

**City of Coquitlam**

**REQUEST FOR PROPOSALS**

**RFP No. 21-003**

**Construction of Washroom Buildings at Mundy Park – Chilko Entrance**

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

**Friday, February 12, 2021**

(Closing Date and Time)

**INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Proposal submissions are to be consolidated into one PDF file and uploaded electronically through Q-file, 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. Consolidate files into 1 .pdf file and “Send”**

 (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to email: bid@coquitlam.ca )

Proponents are responsible to allow ample time to complete the Proposal Submission process. If assistance is required phone 604-927-3037.

**PROPOSAL SUBMISSION FORM**

**Complete and return this section along with:**

 **□ Consent of Surety**

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Company Name)

1. **PRICE**
	1. Schedule of Quantities and Prices – Construction of Washroom Buildings at Mundy Park Chilko Entrance

All service provided is to be in accordance with all governing regulatory authorities within the City of Coquitlam. Unit price and lump sum prices are to be held firm to completion of the work.

**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** | **SCHEDULE OF VALUES**  | **QTY**  | **UNIT** | **AMOUNT** |
| 1 | Mobilization | 1 | LS |  $ -  |
| 2 | Demobilization | 1 | LS |  $ -  |
| 3 | Supply and installation of water-fountain  | 1 | LS |  $ -  |
| 4 | Supply, installation, maintenance and removal of temporary Erosion and Sediment Control facilities | 1 | LS |  $ -  |
| 5 | Common excavation to achieve design grades of compacted native material, including disposal | 1 | LS |  $ -  |
| 6 | Granular base and building slab preparation | 1 | LS | $ -  |
| 7 | Import fill  | 1 | LS | $ -  |
| 8 | Drain rock w/ Romex ROMPOX DEKO-PRO | 1 | LS | $ -  |
| 9 | Concrete surfacing c/w 100mm depth of granular base | 1 | LS | $ -  |
| 10 | New fence as per COQ-L5A Detail  | 1 | LS |  $ -  |
| 11 | Parking lot accessibility modifications  | 1 | LS |  $ -  |
| 12 | Sanitary System including tanks (all works complete) | 1 | LS |  $ -  |
| 13 | Waterworks (all works complete) | 1 | LS |  $ -  |
| 14 | Growing medium supply and install  | 1 | LS |  $ -  |
| 15 | Hydro seed areas including supply & install | 1 | LS |  $ -  |
| 16 | 2x6 Pressure treated edger | 1 | LS | $ -  |
| 17 | Site electrical (all works complete) including kiosk wrap. Image will be provided by the City.  | 1 | LS | $ -  |
| 18 | Coordination with LEKO precast | 1 | LS | $ -  |
| 19 | New Gravel Pathway | 1 | LS | $ -  |
| 20 | New asphalt pathway  | 1 | LS | $ -  |
| 21  | New exterior painting of the walls & roof as per COC colors and graphics specified. Stencils will be provided by the City.  | 1 | LS |  $ -  |
| 22 | Supply and installation of all washroom fixtures  | 1 | LS | $ |
| 23 | Interior architectural works  | 1 | LS | $ |
| 24 | Interior plumbing works  | 1 | LS | $ |
| 25 | Interior electrical works  | 1 | LS | $ |
| 26 | 24hr leak test for holding tanks  | 1 | LS | $ |
| 27 | Supply and install visual alarm indicator for holding tanks  | 1 | LS | $ |
| 28 | New bollards as per drawings  | 1 | LS | $ |
| 29 | Close out documentation including as-built drawings, survey (CAD) | 1 | LS | $ |
| 30 | Labour and Materials Payment Bond | 1 | LS |  $ -  |
| 31 | Performance Bond  | 1 | LS |  $ -  |
| **OTHERS Not Listed Above** |
| 1 |   | 1 | LS |  $ -  |
| 2 |   | 1 | LS |  $ -  |
| **TOTAL PRICE (exclude GST)** |  **$**  |

LS=Lump Sum

* 1. Optional Prices

The following is a list of Optional Prices and forms part of this Contract, upon the acceptance of any or all of the Optional Prices. The Optional Prices are a deduction from or addition to the Total Proposal Price and do not include GST. **DO NOT state a revised Total Proposal Price**.

