

City of Coquitlam

Request for Proposals

RFP No. 21-005

Supply and Installation of Synthetic Turf -
Centennial Sports Field

Issue Date: May 6, 2021

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[PROPOSAL SUBMISSION FORM](#)

SUMMARY OF KEY INFORMATION

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|---|---|
| RFP Reference | RFP No. 21-005 SUPPLY AND INSTALLATION OF SYNTHETIC TURF - CENTENNIAL SPORTS FIELD |
| Overview of the Opportunity | The City requests proposals from qualified firms to Supply and Installation Of Synthetic Turf - Centennial Sports Field |
| Closing Date and Time | 2:00 pm local time Thursday , May 27, 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 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 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| Withdrawal of Submission | Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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 | The City's Standard Terms and Conditions - Purchase of Goods and Services , the City's General Conditions, and the CCDC 2-2008 Stipulated Price Contract between Owner and Contractor, as amended by 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.

“SD43” means School District No. 43

1 INSTRUCTIONS TO PROPONENTS

1.1 Purpose

The City of Coquitlam (“City”) requests Proposals from qualified experienced companies to supply and install synthetic turf system at 570 Poirier Street, Coquitlam, BC, Canada.

1.2 Project Description

The approximate turfed area of the field is 8,298 m2. The Work includes supply and install of the synthetic turf and , turf system warranty, and all associated works as per the design drawings, specifications and as may be further described herein in these RFP documents (the “Work”) as outlined in Section 3 – Scope of Work.

The new sports field will accommodate active, as well as passive school use, and should demonstrate high quality workmanship.

The City in agreement with the SD43 will be constructing the new sports field on the SD43’s property located at 570 Poirier Street in Coquitlam. The new sports field will be jointly used by the SD43 and City.

The SD43 will use the new field during school normal hours of operations. The City will use the new field for community events and programs. The City will be responsible for the ownership and the operation and maintenance of the new sports field.

The SD43 is now constructing a new facility (Neighborhood Learning Centre – NLC) within Centennial Secondary School complex that is adjacent to the proposed new sports field. The proposed sports field location has been cleared and rough graded to allow for the construction of the new field.

The Contractor will be responsible for coordinating with the Civil and Landscape Works General Contractor, City personnel, SD43 staff, SD43 general contractor, and others as may be required throughout the Contract.

The schedule for completion of the field is to be coordinated with the Civil Works Contractor, the City, and SD43. The Contractor is to coordinate with the Civil Works Contractor the acceptance of the field base for the synthetic turf and shock pad installation to proceed on schedule. The Civil Works Contractor will remain as the Prime Contractor and remains responsible for site safety and security during the turf installation. The Civil and Landscape Works is expected to commence by June 2021.

Refer to the Civil and Landscape Works RFP documents found [Here](#).

It is anticipated that the installation and commissioning of the turf field be completed by November 2021.

The work site is located at Centennial Field, the Northeast corner of the property at Centennial High School, located at 570 Poirier Street in Coquitlam, BC.

Legal Description: LOT 245 DL 357 Gp. 1 NWD PLAN 52330

Parcel Identifier: 005-022-347

Local Address: **570 Poirier Street, Coquitlam, BC**

1.3 Mandatory Requirements

For eligibility, Proponents shall:

- a) **SUBMIT A CONSENT OF SURETY - MUST 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 CONTRACT PRICE;**
 - ii. **A LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE.**
- b) Have a minimum of 5 years of specialized experience in Synthetic Turf and Elastic Layer supply and installation.
- c) Have qualified technical specialists and skilled trades personnel directly involved with prior installations referenced.

1.4 Project Timelines

The successful Proponent will commence work approximately by **July/Aug, 2021** and be substantially complete on or before **October 31, 2021**.

Final acceptance is to be completed by **Nov 12, 2021**.

Completion dates to be coordinated and confirmed with the City and Civil Works General Contractor.

1.5 Instructions to Proponents

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

Submissions should be kept to less than 25 pages. 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) Appendices
 - d) CCDC 2-2008 (as referenced)
- 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 and shall be based upon the whole of the specifications and RFP 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 Deviation from Specifications

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, the City is not obligated to accept them and is the sole judge as to whether alternative Proposals should be considered.

1.7 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.

1.8 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 Standard Insurance 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 2-2008 document.
- f) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- g) A **PERFORMANCE BOND IN THE AMOUNT OF 50% OF THE CONTRACT PRICE;**
- h) A **LABOUR & MATERIALS PAYMENT BOND IN THE AMOUNT OF 50% OF THE CONTRACT 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****

1.9 Evaluation Criteria

Proposals will be evaluated and scored based on the quality of the responses to the requirements outlined in the Proposal submission documents.

