

City of Coquitlam

Request for Proposals

RFP No. 21-027

City Centre Aquatic Complex and Public Safety Building Lighting Upgrade

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PROPOSAL SUBMISSION FORM

APPENDIX A – City Centre Aquatic Complex - Specifications & Drawings

APPENDIX B - Public Safety Building - Fixture Count

APPENDIX C - Public Safety Building - Light Specifications

SUMMARY OF KEY INFORMATION

RFP Reference	RFP No. 21-027 City Centre Aquatic Complex and Public Safety Building Lighting Upgrade
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from qualified firms for the provision of City Centre Aquatic Complex and Public Safety Building Lighting Upgrade .
Closing Date and Time	2:00 pm local time Tuesday, May 11, 2021
Instructions for Proposal Submission	Proposals are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at qfile.coquitlam.ca/bid <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) Phone 604-927-3037 should assistance be required. The City reserves the right to accept Proposals received after the Closing Date and Time.
Obtaining RFP Documents	RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities Printing of RFP documents is the sole responsibility of the Proponents.
Instructions to Proponents	The guidelines for participation that will apply to this RFP are posted on the City's website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFP number and name up to 3 business days before the Closing Date sent to email: bid@coquitlam.ca
Addenda	Proponents are required to check the City's website for any updated information and addenda issued, before the Closing Date at the following website: https://www.coquitlam.ca/Bid-Opportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.
Terms and Conditions of Contract	City of Coquitlam Standard Terms and Conditions - Purchase of Goods and Services are posted on the City's website and will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“Accepted” “Approved” “Authorized” “Required” or words of similar import are used, such words refer to the approval, acceptance, requirement, or authorization of the City unless expressly stated otherwise

“Agreement” “Contract” means the contract for services or City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City.

“City” “Owner” means City;

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services in relation to this RFP.

“Contractor” means the person(s) firm(s) or corporation(s) appointed by the City to carry out all duties, obligations, Work and Services first contemplated 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.

“Manufacturer” means refers to the company that manufactures the components and equipment backed by a warranty against defects. They also provide recommendations on the proper application and installation methodology of their products;

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

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

“Proponent” means responder to this Request for Proposals;

“Proposal” means the submission by the Proponent;

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

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

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

“Supply” “Provide” shall mean supply and pay for and provide and pay for

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The purpose of this RFP is to invite Proposals from qualified, experienced and licensed companies for the **City Centre Aquatic Complex and Public Safety Building Lighting Upgrade** as stated within this RFP.

1.2 Mandatory Site Visit

A mandatory site visit is scheduled for:

MANDATORY SITE VISIT	
PROCESS	Due to COVID 19 the City will be following mandatory Provincial Health Guidelines for carrying out the site visit(s).
DATES:	Tuesday, April 27, 2021. Times of site visits will be confirmed after the RSVP deadline. The City may hold multiple meetings in order to adhere to COVID-19 measures.
LOCATION:	1210 Pinetree Way, Coquitlam, BC V3B 7T8 **Proponents are to meet onsite **
TIMES:	Times will be confirmed after the RSVP deadline in order to adhere to COVID-19 measures.
RSVP & ATTENDANCE:	Limit of 1 (one) representative per prospective Proponent. Proponents are to email bid@coquitlam.ca by 2:00 pm Monday, April 26, 2021 to express interest in attending, along with copies of the front and back of attendees valid driver's license for RCMP check.

First site meetings will begin at Public Safety Building and end at City Centre Aquatic Complex. Proponents are to meet outside the garage doors on Guilford Street and register their attendance with the City representative. Once the Site Meeting is complete at Public Safety Building, Proponents will walk across the street to the City Centre Aquatic Complex.

Second site meeting (if required) will begin at City Centre Aquatic Complex and end at Public Safety Building. Once the Site Meeting is complete at City Centre Aquatic Complex, Proponents will walk across the street Public Safety Building.

Due to COVID-19, the City requests that Proponents email the City to register for the site visit. Based on registration numbers, the City may have multiple site visit dates and times to ensure proper social distancing and to ensure the safety of all in attendance. The City of Coquitlam will adhere to proper provincial Covid-19 measures and ensure physical distancing and minimal sized gatherings are in place.

