

City of Coquitlam

Request for Proposals

RFP No. 24-047

Flagging and Traffic Control

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KEY DATES

RFP Issue Date	Thursday, April 25, 2024
Deadline for Questions	2:00 PM (local time) Monday, May 13, 2024
Deadline for Issuing Addenda	Tuesday, May 14, 2024
Submission Deadline	2:00 PM (local time) Thursday, May 16, 2024

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 24-047 Flagging and Traffic Control
Overview of the Opportunity	The City requests Proposals from experienced qualified firms to provide Flagging and Traffic Control , on a “as and when required” basis,
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>
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Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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	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

“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.

“TCP” means Traffic Control Person.

1. INSTRUCTIONS TO PROPONENTS

1.1. Acknowledgement

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

1.2. Purpose

The City requests Proposals from experienced qualified firms to provide **Flagging and Traffic Control**, on a “as and when required” basis.

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

Hourly rates begin at the arrival on the job site. Rates are only applicable from the starting time or when the Traffic Control Person (TCP) and equipment arrives, if later than the starting time, until the TCP and equipment is dismissed.

Prices shall be all-inclusive and stated in (Canadian Funds). Prices shall remain FIRM for the Term of the Contract.

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. Requested Departures

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

1.7. Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate	30
Sustainable Benefits and Social Responsibility	10
Technical	30
Financial	30
Total	100

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

Corporate Experience, Capacity and Resources

- Business and technical reputation and capabilities; experience, financial stability, capacity and resources
- Value added benefits
- References
- Staff qualifications and experience
- Health and Safety
- Response time

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the Work
- Quality Assurance and Safety
- Ability to comply with the stated specifications and requirements
- Equipment and Resources

Financial

- Labour 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. 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.

1.9. Term

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

1.10. Award to Multiple Proponents

The City intends to award contracts to multiple Proponents in order to ensure the delivery of timely and cost effective service delivery.

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. Scope of Work

The "as needed and when requested" Scope of Work will include, but is not limited to, the provision of temporary traffic control services generally consisting of the following categories:

- a) Traffic zone setup;
- b) Job site flagging;
- c) Traffic Control Supervisor
- d) Lane closures;
- e) Vehicle, bicycle, and pedestrian detours
- f) Special events (e.g. parades, civic functions, etc.)
- g) Development of written traffic management plans in accordance with Ministry of Transportation and Infrastructure Standards for Traffic Control Management Plans.

The Contractor is to provide traffic control services [24/7/365] for various job sites for City construction projects which include but are not limited to all aspects of road

construction, utility work, parks (boulevard), maintenance services and local emergencies.

3.2. Requirements

a) Traffic Control

The Contractor is responsible to provide qualified and trained Traffic Control Personnel and equipment for traffic flagging services, either in house or with a sub-contractor. The Contractor shall take full responsibility to ensure that traffic control is carried out in accordance with the most recent copy of the Ministry of Transportation and Highways Traffic Control Manual for Works on Roadways and any applicable WorkSafeBC Regulations for Services performed on City roads.

b) Equipment and Supplies

Contractors will be required to provide at their expense, full personal protective equipment and accessories to all traffic control personnel during all hours of work. Personal protective equipment will include as a minimum: hard hats, high visibility vest or outer garments, proper footwear, ear plugs, first aid kits, rain gear and safety glasses. All safety items **must** meet/exceed current WorkSafeBC regulations and requirements.

The TCP is required to bring a "STOP and SLOW" paddle and personal protective equipment and apparel to perform the Work as described in the attached Schedule of Pricing on an 'as and when required' basis. When an arrow board truck is required, the City will provide reasonable advanced notice. It is the Contractor's responsibility to determine and provide signage requirements for the applicable Traffic Control services to be performed by referring to the Ministry of Transportation and Infrastructure's latest "Manual for Work on Roadways".

3.3. 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.

3.4. Qualified Personnel

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.

3.5. Transportation

The City will **not** be responsible for transportation of the Contractor's personnel to or from the work site(s). This includes any transportation that may be required between work sites during the working period. No Contractor's personnel will be permitted to ride in or on City vehicles.

3.6. Set-ups and Removals

At the beginning and end of each workday, the Contractor shall inspect and ensure that all the equipment, signs, and devices are still positioned strategically. If any are found to be missing or additional ones needed, the Contractor will replace them or add new ones immediately.

At times when work sites are unmanned, particularly in the night, the work site will be closed off and the equipment, signs and devices will be strategically positioned to avoid accidents. For night work, reflective or flashing lights are necessary.

All equipment, signs and devices will be removed on the day of the completion of the project.

3.7. Emergency Services and Response Time

Except as otherwise authorized by the City, the Contractor shall provide a guaranteed on-site emergency mobilization and response time of two (2) hours and a general mobilization response time as directed by the City [24/7/365] including Statutory holidays with qualified and experienced response personnel, materials, and equipment necessary to commence and sustain a substantial portion of an adequate response.

3.8. Work Hazards

- a) It is the responsibility of the Contractor to address all Work hazards that could be reasonably expected on any job site(s) and to develop both training and written policy and procedures, where necessary, for the protection of the workers and the general public.
- b) It is the responsibility of the Contractor to monitor compliance and where necessary correct and/or discipline workers.
- c) At the end of each day the Contractor shall ensure the site is safe and secure.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 24-047

Flagging and Traffic Control

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	

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.

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. 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	
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):

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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 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) PERSONNEL – Proponent proposes the following key personnel for the Services stated in the RFP (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.				
vi.				
vii.				
viii.				

d) RESPONSE TIME:

Indicate Response time in hours for Emergency & non-Emergency Call outs:

Emergency Call Out:

Non-Emergency Call Out:

e) HEALTH AND SAFETY

I. Proponent to attach current [Work Safe BC Employer Report](#)

☐ **Yes**

☐ **No**

If no, explain:

II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

☐ **Yes**

☐ **No**

III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?

☐ **Yes**

☐ **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:

4. **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, people with disabilities and any other groups:

III. 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:

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

5. 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; 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. Safety - Proponent is to state how they will address safety on the Work site.

b) **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

6. 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.	LCT - STRAIGHT TIME - MONDAY TO FRIDAY 6:00 AM to 17:00 PM	Hour	\$
ii.	LCT - 1.5 X 5PM TO 9PM WEEKDAYS - SATURDAYS 7AM TO 6PM	Hour	\$
iii.	LCT - 2 X WEEKDAYS 9PM TO 6AM SATURDAYS 6PM TO 7AM SUNDAYS AND STATS	Hour	\$
iv.	TCP - STRAIGHT TIME - MONDAY TO FRIDAY 6:00 AM to 17:00 PM	Hour	\$
v.	TCP - 1.5 X AFTER 8 HRS/DAY / AFTER HOURS CALL OUT 17:00 PM - 6:00 AM MONDAY TO FRIDAY	Hour	\$
vi.	TCP - 2 X AFTER 11 HRS/DAY	Hour	\$
vii.	PORTABLE MESSAGE BOARD - PER MONTH	Each	\$
viii.	PORTABLE ARROW BOARD - PER MONTH	Each	\$
ix.	TCP CERTIFICATION - PER PERSON	Each	\$
x.	TMP TRAFFIC MANAGEMENT PLAN (non-Engineered)	Each	\$
xi.	HIGHWAY CLOSURE TRUCKS (1 TONNE TRUCK)	Hour	\$
xii.	Other not Listed:		\$
xiii.	Other not Listed:		\$

Attention Purchasing Manager:

- 7. 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.
- 8. 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.
- 9. 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.
- 10. 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.