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

Clarity of Proposal – 5 points

- Proposal is clear and required data is readily available

Corporate Experience and Resources – 25 points

- Company experience
- Superintendent's experience
- Equipment Resources
- Subcontractor experience
- Demonstrated performance and successful completion on recent projects of similar size, scope and complexity.
- Minimum of 5 years of specialized experience in Synthetic Turf and Shock & Drainage Pad supply and installation.
- Qualified technical specialists and skilled trades' personnel directly involved with prior installations referenced.
- References (on-time completion, performance, within budget etc.)
- Availability of local post installation support

Technical – Project Management –20 points

- Methodology; Delivery, set-up and execution of the work
- Disposal and Reuse
- Wet weather experience
- Quality Assurance and Quality Control

- Risk Mitigation
- Site Safety
- Meeting Schedule and Completion Date

Technical – Warranty – 5 points

- Response on warranty and non-warranty service calls
- Warranty terms and duration

Technical – Turf Performance Factors – 25 points

- Meets Performance Specifications
- Durability of Product
- Sports association accreditation
- Life Cycle costs; maintenance, repair & replacement
- Samples – overview
- Seam and inlaid line details
- Infill suitable for sport and climate
- Past performance
- Quality control

Financial – 40 points

- Total Lump Sum Price
- Price for Optional Work
- Life Cycle costs; maintenance, repair & replacement

Value Added – 10 points (additional points)

- Value added benefits
- Sustainable benefits
- Social Responsibility

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 Examination of Proposal Documents

The Proponent must carefully examine the Proposal Documents. 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.

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 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

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 Prime Contractor

The Contractor shall be deemed to be the "Prime Contractor" as defined by WorkSafeBC and be absolutely responsible for having the site secured in accordance with WorkSafeBC regulations.

All work shall be performed in strict accordance with the Workers Compensation Act and WorkSafeBC Occupational Health and Safety Regulation, and in accordance with all other applicable policies, guidelines and standards from authorities having jurisdiction.

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/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.

2.6 Schedule of Payments

A Purchase Order (the “PO”) for the services will be issued to the successful Proponent based on the Proposal submitted and as finally negotiated. Invoice amount in excess of the PO will not be accepted. If projected costs exceed the original PO then a formal request to extend the PO amount must be submitted as a written proposal for additional services and subsequently approved by the City’s Project Manager.

a) Invoicing

Contractor is required to forward to the Consultant and 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.

Invoices must be prepared on a monthly basis and are to be sent in PDF format sent to email: apinvoices@coquitlam.ca Attention: Accounts Payable, and must indicate the PO number, the project name, Consultant and the City’s Project Manager. The Project Manager is to be copied on the email distribution.

b) Payments

Payments will be made in portions of the fixed lump sum price based upon satisfactory completion of a portion of each of the project deliverables as determined by the City.

Payments to the Contractor for work performed under the Contract will be made in accordance with the following schedule:

- i. The first payment will be made based on a maximum of 25% (twenty-five percent) of the Contract Price when 100% (one hundred percent) of the required synthetic turf and has been delivered to the site, has passed all of the required tests and at least 50% (fifty percent) of the synthetic turf has been installed over the field surface.
- ii. The second payment will be made when the synthetic turf installation is complete and has passed all of the required tests and inspections including, but not limited to, initial Gmax testing. The value of the second payment will be made on the value of the Work completed, less any allowances for deficiencies, hold backs and other Contract amounts.
- iii. Subsequent payments will be made in accordance with the Contract.

- iv. Payments will be subject to Builders Lien Holdback Legislation. All payments may be subject to a deficiency holdback. The amount of any deficiency holdback will be determined by the Contract Administrator.

c) Summary Cost Status

All Fee (Lump Sum) invoices are to be accompanied by a cost status breakdown. Invoices not containing the summary cost status will not be processed until the information is provided.

2.7 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.

2.8 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.

2.9 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 responsible to contact BC One-call to determine the exact location of all existing site utilities and services.

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 Rectify Damages

The Contractor shall make good any damage or spillage to adjacent buildings, areas, grounds, or vehicles at no cost to the City and leave the site in the same state as it was prior to commencement of the Work and to the satisfaction of the City. All Work shall be carried out so as to ensure the minimum interference with normal use of public spaces and facilities. The Contractor shall be responsible to pay the full cost of any repairs for all damage to existing structures, etc. if caused by the Contractor during the Contract period.