Interested parties should be prepared to attend one of the site visits. No questions will be answered during the site visits; questions are to be submitted to bid@coquitlam.ca and an addendum will be issued to answer all questions and ensure consistency between meetings.

1.3 RCMP Security Check

For all attending the mandatory site meeting and performing the Work, **the following information MUST be provided to the City email: bid@coquitlam.ca**. This information is being sent to the RCMP for basic background checks before allowing anyone to attend the site visit or perform the Work in the RCMP areas:

- Company name
- Photo of the front and back of your valid driver's license

If anyone is not allowed to enter the RCMP area of the Site, they will be advised. On the day of the site visit, all attendees **MUST** provide government issued photo ID, they must sign in, and they may **not take any photos without approval of RCMP security escort**.

A separate check will be required on all Contractors once the project is awarded. All of the Contractors personnel working on site must obtain a security check in order to perform the Work. Contractor will provide a list of all employees who will be working on site along with a copy of their drivers' license. No personnel shall perform the Work at the Public Safety Buildings without obtaining a RCMP security check. Any approved subcontractors must meet these requirements as well.

Throughout construction, RCMP security will be present at all times for the duration of work within their building.

1.4 Project Timelines

a) Public Safety Building

The successful Proponent will commence work approximately August 3, 2021 and be substantially complete on or before September 6, 2021.

Final acceptance is to be completed by October 29, 2021

b) City Centre Aquatic Complex

The successful Proponent will commence work September 7, 2021 and be substantially complete on or before September 27, 2021.

Final acceptance is to be completed by October 29, 2021

1.5 Qualifications

Proponents submitting a response to this RFP are to be a member in good standing of the BC Electrical Association and/or Electrical Contractors Association of BC and utilize professional qualified personnel

1.6 Proposal Submission

Proponents should complete and submit the information requested in this RFP document on the Proposal Submission Form or in a format that has been approved and is acceptable to the City.

1.7 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are posted on the City's website: [Instructions to Proponents](#)

By submission of a Proposal, the Proponent agrees and accepts the rules by which the RFP and selection process will be conducted.

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

A complete set of RFP and Contract documents will include:

- i. Request for Proposals Documents
- ii. Proposal Submission Form
- iii. APPENDIX A – City Centre Aquatic Complex - Specifications & Drawings
- iv. APPENDIX B - Public Safety Building - Fixture Count
- v. APPENDIX C - Public Safety Building - Light Specifications
- vi. Addenda 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.

1.8 Prices

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

Prices shall include the provision of all tools, materials, equipment, labour, transportation, fuel, supervision, management, overhead, materials, traffic control, services, all necessary

packing and crating (where applicable), Canadian Customs import and export duties, freight, handling, transportation, insurance, all other associated or related charges, foreign, federal, provincial and municipal taxes, bonding costs, all licences, permits, inspections and all other requirements necessary for the commencement, performance and completion of Services as described.

Taxes are to be shown separately at time of invoicing.

The lowest price of any Proposal will not necessarily be accepted but will be analyzed to determine best overall value.

1.9 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 will evaluate those departures as per Evaluation Criteria.

1.10 Evaluation Criteria

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

Proposal Evaluation Summary	Maximum Points to be Awarded
Corporate Experience, Reputation, Capacity and Resources	30
Technical	40
Financial and Value Added	30
Total	100

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
- Proponent's qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity
- References
- Sub-contractors
- Staff qualifications and experience

Technical

- Methodology, set-up and execution of the Work
- Ability to comply with the stated specifications and requirements
- Schedule, Completion Date and duration of construction
- Equipment and Resources
- Risk factors
- Quality Assurance and Safety

- Departures listed

Financial and Value Added

- Financial offer
- Value Added / Sustainable benefits

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

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

- References may be contacted
- Interviews may be conducted

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal and the City may make such requests to only selected Proponents. The City may consider such clarifications or additional information in evaluating a Proposal.

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

Proponents agree the City may disclose names of Proponents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Proponents.

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

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

1.11 Eligibility

For eligibility, and as a condition of award, the successful Proponent would be required to meet or provide the equivalent:

- a) RCMP Security Check
- b) Commercial General Liability (CGL) insurance \$5M coverage provided on the [City's Standard Insurance Form](#)
- c) [Prime Contractor Designation Form](#) and be responsible for all the Work at the site in accordance with WCB regulations
- d) Be registered and provide WorkSafeBC clearance
- e) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)

1.12 Specifications and Alternatives

Wherever the Specifications state a brand name, make, name of 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 vehicles or equipment 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.

