

City of Coquitlam

Request for Proposals

RFP No. 21-025

Town Centre Fire Hall Training Structure - General Contractor

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[PROPOSAL SUBMISSION FORM](#)

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SUMMARY OF KEY INFORMATION

RFP Reference	<p align="center">RFP No. 21-025</p> <p align="center">Town Centre Fire Hall Training Structure - General Contractor</p>
Overview of the Opportunity	The purpose of this RFP is to invite Proposals from professional, qualified, experienced companies for the provision of: Town Centre Fire Hall Training Structure - General Contractor
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: http://www.coquitlam.ca/BidOpportunities</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: http://www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 City of Coquitlam's Supplementary General Conditions to the CCDC2-2008 will apply to the Contract awarded as a result of this RFP.

DEFINITIONS

“City” “Owner” means City of Coquitlam;

“Contract” means the **CCDC 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City’s Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order** that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent’s response and acceptance by the City

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

“Contractor” 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 Project Description

The City of Coquitlam (“City”) requests Proposals for site work at the Town Centre Fire Station to accommodate a new (replacement) training structure and property (props) complete with propane gas supply tank (by others; this contractor is responsible to coordinate all the work and site safety/security), new EV parking stalls, restraint anchors at confined training area, and sanitary/water services to the Training Trailer for future connection.

For further details, refer to:

- Appendix A – Site Safety Rules / Requirements
- Appendix B – Specifications – Summary of Work
- Appendix C – Architectural, Structural, Electrical and Civil Drawings
- Appendix D – CCDC 2 2008 Supplementary General Conditions
- Appendix E – TCFS Training Structure Demolition
- Appendix F – TCFS Training Structure Lead Paint
- Appendix G – Geotechnical Investigation Report
- Appendix H – TCFH Heliport Assessment
- Appendix I – Container West Training Structure Design
- Appendix J – Topographic & Site Survey
- Appendix K – Main Flight Path & North Flight Path Surveys
- Appendix L – Record drawings
- Appendix M – Mechanical Feasibility Study

1.2 Completion Date

Commence Construction on Site: **June 28, 2021**

Completion of concrete slab and mechanical and electrical for training structure: **September 24, 2021**

Total Completion: **October 29, 2021**

1.3 Non-Mandatory Site Visit

A non-mandatory site visit is scheduled for:

Date: May 11, 2021

Time: 1:00 pm

Location: Address: 1300 Pinetree Way, Coquitlam, B.C.

1.4 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:

- 1.4.1 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.
- 1.4.2 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.
- 1.4.3 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.
- 1.4.4 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.
- 1.4.5 A complete set of RFP and Contract documents will include:
- a) Request for Proposals Documents
 - b) Proposal Submission Form
 - c) Appendix A – Site Safety Rules / Requirements
 - d) Appendix B – Specifications – Summary of Work
 - e) Appendix C – Architectural, Structural, Electrical and Civil Drawings
 - f) Appendix D – CCDC 2 2008 Supplementary General Conditions
 - g) Appendix E – TCFS Training Structure Demolition
 - h) Appendix F – TCFS Training Structure Lead Paint
 - i) Appendix G – Geotechnical Investigation Report
 - j) Appendix H – TCFH Heliport Assessment
 - k) Appendix I – Container West Training Structure Design
 - l) Appendix J – Topographic & Site Survey
 - m) Appendix K – Main Flight Path & North Flight Path Surveys
 - n) Appendix L – Record drawings
 - o) Appendix M – Mechanical Feasibility Study

- 1.4.6 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.
- 1.4.7 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.
- 1.4.8 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.
- 1.4.9 Complete sub-contracting of works will not be approved; however, segments of work involving special skills may be sub-contracted.
- 1.4.10 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.
- 1.4.11 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.
- 1.4.12 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.
- 1.4.13 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.

1.5 Requirements

- 1.5.1 The selected Proposal shall supply all materials 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.

- 1.5.2 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.

1.6 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 licenses, 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: [Terms and Conditions of Purchase](#)
- e) Enter into a contract with the City using the CCDC 2-2008 document.
- f) A City of Coquitlam or Tri Cities Inter-municipal [Business License](#)
- g) A **CONSENT OF SURETY SHOULD BE SUBMITTED WITH THIS PROPOSAL** confirming agreement to Bond and to verify the Proponent will provide, at time of award:
 - i. **A PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE BID PRICE;**
 - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE BID PRICE.**

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

****A BID BOND IS NOT REQUIRED for this Project****

1.8 Evaluation Criteria

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

Experience, Capacity and Resources – 40 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 – 30 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.

