

City of Coquitlam

Request for Proposals

RFP No. 21-026

Supply and Install of

Fire Training Structure - Design Build

Issue Date: April 30, 2021

TABLE OF CONTENTS

1	INSTRUCTIONS TO PROPONENTS	6
1.1	Purpose	6
1.2	Project Description.....	6
1.3	Project Timelines	6
1.4	Non-Mandatory Site Visit.....	6
1.5	Instructions to Proponents	6
1.6	Prices.....	8
1.7	Eligibility	9
1.8	Requested Departures	9
1.9	Evaluation Criteria	9
1.10	Negotiation	10
2	GENERAL CONDITIONS OF CONTRACT	11
2.1	Terms and Conditions	11
2.2	Permits Regulations.....	11
2.3	On-Site Hazards and Utilities Present.....	11
2.4	Warranty	11
2.5	Site Control and Organization	11
2.6	Operations and Coordination of the Services.....	12
2.7	Hours of Work	12
2.8	COVID 19	12
2.9	Environmental Protection	12
2.10	Services, Utilities and Infrastructure.....	12
2.11	Equipment, Materials and Workmanship.....	12
2.12	Force Majeure.....	13
2.13	Damage and Defects	13
2.14	Frequency of Invoicing.....	13
3	SCOPE OF SERVICES	14
3.1	Project Scope	14
3.2	Specifications and Drawings	14
3.3	General Requirements	14
3.4	Provisions, Scheduling and Coordination	15
3.5	Equipment, Materials and Workmanship.....	16
3.6	Close Out Documentation	16
3.7	Staging Area	16
3.8	Contractor Parking.....	17
3.9	Traffic Control	17
3.10	Delivery, Storage, and Handling.....	17
3.11	Clean Up	17
3.12	Progress Report.....	17

APPENDICES

Appendix A – Above Grade Structure and Appurtenances Specifications

Appendix B – Site Safety Rules

Appendix C – Drawings: Container West Training Structure Design

Appendix D – Architectural, Civil, Structural and Electrical

Appendix E – Mechanical Feasibility Report

Appendix F – Training Site Geotechnical Report

Appendix G – Heliport Assessment

Appendix H – Topographic Survey

[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-026</p> <p align="center">Supply and Installation of Fire Training Structure – Design Build</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of Design, Fabrication, Supply and Installation of Fire Training Structure – Design Build and coordination of related site work with the General Contractor retained under separate Contract.
Closing Date and Time	<p>2:00 pm local time</p> <p>Tuesday, May 25, 2021</p>
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFP Number and Name Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the closing date and time.</p>
Obtaining RFP Documents	<p>RFP Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFP documents is the sole responsibility of the Proponents.</p>
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	The City's Standard Terms and Conditions - Purchase of Goods and Services , the City's General Conditions, and the CCDC 14-2013 Design Build Stipulated Price Contract between Owner Design-Builder will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the **CCDC 14-2013 Design Build Stipulated Price** Contract Between Owner and Design-Builder (Contractor), and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the Proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City

“Consultant” means the independent consulting engineering firm contracted by the City to provide specifications and contract compliance for the project;

“Contractor” “Design Builder” means a Proponent whose Proposal the City has accepted and to whom the Contract has been awarded;

“Drawings” means the graphical and pictorial portions of the RFP issued as an appendix to this RFP;

“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.

“TCFH” means Town Centre Fire Hall

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified, experienced companies to provide new training structure and propane gas fueled training devices for its Town Centre Fire Station located at 1300 Pinetree Way, Coquitlam, BC.

1.2 Project Description

The training structure will be situated upon a new foundation and supporting infrastructure including, but not limited to: propane fuel systems and training devices, electrical supply, drainage systems and heliport requirements. The proponent will be required to design and install the structure and propane gas fueled training devices in coordination with City selected consultants and contractors. For further details refer to:

- Appendix A – Above Grade Structure and Appurtenances Specifications
- Appendix B – Site Safety Rules
- Appendix C – Drawings: Container West Training Structure Design
- Appendix D – Architectural, Civil, Structural and Electrical
- Appendix E – Mechanical Feasibility Report
- Appendix F – Training Site Geotechnical Report
- Appendix G – Heliport Assessment
- Appendix H – Topographic Survey