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

1.13 Examination of Proposal Documents and Worksite

The Proponent must carefully examine the Proposal Documents and worksite. 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.

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.

All information in this RFP Document, Site Visit 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.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions of Contract

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 One Year Guarantee

The Contractor shall guarantee to maintain 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 2 weeks of notification. This shall be at no cost to the City.

2.3 On-Site Hazards

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

2.4 Permits Regulations

The Contractor is to obtain permits, pay all fees therefore and comply with all Provincial, Municipal and other legal regulations and by-laws applicable to the Work. If no local regulations, comply with the National Building Codes of Canada, latest revision. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

2.5 COVID 19

*****COVID - 19 Site Safety Requirements*****

Contractor is responsible for following all COVID - 19 site safety requirements which are posted by WorkSafeBC and subject to change as the situation evolves:

- <https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-industry-information/construction>
- <http://www.bccassn.com/media/Guidance%20to%20Construction%20Sites%20Operating%20During%20COVID19.pdf>

- [Contractor COVID-19 Info Sheet](#)

2.6 Environmental Protection

The Contractor shall be responsible to take all necessary measures to comply with requirements of the Federal and Provincial Environmental Protection Agencies and Municipal Acts and Bylaws in respect to air, earth and water pollution.

2.7 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.

3 SCOPE OF SERVICES

3.1 Purpose

The City requires a qualified, experienced Contractor to provide labour, equipment, materials, fuel, transportation, overhead and all that is required for the lighting replacement at City Centre Aquatic Complex and Public Safety Building.

3.2 Background

a) City Centre Aquatic Complex

The City Centre Aquatic Complex is an indoor aquatic centre featuring an Olympic size swimming pool. Construction is underway to expand the City Centre Aquatic Complex, with completion expected in fall 2021. The aquatic areas will remain open during construction except during the regular annual maintenance shutdown in September. [Learn more](#) about the CCAC Expansion project. The City Centre Aquatic Complex lighting upgrade focuses on the pool lighting over the leisure pool and competition pool.

b) Public Safety Building

In 2016, the City completed a lighting retrofit on the 1st and 2nd floors at Public Safety Building. This project will complete the conversion of the remaining lighting on the ground floor and parkade to LED. The goal of this project is to increase efficiency, reduce operating costs and reduce associated greenhouse gas emissions related to interior lighting within the facility. This project is in collaboration with BC Hydro.

3.3 Scope of Work Site Specific

Also refer to the following Appendices:

- 1. APPENDIX A – City Centre Aquatic Complex - Specifications & Drawings**
- 2. APPENDIX B - Public Safety Building - Fixture Count**
- 3. APPENDIX C - Public Safety Building - Light Specifications**

a) City Centre Aquatic Complex

The Contractor shall act as the Prime Contractor and retain all sub-contractors as required for the full scope of the Work per drawings and specifications. Sub-contractors may be but not limited to mechanical contractor, structural contractor, building/roofing, controls, etc.

- Demolition of all lighting fixtures above the competition pool and leisure pool. The Contractor shall first install the new lighting fixtures above the leisure pool and if the City and electrical consultant are satisfied with the light level around the pool, then remove plug-in and flood lights around the leisure pool.
- Demolition of two lighting relay control panels located in storage room and main electrical room. In order to keep consistency with other parts of the project, Contractor shall use only use lighting controls panels as specified in the drawings. No alternates allowed.