1.9 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.

1.10 Litigation

The City may, at its absolute discretion, reject a Proposal if the Proponent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Proponent.

In determining whether or not to reject a Proposal, the City will consider whether the litigation is likely to affect the Proponents ability to work with the City, its consultants and representatives and whether the City’s experience with the Proponent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Proponent.

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 2 – 2008 Stipulated Price Contract Between Owner and Contractor, as amended by the City's Supplementary General Conditions to the CCDC 2 – 2008 and City Purchase Order that will be issued to formalize with the successful Proponent through negotiation process with the City based on the proposal submitted and will incorporate by reference the Request for Proposals, Specifications, Drawings, Appendices, any additional subsequent information, any addenda issued, the Proponent's response and acceptance by the City, 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 British Columbia Building Code latest edition with all amendments. Workers Compensation Act and Workplace Hazardous Material Information System ("W.H.M.I.S.") requirements and regulations are to be strictly adhered to.

The City will apply and pay for the Building and Plumbing Permits for this Project. The Contractor will apply and pay for the Gas & Electrical Permits.

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.

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.

2.6 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.

2.7 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/covid-19/industry-specific-information/construction>

<http://www.bccasn.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.

2.8 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.

2.9 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.

2.10 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)

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.

2.11 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.

2.12 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.

2.13 Default

The City reserves the right, at its sole discretion, to immediately terminate the contract, in whole or in part, and utilize the services of any other contractor, if the Contractor:

- Fails to make delivery of the services
- Fails to perform any provision of the contract within the time specified, or within a reasonable amount of time if no time is specified, as determined by the City

- Fails to meet the City's standard of expected and agreed level of service and performance
- Be adjudged bankrupt or makes general assignment for the benefit of creditors

2.14 Advertisement

The Contractor shall not advertise its relationship with the City without prior written consent from the City.

2.15 Subletting

The Contractor will not, without the written consent of the City of Coquitlam, assign, and sublet or transfers any subsequent contract or any part thereof.

2.16 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 Purpose

The City requires a qualified, experienced contractor to provide labour, equipment, materials, fuel, transportation, overhead and all that is required as per **Appendix B – Specifications - Summary of Work** for 1300 Pinetree Way, Coquitlam, B.C. V3B.

Contractors to note that the training structure will be a separate Design-Build contract by Others. Please refer to RFP 21-026 Supply & Install of Fire Training Structure Design – Build.

3.2 Specifications and Drawings

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

- **Appendix A – Site Safety Rules / Requirements**
- **Appendix B – Specifications – Summary of Work**
- **Appendix C – Architectural, Structural, Electrical and Civil Drawings**
- **Appendix D – CCDC 2 2008 Supplementary General Conditions**
- **Appendix E – TCFS Training Structure Demolition**
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- **Appendix M – Mechanical Feasibility Study**

b) Refer to the Record drawings provided in this RFP.

c) A Building Permit and Plumbing Permit has been applied for by the Owner. Both permits will be handed to the successful proponent once ready. Contractor to apply & obtain gas and electrical permits through Technical Safety BC Authority.

d) Demolition and disposal of existing site elements as detailed in Summary of Work and the drawing package.

e) Survey, layout, site management and safety, as well as quality control testing and measures needed to accomplish The Work outlined in the specifications and drawings is constructed to meet the standards and layout of the design drawings and project documents and specifications. The Contractor to submit a detailed Quality Control Plan to the Consultant and City Project Manager.

f) Erosion and sediment control works, including apply & obtaining an ESC Permit, and completion of an ESC plan as per the design are required. Reviews from consultants and/or City for monitoring are to be priced by the contractor. Work required by consultants or the City ESC Inspector for maintenance of the design, including but not limited to the top up of sediment retaining materials prior to discharge, and dewatering considered incidental to the work.

g) 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.

- h) The gas, electrical and ESC permits to be supplied by the Contractor. All costs associated will be the responsibility of the Contractor.
- i) 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.
- j) 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.
- k) Contractor will be responsible for all testing costs including but not limited to concrete testing required as per the specifications and drawings. The contractor will be required to submit all test results to the consultant.
- l) Contractor shall allow a reasonable amount of weather delays and shall factor such delays into schedule.

