

City of Coquitlam

Request for Proposals

RFP No. 25-029

Eagle Ridge Pool Repair

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Appendix A - Eagle Ridge Pool Deck & Structural Details – Revised May 18, 1978

Appendix B – Belzona Master Specifications

Appendix C – City of Coquitlam’s Supplementary General Conditions to the CCDC 2 – 2008

PROPOSAL SUBMISSION FORM

1 KEY DATES

RFP Issue Date	Wednesday, March 19, 2025
Non-Mandatory Site Visit: Date Time and Location	2:00 PM Wednesday, March 26, 2025 LOCATION: Eagle Ridge Pool 2695 Guildford Way, Coquitlam
Deadline for Questions	2:00 PM (local time) Monday, April 7, 2025
Deadline for Issuing Addenda	Tuesday, April 8, 2025
Submission Deadline	2:00 PM (local time) Thursday, April 10, 2025

2 RFP REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements and guidelines for this RFP, are available on the City's website: [City Purchasing Information](#).

To be eligible for the award, the City requires only the **successful Proponent** to have the following in place before providing any Goods or Services. The requirements that apply to this RFP, listed in order of precedence are:

- a) Instructions to Proponents
- b) Enter into a Contract with the City using the CCDC 2-2008 document supplemented by the City of Coquitlam's Supplementary General Conditions to CCDC 2 – 2008
- c) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's Certificate of Insurance – Contractor Form
- d) Prime Contractor Designation Form and be responsible for all the Work at the site in accordance with WCB regulations
- e) Be registered and provide WorkSafeBC clearance; upon request, the City may request an employer report
- f) A City of Coquitlam or Tri Cities Intermunicipal Business License is required for any Contractor performing Work within the City or if their office is located within the City, excluding delivery-only services.

These items are not required as part of this RFP Proposal but will be required prior to entering into an agreement with the City for Services.

3 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.

“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.

4 INSTRUCTIONS TO PROPONENTS

4.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́h̓qə́mih̓n̓ (HUN-kuh-MEE-num) word kwíkʷə́lə́m (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwíkʷə́lə́m traditional and ancestral lands, including those parts that were historically shared with the k̓íćə́y (kat-zee), and other Coast Salish Peoples.

4.2 Purpose

The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of **Eagle Ridge Pool Repair**.

4.3 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.

4.4 Instructions to Proponents

- 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 - Eagle Ridge Pool Deck & Structural Details – Revised May 18, 1978
 - iv. Appendix B – Belzona Master Specifications
 - v. Appendix C – City of Coquitlam’s Supplementary General Conditions to the CCDC 2 – 2008
 - vi. CCDC 2 – 2008 Stipulated Price Contract
 - vii. Addendums as issued
- 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, Site Visit and 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.

4.5 Prices

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

4.6 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.

4.7 Evaluation Criteria

- a) The City uses Microsoft Word to aid the transfer of Proponents information to an Instructions for Proposal Submission and Attachment Referencing

The City uses Microsoft Word to streamline the transfer of Proponent information into an evaluation document. Responses on the Proposal Submission Form should provide direct answers or concise summaries of any referenced attachments. Where attachments are necessary, each response should summarize the relevant information and clearly indicate where the City can find the corresponding details within the attachments, specifying precisely, for example, "see Section X, subsection Y, paragraph Z, on page N."

- b) Submission Format and Content Authenticity

Lower scores may be assigned if Proposal Submission Forms:

- I. Non-conforming
 - Are not submitted in Microsoft Word format.
 - Rely solely on references such as "see section X in the attached document" without providing summaries.
- II. Authenticity and AI Generated Content

- The City preference is for Proposals to be original and directly aligned with the requirements outlined in this RFP. Proposals containing boilerplate, non-specific, or AI-generated content may receive a lower score.
- Proponents must demonstrate a clear understanding of the City’s needs by providing detailed, tailored responses, including methodologies. Proposals lacking sufficient detail and originality may result in a lower evaluation score.

c) Evaluation Criteria and Points Allocation

Each proposal will be evaluated based on the following criteria:

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

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

Corporate Experience, Reputation, Capacity and Resources

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

Sustainable Benefits and Social Responsibility

- Sustainable benefits
- Reconciliation
- Social Responsibility

Technical

- Methodology, set-up and execution of the work
- Quality Assurance and Safety
- Risk factors

- Disposal and reuse
- Ability to comply with the stated specifications and requirements
- Schedule and Completion Date

Financial

- Total Price
- Labour Rates and Equipment Rates

e) Proposal Comparison

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.

f) Reference Checks and Interviews

Upon selection of one or more lead Proponent(s):

- References may be contacted
- Interviews may be conducted
 - As part of the evaluation of Corporate Experience

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.

g) Additional Evaluation Considerations

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.

h) Proposal Compliance and Rejection

Incomplete Proposals or Proposals submitted on forms other than the Proposal Submission 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.

i) Disclosure of Information

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.

4.8 Project Timeline

Estimated timelines for the project are:

Estimated Construction Start: September 8, 2025

Final Completion: May 8, 2026

Upon award, the work on this project shall progress until fully completed.

4.9 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. Local application of the product and reference required.

5 **GENERAL CONDITIONS OF CONTRACT**

5.1 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 one (1) year 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.

6 **SCOPE OF SERVICES**

6.1 Scope of Work

The City requires qualified, experienced companies to provide labour, equipment, materials, fuel, transportation, overhead and all that is required for **Eagle Ridge Pool Repair** (the "Work").

Contractor must have at least five (5) years of specialized experience in pool tank and deck restoration. The Contractor must have successfully completed two (2) recreational pool projects of similar size, scope, and complexity within the past five (5) years.

For further details, refer to:

- Appendix A - Eagle Ridge Pool Deck & Structural Details – Revised May 18, 1978
- Appendix B – Belzona Master Specifications

Work includes but not limited to:

a) Pool Coating

- The pool coating is showing signs of inter-coat adhesion in many areas due to inadequate surface preparation over the years, which is most evident on the pool walls.
- Complete removal of the pool coating from the walls and basin (grinding and blasting). Establish the required CSP profile as per pool coating specification.
- Repair all cracks and spalled areas of basin and walls with Belzona 4111 Magma Quartz.
- Roughen repaired areas (diamond grind) to establish a suitable profile and ensure effective adhesion of the new coating system.
- Application of Belzona coating system using Belzona 5892 (white), 5812DW (blue), and 5811 (black) to match existing layout as per Manufacturer Specification.

b) Supply Line Trench

- The pool water supply line runs from the pool filtration system in the mechanical room, through the pool surge tank to the pool tank wall. When the pool water supply line comes through the pool tank wall into the pool space, it runs inside a concrete trench that is cast within the pool floor slab. This trench runs from the pool wall, up the middle of the floor slab to the deep end of the pool.
- The supply line piping appears to be in good condition.
- Remove supply piping for accessibility.
- Perform all surface preparation to the existing Belzona 4111 Magma Quartz.
- Prime the Belzona 4111 surface with Belzona 4911 TX Conditioner, resurface with Belzona 4111 as per Manufacturers Specifications.
- Reinstall supply piping.

c) Surge Tank

- Concrete degradation to the walls and floor of the surge tank is extensive. The top layer of the concrete has completely eroded away exposing the sub-surface layer of stones and sand (exposed aggregate).
- The surge tank is classified as a low-hazard confined space. Any work carried out within the surge tank will need to follow Confined Space Guidelines as outlined by WorkSafeBC.
- Perform a high-pressure wash down of all internal surfaces to remove all scale, algae, and loose cementitious materials.
- Resurface concrete with Belzona 4111 Magma Quartz to reestablish surface integrity and protect the concrete from further degradation.