Damage to landscape and infrastructure shall be reported promptly.

2.12 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.

2.13 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.

2.14 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.

3 SCOPE OF SERVICES

3.1 Project Scope

The successful Proponent (“Contractor”) will provide installation and warranting of all materials and products, including all taxes, necessary permits, labour, superintendent, equipment, temporary power, transportation, lighting, plant, and tools related to the construction of the work as herein specified and shown of the drawings and as outlined in the Specifications. The synthetic turf surfacing system and related work included in this Contract is to be as specified in this RFP, including, but not specifically limited to, the following:

- .1 Design, manufacture and install a new multi-use synthetic turf surfacing system to accommodate in the order of three thousand (3,000) hours of organized sport related use per year.
- .2 The synthetic turf system shall be designed to meet the minimum performance testing requirements outlined in the Specifications. A portion of the technical requirements include meeting the minimum *FIFA Quality Pro* Performance Standards. Note that proof of FIFA Licensure and ability to attain post construction FIFA Quality Pro equivalent certification will be required as part of this RFP. **Proponent to include initial FIFA Quality Pro on-site certification testing by Labosport as a part of the base bid**
- .3 Review and acceptance of existing surface base as it applies to installation of the turf system and the Warranty.
- .4 Supply and installation of a complete synthetic turf surfacing system including the synthetic turf, all infill material, and other items described in the Specifications and as shown on the Project Drawings. The approximate total surface area of the new synthetic surface for the field is 8,298 m². This area refers to the finished surface area of the turf (as measured at the face of the concrete edge anchor) and does not account for any additional material required for either joining seams, inlaying lines and markings or anchoring the turf around the edges of the fields. The amount quoted will apply provided the actual total surface area of the synthetic turf field at completion is within 1% (one percent) of the field area as described above.
- .5 Installation and final survey of all tufted in and inlaid (as applicable) field sport lines and markings in accordance with the Specifications.
- .6 Provide extra turf materials to the City for future repair and protective purposes as described in the Specifications.
- .7 Provide maintenance and operating manual (in electronic format) on a USB, as described in the Specifications.
- .8 Hire an independent testing agency approved by the City to complete all laboratory testing in accordance with the Specifications.
- .9 Hire an independent testing agency approved by the City to complete G-Max. testing in accordance with ASTM F355 Procedure A.
- .10 Prior to the start of the construction, the Contractor to submit a detailed Quality Control Plan to the Consultant for review and approval. The Contractor will be responsible for survey, layout, site management and safety, as well as quality control testing and measures needed to demonstrate the Work is constructed to meet the standards and layout of the design drawings, project documents and specifications.

- .11 The Contractor, after one week of award, will submit a complete set of shop drawings as outlined in the performance specifications.
- .12 One week after award, the Contractor to provide a project construction schedule. 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.
- .13 Provide one (1) four (4) hour (minimum) workshop for City staff for the purposes of routine maintenance training and instruction on minor turf repairs. The workshop will be held at a location provided by the City on a date and time determined by the City. The Contractor will supply any equipment needed for the workshop and will also provide at least one experienced synthetic turf installer to demonstrate proper turf repair methods. Efforts will be made to accommodate any reasonable requests of the Contractor with respect to scheduling of the workshop.
- .14 Provide full replacement minimum eight (8) year Warranty in accordance with the requirements.
- .15 The Contractor is required to maintain a clean and organized construction site at all times and will use only the designated storage laydown area as noted in the construction documents.
- .16 The Contractor to appoint a qualified and experienced Project Manager that will lead and act as the primary point on contact throughout the duration of the project execution until final completion.
- .17 Along with the proposal submission, the Contractor is to submit the credentials and resume of the personnel that will be involved in the project: Project Manager and Site Superintendent. The credentials are to summarize and to confirm the professional experience and qualifications related to this project.
- .18 The Contractor will not substitute the assigned Project Manager or Site Superintendent without the written consent of the Consultant and City Project Manager. The Site Superintendent is to be present at the place of Work during the working hours until the Work has reached completion.
- .19 Refer to the rest of the documents contained in this RFP for the minimum performance Specifications and Warranty requirements.
- .20 Upon the discretion of the City Project Manager, the Contractor may be requested to provide a monthly Progress Project Report. The report will contain, but not specifically limited to, the following: Site Progress Summary, Project Look-Ahead Critical Path, Schedule, Deliverables Status, Submittals Log, Project Delays & Risks, and Site Photos Construction Progress.

