

City of Coquitlam

Request for Proposals

RFP No. 25-038

Calgary Drive Demolition Phase 2

## TABLE OF CONTENTS

<b>1</b>	<b>KEY DATES</b> .....	<b>3</b>
<b>2</b>	<b>PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS &amp; CONDITIONS</b> .....	<b>3</b>
<b>3</b>	<b>DEFINITIONS</b> .....	<b>4</b>
<b>4</b>	<b>INSTRUCTIONS TO PROPONENTS</b> .....	<b>5</b>
4.1	Acknowledgement .....	5
4.2	Purpose .....	5
4.3	Mandatory Site Visit .....	5
4.4	Proposal Submission .....	5
4.5	Prices .....	5
4.6	Requested Departures .....	5
4.7	Evaluation Criteria .....	6
4.8	Project Timelines .....	8
4.9	Holdbacks .....	8
<b>5</b>	<b>PROJECT SPECIFIC TERMS AND CONDITIONS</b> .....	<b>8</b>
5.1	Environmental Protection .....	8
<b>6</b>	<b>SCOPE OF SERVICES</b> .....	<b>9</b>
6.1	Background .....	9
6.2	Site Summary .....	9
6.3	Scope of Work .....	10
6.4	Qualified Personnel .....	12
6.5	Tree Protection and Environmental Control .....	13
6.6	Utilities and Water Use .....	14
6.7	On-Site Hazards .....	14
6.8	Permits and Regulations .....	14
6.9	Protection of Public .....	14
6.10	Hours of Work .....	14
6.11	Extra Work .....	14
6.12	Public Relations .....	15
6.13	Clean Up .....	15

## [PROPOSAL SUBMISSION FORM](#)

## 1 KEY DATES

<b>RFP Issue Date</b>	<b>Friday, June 20, 2025</b>
<b>Mandatory Site Visit: Date Time and Location</b>	<b>1:30 PM</b> <b>Thursday, July 3, 2025</b> <b>LOCATION:</b> Proponents are to meet at the top (north end) of Edwards Street, Coquitlam, BC <b>See Section 4.3 below – Site Visit details</b>
<b>Deadline for Questions</b>	<b>2:00 PM (local time)</b> <b>Monday, July 7, 2025</b>
<b>Submission Deadline</b>	<b>2:00 PM (local time)</b> <b>Friday, July 18, 2025</b>

## 2 PROCUREMENT REQUIREMENTS, GUIDELINES, AND TERMS & CONDITIONS

All applicable requirements, guidelines, and terms and conditions for City procurement processes including, but not limited to, RFPs, RFIQs, and RFIs etc. are available on the City's website under [City Purchasing Information](#).

To be eligible for the award, the City requires only the successful Proponent to agree to and have the following in place *before* providing any Goods or Services. The applicable requirements to this process are:

- a) Instructions to Proponents
- b) City Standard Terms and Conditions - Purchase of Goods and Services
- 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 with the successful Proponent.**

### 3 DEFINITIONS

**“City” “Owner”** means City of Coquitlam;

**“Contract”** means the City Purchase Order that will be issued to formalize the Contract with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, the Terms and Conditions of Contract included in this RFP, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City;

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

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

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

**“Proponent”** means responder to this Request for Proposals;

**“Proposal”** means the submission by the Proponent;

**“Request for Proposals” “RFP”** shall mean and include the complete set of documents, specifications and addenda incorporated herein, and included in this Request for Proposals;

**“Services” “Work” “Works”** means and includes the provision by the successful Proponent of all services, duties, and expectations as further described in this RFP. This will also mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the Contractor;

**“Shall” “Must” “Will” “Mandatory”** means a requirement that must be met;

**“Site”** means the place or places where the Services are to be performed; and

**“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 hən̓q̓əmiñəh̓ (HUN-kuh-MEE-num) word kwikwə́ləm (kwee-KWET-lum) meaning “Red Fish Up the River”. The City is honoured to be located on the kwikwə́ləm traditional and ancestral lands, including those parts that were historically shared with the k̓íçəy̓ (kat-zee), and other Coast Salish Peoples.

