agrees that the City will not be responsible for any errors of omissions in this Proposal. If the Proponent is a partnership or joint venture, give full names of all partners or joint ventures. Evidence of the authority of the person(s) signing on behalf of the corporation, partnership or joint venture to do so should be attached to the Proposal form. Additionally, each partner or joint venture will furnish a letter signed by an officer of the respective company stating that the respective company agrees to be held jointly and severally liable for any and all the duties and obligations of the Proponent under any agreement arising therefrom.

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFP (please print)</i>	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	

For the purpose of this RFP, electronic signatures will be accepted.

- End of Proposal Submission Form -