3.2 General Requirements

- .1 The Contractor shall inspect and verify exiting condition and dimensions of the sports field area prior to installation of the new synthetic turf system.
- .2 The Contractor will coordinate with City Staff, consultants' team, SD#43 and general contractors and trades onsite as required. Refer to SD43 General Requirements and SD43 Occupational Health and Safety Requirements as included in the Civil and Landscape Works RFP 21-001, found [Here:](#)

- .3 The Contractor is to make themselves aware of site access routes and coordinate with the SD#43 and their general contractor to facilitate construction activities and laydown area.
- .4 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.
- .5 All work pertaining to this RFP and resulting Contract and F.O.B. delivery point shall be on the grounds of the Centennial Secondary School at the corner of Winslow Avenue and Poirier Street. Address is 570 Poirier Street Coquitlam, British Columbia, Canada.
- .6 Deliver and store the products in the original manufacturer's packaging with labels intact and store the products where they will be protected from damage, theft, and vandalism. The Contractor is to become familiar with the site and the dedicated staging area for materials and equipment.
- .7 Include all general condition items including maintaining a safe and secured construction site.
- .8 Testing of materials and assemblies including performance testing of completed works. 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.
- .9 Non Toxic Certification: - Certify all materials shall be non-toxic, lead free and free of heavy metals.
- .10 Test evidence including formal submission to authorities having jurisdiction as required.
- .11 Environmental policy, methods and maintenance statements.

3.1 Specifications and Drawings

- a) All Work shall be undertaken and completed in accordance with the following Appendices:
 - Appendix B – Specifications
 - Appendix C – Linemarking Drawings

3.2 Critical Project Timelines

The Contractor will commence work approximately **Jul/Aug, 2021** and be substantially complete on or before **Oct 31, 2021**.

Final acceptance and commissioning is to be completed by **Nov 12, 2021**.

The Contractor will be required to provide a 'Gantt Chart' Schedule prior to the start of construction. Subsequently, the Contractor is to provide an updated construction schedule with each progress claim.

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 steps necessary to improve its progress, including those that may be required by the Consultant, without additional cost to the City. In this circumstance, the Consultant and the City may require the Contractor to provide a recovery plan, and to submit

for approval any supplementary schedule or schedules in chart form, as the Consultant deems necessary to demonstrate how the approved rate of progress will be regained.

3.3 Precedence of Dimensions and Specifications

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.

3.4 Permits

The Contractor must obtain and pay for all necessary permits to complete the work, including, but not exclusive to, licenses, Truck Route Exemption Permit, taxes, duties, labor documents, and local construction permits that are required to complete the work.

3.5 Utilities and Services

All utilities and/or other temporary services required by the Contractor shall be the sole responsibility of the Contractor.

3.6 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 is to use barriers and signage as required, to create safe detours around the construction zone, as required. When unsafe, or not practical to create safe detours, the contractor is to use barriers and signage at all egress points, to close the access to the public. (I.e. during work hours while work zone is not safe to pass)

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.

3.7 Site Meetings

Site progress meetings will be scheduled by the Consultant in 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.

The Contractor shall attend regular site progress meetings including safety meetings.

The Contractor agrees to attend in person or send authorized representatives to any such meetings which may be called for by the Consultant, City, SD43, and Civil Works General Contractor.

3.8 Standards and Workmanship

All Work is to be completed by professional qualified technicians under the direct supervision of a qualified and experienced synthetic turf installer.

3.9 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.

3.10 Close Out Documentation

Comprehensive close-out works including warranties, record drawings, operations manuals, etc.

Along with the close-out document, the Contractor shall fill out and submit the Asset Inventory Spreadsheet for the City's records.

3.11 Protection of Public

The Contractor shall take adequate measures to protect the public, City staff, and all others on site from injury, damage, or other loss resulting from maintenance operations and related activities.

The Contractor shall promptly report to the City any safety incidents as they occur.

3.12 Contractor Parking

Contractor parking is off-site only. City of Coquitlam and School District 43 parking lots shall not be used for Contractor sub-contractor parking.

3.13 Traffic Control if required..if not delete

Contractor is to be aware that the Work Site access route is to be off **Winslow Ave**. The Contractor shall ensure that Flag persons are on-site to maintain pedestrian and traffic control for equipment exiting off of and entering the on to Winslow Ave.

3.14 Work Schedule and Work Hours

The Contractor is to submit a schedule to the City, SD43, and Civil General Contractor for approval.

All Services are to be performed in compliance with City Bylaws.

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.

3.15 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.