### 4.2 Purpose

The City requests proposals from experienced qualified firms to provide hazardous abatement and demolition services for the **Calgary Drive Demolition Phase 2**.

### 4.3 Mandatory Site Visit

#### **Physical Requirements**

As the site location is off grid Proponents will be required to walk/hike a short distance in a forest setting approximately 15 minutes each way that will have an incline. Known risks include:

- Unlicensed dam;
- Unmaintained roads;
- Failing structures and debris; and
- Wildlife, including bears and insects.

Access will be at the Proponents sole risk and attendees will be required to sign a waiver of claims and losses against the City in order to access the site. Proponents attending the Mandatory Site Visit must be wearing appropriate Personal Protective Equipment.

The Proponent is responsible for familiarizing themselves with the site during the mandatory site visit including, but not limited to, taking photos of the existing debris piles and current site conditions for purposes of bidding.

### 4.4 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.

### 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) 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:

<b>Proposal Evaluation Summary</b>	<b>Maximum Points to be Awarded</b>
<a href="#">Corporate</a>	10
<a href="#">Sustainable Benefits and Social Responsibility</a>	5
<a href="#">Technical</a>	50
<a href="#">Financial</a>	35
<b>Total</b>	<b>100</b>

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
- References
- Sub-contractors
- Key Personnel on project team, 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
- Schedule and Completion Date

**Financial**

- Prices
- Labour 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 Timelines

The successful Proponent is to achieve substantial completion of the Work on or before **September 19, 2025**.

Final acceptance is to be completed by **September 26, 2025**.

4.9 Holdbacks

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

## 5 PROJECT SPECIFIC TERMS AND CONDITIONS

5.1 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. The Contractor is also responsible to coordinate with the City's environmental consultant for all Erosion and Sediment Control (ESC) measures.

An Erosion and Sediment Control (ESC) Permit from the City of Coquitlam is not required for the project. However, notice for preparedness for review of site protection fencing, and ESC measure setup is to be provided. Best practices defined under the City webpage must be maintained as the minimum quality of care through the course of

Work. The Contractor will be responsible for any field directed fencing adjustments or ESC measures directed by the City, should the City be dissatisfied with the Contractor's compliancy of adhering to the Streamside Drainage System Protection Bylaw and maintaining clean entry/egress from the property and other Best Practices defined on the City webpage.

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

Immediately contain and clean up any leaks and spills of prohibited materials. Ensure that a well-stocked spill kit is on-site at all times and that the Contractor's employees are familiar with appropriate spill response techniques.

## 6 SCOPE OF SERVICES

### 6.1 Background

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

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

The condition of the site and improvements requires attention due to the safety hazard of the dilapidated structures and large amounts of refuse onsite. The City commissioned Kinetic OHS Services Ltd. to conduct an assessment of the damaged structures located to determine whether a hazardous materials survey could safely be performed. All of the structures were observed to be in poor condition and likely to be unsafe to enter unless an Engineer certifies that the structures are safe. **All debris must be treated and disposed of as asbestos waste.**

### 6.2 Site Summary

The Site is mostly forested and contains two vacant, derelict structures , as well as an unlicensed dam which bisects the site. The Site also contains several anthropogenic debris piles and abandoned vehicles. The access road that once led to one of these structures has been eroded by the dam over time. The dam is planned for removal as part of the latter stages of site remediation, subject to environmental permitting. A temporary access road crossing Partington Creek Tributary 6B immediately north of the reservoir pond was constructed for the interim to facilitate access and demolition of existing structures.

**a) Debris Pile/Structure 5**

Debris Pile 5 is located on the east side of the dam within a narrow peninsula that separates the dam pond and the surface outlet channel. The primary debris is a wood and tarp shelter with a metal roof. To the east there is a metal rear axle from a truck, a truck canopy, propane canisters and various metal scraps. The area of disturbance is approximately 26m<sup>2</sup>.

**b) Debris Pile 6**

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

Within the disturbance area, there are six apparent above-ground heating oil or fuel tanks, accompanied by sixteen metal drums (internal liquid if any unknown). The majority of these items are located in the southern portion of the debris pile, while one oil tank is situated to the north, and a few drums are scattered. Additionally, the disturbance encompasses a collapsed RV, along with various metal pipes, car parts, an oven, wood debris, plastics, and a water heater. The area of disturbance is approximately 580 m<sup>2</sup>.