1.3 Project Timelines

The Contractor will start the Work on-site by **September 27, 2021** and be substantially complete before or by **October 25, 2021**. The Contractor will coordinate the Work with General Contractor to make sure work is all completed by the same substantial completion date. Final acceptance is to be completed by **October 29, 2021**

1.4 Non-Mandatory Site Visit

A non-mandatory site visit is scheduled for:

Date: May 11, 2021

Time: 1:00 pm

Location: Coquitlam Fire Station 1 at 1300 Pinetree Way, Coquitlam, BC

1.5 Instructions to Proponents

Proponents are advised that the rules for participation that will apply to this RFP are: [Instructions to Proponents](#)

By submission of a Proposal in response to this RFP, the Proponent agrees and accepts the rules by which the bid process will be conducted. In addition Proponents agree to the following rules:

- 1.5.1 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.

- 1.5.2 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.
- 1.5.3 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.
- 1.5.4 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.
- 1.5.5 A complete set of RFP and Contract documents will include:
 - a) Request for Proposals Documents
 - b) Proposal Submission Form
 - c) CCDC 14-2013 Design Build Stipulated Price Contract (as referenced)
 - d) Appendix A – Above Grade Structure and Appurtenances Specifications
 - e) Appendix B – Site Safety Rules
 - f) Appendix C – Drawings: Container West Training Structure Design
 - g) Appendix D – Architectural, Civil, Structural and Electrical
 - h) Appendix E – Mechanical Feasibility Report
 - i) Appendix F – Training Site Geotechnical Report
 - j) Appendix G – Heliport Assessment
 - k) Appendix H – Topographic Survey
- 1.5.6 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.

- 1.5.7 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.
- 1.5.8 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.
- 1.5.9 Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- 1.5.10 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.
- 1.5.11 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 of Coquitlam.
- 1.5.12 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.
- 1.5.13 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.

1.6 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.

1.7 Eligibility

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

- a) Commercial General Liability (CGL) insurance \$5M coverage provided on the City's [Certificate of Insurance - Contractor Form](#)
- b) Be registered and provide WorkSafeBC clearance
- c) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- d) Accept the City's standard Terms and Conditions posted on the City's website: [Standard Terms and Conditions - Purchase of Goods and Services](#)
- e) Enter into a contract with the City using the CCDC 14-2013 Design Build Stipulated Price Contract
- f) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)

1.8 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.

1.9 Evaluation Criteria

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

Experience, Capacity and Resources – 45 points

- Established business and demonstrated performance providing services of similar size, scope and complexity
- Equipment and resources
- Successful completion of relevant projects referenced within the last 5 years
- Staff qualifications and experience
- Key Personnel & Sub-contractors
- References (on-time completion, performance, within budget, etc.)

Technical – 30 points

- Equipment and Resources
- Methodology, set-up and execution of the work
- Risk factors
- Quality Assurance program
- Site Safety
- Compliance to Specifications
- Schedule and Completion Date

Financial – 25 points

- Total Price, Price for Optional work
- Value Added Benefits
- Sustainable Benefits and Social Procurement

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

- References may be contacted to verify successful completion of successful projects including those in the City of Coquitlam
- Interviews may be conducted

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

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.

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.

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.

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

1.10 Negotiation

The City reserves the right, prior to Contract award, to negotiate changes to the scope of the services or to the contract documents (including pricing to meet budget) with the highest ranked proponent and then consecutively, any one or more proponents, proposing the “best value” without having any duty to advise any other proponent or to allow them to vary their proposal as a result of changes to the scope of the services or to the contract documents; and the City may enter into a changed or different contract with the proponent(s) proposing the “best value”, without liability to proponents who are not awarded the Contract.

2 GENERAL CONDITIONS OF CONTRACT

2.1 Terms and Conditions

The City's [Standard Terms and Conditions - Purchase of Goods and Services](#), as published on the City's website, the Conditions listed below, the Request for Proposals Documents, Appendices, along with the accepted Proposal, addenda and any subsequent clarifications, correspondence, the CCDC 14-2013 Design Build Stipulated Price Contract and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City, the totality of which will constitute the Contract.

PROJECT SPECIFIC TERMS AND CONDITIONS

2.2 Permits Regulations

The Contractor is to obtain permits except the Building Permit, 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.