3.16 Progress Report

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



City of Coquitlam

REQUEST FOR PROPOSALS

RFP No. 21-005

Centennial Synthetic Turf Field

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

Thursday May 27, 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 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

The Proposal Submission Form consists of 2 parts:

PART A - PROPOSAL SUBMISSION DOCUMENTS

Proponents are to submit the following documents and product samples:

Part A.1 – Corporate Performance Proposal

The corporate performance Proposal shall apply to all/any of the different synthetic turf Products for which the Proponent submits financial and technical Proposals. Refer to A.1 for the requirements of the corporate performance Proposal.

Part A.2 – Financial Proposal including Proposal Form

Separate financial Proposals are required for each different Product for which the Proponent is submitting a Proposal. Refer to A.2 for the requirements of the financial Proposal.

Part A.3 – Product Technical Proposal

Separate product technical Proposals are required for each different Product for which the Proponent is submitting a Proposal. The product technical Proposal shall also include one sample of each synthetic turf product proposed. Refer to A.3 for the requirements of the product technical Proposal.

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

Part B. 1 – Pricing

Part B.2 – Technical Product Data Sheet

Part B.3 – Authorization & Commitment Form

Proponents are to submit one (1) representative sample of each synthetic turf product being proposed. All shipping materials are to clearly identify the Proponent name, complete contact information and their contents.

One (1) representative sample of each synthetic turf product being proposed to be sent before the RFP Closing Date and Time to:

**Office of the Purchasing Manager
Coquitlam City Hall
3000 Guilford Way
Coquitlam, BC, V3B 7N2**

Proponents are responsible to clearly label all sample items as “**21-005 – RFP Samples**” and to arrange for and pay all shipping costs to the City and upon request, for return to the Proponent.

PART A.1 – CORPORATE PERFORMANCE PROPOSAL

Proponents are required to provide the following information with respect to their corporate performance relating to the supply and installation of synthetic turf fields. This information will be used to evaluate the Proponent’s past performance and ability to deliver the work included in this RFP.

**** For all questions, provide the information requested in the space provided and/or attach additional pages, if necessary****

A.1.1 Proponent’s Ability to Back the Warranty

Describe the manner in which the Proponent proposes to back the Warranty to be provided under the terms of this RFP. Indicate the approximate value of work (or sales, as applicable) completed by the Proponent for each of the past three (3) years.

A.1.2 Proponent’s History Relating to Synthetic Fields

Provide the Proponent’s history with particular reference to experience with the supply and installation of synthetic turf fields, including the total number of fields installed. A list of fields installed over the past ten (10) years should also be provided. Provide details of elastic layer installations with total number of installations and list for the past 10 years

A.1.3 Proponent’s Installation Crew Qualifications

Provide a resume describing the qualifications for each installation crew member that will be assigned to the Project.

A.1.4 Proponent’s Installation Crew’s Superintendent’s Qualifications

Provide a resume for the proposed superintendent of the installation crew giving details on qualifications and experience relating to the installation of synthetic turf fields including descriptions of synthetic turfs installed. Provide names and telephone numbers of references for the proposed superintendent.

A.1.5 Proponent’s Installation Performance Record

- a) Provide the following information for the Proponent’s past five (5) installations (minimum):
- .1 Location
 - .2 Type and size of installation (turf product)
 - .3 Date of installation
 - .4 Owner
 - .5 Purpose / use of fields
 - .6 Contact name for owner / operator with telephone number

| | |
|---|--|
| Location | |
| Type and size of installation | |
| Date of installation | |
| Owner | |
| Purpose / use of fields | |
| Contact name for Owner/ Operator | |
| Telephone number of Owner / Operator | |

| | |
|---|--|
| Location | |
| Type and size of installation | |
| Date of installation | |
| Owner | |
| Purpose / use of fields | |
| Contact name for Owner/ Operator | |
| Telephone number of Owner / Operator | |

| | |
|---|--|
| Location | |
| Type and size of installation | |
| Date of installation | |
| Owner | |
| Purpose / use of fields | |
| Contact name for Owner/ Operator | |
| Telephone number of Owner / Operator | |

| | |
|---|--|
| Location | |
| Type and size of installation | |
| Date of installation | |
| Owner | |
| Purpose / use of fields | |
| Contact name for Owner/ Operator | |
| Telephone number of Owner / Operator | |

- b) Proponents should provide at least three (3) project references for each different turf product for which a Proposal is submitted. Provide the details of any outstanding unresolved construction claims or any active legal action(s) filed against the Proponent related to past or current synthetic field installations.