**c) Debris Pile/Structure 7**

Debris pile 7 is located northeast of the Edwards Street dam and is the location of the second (main) house. The disturbance area includes two houses disconnected with a wood framed, metal roofed workshop located between them. Both housing units feature collapsed metal roofs with various household appliances, metal scraps, cinderblock walls, wood, and plastic debris within. The north house has what appears to be two above ground heating oil tanks located directly east and one oil heater located below the house. The wooden workshop has a suspected heating oil tank located to the north. Within the surrounding disturbed areas there are various household appliances, a metal trailer and truck frame, with various plastic and metal debris. The area of disturbance is approximately 1500m<sup>2</sup>.

### 6.3 Scope of Work

The Contractor shall provide all materials, tools, machinery, labour and supervision necessary for the demolition/removal/disposal of the existing structures and debris zones identified in Section 6.2 of this RFP. Prior to bidding, the Contractor should, inspect, and familiarize themselves with the site and every condition potentially affecting the Works to be executed, so that the execution of the Contract by the successful Contractor is founded and based upon the Contractor's own examination, information, and judgment. Failure to visit the site(s) prior to the Proposal Closing Date will in no way relieve the successful Contractor from the necessity of furnishing any material or performing any work that may be required to complete the work in accordance with the conditions and specifications without additional cost to the City.

Subject to the conditions listed below, the Contractor shall demolish all structures, facilities, vehicles and other debris (including brush) that comprise the Site, and completely remove them from the Site. Work includes but not limited to:

- a) ESC plans to be submitted with the bid. Demolition operations must be conducted in such a manner as to prevent the introduction of sediment and waste materials into any watercourse channel so as to protect the fish habitat and to avoid a violation under the City's Stream and Drainage System Protection Bylaw No. 4403, 2013.
  - Perimeter control boundaries to be established where demolition and disturbances yield exposed surfaces within 30m of existing watercourses or wetlands.
  - The Contractor shall be responsible for the removal and proper disposal of all materials.
- b) Debris to be delivered to the landfill in accordance with provincial and local codes and regulations. All loads shall be covered and secured prior to and during transport. The Contractor relieves the City of all liability in the disposal of debris. The Contractor is responsible for all fees and permits, if applicable.
  - All materials to be treated as hazardous waste and must be disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.
  - Contractor is responsible for removal and disposal of any liquids and sludges that may be found onsite including diesel fuel, unleaded gasoline, water, solids, and/or sludge according to all applicable regulations.
- c) The Contractor shall effectively water, sprinkle and dampen the workings of the site with such frequency as will satisfactorily allay any dust during all hours that work is being performed. The site is not connected to services and the Contractor will be required to bring water from offsite in tanks.
- d) The Contractor shall take all necessary precautions to eliminate fire hazards and make periodic inspections to ensure proper preventative measures are being complied with by all personnel working on the site.
- e) The Contractor shall provide dust screens, barriers, and warning signs in locations where demolition work is adjacent to areas environmentally sensitive areas including the Partington Creek tributary and dam.
- f) The Contractor is responsible to arrange and pay for all required municipal and other permits including Damage Deposits required for the Work. No demolition permit is required by the City for this property as it is outside the Urban Containment Boundary.
- g) The Contractor is responsible to provide safety fences and to ensure the security of the on site work area at all times. The responsibility falls on the Contractor to be aware of the potential risk and must have the appropriate insurance for their equipment on site.