2.3 On-Site Hazards and Utilities Present

- a) 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 Respondent is to take immediate action to mitigate risk and damage, and then to notify the City's contact person.
- b) The locations of all such hazards are to be investigated and verified in the field by the Contractor.

2.4 Warranty

The Contractor shall guarantee the work and materials against any defects arising from faulty installation, faulty materials supplied under the Contract, or faulty workmanship, which may appear within two (2) years from the date of acceptance of the work by the City. Faulty or damaged materials shall be replaced, and any defects discovered or failures which occur during the guarantee period, shall be rectified to the satisfaction of the City on-site within two (2) weeks of notification. This shall be at no cost to the City.

2.5 Site Control and Organization

The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

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

2.6 Operations and Coordination of the Services

The Contractor shall agree to coordinate the execution of the Services with the City such that disruption of the work of all involved is minimized.

2.7 Hours of Work

The Contractor shall carry out the work during regular business hours, and in compliance with the City's Noise Bylaw. Permits will be required for work outside of normal working hours. The Contractor shall be responsible for obtaining any such permits. No shift premiums will be paid for weekend work.

2.8 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](#)

Contractors must post their Site Safety Covid-19 Specific requirements in plain view and visible to the public.

The Contractor shall at all times keep the site secure, safe, clean and orderly as the Work allows. Contractor is responsible for all costs associated with removal of trash and debris.

2.9 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.

2.10 Services, Utilities and Infrastructure

The Contractor is directed to make special enquiry of the authorities, companies, individuals owning or operating all, conduits, cables, tracks and other structures and services, and to determine their character and locations and verify the accuracy of the information obtained.

The City of Coquitlam does not ensure the accuracy of such information and that any such information shown on Drawings is furnished as the best available, and is to be interpreted as the qualified Contractor deems appropriate. The City disclaims all responsibility for its accuracy or sufficiency.

2.11 Equipment, Materials and Workmanship

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the Work.

All Work shall be performed by skilled, qualified, and experienced trades personnel.

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 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 Provincial Motor Vehicle Act
- c) BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
- d) Transport Canada (Transport of Dangerous Goods)
- e) Workplace Hazardous Material Information System (WHMIS)

2.12 Force Majeure

The Contractor will not be liable for any excess costs if failure to perform is due to strike, lockout, or circumstances beyond control. The City will not be liable where sites are not available due to strike, lockout, or unique circumstances.

2.13 Damage and Defects

The Contractor shall use due care so that no persons are injured, or no property damaged or lost 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.

2.14 Frequency of Invoicing

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

3 SCOPE OF SERVICES

3.1 Project Scope

The Contractor to provide supply, installation and warranty of all materials and products, including all taxes, necessary permits, labour, equipment, temporary power and other services, transportation, lighting, and tools related to the construction of new training structure and propane gas fueled training devices in accordance to drawings and specifications.

The Work will include but not limited to the following:

- a) Structure: supply and installation of six (6) new 40' containers and six (6) 20' containers c/w doors, windows, stair towers, railings, removable partitions, hatches, sloped roof, etc.. Containers to be steel primed with 2 part epoxy.
- b) Electrical: supply and installation of lighting, fire alarm and elevator panel simulator, receptacles/outlets, power to light at reinstalled windsock and main feed electrical distribution panel within training structure
- c) Mechanical: supply and installation of stand pipe system, sprinkler heads with shut-off valve, Siamese / Storz fittings, propane burn system, smoke distribution system, burn system control panels and piping and valves to smoke system within training structure.
- d) Supply and installation of indoor props in accordance to drawings.
- e) Supply and installation of exterior combat challenge stairs as separate pricing.
- f) Supply of outdoor burn props as separate pricing.
- g) Concrete and civil work by Others.
- h) Gas and electrical power supply to training structure and outdoor burn props by Others

3.2 Specifications and Drawings

All Work shall be undertaken and completed in accordance with the following Appendices:

- Appendix A – Above Grade Structure and Appurtenances Specifications
- Appendix B – Site Safety Rules
- Appendix C – Drawings: Container West Training Structure Design
- Appendix D – Architectural, Civil, Structural and Electrical
- Appendix E – Mechanical Feasibility Report
- Appendix F – Training Site Geotechnical Report
- Appendix G – Heliport Assessment
- Appendix H – Topographic Survey