A.1.6 Number of Installation Crews

Provide the Proponent's number of installation crews and identify their availability for this Project. Describe the resources the Proponent will apply to allow turf installation to meet the Project schedule.

A.1.7 Proponent's Post-Installation Support

- a) Describe the post-installation support which will be provided. Provide the details of any permanent local post-installation support personnel.

- b) Provide details of the company's typical response time for follow-up service calls including the location of the nearest service centre to the Project. Indicate whether the City would incur travel expenses for out-of-warranty service requests.

A.1.8 Proponent's Production Capabilities

Describe the Proponent's production capacity and their ability to meet the Project schedule.

PART A.2 – FINANCIAL INFORMATION

A.2.1 Signed Proposal & Proponent Commitment Form

A signed Proposal Form exactly in the format provided in Part B is to be included in the Proposal.

A.2.2 Bid Bond

A Bid Bond will not be required.

A.2.3 Consent of Surety

The financial information is to be accompanied by a completed Consent of Surety for both a Performance Bond and a Labour and Material Payment Bond, both completed in accordance with the requirements of the RFP Appendices. The Consent of Surety must be issued by an approved bonding company licensed to do business in the province of British Columbia, Canada.

A.2.4 Undertaking to Insure

The financial information is to be accompanied by a letter of Undertaking of Insurance Company from the Proponent's insurance company certifying that they will provide the required insurance in accordance with the requirements of the RFP.

PART A.3 – TECHNICAL PROPOSAL

A.3.1 Technical Product Data

For each synthetic turf product for which a price is provided in the Proposal form, the Proponent is to complete a technical product data sheet. A blank copy of the technical product data sheet is attached in Part B.

A.3.2 Seam and Inlaid Line Details

Describe the seaming and inlaid line joining and construction details including:

- .1 Turf roll joining method (seams sewn, cemented, etc.)
- .2 Width of seam overlap
- .3 Inlaid line joining method

A.3.3 Operation and Maintenance Procedures

- .1 Describe the general operations and maintenance procedures for each turf type included in the Proposal.
- .2 Identify any special operations and maintenance equipment required.

A.3.4 Sport Association Accreditation & References from Field Hockey & Soccer Users

Proponents are to submit documentation for each type of turf indicating FIFA accreditation for Soccer (FIFA Quality Pro).

A.3.5 Patent Infringement Concerns

Proponents are to submit documentation confirming that their turf product does not infringe any existing or pending Canadian patent. Provide the details of any outstanding unresolved patent infringement claims or any active legal action(s) filed against the Proponent or against the owner of a past or current synthetic field installation supplied or installed by the Proponent. Provide the details (where legally permitted to do so) of the outcome of any resolved past patent infringement claims.

A.3.6 Warranty

- .1 Confirm that the eight (8) year Warranty with the terms and conditions exactly as specified in the RFP will be provided.
- .2 Indicate if the Proponent has any outstanding warranty claims that have not been resolved to the satisfaction of the field owner.
- .3 Provide details of any additional Warranty benefits offered (ie. extended Warranty duration, etc.).

A.3.7 Acceptance of Base Design

Proponents must provide confirmation that they will accept the existing base (E-Layer) for the synthetic turf(s) for which a Proposal is being submitted and that they will be prepared to certify the turf(s) installation providing the base has been constructed in accordance with good industry standards. The base is considered to be all base materials and drainage under the synthetic turf surfacing. Refer to the Project Drawings for details.

A.3.8 Schedule

Indicate the proposed schedule (in weeks) for the new synthetic turf installation including the proposed sequencing and duration of the turf system manufacture and delivery. Confirm whether the key dates indicated in the RFP can be achieved.

A.3.9 Turf Product Samples

Provide the following samples for each synthetic turf product for which a price is proposed in the Proposal & Proponent Commitment Form(s).

- .1 Synthetic Turf - 150 mm by 150 mm unfilled square of each type of synthetic turf proposed.
- .2 Supply an equivalent amount of material if an alternate infill is proposed.

A3.10 Environmental Concerns and Opportunities

Confirm the proposed synthetic turf system (synthetic turf fibre, backing, infill, adhesives and all other components) meets all current Canadian environmental regulations (for public sports field/playground use) with respect to contaminants such as lead and other hazardous materials. Confirm that the synthetic turf system will continue to meet all current Canadian environmental regulations upon installation and throughout the life of the Warranty.

Provide details of any environmentally sustainable or 'green' features of the turf system including recycled content, alternate infill material(s) proposed, recyclability of turf system when replaced in future, heavy metal content of fibre, and other relevant information.