- Demolition of the existing pushbutton control switch located in safeguard room and replace with a new set.
- Demolition of existing load center panel located in storage room and replacing with new panel. Contractor shall hand over all removed breakers to City. The Contractor shall allow for after-hours Works to remove and install new load centers. Days/times of shutdowns shall be coordinated with the City minimum 2 weeks in advance.
- All existing recessed mounted and surface mounted fixtures around the deck are out of scope of this project and shall remain.
- Installation of new lighting fixtures above the competition pool and leisure pool.
- Run new 0-10v dimming wiring from relay control panels to each new lighting fixture.
- Luminaires should be accessible from the deck area with hydraulic lifts or boom for ease of maintenance. Installation should be in according to electrical drawings.
- Contractor shall remove the existing lighting pulley system for lighting fixture above the competition pool.
- All removed luminaires and lighting fixtures shall be disposed or recycled in accordance with local bylaws. Confirm with City representative if they would like to retain any equipment prior to disposal/recycling.
- The Contractor shall specify the appropriate route for new 0-10v dimming wiring from lighting relay panels in electrical room and storage room to each new lighting fixture. Electrical drawings indicate diagrammatic routing only. Exact conduit routing shall be determined on site.
- All penetrations of fire rated assemblies for conduits, sleeves, cable trays etc. shall be fire stopped using a fire stop assembly material and methods that meet the requirements of CAN/ULC-S115 and installed according to manufacturer's specification.
- Any uni-strut required for mounting of new pendent fixtures shall be stainless steel 316 and powder coated to match existing ceiling finish.
- Lighting control programming and dimming levels shall be reviewed and approved by City during the commissioning.
- The Contractor shall allow for structural uni-struts to span trusses to allow new lighting fixtures to be suspended per location as shown in electrical drawings. Contractor shall retain structural engineer to design, review and provide Letters of Assurance for the structural uni-struts.

- Stem length for new downlight fixtures should be selected so that after installation, the lower surface of the fixtures be 6 inches below the truss.
- The Contractor shall provide seismic restraint and anchorage for all lighting fixtures in accordance with the current edition of BC Building Code and all applicable building bylaws.
- All power cutovers shall be done after hours.
- Contractor shall be responsible for general builders works and making good of any damaged caused by this project (concrete pad extension, touch-ups, etc).
- Contractor shall photograph all existing conditions prior to commencing Work. Any damaged noted upon completion of this project will be reviewed against the photographs taken at the start of the project. Any damage not photographed at project commencement but observed at the completion of the project shall be the responsibly of the Contractor to rectify.
- Contractor shall be responsible for the rental of all rigging means including boom lift, scaffolding, etc as required to remove and install the new lighting system.

b) Public Safety Building

This project includes retrofitting all fluorescent fixtures with new LED lamps and T8 ballasts, changing lampholders and cleaning fixtures.

Contractor shall verify voltage of existing lamps on site prior to ordering. If 347V lamps are utilized, Contractor shall allow for disconnect switch per CEC Rule 30-308(4) for each luminaire utilizing double-ended lamps connected to a ballast or driver.

Where existing dimmable lamps are replaced with new, ensure new lamps have dimming capability and utilize same dimming technology (ie. 0-10V)

LED replacement lamps shall match color temperature of existing lamps.

Replacement lamps shall be from a reputable manufacturer (ie Philips, Acuity, Copper, etc) and offer minimum 50,000 hour lamp life

Scope includes but not limited to:

- Replace lamps and ballasts with new LED lamps and new electronic ballasts.
- Replace damaged lamp holders.
- Remove waste and recycle old lamps and ballasts according to local bylaws.
- Replace four (4) fixtures in guard's office with LED flat panels, retrofit explosion proof fixtures in flammable storage room, retrofit shower pot lights.
- Occupancy sensors will also be added to several locations.
- Explosive proof fixtures (CES J40S or equivalent) to be used in flammable storage room.

- Contractor to verify all existing lighting fixtures on site.
- Contractor shall review the site in detail to determine the exact quantities and locations of electrical and mechanical equipment.
- All redundant, unused wiring and junction boxes, including any wiring in the ceiling space shall be removed by Contractor. All unused wiring shall be removed back to source and made safe.
- Fire alarm and other life safety system devices shall be properly protected and remain operational during and after demolition.
- Contractors shall provide all necessary temporary power and lighting as required.
- Uniformity of manufacture is to be maintained.

3.4 Installation Specifications

No deviation from the specifications without prior consent from the City is allowed.

3.5 Inspection of Services

- a) All Services provided shall be subject to inspection and shall meet the approval of the City. If they are not approved, the City shall have the right to reject them or to require correction.
- b) Acceptance or rejection of the Work shall be made as promptly as practical, but failure to accept or reject the Work shall not relieve the Contractor from responsibility for Services provided not in accordance with the Contract.
- c) The City will not be deemed to have accepted the Services by virtue of a partial or full payment for it.
- d) The City shall be the final judge of all Services and its decisions of all questions in dispute will be final.