- h) The Contractor shall be responsible for the removal of any personal belongings or garbage left behind on-site by previous owners.
- i) Any earth disturbed in the removal must be backfilled and graded to the satisfaction of the City.
- j) The Contractor is required to maintain an orderly site and prevent and build-up of water, dead plant material, dirt, rubbish, and construction materials. Work sites must be left in a clean and orderly state at the end of each work day.
- k) The Contractor will at all times ensure the safety of the public (vehicular and pedestrian traffic) and its employees while performing the services.
- l) Vegetation located within 50 metres of the top-of-bank of the watercourses must not be removed and must be protected from potential damage and soil compaction resulting from the use of heavy machinery.
- m) Good Neighbor Development Policy - This policy outlines the City's expectations during the Work. The purpose of this policy is to:
  - Highlight City regulations relevant to Good Neighbour Development practices
  - Place greater onus on the Contractor to follow those regulations
  - Manage and monitor compliance with all applicable requirements
  - Encourage early and ongoing communication between the Contractor and neighbours
  - The Good Neighbor Development Policy may be found [Here](#)

As part of the demolition, the City has engaged a Qualified Environmental Consultant ("QEP") who will oversee the environmental management of the site, which will require coordination with the contractor.

#### 6.4 Qualified Personnel

All Work shall be performed by skilled persons including, the abatement of hazardous materials in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. 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:

- a) **Dangerous Materials**  
Any and all dangerous or hazardous materials removed from the site are to be separated and disposed of in accordance with all applicable policies, guidelines and standards from authorities having jurisdiction.
- b) **Restricted Access**  
Due to the presence of assumed asbestos contamination and unstable building conditions, access to the interior and exterior perimeter of the structure must be

strictly limited to trained and authorized personnel. At minimum, these individuals must follow “Moderate Risk Work Procedures” as defined by WorkSafeBC and be equipped with HEPA-filtered respirators and impermeable coveralls.

This restricted access requirement shall remain in effect until a qualified person has completed a full inspection of the site and confirmed in writing that the asbestos abatement has been performed to a high standard of cleanliness.

#### 6.5 Tree Protection and Environmental Control

No tree protection fencing or tree cutting is required as part of the Scope of Work. All mature trees >20cm diameter at breast height (DBH) shall be protected during the completion of demolition and debris removal activities:

- Equipment access shall be prohibited within the ‘drip line’ of canopy for existing trees – debris removal and demolition activities shall be restricted to manual removal or machine supported removals with no tracked access, disturbance of soil profiles, or bulk excavation occurring within the ‘drip-line’ and flagging limits established by the QEP.
- Noxious weed occurrences are present within the demolition area. Clearing and removal of noxious, if required, will be subject to management of plant parts and contaminated soils managed pursuant to Invasive Species Council of Metro Vancouver, best management practices.
  - Tracked equipment access shall be prohibited within 5m of noxious weed occurrences with an access management zone of 20m applicable beyond the exterior boundary of knotweed. Vegetation clearing, materials management, and offsite transport shall be completed under the supervision of the QEP and adhering to best management practices including onsite equipment cleaning/washing following interaction with noxious weeds to mitigate the risk of onsite spread of noxious weeds.
  - All cleared noxious weed plant parts and disturbed soils shall be placed on tarps and transferred to dedicated bins for offsite transport to a designated disposal facility for deep burial or incineration. Chain of custody records for offsite disposal shall be provided to the QEP and City of Coquitlam.
  - Undisturbed noxious weed occurrences will require no formal treatment by the contractor and will be the responsibility of the City of Coquitlam following completion of demolition and site cleanup through herbicide application.
- Erosion & Sediment Control (ESC) measures are to be included as a contingency, ensuring all disturbed areas with potential for erosion are protected through methods such as straw or wood mulch berms. The Contractor shall maintain adequate ESC throughout the duration of the Work and restore disturbed surfaces upon project completion at the direction of the QEP. Generally, ESC should be

anticipated to application of straw mulch, composted mulch, hydraulic mulch treatments applied to stabilize disturbed areas, and establishment of perimeter controls to prevent the transfer of sediment to aquatic ecosystems.

#### 6.6 Utilities and Water Use

There is no electricity available on site. Water required for ESC, dust control, and dampening activities must be sourced offsite and transported to the Work area by the Contractor. The on-site pond is strictly prohibited from use as a water source unless required for an on-site fire suppression emergency. The Contractor shall ensure all ESC and dampening requirements are met as specified, utilizing only offsite water sources.

#### 6.7 On-Site Hazards

The Contractor is to make themselves aware of any and all on-site hazards in or near to the Work area and to take every precaution necessary to eliminate any risk that may exist. If an on-site hazard exists that is causing or may cause injury to any person(s), the Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.