A.3.11 Value-Added Elements

Describe in detail any value-added elements that will provide additional benefits or value to the City. Proponents should also describe in this section any potential cost saving measures that might be possible through alternative design standards or Specification modifications.

PART B - PROPOSAL & PROPONENT COMMITMENT FORM

PART B.1 - PRICING

1. SCHEDULE OF PRICES

We hereby declare that we have carefully examined the site of the Project, have read and examined the RFP package including the supporting Specifications and Project Drawings, and hereby offer to furnish all plant, labour, materials, technical and professional services necessary to supply and install the synthetic turf surface, in accordance with all the provisions stated in the RFP documents, for the following stipulated price:

| | | | |
|---|--|------------------|--|
| New Synthetic Turf Product (Name & Mfg): | | | |
| Shock Pad (name): | | | |
| A – BASIC LUMP SUM WORK | | | Total Lump Sum PRICE (exclude GST) |
| | Description | Qty | |
| 1 | Supply & Install new Synthetic Turf (includes all lines and markings) | 1 l.s. | \$ |
| 2 | Supply & Install Crumb Rubber Infill (includes all lines and markings) | 1 l.s. | \$ |
| 3 | Post Construction FIFA Quality Equivalent Pro Testing | 1 l.s. | \$ |
| 4 | 50% Labour & Material Payment Bond | 1 l.s. | \$ |
| 5 | 50% Performance Bond | 1 l.s. | \$ |
| 6 | Mobilization | 1 l.s. | \$ |
| 7 | Demobilization | 1 l.s. | \$ |
| 8 | Close-Out Documentation | 1 l.s. | \$ |
| 9 | | Sub-Total | \$ |
| 10 | | GST | \$ |
| 11 | | Total | \$ |

| | | | |
|----|---------------------------------|--|-----------|
| 12 | Guaranteed Maximum Price | | \$ |
|----|---------------------------------|--|-----------|

PART B.2 - TECHNICAL PRODUCT DATA SHEET

Provide the following information for each Synthetic turf system proposed in the RFP.

Product Name: _____

Proponent Name: _____

Product Construction (Check all as applicable):

| | | | |
|--------------------------|--------------|--------------------------|------------------------|
| <input type="checkbox"/> | Monofilament | <input type="checkbox"/> | Secondary Thatch Layer |
| <input type="checkbox"/> | Tufted | <input type="checkbox"/> | Knitted |

| Property | Minimum Spec | Units | ASTM |
|----------------------------------|--|--------------|-------------|
| Pile Yarn Composition | | | |
| Minimum Yarn Denier | | | D1577 |
| Maximum Yarn Denier | | | D1577 |
| Yarn Breaking Strength | | gms./denier | D2256 |
| Yarn Melting Point | | ° F | D789 |
| Minimum Pile Height | | Inches | D5823 |
| Maximum Pile Height | | Inches | D5823 |
| Yard Ends per Stitch | | | |
| Pile Weight | | oz./sq.yd | D5848-20 |
| Primary Backing Wt | | oz./sq.yd | D5848-20 |
| Secondary Backing Wt | | oz./sq.yd | D5848-20 |
| Total Weight | | oz./sq.yd | D5848-20 |
| Tuft or Stitch Spacing | | per inch | D5793 |
| Stitch Gauge | | Inch | D5793 |
| Tuft Bind (without infill) | | lbs. | D1335 |
| Grab Tear Strength | | lbs | D5034 |
| Roll Width (15) | | feet | |
| Impact Attenuation (max) | | | |
| • at installation | | Gmax | D355 |
| • at 12 months | | Gmax | D355 |
| • at 24 months | | Gmax | D355 |
| • at 48 months | | Gmax | D355 |
| • at 60 months | | Gmax | D355 |
| • at 84 months | | Gmax | D355 |
| • at 96 months | | Gmax | D355 |
| • at 102 months (165) | | Gmax | D355 |
| Pill Burn Test (Pass) | | | D2859 |
| Drainage Rate (including infill) | | mm/hr | |
| Heavy Metal Content of System | (Proponent is to attach Material Safety Data Sheets) | | |

Lbs = Pounds
°F = Degrees Fahrenheit
Oz = Ounce

Sq.yd = Square yard
Mm/hr = Millimetres per hour

PART B2-TECHNICAL PRODUCT DATA SHEET

Infill Material

Indicate the technical specifications and detailed description of the components comprising the infill material of the synthetic turf system. Attach a separate specification sheet(s) where the proposed infill is a material other than recycled crumb rubber or recycled crumb rubber/silica sand blend.