3.6 Hours of Work

The Contractor shall carry out the Work during normal working hours, and in compliance with the City's Noise Bylaw.

The Contractor may apply for exemptions to the noise by-laws to work weekends. The City does not guarantee exemptions will be granted. No shift premiums will be paid for weekend Work.

3.7 Schedule

The Contractor to provide a project schedule prior to the start of construction. The schedule must identify all the necessary start and completion dates of construction, construction activities, submittals process activities, material deliveries, and other milestones required to give a complete review of the project. The Contractor to submit an updated project schedule with each Progress Claim.

- a) Provisions, Scheduling and Coordination:

- I. Contractor will be responsible to control construction dust and noxious odors with adequate ventilation
- II. Site progress meetings will be scheduled by the City Project Manager on a weekly basis or as deemed necessary depending on the progress of the Work. Meeting minutes will be documented and distributed by the Contractor on record not later than three working days from the date of the meeting.
- III. 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.
- IV. 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.
- V. The Contractor to provide a two (2) week “look ahead” project schedule based upon the current monthly updated schedule as approved at the weekly site progress meetings and that identifies the daily planned activities for that period. If, in the opinion of the City Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take steps necessary to improve its progress, including those that may be required by the Contractor, without additional cost to the City. In this circumstance, the City may require the Contractor to provide a recovery plan, and to submit for approval any supplementary schedule or schedules in Gantt chart form, as the City deems necessary to demonstrate how the approved rate of progress will be regained.

3.8 Qualified Personnel

All Work shall be performed by qualified and skilled persons pertaining to the licensing and qualifications for the respective trades in strict accordance with the applicable Municipal, Provincial, Federal and other laws, regulations, standards, codes, etc. including, the abatement of hazardous materials if required. 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.

All actions performed by Contractor must be properly recorded and all new installations must be accompanied by appropriate permits, drawings, engineering reports, maintenance manuals and training at completion must be provided to the City.

3.9 Delivery, Storage, and Handling

All materials and equipment to be new.

No storage or waste bins will be allowed at Public Safety Building, all equipment and material being installed to be brought with Contractor on day of installation and all items and garbage removed daily.

City Centre Aquatic Complex, location of site storage of materials and waste bins to be coordinated after award.

All packaging material must be removed from sites at the Contractor's expense.

3.10 Clean Up

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

3.11 Site Conduct

All Contractors' personnel who may be dealing with the public shall conduct themselves in a courteous and polite manner.

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

The Prime Contractor will be responsible for developing a safety plan and for on boarding all trades, City and Consulting personnel entering the site with Site Safety Orientation, and protocols in accordance with WorkSafeBC Guidelines.

3.13 Equipment, Materials and Workmanship

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

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the Services agreed to.

All Work shall be performed or supervised by licensed, skilled, qualified electrician.

All equipment, materials and labour utilized and all Workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the Services including but not exclusively:

- a) WorkSafeBC
- b) BC, Municipal & National Electrical Code
- c) Technical Safety Authority BC, Require eligible Class A FSR Certification
- d) Master Municipal Construction Document (MMCD) Specifications
- e) Canadian Standards Association (CSA)
- f) BC Building Code
- g) Workplace Hazardous Material Information System (WHMIS)

3.14 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.

3.15 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.

3.16 Protection of Public

The Supplier shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from equipment drop off or pick up operations and related activities. The Supplier shall promptly report to the City any safety incidents as they occur.

3.17 Site Meetings

The Contractor to coordinate and attend regular site meetings including safety meetings at such intervals as may be deemed necessary by the City for the purpose of coordinating and expediting the progress of the Work.

The Contractor agrees to attend in person or send his authorized representatives to any such meetings which may be called for by the City.

3.18 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or loss in providing the Services. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Services or caused in any other manner whatsoever by the Contractor or its employees.

The Contractor shall rectify any loss or damage for which, in the opinion of the City, the Contractor is responsible, at no charge to the City and to the satisfaction of the City.