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

#### 6.8 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.

#### 6.9 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.

#### 6.10 Hours of Work

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

#### 6.11 Extra Work

The Contractor must receive written approval from the City prior to commencing any additional works which will affect the project cost or schedule. A Change Order form must be submitted in the event the Contractor fees exceed the original proposed

purchase order amount. In this situation the Contractor will be requested to submit scope of Work change alternatives to meet the budget.

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

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

#### 6.12 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.

#### 6.13 Clean Up

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

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



City of Coquitlam

## PROPOSAL SUBMISSION FORM

RFP No. 25-038

### Calgary Drive Demolition Phase 2

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](http://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 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.

<b>Legal Name of Company</b>	
<b>Contact Person and Title</b>	
<b>Business Address</b>	
<b>Telephone</b>	
<b>Email Address</b>	

**1. DEPARTURES AND AWARD**

<b>a) CONTRACT</b> - I/We have reviewed the City's <a href="#">Standard Terms and Conditions - Purchase of Goods and Services</a> 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>b) SERVICES</b> - 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**

<b>a) CAPABILITIES, CAPACITY AND RESOURCES</b> - 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>b) REFERENCES</b> – 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):	
<b>Reference No. 1</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	

<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 2</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:
<b>Reference No. 3</b>	
<b>Project Title and Description of Contract</b>	
<b>Size and Scope</b>	
<b>Work Performed</b>	
<b>Start Date and End Date</b>	
<b>Contract Value</b>	
<b>Completed on budget and schedule</b>	
<b>Project completed on schedule</b>	
<b>Reference Information</b>	Company:
	Contact Name:
	Phone Number and Email:

**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.				

<b>d) SUB-CONTRACTORS</b> - 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:	
<b>Sub-Contractor No. 1</b>	
<b>Legal Name</b>	
<b>Trade/Services Performed</b>	
<b>Background and Experience</b>	
<b>Contact Information</b>	Name:
	Phone Number:
	Email Address:

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

<b>e) HEALTH AND SAFETY</b>	
I. Proponent to attach current <u>Work Safe BC Employer Report</u>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>If no, explain:</b>	
II. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
III. Is your company COR (Certificate of Recognition) certified with respect to WorkSafeBC?	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
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:	

<b>f) Proponent is to confirm its staff are experienced, qualified and possess the appropriate asbestos abatement training and certification to perform the Services:</b>	
<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

### 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**

<b>a) APPROACH and METHODOLOGY</b> 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. <b>Delivery, Set-Up and Execution</b> - 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. <b>Quality Assurance</b> - Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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

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

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

vi. **Waste Manifest Documentation** - The Contractor shall provide all waste manifest documents prior to substantial completion.

**b) Erosion Sediment Control Plan** - State how ESC will be conducted:

**c) COMPLETION DATE**

I. The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **September 19, 2025**. This date will be an important consideration in the evaluation.

**Yes**

**No**

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

**5. FINANCIAL**

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

ITEM	SCOPE OF WORK	Unit of Measure	PRICE (exclude GST)
i.	Debris Pile 5 removal and disposal	Lot	\$
ii.	Debris Pile 6 removal and disposal	Lot	\$
iii.	Debris Pile 7 removal and disposal	Lot	\$
iv.	ESC Measures	Lot	\$
v.	Security Fencing	Lot	\$
vi.	On-site Security	Lot	\$
vii.	Other not Listed (specify)		\$
	<b>TOTAL</b>		<b>\$</b>

**b) ADDITIONAL EQUIPMENT RATES**  
The Proponent is to provide equipment rates for all equipment that will be involved in the Work. The equipment rates will remain firm for the term of the Contract and will be used by the City for the purpose of evaluating and valuing changes in the Work in the case of lump sum, or in case of force account valuation. The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

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

**Attention Purchasing Manager:**

6. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFP and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/Bid-Opportunities), and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services, submit this Proposal in response to the RFP.
7. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFP document.
8. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
9. **I/We acknowledge** receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal.

Addendum No.	Date Issued

**This Proposal** is submitted this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

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