Total Depth of Infill Material _____ inches (minimum)
 Minimum Number of Infill Material Applications _____
 Maximum Depth of Infill Material per Application _____ inches
 Type of Infill _____

Infill Material – Check one:

- 100% Crumb Rubber
- Crumb Rubber/Silica Sand Blend
 _____ % Sand by volume
 _____ % Rubber by volume
- Other Infill (Describe/attach specifications)

For Crumb Rubber and Rubber/Sand Infills (Check as applicable):

- Ambient Ground Rubber
- Cryogenic Ground Rubber
- Recycled Truck Tires (check if applicable)

Crumb Rubber Supplier (Company name/address) _____

Crumb Rubber Particle Size Distribution (complete or attach sieve analysis):

| | | | |
|----|----|---|---|
| mm | mm | % | % |
| mm | mm | % | % |
| mm | mm | % | % |
| mm | mm | % | % |

The sand gradation (wet sieve analysis):

| Sieve Size | % Passing (max – min) | Sieve Size | % Passing (max – min) |
|------------|-----------------------|------------|-----------------------|
| #8 | | #40 | |
| #16 | | #50 | |
| #20 | | #100 | |
| #30 | | | |

Sand Description (Silica, ceramic-coated silica, etc.) _____
 _____ % minimum rounded, compaction resistant, washed and dried

PART B2-TECHNICAL PRODUCT DATA SHEET

Supplier to provide 3rd party support documentation outlining Technical Data results for FIFA Quality Pro Performance Standards for FIFA Quality Pro designation in accordance with the FIFA Quality Programme for Football Turf October 2015 Edition of the Handbook of Test Methods.

PART B.3 – AUTHORIZATION & COMMITMENT FORM

The Proponent hereby declares that it has carefully examined the site of the Project, read and examined the RFP package and reference documents and conducted such other field investigations and additional design development, which are prudent and reasonable in preparing such a Proposal, and hereby offers to furnish all labor, technical and professional services, supervision, materials, supplies and equipment, and to discharge all duties and obligations necessary to complete the Project in accordance with the provisions stated in the RFP documents, for the prices shown in the Schedule of Prices attached hereto and incorporated by reference herein.

The Proponent agrees, on behalf of the company named below, to supply the goods and services listed at the prices quoted or negotiated, under the terms and conditions set forth in the [Instructions to Proponents](#) and this RFP document, the Proponent's Proposal, any and all addendum, which shall together form the Agreement. In accordance with the terms, conditions, instructions, and Specifications the undersigned agrees to supply Products and services at the prices quoted.

The Proponent understands that if its Proposal is accepted, it will execute the Agreement and deliver it to the City within ten (10) business days after receipt of the Agreement in executable form from the City. The Proponent will proceed with the work upon receipt of the fully executed Agreement/Contract from the City.

Enclosed herewith is evidence of good standing of the Proponent's corporation, joint venture or partnership and evidence that the person(s) signing this form is/are authorized to bind the Proponent (and each member of any joint venture or partnership forming the Proponent) to this Proposal and to the Agreement, if any, resulting from this Proposal.

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the RFP;

| Addendum No. | Date Issued |
|--------------|-------------|
| | |
| | |
| | |

The Proponent certifies that it has examined and is fully familiar with all of the provisions of the Agreement and is satisfied that such provisions are accurate; that it has carefully checked all the works and figures and all statements made in this Proposal; that it has conducted such other field investigations and additional design development which are prudent and reasonable in preparing this Proposal, including a thorough review of the reference documents; that it has satisfied itself with respect to the actual site conditions and the location of the Project, the general and local conditions to be encountered in the performance of the Project, and other matters which in any way affect the Project or the cost thereof; and that it has notified the City of any deficiencies in or omissions from any RFP or other documents provided by the City and of any unusual site conditions observed prior to the date hereof. The Proponent represents that all statements made in response to the RFP delivered to the City (as amended in this submission) and in this Proposal are true and correct as of the date hereof. The Proponent agrees that the City will not be responsible for any errors of omissions in this Proposal. If the Proponent is a partnership or joint venture, give full names of all partners or joint ventures. Evidence of

the authority of the person(s) signing on behalf of the corporation, partnership or joint venture to do so should be attached to the Proposal form. Additionally, each partner or joint venture will furnish a letter signed by an officer of the respective company stating that the respective company agrees to be held jointly and severally liable for any and all the duties and obligations of the Proponent under any agreement arising therefrom.

| | |
|--|--|
| 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: | |

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

- End of Proposal Submission Form -