Alternatively, the City may repair the loss or damage and the Contractor shall pay to the City the costs of repairing the loss or damage upon demand from the City. Where, in the opinion of the City, it is not practical or desirable to repair the loss or damage, the City may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

The Contractor must use non-marking tires on any lift equipment being used at CCAC

3.19 Payments - Invoicing

The Contractor will submit invoices for goods, services and deliverables that have been provided to the City. Invoices must be location specific, invoices for CCAC and invoices for PSB, the two locations not to be billed on same invoice. Payment will be made to the Contractor for goods, services and deliverables upon receipt, acceptance and approval by the City.

- a. Invoices are to be sent in .pdf format sent to email: apinvoices@coquitlam.ca. The Project Manager is to be copied on the email.
- b. All invoices shall include the Purchase Order number, the project name, the City's Project Manager.
- c. The Contractor shall be paid net 30 days from receipt of invoice and acceptance of the goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the City.
- d. Invoices shall show taxes separately.
- e. Contractor is required to forward to the City's Project Manager a draft copy of the invoice & Schedule of Values for review five (5) business days prior to formal submission to the City.
- f. Each building shall be invoiced separately

Contractor to Invoice on a monthly basis for material purchased and Work that has been completed up to date of invoice and not previously invoiced and paid.

A Statutory Declaration and WCB Clearance Form are required to be submitted monthly with project progress claims to the attention of the City.

3.20 Conduct and Professionalism

The Services shall be conducted and performed in accordance with professional standards of conduct and performance.

Contractors staff, shall at all times, be professionally attired in clean and neat company uniforms, and wear name tags and security identification. Proponents shall provide and pay for uniforms and name tags.

RCMP security identification must be worn at all times while working and this security identification remains the property of the RCMP and must remain onsite when leaving the Public Safety Buildings.

3.21 Approval

In all cases where approval or direction is required, it shall be provided by the City's Project Manager.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-027

City Centre Aquatic Complex and Public Safety Building Lighting Upgrade

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

Tuesday, May 11, 2021

(Closing Date and Time)

INSTRUCTIONS FOR PROPOSAL SUBMISSION

Proposal submissions are to be consolidated into one PDF file and uploaded through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the "Subject Field" enter: RFP Number and Name

2. Add files in .pdf format and "Send"

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

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

PROPOSAL SUBMISSION FORM

Complete and return this section

Submitted By: _____

(Company Name)

Proponents are to provide as much information as possible when replying to each point throughout the Proposal.

1. PRICE

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):

1.1. Schedule of Quantities and Prices – City Centre Aquatic Complex

ITEM	LUMP SUM WORK	TOTAL LUMP SUM PRICE (exclude GST)
1	Mobilization including any rigging means, scaffolding, etc.	\$
2	Demolition – all existing light fixtures, controls, electrical load centers, pully system, etc.	\$
3	New Conduit and wiring – power and 0-10V control cabling	\$
4	New Luminaire supply and install	\$
5	New lighting controls supply and install	\$
6	New electrical load center installation	\$
7	Lighting controls testing and commissioning	\$
8	Optional price for type B fixtures inclusive of supply and install of type b luminaires, associated wiring and controls	\$
9	Demobilization	\$
21	Others not Listed:	\$
22	Others not Listed:	\$
TOTAL PRICE (exclude GST)		\$

1.2. Schedule of Quantities and Prices – Public Safety Building

ITEM	SCHEDULE OF VALUES	QTY	UNIT	AMOUNT
1	Removal and disposal of existing fixtures, ballasts, lamps and wires	509	EA	\$
2	Supply and Installation of vapour proof recessed downlight LED retrofit kit	4	EA	\$
3	Supply and Installation of new lighting - 1L-50W	8	EA	\$
5	Supply and Installation of new lighting - (T-LED)-1L-13W	4	EA	\$
6	Supply and Installation of new lighting - (T-LED)-2L-26W	379	EA	\$

7	Supply and Installation of new lighting - (T-LED)-4L-52W	95	EA	\$
8	Supply and Installation of new lighting - explosion proof 1L-30W	2	EA	\$
9	Installing occupancy sensors	18	EA	\$
10	Testing and commissioning	1	EA	\$
12	Others not Listed:	1	EA	\$
13	Others not Listed:	1	EA	\$
TOTAL PRICE (exclude GST)				\$