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| --- | --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **QTY**  | **UNIT** | **AMOUNT** |
| 1 | Accessible path and parkingOptional price 1 is an extra to add accessible path and parking. Refer to civil. | 1 | LS |  $ -  |
| 2 | Asphalt restoration Optional price 2 is an extra to add a portion of the accessible path regrading. Refer to civil.  | 1 | LS |  $ -  |
| 3 | Concrete slab for holding tanks Optional price 3 is a credit to delete the concrete slab under the holding tanks. Refer to Geotechnical Memorandum in project specification. | 1 | LS |  $ -  |
| **OTHERS Not Listed Above:** |
| 1 |   | 1 | LS |  $ -  |
| 2 |   | 1 | LS |  $ -  |
| **TOTAL PRICE (exclude GST)** |  **$**  |

LS=Lump Sum

* 1. Unit Prices

The unit price is to include labour and machine time. For all storm, sanitary, and supply piping unit pricing to include trenching and backfilling as per specification.

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| --- | --- | --- | --- |
| **ITEM** | **DESCRIPTION** | **UNIT** | **PRICES** |
|  | Excavation & disposal of unused cut materials | M3 | $ |
|  | Supply & Install Additional Imported 75mm Minus backfill material | M3 | $ |
|  | Supply & Install Additional Imported 19mm Minus Granular Base Course Material | M3 | $ |
|  | Supply & Install pedestrian asphalt paving M2 | M2 | $ |
|  | Supply & Install vehicular asphalt paging M2 | M2 | $ |
|  | Supply & Install imported 9mm minus crushed granite M3 | M3 | $ |
|  | Supply & Install bollard posts | Ea. | $ |
|  | Supply & Install new fence as per COQ-L5A Detail | Ea.  | $ |
|  | Other not listed above (specify) |  | $ |

1. **ADDITIONAL LABOUR RATES**

The following are rates for qualified trades personnel that would be used for valuing additional work and services beyond the scope of this RFP on an “as needed and when requested” basis.

These rates are all inclusive without limitation, including all labour, wages, taxes and assessments, benefits payable in accordance with applicable laws, mobilization and demobilization, supervision, administration, small tool allowance including small tool rental, overhead and profit.

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 under item 3 below.

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| --- | --- | --- | --- |
| **Item** | **Labour Rates** | **Straight Time Per Hour**(exclude GST) | **Overtime** **Per Hour**(exclude GST) |
|  | Project Manager | $ | $ |
|  | Project Coordinator  | $ | $ |
|  | Site Superintendent | $ | $ |
|  | Foreman | $ | $ |
|  | Carpenter | $ | $ |
|  | Concrete Finisher | $ | $ |
|  | Landscaper | $ | $ |
|  | Plumber | $ | $ |
|  | Electrician | $ | $ |
|  | Labourer/Helper | $ | $ |
|  | Other not listed above (specify) | $ | $ |
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1. **ADDITIONAL EQUIPMENT RATES**

The rates provided below are all inclusive and include without limitation, operator, fuel, lubrication, service, maintenance, depreciation, mobilization and demobilization, overhead and profit.

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| --- | --- | --- |
| **Item**  | **Equipment** | **Rate Per Hour** (exclude GST) |
| 1. |  | $ |
| 2. |  | $ |
| 3. |  | $ |
| 4. |  | $ |
| 5. |  | $ |

1. **CONSENT OF SURETY**

**ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM**

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| **A copy of the original Consent of Surety must be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price.****The original document is to be provided upon request by the City.** |

1. **REQUESTED DEPARTURES – CONTRACT**

The Proponent has reviewed the City’s Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF) . I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

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1. **VALUE ADDED**

Provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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1. **SUSTAINABLE PRACTISES AND SOCIAL RESPONSIBILITY**
	1. Sustainable Benefits

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:

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* 1. Social Responsibility
1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

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1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises:

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1. **CONFLICT OF INTEREST DECLARATION**

Proponents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the Cities, their elected or appointed officials or employees:

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1. **CORPORATE PROFILE**

Proponent is to state how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.)