d) Skimmer Gutter

- Erosion has progressed to the point where corroded rebar has been exposed on the pool side wall of the gutter. There is also a cold joint/construction joint running along the outer side wall of the gutter above the water line. Significant degradation and cracking are evident along this joint. Pool wall expansion joints also continue through skimmer gutter in 6 areas. The caulking used to seal these joints has failed. There are a number of concrete blocks used to cover the skimmer gutter that are either cracked and/or damaged.
- Perform a high-pressure wash down of all internal surfaces of the gutter to remove all scale, algae, and loose cementitious materials.
- Perform all mechanical surface preparation (chipping/grinding) to ensure a firm, sound surface.
- Attend to any corroded rebar – inspect for structural integrity, replace where needed, remove all corrosion, coat rebar with Belzona 3921 GSC Conditioner (zinc-based primer) for additional protection.
- Resurface gutter walls and floor with Belzona 4111 Magma Quartz ensuring that a break is maintained along the cold/construction joint to mitigate potential cracking.
- Seal cold/construction and skimmer gutter joints with Belzona 2211 MP Hi Build Elastomer.
- Replace any damaged concrete blocks with new.

e) Pool Basin Perimeter Expansion Joint and Wall Expansion Joints

- There are sections of joint that appear to require replacement.
- As the existing expansion joint material is 10 years old, replacement with new is required to ensure the joint longevity and a water-tight seal.
- Remove all existing joint material.
- Repair any damaged concrete along the joint with Belzona 4111 Magma Quartz using Belzona 4911 TX Conditioner to ensure effective adhesion to the existing joint nosing.
- Grind out the joint cavity to establish a clean, rough concrete surface that will ensure optimal adhesion.
- Use closed cell backer rod where required to establish required joint thickness.
- Install Belzona 2221/2211 as per Manufacturers Specifications level with adjacent concrete.

f) Pool Basin – Main Basin Cross Joint

- The joint nosing and expansion joint appear to be in good condition and providing a water-tight seal. A chain drag revealed that there may be some delamination occurring within the concrete slab along the nosing at the east end of this expansion joint.

- As the existing expansion joint material is 10 years old, replacement with new material is required to ensure the seal is maintained for many years.
 - Remove all existing expansion joint material.
 - Remove any damaged/delaminated areas of the joint nosing. Mechanically prepare surface and repair with Belzona 4111 Magma Quartz. Use Belzona 4911 TX Conditioner to ensure effective adhesion of the repair material to the existing joint nosing.
 - Use a form between the nosing during the rebuild to create a gap of 1" to 1.25" wide.
 - After the Belzona 4111 has cured, insert a closed cell backer rod to set joint depth at 0.75".
 - Cast new expansion joint with Belzona 2221 MP Fluid Elastomer as per Manufacturers Specifications.
- g) Pool Basin – Expansion Joint – Top of Dive Tank Slope
- There is some cracking evident along the joint nosing as well as a slight separation between the nosing and the expansion joint seal.
 - Remove all existing expansion joint seal.
 - Cut back the joint nosing on both sides approximately 2". The cut should be made beyond any visible cracks to ensure a firm and structurally sound surface.
 - Rebuild the joint nosing on both sides with Belzona 4111 Magma Quartz. Use Belzona 4911 TX Conditioner to ensure effective adhesion of the repair material to the existing joint nosing.
 - Use a form between the nosing during the rebuild to create a gap of 1" to 1.25" wide.
 - After the Belzona 4111 has cured, insert a closed cell backer rod to set joint depth at 0.75".
 - Cast new expansion joint with Belzona 2221 MP Fluid Elastomer as per Manufacturers Specification.
- h) Pool Deck
- The concrete deck exhibits many cracks due to thermal movement, freeze/thaw, erosion, impact damage etc.
 - V out major cracks to approximately 0.5" wide x 0.5" deep.
 - Mask off as required, prime surface with Belzona 4911 TX Conditioner.
 - Fill with Belzona 4131 Magma Screed and smooth out to level with surrounding deck surface.
 - Remove all existing caulking from pool deck joints.
 - Prepare and rebuild any damaged joint edges with Belzona 4131 Magma Screed.
 - Mask off joint as required, prime surface with Belzona 4911 TX Conditioner.