2. REQUESTED DEPARTURES – CONTRACT

The Proponent has reviewed the City's Contract and the [Standard Terms and Conditions - Purchase of Goods and Services](#). I/We would be prepared to enter into that Contract, amended by the following departures (list, if any):

3. 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:

4. SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

4.1. 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:

4.2. Social Responsibility

- a) What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, and people with disabilities:

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

5. EXPERIENCE, CAPABILITIES AND CAPACITY

- 5.1. Proponent is to provide a narrative as to their experience and capabilities in delivering goods and Services similar to those requested in this RFP:

- 5.2. Proponent is to provide a narrative as to their capacity to take on this Service Contract with respect to manpower and other Contracts that may affect their ability in delivering the goods and Services within the timeline expectations of the City:

6. SUB-CONTRACTOR

The following Sub-contractors will be utilized in provision of the Services and will comply with all the terms and conditions of this RFP:

Type of Service	Company Name	Phone	Email

7. KEY PERSONNEL

The following are the Proponent's key personnel proposed for use on this project:

Name	Position	Years with Company	Certification	Date Certification Expires

8. EXPERIENCE AND REFERENCES

Proponents shall be competent and capable of performing the services requested and successfully delivered service contracts of similar size, scope and complexity.

Provide current references that the City may contact to verify successful performance of the Services.

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

Description of Contract	
--------------------------------	--

Year Started	
Year Completed	
Company	
Contact Person	
Telephone and Email	
Contract Value	

9. EQUIPMENT AND RESOURCES

Equipment, vehicles and power tools used on this at the Work site must be clearly identified. 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.

EQUIPMENT AND VEHICLES		
Equipment (include power tools over \$2,500)	Make / Model	Year

10. METHODOLOGY, DISPOSAL & QUALITY ASSURANCE

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. Include any safety and pedestrian control measures.

Quality Assurance – Provide the measures the Proponent will use to maintain quality control for the Services being performed.

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.

Delivery, set-up and execution
Quality Assurance
Risk Factors
Safety

11. PLAN

Attached a work plan detailing rigging means (i.e. set up area, and means/methods for installing lights over a pool)

☐ Yes ☐ No

12. MANUFACTURERS

Fixtures - State manufacture proposed with model number for each location.	State or attach additional information:
Lights - State manufacture proposed with model number for each location.	

13. CONSTRUCTION SCHEDULE FOR CITY CENTRE AQUATIC COMPLEX

Attach additional pages or Indicate schedule with bar chart with activity durations but not limited to. Contractor to add activities with durations as required.

REMOVAL AND INSTALLATION ACTIVITY																

Prior to the start, the Contractor will be required to provide a detailed **SCHEDULE 'Gantt Chart'** Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated schedule with each progress claim.

14. COMPLETION DATE FOR CITY CENTRE AQUATIC COMPLEX

The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before May 11, 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:

15. CONSTRUCTION SCHEDULE FOR PUBLIC SAFETY BUILDING

Attach additional pages or Indicate schedule with bar chart with activity durations but not limited to. Contractor to add activities with durations as required.

REMOVAL AND INSTALLATION ACTIVITY																

Prior to the start, the Contractor will be required to provide a detailed **SCHEDULE** 'Gantt Chart' Schedule in a MS Project format. Subsequently, the Contractor is to provide an updated schedule with each progress claim.

16. COMPLETION DATE FOR PUBLIC SAFETY BUILDING

The Proponent states that they are available and ready to start this Work and confirms the Work shall be completed on or before May 11, 2021 .This date will be an important consideration in the evaluation.

☐ Yes ☐ No

17. TRAINING AND SAFETY PROGRAM

a) Does your firm have a training and safety program in place that meets the requirements of WorkSafeBC?

☐ Yes ☐ No

b) Is your firm WorkSafe BC COR (Certificate of Recognition) certified?

☐ Yes ☐ No

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

18. 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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19. NON-COMPLIANCE

Proponents shall fully disclose any requirement they are unable to comply with:

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20. ADDENDA

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

21. AUTHORIZATION

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

We agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Proposal be selected, will accept the City's Contract: [Standard Terms and Conditions - Purchase of Goods and Services](#)

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 <i>for communication related to this RFP</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print)	
Signature:	
Date:	