3.3 General Requirements

- a) A Building Permit and Plumbing Permit will be applied for by the Owner. Both permits will be handed to the successful proponent once ready. Contractor to apply & obtain electrical and gas permits through Technical Safety BC Authority.
- b) The Contractor will be responsible for coordinating City of Coquitlam Building Department reviews by the Building and Plumbing Inspectors, as per the Contract documents. No work will be covered up until an inspection has been carried out and approved by the City Inspectors. A copy of the approved Building and Plumbing Permits is to be maintained on site at all times.

- c) The Contractor to provide a project construction 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 construction schedule with each Progress Claim or whenever major milestones will be affected.
- d) Two weeks after award, the Contractor will submit a detailed Submittal Log Schedule for all the required deliverables as identified in the general conditions and technical specifications.
- e) Contractor will be responsible for all testing including costs required as per the specifications and drawings. The contractor will be required to submit all test results to the consultant.
- f) Contractor shall allow a reasonable amount of weather delays and shall factor such delays into schedule.

3.4 Provisions, Scheduling and Coordination

- a) The Contractor shall be responsible for obtaining/paying for all required licenses and permits including a Truck Route Exemption Permit, if required.
- b) 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.
- c) Contractor will be responsible to supply & install all temporary services to the site during construction i.e. Water, Electrical, etc. Installation shall be coordinated and approved by the City. All work shall meet the City of Coquitlam standards and requirements.
- d) Site progress meetings will be scheduled by the Consultant on a bi-weekly basis or as deemed necessary depending on the progress of the work. Meeting minutes will be documented and to be distributed by the Consultant on record not later than three working days from the date of the meeting.
- e) 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.
- f) The Contractor will be responsible to include all the necessary coordination with General Contractor and relevant subcontractors including propane supplier to ensure all work required to allow for installation is completed prior to delivery / installation on-site.
- g) Prior to commencing the Work, the Contractor will designate a qualified and experienced Site Superintendent and to notify the Consultant and City Project Manager of the name and telephone number of the Superintendent. The Contractor will keep the Superintendent at the Work site during working hours until the Work has reached completion. The Contractor will not substitute a Superintendent without the written consent of the Consultant and City Project Manager.

- h) Along with the proposal submission, the Contractor is to submit the related credentials and qualifications of the Project Manager and the Site Superintendent that summarize and confirm their professional experience for review and approval by the City.
- i) The Contractor will not substitute any appointed subcontractors without the written consent of the Consultant and City Project Manager.
- j) The Contractor shall provide a two (2) week “look ahead” construction schedule based upon the current monthly updated schedule as approved at the bi- weekly site progress meetings and that identifies the daily planned activities for that period. If, in the opinion of the Consultant and the City Project Manager, the Contractor falls behind the approved schedule, the Contractor shall take all necessary steps to improve its progress, including those that may be required by the Contractor, without additional cost to the City.
- k) The Contractor to provide a recovery plan, and to submit for approval any supplementary schedule or schedules in Gantt chart form, as the Consultant deems necessary to demonstrate how the approved rate of progress will be regained.

3.5 Equipment, Materials and Workmanship

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

All materials to be new. Contractor is responsible for delivering and storing of materials in original, unopened packaging, inclusive of all packing, transportation, and insurance costs.

All packaging material must be removed from site at the Contractor’s expense.

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

The Contractor shall be experienced and have the necessary resources for the successful completion of the work including any amendments as they may occur during the execution of the work. Contractor equipment, materials, tools and workmanship shall comply with all applicable current codes, standards, regulations and statutes pertaining to the Services.

All Work shall be performed by skilled, qualified and experienced trade’s personnel.

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

3.6 Close Out Documentation

Comprehensive close-out works including providing a copy of as-builts, operation and warranty documentation.

3.7 Staging Area

The Contractor is to keep all materials and equipment within designated area within project site. The Contractor will submit their laydown requirements to the City for approval prior to mobilizing on site.

3.8 Contractor Parking

Contractor parking is off-site only. City of Coquitlam parking lots shall not be used for Contractor or sub-contractor parking.