- Fill with Belzona 4521/4511 Magma Flex expansion joint sealant as per Manufacturers Specification.
 - Pool Ladder Rails: replacement of the anchors and bonding is required.
 - Contractor will be responsible for ensuring that appropriate measures are in place to protect all pool equipment, piping and other operation systems from any sediment, particulates or sand during the course of the rehabilitation. These measures are to be in place prior to the start of any sandblasting or grinding.
- i) Main Drain Cover Replacement
- Two main drain covers at the dive tank to be replaced to meet code requirement and compliant with ANSI 16 requirements.
- j) Weatherproof Enclosure
- Contractor to provide cash allowance for weather protection including temperature, moisture and relative humidity control to complete the work within the scheduled timeline. The date of completion is not flexible as the pool must be prepared for the 2026 season.

6.2 Anticipated Activities and Schedule

It is the City's intent to complete the repair works of Eagle Ridge Pool in accordance with the following schedule. Phasing will be a collaborative effort amongst the General contractor and City, which should comply with the schedule identified below.

Table 1: Anticipated Activities and Schedule

Task Description	Anticipated Date
Removal/grinding/preparation	September 8 th to October 31 st , 2025
Repair and coating	April 6 th to May 1 st , 2026
Site Handover to City	May 8 th , 2026

The City reserves the right to adjust these dates at its own discretion. Proponents are requested to propose a milestone schedule showing all phasing and dates for scopes of work to meet the construction completion deadline.

6.3 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.

6.4 Provisions and Coordination

- a) The Contractor shall be responsible for obtaining/paying for all required licenses and permits.

- b) Contractor will be responsible to supply & install all temporary services to the site during construction i.e. Water, Electrical, etc. Installation shall be coordinated and approved by the City. All work shall meet the City of Coquitlam standards and requirements.
- c) The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point of contact throughout the duration of the project execution until final completion. The Contractor will not substitute a Project Manager without the written consent of the Consultant and City Project Manager.
- d) Along with the proposal submission, the Contractor is to submit the related credentials and qualifications of the Project Manager and the Site Superintendent that summarize and confirm their professional experience for review and approval by the City.

6.5 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.

6.6 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.

6.7 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.

6.8 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.

6.9 Clean Up

At the end of each day and at the conclusion of work, the Contractor shall promptly remove any of their equipment/materials and leave the site(s) in a clean and cleared condition.



City of Coquitlam

PROPOSAL SUBMISSION FORM

RFP No. 25-029

Eagle Ridge Pool Repair

Proposals will be received as per the date and time specified in the Key Dates Section of the RFP

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 and “Send Files”

(Ensure your web browser remains open until you receive two (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 City of Coquitlam’s Supplementary General Conditions to the CCDC 2 – 2008 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)

2. CORPORATE

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

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

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

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

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

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

d) SUB-CONTRACTORS - The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP. No changes, additions or deletions are to be made to these subcontractors without the City's written approval:

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

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

e) HEALTH AND SAFETY

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If no, explain:

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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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:

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3. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**

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

4. **TECHNICAL**

a) APPROACH and METHODOLOGY Summarize the key features of your Proposal and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work.
i. Delivery, Set-Up and Execution - Proposals should address the plan for the delivery, set up and execution of the work; as well as the disposal, recycle or reuse for the surplus materials. Include any safety and pedestrian control measures.
ii. Quality Assurance - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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

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iv. **Safety** - Proponent is to state how they will address safety on the work site.

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v. **Disposal and Recycling** - Provide details on all disposal and recycling locations.

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f) COMPLETION DATE

I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **May 8, 2026**. This date will be an important consideration in the evaluation.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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II. If Proponent has stated NO, please state date and explanation as to proposed completion date:

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5. FINANCIAL

a) PRICE - Prices proposed are to be all inclusive; therefore, include all labour, material, mark-ups, 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.	Removal/grinding/preparation	Total	\$
ii.	Repair and coating	Total	\$
iii.	Weatherproof enclosure (cash allowance)	Total	\$
iv.	Other not Listed:		\$
v.	Other not Listed:		\$
vi.	Other not Listed:		\$
	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 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** (per section 2 of RFP) and should our Proposal be selected, agree to the City’s **Supplementary General Conditions** (SGC’s) to CCDC 2 – 2020, and would be prepared to enter into in an agreement that incorporates the SGC’s, and will accept the City’s Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker’s Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

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

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

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