3.3 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 Design Build Training Structure Contractor and propane supplier to ensure all work required is completed prior to delivery of new training structure.

- 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.

3.4 Close Out Documentation

Comprehensive close-out works including providing a survey of all site elements, including fire training elements is to be provided.

Along with the close-out document, the Contractor shall provide as-builts, warranties, maintenance manuals, etc. as per the specifications and drawings.

3.5 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.

3.6 Products

Products and materials are to be delivered and stored in the original manufacturer's packaging with labels intact and store the products where they will be protected from damage, theft and vandalism.

3.7 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.

3.8 Progress Report

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



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-025

Town Centre Fire Hall Training Structure - General Contractor

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

Tuesday May 25, 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 or fax 604-927-3035.

PROPOSAL SUBMISSION FORM

Complete and return this section and attach Consent of Surety

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 comp

1. PRICE

Proponents are required to provide cost breakdown as listed below. The costs shall be all inclusive without limitation, including all loading, labour, wages, benefits, equipment, transportation, fuel, mobilization, disposal, overhead and profit that are required to complete the Work. The lists below may not necessarily capture all aspects of the Work, but they are meant to represent the minimum cost breakdown information required as part of the RFP submission.

1.1. Pricing - General

Line Item	Section of Work	Lump Sum Price (Exclude GST)
.1	Cash Allowance for gate reprogramming	\$500.00
.2	Hazardous Materials	\$
.3	Demolition	\$
.4	Trenching/Excavation	\$
.5	Piping	\$
.6	Fill & Compaction	\$
.7	Asphalt Pavement	\$
.8	Concrete	\$
.9	Bollards	\$
.10	Guardrails	\$
.11	Restraint Anchor Install	\$
.12	Line Painting	\$
.13	Electrical	\$
.14	Make Good Finishes/Painting (Fire Station Interior)	\$
	Sub-Total	\$
	GST	\$
	Total Price – General	\$

1.2. Other

Line Item	Section of Work	Lump Sum Price (Exclude GST)
.1	Other not listed:	
.2	Other not listed:	

.3	Other not listed:	
	Sub-Total	\$
	GST	\$
	Total Price – Other	\$

1.3. Unit Price Items

Line Item	Section of Work	Unit	Add	Deduct
.1	Excavation - mass native material by machine	per ft3		
.2	Trench Excavation, native material by machine	per ft3		
.3	Excavation, rock in excess of one cubic foot	per ft3		
.4	Granular backfill and fill in place and compacted	per ft3		
.5	Formwork for concrete slab, supply & stripping	per linear ft		
.6	Coloured concrete for slabs, light broom finish	per ft3		
.7	Bar Reinforcement, installed	per linear ft		
.8	Metal Bollard, installed and paint finished	each		
.9	Asphalt Pavement, Heavy-Duty	per ft2		
.10	Line Painting	per linear ft		
.11	Guardrail, with concrete slab inserts	each		

1.4. Separate Price Items

Line Item	Section of Work	Price (exclude GST)
SP-1	Sanitary & Water Service to Training Trailer as per K1 Appendix B Specifications - Summary of Work	
	Other not listed:	
	Other not listed:	

1.5. 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

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

b) Equipment Rates

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

The Proponent acknowledges and agrees that if any portion of an hour is spent in performing the Work on a force account basis, a pro-rated portion of the force account rate shall only be charged.

Line Item	Equipment Classification	Hourly Rate (exclude GST)	Make and Model	Year
1.		\$		
2.		\$		
3.		\$		
4.		\$		
5.		\$		

2. 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.

--

3. 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:

--

4. 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				

5. 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			

6. 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			

7. 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	

8. 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

9. WORK SCHEDULE

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

10. 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 WorkSafe BC?
YES ☐ **NO** ☐

11. WARRANTY

Proponent is to state:

.1	Response for non-warranty calls:	
.2	Response time for warranty calls:	
.3	Warranty duration:	
.4	State warranty terms (use space below and/or attach additional information to your Proposal):	

12. CONSENT OF SURETY

ATTACH THE CONSENT OF SURETY AND SUBMIT WITH PROPOSAL SUBMISSION FORM

A copy of the original Consent of Surety should be submitted with the Proposal submission; that guarantees the City will be provided with a Performance Bond and Labour and Material Payment Bond each in the amount of 50% of the Total Proposal Price.

The original document is to be provided upon request by the City.

13. 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

14. 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:	