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1. **EXPERIENCE, CAPABILITIES AND CAPACITY**
2. Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

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1. Proponent is to provide a narrative as to their capacity to take on this Contract with respect to manpower and other contracts that may affect their ability in delivering the goods and Services:

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1. **KEY PERSONNEL & QUALIFICATIONS**

The following are the Proponent’s senior staff proposed for this project including the specific identification of the project superintendent. The Contractor is to have a dedicated experienced **project superintendent full time onsite.**

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| --- | --- | --- | --- | --- |
| **Item** | **Name** | **Position** | **Years with company/ Years total experience** | **Qualifications** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |

1. **SUBCONTRACTORS**

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFP and resulting Contract.

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| **Sub-Contractor** | **Services Performed** | **Background and Experience** |
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1. **PRELIMINARY CONSTRUCTION SCHEDULE**

Indicate schedule with bar chart with construction durations but not limited to. Contractor to add activities with durations as required.

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| --- | --- | --- | --- | --- |
|  **CONSTRUCTION ACTIVITY** |  |  |  |  |
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Prior to the start of construction, the Contractor will be required to provide a detailed **CONSTRUCTION SCHEDULE** ‘Gantt Chart’ Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated construction schedule with each progress claim.

**MUNDY PARK CHILKO ENTRANCE SITE:**

**Commence Construction Onsite** **March 4 2021 or earlier**

**Substantial completion date** **September 3, 2021 or earlier**

**Total completion date** **October 29, 2021 or earlier**

Proposed Disposal Site:

1. **COMPLETION DATE**

The Proponent states that they are available and ready to start this work and confirms the work shall be completed on or before **September 3, 2021**. This date will be an important consideration in the evaluation.

YES 🞎 NO 🞎

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

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1. **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.

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| --- | --- | --- |
| **Equipment****(including power tools to be used)** | **Make / Model** | **Year** |
|  |  |  |
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1. **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.

**Delivery, set-up and execution of the work** - 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.

**Quality Assurance** - Provide the measures the Project Superintendent will use to maintain quality control at the worksite to completion of the project.

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

**Safety** – Proposal is to provide how the Proponent will address safety on the work site.

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| **Delivery, set-up and execution** |
|  |
| **Quality Assurance** |
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| **Risk Factors** |
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| **Safety** |
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1. **EXPERIENCE AND REFERENCES**

Provide references and contact information from recent relevant successful projects completed within the last 5 years.

Contracts indicated below should be related to operations similar in size, scope and complexity. By submitting a proposal, Proponents consent to the City to check and verify information provided. Information obtained from references will not be disclosed or discussed with any Proponents.

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

|  |  |
| --- | --- |
| **Year Started** |  |
| **Year Completed** |  |
| **Description of Contract or Project** |  |
| **Company** |  |
| **Contact Person** |  |
| **Telephone and Email** |  |
| **Contract Value** |  |

1. **HEALTH AND SAFETY PROGRAM**
2. Confirm the Proponent has a written safety program in place that meets the requirements of WorkSafeBC?

YES 🞎 NO 🞎

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

YES 🞎 NO 🞎

1. Proponent is to state how they would address site safety requirements on this project with respect to COVID-19:

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| --- |
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1. **ADDENDA**

We acknowledge receipt of the following Addenda(s) related to this Request for Proposal and have incorporated the information received in preparing this Proposal:

|  |  |
| --- | --- |
| **Addendum No.** | **Date Issued** |
|  |  |
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1. **AUTHORIZATION**

We hereby submit our Proposal for the services as specified and undertake to carry out the work in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFP.

We agree to the rules of participation outlined in the [Instructions to Proponents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF) and should our Proposal be selected, will accept the City’s Contract: [Standard Terms and Conditions - Purchase of Goods and Services](https://www.coquitlam.ca/DocumentCenter/View/1446/10-02-2019-Standard-Terms-and-Conditions---Purchase-of-Goods-and-Services-PDF)

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

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

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