3.9 Traffic Control

The Contractor shall ensure that Flag persons are on-site to maintain pedestrian and traffic control for equipment exiting off of Pinetree Way.

3.10 Delivery, Storage, and Handling

All materials and equipment to be new. Deliver and store materials in original, unopened packaging. Assume all packing, transportation, and insurance costs.

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

Store materials in a safe and secure location, and protect against damage. City is not responsible for loss, damage or theft of material or equipment.

3.11 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.

3.12 Progress Report

The Contractor is to provide weekly progress reports to the City's representative.



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-026

Supply and Installation of Fire Training Structure – Design Build

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

Tuesday, May 25, 2020

(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 or fax 604-927-3035.

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.

Proponents **MUST** identify any specific requirements with which they are unwilling or unable to complete.

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. Pricing

Line Item	SCOPE OF WORK	Lump Sum Price (Exclude GST)
.1	Supply and installation of six (6) 40' containers and six (6) 20' containers c/w doors, windows, railings, removable partitions, hatches, sloped roof, etc. Primed with 2 part epoxy.	\$
.2	Supply and installation of lighting, fire alarm and elevator panel simulator, receptacles/outlets and main feed electrical distribution panel within training structure	\$
.3	Supply and installation of stand pipe system, sprinkler heads with shut-off valve, Siamese / Storz fittings, propane burn system, smoke distribution system, burn system control panels and piping and valves to smoke system within training structure	\$
.4	Supply and installation of indoor props in accordance to drawings.	\$
.5	Supply and installation of exterior combat challenge stairs	\$
.9	Supply and installation of outdoor Burn Props (car, dumpster, BBQ, small pan)	\$
.10	Testing	\$
.11	Permits	\$
OTHERS NOT LISTED ABOVE:		
.12		\$
.13		\$
TOTAL PRICE (exclude GST)		\$

1.2. Force Account Labour and Equipment Rates**a) Contractors Current Own Forces Labour Rates**

The Proponent is to provide labour rates in the table below for all labour categories in deliverance of the Services.

The labour 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 evaluation.

The labour rates below are all inclusive and include without limitation, wages, taxes and assessments and 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 the 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.

Line Item	Labour Category	Straight Time/hr (exclude GST)
1.	Project Manager	\$
2.	Site Superintendent	\$
3.	Foreman	\$
4.	Electrician	\$
5.	Carpenter	\$
6.	Labourer / Helper	
7.	Other (not listed above)	\$
8.	Other (not listed above)	\$

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

- a) Proponent is to provide a narrative as to their, capacity to take on this project in regards to manpower and other work the Proponent may have ongoing:

- b) Proponent's relevant experience and qualifications in demolition similar to those required by the RFP

- c) State length of time company has been in business and average number of demolitions per year:

6. BUSINESS INFORMATION AND CORPORATE CAPABILITIES

Proponent is to state how many years they have been in business, the structure of their organization, and their capacity to take on this project in regards to other work the Proponent may have ongoing:

--

7. KEY PERSONNEL

The Proponent's key personnel proposed for this project:

LINE ITEM	NAME	POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
.1				
.2				
.3				
.4				
.5				

8. SUB-CONTRACTORS

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

LINE ITEM	SUBCONTRACTOR'S LEGAL NAME AND CONTACT NUMBER	TRADE / SERVICES PERFORMED	BACKGROUND AND EXPERIENCE
.1			
.2			
.3			
.4			
.5			
.6			
.7			
.8			

9. SUPPLIERS

The Proponent proposes to supply the various products for the Work from the following suppliers:

LINE ITEM	PRODUCT	MANUFACTURER	SUPPLIER
.1			
.2			
.3			
.4			
.5			
.6			

10. 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.

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	

11. 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
Disposal
Safety

12. WORK SCHEDULE

Proponents to provide an estimated schedule indicating a commitment to perform the Services. Provide your own Gantt schedules as a separate appendix.

13. HEALTH AND SAFETY PROGRAM

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

YES ☐ NO ☐

- b) Is your company COR (Certificate of Recognition) certified with respect to WorksafeBC?

YES ☐ NO ☐

14. NON-COMPLIANCE

Fully describe any deviations to the City’s specifications and requirements outlined in this RFP that your company is unable to comply with.

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15. 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

16. 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](#) 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:	